

May 10, 2018

SUBJECT: REQUEST FOR PROPOSALS FOR THE PERFORMANCE OF EXPERT PROFESSIONAL PROJECT MANAGEMENT SERVICES AS REQUESTED ON A “CALL-IN” BASIS DURING 2018 THROUGH 2022 (RFP #52769) ADDENDUM #1

Dear Sir or Madam:

The following questions were received from RFP recipient(s). The questions and the corresponding Authority answers are provided for your information and use, as appropriate.

Question #1: In addition to MBE/WBE subcontractors to meet the goal, will Port Authority recognize Disadvantaged Business Enterprise (DBE) subcontractors as well?

Answer #1: The Authority recognizes DBE firms as subconsultants but a DBE firm will not count towards fulfilling the 20% MBE and 10% WBE subconsulting goals.

Question #2: Must a firm meet Port Authority’s insurance qualifications to submit a proposal, or may the existing insurance be increased post-selection?

Answer #2: A firm must meet the Port Authority’s insurance requirements at the time of an awarded task order.

Question #3: What, if any, is the required number of candidate resumes to be submitted with the proposal?

Answer #3: A prospective proposer must include at least 30 resumes of staff who have demonstrated experience performing program/project management services in the Greater New York/New Jersey Metropolitan Area in order to fulfill the proposer requirement outlined in the RFP letter.

Question #4: Due to the uncertainty of when candidates might start work, are we submitting actual resources and their corresponding actual rates? If so, would we be allowed to replace candidates who may not be available at time of notification?

Answer #4: The qualifications and experience of staff being proposed to perform the contemplated services will be part of the evaluation selection process. Refer to the RFP letter, page 3, paragraph E regarding submitting information on staffing. If your firm is awarded an agreement and a person becomes unavailable during the term of the program, your firm shall provide equally qualified personnel as a replacement. Notwithstanding this, it is expected that key personnel submitted under this RFP will be committed to this assignment for its duration. The Consultant shall not remove or replace its staff, as identified by the Authority, without the written consent of the Authority and the Authority will not consent until

the Consultant has proffered a candidate with equal credentials to that of the previous key person, acceptable to the Authority.

Question #5: Is the Consultants billing rate predicated on the multiplier/ mark up in the proposal?

Answer #5: For details regarding compensation, please refer to paragraph 7 of the Agreement.

Question #6: What is the overall anticipated work volume for this contract?

Answer #6: This RFP is for “call-in” services and tasks will be identified on an as-needed basis.

Question #7: What is the anticipated award date?

Answer #7: The anticipated award date for this RFP is during the 3rd quarter of 2018.

Question #8: What percentage of these projects will be Information Technology based?

Answer #8: Please refer to the Attachment A, scope of work, to see anticipated tasks.

Question #9: Is the multiplier fixed for all services for the duration of the Agreement?

Answer #9: Yes, the multiplier will be in place for the duration of the Agreement.

Question #10: Regarding the Exhibit 1 “Salary Schedule”, given that this is a four-year Agreement, should the current salaries be escalated to the mid-point of the contract?

Answer #10: No, the salaries included in the Exhibit 1 “Salary Schedule” should be the current rates of the proposed staff. Please refer to paragraph 7 in the Agreement to see further details regarding rate increases.

Question #11: Would you advise if an MBE firm is responding to the subject solicitation is required to include another MBE as sub-consultant in order to comply with goals or the MBE prime would suffice towards the 20% goal. If the MBE Prime participation would suffice, would the MBE prime need to invite a WBE sub-consultant to participate towards the 10% goal?

Answer #11: Paragraph 19 provides the Authority’s goals for MBE/WBE participation, including information about how participation is counted. In order to facilitate the meeting of this goal, the Consultant shall use every good-faith effort to utilize subconsultants who are Authority certified MBEs or WBEs to the maximum extent feasible. The Consultant shall include its MBE/WBE Participation Plans (Form PA 3760D) with their task order proposals, to be reviewed and approved by the Authority’s Office of Diversity and Inclusion. As noted in that Paragraph 19, “An MBE/WBE prime contractor shall still provide opportunities for participation by other MBE/WBEs.”

The date for receipt of proposals for the subject RFP remains 2:00 P.M. on May 25, 2018.

If you have any questions, please contact Mr. Thomas Barlotta, Senior Procurement Support Specialist, at TBarlotta@panynj.gov.

Sincerely,

David Gutiérrez, CPPO
Assistant Director
Procurement Department