

**THE PORT AUTHORITY OF NY & NJ**

**PROCUREMENT DEPARTMENT  
4 WORLD TRADE CENTER  
150 GREENWICH STREET, 21ST FLOOR  
NEW YORK, NY 10007**

**REQUEST FOR INFORMATION**

**ISSUE DATE: 10/21/2024**

**TITLE: REQUEST FOR INFORMATION (RFI) UTILITY MANAGEMENT  
AND ENERGY RELATED CONSULTING SERVICES PROVIDERS  
FOR THE PORT AUTHORITY OF NEW YORK AND NEW  
JERSEY'S OFFICE OF SUSTAINABILITY**

**RFI NUMBER: 6000002491**

**QUESTION DUE DATE: 12/15/2024 TIME: 2:00 PM ET**

**RESPONSE DUE DATE: 12/31/2024 TIME: 2:00 PM ET**

**Notwithstanding the Response Due Date of 12/31/2024, this RFI shall remain open until such time as the Port Authority provides notice that it will cease accepting Responses. Firms may submit their Responses on an ongoing basis.**

**SUBMIT RESPONSE VIA EMAIL BEFORE THE DUE DATE AND TIME TO**

**[BIDRFPSUBMITTAL@PANYNJ.GOV](mailto:BIDRFPSUBMITTAL@PANYNJ.GOV)**

**BUYER NAME: JoAnn Park**

**PHONE #: 212-435-4654**

**EMAIL: [jopark@panynj.gov](mailto:jopark@panynj.gov)**

**RESPONDENT INFORMATION**  
**(TO BE COMPLETED BY THE RESPONDENT)**  
**(PLEASE PRINT)**

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(NAME OF RESPONDENT)

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(ADDRESS - CITY, STATE, ZIP CODE)

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(REPRESENTATIVE TO CONTACT - NAME AND TITLE)

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(EMAIL ADDRESS, PHONE NO. AND FAX NO.)

FEDERAL TAX ID NO.: \_\_\_\_\_

BUSINESS FORM: CORPORATION \_\_\_ PARTNERSHIP \_\_\_\_\_

INDIVIDUAL \_\_\_\_\_ OTHER: \_\_\_\_\_

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## 1. PURPOSE OF THIS REQUEST FOR INFORMATION (RFI)

The Port Authority of New York & New Jersey (“Port Authority”, “Authority” or “PA”) through this Request for Information (“RFI”) is seeking information from qualified respondents on their ability to provide sustainability and/or energy-related consulting services to the Port Authority. These consulting services can be grouped into categories which include:

- a. Utility Auditing Services
- b. Tenant Utility Invoicing Services
- c. Tenant Energy/Water Tariff Design Services
- d. Meter Data Services
- e. Energy Management Services
- f. Energy Management Platform Services
- g. Measurement and Verification (M&V) Services
- h. Energy Broker and Real Time Energy Auction Services
- i. Demand Response Services
- j. Demand Management Services and Production of Ancillary Services
- k. Distributed Energy Resources (DER) and Microgrid Services
- l. Solar Power Purchase Agreement Management Services
- m. Geothermal System Services
- n. Green House Gas Tracking and Accounting Services

Note that the Port Authority is not seeking respondents who can provide all of the above consulting services. Rather, the Port Authority is seeking respondents who can provide any of the above consulting services. Respondents are welcome to provide single response packages that address the respondent’s ability to provide more than one of the sought after services. In such cases, the Port Authority does request that the responses to different opportunities be kept separate and clearly marked within the response package. **Notwithstanding the Response Due Date of 12/31/2024, this RFI shall remain open until such time as the Port Authority provides notice that it will cease accepting Responses. Firms may submit their Responses on an ongoing basis.**

## 2. GENERAL INFORMATION: THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY

### a. THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY

The Port Authority of New York and New Jersey is an agency of the States of New York and New Jersey created and existing by virtue of the Compact of April 30, 1921, made by and between the two States, and thereafter consented to by the Congress of the United States of America. For additional background information on the Port Authority visit the Port

Authority's website at [www.panynj.gov](http://www.panynj.gov). Additionally, an electronic version of the Authority's most recent Annual Report is available at <http://corpinfo.panynj.gov/pages/annual-reports/html>.

**b. THE PORT AUTHORITY'S SUSTAINABILITY OBJECTIVES**

In October 2018, the Port Authority became the first public transportation agency in the United States to embrace the Paris Climate Agreement, setting aggressive interim greenhouse gas reduction targets that call for a 35-percent reduction in its direct emissions by 2025 and reaffirming the agency's commitment to an 80-percent reduction in emissions related to its operations by 2050.

In October 2021, the Port Authority announced it was embracing the Biden Administration's new goals of Net-Zero emissions by 2050 and 50 percent reduction by 2030 in greenhouse gas emissions. The Port Authority is the first U.S. transportation agency to set a net-zero target for all emissions.

**3. GENERAL RESPONSE REQUIREMENTS**

Responses shall include or identify:

- a. A cover page listing the Due Date, RFI #, RFI title, name, address, URL and Federal Employer Identification Number of the Respondent.
- b. Contact information (name, title, email, telephone number) of the individual who shall act as the Respondent's contact with the Authority for further information requests and future solicitations, if any. In addition, at any time after the opening of the responses to the RFI, the Authority may request additional information relating to the Respondent's submission and will use this individual as the point of contact for these queries.
- c. A brief description of the company, its lines of business, organization, mission, affiliates, objectives, location, its years in business under its present business name, and a list of previous business names used, if any.
- d. One signed copy of Attachment A (Attachment on Terms of Discussion) hereof.
- e. One copy (signature not required) of Attachment B (Capabilities) hereof.

The Port Authority has currently ceased public receipt of paper responses and will allow only the electronic submission of responses.

Responses shall be submitted, via email only, to Bid Custodian at [bidrfpsubmittal@panynj.gov](mailto:bidrfpsubmittal@panynj.gov). Each electronic submission must include all required information. The Authority may request an original, signed paper submission at any time following the RFI Due Date. The paper submission must be identical to the electronic submission emailed to the Port Authority by the Due Date. The electronic submission shall prevail in the case of any discrepancies between the electronic and paper submissions.

**4. RESPONSE REQUIREMENTS FOR EACH CONSULTING SERVICES OPPORTUNITY**

- a. Respondents are instructed to complete Attachment B, Capabilities Response Grid, indicating each consulting service for which they are providing a response. Respondents

may address any number of consulting services which are the subject of this RFI. Each response must be clearly labeled with the service description and must include: A description of the Respondent's experience in providing the services inherent to that consulting opportunity.

- b. A description of Respondent's completed and in-progress projects relevant to the consulting service opportunity during the past 5 years including location, date completed, system size, amount of investment and/or pricing structure as appropriate.
- c. A statement of technical expertise describing the extent to which the Respondent and any personnel and/or subcontractors that would be dedicated to this consulting service opportunity, have experience in implementing and managing operations required by this opportunity, as well as any licenses, certifications, or designations held, or which may be required in the performance of service
- d. Three commercial business references which are related to the Respondent's provision of the services relevant to this consulting opportunity.

## **5. HAND DELIVERIES WILL NOT BE ACCEPTED.**

Respondents should anticipate that some emails may take a period to be delivered, and as such, should send them as early as possible to ensure it is received no later than 11:00 A.M. ET in the designated Authority's designated email account.

Respondents should note that there is a limit to the size of attachments that can be received by the Authority's designated email account. That limit is 100MB. Additionally, Respondents must check their files to ensure they have submitted complete documents, i.e. no missing pages.

Respondents' internal networks may have limits on the size of emails they can send. Therefore, it is incumbent upon the Respondent to determine ahead of time that the file(s) being submitted can both be transmitted by their servers and accepted by Authority servers. If the files are too big, the Authority will accept responses in multiple emails, provided all parts which comprise a complete submission are received by the RFI Due Date and time, and all emails should include the RFI # and title. Under this circumstance, Respondents should note in the description of the email that the response will be arriving in multiple parts and include in the subject line the total number of components and which component, of the total, the particular transmission represents.

## **6. RESPONSE FORMAT**

Responses are not to exceed 30 (thirty) pages.

## **7. QUESTIONS AND COMMUNICATIONS REGARDING THIS RFI**

All communications concerning this RFI should be directed to the Buyer listed on the cover page. All questions regarding this RFI should be submitted by email to the Buyer at the email address listed, and by the due date and time set forth, on the cover page. The Buyer is authorized only to direct the attention of prospective Respondents to various portions of this RFI so that they may read and interpret such portions themselves.

Neither the Buyer nor any other employee of the Authority is authorized to interpret the provisions of this RFI or give additional information as to its requirements. If interpretation or other information is required, it will be communicated to Respondents by written addenda and such writing shall form a part of this RFI.

## **8. CONFERENCE**

At any time after the receipt of responses, Respondents may be asked to attend an informal online discussion conference with staff of the Port Authority regarding further clarification of the Response and/or for additional information. Selection of such Respondents for these online conferences, if any, will be at the sole discretion of the Authority based on review of submitted material and other information gathering. To facilitate the free flow and exchange of ideas and information, the Port Authority intends to meet with Respondents separately. The Port Authority will communicate the date, time and other details of the conference, if any, in due course. The Port Authority prefers the MS Teams platform for online conferences.

## **9. GENERAL**

- a. The Port Authority reserves the right to conduct interviews, issue a solicitation for a proposal, take any other action, or to perform none of the above.
- b. The Port Authority reserves the right to request further information from any Respondent to this RFI.
- c. The Port Authority may consult any reference familiar with the Respondent regarding its current or prior operations and projects, financial resources, reputation, performance, or other matters. Submission of a Response shall constitute permission by the Respondent for the Port Authority to make such inquiries and authorization to third parties to respond thereto.
- d. Neither the information submitted from your organization, nor the submission of your response to the RFI and any documents or other information supplied by you, nor any correspondence, discussions, meetings or other communications between your organization and the Port Authority, shall impose any obligation on the Port Authority. The Port Authority shall have no obligation to any Respondent. Costs of participation or information preparation by Respondents to the RFI are not compensable.

## **10. DESCRIPTION OF CONSULTING SERVICES BEING SOUGHT**

### **a. UTILITY INVOICE AUDITING SERVICES**

The following are some, but not all, of the Utility Invoice Auditing Services required by the Port Authority:

- 1) Arrange with utilities and third-party energy suppliers to receive all Port Authority Utility and Supplier invoices.
- 2) Audit and Verification of all Port Authority Utility and Supplier invoices identifying any discrepancies between how each invoice was calculated verses how the relevant tariff or supply purchase agreement dictates how each invoice should be calculated.

- 3) Work with Utilities and/or Suppliers to correct any current or past incorrect invoices and arrange for the Port Authority to receive any repayments in the form of either direct payments or future billing credits.

**b. TENANT UTILITY INVOICING SERVICES**

At some of its facilities, the Port Authority provides its tenants with electricity and other utilities. At these facilities, the Port Authority requires Tenant Invoice Preparation and Delivery Services which may include, but not be limited to the following:

- 1) Preparation of tenant utility invoices prepared as per the local utility tariffs.
- 2) Delivery of Tenant Utility Invoices to the Authority's tenants at its multiple facilities.
- 3) Providing tenants with support services including investigating complaints of incorrect invoicing.

**c. TENANT ENERGY/WATER TARIFF DESIGN SERVICES**

At some of its facilities, the Port Authority provides electric and water to its tenants as opposed to the local utility doing so. The Port Authority requires tariff design services to develop billing structures similar to what local utilities offer. Examples of these structures would be time-of-day pricing and net metering for solar and wind power generated by the tenant.

**d. METER DATA SERVICES**

The following are examples of some, but not all, of the meter data services required at the Port Authority facilities:

- 1) Installation and maintenance of utility revenue grade energy and water meters at Port Authority and tenant facilities.
- 2) Installation and maintenance of submetering systems using various technologies including "Internet-of-Things" devices.
- 3) Collection of meter data both electronically and, where necessary, manually.
- 4) Integration of data from non-meter sources such as building management systems, SCADA and renewable energy monitoring systems.
- 5) Incorporating all meter data into an online software utility management platform ("Platform") that would at a minimum provide an interface through which other analysis software would be able to access the meter data. The Platform itself could have analysis functionality of its own.

**e. ENERGY MANAGEMENT SERVICES**

The Port Authority requires Energy Management Services to minimize its facilities environmental impact and utility and supplier expenses. These services could include:

- 1) Performing ASHRAE Level 2 and Level 3 energy audits at PA facilities.
- 2) Recommending Energy Conservation Measures (ECMs) at PA facilities.

- 3) Providing timely analysis of PA Facility energy consumption patterns with recommendations for remedial actions.

**f. ENERGY MANAGEMENT PLATFORM SERVICES**

The Port Authority requires services that provide it with an online energy management platform that will allow the Port Authority to monitor the energy performance of its facilities in near real-time. Some of the functions of such a platform could include:

- 1) Integrate data collected both electronically and manually into an existing meter data management platform (see Meter Data Services above).
- 2) Detect and provide notification of network communication interruptions and data quality issues.
- 3) Supplement data from existing data sources with additional meters, sensors and other data sources such as SCADA and building management systems.
- 4) Benchmark portfolio of buildings using normalized performance metrics to detect high- and low-performance properties.
- 5) Compare the current and predicted demand and consumption patterns to historical patterns while supporting a wide range of normalization variables for determination of abnormal conditions.
- 6) Forecast demand and energy usage incorporating financial metrics depending on weather, occupancy, and equipment/plant setpoint variables for business planning.
- 7) Disaggregate whole-building intervals by end-use equipment and plants to diagnose abnormal equipment/plant-level consumption conditions.
- 8) Implement intelligent detection and alarming of abnormal conditions with notifications of corrective actions.
- 9) Deliver readily accessible reports tailored by business function.

**g. MEASUREMENT AND VERIFICATION (M&V) SERVICES**

The Port Authority has implemented many Energy Conservation Measures. Some are through agreements with third parties that involve guaranteed energy savings. The Port Authority requires the following Measurement and Verification Services to monitor the performance of Energy Conservation Measures in general and to verify guaranteed energy savings in particular.

- 1) M&V design services: Developing procedures/designs of systems that will monitor the performance of implemented Energy Conservation Measures.
- 2) M&V implementation services: The actual installation of meters, sensors and other equipment used to monitor the performance of Energy Conservation Measures.
- 3) M&V monitoring services: Regularly monitoring the procedures and systems implemented to assess Energy Conservation Measure performance.

- 4) M&V analytical services: Analyzing the data supplied by M&V systems and procedures and determining the performance of monitored Energy Conservation Measures.
- 5) M&V reporting services: Report to the Port Authority on a regular basis the per Energy Conservation Measures Performance of implemented Energy Conservation Measures.

**h. ENERGY BROKERAGE AND REAL-TIME ENERGY AUCTION SERVICES**

The Port Authority requires Energy Brokerage Services for its efforts to obtain energy supplies and Renewable Energy Certificates (RECs) in a cost-efficient manner. These services include following:

- 1) Energy procurement strategy development.
- 2) Energy brokerage/procurement services.
- 3) Real-time reverse auction implementation and platform services.
- 4) Energy market analysis and other ongoing support services including:
  - a) advising the Port Authority on managing its energy supply portfolio, and
  - b) advising the Port Authority on mitigating energy commodity risk (i.e. hedging)

**i. DEMAND RESPONSE SERVICES**

Port Authority facilities participate in various Demand Response (“DR”) programs administered by the local electric utility or grid operator. To achieve this, the Port Authority requires the services of a Demand Response Provider (“DRP”) possessing all licenses, certifications and qualifications required of a DRP by PJMISO, NYISO, Con Edison, PSE&G and Central Hudson Gas and Electric Company. The Demand Response services required include:

- 1) DR Event Management Services.
- 2) Development of long-term DR Plans for all Port Authority facilities.
- 3) Management of DR Registration and materials requirements for all utility and ISO DR programs.
- 4) Establishment and maintenance of a Real-Time DR Event Participation Monitoring Platform.
- 5) Provision and maintenance of a software interface for the Real Time DR Event Participation Monitor Platform.
- 6) Provision of DR Event Reporting Services.
- 7) Provision of DR Event and Test Notifications.
- 8) Provision of DR Payment Management including seeking and obtaining justified adjustments to any incorrectly calculated DR payments.

**j. DEMAND MANAGEMENT SERVICES AND PRODUCTION OF ANCILLARY SERVICES**

The Port Authority requires services that would lead to reduction of electric demand at its facilities as well as services that would facilitate Port Authority facilities participating in NYISO or PJMISO ancillary services markets to offset utility costs. These could include:

- 1) Systems that would assist PA Facilities to avoid setting a new facility peak demand.
- 2) Systems that would assist PA facilities to minimize their contribution to the electric grid's peak demand.
- 3) Solutions that would provide increased resiliency to our distribution system.
- 4) Systems that contribute to 1) and 2) above through the deployment of Distributed Energy Resources and Energy Storage systems that offset their cost by participating in the utility and grid's ancillary services markets.

**k. DISTRIBUTED ENERGY RESOURCE AND MICROGRID SERVICES**

The Port Authority requires advisory services regarding the development of Distributed Energy Resources ("DER") and/or microgrids on Port Authority properties. These services could include, but not be limited to:

- 1) Identifying DER/microgrid opportunities at Port Authority facilities.
- 2) Performing economic analyses of DER/microgrid implementation opportunities.
- 3) Developing and implementing DER/microgrid projects at Port Authority facilities.
- 4) Operating and maintaining DER/microgrid projects at Port Authority facilities.

**l. SOLAR POWER PURCHASE AGREEMENT MANAGEMENT SERVICES**

The Port Authority uses Power Purchase Agreements (PPA) to procure solar power from its larger solar arrays. The Authority requires the following PPA management services:

- 1) PPA contract management services
- 2) Invoice payment services
- 3) Milestone tracking services
- 4) Data collection services

**m. GEOTHERMAL SYSTEM SERVICES**

The Port Authority requires advisory services regarding the development of large scale Geothermal or Geexchange systems on Port Authority properties. These services could include:

- 1) Identifying Geothermal opportunities at Port Authority facilities.
- 2) Performing economic analyses and modeling of Geothermal implementation opportunities.
- 3) Developing and implementing Geothermal projects at Port Authority facilities.

- 4) Operating and maintaining Geothermal projects at Port Authority facilities.

**n. GREENHOUSE GAS TRACKING AND ACCOUNTING SERVICES**

The Port Authority requires the following greenhouse gas tracking and accounting services:

- 1) Greenhouse gas inventory project planning services
- 2) Greenhouse gas inventory project implementation services
- 3) Greenhouse gas inventory project monitoring services
- 4) Greenhouse gas inventory project evaluation services

**ATTACHMENT A: AGREEMENT ON TERMS OF DISCUSSION**

The Port Authority’s receipt or discussion of any information (including information contained in any proposal, vendor qualification(s), ideas, models, drawings, or other material communicated or exhibited by us or on our behalf) shall not impose any obligations whatsoever on the Port Authority or entitle us to any compensation therefor (except to the extent specifically provided in such written agreement, if any, as may be entered into between the Port Authority and us). Any such information given to the Port Authority before, with or after this Agreement on Terms of Discussion (“Agreement”), either orally or in writing, is not given in confidence. Such information may be used, or disclosed to others, for any purpose at any time without obligation or compensation and without liability of any kind whatsoever. Any statement which is inconsistent with this Agreement, whether made as part of or in connection with this Agreement, shall be void and of no effect. This Agreement is not intended, however, to grant to the Port Authority rights to any matter, which is the subject of valid existing or potential letters patent.

Any information (including information contained in any proposal, vendor qualification(s), ideas, models, drawings, or other material communicated or exhibited by us or on our behalf) provided in connection with this procurement is subject to the provisions of the Port Authority Public Records Access Policy adopted by the Port Authority’s Board of Commissioners, which may be found on the Port Authority website at: <http://corpinfo.panynj.gov/documents/Access-to-Port-Authority-Public-Records/>. The foregoing applies to any information, whether or not given at the invitation of the Authority.

\_\_\_\_\_  
(Company)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

ORIGINAL AND PHOTOCOPIES OF THIS PAGE ONLY. DO NOT RETYPE.

**Attachment B Capabilities Response Grid**

For each service description listed below, indicate if you are submitting a response.

Service Description	Response Submitted (circle one)	
a. Utility Invoice Auditing Services	YES	NO
b. Tenant Utility Invoicing Services	YES	NO
c. Tenant Energy/Water Tariff Design Services	YES	NO
d. Meter Data Services	YES	NO
e. Energy Management Services	YES	NO
f. Energy Management Platform Services	YES	NO
g. Measurement and Verification (M&V) Services	YES	NO
h. Energy Broker and Real Time Energy Auction Services	YES	NO
i. Demand Response Services	YES	NO
j. Demand Management Services and Production of Ancillary Services	YES	NO
k. Distributed Energy Resources (DER) and Microgrid Services	YES	NO
l. Solar Power Purchase Agreement Management Services	YES	NO
m. Geothermal System Services	YES	NO
n. Green House Gas Tracking and Accounting Services	YES	NO