PORT AUTHORITY NY NJ
AIR LAND RAIL SEA

August 28, 2024

SUBJECT: REQUEST FOR PROPOSALS FOR PERFORMANCE OF EXPERT PROFESSIONAL FACILITY CONDITION SURVEYS FOR BRIDGES AND BUILDINGS AS REQUESTED ON A "TASK ORDER" BASIS FOR A FOUR-YEAR TERM (RFP# 6000002348) – ADDENDUM #1

Dear Sir or Madam:

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

Attachment A

1. In Section III, A. Bridges, delete the first sentence and replace with the following:

   "Proposed staff must meet the following staff qualifications to perform services in either State."

2. In Section III, B. Buildings, delete the first sentence and replace with the following:

   "Proposed staff must meet the following staff qualifications to perform services in either State."

The following are questions from Request for Proposals (RFP) recipients. 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 August 22, 2024, pre-proposal meeting?

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

Question #2: Will there be a separate RFP forthcoming, exclusively for SBE firms?

Answer #2: It is not anticipated at this time.

Question #3: Can we submit for Bridges or Buildings ONLY, or must we submit for both?

Answer #3: Firms may submit for either category, or both.

Question #4: Is there a limit to the number of subconsultants we submit?

Answer #4: No.

Question #5: Does this project include the inspection of the main spans of the GWB and Goethals Bridge?

Answer #5: The inspection of the GWB may be solicited as an individual Task Order through this call-in program and the main span may be included. The inspection of the Goethals Bridge is not being solicited for this call-in program.

Question #6: If a firm is SDVOB in NJ, can that be used in NY, or must a firm be Authority-certified in NY or NYSDOT certified only?

Answer #6: Port Authority and New York State certified SDVOB firms are acceptable to submit as subcontractors. If an SDVOB firm is only New Jersey state certified, they cannot receive credit for it.

Question #7: If a qualified MBE/DBE is proposing as a Prime, how are those certifications credited towards the 20% MBE/10% WBE/3% SDVOB goal?

Answer #7: This contract does not have DBE goals, so DBE certification does not apply. If a firm is MBE certified and will self-perform, the 20% MBE goal will be satisfied, but the WBE and SDVOB good faith goals will still need to be met. Similarly, if a firm is WBE certified and will self-perform, the 10% WBE goal will be satisfied, but the MBE and SDVOB good faith goals will still need to be met. When self-performing, please remember to add your firm's name to the participation plan document on the first line.

Question #8: Are we required to use the subs we submit when we propose for the task orders?

Answer #8: The Authority expects you to fulfill the sub consulting goals as listed in the Agreement. It is the understanding of the Authority that you will make a good faith effort to use the subconsultants from your original proposal on a task order basis. Awardees will be required to meet the participation goals with Authority certified firms on all task order requests.

Question #9: Will the Authority consider an Architecture degree/license in lieu of an Engineering degree / license for the TL/ATL roles?

Answer #9: No.

Question #10: If we are submitting for both the bridges and buildings category, is the intention for us to submit ten bridge projects and ten buildings projects, or ten total projects between both categories?

Answer #10: The Prime firm must demonstrate that it has completed a minimum of 10 projects per category, per the requirements in Section IV.

Question #11: If we are submitting the same staff to qualify for positions in the bridges category and buildings category, are we limited to present both bridge projects and buildings projects in the resume template provided (bound by any page limits) or are we to include two resumes for each individual which would include one bridge resume and one buildings resume?

Answer #11: It is a business decision how to submit a Proposal, as long as the firm is able to clearly demonstrate how it meets the Proposer Requirements.

Question #12: Are we allowed to submit a transmittal letter for this proposal?

Answer #12: This is not required, as it is not a factor that is considered in the evaluation.

Question #13: As this proposal is for Condition Surveys, and the "Project Cost/Delivery model" in the resume template is design/construction related, should these be left blank?

Answer #13: Yes. "Project Cost/Delivery" is not needed on the resumes.

Question #14: Is there a page limit for the resumes we submit?

Answer #14: We have not included page limits in the Proposal Template, but in providing responses to questions, the Proposer should use the space allocated in the Proposal Template and be mindful of the length the Proposer's response to the question asked.

Question #15: Is an organizational chart required? If yes, where should it be located in the proposal?

Answer #15: This is not required.

Question #16: Is a management approach required? If yes, where should it be located in the proposal?

Answer #16: This is not required.

Question #17: Can we show our subconsultants' resumes and projects in our proposal?

Answer #17: Yes, but only resumes of the Prime will be considered in the evaluation.

Question #18: Does the subconsultant firm have to be an MBE certified with the Authority to receive credit?

Answer #18: The MBE subconsultant needs to be certified by the Authority in order to receive credit.

Question #19: If a firm is certified by the Authority as a DBE, does that qualify them for this RFP for the MBE requirement?

Answer #19: DBE certifications do not qualify for MBE requirement.

Question #20: If a firm is certified by NYS as an MBE, can they receive credit for this RFP's MBE requirement?

Answer #20: The firm must be certified by the Authority.

Please Note: The date for receipt of proposals for the subject RFP has changed to 2:00 P.M. on September 16, 2024.

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

PORT AUTHORITY NY NJ

PERFORMANCE OF EXPERT PROFESSIONAL FACILITY CONDITION SURVEYS FOR BUILDINGS AND BRIDGES AS REQUESTED ON A "TASK ORDER" BASIS FOR FOUR-YEARS

RFP#6000002348

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

Pre-Proposal Presentation

August 22, 2024 – 11:00 A.M.

AIR LAND RAIL SEA

WELCOME & OVERVIEW

Courtney Eddington, Solicitation Manager

AGENDA

- ❑ **Welcome** – *Courtney Eddington, Solicitation Manager | Procurement*
- ❑ **Supplier Diversity** – *Alex Rollison, Compliance Review Manager | Office of Diversity, Equity & Inclusion (ODEI)*
- ❑ **Scope of Service Highlights** – *Matthew Walsh, Assistant Manager Structural Integrity | Engineering Department*
- ❑ **Insurance Requirements** – *Rita Maquieira, Staff Risk Analyst | Treasury Department*
- ❑ **Procurement Process** – *Courtney Eddington, Solicitation Manager | Procurement*
- ❑ **Q&A**

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SUPPLIER DIVERSITY

Alex Rollison – Compliance Review Manager

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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

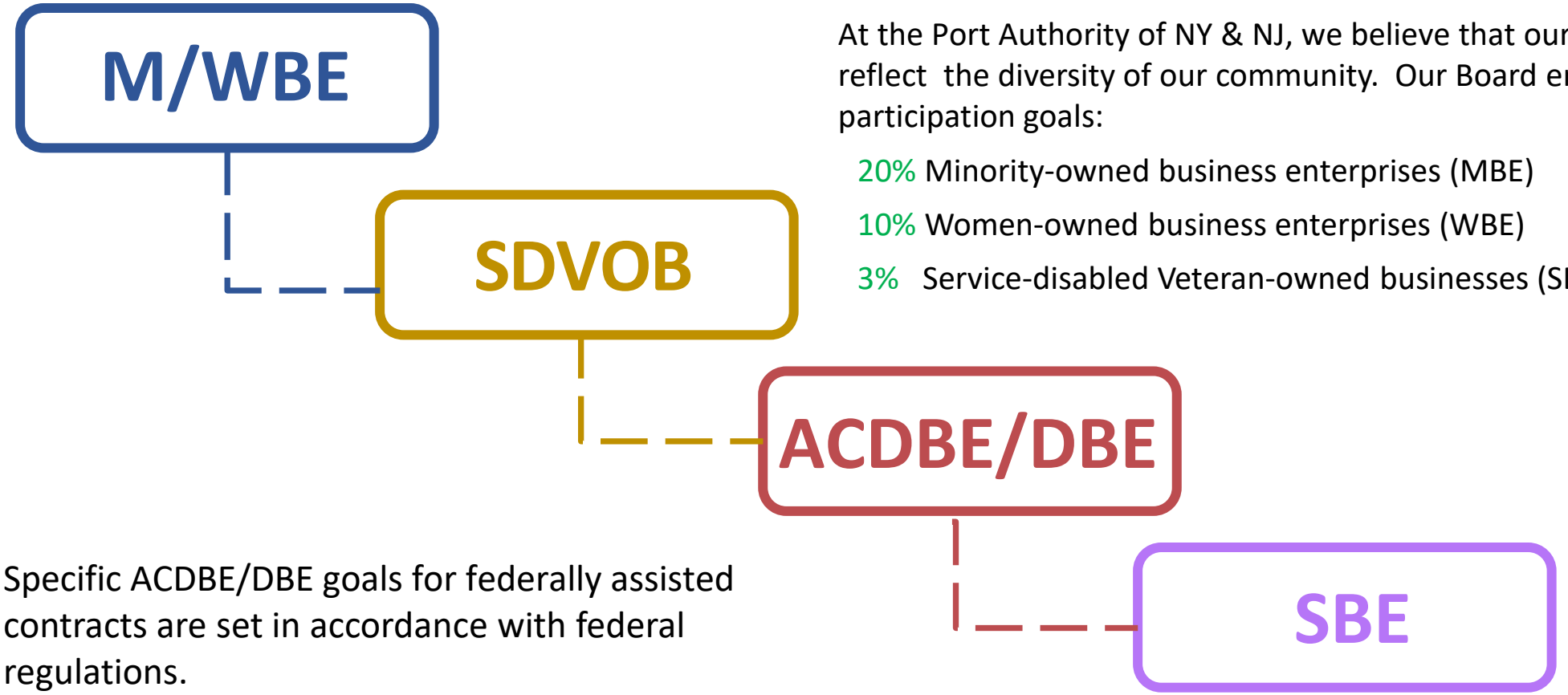
WORKFORCE DIVERSITY & EEO COMPLIANCE

- 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

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

Matthew Walsh – Assistant Manager Structural Integrity

PANYNJ Facilities



https://www.panynj.gov/port-authority/en/about.html

Our Facilities Air Land Rail Sea

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Structural Integrity: What We Do

Quality Assurance Division, Structural Integrity Unit is responsible for the cyclical condition survey program to ensure that all PA structures are structurally sound for public or other uses. Condition surveys determine and report on the condition of all bridges, buildings, and all other Agency structures and recommend repairs (Priority, Safety, and Routine Repairs).

Conditions, found or reported as potential hazards to the public or PA personnel, are categorized as Immediate Actions and immediately addressed.

The Consultant shall provide services such as:

- Perform scheduled condition surveys of building or bridge structures.
- Review reports, drawings, and documents related to the structure to be inspected.
- Prepare comprehensive field inspection forms incorporating all observations made during the inspection, note condition of structures and take photographs.
- Present all findings in a PowerPoint presentation to Authority staff.
- Compile findings into a Condition Survey Report with repair recommendations.
- Respond to Immediate Actions

Structural Integrity Services:

Services will be solicited via Task Order solicitations - typical services may include, but are not limited to:

- Scope specific Condition Survey work issued for a specified duration.
- Augmentation of PA staff with on-site inspectors.

Proposed staff shall meet the qualifications outlined in each task order solicitation and shall include but not be limited to:

- Bridges - both State of New York and State of New Jersey - qualifications as required by the Federal Highway Administration (FHWA) and Uniform code of bridge inspection (UCBI); and as required by the New York State and New Jersey Department of Transportation (DOT) and as outlined in the specific RFP

- Buildings - both State of New York and State of New Jersey – qualifications as outlined in the RFP

INSURANCE REQUIREMENTS

Rita Maquieira, Staff 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 **$5 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.

Insurance Requirements Continued

- Sub-Consultants/sub-Contractors performing architectural and engineering services, including civil, environmental, electrical, and mechanical design or engineering, shall bind, maintain, and pay premiums on Professional Liability Insurance in limits of **$2 million** per claim, covering acts, errors, or omissions arising out of the work or services performed by the sub-Consultant/sub-Contractor, or any person employed by the sub-Consultant/sub-Contractor.

- Sub-Consultants/sub-Contractors performing construction and project/program management services, including surveying, quality assurance, lab testing, inspections, and scheduling and field engineers, shall bind, maintain, and pay premiums on Professional Liability Insurance in limits of **$2 million** per claim, covering acts, errors, or omissions arising out of the work or services performed by the sub-Consultant/sub-Contractor, or any person employed by the sub-Consultant/sub-Contractor.

- Sub-Consultants/sub-Contractors performing non-technical back-office or administrative functions only, including support staffing, secretarial/clerical staffing, document control, and scheduling services, shall not be required to maintain Professional Liability Insurance.

PROCUREMENT PROCESS

Courtney 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)



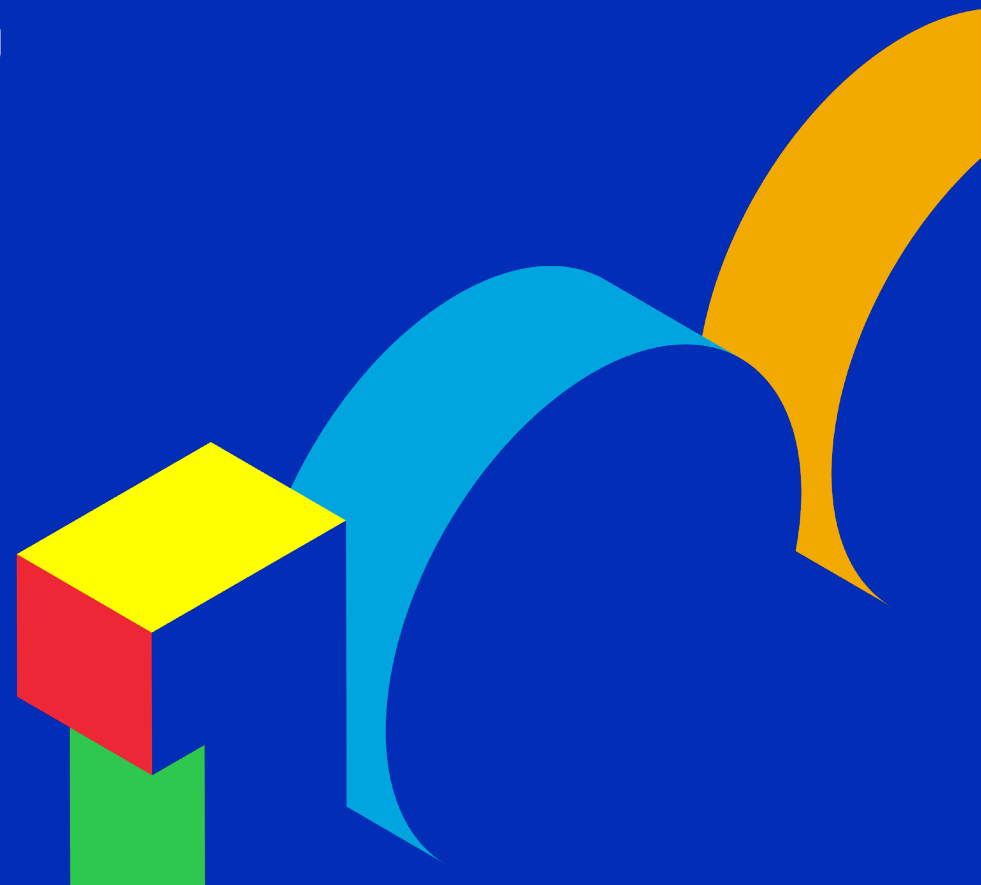
Questions?



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Thank You!



PERFORMANCE OF EXPERT PROFESSIONAL FACILITY CONDITION SURVEYS FOR BRIDGES AND BUILDINGS AS REQUESTED ON A "TASK ORDER" BASIS FOR A FOUR-YEAR TERM

RFP #6000002348

Pre-Proposal Attendance Sheet from August 22, 2024

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