

The Port Authority of New York and New Jersey

INSTRUCTIONS FOR COMPLETING THE PROFESSIONAL SERVICE FIRM QUESTIONNAIRE

GENERAL INFORMATION

The Port Authority of New York and New Jersey encourages firms interested in performing professional architectural, engineering and related technical services to complete the Professional Service Firm Questionnaire (PSFQ). The Questionnaire assists the Authority in identifying firms for the performance of architectural, engineering, and related technical services as the need arises. It is important to note that while many solicitations are issued using the PSFQ database as a source for identifying suitable firms, this database is not the only source relied upon by the Authority. Accordingly, you should monitor public advertisements appearing on our web site (www.panynj.gov), and in print and web-based advertisements, to ensure that opportunities to provide such services are not missed.

The requested information is related to the specific types of staff and services for which the Authority has an anticipated need. This information is not intended to represent a firm's entire staff and project history. If information for performance of services other than those anticipated by the questionnaire are required, the Authority will issue a separate solicitation, typically by public advertisement, to identify firms.

Questionnaires entered into the database allow a firm to be eligible for consideration for a period of **five (5) years** after the entry date of said information. Erroneous or incomplete submissions may result in missed opportunities and shall be the responsibility of the firm providing the data. Failure to correctly input the requested information, or the presentation of misinformation, shall not serve to release the firm from its obligation to provide such information as expressly required. **Firms are encouraged to update their presented information when changes occur, as appropriate, or as otherwise required. Any change, in whole or in part, made to the submitted questionnaire is affirmation by the firm that all information (even those sections not revised) are current and accurate as of the date of the change.**

Furthermore, such defects in the information provided shall not serve to obligate the Authority to re-screen or otherwise, reissue a request for proposals or other solicitation.

The Authority encourages participation by certified minority, women, and disadvantaged business enterprises. Firms that may meet the certification requirements are requested to contact the Authority's Office of Business Diversity and Civil Rights at (212) 435-7804/7834 with any questions related to the Authority's certification process.

A critical first step for entering your questionnaire consists of registering as a vendor with The Port Authority of New York and New Jersey. Firms who have not already

registered may do so at the following link: <https://paprocure.com/PreRegInfo.asp>
Vendor registration provides applicants with the PA Vendor Identification Number, used to access the PSFQ program.

APPLICATION PROCESS

Applicants are required to complete all requested information, as appropriate, within each of the tabbed sections located at the top of the screen (Firm, Affiliates, Projects, and Staff). The following information is provided as a guide to allow you to complete the application process:

A. FIRM

1. **Federal Employer Identification Number –**

Provide your firm’s Federal Employer Identification Number. This is the tax identification number assigned to firms by the Federal Government for tax purposes.

2. **Firm Name –**

Provide the complete name of your firm.

3. **Trading As –**

Please enter firm’s affiliates and subs.

4. **P.A. Vendor I.D. –**

Enter your P.A. Vendor I.D. once you register on The Port Authority’s website. (<https://paprocure.com/PreRegInfo.asp>)

5. **Street**

6. **City**

7. **State**

8. **Zip Code** 9. **Web Address**

10. **Year Established**

B. TOTAL STAFF

11. **Metro Staff *** **Total Staff ***

Enter the “Total Number” of permanent full time “Metro Staff” and “Total Staff”.

* “*Metro Staff*” refers to the total number of permanent full time staff located in your offices in the states of NY and/or NJ. “*Total Staff*” refers to the total number of permanent full time staff working for your company nationally and internationally, includes the Metro Area staff.

C. FIRM CONTACT

- 12. **Salutation:** Ms., Mr., Dr., etc.
- 13. **First Name:**
- 14. **Last Name:**
- 15. **Title:** President, CEO, Marketing Director, etc.
- 16. **Email:** Enter the e-mail address of the person who will be the point of contact for your firm regarding any RFP's or other Authority inquiries.
- 17. **Phone:** Contact person's telephone number.

D. PRINCIPAL/OFFICER

- 19. **Salutation:** Ms., Mr., Dr., etc.
- 20. **First Name:**
- 21. **Last Name:**
- 22. **Title:** President, CEO, Marketing Director, etc.

E. NUMBER OF CADD WORKSTATIONS**

- 23. **AUTOCAD:**
- 24. **MICROSTATION:**
- 25. **MAC:**
- 26. **OTHER:**

** For each of the systems listed, indicate the number of workstations you currently have available in-house. If your firm does not use a CADD system of the types listed, indicate the number of work stations and the type of system used, in the space provided after "Other".

UPON ENTERING THE FOREGOING INFORMATION, AND SELECTING THE "UPDATE/CREATE" BUTTON YOU WILL BE PROMPTED TO PROVIDE THE FOLLOWING:

F. SUMMARY OF FIRM'S TOTAL GROSS FEES RECEIVED

Check the boxes which reflect your firm's "Total" professional/technical advisory service fees, as well as such fees collected for services performed in the "Metro Area" during the last five (5) years. For the purposes of this questionnaire, "Metro Area" shall mean within the states of NY and NJ. "Total" is defined as your firm's estimated total fees collected nationally and internationally including the "Metro Area".

PROCEED TO THE "AFFILIATES" TAB AND COMPLETE ALL REQUESTED INFORMATION AS APPROPRIATE.

UPON COMPLETION OF THE AFFILIATES SECTION PROCEED TO THE STAFF TAB AND COMPLETE ALL REQUESTED INFORMATION AS APPROPRIATE.

STAFF DESCRIPTION

From the drop-down menu, select the Discipline your staff falls under (e.g. Architecture, CADD, Civil Engineering, etc.) Then select the staff type (e.g. Project Managers, Specification Writers, etc.). Enter the total number of permanent full time employees (this means staff working in your office that would be available to supply project services to the Authority) for each of the staff types you have identified.

EACH PERSON MAY ONLY BE COUNTED ONCE in accordance with his or her primary function. Permanent staff may only be counted for ONE staff type, but the same staff member may possess MULTIPLE certifications. The section at the bottom of the "STAFF" page listed as "CERTIFIED/NON CERTIFIED" is provided to allow you to indicate such certifications.

"Metro" shall refer to the total number of permanent full time staff located in your offices in the states of NJ and NY. "Total" is defined as the total number of permanent full time staff working for your company nationally and internationally, including the Metro Area staff.

Enter the "Total" of permanent full time employees working in your office that would be available to supply project services to the Authority. This should include total staff, whether previously listed or not. "Metro Area" shall refer to the total number of permanent full time staff located in your offices in the states of NJ and NY. "Total" is defined as the total number of permanent full time staff working for your company nationally and internationally, including the Metro Area staff.

UPON COMPLETION OF THE STAFF SECTION PROCEED TO THE PROJECTS TAB AND COMPLETE ALL REQUESTED INFORMATION AS APPROPRIATE.

PROJECT DESCRIPTION

From the drop-down menu, find the Discipline your project experience falls under. Then, find the project type. Fill in the boxes to indicate the number of times your firm performed the project type indicated during the last **FIVE (5)** years. **Only projects worked on during the last five years may be included.** “Metro” shall mean the number of projects performed in the states of NY and/or NJ by your firm. “Total” is defined as the number of projects performed by your firm nationally and internationally, including “Metro Area”.

Under the heading “Project’s Gross Fees”, check the box as which best reflects the approximate range of fees collected by your firm during the last five years for performance of the type of projects indicated. “Metro Area” shall refer to the total gross fees collected by your firm for services performed in the states of NJ and NY for the project type indicated. “Total” is defined as the total gross fees collected by your firm nationally and internationally, including “Metro”. The Total Gross Fees should reflect only that portion of the actual fee, which was for the performance of the project type indicated.

UPON COMPLETION OF THE PROJECTS SECTION PROCEED TO THE FIRM TAB AND CLICK THE “UPDATE/COMPLETE” BUTTON TO SAVE THE ENTERED DATA.