

THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY
REQUEST TO QUALIFY (“RTQ”)
FOR
STEWART INTERNATIONAL AIRPORT – NEW YORK STATE POLICE
REGIONAL CRIME LAB – CONTRACT SWF-164.036
JUNE 2010

I. INTRODUCTION:

The Port Authority of New York & New Jersey (the “Port Authority” or the “Authority”) is a body corporate and politic created by interstate compact between the States of New York and New Jersey with the consent of the Congress of the United States. The Port Authority, together with its wholly-owned subsidiaries, provides the region with integrated transportation and trade services and operates facilities in connection therewith, including, but not limited to, five major regional airports, interstate traffic through four bridges and two tunnels, a bus terminal, a bus station, the PATH rapid transit system, the Hoboken-lower Manhattan ferry service, the World Trade Center site and certain New York-New Jersey port facilities.

Responses to this Request to Qualify (“RTQ”) are due on the Response Due Date set forth on the advertisement of this RTQ. Responses received after that date and time may not be accepted.

Only pre-qualified firms who have received written approval from the Authority will be asked to respond to future solicitations on the specific project described below.

II. PROJECT DESCRIPTION:

The Authority wishes to pre-qualify firms to submit bids for Contract SWF-164.036. This work will be performed at Stewart International Airport. It is anticipated but it is not guaranteed that work required by the Contract may include, but may not necessarily be limited to the following:

A. Scope of Work

1. General:

The project will include, but not be limited to providing design and construction services for the development of a New York State Police Regional Crime Laboratory, and related site access development. Project includes designing and building an 18000+ sf building based on established functional criteria including the installation and/or modifications all utilities and infrastructure as required. The project site is in close proximity to existing wetlands and as such mitigation may be required.

Design and construction will be consistent with Port Authority and New York State Police standards and Department of Homeland Security rules & regulations. This project will be designed in conformance with NYS Executive Order 111.

http://www.nyserda.org/programs/state_Government/exorder111guidelines.pdf

The Crime Lab facility will be constructed and owned by the Authority. The Laboratory will be operated by the New York State Police.

2. Existing Site Characteristics

The 5 Acre (+/-) site located in the Northwest corner of Stewart International Airport near the intersection of the I-84 and Route 747 (Drury Lane) roadways. Final site location shall be provided by the Authority. The site consists of moderately well-drained soils formed in loamy glaciated uplands, exhibiting a dense fragipan. The parcel's flats, slopes and wetlands are primarily forested. Regulated wetlands are present in the area and may affect site development.

3. Site Development

In addition to an 18,000+ FT Building the site will require an access road, water and sewage utility service (by either on-site or off-site configurations). The new access road shall provide site access for specified authorized vehicles (e.g. tractor-trailers, open stake body trucks and others as required by NYS Police). The site will require maneuvering room for delivery trucks, on-site parking with 36 spaces (24 staff parking, 2 designate car pool parking and 10 visitor parking) Any regulated wetlands areas with require either a 100-foot setback or will require a permit and mitigation for any area impacted by the development. Additionally, if one(1) Acre or more of Forest land is cleared then forest restoration-mitigation may be required and if one(1) Acre or more of impervious cover is provided then NYS Storm Water Best Management Practices will be required. Landscaping shall comply with the Federal Aviation Administration – Advisory Circular No. 150/5200-33B, “Hazardous Wildlife Attractants On or Near Airports”, August 28, 2007. (http://www.faa.gov/documentLibrary/media/advisory_circular/150-5200-33B/150_5200_33b.pdf)

4. NYSP Crime Lab Building

The main purpose of the Building will be the receipt, processing, analysis, and storage of criminal evidence. Required program spaces include laboratory facilities for Toxicology and Drug Chemistry analysis (including sample preparation and analysis and report writing), and evidence receiving, storage (evidence vault). Other related spaces include a gas- tank storage room (for analytical instrument use) and an evidence storage room. Staff

dedicated spaces include men's/woman's toilets/locker rooms, break room, staff and management office space, conference room, file storage. Building support spaces will also be required, including mechanical, electrical and communications areas as well as a loading dock (for gas bottle and other equipment deliveries).

Building systems listed below shall be consistent with office, laboratory and report writing requirements and staff lounge and locker rooms. Additional requirements are:

- a. Electrical - Provide power from utility grid, UPS and emergency generator backup.
- b. Security system – (including video surveillance, access control systems and other related security systems) Conduit and cabling infrastructure installation only.
- c. HVAC Mechanical – General HVAC for bldg, dedicated ventilation for lab stations & equipment.
- d. Plumbing.- with on-site septic field, on-site potable water supply (well water), and laboratory gases supplied from a dedicated gas tank storage room (such as nitrogen, helium, hydrogen and dry grade air). Lab instrument dedicated gas farm and laboratory grade piping
- e. Fire protection – Fire alarm system with both wet and dry fire suppression systems and on-site reservoir supplying a fire pump which will serve wet, dry and pre-action sprinkler systems.

B. Estimated Total Contract Price

For information purposes only, the Authority has currently estimated a range of \$5-\$10 Million for the design and construction of the crime lab building, site development and site access.

C. Contract Schedule

It is presently anticipated but is not guaranteed that Bid Document(s) may be available to pre-qualified bidders around December 2010. It is the present intention of the Authority to have all Work under the Contract completed within 18-24 months after the Contract.

III. SUBMITTAL INSTRUCTIONS AND CONTENT

A. Requirements

To be considered for prequalification, the respondent must demonstrate to the satisfaction of the Chief Engineer of the Authority that it meets the minimum requirement of the RTQ as stated in paragraphs III A.1 and III. A.2. Company brochures alone shall not be submitted for the purpose of demonstrating experience

and technical expertise. Submittals must be tailored to the specific requirements of this RTQ. If the respondent cannot demonstrate that it meets all of the below mentioned qualifications, then the respondent may with others form a joint venture and request that the joint venture and be pre-qualified as set forth in paragraph C below.

1. Minimum Experience of the Prospective Bidder:

- a. The prospective bidder seeking to be pre-qualified, must have as a design firm, a minimum of ten (10) years design experience in the design of three (3) contracts comparable in size, type and complexity to that described in paragraph IIA&B, specifically as it relates to one of the following project types: a forensic crime laboratory. One of which must be a ASCLD/LAB legacy of internationally accredited laboratory. The design firm must also demonstrate that during the last five (5) year(s) it has successfully completed or substantially completed the design of at least one (1) contract of size, type and complexity comparable to that indicated in Paragraph II.A&B above. Prospective bidders on this project who do not have the mandated extensive forensic crime laboratory design/planning experience, must partner with a pre-existing forensic laboratory design/planning company, with the experience as described above.
- b. The prospective bidder must have as a prime or general contractor, a minimum of ten (10) year(s) construction experience on three (3) contracts comparable in size, type and complexity to that described in paragraph IIA&B, specifically as it relates to one of the following project types: a forensic crime laboratory, medical Lab or academic research lab. The general contractor must also demonstrate that during the last five(5) year(s) it has successfully completed or substantially completed as a prime or general contractor at least one (1) contract of size, type and complexity comparable to that indicated in Paragraph II.A&B above. The general contractor must also have built at least one(1) LEED certified project.
- c. The prospective bidder must also have a LEED professional on the design team with a minimum of three (3) years experience. Furnish resume.

Note: The firms described above may also qualify if during the time period as stated above, the prospective bidder or persons or entities owning and controlling the prospective bidding firm, shall have satisfactorily performed, as owning and controlling another firm, having completed services of similar scope to those required under this Contract. The work must have been completed skillfully in a satisfactory manner and on time.

2. Minimum Qualifications of the Project Manager or Superintendent

The firm's Project Manager and construction superintendent must have a minimum of ten (10) years construction experience on contracts comparable in size, type and complexity outlined in Paragraph IIA&B.

B. Submittals

The following items, must be submitted in order to be considered for qualification on this specific project:

1. Attachments

In order to expedite the evaluation of the qualification information furnished, the prospective bidder must complete and submit the attached documents. Responses that fail to adhere to this stipulation may be excluded from consideration. The following attachments are incorporated herein and must be submitted:

- A. [Contractor's Qualification Statement](#)
- B. [Attachment 1 – Agreement on Terms of Discussion](#)

2. Performance and Payment Bond

The prospective bidder must be able to obtain a Performance and Payment Bond for the amount indicated in paragraph II.B from a surety company whose name appears on the current list of the Treasury Department of the United States as acceptable as a surety upon federal contracts. A letter from the surety company must be submitted with this RTQ.

3. Experience Modification Ratio

The prospective bidder must submit a copy of the Experience Modification Ratio (EMR) for itself and for each of its named Subcontractors as a measure of the respondent's safety record. If the ratio exceeds 1.2, a written explanation shall be provided.

4. Required Licenses/Certifications

The Prospective Bidder must have all required NYS certifications and / or licenses to perform the work in accordance with codes, rules and regulations if applicable.

5. Joint Ventures

The Authority will entertain requests for prequalification from a joint venture. If a joint venture is pre-qualified to submit bids, or if two or more entities separately pre-qualified to bid elect to submit a bid as a joint venture, all participants in the joint venture shall be bound jointly and severally and each participant shall execute the bid. If the prospective bidder cannot demonstrate that it meets all of the referenced qualifications, then the prospective bidder may with others form a joint venture and request that the joint venture be deemed to be the prospective bidder (i.e. members of the joint venture may meet the qualification requirement collectively.)

IV. SUBMISSION INSTRUCTIONS:

Respondents must clearly indicate the RTQ# and Title on the outside of any package or document submitted in connection with this Contract.

The respondent shall submit ten (10) copies of the required qualification information or preferably, one (1) hard copy and nine (9) copies in CD-Rom format in sufficient time so that the Authority receives it no later than 4:00 p.m. on July 30, 2010 to:

Suchetha Premchan
The Port Authority of New York and New Jersey
Procurement Department
One Madison Ave, 7th Floor
New York, NY 10010

Late submittals may be rejected.

Any questions concerning this RTQ should be directed to Suchetha Premchan at spremchan@panynj.gov. Neither Ms. Premchan nor any employee of the Authority is authorized to interpret the RTQ or give additional information as to its requirements. Such interpretation or additional information will only be given by written addendum to this RTQ

IV. NOTIFICATION

Notification as to whether a prospective bidder has been pre-qualified will be made only by a notice in writing, signed by the Director of Procurement or her designated representative on behalf of the Authority and mailed or delivered to the office designated by the prospective bidder in its response to this RTQ.

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