

**PROFESSIONAL SERVICE FIRM QUESTIONNAIRE**

**PERFORMANCE OF EXPERT PROFESSIONAL  
ARCHITECTURAL, ENGINEERING AND RELATED SERVICES FOR  
THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY**

Thank you for your interest in providing professional architectural, engineering and related technical services to The Port Authority of New York and New Jersey. As you may know, a good amount of our professional architectural and engineering service requirements are met by outside firms. Generally, we rely on an extensive Professional, Technical and Advisory Service Firm database for the purpose of identifying those firms. When the database is not appropriate, a prequalification and competitive solicitation process, typically including a publicly advertised Request for Qualifications (RFQ) and/or a Request for Proposals (RFP), is conducted. Such RFQs and RFPs are published on our website ([www.panynj.gov](http://www.panynj.gov)) and may be advertised in the *Engineering News Record* and other periodicals as appropriate. Regularly monitoring the website can ensure that your firm does not miss an opportunity to provide services.

To be included in our Professional, Technical and Advisory Service Firm database, you must complete and submit a copy of the following Professional Service Firm Questionnaire (PSFQ). Review the instructions below, print and complete the questionnaire, and return it to Ms. Sheri Ruffin, c/o The Port Authority of New York and New Jersey, 2 Montgomery Street, 3<sup>rd</sup> Floor, Jersey City, NJ 07302. If your firm is certified **by the Authority** as a Minority-owned, Woman-owned Business Enterprise, please attach a copy of your certification with your submission.

Should you have any questions pertaining to completion of the PSFQ, please contact me by email at [mlrivera@panynj.gov](mailto:mlrivera@panynj.gov), or by phone at (201) 395-3465.

Sincerely,

O/S/B

Mary Lou K. Rivera  
Principal Contract Specialist  
Professional, Technical and Advisory Services Division  
Procurement Department

The Port Authority of New York and New Jersey  
Engineering Department

**INSTRUCTIONS FOR COMPLETING  
THE PROFESSIONAL SERVICE FIRM QUESTIONNAIRE**

**GENERAL INFORMATION**

The Port Authority of New York & New Jersey encourages firms interested in performing professional architectural, engineering and related technical services to complete and return the following Engineering Department Professional Service Firm Questionnaire (PSFQ). The questionnaire is used to assist the Authority in identifying those firms most qualified for the performance of architectural and engineering, and related projects as the need arises. It is important to note that while many solicitations are issued using the PSFQ database as a source for identifying appropriate firms, in many instances it is not used. Accordingly, you should monitor public advertisements appearing on our web site to ensure that opportunities to provide such services are not missed.

The information requested on the *Schedule of Permanent Staff* (Page 5) and on *Table II - Project Types* (Pages 3 and 4) 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 is required, the Authority will issue a separate solicitation, typically by public advertisement, to identify firms.

State and federal questionnaires (e.g. SF-254) prepared by you for the purpose of providing similar information to other federal or state agencies may not be substituted in lieu of the attached questionnaire.

Questionnaires entered into the Engineering Department's database will allow a firm to be eligible for consideration for a period of five (5) years after the date of preparation of the questionnaire. Only the most recent questionnaire submittals shall be considered. If the information appears erroneous or in any way incomplete, the Authority shall notify the firm by email to the contact person identified by you, and shall request that the submitted information be corrected or supplemented. Failure to respond to said requests will equate to failure to meet the requirements of the PSFQ; any such failure shall result in the deletion of your submission, mandating a subsequent submission by you for consideration by the Authority.

The Authority encourages participation by certified minority, women, and small 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 or 7834 with any questions related to the certification procedure.

Information submitted is not given in confidence and may be used or disclosed by the Authority without liability of any kind.

## **DETAILED INSTRUCTIONS**

Applicants completing the questionnaire should clearly indicate all requested information and sign and date the questionnaire as required.

The following numbered instructions pertain to the numbered sections of the questionnaire.

**1. Firm Name and Business Address (Page 1 of 6)**

*Provide the complete name of your firm, and your firm's street address, including zip code.*

*If your firm is a corporation, the name indicated should be exactly as it appears on your firm's "Certificate of Incorporation" on file in the state in which your firm is incorporated.*

**2. Firm Web Page Address (Page 1 of 6)**

*Provide your firm's Internet web page address if available.*

**3. Federal Employer Identification Number (EIN) (Page 1 of 6)**

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

**4. Name, address and EIN affiliates or subsidiaries (Page 1 of 6)**

*If your firm is the parent of, affiliated with, or subsidiary of another firm(s), provide the name, address and EIN of all such firms. Include a separate sheet of paper if additional space is required.*

**5. Name and Contact Information of Person to Receive Questions on Completed Form and Future Correspondence. (Page 1 of 6)**

*Provide the name and title of the person you would like us to contact if we have any questions pertaining to the information indicated by you in the questionnaire. This should be the same person we contact when requesting proposals or qualification information. A telephone number must be indicated.*

**6. Officer or Principal of firm (Page 1 of 6)**

*An officer, partner or principal of the firm must sign the questionnaire. Indicate the signatory's name, title and date of submission.*

**7. Year firm was established (Page 1 of 6)**

*Provide the year firm was established under the present name (as indicated in response to question 1). If known by a prior name, indicate former name, date of name change and reason therefor.*

**8. Summary of Firm's Total Gross Fees Received (Page 1 of 6)**

*Use Table I on page 2 of the questionnaire to complete this table. Check the boxes which reflect your firm's "Total" Professional/technical service fees, as well as such fees collected for services performed in the "Metro Area" during the last five years. (A check mark will suffice; there is no need to provide the actual dollar amount(s)). For the purposes of this questionnaire, "Metro Area" shall mean within the states of NJ and NY. "Total" is defined as your firm's estimated total fees collected nationally and internationally, including "Metro Area".*

**9. Project Experience Summary (Page 2 of 6)**

*Projects identified in this section should only be projects that your firm has worked on during the five years prior to completion of the questionnaire.*

**"Project Type Codes":**

*Using Table II, on pages 3 and 4, select those project types, which have been performed by your firm during the last five years. Indicate each project type in the space provided in the first column. You may indicate a maximum of 30 different project types. Indicate those projects types, which reflect your firm's strengths and would therefore afford your firm the greatest opportunity for selection. With regard to "Building Commissioning" and "Sustainable Design" Projects, please note the following:*

**"Building Commissioning"**

*While listed under the discipline of "Architecture" project types are not limited to architectural projects, list the total numbers of "Building Commissioning" projects performed over the 5-years prior to submitting the revised questionnaire.  
(See Page 3 of 6 of the Questionnaire)*

**"Sustainable Design"**

*While listed under the discipline of "Architecture" project types are not limited to Architectural Services, list the total numbers of "Sustainable Design" projects performed over the last 5-years, prior to submitting the revised questionnaire.  
(See Page 3 of 6 of the Questionnaire)*

**"Number of Projects":**

*In the second and third columns under the heading "Number of Projects", indicate the number of times your firm performed the project type indicated in column one, during the last five years. Only projects worked on during the last five years may be included. "Metro Area" 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".*

**"Total Gross Fees":**

*In the fourth and fifth columns, under the heading "Total Gross Fees", indicate the code (A, B or C) as provided in Table I, on page 2, 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 Area”.

The Total Gross Fees should reflect only that portion of the actual fee, which was for the performance of the project type indicated.

**10. CADD Capability (Page 2 of 6)**

Indicate the number of workstations you currently have available in-house next to the type of system listed.

If your firm does not use a CADD system of the types listed, the number of stations and the type of system used should be included in the space provided before and after “Other”.

**11. PERMANENT STAFF TABLE (Page 5 and 6 of 6)**

Enter the total number of permanent full time employees for each of the staff types listed, working in your office that would be available to supply project services to the Authority. While some personnel may be qualified in several disciplines, except as noted below (see LEED Certified Professionals), each person may only be counted once in accordance with his or her primary function.

With regard to LEED Certified Professionals, please note the following:

“LEED Certified Professionals”:

While listed under the discipline of “Architecture” staff types, list the total numbers of all permanent LEED Certified Professional Staff with your firm. (See Page 5 of 6 of the Questionnaire). This may result in such individuals being counted twice.

“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.

**12. TOTAL NUMBER OF FULL TIME PERMANENT STAFF (Page 6 of 6)**

Enter the total number 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.

The Port Authority of New York and New Jersey  
Engineering Department

**PROFESSIONAL & TECHNICAL SERVICE FIRM QUESTIONNAIRE**

1. **Firm Name:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

\_\_\_\_\_

2. **Firm Web Page Address:** \_\_\_\_\_

3. **Federal Employer Identification Number (EIN):** \_\_\_\_\_

4. **Name, Address and EIN of Affiliates or Subsidiaries:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. **Name and Contact Information of Person to Receive Questions on Completed Form and Future Correspondence.**

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

6. **Officer or Principal of Firm:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. **Year Firm was Established:** \_\_\_\_\_

8. **Summary of Firm's Total Gross Fees Received:**

	Under \$1 Million		\$1 Million to \$5 Million		Greater than \$5Million	
	METRO AREA	TOTAL	METRO AREA	TOTAL	METRO AREA	TOTAL
Last year						
2 years ago						
3 years ago						
4 years ago						
5 years ago						

**9. Project Experience Summary (Past 5 Years ONLY):**

	Project Type Code (TABLE II)	Number of Projects		Total Gross Fees (TABLE I)	
		METRO AREA	TOTAL	METRO AREA	TOTAL
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

	Project Type Code (TABLE II)	Number of Projects		Total Gross Fees (TABLE I)	
		METRO AREA	TOTAL	METRO AREA	TOTAL
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

**10. Number of CADD Workstations:**

\_\_\_\_\_ AutoCAD

\_\_\_\_\_ Intergraph Microstation

\_\_\_\_\_ Mac Workstations

\_\_\_\_\_ Other: \_\_\_\_\_

TABLE I TOTAL GROSS FEES	
CODE	RANGE
A	Under \$1 Million
B	\$1 Million to \$5 Million
C	Greater than \$5 Million

**TABLE II - PROJECT TYPES - SHEET 1 OF 2**

<b>Code</b>	<b>Architecture</b>	<b>Code</b>	<b>Construction Management (Continued)</b>
1	Architectural Hardware	40	Escalators/Elevators/Conveyors/People Movers
2	Architectural Rendering	41	Heavy Construction
3	Arch. & Planning - Office Buildings	42	Mechanical
4	Arch. & Planning - Airport Terminals	43	Railroads/Rapid Transit
5	Arch. & Planning - Transportation Facilities	44	Waterfront Construction
6	Arch. & Planning - Building Renovations	45	Constructibility Review - Building Construction
7	Building Code Analysis	46	Constructibility Review - Heavy Construction
8	CADD 3D Rendering		<b>Land Surveying</b>
9	CADD 3D Video	47	Topography
10	CADD Contract/Design Documents	48	Aerial Mapping
11	Exterior Office Curtain Wall Design	49	GPS
12	Exterior Masonry Wall Design	50	Hydrographic
13	Exterior Building Wall Inspection	51	GIS
14	Graphic Design	52	Boundary
15	Historic Preservation	53	Construction
16	Interior Design - Facility Planning/Programming	54	Utility Locating
17	Interior Design - Building Renovation		<b>Electrical Engineering Design</b>
18	Interior Design & Space Planning		<b>Electrical Power and Lighting</b>
19	Landscape Architecture Planning	55	Aeronautical Lighting Systems
20	Landscape Architecture Design	56	Corrosion Control Systems
21	Model Making	57	O&M Manuals for Elect. & Mech. Systems
22	Model Photography	58	Medium Voltage Substations & Distribution Sys.
23	Building Photography	59	Transit Systems including Rapid Transit & APM
24	Regional Planning	60	Power and Control Systems for Office Buildings, Public, Industrial and Commercial Fac.
25	Retail/Food & Beverage	61	Interior and Exterior Lighting for Commercial and Industrial Buildings and Transit Facilities
26	Urban Design & Planning		<b>Electronic Systems</b>
148	Sustainable Design	62	Fire Alarm Systems
151	Building Commissioning	63	Public Address Systems
	<b>Civil Engineering Design</b>	64	Information Systems (EVIDS, BIDS, FIDS, GIDS, VMS, etc.)
27	Aeronautical Aprons, Runways & Taxiways - Air Carrier Airports	65	Closed-Circuit Television (CCTV) Surveillance Sys.
28	General Sitework	66	Intelligent Transportation Systems
29	Highways, Roads & Streets	67	Supervisory Control & Data Acquisition (SCADA) Systems
30	Rail - Freight	68	Access Control & Intrusion Detection Systems
31	Rail - Rapid Transit	69	Revenue Collection & Control Systems
32	Utilities		<b>Radio Communication Systems</b>
	<b>Construction Cost Estimating</b>	70	Public Safety Radio Communication Systems
33	Building Construction	71	In-Building & Subterranean RF Antenna Sys.
34	Heavy Construction	72	Mobile Data Communication Systems
	<b>Construction Management</b>	73	Integrated Communications, Command & Control Centers
35	Airport - Runways/Taxiways		
36	Bridges		
37	Buildings		
38	Claims Analysis		
39	Electrical		



**TABLE II - PROJECT TYPES - SHEET 2 OF 2**

<b>Code</b>	<b>Environmental Engineering Design</b>	<b>Code</b>	<b>Materials Engineering (Continued)</b>
74	Asbestos Abatement Design	111	Instrumentation
75	Ecological Studies/Wetlands	112	Leak Detection
76	Environmental Assessments	113	Metallic-Structural
77	Soil & Groundwater Site Investigations	114	Metallurgical Testing & Analysis
78	Site Remediation Design	115	Noise & Vibration
79	Environmental Compliance Audits	116	Non-destructive Testing
149	Construction Permits	117	Pavement Evaluation
150	NYCDOT Work Permits	118	Pavement Smoothness Testing
		119	Skid Testing
		120	Timber Inspection
		121	Waterfront Condition Surveys
		122	Wind Tunnels
	<b>Geotechnical Engineering Design</b>		<b>Mechanical Engineering Design</b>
80	Soil Engineering	123	Aviation Fuel Storage & Distribution Systems
81	Rock Engineering	124	Baggage Handling Systems
82	Shallow Foundations	125	Central Heating & Refrigeration Plants
83	Deep Foundations	126	Escalators, Elevators & Moving Walkways
84	Dynamic Pile Measurements & Evaluation	127	HVAC
85	Integrity Testing of Foundations	128	Plumbing & Fire Protection
86	Waterfront Construction	129	Underground Fuel & Petroleum Storage, and Distribution Systems
87	Dredging	130	Mechanical Equipment Condition Surveys
88	Hydro-geology	131	Indoor Air Quality
89	Tunneling		
	<b>Materials Engineering</b>		<b>Structural Engineering Design</b>
90	Acoustics & Noise Abatement	132	Bridges - Condition Surveys/Inspections
91	Air Quality Analysis	133	Bridges - New Facilities
92	Air Quality Lead Analysis	134	Bridges - Rehabilitation/Alteration/Repair
93	Air Pollution Control	135	Buildings - Condition Surveys/Inspections
94	Air Pollution Control - Lead	136	Buildings - New Facilities
95	Coring	137	Buildings - Rehabilitation/Alteration/Repair
96	Metallurgy	138	Tunnels - Condition Surveys/Inspections
97	Structural Coatings	139	Tunnels - Rehabilitation/Alteration/Repair
98	Traffic Protection	140	Waterfront Structures - Condition Surveys/Inspections
99	Water Treatment Industrial & Commercial	141	Waterfront Structures - New Facilities
100	Water Treatment - HVAC	142	Waterfront Structures - Rehabilitation/Alteration/Repair
101	Water Treatment & Supply		
102	Underwater Engineering Projects (Surveys)		
	<b>Inspection &amp; Testing</b>		
103	Bioassay/Bioaccumulation		
104	Boring & Monitor Well Installation		
105	Chemical/Environmental		
106	Concrete & Asphalt		
107	Dioxin Sampling & Analysis		
108	Falling Weight Deflectometer		
109	Fiber Optics		
110	HVAC		
			<b>Traffic Engineering Design</b>
		143	ITS, VMS & Surveillance Systems
		144	Maintenance & Work Area Protection Plans
		145	Planning & Design Studies
		146	Signal Design & Signal Systems
		147	Signs & Pavement Marking Designs

11. **TABLE OF PERMANENT STAFF - SHEET 1 OF 2**

DISCIPLINE	Metro Area	Total
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**Architecture**

Architects		
Architectural Detailers		
Architectural Renderers		
Certified Tree Experts		
Exterior Wall Specialist		
Graphic Designers		
Historic Preservationists		
Horticulturists		
Interior Designers		
Landscape Architects		
Model Makers		
LEED Accredited Professionals		
Photographers		
Retail/Food & Beverage Specialists		
Space Planners		
Urban Planners		
Wetland Scientists		

**CADD**

Administrators		
Architectural CADD Operators		
Architectural CADD Renderers		
Civil (P&U) CADD Operators		
Electrical CADD Operators		
HVAC CADD Operators		
Mac Operators		
Operators (Surveying)		
Railroad CADD Operators		
Structural CADD Operators		
Support Personnel		

**Civil Engineering**

Civil (P&U) Designers		
Civil (P&U) Engineers		
Pavement Condition Inspectors		
Railroad Designers		
Railroad Engineers		

DISCIPLINE	Metro Area	Total
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**Construction Management**

Construction Managers		
Contract Administrators		
Cost Engineers		
Schedulers		
Civil Construction Inspectors		
Electrical Construction Inspectors		
Mechanical Construction Inspectors		
Railroad Construction Inspectors		
Structural Construction Inspectors		

**Engineering Technology Management**

Database Administrators		
Electronic Doc. Management Specialists		
Geographic Info. System Specialists		
Local Area Network Managers		
Programmers		
Project Controllers (Primavera/Expedition)		
Website Developers		
EQUIS Specialists		

**Electrical & Electronic Engineering**

Corrosion Specialists (NACE Certified)		
Electrical Engineers		
Electronic Engineers		
Lighting Designers		

**Environmental Engineering**

Asbestos Project Designers		
Environmental Engineers		
Environmental Scientists		
Hydrogeologists		
Permit Expeditors		
Permit Specialists		
Traffic/Transportation Planners		
Wastewater Engineers		

11. **TABLE OF PERMANENT STAFF - SHEET 2 OF 2**

DISCIPLINE	Metro Area	Total
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**Geotechnical Engineering**

Geologists		
Geotechnical Engineers		
Tunneling Engineers		

**Mechanical Engineering**

HVAC Designers		
HVAC Engineers		
Mechanical Engineers		
Plumbing Designers		
Fire Protection Engineers		

**Project Management**

Construction Cost Estimators		
Project Managers		
Specifications Writers		

**Structural Engineering**

Structural Engineers		
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**Surveying**

Licensed Surveyors		
Certified Photogramatrists		

DISCIPLINE	Metro Area	Total
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**Traffic Engineering**

Traffic Engineers		
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**Technicians and Inspectors**

	Certified	Non-Certified
Asbestos		
Asphalt		
Chemical		
Concrete		
Dynamic Pile Measurements		
Environmental		
Instrumentation		
Metallic		
Soils		
Welding		

**Non-Destructive**

UT		
X-Ray		
Dye Penetrant		
Magnetic Particle		

12. **Number of full time permanent staff:**

Metro Area: \_\_\_\_\_

Total: \_\_\_\_\_