PORT AUTHORITY NY NJ
AIR LAND RAIL SEA

May 20, 2024

SUBJECT: REQUEST FOR PROPOSALS FOR THE PERFORMANCE OF EXPERT PROFESSIONAL PORT PLANNING AND MARINE INFRASTRUCTURE DEVELOPMENT – REAL ESTATE AND INDUSTRIAL REAL ESTATE PLANNING AND ANALYSIS SERVICES AS REQUESTED ON A "TASK ORDER" BASIS FOR A FOUR-YEAR TERM (RFP# 6000002156) – ADDENDUM #2

Dear Sir or Madam:

The Port Authority of New York and New Jersey (the Authority) hereby amends the subject Request for Proposals as follows:

- In the Attachment A, delete Section II, Scope of Services, in its entirety and replace with the following:

"Section II. SCOPE OF SERVICES

The Consultant(s) will provide specialized services in real estate and industrial real estate planning and analysis to support the strategic and operational needs of the Port Authority. These services include site-specific market analyses, conceptual facility design, development of leasing strategies, and analysis of traffic, environmental impacts, and other site-specific issues. All documents prepared by the Consultant will be subject to the Authority's review and must incorporate the Authority's feedback as appropriate."

The following are questions from a Request for Proposals (RFP) recipient. The questions and the corresponding Port Authority of New York and New Jersey (the Authority) answers are provided for your information and use, as appropriate.

Question #1: Is the Authority able to provide the presentation from the May 16, 2024, pre-proposal meeting?

Answer #1: The Authority has attached the subject pre-proposal meeting's presentation for your reference.

Question #2: Will the Authority accept fully-loaded rates for all proposed personnel in lieu of multiplier and actual salary for this industrial real estate RFP?

Answer #2: Yes.

Question #3: For Attachment F (MBE/WBE/SDVOB PARTICIPATION PLAN), will there be flexibility to add subcontractors once specific task order RFPs are issued?

Answer #3: Yes, Authority-certified subcontractors can be added later on at the task order level. However, proposers should still include a plan in their proposal to meet the good faith effort goals of 20% MBE, 10% WBE, and 3% SDVOB.

Question #4: If we propose subconsultants for specialist services who do not have MBE/WBE/SDVOB designations, is there any specific way the Authority would like us to identify them?

Answer #4: No, they should not be included in the participation plan. If that subconsultant meets the requirements for an MBE, WBE, and/or SDVOB certification, we would encourage them to submit an application to get certified. If they do not meet the certification requirements, we would encourage proposers to look through our database of firms to see if there is another Authority certified firm that could help with that scope of work.

The date for receipt of proposals for the subject RFP remains 2:00 P.M. on May 31, 2024.

If you have any questions, please contact Ms. Courtney R. Eddington at ceddington@panynj.gov.

REQUEST FOR PROPOSALS FOR THE PERFORMANCE OF EXPERT PROFESSIONAL PORT PLANNING AND MARINE INFRASTRUCTURE DEVELOPMENT – REAL ESTATE AND INDUSTRIAL REAL ESTATE PLANNING AND ANALYSIS SERVICES AS REQUESTED ON A "TASK ORDER" BASIS FOR A FOUR-YEAR TERM (RFP# 6000002156)

Pre-Proposal Attendance Sheet from May 16, 2024

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Pre-Proposal Attendance Sheet from May 16, 2024

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Pre-Proposal Attendance Sheet from May 16, 2024

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REQUEST FOR PROPOSALS FOR THE PERFORMANCE OF EXPERT PROFESSIONAL PORT PLANNING AND MARINE INFRASTRUCTURE DEVELOPMENT – REAL ESTATE AND INDUSTRIAL REAL ESTATE PLANNING AND ANALYSIS SERVICES AS REQUESTED ON A "TASK ORDER" BASIS FOR A FOUR-YEAR TERM (RFP# 6000002156)

Pre-Proposal Attendance Sheet from May 16, 2024

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PORT AUTHORITY NY NJ

PERFORMANCE OF EXPERT PROFESSIONAL PORT PLANNING AND MARINE INFRASTRUCTURE DEVELOPMENT

GENERAL PORT SERVICES (RFP #6000002130)

ASSET MANAGEMENT SERVICES (RFP #6000002152)

ENVIRONMENTAL ENGINEERING, PLANNING, ANALYSIS AND STAKEHOLDER ENGAGEMENT SERVICES (RFP #6000002153)

RAIL FACILITY PLANNING, OPERATION, AND MAINTENANCE SERVICES (RFP #6000002154)

REAL ESTATE AND INDUSTRIAL REAL ESTATE PLANNING AND ANALYSIS SERVICES (RFP #6000002156

For Information Purposes Only. Requests for Proposals will supersede any information included in this presentation.

Pre-Proposal Presentation to Certified Firms

May 16, 2024 – 2:00 P.M.

AIR LAND RAIL SEA

WELCOME & OVERVIEW

Courtney R. Eddington, Solicitation Manager

AGENDA

- ❑ **Welcome** – *Courtney R. Eddington, Solicitation Manager | Procurement*
- ❑ **Office of Diversity, Equity & Inclusion** – *Alex Rollison, Manager , Project Planning & Development | Office of Diversity, Equity, and Inclusion*
- ❑ **Scope of Service Highlights** – *Lance Baker, Senior Project Manager | Port Department*
- ❑ **Insurance Requirements** – *Rita Maquieira, Risk Analyst, Treasury | Risk Financing*
- ❑ **Procurement Process** – *Courtney R. Eddington, Solicitation Manager | Procurement*
- ❑ **Q&A**

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OFFICE OF DIVERSITY, EQUITY AND INCLUSION

Alex Rollison, Manager | Project Planning & Development

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Our Mission is to keep the region moving.

Our Priorities: What we focus on to achieve this mission



Safety & Security
Provide peace of mind through world-class protection

Capital Plan
Revitalize our infrastructure

Customer Experience
Ensure a 21st century customer experience

Operational Excellence
Deliver first-class operations
Maintain financial self-sufficiency

Sustainability
Reduce our environmental impact

Employer of Choice
Retain, grow and attract top talent

Our Standards: How we meet these priorities



Integrity

Diversity, Equity & Inclusion

Global Best Practices

21st Century Technology

Collaboration

Speed

OFFICE OF DIVERSITY, EQUITY & INCLUSION

Department Overview

- Capacity Building
- Certification
- Compliance Review

BUSINESS DIVERSITY

- Employee Experience
- Equal Employment Opportunity
- Workforce Diversity, Equity & Inclusion

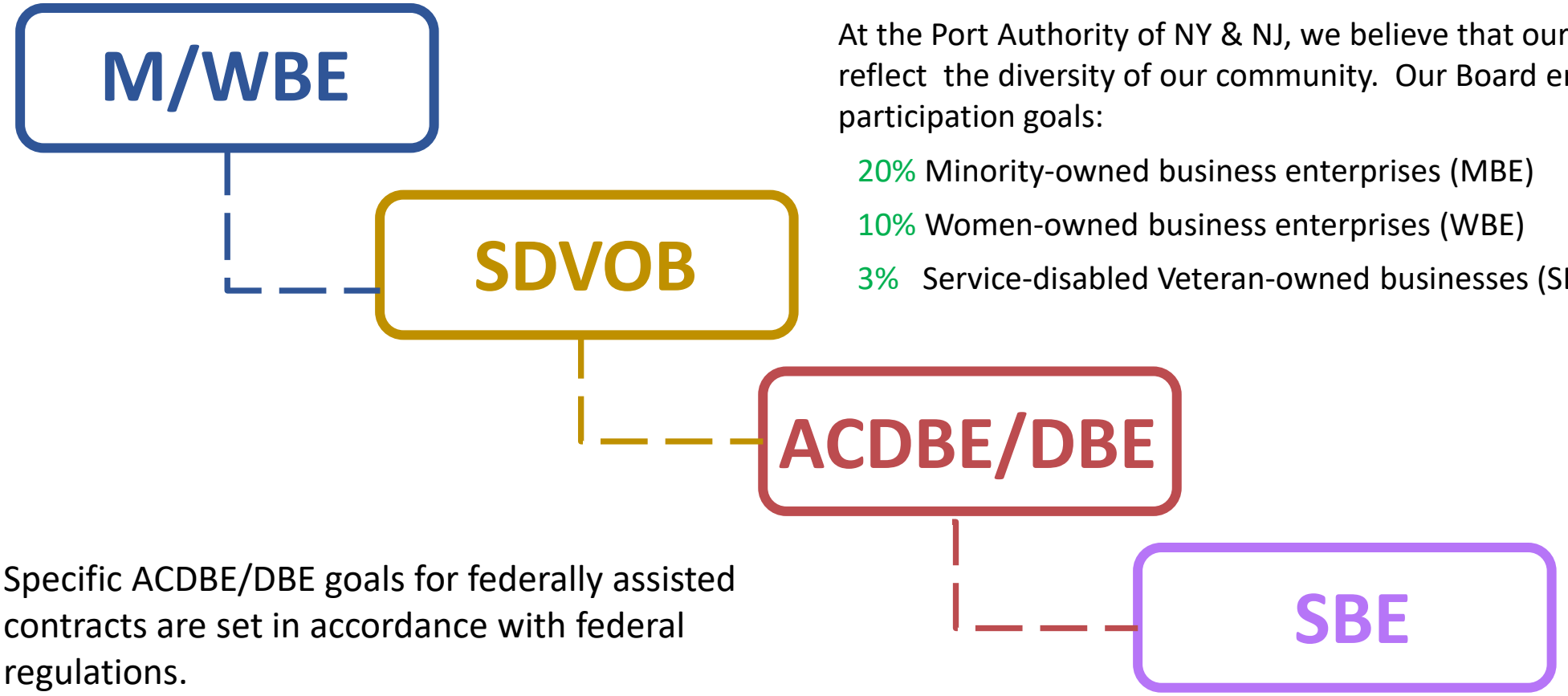
WORKFORCE DIVERSITY & EEO COMPLIANCE

- Performance Reporting & System Support
- Civil Rights Compliance
- Policy, Process & Procedures

PERFORMANCE REPORTING & POLICY OVERSIGHT

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CERTIFICATION PROGRAMS



At the Port Authority of NY & NJ, we believe that our operations should reflect the diversity of our community. Our Board enacted the following participation goals:

- 20% Minority-owned business enterprises (MBE)
- 10% Women-owned business enterprises (WBE)
- 3% Service-disabled Veteran-owned businesses (SDVOB)

Specific ACDBE/DBE goals for federally assisted contracts are set in accordance with federal regulations.

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Eligibility Criteria for Certification

MWBE

- 51% owned and managed by Minority or Women Owner(s) who are citizen or permanent residents
- Make critical day to day decisions
- Capital contribution are real and substantial and continuing
- Valid for 5 years
- Needs to be in business for at least one year

SDVOB

- 51% owned and managed by Service- Disabled Veteran Owner(s)
- Letter or documentation issued by Veteran Affairs showing SDVOB status
- Principal place of business or significant presence in NY & NJ

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Efforts to Achieve Good Faith Effort

- Submit participation plans with the RFP response or bid, as required by the contract.
- Create participation plans that provide **meaningful opportunities** for MBE/WBE/SDVOBs across the full spectrum of the project across all phases of the project, and categories of work and contracting tiers
- **Develop contracting packages** that are **commensurate with** capacity of the preponderance of the available pool of MBE/WBE/SDVOBs
- Encourage the formation of joint ventures, partnerships or similar arrangements among subcontractors, as required to achieve the participation goals



Efforts to Achieve Good Faith Effort (cont'd)

- Ensure **diversity within diversity** in all areas of work and tiers (professional services, goods & operational services, and construction)
- **Establish transparent processes for pre-qualifying and selecting firms**
- After selecting MBE/WBE/SDVOB partners, **ensure their engagement** in conceptual design, project planning, means and methods and other types of program planning strategy meetings, related to their role in the project
- **Provide business capacity building support** through financial services, technical guidance and trainings, and business services support, as appropriate
- Conduct business affairs with MBE/WBE/SDVOB partners **in accordance with PANYNJ's standards**, including within our supplier code of ethics, prompt payment protocols, etc.

CERTIFICATION RESOURCES

- PA Website: www.panynj.gov/supplierdiversity
- Certification and to search for certified firms: https://panynj.diversitysoftware.com
- Certification Hotline: 212-435-7888
- Cert Help email: certhelp@panynj.gov
- We encourage firms seeking certification to also register with Procurement at www.paprocure.com to be considered for business opportunities

SCOPE OF SERVICES

Lance Baker, Senior Project Manager

Scope of Services

Port On Call Consultant Services

Background: The Port of New York and New Jersey, the largest on the U.S. East Coast and second-largest in the nation, handled 7.8 million TEUs in 2023. Serving as a critical gateway to North America's largest consumer market, it stands as a vital multimodal transportation hub.

General Port Services: Advancing port infrastructure and operational capabilities.

Rail Facility Planning, Operation, and Maintenance: Enhancing rail logistics and infrastructure.

Environmental Engineering, and Planning: Environmental resilience and innovative sustainability solutions.

Asset Management: Optimizing the lifespan and efficiency of port assets.

Real Estate: Strategic real estate development and management.

REQUEST FOR PROPOSALS WILL SUPERSEDE ANY INFORMATION INCLUDED IN THIS PRESENTATION.

Scope of Services

General Port Services

- Advance port development with updated planning studies and recommendations.
- Design terminal layouts and perform capacity modeling for optimized operations.
- Prepare conceptual designs for new terminals and update market and economic analyses.
- Enhance cargo handling efficiency and engage with regulatory bodies and communities for integrated development.
- Perform detailed analyses on traffic, environmental impacts, and facility upgrades to support sustainable expansion.

REQUEST FOR PROPOSALS WILL SUPERSEDE ANY INFORMATION INCLUDED IN THIS PRESENTATION.

Scope of Services

Rail Facility Planning, Operation, and Maintenance

- Develop and update designs for rail facility upgrades, focusing on operational efficiency.
- Review and enhance maintenance practices and strategies for future growth.
- Analyze rail operations to integrate new technologies and optimize throughput and market positioning.
- Provide detailed CAD plans for infrastructure projects, focusing on turnout geometry and operational efficiency.

REQUEST FOR PROPOSALS WILL SUPERSEDE ANY INFORMATION INCLUDED IN THIS PRESENTATION.

Scope of Services

Environmental Engineering and Sustainability

- Survey and plan infrastructure improvements with an emphasis on sustainability.
- Explore renewable energy applications and pilot new environmental technologies.
- Conduct sustainability analyses and engage stakeholders to promote environmental initiatives.
- Develop and implement strategies for decarbonization and resiliency in maritime and transportation sectors.

REQUEST FOR PROPOSALS WILL SUPERSEDE ANY INFORMATION INCLUDED IN THIS PRESENTATION.

Scope of Services

Asset Management

- Environmental Compliance: Ensure asset management activities meet regulatory requirements.
- CMMS Expertise: Provide expertise on systems like Maximo 7.6 for efficient maintenance management.
- Asset Management Goals: Develop and administer strategies focused on improving the lifecycle management of port assets.
- Infrastructure Oversight: Monitor and manage asset conditions and performance to ensure optimal functionality.
- Maintenance Management: Coordinate improvement initiatives and manage planning, scheduling, and cost controls to enhance reliability and performance of assets.

REQUEST FOR PROPOSALS WILL SUPERSEDE ANY INFORMATION INCLUDED IN THIS PRESENTATION.

Scope of Services

Real Estate and Industrial Real Estate Planning and Analysis

- Market Analysis and Support: Conduct industrial real estate analyses, including site-specific evaluations for strategic development.
- Facility Design and Leasing: Develop conceptual designs and innovative lease methodologies to maximize property utilization.
- Site-Specific Analysis: Assess traffic, environmental impacts, and zoning requirements to support development decisions.
- Advisory Services: Provide maritime-related business opportunity evaluations, competitive benchmarking, and financial analyses to guide real estate decisions.
- Best Practices Development: Craft and refine lease structures and other practices to maintain competitiveness and compliance.

REQUEST FOR PROPOSALS WILL SUPERSEDE ANY INFORMATION INCLUDED IN THIS PRESENTATION.

INSURANCE REQUIREMENTS

Rita Maquieira, Risk Analyst

Insurance Requirements

- **Commercial General Liability Insurance** - $2 million per occurrence for bodily injury and property damage liability
- **Automobile Liability Insurance** - $2 million per accident for bodily injury and property damage liability covering any auto, owned, non-owned, rented or hired automobiles
- **Workers' Compensation and Employers Liability Insurance** – to statutory limits and in accordance with the requirements of law in the state(s) where work will take place, and Employer's Liability Insurance of **not less than $1 million for bodily injury by accident and $1 million for bodily injury by disease, and at least a $1 million policy limit.**
- **Professional Liability Insurance** - The Consultant shall bind, maintain, and pay premiums on Professional Liability Insurance in limits of not less than **$1 million per claim**, covering acts, errors, or omissions arising out of the work or services performed by Consultant. All endorsements and exclusions shall be evidenced on the certificate of insurance. The coverage shall be written on a claims-made basis with a minimum of a 3-year reporting/discovery period.

PROCUREMENT PROCESS

Courtney R. Eddington, Solicitation Manager

Professional Services Opportunities

- Publicly Advertised RFPs (and Addenda) posted on the Port Authority's website and Bonfire
- Be sure to utilize the Subcontractors List for potential subconsulting opportunities.

Proposal Number (Link to ad)	Due Date	Description	Solicitation Document	Addenda
RFP-6000002042	02-Apr-2024	Request for Proposals for Performance of Expert Professional Services for the Administration of The Port Authority's Owner Controlled Insurance Program During 2024 Through 2027 (RFP# 6000002042) ***NOTE:*** *A virtual Pre-Proposal Meeting is scheduled on March 18, 2024 at 2:00 P.M. Eastern Time (ET). Please use the below link to access the meeting on March 18, 2024.* Add your firm to interested PA certified Subcontractors list View Interested PA Certified Subcontractors List	See Advertisement for instructions on how to download Solicitation Documents	
RFP-6000002050	03-Apr-2024	Request for Proposals for Performance of Expert Professional Brokerage Firm Services for an Owner's Controlled Insurance Program During 2024 Through 2027 ***NOTE:*** *A virtual Pre-Proposal Meeting is scheduled on March 18, 2024 at 2:00 P.M. Eastern Time (ET). Please use the below link to access the meeting on March 18, 2024.* Add your firm to interested PA certified Subcontractors list View Interested PA Certified Subcontractors List	See Advertisement for instructions on how to download Solicitation Documents	

Procurement RFP Solicitation Process

1. Proposer Requirements
2. Staff Qualifications and Experience
3. Firm Qualifications and Experience
4. Management Approach
5. MBE/WBE/SDVOBs Participation Plan
6. Cost – Multiplier(s) and Salary Schedule or Attachment D – Compensation

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Procurement RFP Solicitation Process

7. Conflict of Interest
8. Standard Agreement
9. Attachment A – Scope of Work
10. Attachment B – Terms of Discussion
11. Attachment C – Company Profile

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Proposer Tips

- ✓ Know the name of the Procurement contact
- ✓ Ask questions if you have any
- ✓ Check for any addenda
- ✓ **Demonstrate how you meet the Proposer Requirements**
- ✓ Be as specific as possible when describing what projects your staff and firm have worked on
- ✓ Include MBE, WBE and SDVOB subconsulting opportunities



After Proposal Process

- Debrief
  - Prepare your questions before the debrief
  - Discuss strengths and weaknesses in your proposal
- Transparency – Awards Page
- Monitor – Upcoming Solicitations (including subconsulting opportunities)



Questions?



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Thank You!

