

November 14, 2017

SUBJECT: REQUEST FOR PROPOSALS FOR THE PERFORMANCE OF EXPERT PROFESSIONAL AND TECHNICAL PROJECT MANAGEMENT SERVICES AS REQUESTED ON A “CALL-IN” BASIS DURING 2018 (RFP# 51375) - ADDENDUM #2

Dear Sir or Madam:

The Port Authority of New York and New Jersey hereby amends the subject Request for Proposals (RFP), dated October 26, 2017, as follows:

Attachment A

1. On Page 3, Section III labeled “Description of Consultant’s Tasks”, delete “TASK E. Program Level Management Services” and “TASK F. Program Level Management Services” in their entirety and replace with the below:

“TASK E. PROGRAM LEVEL MANAGEMENT SERVICES

1. Assist Authority staff in the scheduling and implementation of selected programs and/or group of projects including coordinating and managing the activities of subordinate Project Managers.
2. Establish annual and/or program level resources requirements.
3. Ensure that selected projects and/or programs are staffed and started as planned.
4. Update program level schedules.
5. Evaluate and recommend appropriate MBE/WBE sub-contractor goals.
6. Provide ancillary program management support services.
7. Maintaining records for and preparation of As-Build Drawings /Record Drawings.
8. Provide support services, as required, to prepare technical presentations and assist in responding to inquiries from outside entities and the public.
9. Provide support services for the following:
 - a. Maintaining and updating, as needed, the existing Program Management Manual.

- b. Document control including tracking and expediting the shop drawing process through the use of the Primavera Expedition Program currently used by the Authority.
 - c. Project control functions using Primavera currently used by the Authority.
10. Provide project management training/workshop sessions, as required.”

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

Question 1: Please confirm that the 17% M/WBE requirement can be fulfilled through one single firm that has both certifications?

Answer: Yes, the 17% M/WBE requirement can be fulfilled through a single firm that has both MBE and WBE Port Authority certifications.

Question 2: Does the firm have to have a minimum of 23 staff members with these credentials employed by the firm or are all of the proposed staff required to have all of these credentials?

Answer: The prime consultant shall have at least 23 permanent staff members who meet the requirements listed in Section I, “Proposer Requirements”, of the RFP Letter.

Question 3: In regards to the requirement of 23 people with a minimum of 10 years of Project Management experience, is The Authority requiring that these people have served in the official role as project manager, or is it valid to submit staff that have worked on Project Management or Construction Management assignments in various supervisory/decision making roles such as resident engineer, inspector, senior scheduler, senior cost engineer, superintendent, assistant project managers, etc.

Answer: Yes, it would be acceptable to submit staff that have worked on Project Management or Construction Management assignments in various roles as long as it is shown in the proposal that they progressively gained more responsibility over the course of the 10 years.

Please note: The due date of this RFP has been changed to November 20, 2017 at 2:00 P.M.

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

Sincerely,

David Gutiérrez, CPPO
Assistant Director
Procurement Department