PORT AUTHORITY NY NJ
AIR LAND RAIL SEA

December 3, 2024

SUBJECT: REQUEST FOR PROPOSALS FOR THE PERFORMANCE OF EXPERT PROFESSIONAL OPERATIONAL SUPPORT SERVICES AS REQUESTED ON A "TASK ORDER" BASIS FOR A FOUR-YEAR TERM (RFP# 6000002546) – ADDENDUM #2

Dear Sir or Madam:

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

- **The due date for receipt of Proposals has been changed to 2:00 p.m. Eastern Time (ET), December 13, 2024.**

The following are questions from RFP recipients. The questions and the corresponding Authority answers are provided for your information and use, as appropriate.

Question #1: Is the Authority able to provide the presentation and attendance sheet from the November 22, 2024, pre-proposal meeting?

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

Question #2: Can firms use the same subconsultant for both the MBE and SDVOB requirements? If so, how is that to be represented?

Answer #2: Yes, subconsultants that are both MBE and SDVOB certified or WBE and SDVOB certified, by the Authority, shall receive credit for both requirements. SDVOBs certified by the State of New York can also receive credit. In the certification column on the participation plan, indicate both applicable certifications for the subconsultants.

Question #3: Is there a maximum number of projects that consultants can list in Attachment E?

Answer #3: The Authority prefers consultants to not exceed 5 projects for each category to which they are proposing.

Question #4: Can consultants include international projects, and would they count as much as projects that took place in the United States?

Answer #4: Yes, if the work is similar in nature to the services outlined in Attachment A – Consultant Tasks and meets the Proposer Requirements as indicated in the RFP Letter.

Question #5: Can the projects consultants include in their proposal include projects that have been performed/completed by our presented individuals but not as part of our current firm (i.e. as part of their experience)?

Answer #5: Yes, if the services performed by the individual(s) meet the Proposer Requirements for Staff qualifications and experience, it is acceptable.

Question #6: Will consultants be able to respond to task orders for requirement categories they did not submit proposals to?

Answer #6: No. Prime firms can only receive an Agreement for categories they proposed to.

Question #7: Will the Authority accept fully burdened labor rates for this effort?

Answer #7: No. This RFP requests actual hourly rates and multiplier(s). Billing rates only apply to the principal or partner of the prime firm, as indicated in the RFP.

Question #8: Will the Authority accept demonstrable experience that was completed pro-bono and/or does not have a fixed contract value? (I.e. a firm designed an information and documentation management tool internally that fulfills all five roles listed in the solicitation. This tool is also used by two other firms, however, is not a traditional service engagement and has no contract value associated)

Answer #8: No. The requested Proposer Requirements for firm experience, as requested under a category, must be fulfilled by providing completed projects for outside entities with a project value.

If you have any questions, please contact Ms. Amira Willis at amwillis@panynj.gov.

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RFP# 6000002544 & RFP# 60

Pre-Proposal Attendance Sheet from N

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Pre-Proposal Attendance Sheet from N

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EXPERT PROFESSIONAL APPLICATION
ER" BASIS FOR A FOUR-YEAR TERM

AL SUPPORT SERVICES AS REQUESTED
OUR-YEAR TERM

00002546

November 22, 2024

EXPERT PROFESSIONAL APPLICATION
ER" BASIS FOR A FOUR-YEAR TERM

AL SUPPORT SERVICES AS REQUESTED
OUR-YEAR TERM

00002546

November 22, 2024

PORT AUTHORITY NY NJ

PERFORMANCE OF EXPERT PROFESSIONAL APPLICATION SUPPORT SERVICES AS REQUESTED ON A "TASK ORDER" BASIS FOR A FOUR-YEAR TERM

(RFP# 6000002544)

&

PERFORMANCE OF EXPERT PROFESSIONAL OPERATIONAL SUPPORT SERVICES AS REQUESTED ON A "TASK ORDER" BASIS FOR A FOUR-YEAR TERM

(RFP# 6000002546)

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

Pre-Proposal Presentation

11.22.2024 – 11:30 A.M.

AIR LAND RAIL SEA

WELCOME & OVERVIEW

Amira Willis, Solicitation Manager

AGENDA

- ❑ **Welcome** – *Amira Willis, Solicitation Manager | Procurement*
- ❑ **Office of Diversity, Equity & Inclusion** – *Alex Rollison, Compliance Manager | Office of Diversity, Equity, and Inclusion*
- ❑ **Scope of Service Highlights** – *Engineering Department*
  - **Introduction** – *Christi Clark, Senior Consulting Engineer*
  - **Application Support Services (RFP# 6000002544):**
    Engineering Solutions - Hogan Lam, Program Director
  - **Operational Support Services (RFP# 6000002546):**
    Engineering Financial Services - Amy Denardo, Principal Customer Service Manager
    Digital Transformation Unit - Sadia Janjua, Program Director
    Engineer, Professional Services Unit -Christi Clark, Senior Consulting Engineer
    Content Information & Compliance, Engineering Solutions Unit - Jay Iverson, Manager
- ❑ **Insurance Requirements** – *Ralph Marrero & Rita Maquieira, Risk Analysts, Treasury | Risk Financing*
- ❑ **Procurement Process** – *Amira Willis, Solicitation Manager | Procurement*

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OFFICE OF DIVERSITY, EQUITY AND INCLUSION

Alex Rollison – Compliance Manager

PORT AUTHORITY NY NJ
AIR LAND RAIL SEA

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

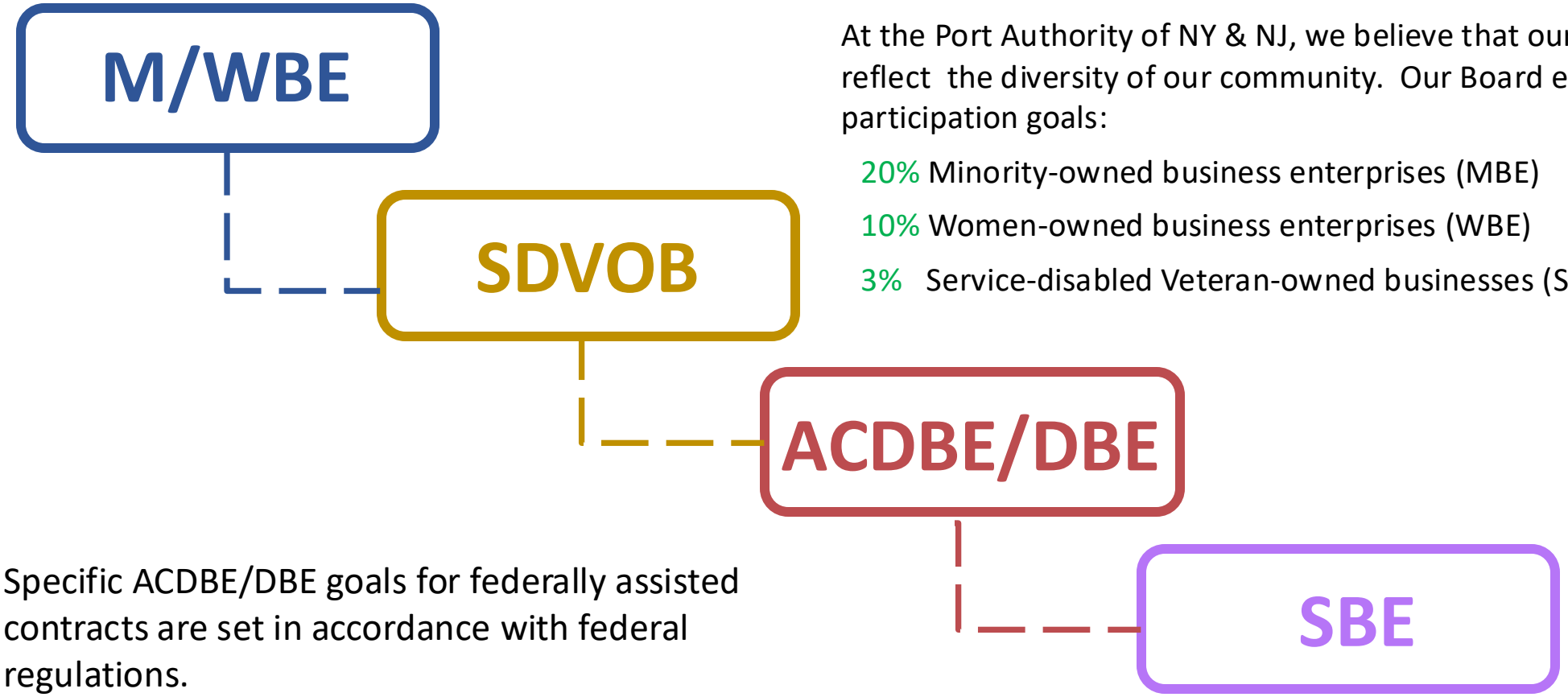
WORKFORCE DIVERSITY & EEO COMPLIANCE

- 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

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SCOPE OF SERVICES

Engineering Department
Operations Division
Introduction

Christi Clark
Senior Consulting Engineering

Engineering Operations Division Introduction

The Engineering Operations Division manages and facilitates the internal processes of the department to ensure Engineering continues to meet the Agency's standards and priorities by implementing global best practice design and construction services, leveraging 21st century technology and sustainability methodologies, ensuring collaboration across other departments and maintaining compliance to the highest ethical standards, to meet our Agency's mission to keep the region moving.

The division is comprised of six units including: Engineering Financial Services, Engineering Solutions, Digital Transformation, Project Controls, Estimating/Value Engineering and Professional Services.

SCOPE OF SERVICES

Application Support Services (RFP# 6000002544)
Engineering Department

Engineering Solutions - Hogan Lam, Program Director

Application Support Services
ENGINEERING SOLUTIONS

Who We Are:

The Engineering Solutions (ES) unit is responsible for providing the engineering department with technological, archival, and access management support to various forms of electronic data. We also administer and provision computer hardware and software to the department in coordination with the Technology Department. The Applications group supports project delivery and reporting through consultation, development, testing and implementation of system applications and workflows. The group maintains and supports content platforms such as EOL365, SharePoint and Content Server, and acts as the Department's liaison with the Technology Department.

What We Do:

- Manage and administer engineering applications
- Design and develop new engineering applications and workflows
- Coordinate and liaison with the Technology Department
- Work with other ES units to design, develop and implement collaborative solutions

SCOPE OF SERVICES

Operational Support Services (RFP# 6000002546)
Engineering Department

Engineering Financial Services - Amy Denardo, Customer Service Mgr.

Digital Transformation - Sadia Janjua, Program Director

Professional Services - Christi Clark, Senior Consulting Engineer

Content Information & Compliance - Jay Iverson, Manager

Operational Support Services
ENGINEERING FINANCIAL SERVICES

Who We Are:

Responsible for providing technical services that prepare and manage the Engineering Department's budget, overtime, financial performance, and compliance with consultant payments.

What We Do:

Budget and Financial Planning

- Annual Department Budget Preparation
- Capital and Operating Financial Performance & Forecasting
- Overtime Performance & Forecasting

Consultant Invoice Program

- Processing consultant Invoice payments and issue resolution
- Accrual processing and training
- Invoice preparation and review training
- Liaison between Engineering, Comptroller's and Procurement Departments

Operational Support Services
DIGITAL TRANSFORMATION

Who We Are:

Responsible for collaborating across all six divisions within the Engineering Department to connect improvement initiatives and maximize the benefits of all our work. The vision is to connect the collective intelligence from our most valuable resources, our staff, to enable creative problem solving and develop collaborative innovative solutions that will align with the Authority's goal to keep the region moving.

What We Do:

The digital transformation unit focuses on four key areas:

- **People:** put staffs needs at the heart of our program.
- **Process:** provide standardized and focused processes that add value to the department and Agency.
- **Technology:** fit needs/purpose, provide staff adequate tools/resources to perform tasks meet goal of keeping the region moving.
- **Data:** The insights we get rely on the quality, quantity, and timeliness of our data which enables us to improve our project delivery.

Operational Support Services
PROFESSIONAL SERVICES

Who We Are:

Primary liaison to Procurement, Office of the Secretary (OSEC) and the Office of Diversity Equity & Inclusion (ODEI) departments. Responsible for the administration of Engineering's centralized professional services including procurements, authorizations compliance, and equity/diversity compliance oversight.

What We Do:

The professional services unit provides the following services:

- Consultant Professional Services - enhance and promote efficiencies related to the departments consultant professional services processes including developing workflows, streamlining processes, and centralizing operations.
- Contract Management – supports six divisions in the procurement of Request for Proposals (RFP) and task order solicitations including awards.
- Diversity, Equity and Inclusion oversight – manage Architectural/Engineering professional service agreements including oversight of equitably distributing task order awards, compliance with participation plans, and reporting monthly/quarterly participation results.

Operational Support Services
CONTENT & INFORMATION COMPLIANCE

Who We Are:

The Engineering Content, Information & Compliance group is responsible for providing secure electronic access to project information drawings and documents, managing the departments official records, creating and managing project websites, and overseeing the implementation and management of the Agency's security information program, for the department.

What We Do:

The content, information and compliance group provides the following services:

- **Electronic Document Center (EDoC) -** Manage electronic repository of engineering project drawings and documents.
- **Content Management –** administration of engineering project and other general collaboration websites.
- **Records Management -** administration of all Engineering official records, in compliance with Office of the Secretary (OSEC) guidelines.
- **Security Management -** Manages the departments security information program including compliance monitoring, tracking and reporting, assisting staff with identifying/marking protected information, and ensuring adequate protection of Agency assets, intellectual property, public safety, and facilities.

INSURANCE REQUIREMENTS

Ralph Marrero & Rita Maquieira, Risk Analysts

Insurance Requirements
Application Support Services (RFP 6000002544)

- **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.**
- **Cyber Liability Insurance** - **$2 million per occurrence or claim.** Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Vendor in this agreement and shall include, but not be limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations.

(continued on slide 24)

Insurance Requirements (Cont'd)
Application Support Services (RFP 6000002544)

- **Technology Professional Liability Errors and Omissions Insurance** - appropriate to the Consultant's profession and work hereunder, with limits not less than $1,000,000 per occurrence. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by the Vendor in this agreement and shall include, but not be limited to, claims involving infringement of intellectual property, copyright, trademark, invasion of privacy violations, information theft, release of private information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations.

Insurance Requirements
Operational Support Services (RFP 6000002546)

- **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

Amira Willis, 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-6000002546	06-Dec-2024	Request for Proposals for Performance of Expert Professional Operational Support Services as Requested on a "Task Order" Basis for a Four-Year Term (RFP #6000002546) ***NOTE**: A virtual Pre-Proposal Meeting is scheduled on November 22 at 11:30 A.M Eastern Time (ET). Please refer to RFP Please refer to RFP Letter for additional information.* 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	Addendum 1
RFP-6000002545	06-Dec-2024	Request for Proposals for Performance of Expert Professional Project Support Services as Requested on a "Task Order" Basis for a Four-Year Term (RFP #6000002545) ***NOTE**: A virtual Pre-Proposal Meeting is scheduled on November 20th at 11:00 A.M Eastern Time (ET). Please refer to RFP Please refer to RFP Letter for additional information.* 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	Addendum 1

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Procurement RFP Solicitation Process

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

