

Midtown Bus Terminal Design and Deliverability Competition

Meeting Guidelines

Prior to Meeting

Finalists will be provided an opportunity to submit questions in advance of each meeting that they would like the Stakeholder groups to answer. The questions will be provided to the Stakeholders without identifying the name of the Finalist who submitted the question. The Port Authority reserves the right to modify any question to ensure the integrity of the International Design + Deliverability Competition.

Questions collected will be provided to all Finalists and Stakeholders in advance of each meeting for consideration as to whether and how they want to address them.

During the Meeting

The Port Authority may record the Stakeholder meetings either through video, audio or through use of a stenographer in order to facilitate record keeping and reporting.

Port Authority representatives will open each meeting with a recitation of the meeting rules and an overview of the Competition process and schedule.

The Stakeholder groups will have the opportunity to address the Finalist firms directly through presentations, or oral statements, which should be limited to approximately 10 minutes per individual and no more than **20 minutes** per organization.

Each of the participating Stakeholder organizations will also have an additional **10 minutes** to directly answer any questions that they have elected to answer from the questions that have been provided in advance by the Finalist firms.

The Port Authority may modify these time limits to ensure the meetings do not run over the total allotted time.

Written materials may be provided by the Stakeholder groups to the Finalists, provided all Finalist firms receive a copy, with a copy provided to the Port Authority.

To avoid jeopardizing the integrity of the competition or compromising any Finalist's competitive position, Finalist are not required nor expected to provide any **materials, presentations or any information about their concepts**, which are a work in progress, and currently anticipated for submission to the Port Authority on August 29, 2016. To the extent that any Finalist provides information specific to or related to their concepts, it is done at Finalist's sole risk.

Competitors are also not expected to answer any inquiry or questions that could compromise their competitive position.

After the Meeting

Finalists will be permitted to ask follow-up questions based upon the information they have been presented. Any questions must be submitted in writing to the Port Authority's competition contact within 48 hours of the conclusion of the specific stakeholder meeting. The questions will be provided to Stakeholder groups and all Finalists without identifying the name of the entity submitting the question. The Port Authority reserves the right to modify any question to ensure the integrity of the competition.

Stakeholders are under no obligation to respond to any follow-up questions. Any answers provided by stakeholders must be submitted to the Port Authority in writing and will be provided via addendum to all Finalists, along with the question asked.

A Note on Conflicts of Interest

The Finalists are reminded that if they encounter any situation in the course of Stakeholder Meeting process that they believe may create a Conflict of Interest, or the appearance of a Conflict of Interest, they must notify the Port Authority contact immediately.