



PHILADELPHIA PARKING AUTHORITY

REQUEST FOR PROPOSALS

On-Call Structural Engineering Services

RFP # 14-09

Posted on:
November 7, 2014

Philadelphia Parking Authority
701 Market Street, Suite 5400
Philadelphia, PA 19106

Joseph T. Ashdale, Chairman
Vincent J. Fenerty, Jr., Executive Director

Request for Proposals

On-Call Structural Engineering Services RFP # 14-09

Table of Contents

1. Scope of Services	
2. Submittal Requirements	
3. Submittal Instructions	
4. Evaluation Criteria	
5. Reservation of Rights	
6. Standard Contract and Insurances	
7. Exhibits	Number of pages
A. Submittal Checklist	1
B. List of Repairs	1
C. PPA Conflict of Interest Form	4
D. Solicitation for Participation Form	2
E. PPA Standard Contract	8
F. Insurance Requirements	4

Request for Proposals
On-Call Structural Engineering Services
RFP # 14-09

The Philadelphia Parking Authority (“the Authority”) is a public body 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,” located at 701 Market Street Suite 5400, Philadelphia, PA 19106.

The mission of the Philadelphia Parking Authority is to support the region’s economic vitality through the provision of comprehensive parking, regulatory and transportation services. A focus on improved access, greater mobility, and increased vehicular and pedestrian safety are the guiding principles of our programs.

The organization employs over 1,000 people working at various locations such as 701 Market Street (HQ), Philadelphia International Airport, and various facilities located throughout the City of Philadelphia.

The Philadelphia Parking Authority (PPA) hereby solicits qualification statements and fee proposals from experienced Engineers (Engineer) for Structural Engineering services for miscellaneous projects at various PPA facilities (the “Project”). These projects are intended to make repairs, restore, and rehabilitate existing parking structures. The source of funds for this project is the capital improvements budget.

PPA procurement procedures require the PPA to engage in a competitive process for the selection of an engineer. Proposals received will be reviewed by a selection committee comprised of representatives from the appropriate operating divisions of PPA.

1. Scope of Services

The PPA anticipates that the selected Engineer will provide and shall be responsible for all necessary professional services for the work, including but not limited to; inspections, evaluations, consulting, cost estimating, design, and construction documents (reflecting four part bidding of construction), as well as any related professional services such as surveys, scans, and associated civil and geotechnical engineering, etc. These related professional services can be subcontracted.

All subcontractors will be subject to approval by the Authority. Prior to contract execution, the successful respondent(s) will be required to furnish the corporate or company name and the names of the officers and principals of all subcontractors. Notwithstanding any such approval by the Authority, the successful respondent(s) shall itself be solely responsible for the performance of all work, and for compliance with the price and other terms provided in the contract. The successful respondent(s) shall cause the appropriate provisions of its proposal and the contract to be inserted in all subcontracts.

The Authority’s consent to or approval of any subcontract or subcontractor proposed by a successful respondent(s) shall not create or purport to create any obligation of the Authority to any such subcontractor, or any form of contractual relationship between the Authority and the subcontractor. Any successful respondent(s) who obtains such approval or consent of the Authority shall be required to insert a clause so providing in all subcontracts.

The contract(s) resulting from this RFP will commence as of the date of execution of the contract(s) and will terminate three years from that date. Assignments or task orders will be made on an on-call or as-needed basis.

As an On-call contract, there is no minimum monetary amount specified under the contract. It is expected that the successful respondent(s) will be awarded an on-call contract(s), and will receive work assignments on a not-to-exceed basis. However, the Authority does not guarantee that each respondent(s) will receive an assignment during the course of the contract. The monetary amount will be based upon submitted and approved scopes for individual work assignments, using the agreed hourly billing rates and time, and any sub-consultant or contractor costs. The Authority will only reimburse respondent(s) for actual out-of-pocket direct expenses.

The Authority will manage the work performed under this contract. The Deputy Executive Director, or his/her designee, will be responsible for overseeing the activities of the successful respondent(s).

Typically the final work product shall include signed and sealed construction documents sufficient to obtain zoning and building permits to be issued by the City of Philadelphia Department of Licenses & Inspection (L & I). The Engineer shall also prepare any and all other information required to obtain any other third party regulatory agency approval(s) required for construction.

Typical project deliverables shall include as a minimum, three sets of signed and sealed bidding / construction documents, including final drawings, project manual, and technical specifications. One (1) .pdf version of final documents, and one (1) editable version (.DWG / Word) of final documents.

The Engineer shall provide construction phase administration and observation services. The Engineer will be expected to review the contractor's monthly invoices against work progress, and execute monthly AIA G702 forms and make written recommendations for construction progress payments.

2. Submittal Requirements

Please organize your proposal in the following manner. Be sure to address all Tabs as directed. Incomplete submittals will not be reviewed.

- 2.1 Cover Letter:** The cover letter shall briefly summarize the respondent's qualifications and past experience relevant to the Project scope. A principal or officer authorized to execute contracts or other similar documents must sign the letter. Name, mailing address, phone, fax, email and website address should be included.
- 2.2 Table of Contents:** Please use the Exhibit "A" - Submittal Checklist, as your table of contents. The form can be re-typed or reformatted, but the proposal's content organization shall follow the checklist.
- 2.3 Project Understanding:** Briefly explain your understanding of the Project and the PPA's expectations for a successful project outcome. Identify any potential challenges to success.
- 2.4 Project Approach:** Describe in detail your overall project approach and the work tasks necessary to complete a typical small project through design and construction. Describe the phasing (Conceptual, Schematic, Design Development, Construction Documentation, Bidding, Construction Administration and Observation) as you believe appropriate. Provide a description of your quality control process.
- 2.5 Qualifications and Experience:** Provide a brief narrative description of the respondent firm or team's history and capabilities. Then describe the firm / team qualifications and experience addressed specifically to the scope of work required here, and the respondent's capability to perform the required services. Describe past performances and your record of

successful completion of similar projects, particularly working within the Commonwealth of Pennsylvania, the City of Philadelphia, and with other, similar public agencies.

- 2.6 Key Personnel:** List project team key personnel and provide a project staffing plan. Show the initial staffing with the percentage of time budgeted for each staff member assigned. 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 firm personnel who will not be assigned to the Project.
- 2.7 References:** Include current contact information for a minimum of three (3) client references. Please include name, title, organization, mailing address, telephone number and email address. With this submission, the respondent grants the PPA permission to contact the references and make relevant inquiries as deemed appropriate by the PPA.
- 2.8 PPA Conflict of Interest Form:** The respondent must complete the attached PPA conflict of interest form (Exhibit C). This includes the conflict of interest statement, which identifies any past, current or anticipated contractual or financial relationship the PPA, it staff or board members, as well as the City of Philadelphia, or any other contractual or financial relationship that may give the appearance of a conflict of interest.
- 2.9 Cost Proposal:** Provide a unit cost proposal listing the key personnel and their hourly billing rates for each of the three years of the contract (Year 1, Year 2, Year 3). Also include a unit cost rate schedule for direct expenses for each of the three years.

Separate envelope: Submit the cost proposal on the same deadline in a separate envelope, clearly marked with the name of the Project and the name of the respondent.

3. Submittal Instructions

3.1 Overview of RFP timeline:

Event	Date	Time
Notice of Opportunity Posted	November 7, 2014	
Documents available for download	November 10, 2014	11:00 AM
Mandatory Meeting	November 13, 2014	9:00 AM
Deadline for Questions	November 17, 2014	2:00 PM
Submission Due	November 21, 2014	2:00 PM

The PPA reserves the right, at its sole discretion, to alter this schedule as it deems necessary.

- 3.2 Mandatory registration.** Interested firms can obtain the documents by downloading them after first registering as an interested respondent with Michael McKeown, mmckeown@philapark.org. Respondents must register in order to bid.
- 3.3 Mandatory Pre-Proposal Meeting:** The PPA will conduct a pre-proposal meeting. If applicants do not attend this mandatory meeting, their proposal will not be considered. Questions will be noted but not answered verbally at the meeting. See section 3.4 below concerning questions.

Date: Thursday, November 13, 2014 **Time:** 9:00 AM
Location: The meeting will be held at the PPA main offices at:
701 Market Street, Suite 5400, Philadelphia, PA.

3.4 Questions / Inquiries: After the date of the advertisement, Respondents shall not discuss this Project and/or this RFP solicitation with any PPA employee other than Michael McKeown. All questions shall be directed in writing via e-mail to **Michael McKeown** mmckeown@philapark.org by the deadline date for questions. Questions will not be answered by telephone. Answers to the questions will be provided to registered respondents by e-mail.

3.5 Due Date and Time: An original, unbound proposal plus eight (8) copies (no more than 12 pages, not including exhibits), and an electronic copy (.pdf) must be received by the PPA on or before:

Friday, November 21, 2014, by 2:00 PM.

Late submittals will not be accepted. Incomplete proposals will not be reviewed, without exception. Applicants may hand deliver or send proposals via registered mail to:

Michael McKeown
Manager Contract Administration
The Philadelphia Parking Authority
Mellon Independence Center - Suite 5400
701 Market Street
Philadelphia, PA 19106

3.6 Presentations / Interviews: At the discretion of the selection committee, applicants may be asked to participate in interviews. If interviews are held, only those proposals determined by the selection committee to be offering the most value to the PPA will be considered for an interview.

4. Evaluation Criteria

The PPA intends to award one or more contract(s) to the Engineer(s) who best demonstrates the level of experience, skill and competence required to perform the services called for in this RFP in the most efficient, cost-effective, and professional manner, thereby presenting the greatest value to the PPA. The evaluation committee will review the proposals against the following criteria:

- 4.1 **Project Understanding.** Clear understanding of the Engineer's roles and responsibilities, project goals, program requirements, work plan, and timeline. 20%
- 4.2 **Engineer's Experience:** Demonstrated prior experience in providing Structural Engineering and design services, handling similar types of projects, as confirmed by references. Experience of a successful track record with similar, local agencies, and a working knowledge of City of Philadelphia requirements. Ability to meet time deadlines. Ability to perform independently. 25%
- 4.3 **Key Personnel.** Quality of staff, prior experience, and commitment of the firm's principal leadership to the PPA's projects. 25%
- 4.4 **Best Value for the PPA:** Proposals that reflect demonstrated competency with competitive proposed billing rates for services. 30%

5. Reservation of Rights

By submitting a proposal in response to this RFP, a Respondent affirmatively acknowledges: (i) its acceptance of the terms and conditions of this RFP; (ii) the PPA may exercise in its sole discretion the following rights; and (iii) the PPA may exercise the following rights at any time and without notice to any Applicant.

1. to reject any and all responses;
2. to supplement, amend, substitute, modify or re-issue the RFP with terms and conditions materially different from those set forth here;
3. to cancel this RFP with or without issuing another RFP;
4. to extend the time period for responding to this RFP;
5. to solicit new proposals;
6. to conduct personal interviews with any Respondent to assess compliance with the selection criteria;
7. to request additional material, clarification, confirmation or modification of any information in any and all proposals;
8. to negotiate any aspect of a proposal, including price;
9. to terminate negotiations regarding any and all proposals at any time;
10. to expressly waive any defect or technicality in any proposal;
11. to rescind a selection prior to contract execution if the PPA determines that the proposal does not conform to the specifications of this RFP;
12. to rescind a selection prior to contract execution if the PPA determines that the specifications contained in this RFP are not in conformity with law or that the process in selection of a proposal was not in conformity with law or with the legal obligations of the PPA;
13. to not appropriate funding as a result of this RFP, or to appropriate funding only in part.
14. in the event a contract is awarded, the successful Applicant or Applicants shall procure and maintain during the life of the contract, all insurances in an amount to be determined prior to the award of any contract;
15. in the event a contract is awarded, all Applicants agree to perform their services as an independent contractor and not as an employee or agent of the PPA;
16. in the event a contract is awarded, all Applicants agree that no portion of performance of the contract shall be subcontracted without the prior written approval of the PPA; and
17. each Applicant agrees to indemnify, protect and hold harmless the PPA from any and all losses, injuries, expenses, demands and claims against the PPA or the City of Philadelphia sustained or alleged to have been sustained in connection with or resulting from (i) the submission of the Applicant's proposal; (ii) the delivery by the Applicant to the PPA of any other documents or information; and (iii) any other conduct undertaken by the Applicant in furtherance of or in relation to the Applicant's proposal. Each Applicant agrees that its duty to indemnify and hold harmless shall not be limited to the terms of any liability insurance, if any, required under this RFP or subsequent contract.

6. Standard Contract and Insurances

A sample of the PPA standard contract is attached as Exhibit E. Please review the contract carefully. Any exceptions or requested changes to the contract must be clearly noted in the proposal in order to be considered.

The Engineer must be willing to work pursuant to the PPA's contract terms and conditions which include, without limitation, non-discrimination requirements, indemnification of the PPA, and insurance requirements (Exhibit F). The successful respondent(s) will be required to procure and maintain, at its sole cost and expense, the types and minimum limits of insurance as described in Exhibit F, on the terms specified; provided, however, that the Authority may, at its sole discretion, establish different minimum limits based on the final scope of work for the project.

7. MBE/WBE/DBE/DSE PARTICIPATION

The Philadelphia Parking Authority strongly encourages the meaningful participation of Disadvantaged Minority Business Enterprises ("M-DBE"), Disadvantaged Women Business Enterprises ("W-DBE") and Disadvantaged Disabled Business Enterprises ("DS-DBE").

The Philadelphia Parking Authority requires that each respondent submit as part of its proposal either a "Solicitation for Participation Form" or a "Request for a Waiver". The Philadelphia Parking Authority requests that prospective responder's actively seek qualified M-DBE/W-DBE/DS-DBE firms to participate in this proposal opportunity.

A copy of the "Solicitation for Participation Form" is included in this RFP as Exhibit "D".

A copy of a "Request for Waiver" can be obtained by calling Mr. Michael McKeown at (215) 683-9661.

Failure to submit a completed Solicitation for Participation Form or a Request for Waiver may result in the rejection of the proposal.

The selected Engineer will be required to submit copies of signed contracts with M-DBE/W-DBE/DS-DBE sub-consultant firms to Michael McKeown, The Philadelphia Parking Authority, Mellon Independence Center, 701 Market Street, Suite 5400, Philadelphia, PA 19106, prior to requesting payment for work performed by said sub-consultant firms.

The Philadelphia Parking Authority has established the following participation goals for this RFP:

On-Call Structural Engineering Services

M-DBE: 10%-15%

W-DBE: 5%- 10%

DS-DBE: 2%-5%

**Request for Proposals
On-Call Structural Engineering Services
RFP 14-09**

**Exhibit A
Submittal Checklist**

Cover Letter

Table of Contents

Project Understanding

Project Approach

Qualifications and Experience

Key Personnel

References

Attachments:

PPA Conflict of Interest Form

Solicitation for Participation Form OR Request for Waiver

Fee Proposal (Separate Envelope)

**Request for Proposals
On-Call Structural Engineering Services
RFP # 14-09**

**Exhibit B
Description of Services**

A. Assignments

The exact assignments have not yet been determined, but will be decided by the Philadelphia Parking Authority (PPA) when the services are required. The assignments will consist of Structural Engineering consulting and design services for various proposed improvements.

The successful respondent(s) will be expected to begin work on any assignment within seven calendar days, and to work diligently to complete the work in a timely manner.

B. Types of Facilities

The areas of the work will include primarily parking garage structures, but might extend to various retail concession spaces, maintenance facilities, surface parking lots, administrative offices, or various other miscellaneous facilities.

C. Typical Services

Advisory Services

1. Inspections of existing structures to determine their condition and needed repairs.
2. Evaluations to establish detailed work programs for specific proposed projects.
3. Cost estimating of needed repairs or improvements.
4. Rendering of technical advisory and consulting expertise to the PPA on an as-needed basis in connection with existing and proposed facilities.
5. Review of third party plans such as adjacent owners or proposed tenant improvements, and an analysis of their impact on PPA properties, structures, operations, and aesthetics.

Design Services

1. Provide Structural Engineering design services for construction projects. This includes the preparation of contract drawings, specifications, bid documents (four part bidding), and cost estimates for various projects to be assigned by the PPA.
2. Conduct field surveys of existing facilities affected by the work and that work's impact on other planned or current projects at the site.
3. Attend meetings and consultations with the Deputy Executive Director and his/her staff, as requested. Coordinate work with other consultants under contract to the PPA.

Coordination

Attend meetings with the PPA's staff, consultants, and contractors as required.

Construction Phase Administration and Observation

When requested, review the contractor(s) monthly invoices against work progress, and execute monthly AIA G702 forms, and make written recommendations for construction progress payments.

D. Personnel

The successful respondent(s) shall employ on its staff permanent, experienced professionals to manage the work of this contract. Sub-consultants may be used for a portion of the work; however, the successful respondent must demonstrate the technical leadership and overall responsibility for each assignment.

E. Offices

The successful respondent(s) shall maintain an office and legal address in the Philadelphia metropolitan region. Accordingly, the successful respondent(s) must be familiar with typical parking operations and with applicable Philadelphia building codes with respect to projects.

F. Other Consultants

When it is determined that an assignment requires the participation of other consultants, the PPA may assign another consultant who is under contract to the PPA. The successful respondent(s), On-call Engineer(s) will be expected to fully cooperate in any joint efforts that may be required. For any related specialized services for which the On-call Engineer(s) are not qualified, and for which the PPA does not have a qualified consultant under contract, the On-call Engineer(s) may be asked to hire the appropriate consultants as sub-consultants.

G. Sub-consultants

The On-call Engineer(s) are expected to assemble a project team that will have the necessary expertise to accomplish all of the types of work listed above, consisting of employees of the successful respondent(s) and possibly, qualified sub-consultants.

H. Project Manager

The On-call Engineer(s) shall appoint a project manager who will be the point of contact for all PPA assignments. Such assignment shall be subject to approval by the PPA.

EXHIBIT "C"

Conflict of Interest Policy

The Philadelphia Parking Authority ("Authority") is a public body corporate and politic, exercising public powers of the Commonwealth of Pennsylvania as an agency of the Commonwealth. As an agency charged with enforcement of the law, and with the implementation of many public projects, the Authority must strive to ensure that its actions, as well as those of its directors, officers, employees, legal counsel, consultants, and independent contractors are ethical, honest, and above board. The integrity and good reputation of the Authority are crucial elements of its Mission Statement. Therefore, the Authority's Board of Directors, for themselves and for the directors, officers, employees, legal counsel, consultants, and independent contractors of the Authority, has adopted this Conflict of Interest Policy designed to preclude any material conflict of interest or impropriety with respect to the duties and activities of such persons or entities relating to the Authority.

A. **DEFINITIONS.** The following words and phrases when used in this Policy shall have, unless the context clearly indicates otherwise, the following meaning:

1. **"Disclosure."** A full written account of any actual or potential Adverse Interest.

2. **"Adverse Interest."** The disposition of a Covered Person who:

- a) Has a personal or extracurricular financial interest in a Project;
- b) Has a member of the immediate family or immediate family of their spouse or domestic partner who has a personal or extracurricular financial interest in a Project;
- c) Has an employer-employee, partnership, agency, lender or borrower, fiduciary, legal, or beneficiary ownership relationship with a party financially interested in a Project;
or
- d) Might reasonably be expected to be influenced in the discharge of the Covered Person's official duties with the Authority, by the Authority's role in any portion of any Project.

3. **"Covered Person."** Any Member, director, officer, employee, legal counsel, consultant, auditor, or independent contractor who acts or seeks to act at the direction of the Authority or on the Authority's behalf.

4. **"Project."** Any initiative, procurement, endeavor, transaction, activity or legal matter to which the Authority has any interest.

5. **"Board."** The duly appointed and serving body comprised of the Members of the Board of Directors of The Philadelphia Parking Authority.

6. **"Member."** Any individual having been duly appointed and currently serving as prescribed by the Act of 2001, June 19, P.L. 287, No. 22, as amended, on the Board.

7. **"Immediate Family."** Spouse or domestic partner, Parent, Grandparent, Great-Grandparent, Great-Great Grandparent, Children, Siblings (including "half" and step-siblings), Uncles/Aunts, Grand Uncles/Aunts, Grandchildren, Nephews/Nieces, First Cousins, Great-Grandchildren, Grand Nephews/Nieces.

B. STATEMENT OF POLICY.

1) **Policy Statement.** In conducting official Authority duties any Covered Person shall be held to the standards of ethics, loyalty, honesty, integrity and fair dealing described herein' and shall at all times act in the best interest of the Authority.

2) **Disclosure of Conflict of Interest.**

- (a) A Covered Person, other than a Member, who has an Adverse Interest in any Project, shall complete the required Disclosure as to the nature and extent of the Adverse Interest and deliver it to the Executive Director of the Authority, or, if the Executive Director has or is believed to have an Adverse Interest, to the Chairman of the Board, and must abstain from any deliberations or decision making process in any manner related to that Project, all as more fully set forth in Section 3 below.
- (b) In the event that the Executive Director receives a Disclosure or that the Executive Director has an Adverse Interest, the required Disclosure shall be reported to the Board at the first immediately following regularly scheduled or intervening special, Board meeting.
- (c) A Member who has an Adverse Interest in any Project, shall complete the required Disclosure as to the nature and extent of the Adverse Interest and present that Disclosure to the Chairman of the Board or, if the Chairman has or is believed to have an Adverse Interest, to the Secretary of the Board, at the first immediately following regularly scheduled, or intervening special, Board meeting.
- (d) In the event that the appearance of propriety or prudent management dictates that a Disclosure to the Board be made sooner than the first immediately following regularly scheduled, or intervening special, Board meeting, the Disclosure shall be made immediately to the Chairman, or otherwise ranking Member believed to have no Adverse Interest in the subject matter of the Disclosure.
- (e) The Executive Director or Board shall take such action which is necessary in light of the facts revealed by the Disclosure to avoid a conflict of interest or impropriety with regard to a Project
- (f) The Disclosure, and the action by the Board, shall be made a part of the minutes at the next regular, or intervening special, Board meeting.
- (g) In the event any Covered Person is uncertain as to whether he, she or it has an Adverse Interest under Section B(2) above, such Covered Person shall make a full Disclosure concerning the potential conflict of interest to the Executive Director of the Authority,

or, if the Executive Director has or is believed to have an Adverse Interest, to the Chairman of the Board or otherwise ranking Member believed to have no Adverse Interest in the subject matter of the Disclosure.

3) **Obligation to Abstain in the Event of an Adverse Interest.** In the event of any Adverse interest requiring Disclosure by a Covered Person under Section 2 above, such Covered Person after first having disclosed the Adverse Interest as described above, shall:

- (a) Refrain from participating in any deliberations related to the subject matter of the Disclosure;
- (b) In the case of a Member, abstain from voting on or lobbying on behalf of any matter related to the subject matter of the Disclosure; and
- (c) At the request of the Chairman, or ranking Member having no Adverse Interest in the subject matter of the Disclosure, leave the meeting room during the Board's deliberation and vote regarding any matter related to the subject matter of the Disclosure.

4) **Prohibited Activities.**

- (a) No Member, director, officer, or employee of the Authority may solicit, accept or receive from a person, firm, corporation or other business or professional entity or organization a gift, loan, gratuity, favor or service in excess of \$250.00 per annum without prior approval, that might reasonably influence his or her position in the discharge of his or her official duties concerning a project or any other activities of the Authority. However, acceptance of food, refreshment of nominal value on infrequent occasions in the ordinary course of a luncheon or dinner meeting or other meeting shall not be deemed a "gift, loan, gratuity, favor or service" for purposes of this section.
- (b) No Covered Person may directly or indirectly use for personal gain any information not available to the public concerning a Project which comes to him, her or it as a result of affiliation with the Authority, nor may such person or entity provide that information to others not expressly authorized in advance by the Board to receive such information
- (c) No director, officer or employee shall engage in any employment, consulting, advisory or similar activity which is in material conflict with the interest of the Authority.

5) **Communication and Affirmation of Policy.**

- (a) The Authority shall deliver a copy of this Conflict of Interest Policy to every Covered Person. A copy of this policy, or a summary thereof, shall be included in the documentation of each proposed Project.
- (b) Each Covered Person shall deliver to the Executive Director of the Authority positive written affirmation of adherence to the Conflict of Interest Policy by executing the Acknowledgment and acceptance of the Policy.

- (c) Each Covered Person that attends, on average, four (4) or more Board Meetings each fiscal year shall provide to the Authority's Executive Director a copy of an annual Financial Interest Disclosure Statement in the form then required by the Authority, and which may be in addition to any requirements of Pennsylvania's Public Official and Employee Ethics Act, which this Policy is intended to supplement.
- (d) Any candidate for appointment to the Board shall be given a copy of this policy in advance of appointment and shall affirm his or her support. of it prior to appointment; and any newly appointed, retained or hired Covered Person shall be advised, prior to appointment, hiring or retention, of this policy and each shall affirm his or her or its support thereof prior to appointment, hiring or retention, of this policy and each shall affirm his or her or its support thereof prior to appointment, hiring or retention.

6) **Remedies.**

The failure to make any required Disclosure under this policy or any other breach of this policy is grounds for disciplinary action by the Authority against the Covered Person, which disciplinary action may include removal from the Board or termination of the individual's employment, consulting or other contract or arrangement, and is grounds for disapproval of an application or rescission of a Project by the Authority. The remedies provided herein shall be in addition to any other legal remedies available to the Authority.

Acknowledgment and Acceptance of Conflict of Interest Policy

_____ I have read and understand the Conflict of Interest Policy. I acknowledge that there are no current Projects, which do or may represent an Adverse Interest as defined in the Conflict of Interest Policy of which I have not provided proper notice as required by law and/or this Conflict of Interest Policy. Further, I acknowledge that I must make a Disclosure to the Executive Director or as otherwise set forth in Section B(2) of the Conflict of Interest Policy, of any Project which might be covered by the Conflict of Interest Policy. Finally, I understand that failure to comply with the Conflict of Interest Policy will damage the Authority and its activities, and the remedies set forth in the Conflict of Interest Policy are appropriate.

Date: _____

Print Name: _____

Signature: _____

Name/Company: _____

**SOLICITATION FOR PARTICIPATION AND COMMITMENT
FORM (BIDS)
DISADVANTAGED BLACK (B-DBE), DISABLED (DS-DBE), MINORITY (M-DBE),
AND WOMEN (W-DBE) OWNED BUSINESSES**

**THE PHILADELPHIA PARKING AUTHORITY
MINORITY AND DISADVANTAGED BUSINESS
PARTICIPATION PROGRAM**

Bid Number	Name of Bidder	Date of Bid Opening	No. of Copies Submitted Page ___ of ___
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See Instructions: Complete one or more forms for each type of disadvantaged business participation required: check one: DS-DBE M-DBE W-DBE B-DBE

For the type of disadvantaged business checked, list below all the certified firms that were solicited whether or not a commitment was made.
Photocopy this form as necessary.

Disadvantaged Business Information	Type of Work or Materials	Date Solicited		Commitment Made		Give reason(s) if no commitment made or no quote received:
		Phone	Mail	Yes (Date)	No	
Company Name						
Address						
Contact Name		Quote Received		Am't Committed		
Telephone No.		Yes	No	\$ _____	<i>percentage of total bid</i>	
Fax No.						
MBEC Certification No.						
Disadvantaged Business Information	Type of Work or Materials	Date Solicited		Commitment Made		Give reason(s) if no commitment made or no quote received:
Company Name		Phone	Mail	Yes (Date)	No	
Address						
Contact Name		Quote Received		Am't Committed		
Telephone No.		Yes	No	\$ _____	<i>percentage of total bid</i>	
Fax No.						
MBEC Certification No.						

Disadvantaged Business Information		Type of Work or Materials		Date Solicited		Commitment Made		Give reason(s) if no commitment made or no quote received:		
Company Name				Phone		Yes (Date)				
Address				Mail		No				Am't Committed to
Contact Name				Quote Received						
Telephone No.				Yes		No				
MBEC Certification No.								\$ % <i>percentage of total bid</i>		
Disadvantaged Business Information		Type of Work or Materials		Date Solicited		Commitment Made		Give reason(s) if no commitment made or no quote received:		
Company Name				Phone		Yes (Date)				
Address				Mail		No				Am't Committed to
Contact Name				Quote Received						
Telephone No.				Yes		No				
MBEC Certification No.								\$ % <i>percentage of total bid</i>		
Disadvantaged Business Information		Type of Work or Materials		Date Solicited		Commitment Made		Give reason(s) if no commitment made or no quote received:		
Company Name				Phone		Yes (Date)				
Address				Mail		No				Am't Committed to
Contact Name				Quote Received						
Telephone No.				Yes		No				
MBEC Certification No.								\$ % <i>percentage of total bid</i>		

EXHIBIT "E"
**AGREEMENT FOR CONSULTING
SERVICES BY AND BETWEEN
THE PHILADELPHIA PARKING AUTHORITY
AND
ENGINEER**

Contract No. _____

THIS AGREEMENT effective as of the ____ day of _____, 2014 by and between **The Philadelphia Parking Authority**, an agency of the Commonwealth of Pennsylvania and a body corporate and politic, with its principal address at 701 Market Street, Suite 5400, Philadelphia, PA 19106 (the "**Authority**") and _____, a (individual, partnership, corporation), with a principal address at _____ ("**Consultant**").

WITNESSETH:

WHEREAS, the Authority, a public body corporate and politic organized and existing under the Act of 2001, June 19, P.L. 287, No. 22, as amended;

WHEREAS, the Authority, in the public interest, desires to obtain high quality professional services to effectively represent the interests of the Authority;

WHEREAS, the Authority desires to engage Consultant to render professional services in connection with certain matters related to structural engineering professional services on an as needed or on-call basis, subject to the terms and conditions set forth herein; and

WHEREAS, Consultant hereby agrees to furnish the Authority with structural engineering professional services as hereinafter described.

NOW, THEREFORE, in consideration of the covenants and conditions contained herein, intending to be legally bound, the parties hereto hereby agree as follows:

1. SCOPE OF SERVICES.

The Authority hereby engages and Consultant hereby agrees to perform the following consulting services ("Services"):

A. To provide structural engineering professional services consistent with Consultant's (month) __, 2014 Proposal, a true and correct copy of which is attached hereto as Exhibit "A" and incorporated herein by reference, for the Authority's various facilities located in the City of Philadelphia, in a manner consistent with the instructions of the Authority's Executive Director or his designee;

B. To perform high quality professional services in the most cost effective manner utilizing personnel at the level of competence required relative to the nature of the work, and to follow all applicable federal, state, or local laws; and

C. It is understood that the Authority shall have the absolute discretion to accept, reject or modify any proposal or offer which Consultant may bring to the Authority's attention during the term of this Agreement.

2. TERM.

The Term of this Agreement shall be three (3) calendar years and shall commence on the date first written above and shall expire automatically and without notice on the three year anniversary date. The term of this Agreement may be extended by additional one-year term extensions, at the sole option of the Authority, by written mutual Addendum to this Agreement.

3. CONSIDERATION AND PAYMENT.

A. As an On-call contract, there is no minimum monetary amount specified under this contract. The Authority does not guarantee that Consultant will receive an assignment during the course of the contract. For all basic services performed under this Agreement, the compensation amount will be in accordance with pre-approved work orders, at the agreed hourly billing rates listed in Exhibit "A", and any sub-consultant or contractor costs. The Authority will only reimburse Consultant for actual out-of-pocket direct expenses. Any additional pre-approved services shall also be billed at the rate outlined in Consultants proposal attached hereto as Exhibit "A". All basic and additional services must be approved in writing and in advance by the Authority.

B. Consultant shall invoice the Authority monthly, commencing with the execution of this Agreement, on the basis of the Services performed by Consultant during the preceding month. All invoices shall be in form and substance acceptable to the Authority and shall include costs for the Services and approved reimbursable expenses. No late fees, penalties, or interest may be assessed against the Authority for late payments. All invoices shall be submitted to:

Richard Dickson
Deputy Executive Director
The Philadelphia Parking Authority
701 Market Street, 2nd Floor
Philadelphia, PA 19106

4. NO SOLICITATION/CONFLICTS OF INTEREST.

A. Consultant does hereby warrant and represent that the laws of the Commonwealth of Pennsylvania have not been violated as they relate to the procurement or performance of this Agreement by any conduct, including payment or giving of any fee, commission, compensation, gift, gratuity or consideration of any kind, directly or indirectly to any Authority employee, officer or Consultant.

B. To the best of Consultant's knowledge, no Authority member or officer, and no employee of the Authority has any interest (whether contractual, non-contractual, financial or otherwise) in this transaction or in the business of Consultant. If such transaction comes to the knowledge of the Consultant at any time, a full and complete disclosure of such information shall be made to the Authority.

C. Consultant hereby acknowledges receipt and acceptance of the Authority's Conflict of Interest Policy.

5. INABILITY OF CONSULTANT TO PERFORM.

The inability of Consultant to perform or provide the Services under this Agreement, for any reason, shall automatically terminate this Agreement, whereupon all liabilities or obligations for payment hereunder shall terminate as of the date of such termination.

6. TERMINATION FOR CONVENIENCE OF AUTHORITY.

The Authority and Consultant agree that this Agreement may be terminated by the Authority with or without cause upon ten (10) days notice in writing by the Authority to Consultant. If the Agreement is terminated by the Authority, as provided herein, Consultant will be paid any compensation outstanding for the Services satisfactorily performed pursuant to Section 1 herein for the period prior to the date of termination. In such event, all memoranda, records, data, information and other documents prepared by Consultant shall become the property of the Authority and shall be forthwith delivered to the Authority. The payments to be made to Consultant hereunder are the Consultants sole remedy and right with respect to termination under this paragraph.

7. GENERAL TERMS AND CONDITIONS.

A. Confidential Matters.

Consultant agrees that it will treat as confidential any information or document from the files of the Authority, including without limitation any information relating to the Authority's software or hardware products, business or financial affairs and information disclosed orally and identified as confidential, which may come into their possession in pursuit of its duties under this Agreement.

B. Maintenance of Records.

Consultant understands that certain records related to this Agreement may be public records pursuant to Pennsylvania's Right-to-Know Law and Consultant must duly comply with demands made through the Authority for such records. 65 P.S. 67.101. Regardless of the impact of the Right-to-Know Law, Consultant shall maintain all data, records, memoranda, statements of services rendered, correspondence and copies thereof, in adequate form, detail and arrangement, for the Authority's benefit for a minimum of seven (7) years following the termination or expiration of this Agreement. Thereafter, Consultant shall contact the Authority before disposing of any such materials and the Authority may direct that some or all of such materials be delivered to the Authority.

C. Assignment.

This Agreement may not be transferred or assigned by Consultant without the prior written consent of the Authority which consent may be withheld in the sole discretion of the Authority, any transfer or assignment made without the prior written consent of the Authority shall be void.

D. Non-Discrimination.

Consultant agrees to abide by all legal provisions regarding non-discrimination in hiring and contracting made applicable by federal, state and local laws.

E. Notices.

Any notice or demand given by one party to the other under this Agreement shall be in writing and served by nationally recognized overnight courier service or sent by United States certified or registered mail return receipt requested, postage prepaid, or by overnight express delivery service or by courier service, against written receipt or signed proof of delivery addressed to the other party at the address set forth below, unless a party shall have provided written notice to the other identifying a new address for notice:

The Authority:

The Philadelphia Parking Authority
701 Market Street, Suite 5400
Philadelphia, PA 19106
Attn: Dennis G Weldon, Jr.
General Counsel

Consultant:

All notices shall be deemed given on the day after the notice was given to the courier or Postal service.

F. Captions.

The captions in this Agreement are for convenience only and are not a part of this Agreement and do not in any way define, limit, describe or amplify the terms and provisions of this Agreement or the scope or intent thereof.

G. General Indemnity.

Consultant, for itself, its successors, assigns, agents, and sub-contractors hereby agrees to indemnify, defend, hold harmless and defend The Philadelphia Parking Authority, The City of Philadelphia, and The Commonwealth of Pennsylvania and their agents, employees, representatives, officers and directors (the Indemnified Parties) from and against any and all liability for loss losses, (including those related to business interruption), damage (including special, consequential and incidental) liabilities, claims, demands, causes of action or expense (including attorney's fees and expenses) for which the Indemnified Parties may be held liable by reason of injury (including death or workers compensation) to any person (including Consultant's employees) or damage to any property of whatsoever kind or nature arising out of or in any manner connected with the work to be performed for the Indemnified Parties (including, but not limited to, work performed under this contract, work performed under Change Order, or any such other work performed for or on behalf of the Indemnified Parties), whether or not due in whole or in part to any act, omission, or negligence of the Indemnified Parties or any of their agents, employees, representatives, officers, directors, stockholders, subcontractors, third parties or parent, subsidiary and affiliated companies, whether known or unknown to the Indemnified Parties or Consultant. It is expressly understood and agreed that the indemnity contained in this paragraph covers claims by Consultant's employees. It is further expressly agreed that Consultant assumes the fullest extent of all obligations to indemnify and defend all parties whom the Indemnified Parties are obligated to indemnify and defend in the Indemnified Parties contract with others (whether or not such obligations may extend to items beyond those addressed in this Agreement). This obligation to indemnify, defend and hold harmless shall survive termination of this Agreement.

H. Conflicting Provisions.

This Agreement contains the entire agreement of the parties with respect to the matter covered by this Agreement. No other agreement, statement, representation, understanding or promise made by any party or by any employee, officer or agent of any party, that is not contained in this Agreement, shall be binding or valid. Any revisions, additions, and/or modifications of this Agreement must be set forth in writing and signed by all parties. In the event that any provision(s) of this Agreement conflict with any provision(s) of Exhibit "A" attached hereto, the provision(s) of this Agreement shall in all events control.

I. Entire Agreement.

This Agreement contains the entire agreement of the parties with respect to the matter covered by this Agreement. No other agreement, statement, representation, understanding or promise made by any party or by any employee, officer, or agent or any party, that is contained in this Agreement, shall be binding or valid. Any revisions, additions, and/or modifications of this Agreement must be set forth in writing and signed by all parties.

J. Risk of Loss.

In the event any portion of this Agreement requires the delivery of goods to the Authority, the risk of loss for such goods shall not pass to the Authority until received and accepted by the designated Authority representative.

K. Specific Proposals.

It is understood that the Authority shall have the absolute discretion to accept, reject or modify any proposal or offer which Consultant may bring to the Authority's attention during the term of this Agreement. The Authority may direct that Consultant suspend or modify any of its collection activities or methods related to this Agreement at any time.

L. Applicable Law and Venue.

All disputes arising in connection with this Agreement shall be interpreted and governed by the laws of the Commonwealth of Pennsylvania. The parties hereto irrevocably consent to the exclusive jurisdiction of the First Judicial District of Pennsylvania, being the Philadelphia Court of Common Pleas.

M. Taxes.

1. Consultant hereby certifies that neither it, nor any of its parent or subsidiary entities, is delinquent or overdue in the payment of any tax or fee to the City or County of Philadelphia or the Commonwealth of Pennsylvania. Consultant also certifies that its Philadelphia Business Privilege Tax ID. No. is: _____. Consultant further certifies that its Federal Tax ID. No. is: _____.

2. As an agency of the Commonwealth of Pennsylvania, and a local government agency, the Authority is exempt from the payment of state and local sales and use and other taxes on material, equipment or other personal property. Consultant agrees that the fees, prices or rates stated in this Agreement (1) do not include any state or local taxes, surcharges or fees on the Authority in

connection with this transaction, and (2) do include all other applicable taxes for which Consultant is liable. In the event Consultant s performance under this Agreement creates a tax liability, such taxes, including but not limited to, real estate taxes, school taxes, use & occupancy taxes, and sales taxes shall be the sole obligation of Consultant, and Consultant shall maintain current accounts as to the payment of such taxes and be liable over to the Authority for any taxes assesses against the Authority as a result of Consultants performance under this Agreement.

N. Waiver.

No term or provision hereof shall be deemed waived by the parties unless such waiver or consent shall be in writing signed by both parties. No breach shall be excused unless it is in writing signed by the non-breaching party.

**SIGNATURE
PAGE
TO
FOLLOW**

IN WITNESS WHEREOF, and intending to be legally bound pursuant to the Uniform Written Obligations Act, 33 P.S. 6, the parties have set their hands and seals on the date first above written.

The Philadelphia Parking Authority

Attest: _____

Print Name: _____

Print Title: _____

By: _____

Vincent J. Fenerty, Jr.
Executive Director

APPROVED AS TO FORM

By: _____

General Counsel's Office

Consultant: _____

Witness: _____

Print Name: _____

Print Title: _____

By: _____

Print Name: _____

Print Title: _____

EXHIBIT "F"
THE PHILADELPHIA PARKING AUTHORITY
INSURANCE AND INDEMNIFICATION REQUIREMENTS

RE: On-Call Structural Engineering Services for the Philadelphia Parking Authority

PAGE 1 OF 4

Prior to commencement of the contract and until completion of your work, _____ shall, at its sole expense, maintain the following insurance on it's own behalf, with an insurance company or companies having an A.M. Best Rating of "A-: Class VII" or better, and furnish to The Philadelphia Parking Authority Certificates of Insurance evidencing same. Coverage must be written on an "occurrence" basis (exception – professional and environmental/pollution liability may be written on a "claims-made basis) and shall be maintained without interruption through the entire period of this agreement.

1. Workers' Compensation and Employers Liability: in the State in which the work is to be performed and elsewhere as may be required and shall include, where applicable, U.S. Longshoremen's and Harbor Workers' Coverage.

- a) Workers' Compensation Coverage: Statutory Requirements
- b) Employers Liability Limits not less than:

Bodily Injury by Accident:	\$500,000 Each Accident
Bodily Injury by Disease:	\$500,000 Each Employee
Bodily Injury by Disease:	\$500,000 Policy Limit

2. Commercial General Liability: including Premises-Operations, Independent Contractors, Products/Completed Operation, Broad Form Property Damage, Contractual Liability (including Liability for Employee Injury assumed under a Contract), and Personal Injury Coverage.

- a) Occurrence Form with the following limits:

(1) General Aggregate:	\$2,000,000
(2) Products/Completed Operations Aggregate:	\$1,000,000
(3) Each Occurrence:	\$1,000,000
(4) Personal and Advertising Injury:	\$1,000,000
(5) Fire Damage (any one fire):	\$ 50,000
(6) Medical Expense (any one person):	\$ 10,000

- b) General Aggregate must apply on a Per Location Basis

- c) Owner must be named as additional insured as shown in requirement #9.

3. Automobile Liability: (Note: if no owned vehicles, show at least hired and non owned coverage)

- a) Coverage to include:

- (1) All Owned, Hired and Non-Owned Vehicles
- (2) Contractual Liability Coverage (including Liability for Employee Injury assumed under a Contract)

- b) Per Accident Combined Single Limit: \$1,000,000

- c) Owner must be named as additional insured as shown in requirement #9.

THE PHILADELPHIA PARKING AUTHORITY
INSURANCE AND INDEMNIFICATION REQUIREMENTS

PAGE 2 OF 4

4. Excess / Umbrella Liability Insurance with a minimum acceptable limit of coverage of \$5,000,000 (or the final limit decided to be appropriate) per occurrence and aggregate. Such coverage shall be excess of the general liability insurance, business auto liability insurance, and employers liability as required by this contract. Owner must be named as additional insured as shown in requirement #9.
5. Professional (E&O) Liability Insurance with minimum acceptable limits of \$1,000,000 per claim, \$2,000,000 aggregate. Claims-made is acceptable.
6. If any work involves or includes handling, transporting, disposing or performing work or operations with hazardous substances or constituents, contaminants, waste, toxic materials, or any potential pollutants – Environmental/Pollution Liability Insurance with minimum acceptable limits of \$3,000,000 per occurrence. Owner must be named as additional insured as shown in requirement #9. Claims-made is acceptable.
7. Deductibles or Self Insured Retention's: "if applicable"
None of the policies of insurance required by this agreement shall contain deductibles or self-insured retention's in excess of \$25,000. _____ is responsible to pay any and all deductibles and/or self-insured retentions that may apply to the required insurance.
8. Financial Rating of Insurance Companies:
 - a) A.M. Best Rating: A- (Excellent) or Higher
 - b) A.M. Best Financial Size Category: Class VII or Higher
9. The Philadelphia Parking Authority, The City of Philadelphia, The Commonwealth of Pennsylvania its agents, employees, representatives, officers and directors individually and collectively, shall be added as ADDITIONAL INSUREDS on the policies as noted above even for claims regarding their Sole Negligence. _____'s coverage shall be primary and non-contributory to any other coverage available to Philadelphia Parking Authority, including, without limitation, coverage maintained by Philadelphia Parking Authority wherein Philadelphia Parking Authority is named insured, and that no act of omission shall invalidate the coverage.

THE PHILADELPHIA PARKING AUTHORITY
INSURANCE AND INDEMNIFICATION REQUIREMENTS

PAGE 3 OF 4

10. It is agreed that _____ insurance will not be cancelled, materially changed or non-renewed without at least thirty (30) days written notice to The Philadelphia Parking Authority, 701 Market Street, Suite 5400, Philadelphia, PA 19106, by Certified Mail-Return Receipt Requested.
11. Waiver of Rights of Recovery and Waiver of Rights of Subrogation:
- a) _____ waives all rights of recovery against The Philadelphia Parking Authority and all additional Insureds for loss or damage covered by any of the insurance maintained by _____ pursuant to this Contract.
 - b) _____ and its respective insurance carriers hereby waive all rights of subrogation against The Philadelphia Parking Authority and all additional insureds for loss or damage covered by any of the insurance maintained by _____ Pursuant to this contract.
 - c) If any of the policies of insurance required under this Contract require an endorsement to provide for the waiver of subrogation set forth in b, above, then the named insured's of such policies will cause them to be endorsed.
12. The amount of insurance provided in the aforementioned insurance coverages, shall not be construed to be a limitation of the liability on the part of the _____.
- None of the requirements contained herein as to the types, limits, or Philadelphia Parking Authority's approval of insurance coverage to be maintained by _____ are intended to and shall not in any manner, limit, qualify, or quantify the liabilities and obligations assumed by _____ under the Contract Documents, any other agreement with _____, or otherwise provided by law.
13. Any type of insurance or any increase in limits of liability not described above which the Authority requires for its own protection or on account of statue shall be its own responsibility and at its own expense.
14. The carrying of insurance shall in no way be interpreted as relieving _____ of any responsibility or liability under the contract.
15. Prior to the commencement of work or use of premises, _____ shall file Certificates of Insurance with The Philadelphia Parking Authority, which shall be subject to The Philadelphia Parking Authority's approval of adequacy of protection and the satisfactory character of the insurer. The Certificates of Insurance should be mailed within five days of receipt of these insurance requirements to The Philadelphia Parking Authority, 701 Market Street, Suite 5400, Philadelphia, PA 19106, regardless of when your work will start. Project description and Job Number must be shown on the Certificate of Insurance.

In the event of a failure of _____ to furnish and maintain said insurance and to furnish satisfactory evidence thereof, The Philadelphia Parking Authority shall have the right (but not the obligation) to take out and maintain the same for all parties on behalf of _____ who agrees to furnish all necessary information thereof and to pay the cost thereof to The Philadelphia Parking Authority immediately upon presentation of an invoice.

THE PHILADELPHIA PARKING AUTHORITY
INSURANCE AND INDEMNIFICATION REQUIREMENTS

PAGE 4 OF 4

16. Failure of _____ to obtain and maintain the required insurance shall constitute a breach of contract and _____ will be liable to the Philadelphia Parking Authority for any and all cost, liabilities, damages, and penalties (including attorney's fees, court, and settlement expenses) resulting from such breach, unless the Philadelphia Parking Authority provides _____ with a written waiver of the specific insurance requirement.
17. None of the requirements contained herein as to the types, limits, or PPA's approval of insurance coverage to be maintained by _____ are intended to and shall not in any manner, limit, qualify, or quantify the liabilities and obligations assumed by _____ under the Contract Documents, any other agreement with the PPA, or otherwise provided by law.
18. _____ shall require all subcontractors (of every tier) to meet the same insurance criteria as required of _____. The subcontractor's insurance must name the PPA as additional insured. _____ shall maintain each subcontract's certificate of insurance on file and provide such information to the PPA for review upon request.
19. Failure of _____ to provide insurance as herein required or failure of PPA to require evidence of insurance or to notify _____ of any breach by _____ of the requirements of this Section shall not be deemed to be a waiver of any of the terms of the Contract Documents, nor shall they be deemed to be a waiver of the obligation of _____ to defend, indemnify, and hold harmless the indemnified parties as required herein. The obligation to procure and maintain any insurance required is a separate responsibility of _____ and independent of the duty to furnish a copy or certificate of such insurance policies.
20. _____ agrees to indemnify, hold harmless and defend The Philadelphia Parking Authority, The City of Philadelphia, The Commonwealth of Pennsylvania and their agents, employees, representatives, officers and directors (the "Indemnified Parties" individually and collectively) from and against any and all liability for loss, damage or expense for which the Indemnified Parties may be held liable by reason of injury (including death) to any person (including _____ employees/volunteers) or damage to any property of whatsoever kind or nature arising out of or in any manner connected with the activities of _____ whether or not due in whole or in part to any act, omission, or negligence of the Indemnified Parties or any of their agents, employees, representatives, officers, directors, stockholders, Subcontractors, third parties or parent, subsidiary and affiliated companies, whether known or unknown to The Philadelphia Parking Authority or _____. It is expressly understood and agreed that the indemnity contained in this paragraph covers claims by _____ employees / volunteers. It is further expressly agreed _____ assumes the fullest extent of all obligations to indemnify and defend all parties whom The Philadelphia Parking Authority is obligated to indemnify and defend in The Philadelphia Parking Authority's contract with others (whether or not such obligations may extend beyond those addressed in this Agreement.)