PORT AUTHORITY NY NJ
AIR LAND RAIL SEA

December 3, 2024

SUBJECT: REQUEST FOR PROPOSALS FOR THE PERFORMANCE OF EXPERT PROFESSIONAL PROJECT SUPPORT SERVICES AS REQUESTED ON A "TASK ORDER" BASIS FOR A FOUR-YEAR TERM (RFP# 6000002545) – 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 20, 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: Is there a maximum number of resumes that consultants can include in Attachment D?

Answer #4: The Authority prefers consultants to not exceed 10 resumes for each category to which they are proposing.

Question #5: Can a consultant submit as a Prime while also serving as a subconsultant on another Prime's team?

Answer #5: Yes, a consultant can be both a Prime and a subconsultant.

Question #6: In Section A, Project Control Services, Letter A states that firms must submit "a minimum of two project specific models or drawings." As an alternative for models and drawings, can consultants provide examples of project deliverables from previous project controls projects?

Answer #6: Models or drawings are a requirement. Consultants may add project deliverables in addition to, but not in lieu of the models and/or drawings.

Question #7: The RFP Letter states: "The Authority's office is located at 2 Montgomery Street, Jersey City, New Jersey, proposed staff will be required to meet the Authority's current work arrangements including physically work a minimum of three days per week in the office and two days per week remote, unless otherwise directed by the Authority." Please confirm if all proposed personnel under this RFP would be committed on a full-time basis.

Answer #7: This is for informational purposes. Requested services will be solicited on a competitive task order basis and will include the scope of services, requirements, locale, hours, etc. based on the Authority's needs.

Question #8: Can the requirement under Project Control Services, part A for two project specific models or drawings be elaborated?

Answer #8: Prime firms must demonstrate a minimum of two completed projects for any, all, or combination of the types of projects listed below, including providing project specific (BIM) model or project drawings included with their Proposal.

- Design-bid build
- Design-build / fast track
- Any construction trade for building, or heavy/civil, or infrastructure construction

Question #9: Are subcontracting arrangements allowed through Corp-to-Corp or 1099 if W2 employees are not available for this opportunity?

Answer #9: For this RFP, Section IV - Proposer Requirements – Staff Requirements - proposed individuals must currently be employed by the prime firm only. For future task order opportunities, staffing may be fulfilled by a subconsultant under the prime firm but cannot be used to meet the Section IV - Proposer Requirements in this RFP.

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

REQUEST FOR PROPOSALS FOR THE PERFORMANCE C
SUPPORT SERVICES AS REQUESTED ON A "TASK ORDI

RFP# 6000002545

Pre-Proposal Attendance Sheet from N

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	jdavid@nelliganwhite.com
	vhlushak@infotrancorp.com
	NChalfin@jgminc.com
	DBlevins@marinetiger.com
	Marion.Kase@stvinc.com
	frank.laplaca@hdconsultgroup.com
	dawak@sherpagcm.com
	nbart@mcss.com
	kim@structuralworkshop.com
	kbrown@zofsengineering.com
	s.noone@gardinerusa.com
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	ahuang@stellarservices.com
	dong.hua@diligene.com
	John.Dumas@stvinc.com
	adonovan@pmaconsultants.com
	kghodasara@mcss.com
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	Chongba@sherpagcm.com
	XSitu@ellana.net
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REQUEST FOR PROPOSALS FOR THE PERFORMANCE C
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RFP# 6000002545

Pre-Proposal Attendance Sheet from N

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)F EXPERT PROFESSIONAL PROJECT
ER" BASIS FOR A FOUR-YEAR TERM

November 20, 2024

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November 20, 2024

PORT AUTHORITY NY NJ

PERFORMANCE OF EXPERT PROFESSIONAL PROJECT SUPPORT SERVICES AS REQUESTED ON A "TASK ORDER" BASIS FOR A FOUR-YEAR TERM (RFP# 6000002545)

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

Pre-Proposal Presentation

11.20.2024 – 11:00 A.M.

AIR LAND RAIL SEA

WELCOME & OVERVIEW

Amira Willis, Solicitation Manager

AGENDA

- ❑ **Welcome** – *Amira Willis, Solicitation Manager | Procurement*
- ❑ **Supplier Diversity** – *Alessandra Brown, Advisor | Office of Diversity, Equity & Inclusion*
- ❑ **Scope of Service Highlights** – *Engineering Department*
  - Introduction – *Christi Clark, Senior Consulting Engineer*
  - Project Support Services (RFP# 6000002545):
    Project Controls – Ashley-Dojn Turner, Program Director
    Estimating / Value Engineering – Andrew Victors, Chief Estimator
- ❑ **Insurance Requirements** – *Traci Adedeji, Treasury | Risk Financing*
- ❑ **Procurement Process** – *Amira Willis, Solicitation Manager | Procurement*
- ❑ **Q&A**

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SUPPLIER DIVERSITY

Alessandra Brown – Advisor, ODEI

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

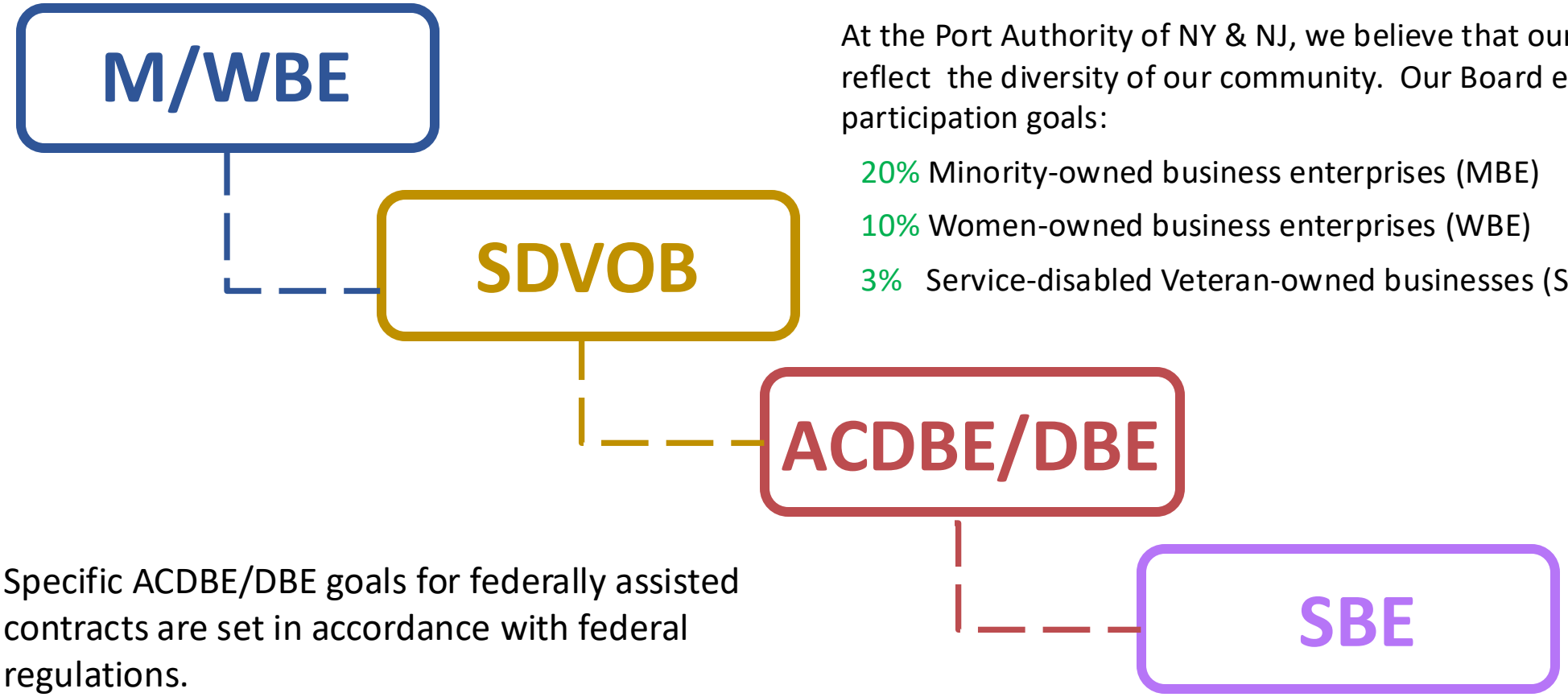
WORKFORCE DIVERSITY & EEO COMPLIANCE

- 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

Project Support Services (RFP# 6000002545)

Engineering Department

Project Controls - Ashley Turner, Program Director

Estimating / Value Engineering - Andrew Victors - Chief Estimator

Project Support Services
PROJECT CONTROLS

Responsible for the development and analysis of performance data (Engineering Department and projects), reporting, insights, monitoring and measuring performance thru implanted metrics. Additionally, we provide cost and schedule management, forecasting, and compliance measurements. The project controls unit also leads Engineering department's virtual design.

General

- Develop/enhance project controls, schedule management, and virtual design and construction policies, procedures and manuals

Project Controls and Reporting

- Data reconciliation and analysis including assets status, cost and schedules
- Develop forecasts and dashboard reporting

Schedule Management

- Design & construction schedule management, resources and training
- Earned Value Management and Reporting

Virtual Design Construction

- BIM coordination, compliance & computational BIM
- Manage drafting resources and training

Project Support Services
ESTIMATING / VALUE ENGINEERING

Responsible for review and approval of construction cost estimates, Life Cycle Cost Analysis (LCCA), management of the value engineering program and administration of Property Breakdown Reports (PBR) used in asset management.

Estimating

- Review and approve construction cost estimates
- Perform Life Cycle Cost Analysis (LCCA)
- Prepare Property Breakdown Reports

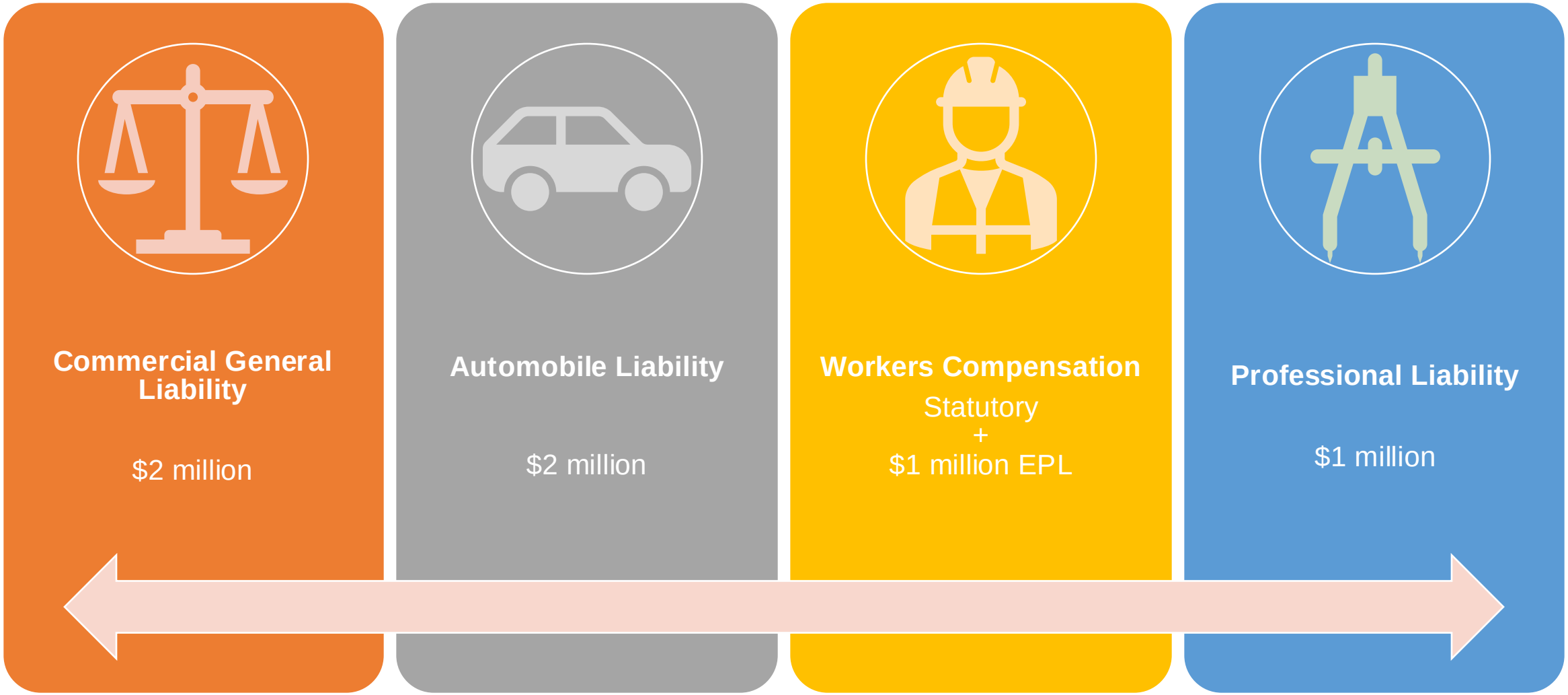
Value Engineering

- Manage engineering department value engineering program
- Follow Society of American Value Engineers (SAVE) methodologies:
  - Information, Creative, Analytical, Recommendation, Presentation

INSURANCE REQUIREMENTS

Traci Adedeji, Treasury

Insurance Requirements



Insurance Requirements

Clause	Description
Additional Insured	This endorsement adds coverage for the Port Authority and other entities as required by contract.
Primary & Non-Contributory	This clause stipulates the order in which multiple policies triggered by the same loss are to respond.
Waiver of Subrogation	This clause acknowledges that an insurer has no right of recovery against a third party after it has paid a loss on behalf of its insured.
Cross-liability/ Severability of Interests	This clause allows each insured party to be treated individually in the event of a loss.
Immunity Clause	The Port Authority enjoys certain immunities as a public entity. This clause requires that you obtain approval before waiving this in any way.
30-Day Notice of Cancellation	This clause ensures that the Port Authority receives advance notice of a pending cancellation.

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

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!

