

September 25, 2024

SUBJECT: REQUEST FOR PROPOSALS FOR PERFORMANCE OF EXPERT PROFESSIONAL AIRPORT INFORMATION TECHNOLOGY AND INNOVATION CONSULTING SERVICES CONSULTING SERVICES AS REQUESTED ON A “CALL-IN” BASIS DURING 2025 THROUGH 2029 (RFP# 6000002328) – ADDENDUM #1

Dear Sir or Madam:

The following are questions from Request for Proposals (RFP) recipients. The questions and the corresponding Port Authority of New York and New Jersey (the Authority) answers are provided for your information and use, as appropriate.

**** Please note that the Pre-Proposal Attendance List and Presentation PDF has been uploaded to Bonfire.**

Question #1: Can Bonfire be updated to include proposal submissions in pdf format?

Answer #1: Yes, Bonfire has been updated accordingly to allow for pdf submissions of proposals.

Question #2: Please let us know if we are allowed to add graphics/pictures/photographs to the word document (Form D and Form D) for submittals.

Answer #2: Yes, however proposers should adhere to the RFP template as closely as possible.

Question #3: Please confirm if it is allowed to format the submittal in a different software than Word (eg. Indesign) as long as the format of forms is maintained and the submittal compiled in PDF.

Answer #3: Please submit using the templates as noted in the RFP doc. PDFs can be submitted as well as long as they contain the required information and templates.

Question #4: Does Port Authority anticipate shifting the due date for the and RFP back to be in alignment with the other call-in RFPs (i.e., 10/10/24 or 10/17/24)?

Answer #4: The due dates are staggered for submission. Please continue to check for any addenda should the due date(s) change.

Question #5: The response format includes 7 required response 'tabs'; are those the only 7 sections expected to be included or should firms include additional detail where relevant (i.e., transmittal letter, technical approach, management approach, etc.)?

Answer #5: Please only submit the required responses. We are not looking for these additional components at this time. Such information may be required on a task order level.

Question #6: Please confirm that no resumes or firm experience (Attachments D&E respectively) are required of subconsultant firms — and that the staff and firm experience should only be for the prime firm.

Answer #6: Attachments D and E are not required for subconsultants. However, the Proposal should reflect the ability to provide the subject services. If subconsultant(s) are being proposed in the performance of services listed in Attachment A, their qualifications should be included. Note that proposer requirements can only be met by the Prime firm to be considered for the subject services.

Question #7: We have looked over the RFP document and could not identify the deadline for us to submit our questions. Is there a specific cut-off hour for submitting questions?

Answer #7: It is preferred that all questions be submitted in writing and received no later than five business days prior to the RFP due date. All questions shall be directed, via email, to the Solicitation Manager, Chase Palmer at ropalmer@panynj.gov. Questions submitted after this deadline may not be addressed in time for the proposal due date.

Question #8: Will the submission of redlines result in the deduction of points from the proposer's overall proposal or, alternatively, disqualify the bidder?

Answer #8: The Port Authority is not accepting exceptions under this Call-In Program. In order to maintain a fair and equitable process for all awardees we decline to accept exceptions. Should you have exceptions to the insurance limits, these may be discussed with the Project Manager and the Port Authority's Risk Unit at a task order level however note that, the Port Authority is under no obligation to entertain requests to change the limits.

Question #9: I am interested in participating in this solicitation as a Port Authority certified Minority Business Enterprise (MBE) subconsultant. Is there a list that I can include my firm so that prime firms know I am interested in performing subconsultant services for this Aviation Call-In Program?

Answer #9: Please add your firm to the “Add your firm to interested PA certified Subcontractors list” for the RFPs you are interested in. You can view all of the publicly advertised Aviation Call-In Program RFPs for professional services here: <https://www.panynj.gov/port-authority/en/business-opportunities/solicitations-advertisements/professional-services.html>

Question #10: Please confirm that the only form that we need to submit for the M/W/SDVOB Participation Plan is Attachment F in the RFP and that we do not need to submit signed and notarized letters of intent.

Answer #10: Yes, that is correct.

Question #11: If a consultant is selected as a Prime, can that consultant also serve as a subconsultant to another Prime?

Answer #11: Nothing precludes a firm from submitting as a prime and being included as a subconsultant in other proposals.

Question #12: The RFP Solicitation Documents state that task orders to be performed at the Authority’s airports, in relation to redevelopment projects specifically at Newark Liberty International, John F. Kennedy International, and LaGuardia Airports, may require utilization of Local Business Enterprises (LBEs). The Consultant shall use every good-faith effort to utilize subconsultants who are LBEs within the Port District to the maximum extent feasible. Can you provide more information as to what this entails?

Answer #12: Additional information regarding LBE participation will be provided in future task order requests.

Question #13: Does the SDVOSB firm that we add to our team have to have a local office?

Answer #13: For a subconsultant to be counted towards the Port Authority’s 3% SDVOB participation, the firm must be certified as a SDVOB by the Port Authority or

certified as a SDVOB in the State of New York. You may check the certification of a firm by visiting the following website: <https://panynj.diversitysoftware.com/>

Question #14: With reference to Proposer Requirement Number 2 under Section IV, please confirm that there is no time limitation regarding the experience that can be referenced regarding individual experience.

Answer #14: That is correct.

Question #15: Is there currently an incumbent on an existing contract or similar contract? If yes, who are they (individual name and/or firm name), the value of the contract, and are they eligible to bid on this contract?

Answer #15: The Authority has determined that this information is not necessary to submit a response to the subject RFP(s). However, all award information, including dollar amount, is posted on the Port Authority's Awards website on a rolling basis: <https://www.panynj.gov/port-authority/en/business-opportunities/awards.html>

Question #16: Could you please confirm whether any of the agreements have a maximum cap per selected firm? If so, could you provide the specific amount or details of these caps?

Answer #16: These services will be provided on a call-in basis. We do not have the expected dollar values of the individual task orders or agreement caps at this time.

Question #17: Please confirm that the evaluation of proposals and selection for award will be based only on the pass-fail evaluation in the Additional Information Section – items 2 and 3, with consideration of cost as appropriate, or if there will be a subsequent evaluation and ranking of bidders having passed the pass-fail criteria, and a shortlist of preferred bidders.

Answer #17: Proposals will be evaluated on a pass/fail basis on the technical qualifications demonstrated in the proposals with consideration of cost, as appropriate. Those firms that have “passed” in their respective category(ies) will then compete for task order requests.

Question #18: Can you confirm that all of the nine categories under the Aviation Call-In Program will be multi-award? Meaning, the Authority intends to make awards to multiple firms.

Answer #18: Yes, this is correct.

Question #19: Could you please list all the RFPs that are associated with the publicly advertised Aviation Call-In Program.

Answer #19: This publicly advertised Call-In Program consists of 9 categories. They are as follows:

1. 6000002323 AIRPORT DATA ANALYSIS AND BUSINESS INTELLIGENCE
2. 6000002330 AIRPORT PROPERTIES AND COMMERCIAL DEVELOPMENT
3. 6000002328 AIRPORT INFORMATION TECHNOLOGY AND INNOVATION
4. 6000002322 AIRPORT FORECASTING, CAPACITY PLANNING, AND FACILITY PLANNING
5. 6000002333 AIRPORT FINANCIAL AND BUSINESS PLANNING, AND PROJECT FUNDING PROGRAMS
6. 6000002321 AIRPORT ENVIRONMENTAL
7. 6000002324 AIRPORT CUSTOMER EXPERIENCE
8. 6000002325 AIRPORT ASSET MANAGEMENT
9. 6000002329 AERONAUTICAL TECHNICAL SERVICES AND SAFETY MANAGEMENT SYSTEMS (SMS)

Question #20: What does "multiplier" mean? I do not understand how you would like this section completed.

Answer #20: The multiplier includes all overhead items customarily required for performance of the contemplated services. Furthermore, only those items unique to the performance of said services may be considered as direct expense. It may also be of value to note that all direct (out-of-pocket) expenses must be approved in advance by the Authority. Refer to Section 7 of the Agreement.

Question #21: Page 18 of 59, Attachment G: Is the "ACTUAL HOURLY RATE" the rate that we are proposing to bill to the PANYNJ, or the take home pay of the professional personnel?

Answer #21: This would be the take home rate. The billing rate would include the rate that you would bill the Authority. Actual hourly rates would have an applicable multiplier, while billing rates are fully loaded and would not have the multiplier applied.

Question #22: Page 18 of 59, Attachment G: If we need to provide the take home hourly pay of the professional personnel, do we need to provide our corporate multiplier?

Answer #22: Yes. Actual hourly rates would have an applicable multiplier, while billing rates are fully loaded and would not have the multiplier applied.

Question #23: When Multiplier's are asked for, do you want a percentage (in decimal) for all of the listed below or do you want a percentage (in decimal) for each of the example separately? (e.g., vacation, holiday, sick pay, workers' compensation, office rent, insurance, taxes,

Answer #23: Both. Indicate Consultant Office/Port Authority Office Multiplier, as applicable and include a breakdown of the multiplier(s) components. Refer to Section 7 of the Agreement for additional information regarding the multiplier(s).

Question #24: With respect to Salary Schedule you ask for name, title & hourly rate. Is the hourly rate you seek a Fully Loaded Hourly Rate (e.g., inclusive of OH, Fringe, G&A, & Profit) or the Raw Hourly Rate?

Answer #24: Indicate billing rates for partners or principals and actual hourly rates for all other billable employees. All firms who are awarded an Agreement will be expected to adhere to the provisions of Section 9.A., fourth paragraph of the Agreement with respect to rate increases. Firms shall not include any rate increase notations on their Salary Rate Schedule.

Question #25: The solicitation asks for Consultant Office & Port Authority Office Multiplier, is this with respect to whether the resource is performing the services remotely/at the Consultant's Office or on-site at the Port Authority?

Answer #25: Yes, this is correct. Refer to Section 7 of the Agreement for additional information regarding the multiplier(s).

Question #26: Instead of providing multiplier(s) and hourly/billing rates, as required in attachment G, can our firm submit to you fully loaded hourly billing rates instead?

Answer #26: Yes, this is acceptable.

Question #27: For small firms that meet the qualifications but cannot meet the insurance requirements, what is the process for requesting a waiver? Can firms submit a

waiver request in advance of the proposal, or should it be included with the proposal?

Answer #27: Should you be selected for the subject services and have exceptions to the insurance limits, these may be discussed with the Project Manager and the Port Authority's Risk Unit at a task order level however note that, the Port Authority is under no obligation to entertain requests to change the limits.

Question #28: Will the Port Authority consider the inclusion of a reasonable limitation on liability?

Answer #28: The Port Authority is not accepting exceptions to the limitation on liability under this Call-In Program. In order to maintain a fair and equitable process for all awardees we decline to accept this exception.

If you have any questions, please contact Mr. Chase Palmer ropalmer@panynj.gov.