PORT AUTHORITY NY NJ
AIR LAND RAIL SEA

January 21, 2025

SUBJECT: REQUEST FOR PROPOSALS FOR PERFORMANCE OF EXPERT PROFESSIONAL PROGRAM MANAGEMENT AND DESIGN BUILD SUPPORT SERVICES AS REQUESTED ON A "TASK ORDER" BASIS FOR A FOUR-YEAR TERM (RFP# 6000002611) – ADDENDUM #1

Dear Sir or Madam:

The following is a question from a Request for Proposals (RFP) recipient. The question and the corresponding Port Authority of New York and New Jersey (the "Port Authority" or "Authority") answer is 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 16, 2025, pre-proposal meeting?

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

The date for receipt of proposals for the subject RFP remains 2:00 P.M. on January 31, 2025.

If you have any questions, please contact Edmund Mendrala at EMendrala@panynj.gov.

REQUEST FOR PROPOSALS FOR PERFORMANCE OF EXPERT PROFESSIONAL PROGRAM MANAGEMENT AND DESIGN BUILD SUPPORT SERVICES AS REQUESTED ON A "TASK ORDER" BASIS FOR A FOUR-YEAR TERM
RFP# 6000002611

Pre-Proposal Attendance Sheet from January 16, 2025

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9	Thomas, Brit	Brit.Thomas@stvinc.com
10	Shukri Abuhuzeima	sabuhuzeima@aidpe.com
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12	Wallace, Michael	WallaceM@LiRo-Hill.com
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21	Fireflies.ai Notetaker Toll (Unverified)	
22	Ryan Spearing	rspearing@mcfaglobal.com
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29	Mark Rollo	Mrollo@sjheng.com
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31	Tara Huff	thuff@enovateengineering.com
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37	Robert Sprau	rsprau@kseng.com

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143	Valentyna (Unverified)	
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PORT AUTHORITY NY NJ

PERFORMANCE OF EXPERT PROFESSIONAL PROGRAM MANAGEMENT AND DESIGN BUILD SUPPORT SERVICES AS REQUESTED ON A "TASK ORDER" BASIS FOR FOUR-YEARS (RFP# 6000002611)

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

Pre-Proposal Presentation to Certified Firms

January 16, 2025 – 3:00 P.M.

AIR LAND RAIL SEA

WELCOME & OVERVIEW

Edmund Mendrala - Solicitation Manager

AGENDA

- ❑ **Welcome –** ***Edmund Mendrala, Solicitation Manager | Procurement***
- ❑ **Supplier Diversity –** ***Alex Rollison, Manager, Project Planning & Development | ODEI***
- ❑ **Scope of Service Highlights –** ***Martha Lindner, Contract Manager | Engineering***
- ❑ **Insurance Requirements –** ***Joseph Chvasta, Risk Analyst, Treasury | Risk Financing***
- ❑ **Procurement Process –** ***Edmund Mendrala, Solicitation Manager | Procurement***
- ❑ **Q&A**

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SUPPLIER DIVERSITY

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

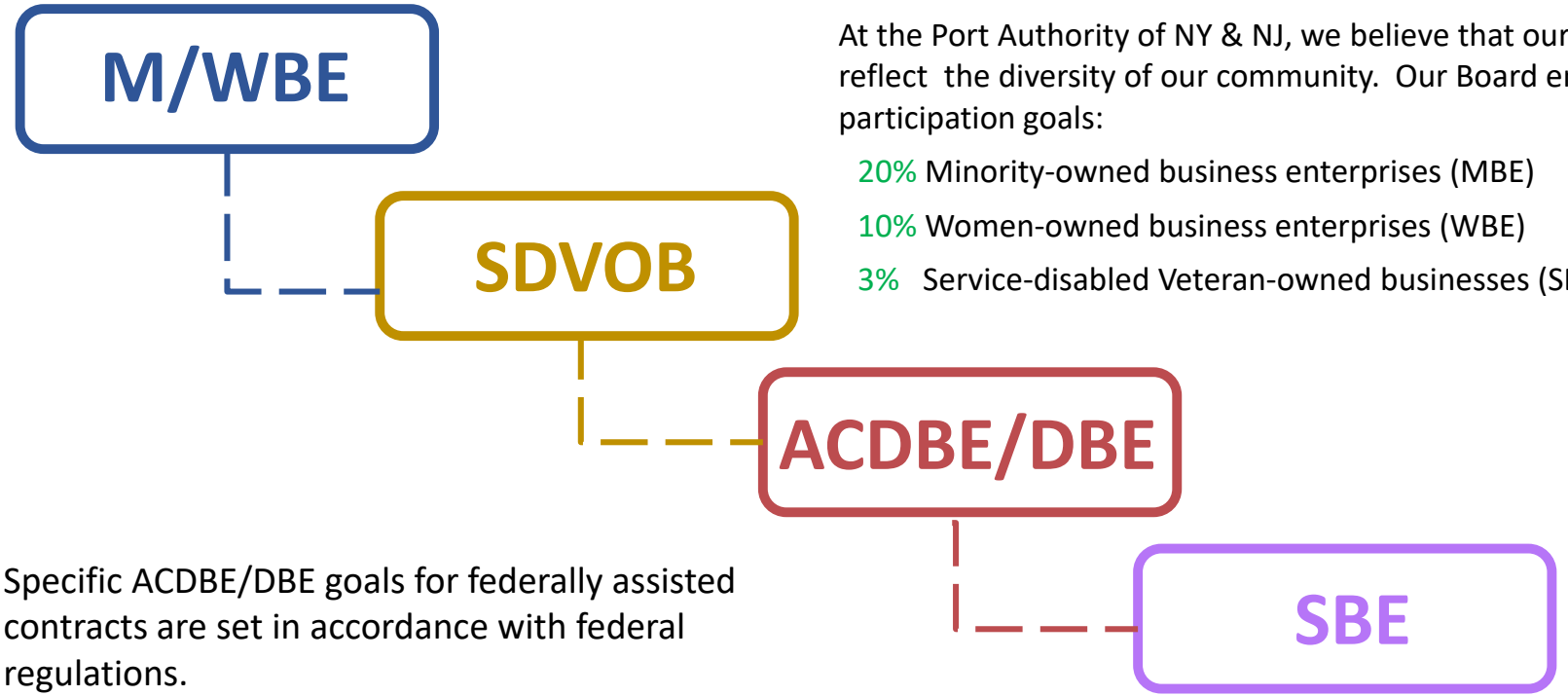
OFFICE OF DIVERSITY, EQUITY & INCLUSION

Department Overview

BUSINESS DIVERSITY	WORKFORCE DIVERSITY & EEO COMPLIANCE	PERFORMANCE REPORTING & POLICY OVERSIGHT
• Capacity Building • Certification • Compliance Review	• Employee Experience • Equal Employment Opportunity • Workforce Diversity, Equity & Inclusion	• Performance Reporting & System Support • Civil Rights Compliance • Policy, Process & Procedures

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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.

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

Eligibility Criteria for Certification

P Z EH

- 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

VGYRE

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

DFGEH2GEH

- 51% owned by individual or individuals categorized as economically or socially disadvantaged citizens or permanent residents as per CFR 49 part 26, has size standards for program and industry, PNW, NAICS codes, Site visits required.
- Make critical day to day decisions
- Capital contribution are real and substantial and continuing.
- No requirement for how long to be in business.
- Valid for 1 year
- Unified Certification Partnership (UCP) Partnership with NY and NJ

VEH

- Race and gender neutral. Needs firm based in NY&NJ, year(s) in business and meets SBA threshold standard for industry
- For Construction firms once certified qualification is our Engineering Dept for set-aside opportunities

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

Martha Lindner - Contract Manager

Scope of Services

This agreement would provide for the issuance of Program Management and Design Build services, for the Port Authority. The firm(s) would be required to respond within 48 hours of notification to task orders issued by the Chief Engineer or a designated representative. These task orders would provide a mechanism for Program Management and Design Build support services on projects at all Port Authority facilities.

INSURANCE REQUIREMENTS

Joseph Chvasta - 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.**
- **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.
- **Professional Liability Insurance** - The Consultant shall bind, maintain, and pay premiums on Professional Liability Insurance in limits of not less than **$2 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

Edmund Mendrala, 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-6000002611	31-Jan-2025	Performance of Expert Professional Program Management and Design Build Support Services as Requested on a "Task Order" Basis for a Four-Year Term (RFP# 6000002611) ***NOTE**: A virtual Pre-Proposal Meeting is scheduled on January 16, 2025 at 3:00 P.M. Eastern Time (ET). 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	

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

Procurement RFP Solicitation Process

8. Conflict of Interest
9. Standard Agreement
10. Attachment A – Scope of Work
11. Attachment B – Terms of Discussion
12. 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!

