

# REQUEST FOR PROPOSALS FOR

## Parking Guidance System at Philadelphia International Airport

RFP No. 17-24

### TABLE OF CONTENTS

<b>Part I - GENERAL INFORMATION FOR OFFERORS</b>	<b>page 2</b>
<b>Part II - INFORMATION REQUIRED FROM OFFERORS</b>	<b>page 8</b>
<b>Part III - CRITERIA FOR SELECTION</b>	<b>page 11</b>
<b>Part IV - WORK STATEMENT</b>	<b>page 12</b>
<b>Part V - CONTRACT TERMS AND CONDITIONS</b>	<b>page 22</b>

APPENDIX A – PROPOSAL FORM

APPENDIX B – SAMPLE CONTRACT, SUPPLEMENTARY CONDITIONS AND GENERAL REQUIREMENTS

APPENDIX C – INSURANCE REQUIREMENTS

APPENDIX D – STRIPING FLOOR PLANS

APPENDIX E – DIVISION OF AVIATION SIGN STANDARDS

**PART I**  
**GENERAL INFORMATION TO OFFERORS**

**SUMMARY**

- When:** Proposals must be submitted by Monday, February 12, 2018 no later than 2:00 PM.
- Where:** Philadelphia Parking Authority  
Attention: Mary Wheeler, Manager Contract Administration  
701 Market Street, Suite 5400  
Philadelphia, PA 19106
- How:** Proposals must be sealed and delivered via certified mail, return receipt requested (to include commercial delivery services) or by hand-delivery. Whether mailed or hand-delivered, all envelopes must display the vendor name and must be boldly and clearly **handwritten** (*not* typewritten) "Parking Guidance System at PHL - RFP No. 17-24". All proposals must be presented with one (1) original and seven (7) copies, individually numbered, and an electronic version consisting of one PDF file.
- Mandatory Pre-Proposal Meeting** A mandatory Pre-Proposal Meeting and site visit will be held in the offices of the Authority, located at 1 Main Toll Plaza, Philadelphia International Airport, Philadelphia, PA 19153 on Monday, December 18, 2017 at 10:00 AM.
- Vendors are permitted to participate via conference call, 1.877.820.7831 Passcode: 620059

**I-1. Introduction.**

This Request for Proposals ("RFP") is being issued by the Philadelphia Parking Authority, ("Authority"), a body corporate and politic created under the laws of the Commonwealth of Pennsylvania in accordance with the Act of June 19, 2001, P.L. 287, No. 22, as amended, known as the "Parking Authority Law". This Request for Proposals solicits for a garage parking guidance system with related signage, and relighting of the garages (the Project). Authority intends to award a single contract for this Project.

**I-2. Background.**

The Philadelphia Parking Authority operates the on-site revenue generating parking concession at the Philadelphia International Airport (PHL). The airport is owned by the City of Philadelphia and operated by their Department of Commerce, Division of Aviation (DOA). The associated parking facilities consist of seven structured parking garages (approximately 11,900 spaces over 4.5 million square feet) which are owned by the Philadelphia Parking Authority, a 55 acre paved surface parking lot (approximately 7,000 spaces), and ancillary structures including two exit toll plazas, an administration building, an Economy Lot employee break building, and a maintenance facility building.

There are seven parking garage structures labeled to match the corresponding terminal designations; A-West, A-East, B, C, D, E and F. They are precast reinforced concrete construction. A-West, E and F are seven (7) stories, the others are

five (5) stories. Garages C and D were constructed in 1974. Garages A-East and B were constructed as a unit in 1990. Garages A-West, E, and F were constructed in 2001. Garages A-West, A-East, and B are connected to function as one garage. Similarly for D, E and F. Garage C is independent. Garage C, which is located between garages B and D, also serves the Marriott Hotel.

The garages were inspected in spring 2015. Those inspections identified required structural repairs, as well as various other miscellaneous repairs. Beginning with garage D, then C, all of the garages will receive comprehensive structural repairs including concrete repairs, joint sealant replacement, expansion joint replacement, waterproofing, and painting, over a six (6) year program period.

In addition to structural repairs, there are three modernization projects which will be performed across all seven garages under this Project. They are: parking guidance system, re-lighting, and wayfinding signage. These projects along with the current round of structural repairs need to be performed in a coordinated manner, so as not to damage new work, and they must be staged in such a way as to minimize interference with parking operations. Structural repairs to garages D and C are scheduled to occur over three years. This Project implementation program will occur simultaneously and finish within that time frame. Work under this contract shall begin in Garage D.

### **Existing Parking and Revenue Collection System (PRCS)**

The existing Parking and Revenue Control System (PRCS), is by Conduent (formerly Xerox Transport Systems). There are currently 24 gate controlled entrances to the parking areas, and 36 exit toll lanes. Customers can pull a paper ticket or use card-in / card-out. There are currently three different rates structures, one each for: Garage (upper levels), Short Term (garage ground level), and the Economy parking lot.

The existing PRCS has license plate recognition (LPR), at the entrances and at the tolled exits. In addition there is a low end Parking Guidance System (PGS) that provides the approximate number of available of spaces in each garage, parking level, and row by the use of sensors mounted on the ceiling at the entrance and ends of each parking row. The number of available spaces in each garage are continuously displayed at the entrances, on the approach roadway through a data feed to Solar Tech variable messaging signs, and on the Authority and DOA websites. Economy parking operates on a closed loop system; there is no guidance to the sections or rows where spaces are available. When the lot reaches capacity traffic lights at the three entrance locations will turn red to signal that the lot is full. When spaces are available the traffic light displays green.

#### **I-3. Procurement Questions.**

Prospective Offerors are encouraged to submit questions concerning the RFP in writing no later than Monday, January 15, 2018. Questions concerning this RFP are to be submitted via email to Mary Wheeler at [mwheeler@philapark.org](mailto:mwheeler@philapark.org) with "RFP No. 17-24 Parking Guidance Systems at PHL" listed in the subject line. Only questions submitted in writing will be addressed. The Authority will answer all questions in writing to all qualified Offerors. Any furnished answers will not be official until they have been verified, in writing, by the Authority. The Authority shall not be bound by any verbal information nor shall it be bound by any written information that is not either contained within the RFP or formally issued as an addendum by the Authority. The Authority does not consider questions to be a protest of the specifications or of the solicitation.

#### **I-4. Clarification of Instructions.**

Should the prospective Offeror find a discrepancy in or an omission from the General Information or Work Statement, or should she or he be in doubt as to the meaning of any term contained therein, the Offeror shall notify Mary Wheeler, Manager of Contract Administration via email at [mwheeler@philapark.org](mailto:mwheeler@philapark.org) prior to the question deadline. All questions and clarification requests will be responded to via written addendum that will be emailed to all registered Offerors. Addenda will also be posted to the Authority's website, [www.philapark.org](http://www.philapark.org).

**I-5. Restrictions of Contract.**

From the issue date of this RFP until the Authority's Board approves the awarding of the contract, **Mary Wheeler is the sole point of contact concerning this RFP.** Any violation of this condition may be cause for the Authority to reject the offending Offeror's proposal. If the Authority later discovers that the Offeror has engaged in any violations of this condition, the Authority may reject the offending Offeror's proposal or rescind its award. Offerors must agree not to distribute any part of their proposals beyond the Authority. An Offeror who shares information contained in its proposal with other Authority personnel and/or competing Offeror personnel may be disqualified.

**I-6. Proposal Conditions.**

Sealed proposals must be received in the office of the Philadelphia Parking Authority, addressed to Mary Wheeler, 701 Market Street, Suite 5400, Philadelphia, PA 19106, by Monday, February 12, 2018. Each Offeror shall submit to the Authority the information and forms required, which forms and information shall become the property of the Authority and will not be returned to Offerors, unless a written request to withdraw is received prior to the opening of proposals.

**I-7. Small and Diverse Business Requirements.**

The Authority is continually looking for opportunities available for growth and advancement among small and diverse business through contracts to provide products, services or construction to the Authority. Offerors shall identify their status as a small and diverse business by completing the Small and Diverse Business Participation Submittal form included in the Proposal Form along with a copy of their Small Business Procurement Initiative certificate issued from the Pennsylvania Department of General Services.

**I-8. Signatures Required.**

The proposals *must* be signed in ink in all spaces where signatures are required. In cases of corporation, the signature must be that of a duly authorized officer of the corporation and officer's title must be stated. In cases of partnerships, the signature of a general partner must follow the company name, using the term "A Member of Firm." In cases of an individual use the term "dba" (Company Name) or as sole owner.

**I-9. Instructions for Affidavit of Non-Collusion.**

1. The Non-Collusion Affidavit is material to any contract awarded through a public solicitation.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the offeror who makes the final decision on terms and prices identified in the proposal.
3. Bid rigging or collusion and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids/proposals are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit below should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the offeror with responsibilities for the preparation, approval or submission of the proposal.
4. In the case of a proposal submitted by a joint venture, each party to the venture must be identified in the proposal documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term "complementary proposal" as used in the Affidavit has the meaning commonly associated with that term in the request for proposal process, and includes the knowing submission of proposals higher than the proposal of another company, any intentionally high or noncompetitive proposal, and any other form of proposal submitted for the purpose of giving a false appearance of competition.
6. Failure to file an Affidavit in compliance with these instructions will result in disqualification of the proposal.

**I-10. Insurance Requirements.**

The successful Offeror will be required to submit Insurance Coverage as outlined in the Requirements. The Offeror shall submit with their proposal a sample certificate of insurance from a recent project that meets the requirements or a letter from its insurance company indicating that they will provide the required insurances as outlined in this RFP.

**I-11. Executed Contract Required.**

By submitting a proposal in response to this RFP the Offeror agrees that the Authority will not be bound to any contract, performance or payment obligation until the Authority's Board votes to award a contract to the successful Offeror and the Authority's Executive Director signs the written contract.

**I-12. Contract Negotiation.**

If successful, this procurement process will result in the presentation of a completed final-form contract to the Authority's Board for approval at a public meeting. To advance that goal a sample contract is included as *Appendix B*. Please review the sample contract carefully. Any exceptions or requested changes to the contract **must be clearly noted in the proposal (Tab K)** in order to be considered.

Exceptions or requested changes to the sample contract will be considered a **part of the response**. Exceptions or requested changes to the sample contract should be made with great care. The Authority may reject all or some of those changes or exceptions, in its sole discretion.

**I-13. Business Licenses:**

The proposal should include the Offeror's Philadelphia Activity License (formerly Business Privilege License) number and the Offeror's Federal Tax ID number. If the Offeror does not currently have a Philadelphia Activity License, it must obtain one no later than five business days after the Board awards the contract or sooner. If the Offeror does not believe that it needs a Philadelphia Activity License, an explanation with references to statute and/or the Philadelphia Code should be included with the proposal.

**I-14. Rejection or Acceptance of Proposals.**

An Evaluation Committee comprised of Authority employees will review all proposals. Discussions and negotiations may be conducted with responsible Offerors for the purpose of clarification and of obtaining best and final offers. Responsible offers shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing Offerors.

The responsible Offeror whose proposal is determined in writing to be the most advantageous to the Authority, taking into consideration price and all evaluation factors, shall be selected for contract negotiation. In the event the negotiations reveal that the proposal selected for negotiation is not the most advantageous or the Offeror selected for negotiation defaults or withdraws from negotiation, the Evaluation Committee may select another proposal then determined to be the most advantageous to the Authority, taking into consideration price and all evaluation factors, for contract negotiation. The Authority may cancel the RFP and reject all proposals at any time prior to award by the Board.

The Authority reserves the right to waive any irregularities in the completion of the forms and papers enclosed in this schedule; to accept or reject any or all proposals; to re-advertise for proposals if desired, and to accept any proposal which, in the judgment of the Authority, will be in the Authority's best interest.

Any form which is required to be submitted and which is incomplete, conditional, obscure, contains additions not called for and not approved by the Authority, or which contains irregularities of any kind, may be cause for rejection of the proposal, in the sole discretion of the Authority. At any time up to the hour and date set for opening of proposals, an Offeror may withdraw its proposal. Such withdrawal must be in writing and sent to the Authority at the address set forth herein by a nationally recognized overnight courier service, certified mail, return receipt requested, or delivered in person. Such withdrawal shall be effective only upon receipt by the Authority evidenced by written confirmation of such receipt and will preclude the submission of another proposal by such Offeror. After the scheduled time for opening of

proposals, no Offeror will be permitted to withdraw their proposal, and each Offeror hereby agrees that their proposal shall remain firm for the contract period. A proposal made and opened may be withdrawn with the written permission of the Authority, if the Authority determines in its sole discretion that the proposal is inconsistent with the best interest of the Authority.

**I-15. Unacceptable Proposals.**

No proposal will be accepted from or selection made of any person, firm or corporation that is in arrears or in default to the Authority upon any debt or contract, or whose insurer or banking institution is in default as surety or otherwise upon any obligation to the Authority, or has failed in the sole opinion of the Authority to faithfully perform any previous contract with the Authority.

**I-16. Notification of Offeror Selection.**

The Authority will study and evaluate all proposals which are received in accordance with the instructions set forth in the proposal package and may select an Offeror or multiple Offerors and notify all other Offerors of the selection within sixty (60) days after the date the proposals are opened. Such notice shall be in writing and mailed to the address furnished by each respective Offeror in the Submittal Letter. The selected Offeror(s) shall not start the performance of any work prior to the effective date of the Contract and the Authority shall not be liable to pay the selected Offeror for any service or work performed or expenses incurred before the effective date of the Contract. Costs incurred by the Offeror in the preparation of the proposal or during any review or negotiations shall be born exclusively by the Offeror.

**I-17. Standard Practices.**

All work performed under the contract shall be subject to inspection and final approval by the Authority, through the Executive Director or her designee.

**I-18. Document Disclosure.**

While documents exchanged by or with the Authority or its agents during this process may be protected from public release by certain terms of Pennsylvania's Right to Know Law (65 P.S. §§67.101–67.3104), Pennsylvania's Procurement Code, or other laws, many documents may not be protected. All Offerors are advised to seek counsel or otherwise educate themselves regarding open records requirements in Pennsylvania.

**I-19. Statement of No Proposal.**

All Prospective Offerors that do not intend to submit a proposal are asked to complete the Proposal Decline Form enclosed in the proposal documents. This document must be emailed to the attention of Mary Wheeler, Manager of Contract Administration at [mwheeler@philapark.org](mailto:mwheeler@philapark.org). Specific comments and observations are encouraged.

**I-20. Shipping and Delivery.**

The Offeror will be responsible for all shipping and delivery costs of the specified items required to support the proposal.

**I-21. Terms and Conditions of the Contract.**

The Standard AIA Document A141 – 2014, Standard Form of Agreement between Owner and Design-BUILDER and AIA Document A-141, Design Build Amendment and shall be the contractual form of agreement. In case of contradiction, the more stringent condition, providing the more benefit to the Philadelphia Parking Authority, as determined by the Authority, will apply.

**I-22. Contractor Integrity Provisions.**

The Authority's Contractor Integrity Provisions are included in the Requirements section of this RFP. Those Provisions apply to every Authority contractor and any party seeking to contract with the Authority. By submitting a proposal to this public procurement process the potential contractor agrees to comply with the Contractor Integrity Provisions.

**I-23. Prevailing Wage.**

Current prevailing wages and benefits for the industry and trade will be paid at all times for the duration of this project. Upon an award, the Prime Contractor is required to obtain current prevailing wage rate determinations applicable to this project from the PA Department of Labor and Industry. **The project serial number is 17-05725.** To view the report and produce a hard copy for your records, visit

<https://www.dlsecureweb.pa.gov/PrevWage/Pages/Project.aspx?ID=111938&PageType=>

**I-24. Performance Bond and Labor and Materials Payment Bond.**

The successful Offeror, prior to the commencement of work under the contract, will be required to furnish a faithful Performance Bond in an amount equal to one hundred percent (100%) of the Contract Amount and a Labor and Material Payment Bond equal to one hundred percent (100%) of the Contract Amount; said bonds shall be from a surety company satisfactory to the Philadelphia Parking Authority and qualified to do business in Pennsylvania. The Surety executing the bonds must be included in the listing of acceptable sureties contained in Treasury Department Circular 570, as most recently revised, and the amount of the bond must not exceed the underwriting risk of such surety forth in said circular or revision thereof.

The Surety executing the bonds shall have a minimum A.M. Best Rating of A- or higher; VII.

Should any surety upon such bonds become unsatisfactory to the Philadelphia Parking Authority, the contractor must promptly furnish such additional security as may be required from time to time to protect the interests of the Philadelphia Parking Authority.

Performance Bond and Labor and Material Bonds shall be executed on Standard AIA Document A312 (Version 2010) in accordance with the Terms and Conditions of the Contract Documents. Each set of bonds executed must include a Power of Attorney evidencing to the Philadelphia Parking Authority of the Attorney-In-Fact to execute bonds and the latest statement of assets and liabilities with an authorized signature from Surety Company.

**I-25. Site Inspection.**

It is the responsibility of each Contractor before submitting a Response to (a) examine this RFP thoroughly, (b) become familiar with and consider all federal, state and local laws, regulations, ordinances, permits, approvals and orders that may affect the cost, performance or furnishing of the Project, and (c) inspect the garages and the surrounding premises during the Pre-Response Site Visit, all as it deems necessary to fully inform itself about any material or relevant factors, including ecological, environmental and relevant legal, economic, sociological or regulatory facts or circumstances, as well as factors that may affect performance and proposal prices, relating to the Project or its Response.

Before submitting a Response, each Contractor shall, at its own expense, make or request or obtain any additional examinations or studies and obtain any additional data and information that may affect its cost, progress, performance or furnishing of the services that the Contractor deems necessary to compile its proposal. Prospective Offerors will be provided with an opportunity to inspect the site after the mandatory pre-proposal meeting. The failure or omission of the Contractor to receive and examine any form, instrument or document, or to make required inquiries, will not relieve the successful Contractor from any obligations and responsibilities relating to the Project.

- **Date/Time:** Monday, December 18, 2017 at 10:00 AM
- **Location:** Philadelphia Parking Authority Airport Operations Administration Building  
1 Main Toll Plaza, Philadelphia International Airport  
  
Philadelphia, PA 19153.
- **Directions:** Exit I-95 for "Airport Arrivals". Bear left for "Rental Cars/Garages/Marriott".  
Continue past parking garages and rental car lots.  
  
Administration Building is on the right, just past the toll plaza.  
  
Park in the Administration Building lot.
- **Contact:** Mary Wheeler – 267.398.4558

## PART II

### INFORMATION REQUIRED FROM OFFERORS

#### **II-1. Proposal Format.**

All proposals submitted must conform to the following format requirements. A transmittal letter signed by a person authorized to engage the Offeror in a contract must be included in your proposal. Proposals must be submitted on letter size (8 ½" x 11") paper. The point size font for text must be 10 to 12, and 6 to 8 for exhibits. All documents must contain a one-inch margin. For exhibits, 11x17 paper is acceptable. An electronic version of the Proposal Form can be provided to all prospective Offerors upon request. Forms that are altered by the offeror may be grounds for rejection of the Offerors response.

The tab requirements are as follows:

- Tab A Cover Letter
- Tab B Project Understanding
- Tab C Proposed Solution
- Tab D Qualifications and Experience
- Tab E Key Personnel
- Tab F References
- Tab G Proposal Form
- Tab H Insurance Requirements
- Tab I Financial Statements
- Tab J Proposal Security and Consent of Surety
- Tab K Exception to Sample Contract and Insurance Terms
- Tab L Supplemental Information

#### **II-2. Cover Letter (Tab A).**

Offerors shall submit a cover letter, signed by an authorized principal or agent of the Offeror, which provides an overview of the respondent's proposal, as well as the name, title, email address and phone number of the person to whom the Authority may direct questions concerning the proposal. Include a statement by the Offeror accepting all terms and conditions contained in this RFP, signed by an officer or individual with authority to bind the company.

#### **II-3. Project Understanding (Tab B).**

Briefly explain your understanding of the Project and the Authority's expectations for a successful project outcome. Identify the potential challenges to success.

#### **II-4. Proposed Solution (Tab C).**

Offerors shall provide a response detailing how they can meet the requirements of the RFP.

#### **II-5. Qualifications and Experience (Tab D).**

Provide a brief narrative description of the offeror's history and capabilities with regard to a closely similar project. A closely similar project shall mean a camera based PGS in an above ground, open structure (outdoors, subject to environmental conditions similar to the North Eastern United States), multi-level garage, with 5,000 or more spaces, ideally at an airport. Clearly identify the Prime Contractor who will hold the contract and who will manage all of the work. Identify all subcontracted team members for design engineering and actual construction work. If construction contractors are not identified, indicate "to be determined by competitive procurement".

Provide an organizational chart with all relevant contractors and key personnel identified.

#### Technical and Project-Related Information

Proposal must contain the Contractor's related technical experience. The Contractor must demonstrate its ability to undertake the construction of the Project by providing the technical qualifications of the Contractor, principal subcontractors, and individual team members. The Authority reserves the right to conduct an independent investigation of the Contractor's and its subcontractors' technical qualifications by contacting references, accessing public information, or contacting independent parties. Additional information may be requested during the evaluation of technical qualifications.

#### **II-6. Key Personnel (Tab E).**

List project team key personnel and provide a project staffing plan. Include brief resumes for all individuals listed which outlines education, work history, length of tenure, years in their current position, and relevant experience with similar projects. Demonstrate the qualifications and expertise of key personnel. Key personnel shall be available to commence work immediately upon award of contract. Do not list personnel who will not be assigned to the Project.

#### **II-7. References (Tab F).**

Provide three references from clients for whom the Contractor has provided closely similar projects, indicating whether the work was that of the Contractor and/or specific staff who will be assigned to the Project. Identify the client contact name, organization, type of work provided, and the contact's address, telephone number and e-mail (if applicable). Contractor must indicate whether any of these clients were public entities.

#### **II-8. Proposal Form (Tab G).**

The proposal form attached as *Appendix A* must be submitted in its entirety (with the exception of the Proposal Decline Form). All signature lines must be executed in ink (on the original only).

#### **II-9. Insurance Requirements (Tab H).**

The successful Offeror will be required to submit Insurance Coverage as outlined in the *Exhibit C*. Each proposal must include a sample certificate of insurance from a recent project that meets the requirements or a letter from its insurance company indicating that they will provide the required insurances as outlined in this RFP.

#### **II-10 Financial Statements (TAB I):**

Financial statements for the last three years that have been audited or reviewed by an independent certified public accountant that is not an employee of the Offeror must be submitted. Financial statements need only be included with the original proposal or in a separate envelope marked "Confidential – Company Name".

#### **II-11. Proposal Security and Consent of Surety (Tab J).**

Each proposal shall be accompanied by a bid bond, certified check, or cashier's check acceptable to the Philadelphia Parking Authority, in an amount equal to at least ten percent (10%) of the amount of the respective offer, payable without condition to the Philadelphia Parking Authority as a guaranty that the Offeror, if awarded the Contract, will promptly execute the Agreement in accordance with the RFP and the other Contract Documents, and will furnish good and sufficient bond for the faithful performance of the same, and for the payment to all persons supplying labor and material for the work.

Each proposal must also contain submit a Consent of Surety in accordance with section I-24.

#### **II-12. Exceptions to Sample Contract and Insurance Terms (Tab K).**

If successful, this procurement process will result in the presentation of a completed final-form contract to the Authority's Board for approval at a public meeting. To advance that goal a sample contract is included in the

Requirements section of this solicitation. Please review the sample contract carefully. Any exceptions or requested changes to the contract **must be clearly noted in the proposal** in order to be considered.

Exceptions or requested changes to the sample contract will be considered a **part of the response**. Exceptions or requested changes to the sample contract should be made with great care. The Authority may reject all or some of those changes or exceptions, in its sole discretion.

**II-13. Supplemental Information (Tab L).**

The Contractor may include any additional information that it deems relevant or useful for the Evaluation Committee to consider in evaluating the Contractor's response. The Contractor should also include any concerns regarding the feasibility of the Project or any information or suggestions that the Contractor deems relevant to the Authority.

## PART III

### CRITERIA FOR SELECTION

**III-1. Mandatory Responsiveness Requirements.** To be eligible for selection, a proposal shall be (a) submitted by a company who was represented at the mandatory pre-proposal meeting; (b) timely received from an Offeror; and (c) properly signed by the Offeror.

**III-2. Technical Nonconforming Proposals.** The three (3) Mandatory Responsiveness Requirements set forth in Section III-1 above are the only RFP requirements that the Authority will consider to be non-waivable. The Authority reserves the right, in its sole discretion, to waive any other technical or immaterial nonconformities in the proposal, allow the Offeror to cure the nonconformity, or consider the nonconformity in the evaluation of the proposal.

**III-3. Proposal Evaluation.** The Authority determined that it is was not advantageous for it to use a bidding process in order to procure a parking guidance system because it wished to consider criteria other than price in the award process. Proposals will be reviewed, evaluation and rated by an Evaluation Committee consisting of Authority employees. The evaluation shall be conducted in a multi-tiered approach. Proposals must pass through each step to proceed forward to the next step. Those found to be outside the competitive range in the opinion of the Evaluation Committee will not continue forward to the next evaluation tier.

#### **III-4. Evaluation Criteria.**

**Round 1: Responsiveness.** The Authority shall first review submittals for responsiveness as identified in III-1 above. Those found responsive based on this initial review shall proceed to Round 2.

**Round 2 – Proposed Solution.** The Authority will then review proposed parking guidance system for initial decisions on responsiveness to technical requirements detailed in the Work Statement. The Authority will also conduct a thorough review of the Offeror’s financial statements to determine financial stability with regard to size and scope of this project. Those found responsive based on this review shall proceed to Round 3.

**Round 3 – Interview/Presentation.** The Authority may require that Offerors who remain active and competitive participate in an interview or presentation to the Evaluation Committee. The Authority may waive this Round, but if not, interviews and presentations will be scored on a pass/fail basis. When requested, the Offeror will submit a list of names and company affiliations who will be participating in the interview or presentation. The Authority reserves the right to conduct site visits to clarify information contained in an Offerors proposal.

**Round 4 – Vendor Response and Price Scoring.** The Evaluation Committee will score and rank proposals that successfully pass through the previous Rounds using the criteria below.

- a. **Project Understanding.** Clear understanding of the Contractor’s roles and responsibilities, project goals, program requirements, work plan and timeline. **Weight: 25%**
- b. **Contractor’s Experience.** Demonstrated prior experience in providing parking guidance systems, handling similar types of projects, as confirmed by references. **Weight: 25%**
- c. **Best Value for the Authority:** Proposals that reflect demonstrated competency with competitive proposed pricing for services. **Weight: 25%**
- d. **Key Personnel.** Quality of staff, prior experience, and commitment of the contractor’s project manager to the Projects. **Weight: 10%**
- e. **Small and Diverse Business Participation.** The participation of small and diverse businesses on the Project. **Weight: 10%**
- f. **Exceptions to form of contract (fewer exceptions equates to more points).** **Weight 5%**

# **PART IV**

## **WORK STATEMENT**

### **IV-1. Objectives**

#### **I. DESIGN AND CONSTRUCTION / INSTALLATION**

##### **A. Parking Guidance System (PGS)**

The Contractor shall provide and install a camera-based parking guidance system (PGS) in the garage structures, including the roof and ground level.

The new system shall incorporate the best available technology for vehicular parking guidance, both on the approach roadways and inside the garages, including: closed circuit television (CCTV), variable and fixed sign directed wayfinding, available spaces counting and identification, find your car locating capability, and mobile phone applications.

The new parking guidance system shall have the ability to enhance revenue by facilitating tiered rate structures for; season, time of day, location, premium area, and designated reserved parking spaces, etc. These tiered rate structures shall be effected electronically, without the need for construction of physical fences or corrals. They shall be easily modified by simple reprogramming as deemed necessary by Authority Airport Operations. The new parking guidance system must integrate seamlessly with the Authority's Revenue Control System. The new system shall have license plate recognition capability (LPR). The new system must be capable of generating a variety of analysis reports to measure capacity, usage in areas of the garages, trends, etc.

Cameras must be able to see all parking spaces.

Camera housing shall be IP 64 or better.

Cameras shall be mounted in such a way that they are not subject to being hit by vehicles. They must be at an adequate height or recessed above the bottoms of the precast reinforced concrete double tee beams. It is the contractor's responsibility to take measurements in the garages to meet this requirement.

Surveillance. The new closed circuit camera system shall be suitable for surveillance purposes, providing adequate resolution, frames per second, and a customizable retention period.

Indicator lights on the cameras or over the parking stalls shall have the capability of displaying a minimum of 16 colors.

The camera based system shall be capable of license plate recognition.

The system shall have the capability to alert the operator in the case of an unreadable or missing license plate.

The new parking guidance system shall store data on the Authority's server.

The Authority Server Requirements are:

1. The server must be able to virtualize to a Hyper V 2012 R2 environment.
2. The selected contractor shall work with the Authority's network administrator to install and configure the server.

The new parking guidance system shall be fully integrated with the Authority’s existing parking and revenue collection system (PRCS). Offerors must contact the current system maintenance provider and determine what will be required to integrate the two systems.

Contact information:

Johnny Frings  
 Vice President, Off Street Parking  
 Conduent Transport Solutions, Inc.  
 8260 Willow Oaks Corporate Dr.  
 Fairfax, VA 22031  
[johnny.frings@conduent.com](mailto:johnny.frings@conduent.com)  
 C: 404-819-6395

The selected Contractor will have thirty (30) days from the notice of award to enter a technology exchange agreement with the PRCS system maintenance provider. The Contractor shall be responsible for all costs for system integration. The Proposal Form contains a line item to cover the costs of the PRCS system maintenance provider’s integration activities, in addition to the Contractor’s. There shall be no additional cost to the Authority for this initial system integration.

The Authority reserves the right to change or upgrade the existing PRCS.

The successful Contractor must obtain the full data exchange format from Conduent.

Below is a sample data exchange format.

PGS API Sample:

Data definitions that would be passed through Conduent’s API to our Parking Revenue Control System.

*Vendor Identification*

The definitions for those vendors sending and receiving information through our API.

*Zones*

Column	Type	Required?	Description
Id	Integer	Yes	Row id
Name	Varchar	Yes	The name of the vendor

The definitions for each of the logical parking areas.

Column	Type	Required?	Description
Id	Integer	Yes	Row id
ParentZoneId	Integer	No	For nested zones, the id of the parent zone
IsLeafZone	Boolean	Yes	Whether or not this zone is a leaf node, ie has no child zones
NumberBays	Integer	Yes	The number of parking spaces available in this zone

**Current Information**

*ZoneUseSnapshots*

Column	Type	Required?	Description
--------	------	-----------	-------------

Id	Integer	Yes	Row id
ZoneId	Integer	No	The zone for which this space count applies
SnapshotTimeUtc	Timestamp	Yes	The time of this snapshot, in UTC
NumberBaysUsed	Integer	Yes	The space count

The snapshots of the space use for separate zones, defined above.

### *ParkingUsers*

Person/car that is assigned the reservation

Column	Type	Required?	Description
Id	Integer	Yes	Row id
FirstName	Varchar	No	The first name of the person
LastName	Varchar	No	The last name of the person
VehiclePlateState	Varchar	Yes	The state the license plate was issued by
VehiclePlateNumber	Varchar	Yes	The license plate number
VehicleMake	Varchar	No	The brand of the car
VehicleModel	Varchar	No	The model of the car
VehicleColor	Varchar	No	The color of the car

### *Reservations*

Records for the reserved use of the parking garages.

Column	Type	Required?	Description
Id	Integer	Yes	Row id
ParkingUserId	Integer	Yes	The user assigned this reservation
ReservationStatusId	Integer	Yes	The status that this reservation is in
ReservationTypeId	Integer	Yes	The type of reservation this is
ReservationValidationTypeId	Integer	Yes	The type of validation code used for this reservation
VendorId	Integer	Yes	The vendor this reservation came from
VendorReservationId	Integer	No	A vendor-assigned id for this record
ZoneId	Integer	Yes	The zone for which this space count applies
CreateTimeUtc	Timestamp	Yes	The time this record was created, in UTC
LastModifyTimeUtc	Timestamp	Yes	The last time this record was modified, in UTC
ReservationStartTimeUtc	Timestamp	Yes	Time that this reservation first becomes valid (inclusive), in UTC
ReservationEndTimeUtc	Timestamp	Yes	Time that this reservation first becomes invalid (exclusive), in UTC
ActualStartTimeUtc	Timestamp	Yes	The actual time the user entered the parking area, in UTC
ActualEndTimeUtc	Timestamp	Yes	The actual time the user left the parking area, in UTC
ValidationCode	Varchar	Yes	The validation code used for the reservation
AmountDue	Monetary	Yes	Dollar amount of any outstanding balance on reservation
ChangeLog	Varchar	Yes	A text record of changes made to the account – when changes are made, they should be appended to this field

3. Tiered pricing. The PGS shall provide the ability to institute and manage dynamic tiered pricing.

The Contractor shall perform an evaluation of the garages and shall make recommendations for the initial tiered rate / premium spaces configurations.

4. Kiosks. The PGS shall provide a find-your-car feature for returning airlines patrons. There are seven baggage claim areas on the ground floor corresponding to the seven terminals A through F. Elevators take returning passengers from the bag carousel areas up to the parking garage levels. They can also access the garages directly from the terminal bridge level without stopping first at baggage claim. Therefore, there are nominally 14 threshold locations for returning passengers to access the garages. The Contractor shall evaluate the arrivals terminals in detail to determine the exact number and locations for find-your-car information kiosks.

5. Applications. The Contractor shall develop a cell phone application in iPhone and Android formats.

The cell phone application shall as a minimum, provide for these services:

- Indicate the number of spaces currently available in each of the seven garages.
- Provide guidance on the highway to the desired garage entrance.
- A find your car capability, similar to the fixed kiosks.
- And the ability to review differentially priced parking opportunities

6. Reporting. The PGS shall provide for these reports as a minimum:

- Average length of stay – configurable time period, by facility and level.
- Frequency of turnover of spaces – configurable by time period, by facility and level.
- Heat maps displaying usage - configurable time period, by facility and level.
- Facility activity – configurable by time period, facility and level.
- Inventory listing - configurable by time period, by facility and level.
- Capacity / spaces available by numbers or % - facility / level.

In addition, the PGS shall have the ability for the user to create custom reports. The contractor shall provide training in the creation of custom reports.

7. Roof system. Offerors shall describe in their proposal how they would address vehicular wayfinding, inventory management, available spaces counting, and find your car capability for the areas on the top level (roof) of the garages. The proposed method will require approval by the Authority. There is a separate line item in the Proposal Form for the roof areas system.

## **B. Signage**

The signage aspect of this Project shall be integrated with the parking guidance system, and shall address both vehicular and pedestrian wayfinding, shall include both fixed and variable message signs, and shall provide identification for all parking areas.

### Pedestrian Wayfinding Signage - Fixed

The current fixed pedestrian signage in the garages dates back to 1997. It does not match the signage in the terminals, because the DOA recently replaced all of the signage in the terminal buildings with a new standard. The new DOA signage extends all the way across the terminal bridges to the garage elevators.

The signage design will build on the concepts developed for the DOA's PHL Signage Upgrade Project, and will be coordinated to integrate with the new terminal signage. This will provide a seamless passenger wayfinding experience from the point of arrival in the parking facilities through to the terminal gates (and back). Fixed wayfinding signs (such as

level number), shall be physically attached to the garage structure, not painted on. *Appendix E* contains the DOA sign standards, *PHL Sign Standards and Guidelines*, December 2014 (164 pages).

Both the design and the implementation of the new signage in the garages shall be included. The Contractor shall engage a wayfinding / traffic engineer to design the new pedestrian signage. The Contractor shall submit the resulting plans and specifications for the proposed pedestrian signage for Authority and DOA approval.

Once the plans and specifications are approved, the Contractor shall engage a subcontractor to fabricate and install the new signs, including demolition of the old signs.

There are line items on the Proposal Form for both the design and the construction of the pedestrian signs. Include the prime Contractor's management of these subcontracts under the line item for project management on the Proposal Form.

#### Vehicular Wayfinding Signage – Fixed and Variable

The Contractor shall provide a minimum of two (2) new variable (or dynamic) message signs on the approach roadways, which will indicate the number of currently available spaces in each of the garages. These signs shall be powered so as to provide continuous service 24 hours a day in all weather conditions. These sign should go into service no later than when the first full parking garage's parking guidance system goes into service. The Contractor shall obtain all required approvals for the signs including but not limited to: the DOA, PADOT, and Tincum Township.

Provide new variable message signs at each of the entrances to the garages, which will indicate the number of currently available spaces in that garage. In addition, provide similar variable message signs at the entrance of each parking level indicating the number of currently available spaces on that level.

Once on a parking level, there should be variable signs at each decision point, which guide the customer straight, left, or right, with the number of available spaces in each direction indicated, and the direction to premium parking areas indicated. The direction and number of available spaces in green, a direction with no available spaces indicated with a red X, and the direction to premium parking areas indicated in a selected third color.

Offerors shall submit with their proposal, a photo or drawing of the proposed variable signs with an estimate of the number of each type of sign required, and a location plan.

The selected Contractor shall submit plans and details for the proposed variable message vehicular wayfinding signs for review and approval prior to installation.

Provide fixed signs to include unchanging traffic patterns such as; no left turn, do not enter, entrance, exit, etc. These fixed traffic sign shall be physically attached to the garage structure, not painted on.

#### **C. Lighting**

There are approximately 8,800 lights overall in the seven garages. Approximately 3,400 are 150W canopy fixtures in the structured parking levels (Offeror must verify this overall number of existing canopy fixtures themselves). The current canopy lighting in the parking levels is HID type technology. The fixtures are located over the parked cars, making it very difficult to change the bulbs and ballasts. Therefore the Authority plans to remove them all and replace them with new LED lighting. All of the canopy lighting shall be replaced with new, energy efficient lighting (LED type), with appropriate new controls.

Offerors can submit either an integrated or a complementary lighting system.

Offerors shall describe the proposed lighting system in detail with their proposal.

Offerors shall indicate the basis of design and provide a sample isolux diagram.

The Authority discourages the use of exposed multi-diode LEDs ("bug eyes"), preferring fixtures which have a lens.

The proposed system shall not be a prototype which has never been used before.

The Offeror shall list locations where the lighting product has been installed before, with references.

To the extent practical, the new canopy lighting shall be located along and over the drive aisles, making them always accessible for maintenance.

The new lighting shall have a PC based lighting control system, individually addressable, providing timer, dimming, ambient light harvesting, motion detection, and remote web-accessed operation, etc. The control system should be submitted as a shop drawing for review and approval prior to installation.

Demolition. After the new lighting is installed, the existing fixtures and unneeded conduits shall be demolished. The existing fixtures shall be removed from the garages, disassembled and disposed of in an environmentally and legally appropriate manner. Existing conduits and conductors which are not going to be used are to be removed, and end point locations "safed off" in a code compliant manner.

In order to access the existing fixtures for removal, the parking spaces below need to be vacant, or "purged".

Authority personnel will assist with this process. The Contractor shall coordinate, and shall notify the Authority in advance of the work areas where spaces need to be vacant.

The Contractor shall engage an electrical engineer to design the new lighting system to accommodate the new PGS, and also to light the balance of the parking levels. The electrical engineer shall first prepare a brief "Basis of Design" document for approval before proceeding with the design. The Contractor shall then submit plans and specifications for the proposed relighting system for Authority and DOA approval.

Once the plans and specifications are approved, the Contractor shall engage a subcontracted electrical contractor to perform the work. The electrical subcontractor shall obtain the required permits from the City of Philadelphia Department of Licenses and Inspections.

There are line items on the Proposal Form for both the design and the construction of the lighting. Include the prime Contractor's management of these subcontracts under the line item for project management on the Proposal Form.

#### Utility Rebates

There is currently a rebate available from the local electric utility (PECO), for reducing the wattage of new fixtures (Smart Equipment Incentives Program, Phase III). They refer to pre-approved lists of certified fixtures for their rebate program. The new fixtures must meet the qualifying standards.

The selected Contractor shall prepare, submit, and coordinate the applications for these rebates through to the final invoices and reimbursement payments. Reimbursements will be paid to the account holder, the City of Philadelphia, Division of Aviation. The Contractor shall also identify any other applicable grant and incentive programs (such as the PJM Energy Efficiency Resource Incentive Program), and prepare applications for them as well.

#### **D. Electrical Power Supply**

It is anticipated that there is already adequate electrical power supply and distribution throughout the garages in the existing 277 volt canopy lighting system. The Contractor shall engage an electrical engineer to design the redistribution of the circuits and physical conduits and cabling to accommodate the new PGS and lighting systems. The Contractor shall submit the resulting plans and specifications for the proposed changes to the electrical distribution system for Authority and DOA approval.

Once the plans and specifications are approved, the Contractor shall engage a subcontracted electrical contractor to perform the work. The electrical subcontractor shall obtain the required permits from the City of Philadelphia Department of Licenses and Inspections.

There are line items on the Proposal Form for both the design and the construction of the electrical work. Include the prime Contractor's management of these subcontracts under the line item for project management on the Proposal Form.

**E. Proof of Concept**

The Contractor shall install the PGS including kiosks and all related systems and functions in one entire level, which includes premium parking spaces, and operate it successfully for a minimum of one month before proceeding with the balance of the installation. The Contractor shall install the initial project in Garage D, Level 1. The Contractor shall coordinate with the contractor who is currently performing concrete repairs in Garage D.

If the contractor cannot successfully demonstrate proper operation of the system, the Authority reserves the right to cancel the contract.

**F. Schedule**

Offerors shall submit a proposed project schedule. Indicate the proposed term, defined as number of total calendar days from contract award to the initiation of the proof-of-concept phase, through to other project phase milestones, and to substantial completion and beneficial use, including commissioning.

Work shall begin in Garage D which is currently undergoing concrete repairs. The schedule should accommodate any other unrelated work in the garages.

Normal work hours are 6:30 AM to 5:00 PM, Monday through Friday, unless alternate work hours are requested and approved in advance.

The garages will remain open during the work. The installation shall minimize the impact to operations.

No more than 100 parking spaces can be out of service in a particular garage at any one time. Additional parking space outages must be requested and approved in advance.

**G. Training, Maintenance and Support**

Data for the new system shall be resident on Authority servers.

The PGS application must be capable of running on a virtual Hyper V 2012 R2 server.

A minimum of 100 hours of training for Authority personnel shall be provided on the new system.

Spare parts stock consisting of 10% of the total number of camera pods shall be provided and stored on-site.

The Contractor shall provide one (1) full year of hardware preventive maintenance and software support, from the date of formal system acceptance, at no additional cost. At the end of the initial year, the Contractor shall train and certify an on-site technician designated by the Authority.

Contractor shall submit with their proposal, a detailed cost proposal for on-going preventative maintenance and software support for an additional four years. Preventive maintenance can be provided by the Contractor, or a pre-approved subcontracted third party. Coverage shall be 24 hours a day, 7 days a week, 52 weeks a year. Response time cannot exceed two (2) hours.

The Contractor shall submit a protocol for protection of the PGS equipment during activities such as power washing, painting, and concrete repairs, so as to protect the equipment from water, dust, vibration, etc. Submit a brief summary of these requirements with the proposal.

**H. Warranty**

Contractor shall provide a one (1) year joint and severable warranty on all of the equipment and the installation from the date of formal system acceptance, and an additional four (4) year warranty on all PGS equipment.

## II. PROCEDURES

### A. Compliance with City of Philadelphia Division of Aviation (DOA)

All work shall comply with all of the DOA's requirements for design, permitting, and construction. More information can be found on their website:

<https://app.ebuilder.net/public/PublicFolderFiles.aspx?noSplitter=1&FolderID=%7b74451763-65d8-489a-8e8c-a66a9cba4d7e%7d>

Volumes 1, 2, and 4.

The Contractor shall prepare Tenant Advisories for all phases of the work. All work will require DOA review and approval.

### B. Preapprovals

All work shall be under the oversight of the Authority Director of Airport Operations. All project activity of any nature during the implementation phase shall be submitted in advance in writing to the Director, for written approval, including but not limited to; proposed engineers/designers, construction managers, contractors, subcontractors, conceptual, preliminary and final designs, permits, materials, schedules, insurances, shop drawings, payroll certifications, payment applications, inspections, start up, training, O&M manuals, close out, etc.

### C. Use of the Contingency

The Offeror is required to include a contingency amount on the Proposal Form. For any proposed use of the contingency amount, the Contractor shall submit to the Authority a written request for review and approval, documenting the need and detailing the anticipated costs for the requested activity.

## III. OVERVIEW OF CONTRACTOR'S RESPONSIBILITIES

The Contractor shall provide complete turn-key services, acting as overall project manager, developing the engineering designs and specifications necessary to implement the Project, managing the Project through installation, and providing one year of operational support and maintenance.

The services to be provided by the Contractor will include the following:

### A. Pre-Development/Design Phase:

- proof of concept
- basis of design memorandums
- Authority approval
- DOA approval
- design services;
- obtain all required permits; and

### B. Construction/Implementation Phase:

- equipment procurement and purchasing;
- installation of the selected Parking Guidance, Lighting, Electrical, and Signage;
- on-site construction management and inspection services;

- construction waste management including material separation and recycling hazardous waste disposal or recycling; and

**C. Commissioning Phase:**

- functional testing and commissioning of each installed phase of the Project by garage,
- and the total system as a whole;
- continuing operations and maintenance for one year;
- full operations and maintenance manual with cut sheets, service information, and retro-commissioning standards; and
- staff training on routine maintenance and operation of systems

The Contractor shall conduct weekly job meetings, prepare minutes of the meeting and distribute.

**D. Schedule of Values**

The selected Contractor shall provide a Schedule of Values which further details the line items on the Proposal Form, and which shall serve as the basis for progress payment applications, as called for in Section 9.2 of the Contract. Along with the Schedule of Values, the selected Contractor shall submit a projected payment schedule for the entire project duration.

**E. Temporary Facilities**

The Contractor shall provide an on-site office trailer for the duration of the contract in accordance with the attached General Requirements.

**F. As-Built Record Drawings**

The Contractor shall prepare As-Built Record Drawings of all work as actually installed.

All drawings for the entire project shall print to scale at 22 inches by 34 inches sheet size.

Submit as digital files in both .PDF and .DWG editable formats.

As-Builts shall be submitted monthly with the Payment Applications, illustrating the work installed during that period.

**Approximate Number and Distribution of Spaces:**

<b>Garage</b>	<b>Levels (Tiers)</b>	<b>Ground (Short Term)</b>	<b>Total</b>
<b>A-East</b>	1,270	127	1,379
<b>A-West</b>	1,545	155	1,700
<b>B</b>	1,560	109	1,669
<b>C</b>	1,771	215	1,986
<b>D</b>	1,523	104	1,627
<b>E</b>	1,789	97	1,886
<b>F</b>	1,542	96	1,638
<b>TOTALS</b>	11,000	903	11,903

These numbers are approximate. Contractor shall field verify all spaces.

**Attachments:**

Striping Floor Plans. (*Appendix D*)

These drawings are from a concrete restoration and restriping project performed in 2009, and might not accurately reflect current conditions. The Contractor shall field verify actual conditions, prepare their own scaled base maps, and design the parking guidance system, signage, and lighting systems accordingly.

Garage D is currently under renovation, and the floors there will be waterproofed, painted, and restriped in 2018. Both the 2009 plans and proposed plans for the 2018 restriping are included.

Division of Aviation Sign Standards. (*Appendix E*)

- a. PHL Sign Standards and Guidelines, December 2014 - (164 pages)

## PART V

### CONTRACT TERMS AND CONDITIONS

**V-1. Sample Contract.** A sample contract is attached to this solicitation as *Appendix B* along with Supplementary Conditions and General Requirements. Please review this information carefully. Any exceptions or requested changes to the contract **must be clearly noted in the proposal (Tab K)** in order to be considered.

Exceptions or requested changes to the sample contract will be considered a part of the response. Exceptions or requested changes to the sample contract should be made with great care. The Authority may reject all or some of those changes or exceptions, in its sole discretion.

The Authority's Contractor Integrity Provisions are included in the Supplementary Conditions. Those Provisions apply to every Authority contractor and any party seeking to contract with the Authority. By submitting a proposal to this public procurement process the potential contractor agrees to comply with the Contractor Integrity Provisions.

**V-2. Minimum Insurance Requirements.** The successful Offeror will be required to submit Insurance Coverage as outlined in *Appendix C*. The Offeror shall submit with their proposal a sample certificate of insurance from a recent project that meets the requirements or a letter from its insurance company indicating that they will provide the required insurances as outlined in this RFP.