

THE PORT AUTHORITY OF NY & NJ

**PROCUREMENT DEPARTMENT
4 WORLD TRADE CENTER
150 GREENWICH STREET, 21ST FLOOR
NEW YORK, NEW YORK 10007**

REQUEST FOR INFORMATION

ISSUE DATE: SEPTEMBER 28, 2018

**TITLE: ON-AIRPORT CHILD CARE SERVICES - JOHN F. KENNEDY
INTERNATIONAL AIRPORT (JFK) BUILDING 350**

NUMBER: 54755

**SUBMIT RESPONSE BEFORE THE DUE DATE AND TIME TO THE ABOVE
ADDRESS.**

RESPONSE DUE DATE: OCTOBER 18, 2018 TIME: 2:00 PM

QUESTIONS DUE DATE: OCTOBER 11, 2018 TIME: 2:00 PM

**BUYER NAME: SHANTA NELSON
4 WORLD TRADE CENTER
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1. GENERAL INFORMATION: THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY

JFK has been recognized for decades as the premier U.S. gateway for passengers and cargo. It is the busiest airport in the New York metropolitan area, and among the busiest in North American and the world. About 37,000 people are employed at the Airport. The Airport contributes to approximately \$37.7 billion in economic activity to the New York-New Jersey metropolitan region, generating about 256,000 total jobs and \$13.4 billion in annual wages.

The findings from this Request for Information (RFI) will potentially be used in guiding the design of a future Bid Specification or Request for Proposal (RFP) or other procurement solutions. However, by issuing this RFI, the Authority is not committing to any particular course of action.

2. ABOUT THE PORT AUTHORITY

The Port Authority of New York and New Jersey (the “Port Authority” or the “Authority”) is an agency of the States of New York and New Jersey, created and existing by virtue of the Compact of April 30, 1921, made by and between the two States, and thereafter consented to by the Congress of the United States. It is charged with providing transportation, terminals and other facilities of trade and commerce within the Port District. The Port District comprises an area of about 1,500 square miles in both States, centering about New York Harbor. The Port District includes the Cities of New York and Yonkers in the State of New York, and the cities of Newark, Jersey City, Bayonne, Hoboken and Elizabeth in the State of New Jersey, and over 200 other municipalities, including all or part of seventeen (17) counties, in the two States. For background with respect to The Port Authority of New York and New Jersey (the “Authority”), see www.panynj.gov. Additionally, an electronic version of the Authority’s most recent Annual Report is available at <http://www.panynj.gov/corporate-information/annual-reports.html>.

3. OVERVIEW

The Port Authority seeks information through this Request for Information (RFI) regarding affordable on-airport child care services at JFK to serve both the on- and off-airport community. The Port Authority is seeking responses from qualified parties (for-profit and non-profit) with proven experience in providing child care services and is permitted and/or licensed to do so in accordance with all public health laws and regulations, in the jurisdiction, to determine the best approach to renting, operating, and managing the day-to-day operations of a child care center at JFK.

The proposed site of the child care center (“the Project”) is Building No. 350. It is a one-story 10,500 square foot building situated on 1.9 acres of ground (collectively, the “Premises”). The Premises is located nearby the intersection of North Boundary Road and Rockaway Boulevard in JFK’s North Cargo Area, as shown on the attached Exhibit I.

4. PROJECT GOALS

The goal of this RFI is to invite Respondents to submit responses that illustrate potential options and methodologies relating to the rental, operation and maintenance of an on-airport child care center. This knowledge will allow the Port Authority to determine the best child care service options and methodologies to utilize to serve the airport and surrounding communities.

In order to maximize input from as many interested parties as possible, firms are encouraged to combine efforts in preparing their response.

The knowledge from this RFI will potentially be used in determining how a child care service provider can rent, operate and manage a child care center at Building 350 while addressing the following:

- To develop a new best-in-class child care center on the airport grounds, which meet the needs of the Airport community, specifically children of airport employees and the surrounding community;
- To maximize the efficient use of airport real estate;
- To provide the Port Authority with the maximum revenue stream possible commensurate with the business opportunity afforded; and
- To have in place a child care center operation that minimizes any Port Authority financial risk associated with the Project.

5. RFI RESPONSE CONTENT

In response to this RFI, the Respondent is requested to answer the following questions:

- a. Does the Respondent have experience in operating and managing a child care facility? If so:
 - i. Does the Respondent use any third-party vendor(s)? Please provide the name of the company and location(s).
 - ii. Please provide locations of all past and current operations and time in business at each location.
- b. What applicable licenses and/or permits does Respondent currently possess in order to engage in this business. Please outline all details of any and all licenses and permits. Are these required by a specific law or regulation? If so, please detail.
 - i. What is the corporate structure of the entity that will enter into the lease agreement?
 - ii. Is this entity registered to do business in the State of New York, Division of Corporations?
- c. What is the ideal lease term for this type of operation?

- d. How would the Respondent prepare the subject property for use as a child care facility?
 - i. What is the estimated cost of preparing this property? Please identify costs associated with (i) capital improvements and (ii) general maintenance and repair.
- e. What type of advertising does the Respondent currently utilize? What would be the advertising plan to promote this business at JFK? Please give explicit details.
- f. Would this business be marketed to (i) solely the airport community or (ii) the airport community and the general public?
- g. As the subject property is located on airport grounds and presents itself as a non-typical location, please explain any anticipated opportunities and/or challenges associated with this.
 - i. What would be the Respondent's biggest challenges in operating this type of business at a major international airport and what would the Respondent do to mitigate said challenges?
- h. What would be the Respondent's anticipated enrollment fees? What would be the Respondent's breakeven point (*e.g.*, in terms of number of enrollments needed, in terms of gross and net monthly revenue)?
 - i. Would "preferred-pricing" be offered to members of the airport community (*i.e.*, Secure Identification Display Area (SIDA) badge holders)?
- i. What is the child-to-caretaker ratio that would be needed? Is this required by a specific law or regulation? If so, please specify?
- j. Is there demand for a 24-hour 365-day operation?
- k. What kind of security plan would be put in place to ensure the safety of children and staff?
- l. Provide the type of insurance coverage that the Respondent carries.
- m. Provide list of all applicable costs, if any, that would be incurred by the Port Authority in operating this business.
- n. Please describe Respondent's biggest strength and any potential weaknesses?
 - i. How would Respondent use this strength to leverage its business at JFK?
- o. Are there any foreseeable barriers to entry for Respondent's business at JFK?

6. RFI RESPONSE FORMAT

The respondent is requested to organize the response as follows:

- a. Cover page, including Respondent's name and RFI number/title.
- b. Letter of Transmittal containing:
 - i. Name, address, company website URL.
 - ii. Contact information (name, title, email, telephone and fax numbers) of the individual who shall act as the Respondent's contact with the Port Authority for further information requests and future solicitations. In addition, at any time after the opening of the RFI submittals, the Port Authority may request additional information relating to the Respondent's qualifications and will use this individual as the point of contact for these queries.
- c. Executive Summary.
- d. Response to all items listed in Section 5, RFI Response Content, above.
- e. Any additional services and benefits that the Respondent can offer that are above and beyond those specified in this RFI.
- f. Attachments, including any work samples, product cut sheets, and/or other relevant information that the Respondent believes to be beneficial to include as part of the RFI response.

7. EXECUTIVE SUMMARY

The Respondent shall submit a summary presenting the major features of its proposed solution or product(s) and how the response satisfies the requirements contained in this RFI, as well as the special competencies and expertise of the Respondent to meet the requirements of this RFI.

8. AGREEMENT ON TERMS OF DISCUSSION

The Respondent shall submit a copy of the "Agreement on Terms of Discussion," (Attachment A) signed by an authorized representative of the Respondent. The Agreement on Terms of Discussion format is included as Attachment A and shall be submitted by the Respondent without any alterations or deviations. Any Respondent who fails to sign the Port Authority's Agreement on Terms of Discussion will not have its response reviewed. If the Respondent is a joint venture, an authorized representative of each party must sign the Agreement on Terms of Discussion.

9. SUBMISSION OF INFORMATION

Each Respondent shall submit six (6) hard copies and six (6) Compact Disc (CD) copies of its RFI response. The response must be submitted to Shanta Nelson, Operations Manager, Procurement Department, 4 World Trade Center, 150 Greenwich Street, 21st Floor, New York, NY 10007, no later than 2:00 p.m. on August, 2018.

10. QUESTIONS AND COMMUNICATIONS REGARDING THIS RFI

All communications concerning this RFI should be directed to the Buyer listed on the cover page. All questions regarding this RFI should be submitted by email to the Buyer at the email address listed, and by the due date and time set forth, on the cover page. The Buyer is authorized only to direct the attention of prospective Respondents to various portions of this RFI so that they may read and interpret such portions themselves.

Neither the Principal Buyer nor any other employee of the Port Authority is authorized to interpret the provisions of this RFI or give additional information as to its requirements. If interpretation or other information is required, it will be communicated to Respondent by written addenda and such writing shall form a part of this RFI.

11. PRESENTATION

At any time after the receipt of responses, Respondents may be asked to attend an informal discussion with staff of the Port Authority regarding further clarification of the response and/or for additional information. Any such informal discussion may last for two (2) hours and consist of one (1) hour for a presentation and/or demonstration by the Respondent and one (1) hour for questions/answers. Selection of such firms, if any, will be at the sole discretion of the Port Authority based on review of submitted material and other information gathering. To facilitate the free flow and exchange of ideas and information, the Port Authority intends to meet with Respondents separately. The Port Authority will communicate the date, time, place and objectives of such conference in due course.

12. GENERAL

The Port Authority reserves the right to conduct interviews with any Respondent, issue a solicitation for a proposal or bids, or to perform none of the above.

The Port Authority reserves the unqualified right in its sole and absolute discretion to choose to accept or reject any and all firms responding to this RFI on the basis of an evaluation of the responses to the RFI. The Port Authority also reserves the unqualified right to request further information from any Respondent.

The Port Authority may consult any reference familiar with the Respondent regarding its current or prior operations and projects, financial resources, reputation, performance, or other matters. Submission of a Response shall constitute permission by the Respondent for the Port Authority to make such inquiries and authorization to third parties to respond thereto.

Neither the expression of your organization's interest, nor the submission of your response to the RFI and any documents or other information supplied by you, nor any correspondence, discussions, meetings or other communications between your organization and the Port Authority, shall impose any obligation on the Port Authority. The Port Authority shall have no obligation to any Respondent. Costs of participation or information preparation are not compensable or reimbursable by the Port Authority.

ATTACHMENT A: AGREEMENT ON TERMS OF DISCUSSION

The Port Authority’s receipt or discussion of any information (including information contained in any proposal, vendor qualification(s), ideas, models, drawings, or other material communicated or exhibited by us or on our behalf) shall not impose any obligations whatsoever on the Port Authority or entitle us to any compensation therefor (except to the extent specifically provided in such written agreement, if any, as may be entered into between the Port Authority and us). Any such information given to the Port Authority before, with or after this Agreement on Terms of Discussion (“Agreement”), either orally or in writing, is not given in confidence. Such information may be used, or disclosed to others, for any purpose at any time without obligation or compensation and without liability of any kind whatsoever. Any statement which is inconsistent with this Agreement, whether made as part of or in connection with this Agreement, shall be void and of no effect. This Agreement is not intended, however, to grant to the Port Authority rights to any matter, which is the subject of valid existing or potential letters patent.

Any information (including information contained in any proposal, vendor qualification(s), ideas, models, drawings, or other material communicated or exhibited by us or on our behalf) provided in connection with this procurement is subject to the provisions of the Port Authority Public Records Access Policy adopted by the Port Authority’s Board of Commissioners, which may be found on the Port Authority website at: <http://corpinfo.panynj.gov/documents/Access-to-Port-Authority-Public-Records/>. The foregoing applies to any information, whether or not given at the invitation of the Authority.

(Company)

(Signature)

(Title)

(Date)

ORIGINAL AND PHOTOCOPIES OF THIS PAGE ONLY.

DO NOT RETYPE.

