

March 18, 2019

**SUBJECT: REQUEST FOR PROPOSALS FOR PERFORMANCE OF EXPERT PROFESSIONAL SMALL BUSINESS ENTERPRISE ADVISORY SERVICES AND RELATED TECHNICAL SUPPORT SERVICES FOR THE WORLD TRADE CENTER RETAIL REDEVELOPMENT PROGRAM AS REQUESTED ON A “CALL-IN” BASIS DURING 2019 THROUGH 2021 (RFP# 56664) – NOTICE TO PROPOSERS**

Dear Sir or Madam:

**PRE-PROPOSAL MEETING**

A Pre-Proposal Meeting is scheduled on Tuesday, March 26, 2019 at 10:00 AM, 4 World Trade Center, 23<sup>rd</sup> Floor – Board Room, New York, NY 10007. You must present a valid government-issued photo ID to enter 4 WTC.

Any questions concerning this RFP should be submitted in writing prior to the meeting so that the Port Authority may prepare responses in advance of the meeting. Additional questions may be permitted at the meeting; however, responses may be deferred and provided at a later date by written addenda.

Attendance is strongly recommended. Information conveyed may be useful to Proposers in preparing their proposals and Proposers not attending assume all risks which may ensue from non-attendance.

Attendees interested in attending shall RSVP to Monika Radkowska, Procurement Solicitation Manager at: [mradkowska@panynj.gov](mailto:mradkowska@panynj.gov) no later than 12:00 PM (EST) on March 25, 2019 to confirm their attendance and/or receive traveling directions.

**The date for receipt of proposals for the subject RFP remains 2:00 P.M. on April 8, 2019.**

If you have any questions, please contact Ms. Monika Radkowska, Senior Procurement Support Specialist, at [mradkowska@panynj.gov](mailto:mradkowska@panynj.gov).

Sincerely,

David Gutiérrez  
Assistant Director  
Procurement Department