PORT AUTHORITY NY NJ
AIR LAND RAIL SEA

January 10, 2024

SUBJECT: REQUEST FOR PROPOSALS FOR THE PERFORMANCE OF EXPERT PROFESSIONAL ENGINEERING DESIGN SERVICES AS REQUESTED ON A "TASK ORDER" BASIS DURING A FOUR-YEAR TERM (FOR VARIOUS RFPS) – ADDENDUM #1: AS PER THE QUESTIONS RECEIVED DURING THE PRE-PROPOSAL MEETING HELD ON JANUARY 4, 2024

Dear Sir or Madam:

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 list of the subject RFP's attendees and presentation from the January 4, 2024, pre-proposal meeting?

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

Question #2: If a firm already holds agreement(s) with the Port Authority for other traffic engineering RFPs, will the firm be eligible to receive work under this RFP without submission of a Proposal?

Answer #2: No. In order to be considered for this RFP, a firm must submit a Proposal.

Question #3: If a firm is a Prime under another Call-In, can that firm be a subconsultant for one of these proposals?

Answer #3: Yes.

Question #4: If a Consultant is selected as a Prime, can that Consultant also serves as a subconsultant to another Prime?

Answer #4: Nothing precludes a firm from submitting as a Prime and being included as a subconsultant in other proposals.

Question #5: For each RFP will there be a single award or is the intent to award agreements to multiple firms? How many agreements will be awarded for each RFP?

Answer #5: The intent is to award to multiple firms. It is unknown at this time how many firms will be awarded an agreement. Firms that demonstrate compliance with the Proposer Requirements may be considered for award.

Question #6: Will there be a Small Business Enterprise (SBE) Full Service Architectural Call-In RFP this year?

Answer #6: At this time, these are the only solicitations being offered.

Question #7: Can the proposer requirements be met by the Prime firm and subconsultants, collectively?

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Answer #7: No. Proposer requirements can only be met by the Prime firm to be considered for the subject services.

Question #8: Is there a minimum or maximum number of minority companies to be included in our proposal?

Answer #8: This is a business decision of your firm. The Port Authority has set a goal of twenty percent (20%) participation by qualified and Port Authority certified Minority Business Enterprises (MBEs) and ten percent (10%) for qualified and Port Authority certified Women-owned Business Enterprises (WBEs) on technical service projects for a total combined MWBE goal of thirty percent (30%), and three percent (3%) of the total contract price for Port Authority certified Service-disabled Veteran-owned Business Enterprises (SDVOBs) or SDVOBs certified in the State of New York.

Question #9: What is the web address for the Port Authority solicitation site?

Answer #9: See "Current Opportunities" located here: https://www.panynj.gov/port-authority/en/business-opportunities.html

Question #10: What is being requested in Tab 4: Proposer Requirements (Transmittal Letter) where it states "INSERT PROPOSER REQUIREMENTS HERE"?

Answer #10: This is the area where the proposer is to outline how they meet the Proposer Requirements. Resumes and firm experience should back up the statement made here.

Question #11: Are we allowed to include additional materials apart from the forms requested in the RFP?

Answer #11: Yes, however proposers should adhere to the RFP template as closely as possible.

Question #12: Is there a separate Urban Design and Planning Call-In RFP that will be coming out?

Answer #12: At this time, this is the only solicitations being offered.

Question #13: If an RFP has multiple categories, and we cannot meet the proposer requirements for one of the categories, but we can meet them for the other categories, can we still submit a proposal?

Answer #13: Yes, you may submit a proposal on any and all categories for which you meet the proposer requirements.

Question #14: If a firm is submitting on multiple subsets, may the same resume be used to fulfill multiple subsets within an RFP?

Answer #14: Yes. Please indicate on the resume which subsets the resume is to be considered for.

Question #15: Is there an escalation clause/factor for salary rates? Should we use 2024 rates and propose an escalation?

Answer #15: Yes, include 2024 salary rates. See Section 9.A. of the agreement regarding rate increases.

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Question #16: Does the Port Authority post in Bonfire once selections have been made?

Answer #16: No. Awards will be posted on the Authority's Awards website located here: https://www.panynj.gov/port-authority/en/business-opportunities/awards.html

Question #17: Is the Authority open to firms suggesting changes to the standard agreement language?

Answer #17: The Port Authority is not currently accepting exceptions under this Call-In Program. This is part of the Authority's efforts to maintain a fair and equitable process for all awardees.

Question #18: If the Prime Proposer is an MBE or WBE, will that count towards the MBE or WBE participation goal, or will the MBE or WBE Prime have to add another MBE or WBE to meet the goal?

Answer #18: The Prime can self-perform up to $2 million for non-construction projects.

Question #19: How do we become certified with the Port Authority?

Answer #19: For more information on MWBE, SBE, SDVOB and DBE program, visit the Port Authority's website here: www.panynjsd.com

Question #20: Will these RFPs remain open for the duration of the call-in program?

Answer #20: As part of the Port Authority's fair and competitive solicitation process, "call-in" solicitations may remain 'open' for the duration of the term of the call-in program. Any firms meeting the proposer requirements listed in the call-in solicitation document are able to submit a proposal, even if said firms have submitted proposals in the past and not been awarded an agreement. The Authority shall have the ability to evaluate proposals that come in on an "as-needed" basis and is under no obligation to review or award additional Agreements if it is not in the best interest of the Authority.

Question #21: Can different staff from the Prime be considered in response to future task order mini-RFPs?

Answer #21: Yes, however note that your technical evaluation is based on the individuals you proposed in your submission. New individuals proposed may not be considered if they do not have in kind qualifications and experience.

Question #22: Can part-time employees be proposed to meet prime requirements or only full-time employees should be considered?

Answer #22: No. As stated in Tab 5.1 of the RFP Documents, "Provide technical qualifications of all full-time engineering and technical personnel of your firm (including subconsultants, if any) who will be assigned to perform the requested services as outlined in Section IV – Proposer Requirements."

Question #23: We are an engineering firm with an architectural group. Can we still submit a proposal for the Architectural RFPs?

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Answer #23: Firms that demonstrate compliance with the Proposer Requirements may be considered for award.

Question #24: Specific to the Traffic Design RFP regarding firm experience – subset Planning and Design asks for a minimum of 5 projects that address at least two listed categories. Please clarify if this is asking for 5 projects per category or 5 projects that together address two categories.

Answer #24: The request is for 5 projects in at least two listed categories. Your firm can list 2 in one and 3 in another, or 4 in one and 1 in another. If you desire, you can list more than five.

Question #25: All 3 categories list "Coordination w/ other Disciplines" as a potential task in the Attachment A (Scope of Work).

1. Landscape - Include site/civil engineering? Structural?
2. Arch - should we include engineering disciplines on the team?

Answer #25: These requests will be at the task order level. The pass/fail criteria are listed in the beginning of the RFP Letter in Section IV. Proposer Requirements and are the only requirements that are required at this time.

Question #26: What is the nature of Modelmaking & Photography tasks? Presentation or Study?

Answer #26: These requests will be at the task order level. The pass/fail criteria are listed in the beginning of the RFP Letter in Section IV. Proposer Requirements and are the only requirements that are required at this time.

If you have any questions, please contact the Solicitation Manager listed in each RFP.

PRE-PROPOSAL MEETING ARCHITECTURAL & TRAFFIC CALL-INS

Pre-Proposal Attendance Sheet from January 4, 2024

Email	Email
Robert.Fritz@mottmac.com	nbelzer@hardestyhanover.com
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adeluca@naikgroup.com	CLeyden@foit-albert.com
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RNason@foit-albert.com	
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PORT AUTHORITY NY NJ

PERFORMANCE OF EXPERT PROFESSIONAL ENGINEERING DESIGN SERVICES AS REQUESTED ON A "TASK ORDER" BASIS DURING A FOUR-YEAR TERM

Four RFPs

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

Pre-Proposal Presentation

1-4-2024 – 2:00 p.m.

AIR LAND RAIL SEA

AGENDA

- ❑ **Welcome –** ***Monika Radkowska, Solicitation Manager | Procurement***
- ❑ **Office of Diversity, Equity & Inclusion –** ***Glenessa Gordon, Assistant Director***
- ❑ **Scope of Service Highlights –** ***Steven Demetropoulos – Transportation Engineering Program Director, Jennifer Bates – Senior Principal Engineer, Russell Kriegel – Chief Architect***
- ❑ **Insurance Requirements** ***– Edmund Stewart, Principal Risk Analyst, Treasury | Risk Financing***
- ❑ **Procurement Process** ***– Monika Radkowska, Solicitation Manager***
- ❑ **Q&A**

OFFICE OF DIVERSITY, EQUITY AND INCLUSION

Glenessa Gordon, Assistant Director

Office of Business Diversity, Equity & Inclusion

Attention to Diversity, Equity and Inclusion

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Our Mission is to keep the region moving.

Our Priorities: What we focus on to achieve this mission

Safety & Security	Capital Plan	Customer Experience	Operational Excellence	Sustainability	Employer of Choice
Provide peace of mind through world-class protection	Revitalize our infrastructure	Ensure a 21st century customer experience	Deliver first-class operations Maintain financial self-sufficiency	Reduce our environmental impact	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



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OFFICE OF DIVERSITY, EQUITY & INCLUSION

Priorities and Standards

1

Maximize opportunities available for minority, women-owned, small and disadvantaged business enterprises (MWSDBEs).

OPPORTUNITIES

2

Promote Workforce Diversity in Port Authority and tenant business activities.

DIVERSITY

3

Offer capacity-building services for MWDSBEs/SDVOBs.

CAPACITY BUILDING

4

Implement reforms and develop agency policies.

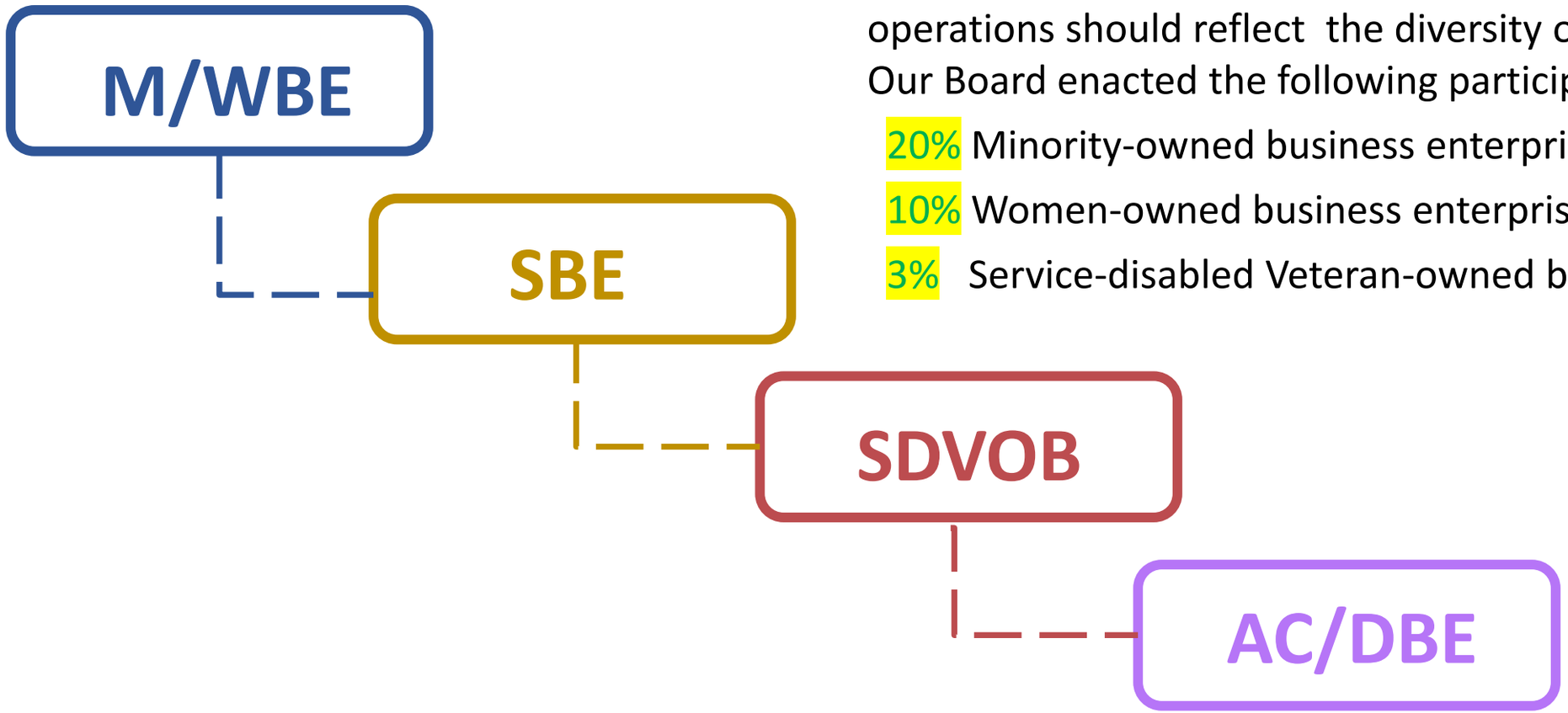
POLICY OVERSIGHT

5

Initiate remedial plans to address deficiencies. Enforce compliance measures to ensure goals are met.

COMPLIANCE

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)

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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
- ❑ **Develop a 'Roadmap'** to inform a comprehensive participation plan for evaluation and approval with goals applied for **20% MBE, 10% WBE utilization and 3% SDVOB**
- ❑ 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.

PA Forms

ATTACHMENT

MBE/WBE/SDVOB PARTICIPATION PLAN

This matrix is intended to graphically depict the MBE/WBE/SDVOB Participation Plan submitted by the Proposer to the Port Authority for the requested services

FIRM NAME	ADDRESS	INDICATE CERTIFICATION STATUS WITH PORT AUTHORITY	ESTIMATED PERCENTAGE OF PARTICIPATION (*Insert "N/A" if not applicable.)	DESCRIBE PROPOSED SCOPE OF WORK TO BE PERFORMED BY SUBCONSULTANT	LBE? YES/NO

IF NO FIRMS ARE IDENTIFIED ABOVE, DESCRIBE THE PROCESS FOR SELECTING PARTICIPANT FIRMS IN ORDER TO ACHIEVE THE GOOD FAITH GOALS UNDER THESE REQUESTED SERVICES.
[IF APPLICABLE, INSERT RESPONSE HERE]

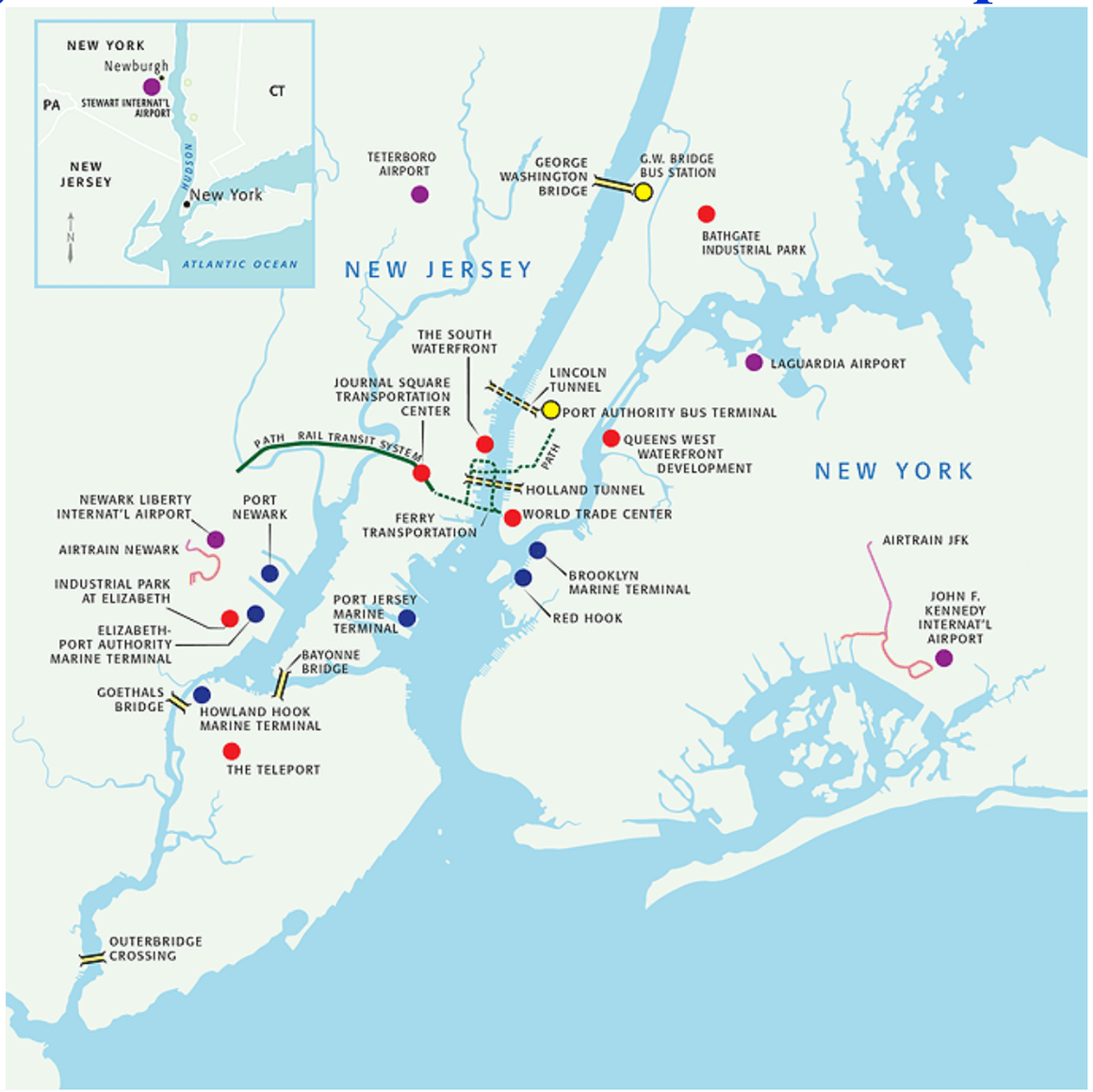
CERTIFICATION RESOURCES

- 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 and to fill out the PSFQ to participate in A&E business opportunities.

TRAFFIC ENGINEERING DESIGN SCOPE OF SERVICE HIGHLIGHTS

Steven Demetropoulos -
Transportation Engineering Program Director

Port Authority Facilities and Interstate Transportation Network



Engineering Department

- Office of Chief Engineer
- Quality Assurance
- Engineering & Architecture
- Construction Management
- Materials Engineering
- Engineering Operations
- Enterprise Asset Management
- Engineering Project Delivery





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Design Division

- Architecture
- Civil
- Electrical
- Traffic
- Geotechnical
- Mechanical
- Structural
- Environmental
- Resilience & Sustainability

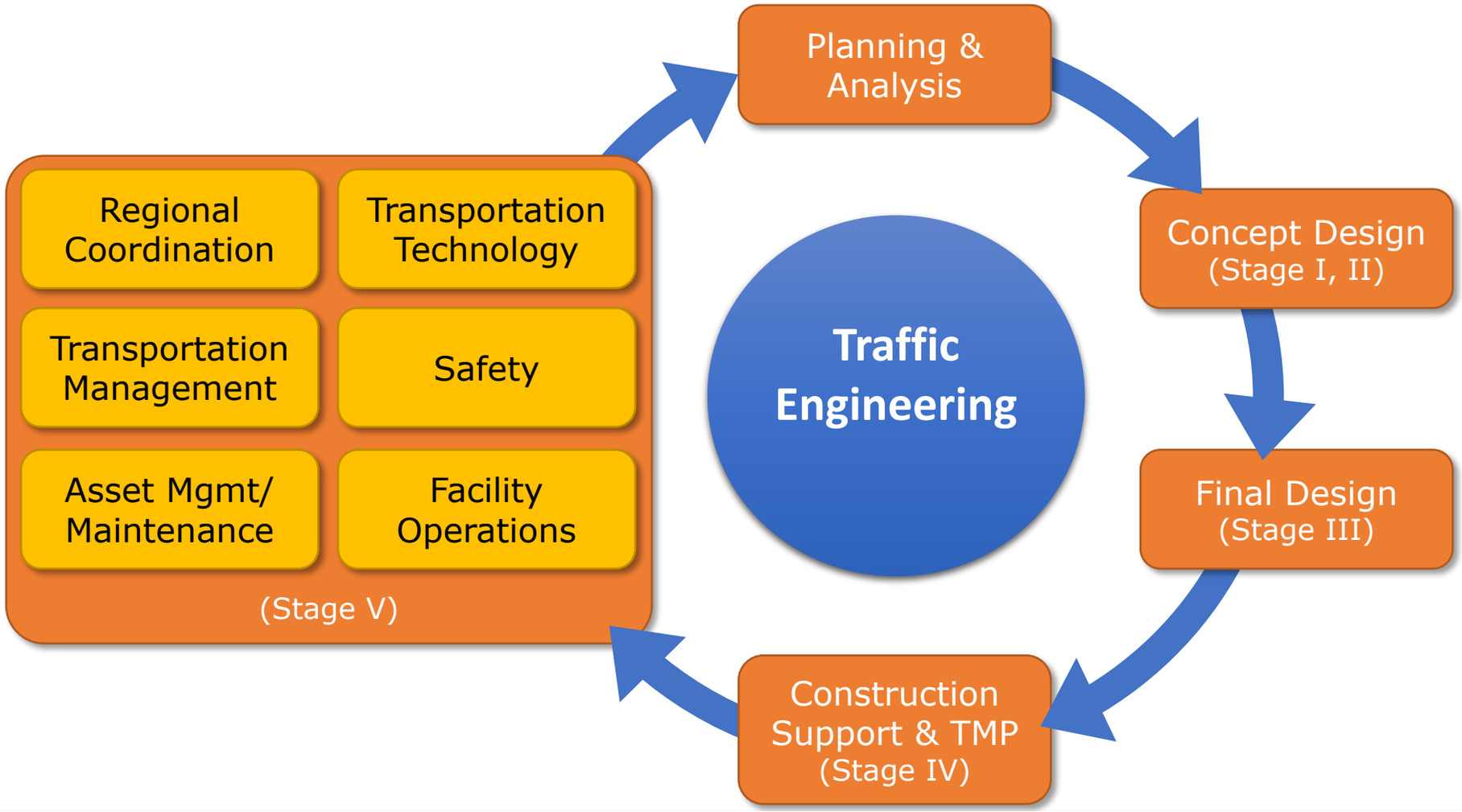




Port Authority Traffic Engineering

- Traffic Operations & Customer Experience
- Traffic Safety Improvement Program
- Transportation Technology Deployments
- Traffic Planning & Project Delivery
- Redevelopment Programs
- Transportation Management
- Traffic Data & Analytics

Traffic Engineering Agency-wide Support



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Scope of Work – Traffic Design Subsets

Planning & Design	Construction Support	Safety Support	Transportation Management Support
• Conceptual Roadway Design • Master Plans • Traffic Studies & EIS • Transportation Analysis & Simulation • Traffic Device Design • Traffic Signals & ITS • Maintenance of Traffic • Construction Staging	• RFI & Submittal Reviews • MOT Reviews and Coordination • Field Support of Traffic Devices/MOT • Inspection & Commissioning • ITS & Traffic Signal Integration and Testing Support	• Review and Analyze Crash Data • Perform Safety Studies • Develop Crash Countermeasures	• Oversight/Staffing at Facility TMCs • Operational Assessments • Transportation Management Plans • Transportation Demand Management • Monitoring Plans • Data Analytics

Specific Tasks

- Planning and Design
  - Prepare conceptual layouts and alternatives assessment
  - Traffic impacts studies and analysis
  - Final Design/Contract Document Development
    - Preparation of drawings, specifications, estimates
- Maintenance of Traffic Design and Construction Support
  - RFIs, Submittal Reviews, field meetings, work zone staging and coordination

Specific Tasks – cont'd

- Traffic Safety
  - Perform Traffic Safety Studies and Analysis
- Transportation Management
  - Develop Transportation Management Plans
  - Operational Assessment Plans
  - Real-time, active Transportation Management and Monitoring at TMCs
- Support staff on various assignments, including on-sites/remotes
  - Facilities may include – WTC, JFK, LGA, EWR, PABT, PN

TRAFFIC TECHNOLOGY
SCOPE OF SERVICE HIGHLIGHTS

Jennifer Bates – Senior Principal Engineer

Transportation Technology Deployments Group Overview

Transportation Technology Deployment & Innovation	GIS	Dashboard Development & O&M	Data Infrastructure Support	Asset Management
• ITS Policy and Standards Development • ITS Master Plans • Agency directed initiatives • Strategy, Roadmap and Coordination with PA-TEC	• MAPS program • Traffic GIS portal data updates • GIS tools development	• Financial, Operations, Safety, and Planning dashboards • Data reporting • Data integration • Dashboard Support • Coordination with redevelopment programs	• Azure Cloud hosting development and maintenance • Database development and support • Coordination with PA-TEC • Data Hub O&M	• RDMS O&M • Enterprise Agency Asset Management Program Migration • Coordination with Tech and Asset Management Office

Scope of Work – Traffic Technology RFP

- Evaluating transportation technologies and traffic devices
- Maintaining data analytics, data warehousing and reporting platforms
- Development of applications, databases, software, and database administration
- Support staff on various assignments, including on-sites/remotes
    - Facilities may include – WTC, JFK, LGA, EWR, PABT, PN

Specific Tasks

- Evaluate various devices and systems for their applicability to facility operations
- Provide subject matter expertise on best practices for data, disruptive technology, and innovation
- Oversee and execute day-to-day management of Traffic Engineering's data analytics, data warehousing, and reporting platforms
- Develop, enhance and maintain Safety, Operations, Maintenance, Asset Management, and financial dashboards
- Support staff on various assignments, including on-sites/remotes
    - Facilities may include – WTC, JFK, LGA, EWR, PABT, PN

SCOPE OF SERVICES ARCHITECTURE

Russell Kriegel - Chief Architect

Architecture

Who we are

- Support PA core transportation and infrastructure programs
- Strive to achieve quality public environments for our facility customers, employees, and tenants
- We are an Award-winning unit, including:
  - Architects
  - Landscape Architects
  - Graphic Designer
  - Model Maker



GWB Bus Station



EWR Switching Station Perimeter Fence



LGA Air Rescue Firefighting Facility



EWR Terminal B North Restroom



EWR Terminal B Frontage

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Architecture

What we do

- Building programming and design
- Code and zoning analysis
- Facility planning
- Facility surveys
- Graphic design
- Historic preservation
- Landscape architecture design
- Life safety evaluation
- Sustainable design
- Transportation planning
- Urban and site planning services
- Wayfinding



GWB Northwalk



PATH Harrison Station Complex



WFC Ferry Terminal



EWR Terminal B All-Gender Restroom



TWA Flight Center

Architecture

RFP Scope of Work

Full-Service Design – Public Facilities

Full-Service Design – Non-Public Facilities

Landscape Architectural Design

- Planning and/or urban design
- Feasibility studies, schematic or final design including drawings, technical specifications and construction cost estimates
- Landscape Architecture including hardscape, horticulture, wetland mitigation and sustainable design elements

for:

- Removals, replacements, repairs, renovations and/or upgrades to existing facilities
- New facilities

Exterior Wall, Roofing and Waterproofing Design

Feasibility studies/schematic design/final design including drawings, technical specifications and construction cost estimates for: removals, replacements, repairs, renovations and/or upgrades to existing facilities

INSURANCE REQUIREMENTS

Edmund Stewart, Principal Risk Analyst

Insurance Requirements

Commercial General Liability Insurance - $2 million ($5 million Air Operations Area escorted) each occurrence for bodily injury and property damage liability.

Automobile Liability Insurance - $2 million ($5 million Air Operations Area escorted) per accident for bodily injury and property damage liability covering any auto, owned, non-owned, rented or hired automobiles

Errors & Omission Insurance - $5 million per occurrence, covering acts, errors, mistakes, and omissions arising out of the work or services performed by Consultant(s), or any person employed by Consultant(s)

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.

PROCUREMENT PROCESS

Monika Radkowska, Solicitation Manager

Procurement RFP Solicitation Process

1. Proposer Requirements
2. Staff Qualifications
3. Firm Qualifications
4. MBE/WBE/SDVOBs Participation Plan
5. Cost – Multiplier(s) and Salary Schedule
6. Conflict of Interest
7. Standard Agreement
8. Attachment A – Scope of Work
9. Attachment B – Terms of Discussion
10. Attachment C – Company Profile

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?



PORT AUTHORITY NY NJ
AIR LAND RAIL SEA

Thank You!

