

June 26, 2018

SUBJECT: REQUEST FOR PROPOSALS FOR THE PERFORMANCE OF EXPERT PROFESSIONAL PROJECT MANAGEMENT SERVICES (SMALL BUSINESS ENTERPRISES) AS REQUESTED ON A “CALL-IN” BASIS DURING 2018 THROUGH 2022 (RFP #53122) ADDENDUM #3

Dear Sir or Madam:

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

Question #1: Where can information on SBE Authority certification requirements be found?

Answer #1: A firm can find SBE certification information on our webpage, <http://www.panynj.gov/business-opportunities/sd-become-certified.html>. If a firm is already certified as an MBE or WBE with the Authority, contact the Authority’s certification hotline to review your certification and request to be certified as an SBE. A firm can also choose to update their online application and request SBE certification. If a firm is not certified, they must complete the application process online. The Authority’s certification hotline is 212-435-7888.

Question #2: Can a certified MBE or WBE firm be considered as a SBE or is this a different certification?

Answer #2: SBE is a separate certification. To learn more about becoming a certified SBE firm please follow the link provided in the answer to question #1.

Question #3: Can a certified MBE or WBE firm self-fulfill the 30% minority subconsulting goals?

Answer #3: No, if the prime is a certified MBE or WBE it does not count towards fulfilling the 30% minority subconsulting goals.

Question #4: Will services under this call-in be provided from the consultant’s offices or at Authority facilities?

Answer #4: Services under this call-in will be performed at Authority facilities.

Question #5: Will the consultant be managing projects independently and then turning the project over to the Authority after their completion or will the consultant be providing staff to work directly under the Authority as an extension of staff?

Answer #5: The consultant will be providing staff to supplement Authority staff.

Question #6: Will staff provided under this Agreement primarily be used for construction phase services, design phase services, or other services not in those two categories?

Answer #6: Project managers provided under this Agreement will be used on all phases of the project.

Question #7: How can a firm guarantee 20% MBE and 10% WBE participation to their subconsultants under a call-in Agreement since there is no guarantee that the selected firm's candidates will be selected?

Answer #7: The Authority requests that firms submit a plan identifying which MBE/WBE firms they intend to utilize and what, if any, tasks they plan to subconsult out. It is a good faith effort on a task order basis to meet the 20% MBE and 10% WBE subconsulting goals.

The date for receipt of proposals for the subject RFP has changed to 2:00 P.M. on July 6, 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