

November 27, 2018

**SUBJECT: PERFORMANCE OF EXPERT PROFESSIONAL DISASTER RESPONSE AND RECOVERY, STORM MITIGATION AND RESILIENCE, INSURANCE ADJUSTMENT AND GRANT MANAGEMENT INDEFINITE QUANTITY SERVICES CONTRACT FOR FEDERALLY FUNDED STORM RESILIENCY PROJECTS AS REQUESTED ON AN “AS-NEEDED” BASIS DURING 2018 - 2022
– RFP NO. 54612 – ADDENDUM # 2**

Dear Sir or Madam,

Question 1: Hazard mitigation is identified as a discrete activity at several points in the RFP. Although “resilience” is called out in the RFP title, the RFP does not appear to include any specific task elements addressing resilience projects. Does the Port Authority expect that resilience projects will, in fact, be part of this procurement, and, if so, can you provide examples as to the kind of projects that could be requested, or is resilience simply considered part of the Port’s mitigation activities? Please clarify.

Answer 1: This RFP primarily seeks professional services to support disaster response, damage assessment, recovery and federal grant program management for SMRO and OEM. The consultant may support the scoping of a resilience project or elements of an agency resilience plan.

Question 2: Since this procurement falls under the authority of the Brooks Act for engineering and architectural services, and since services defined in the RFP will be executed in the state of New York, does a firm bidding on task categories B and C need to be a licensed engineering firm in the state of New York, as required under state law for firms providing engineering services?

Answer 2: No.

Question 3: Will Consultant be required to assess damages related to PATH system (stations, tracks, signals etc.) only, or are other Port Authority assets such as tunnels, bridges, airports, seaports, and other Port Authority-owned assets be included, as well?

Answer 3: Selected consultants may be deployed for assessments at any Port Authority facility and should be ready to assess all asset types. Please note that the consultants will be operating in a support capacity for SMRO and OEM.

Question 4: Does the Port Authority have an existing asset management and inventory system?

Answer 4: The Port Authority has multiple asset management and inventory systems. System utilization and data accuracy varies depending on the facility.

Question 5: There are a number of forms that are referenced throughout the RFP. Could you please clarify which forms must be completed and submitted by subconsultants?

Answer 5: The RFP document is specific as to the completion of the forms required. Where the proposer is utilizing subconsultants to meet certain requirements or perform certain work, the associated forms would have to be completed.

Question 6: Page 4, III. Proposal Submission Requirements, par. B Reference is made to Attachment C (Company Profile). Is it expected that this form be completed by the prime and all subcontractors/subconsultants, or just the prime contractor?

Answer 6: Prime only.

Question 7: Page 5, III. Proposal Submission Requirements, E. Staff Qualifications and Experience, item 3. This item requests a “profile for the proposed Project Manager that demonstrates that said individual has the necessary experience to complete the Services outlined in the Attachment A.” The scope of work for the three primary tasks categories included in Attachment A can involve very different knowledge, skills, and abilities. Can a proposer submit different Project Managers for each of the three task categories, or are you requiring just one PM for the entire contract, regardless of category?

Answer 7: Yes

Question 8: Page 6, III. Proposal Submission Requirements, G. Management Approach The first paragraph allows the proposer to submit revised completion dates, “if the various completion dates in Attachment A cannot be adhered to. . . .” Attachment A does not appear to include completion dates, as provided for in this section. Please clarify.

Answer 8: There are no completion dates at this time. Completion dates may be developed at a later time with individual Task Order requests for proposals.

Question 9: Attachment A-Scope of Work, Section II-General Qualifications Required for Individual Task Orders. This section requires that the Consultant’s staff possess certain minimum qualifications. Do the requirements specified in items 1-4 apply to all staff, as implied, or just to the Project Manager? Also, as indicated in a prior question, given the differences among the task categories, can a consultant propose multiple project managers with skill sets more appropriate to each of the task categories?

Answer 9: All four requirements apply to the Project Managers. Additionally, similar or discipline specific requirements for other staff may be added/requested on a Task Order basis.

Question 10: The contract documents attached to the RFP prohibits marking up subcontractor costs because of prohibitions against cost-plus-percentage-of- cost contracts. Does this restriction similarly apply to proposed staff employed as 1099 independent contractors?

Answer 10: Cost-plus-percentage-of- cost contracts are prohibited regardless of the method for compensation of staff/services.

Question 11: C. Section III, Section A. #4- Is the Asset Repair Priority mentioned here determined based on technical factors such as damage/location/engineering aspects? Please expand.

Answer 11: Port Authority risk data includes information on the impact of an asset on the ability to resume operations within a given time window. This is the type of information that would be available for the consultant's use in recommending priority.

Question 12: Which properties and/or areas/what property type will these services be pertaining to?

Answer 12: These services will pertain to Port Authority facilities affected by a climate related event/disaster.

Question 13: Will awarded firms conduct work out of its own offices or Port Authority provided offices?

Answer 13: Individual task orders will specify work location.

Question 14: Are separate proposals required for each category or may respondent propose for all within one package?

Answer 14: One submission can be used for all categories. Your submission should state which categories you are requesting to be qualified for.

Question 15: In Proposer Requirement 3b - Long-Term Recovery and Grant Management Support Services (Category B), it states "a. Experience managing grants for two or more federal grant agencies such as FEMA, FTA, FHWA, HUD and others."
Is this experience managing grants as consultants to Federal agencies or as consultants to the grantees of those agencies?

Answer 15: Both types of experience are acceptable to meet this requirement.

Question 16: Is it possible to extend the response period to December 4th, considering the Thanksgiving holiday falls the week before the due date?

Answer 16: See Addendum #1.

If you have any questions, please contact Ms. Emily Goldberg, Staff Contract Specialist, at egoldberg@panynj.gov

Sincerely,

Joann Spirito
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Procurement Department