

PHILADELPHIA PARKING AUTHORITY

PRE-BID MEETING

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RE: BID NO. 21-24

PHILADELPHIA PARKING AUTHORITY MEETING, via telephone, taken in Old Forge, Pennsylvania 18518, beginning at 11:05 a.m., on Friday, January 21, 2022, before Marcella L. Russell, Court Reporter and Notary Public in and for the Commonwealth of Pennsylvania.

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1 A P P E A R A N C E S :

2

3 R E P R E S E N T I N G T H E P A R K I N G A U T H O R I T Y

4 P R E S E N T T E L E P H O N I C A L L Y

5 M a r y W h e e l e r , C h a i r

 S h a r o n S t e w a r t

6 S t e v e n B o c

 M e l i s s a H o c h

7 S a l L a n c e l o o t t i

 F r a n k R a g o z z i n o

8 W i l l i a m K e n d i g

 E m a n u e l R i v e r a

9 K e v i n M c C l a i n

10 A L S O P R E S E N T :

11 P R E S E N T T E L E P H O N I C A L L Y

12 S h e r r y H e r m a n , F a i t h G r o u p C o n s u l t i n g

 D a v i d P e r r i , J M T E n g i n e e r s

13 S a l l y F e r u l l o , F a c i l i t y S t r a t e g i e s

 T o d d H e l m e r , T H A C o n s u l t i n g

14 S t a c y B a r r e t t , S T V

 K a t e M c G i n n i s , K H A C o n s u l t i n g , I n c .

15 S t e p h a n i e D o y l e , A e g i s P r o p e r t y G r o u p

 J i m M c A u l i f f e , U S A A r c h i t e c t s

16 C a r l o s R a u l R o d i g u e z , C R R A r c h i t e c t

 M i c h a e l Y t t e r b e r g , M Y A r c h i t e c t u r e

17 K e v i n C a r r i g a n , T H A C o n s u l t i n g

 P a t r i c k W e l l s , D e s m a n

18 D a v i d C o l e , C o l l i e r s E n g i n e e r i n g & D e s i g n

 D a v i d S m a l l e t s , B L T A r c h i t e c t s

19 G l e n n L i t c h e n w a l n e r , W 2 A D e s i g n G r o u p

 L y n n K n i g h t , M I M A R A r c h i t e c t s & E n g i n e e r s

20 M a t t S h i n t o n , K i m l e y - H o r n A s s o c i a t e s

 B r i e H i l l , W 2 A D e s i g n G r o u p

21 K e i t h K e s n e r , C B P r o f e s s i o n a l

 M a r k D e w e y , T h o r t o n T h o m a s E d d y

22 C a m i l l e P e l u s o , P e l u s o A r c h i t e c t s

 J o h n J u d g e , D e s m a n

23 B a r b a r a J a s i o n e k , D I G r o u p A r c h i t e c t u r e

 J a m e s B l a k e , M I M A R A r c h i t e c t s & E n g i n e e r s

24 L e i l a B a h r a m i , C H P l a n n i n g C o m p a n y

25

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MS. WHEELER: Let's get started. Thank
3 you, everyone, for calling in today. This is
4 the preproposal meeting for RFP No. 21-24,
5 On-Call Architectural/Engineering and
6 Professional Services.

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My name is Mary Wheeler. I'm the
director of procurement for the Philadelphia
Parking Authority acting contractor
administrator. We're going to start with
introductions. I'm going to go through PPA
staff first. I need everybody to state their
full name, spell their last name, and identify
the company that they are here representing.

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We'll start with you, Shannon.

MS. STEWART: Good morning. Shannon
Stewart, S-T-E-W-A-R-T, contract administration
for Philadelphia Parking Authority.

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MS. WHEELER: Steve Boc.

MR. BOC: Good morning. Steven C.
Boc, B-O-C, associate general counsel for the
Philadelphia Parking Authority.

23

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MS. WHEELER: Melissa.

MS. STEWART: Melissa is having audio
issues. So I will introduce Melissa. Melissa

1 Hoch, H-O-C-H, deputy manager of construction
2 management and capital products -- capital
3 projects. I apologize.

4 MS. WHEELER: All right. Sal.

5 MR. LANCELOOTTI: Yes. Good morning,
6 everyone. Sal Lancelootti,
7 L-A-N-C-E-L-O-O-T-T-I, director of off street
8 operations.

9 MS. WHEELER: Thank you.

10 Frank.

11 MR. RAGOZZINO: Yes. Sorry. Good
12 morning.

13 MS. WHEELER: Spell your last name.

14 Yes.

15 MR. RAGOZZINO: Frank Ragozzino,
16 R-A-G-O-Z-Z-I-N-O. Director of operations for
17 the Parking Authority.

18 MS. WHEELER: Okay. Thank you.

19 Will.

20 MR. KENDIG: William Kendig,
21 K-E-N-D-I-G. I'm director of construction for
22 the PPA.

23 MS. WHEELER: Thank you.

24 Manny.

25 MR. RIVERA: Good morning. Emmanuel

1 Rivera, R-I-V-E-R-A, project manager with
2 construction management capital projects for
3 the Philadelphia Parking Authority.

4 MS. WHEELER: Thank you.
5 Kevin.

6 MR. McCLAIN: Kevin McClain,
7 M-C-C-L-A-I-N, coordination manager for the
8 Parking Authority.

9 MS. WHEELER: Thank you. Are there any
10 PPA staff that I missed?

11 * * *

12 (No response.)

13 * * *

14 MS. WHEELER: Okay. We're going to go
15 to our potential offers. Caller number 1.
16 Sherry.

17 MS. HERMAN: Good morning. My name is
18 Sherry Herman. Last name spelled H-E-R-M-A-N.
19 I am with Faith Group Consulting and their
20 transportation market league.

21 MS. WHEELER: Thank you. Caller number
22 2, David.

23 MR. PERRI: Good morning. My name is
24 David Perri, P-E-R-R-I. I'm an assistant vice
25 president for JMT Engineers, 1600 Market

1 Street.

2 MS. WHEELER: Thank you, David.

3 Caller number 3, Sally.

4 MS. FERULLO: My name is Sally Ferullo,
5 F, as in Frank, E-R-U-L-L-O, with Facility
6 Strategies. We are partnering with Palusho
7 [ph] Architects.

8 MS. WHEELER: Thank you. Caller number
9 4, Todd.

10 MR. HELMER: Todd Helmer, last name
11 H-E-L-M-E-R, CEO of THA Consulting. Thank you.

12 MS. WHEELER: Thank you.

13 Caller number 5, Stacy.

14 MS. BARRETT: Stacy Barrett,
15 B-A-R-R-E-T-T, with STV.

16 MS. WHEELER: Thank you.

17 Caller number 6, Kate.

18 MS. MCGINNIS: Good morning. Kate
19 McGinnis, M-C-G-I-N-N-I-S, proposal manager
20 with KHA Consulting, Inc.

21 MS. WHEELER: Thank you.

22 Call number 7, Stephanie.

23 MS. DOYLE: Hi. Stephanie Doyle,
24 D-O-Y-L-E, with Aegis Property Group.

25 MS. WHEELER: Thank you.

1 Caller number 8, Jim McAuliffe.

2 MR. MCAULIFFE: Yes. This is Jim
3 McAuliffe, M-C-A-U-L-I, double F,-E, with USA
4 Architects.

5 MS. WHEELER: Thank you.

6 Caller number 9, Carlos.

7 MR. RODRIGUEZ: Carlos Raul Rodriguez,
8 Architect with CRR Architect,
9 R-O-D-R-I-G-U-E-Z.

10 MS. WHEELER: Thank you.

11 Caller number 10, Michael.

12 UNIDENTIFIABLE SPEAKER: You're muted.

13 MR. YTTERBERG: Michael Ytterberg,
14 principal of MY Architecture. The name is
15 Y-T-T-E-R-B-E-R-G.

16 MS. WHEELER: Perfect. Thank you,
17 Michael.

18 Caller number 11, Kevin.

19 MR. CARRIGAN: Kevin Carrigan. I'm
20 vice president at THA Consulting. Last name is
21 C-A-R-R-I-G-A-N.

22 MS. WHEELER: Thank you.

23 Caller number 12, Patrick.

24 MR. WELLS: This is Patrick Wells,
25 W-E-L-L-S. I'm the regional director for

1 Desman.

2 MS. WHEELER: Thank you.

3 Caller number 13, David.

4 MR. COLE: Hello, everybody. I'm David
5 Cole. Last name is C-O-L-E. I'm a business
6 developer with Colliers Engineering and Design,
7 formerly Mazer Consulting.

8 MS. WHEELER: Thank you, David.

9 Caller number 14, David Smallets.

10 MR. SMALLETS: Yes, David Smallets,
11 S-M-A-L-L-E-T-S, and I'm a senior associate
12 with BLT Architects.

13 MS. WHEELER: Thank you, David.

14 Caller number 15, Glenn.

15 MR. LICHTENWALNER: That's Glenn
16 Lichtenwalner, L-I-C-H-T-E-N-W-A-L-N-E-R, W2A
17 Design Group.

18 MS. WHEELER: Thank you, Glenn.

19 Caller number 16, Lynn.

20 MS. KNIGHT: Hello, everyone. This is
21 Lynn Knight, from MIMAR Architects &
22 Engineering, L-Y-N-N, K-N-I-G-H-T.

23 MS. WHEELER: Thank you, Lynn.

24 Caller number 17, Matt.

25 MR. SHINTON: Hi, Mary. Matt Shinton

1 from Kimley-Horn & Associates. Last name
2 S-H-I-N-T-O-N.

3 MS. WHEELER: Thank you.

4 Caller number 18, Brie.

5 MS. STEWART: Mary, I'm going to
6 introduce Brie. Brie Hill, H-I-L-L, with W2A
7 Design Group.

8 MS. WHEELER: Thank you, Shannon and
9 Brie.

10 Caller number 19, Keith Kesner.

11 MR. KESNER: Hi. Keith Kesner with CB
12 Professional. Kesner is K-E-S-N-E-R.

13 MS. WHEELER: Thank you.

14 Caller number 20, Mark.

15 MR. DEWEY: Mark Dewey, D-E-W-E-Y,
16 senior field director Thornton Thomas Eddy.

17 MS. WHEELER: Thank you very much.

18 Caller number 21, Camille. You might
19 be muted, Camille.

20 MS. PELUSO: I apologies. Camille
21 Peluso from Peluso Architects, P-E-L-U-S-O.

22 MS. WHEELER: Thank you very much.

23 Caller number 22, John Judge.

24 MR. JUDGE: Yes, Judge, J-U-D-G-E, vice
25 president with Desman.

1 MS. WHEELER: Thank you, John.

2 Caller number 23, Barbara.

3 MS. JASIONEK: Hi. This is Barbara
4 Jasionek representing DIGroup Architecture, and
5 J-A-S-I-O-N-E-K.

6 MS. WHEELER: Thank you very much.

7 I see a James Blake joined the call.

8 MR. BLAKE: Yes, James Blake with MIMAR
9 Architects and Engineers. B-L-A-K-E.

10 MS. WHEELER: Thank you very much,
11 James.

12 Is there anyone on the call that did
13 not identify themselves?

14 * * *

15 (No response.)

16 * * *

17 MS. WHEELER: Okay. Terrific. I just
18 want to make everyone aware we do have a court
19 reporter here today, so when we get to the
20 question-and-answer sessions, just make sure
21 you state your name prior to asking your
22 question. Or PPA staff, also state your name
23 if you're going to be the one responding to any
24 questions.

25 If you can just mute yourself unless

1 you are going to speak, that would be very
2 helpful and reduce noise during the meeting.

3 I will allow late arrivals to this
4 meeting, as well, and if you have not
5 registered with me, can you either register or
6 just send me an e-mail so that I have your
7 correct contact information?

8 I'm going to start going over some
9 important dates for this solicitation. This
10 was released on January 14th, 2022. Today is
11 the preproposal meeting, January 21st, 2022,
12 and we started at approximately 11:05 a.m.

13 The question deadline is February 4,
14 2022 at 2:00 p.m., and proposals are due
15 February 14th [sic], 2022 at 12:00 p.m.

16 Proposals can be submitted two ways.
17 You can e-mail me at mwheeler@philapark.org.
18 That's M-W-H-E-E-L-E-R at philapark.org. That
19 is all through the RFP package. You can e-mail
20 one PDF file of your entire proposal that is
21 password protected. Do not send the password
22 with the e-mail with the file. We will request
23 the password after the due date and time.

24 If you choose to submit via e-mail, you
25 still need to mail one hard copy that has all

1 your original signatures in it. That hard copy
2 does not have to be here by the deadline, by
3 the due date. Your PDF will make you
4 responsive as long as that is here before the
5 14th at 12:00 p.m.

6 You can also hand deliver your
7 proposal. If you hand deliver it, you do not
8 need to send an e-mail, or you can mail it.
9 But I don't think that the post office and the
10 delivery couriers are very reliable at this
11 time. So that's why we are allowing for the
12 e-mail submission and accepting the hard copies
13 after the due date.

14 Does anybody have any questions on
15 submission?

16 * * *

17 (No response.)

18 * * *

19 MS. WHEELER: Okay. Terrific.

20 I'm going to move on to part 1, the
21 general information. I spoke about the
22 question deadline being on February 4th. All
23 questions after this meeting need to be
24 e-mailed to my attention. The Authority will
25 respond in a formal addendum that will be

1 e-mailed to everybody in attendance at this
2 meeting.

3 All addenda release will also be posted
4 to our website where you downloaded the RFP
5 documents. I suggest that prior to submission,
6 you go to our website, and you make sure that
7 you received all addenda that were released.
8 Sometimes there's problems with e-mails,
9 especially e-mails with attachments and fire
10 walls and things getting caught up.

11 So the best way to ensure that you have
12 all the information that's out there is to go
13 to the website prior to submission. If you
14 need any clarification on instructions, that is
15 handled the same way as a technical question
16 with the same deadline and procedure.

17 From this point forward, I will be your
18 sole contact at the Philadelphia Parking
19 Authority regarding this RFP. All questions
20 have to funnel through myself, and all
21 responses will go out in an addendum to
22 everybody who is participating.

23 If you are currently engaged in a
24 contract with the Authority, conversations with
25 other personnel are permissible. You just

1 cannot discuss this RFP specifically.

2 I'm going to move on to part 1, number
3 7, small and small diverse business. The
4 Authority is continually looking to do business
5 with small and small diverse businesses. We
6 use the State program that's run through the
7 Department of General Services. There's two
8 links in the RFP that can take you to that
9 website and provide some more information.

10 If you have any questions about the
11 small and small diverse program, please ask
12 them during the question period, and we will
13 respond. It's a little bit different than what
14 the City and other agencies do.

15 You can -- if you are already certified
16 as a minority business or a woman-owned
17 business, it's just one additional step. If
18 you feel that you are small and you meet those
19 requirements, you can self-certify at the
20 State's website. But in order to get the
21 points for this proposal, you need to have that
22 certificate from the State.

23 And again, if you have any questions,
24 ask them during the question period, and we can
25 clarify that for you.

1 Moving on to part 1, number 10, this is
2 where we talk about the insurance requirements.
3 Appendix C of the RFP has our insurance
4 requirements. You will need to either submit
5 to us a sample certificate of insurance that
6 meets all those requirements or a statement
7 from your broker telling us that if you are
8 awarded the contract, they will insure you up
9 to those limits.

10 I suggest that everybody do the
11 statement from their insurance carrier. It
12 covers you in case something does not meet our
13 limits. You can submit both. You can submit a
14 certificate of insurance and the letter, but
15 definitely get that information over to your
16 broker, because if you need to pick up any
17 coverages, you need to build that into your
18 costs.

19 The Authority does not negotiate the
20 insurance requirements after proposals are
21 received. If you feel that you need a waiver
22 from any of those requirements, you have to ask
23 the question during the question period and
24 allow the Authority to respond to everybody who
25 is participating.

1 Okay. It's one of the biggest issues
2 we have with proposals that we receive. It's
3 just deficiencies in the certificate of
4 insurance. So if you have any questions -- and
5 like I said, if you're looking for a waiver or
6 anything like that, please ask for the waiver
7 and ask the question and allow the Authority to
8 respond.

9 Okay. Going to move on to business
10 licenses. You will be required to have a
11 Philadelphia Commercial Activity License. If
12 you do not have that commercial activities
13 license, you will have five days after being
14 notified of the selection to obtain that
15 license through the City of Philadelphia. It
16 is formerly the business privilege license in
17 Philadelphia. That's something else you might
18 want to look into.

19 Rights reserved, the Authority reserves
20 the right to waive any irregularities in the
21 completion of the forms included in your
22 proposal, to accept or reject any or all
23 proposals, and to re-advertise for proposals if
24 the Authority feels that it is in its best
25 interest.

1 That's about everything that I want to
2 touch on today in part 1. While I haven't
3 spoken about everything, it's your
4 responsibility to be familiar with everything
5 in part 1 and to adhere to all the requirements
6 that are listed in part 1.

7 Does anyone have any questions up to
8 this point?

9 MR. RODRIGUEZ: Mary, I do have a
10 question. Caller number 9.

11 THE COURT REPORTER: Can I have your
12 name?

13 MR. RODRIGUEZ: You had indicated the
14 Authority will negotiate insurance requirements
15 after proposals are received.

16 Will the Authority negotiate level of
17 insurances prior to the proposals being
18 received?

19 MS. WHEELER: For the court reporter,
20 this is Carlos Rodriguez who asked the
21 question.

22 THE COURT REPORTER: Thank you.

23 MS. WHEELER: And Carlos, yes, that is
24 what I was speaking about when I said you need
25 to ask the question, or if you need a waiver --

1 if you're looking for a waiver for any of the
2 requirements, you have to ask the question
3 during the question period, so that way if a
4 waiver is granted, that waiver is granted for
5 everybody who is participating.

6 MR. RODRIGUEZ: Okay. Thank you.

7 MS. WHEELER: Okay. Thank you.

8 Part 2. Part 2 is going to describe
9 how we want your proposals submitted. So it is
10 a tabbed format, and that tabbed format is
11 generally for the hard copy or if you're only
12 submitting a hard copy. If you're submitting a
13 PDF file, you can just have a blank sheet of
14 paper that says Tab A on it, Tab B and so on.

15 Tab A is going to be your transmittal
16 letter. What we're looking for in that letter
17 is described as part 2, number 2. That letter
18 should be signed by somebody who has the
19 authority to bind your company in a contract
20 with the Philadelphia Parking Authority.

21 Tab B is going to be your
22 qualifications and experience. Tab C is
23 references. Tab D is key personnel. They're
24 all pretty self-explanatory.

25 Tab E is going to be your technical

1 response. That's where you're going to explain
2 to us how you're going to do work that is
3 described in the work statement. Tab F will be
4 your proposal form. That's all your signature
5 pages.

6 Tab G, financial statements, we are
7 looking for three years of financial statements
8 that have been reviewed or audited by a
9 certified public accountant, so not an employee
10 of your company. The proposal describes how we
11 define financial statements, a balance sheet,
12 income statement, reconciliation of equity, and
13 a cash flow statement.

14 This is another problem area that we
15 have with proposals, so if for some reason you
16 do not have audited or reviewed financial
17 statements, you need to ask for a waiver of
18 this requirement and tell the Authority what
19 you can provide during the question period and
20 allow the Authority to respond whether we will
21 accept that, whether we will waive that
22 requirement. But it needs to be asked during
23 the question period so that everybody on the
24 call gets the same waiver or the same benefit,
25 if needed.

1 Tab H is your evidence of insurance.
2 That's where you're going to put your
3 certificate of insurance and/or the letter from
4 your broker.

5 And Tab I is going to be proposed
6 changes to the sample contract. Any changes
7 that you are requesting to the sample contract
8 need to be noted in your proposal. You can
9 send a list of requested changes. You can send
10 a redline version of the sample contract, but
11 it needs to be submitted with your proposal.
12 Anything submitted with the proposal will be
13 considered. Anything not submitted with the
14 proposal will not be considered after proposals
15 are taken.

16 Does anybody have any questions on part
17 2?

18 MS. STEWART: Mary, I don't have any
19 questions, but I just wanted to notify you that
20 another caller, Leila joined.

21 MS. WHEELER: I have her listed. I'm
22 going to do it at the end.

23 THE COURT REPORTER: And who was
24 speaking there before?

25 MS. STEWART: This is Shannon Stewart.

1 MS. FERULLO: I'm sorry. This is
2 caller number 3. It's Sally Ferullo.

3 I don't have audited financial
4 statements but can provide statements and have
5 the CPA that prepared them, I guess, sign them.

6 Is that acceptable?

7 MS. WHEELER: We will respond in an
8 addendum to that.

9 MS. FERULLO: Thank you.

10 MS. WHEELER: I don't have anyone from
11 our finance department on the call, so --

12 MS. FERULLO: Okay.

13 MS. WHEELER: -- we have note of that,
14 and we will respond in an addendum.

15 Thank you, Sally.

16 Any other questions on part 2?

17 * * *

18 (No response.)

19 * * *

20 MS. WHEELER: Okay. Part 3 is our
21 criteria for selection. There's three
22 mandatory responsive requirements. One is that
23 you are in attendance at this meeting. Two,
24 that your proposal was received prior to the
25 due date and time; and three, that your

1 proposal is properly signed.

2 During the evaluation process, the
3 Authority might ask clarification questions or
4 request selected offerors to come in for a
5 presentation/interview.

6 And then at the bottom of the criteria
7 for selection, that's where we have weighted
8 percentages on how your proposal will be
9 evaluated and scored.

10 Does anybody have any questions on part
11 3?

12 * * *

13 (No response.)

14 * * *

15 MS. WHEELER: Okay. Part 4 is our work
16 statement, and to describe the work under this
17 contract, I'm going to turn it over to Will
18 Kendig.

19 MR. KENDIG: Thank you, Mary. This is
20 Will Kendig.

21 The work statement, the Authority does
22 anticipate hiring an on-call architect,
23 engineers to provide architectural engineering
24 and other design professional services for
25 these contracts.

1 There is a list in the work statement
2 of examples of different types of tasks that we
3 would expect. They can be subcontracted. We
4 have no problem with that. If you do know who
5 you typically work with, we would like to know
6 that up front.

7 The work would be on -- it's an on-call
8 contract. There's no minimal monetary amount.
9 We're not specifying any minimal. Assignments
10 will be designated on an on-call basis. We do
11 not have a list or a designation of assignments
12 yet, but as they come up, we will engage our
13 engineers and on-call professionals.

14 We will use task orders. There is a
15 sample of a task order in here to engage the
16 on-call professionals. It's a simple form. It
17 typically will have a proposal associated with
18 it with more detail, but we do need that task
19 order to engage in any of the on-calls. The
20 type of facilities you will be working on are
21 parking garages, retail construction,
22 maintenance facilities, parking lots, surface
23 lots, other miscellaneous facilities.

24 Again, we have not assigned them as of
25 yet or identified them, but as they come up, we

1 will be turning to our on-call professionals.

2 Pretty much covers everything that
3 we're looking for. The work statement goes
4 into greater detail on all of this. We will
5 look to potentially hire multiple firms in this
6 solicitation. We have not determined how many.
7 That's about it.

8 MS. WHEELER: Thank you, Will.

9 Does anybody have any questions on the
10 work statement?

11 * * *

12 (No response.)

13 * * *

14 MS. WHEELER: Okay. I will move on to
15 part 5. Part 5 reiterates that you need to get
16 any exceptions to the contract in with your
17 proposal in Tab I, and it also defines the
18 term. This contract is going to be a
19 three-year contract with potential for two
20 one-year extensions, so a total of five years,
21 potentially.

22 Move on to Appendix A, which is the
23 proposal form. Page 1 of the proposal form,
24 this is where you're going to acknowledge that
25 you have received all addenda that were

1 released. Again, go to the website to be sure,
2 prior to submission. You're going to attach a
3 cross proposal to the proposal form, and that
4 is going to list your key personnel and their
5 hourly billing rate for each of the potential
6 five years of the contract.

7 Page 2 is acknowledging you have read
8 and you are going to perform all of the
9 services in the RFP. Page 3 is our -- another
10 signature page, and on that page, you either
11 complete the top portion or the bottom portion.
12 If you are a corporation, you complete the top
13 portion. Please read that carefully. It
14 requires two signatures. If you are any other
15 type of business entity, you complete the
16 bottom portion of the form.

17 Page 4 is our Affidavit of
18 Non-Collusion. This is a very important form
19 to the Authority. Please read this carefully.
20 If you have any questions about it, there's
21 instructions in part 1 regarding this.

22 I would also like to note that the
23 Affidavit of Non-Collusion requires a notary,
24 so please be sure to allow yourself enough time
25 to get this document notarized prior to

1 submission of your proposal.

2 Page 5, that's where we're looking for
3 your Commercial Activity License. If you do
4 not have it, that's fine, at the time of
5 submission. Again, you will have five days
6 after notification to have -- to obtain that
7 license. We are also looking for your federal
8 EIN number. That goes into the contract if you
9 are awarded a contract.

10 Page 6 is our small and small diverse
11 business participation submittal form. If you
12 are designated as a small and/or small diverse
13 business, please complete this form. Tell us
14 the category that you fall under and attach
15 your small business procurement initial
16 certificate.

17 And again, if you have any questions
18 about that program that aren't answered by
19 going to the DGS website, please ask a question
20 during the question period.

21 Page 7 of the proposal form is our
22 decline form. If for some reason after this
23 meeting you decide that you do not wish to
24 participate, I would appreciate it if you can
25 complete this form and e-mail it to me and

1 provide as much feedback as possible as to why
2 you decided not to participate. This -- this
3 really helps us draft our piece in the future
4 if we can get feedback as to why people are not
5 participating.

6 Does anybody have any questions about
7 the proposal form?

8 * * *

9 (No response.)

10 * * *

11 MS. WHEELER: Okay. Appendix B is our
12 sample contract. And I do have our counsel on
13 the phone. So does anybody have any questions
14 about the sample contract? I'm sure you all
15 think it's perfect, right, Steve?

16 MR. BOC: Absolutely.

17 MS. PELUSO: I have a question.

18 MS. WHEELER: Okay.

19 MS. PELUSO: Is this a sample contract,
20 or is this the contract you will be using?

21 MS. WHEELER: I'm sorry. Can you
22 identify yourself for the court reporter?

23 MS. PELUSO: Caller number 21. Will
24 you be using this contract if we receive -- or
25 will be using a supplement AIA contract?

1 MR. BOC: This is Steve Boc, number 2
2 PPA staff. So the contract between the vendor
3 and the PPA will be that contract. Subsequent
4 agreements that might require an AIA would be a
5 different scenario. But the contract that
6 would award you the on-call work would be that
7 contract that is attached to the RFP.

8 MS. WHEELER: Any other questions on
9 the contract?

10 * * *
11 (No response.)

12 * * *
13 MS. WHEELER: Okay. Appendix C, they
14 are all our insurance requirements. I think
15 I've spoken on those enough.

16 Then Appendix C is the task order form
17 that will be used for each assignment.

18 Any questions on that?

19 * * *
20 (No response.)

21 * * *
22 MS. WHEELER: Any questions on any part
23 of the RFP?

24 MS. BARRETT: This is Stacy Barrett,
25 STP. I just want to confirm the due date on

1 the e-mail PDF. Is that the 14th for e-mail?

2 MS. WHEELER: Yes.

3 MS. BARRETT: Okay.

4 MS. WHEELER: February 14th, 12:00 p.m.

5 MS. BARRETT: Okay. So the e-mail and
6 then a hard copy by the 16th?

7 MS. WHEELER: Oh, no. You know what?
8 I apologize. Proposals are due on February
9 16th. That's a mistake on my end.

10 Thank you for pointing that out.

11 MS. BARRETT: Thank you.

12 MS. WHEELER: And then we had one
13 person join during the meeting, Leila. My
14 apologies if I'm not saying that correctly.

15 Can you please identify yourself?

16 State your full name, spell your last name, and
17 tell us the company that you are here
18 representing.

19 MS. BAHRAMI: Yes. Hi, everyone. And
20 sorry for joining a little bit late. I'm Leila
21 Bahrami. I'm senior planner at CHPlanning
22 Company. And I attend this meeting on behalf
23 of Charnelle Hicks. And yes, that's it.

24 MS. WHEELER: Okay. Terrific.

25 THE COURT REPORTER: Can you spell your

1 last name?

2 MS. BAHRAMI: My last name is Bahrami,
3 B-A-H-R-A-M-I, Bahrami.

4 THE COURT REPORTER: Thank you.

5 MS. BAHRAMI: Thank you.

6 MS. WHEELER: Is there anybody on the
7 call who has not identified themselves?

8 * * *

9 (No response.)

10 * * *

11 MS. WHEELER: Last call for questions.

12 * * *

13 (No response.)

14 * * *

15 MS. WHEELER: All right. Terrific.

16 Well, everybody, thank you for calling
17 in today. Thank you for your interest in this
18 RFP, and I hope everyone has a great weekend.

19 * * *

20 (Whereupon, the meeting was concluded
21 at 11:42 a.m.)

22 * * *

23

24

25

C E R T I F I C A T E

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I, Marcella L. Russell, Court Reporter and Notary Public in and for the Commonwealth of Pennsylvania, certify that the foregoing is a true and accurate transcript of the meeting, held on the date and place hereinbefore set forth.

I further certify that I am neither attorney nor counsel for, nor related to or employed by, any of the parties to the action in which this meeting was taken, and further, that I am not a relative or employee of any attorney or counsel employed in this action, nor am I financially interested in this case.

Marcella L. Russell, Court Reporter
Notary Public

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