

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

**RFP No. 21-06  
Red Light Photo Enforcement System 2021  
Addendum One**

To: See Email Distribution List

From: Mary Wheeler  
Manager of Contract Administration

Date: August 6, 2021

No Pages: 2

This addendum is issued on Friday, August 6, 2021 prior to the proposal due date to add, delete, modify, clarify and/or to respond to questions submitted by prospective Offerors regarding the work included in the above referenced solicitation.

**CHANGES TO THE RFP DOCUMENT**

1. The proposal due date has been extended to August 26, 2021 at 2:00 PM.

**QUESTIONS**

1. **Question:** Does the city require ink signatures considering vendors can submit the response in an electronic format?

**Response: No.**

2. **Question:** Would the City please clarify if all personnel working on the project need to be United States citizens or people that are legally allowed to work in the United States?

**Response: It is the responsibly of the Contractor to ensure all of Contractor's personnel working in connection with the contract between Contractor and the Philadelphia Parking Authority are legally allowed to work in the United States. Documentation must be provided upon request by the Philadelphia Parking Authority.**

3. **Question:** Can the Authority please clarify whether printed, sealed proposals must be received in the office by 2:00 PM, Thursday, August 12, 2021, or whether they can be received after that time provided it was submitted electronically by that time?

**Response: Refer to page 2 of the RFP document.**

4. **Question:** Regarding page four, section I-7, can the Authority please clarify if the Small and Small Diverse Business Requirements Evaluation Criteria Summary of 10% is only if the Prime Contractor qualifies or is there a participation percentage for the Prime Contractor's subcontractors that will be considered for this 10% weight? Proposal Form Page 9 has Offeror or Subcontractor listen.

**Response: Offers can receive credit and receive points during the proposal scoring for Small and Small Diverse Business participation for subcontractors or material suppliers. The percentage will be determined by the amount of work being done by the subcontractor or the amount of materials being supplied.**

5. **Question:** Regarding page 17, section A.5.4, does the Authority require the Contractor to have 20% of installed equipment as spare inventory at the commencement of the go live date of these 10 systems? How will the Authority hold the Contractor accountable for maintaining this inventory?

**Response: 20% of installed equipment must be stored as spare inventory upon Final System Acceptance, as defined in the Contract. The Authority will request a weekly list of equipment in inventory and the location of that equipment.**

6. **Question:** Regarding page 3, sections I-1, since the current Contractor will remain ownership of all above-ground equipment, can the Authority please confirm that offerors will be required to install all new and unused poles, housing, cameras, etc. at the existing sites? What is the contractual mechanism for the Contractor to assume these sites? Will the monthly fixed fee per camera proposed in the 138 existing and any additional sites installed prior to the end of the Contractor's current contract?

**Response: The vendor or vendors will be required to install all new equipment. This includes poles, housing, cameras, etc.**

**The Vendor(s) awarded the contract(s) will need to submit to the Authority an Implementation Plan and Schedule for the transfer of sites or the installation of new equipment.**

**As the system transition is occurring the current contract would be honored for the original equipment still operating. As equipment is being removed and new equipment is installed the new contract(s) would be followed.**

**Question:** The Authority's current lockbox processing facility is outside of the City of Philadelphia. Will the Authority continue to offer the exception for this process to be completed outside of the City?

**Response: Due to issues with the USPS delays, PPA is requiring the lockbox be located within the City of Philadelphia.**

7. **Question:** Regarding page 20, section A.9.1, for a fair and equitable RFP comparison, would the Authority please provide a maximum yearly number of traffic studies so all Contractors will price this accordingly? Will the Authority define the traffic study and what data must be captured?

**Response: We are not going to put a limit on studies requested during the year. PPA currently has over 40 locations waiting for a study and requests that are received fluctuate yearly. A Vehicle Incident Monitoring System (VIMS) study where the intersection is monitored for a 24 hour period and the number of Red Light infractions are recorded.**

8. **Question:** Regarding A.10.2, page 13, can the Authority please confirm that providing contract terminations for the last five years can be reported?

**Response: All contract terminations must be reported.**

9. **Question:** Regarding II-12. Data Security Information, will the Authority accept ISO 27001 accreditation in lieu of the SOC accreditation?

**Response: No.**

10. **Question:** According to the published schedule, question responses from the Authority may not become available until there are less than two weeks from the scheduled proposal response due date. Given the complexity of this procurement, is it possible that the answers may necessitate significant changes in direction from an Offeror's

initial solution design. Given that, would the Authority consider granting an extension of at least two (2) weeks to allow for sufficient time for Offerors to account for all answers to questions?

**Response: Yes. See Changes to the RFP document above.**

- 11. Question:** Regarding section A.2.6, on page 15, and section A.17.3, on page 27, can the Authority please confirm that the referenced Business Agreement with Penn DOT is the same as either the Data Sharing Agreement or the Affidavit of Intended Use? If the Business User Agreement is neither of these, can the Authority please provide a copy of or link to the requested Agreement?

**Response: The Business Agreement with Penn DOT is the same as the Data Sharing Agreement.**

- 12. Question:** Given the length of our audited financial statements (more than 200 pages), can Bidders provide these documents via hyperlink?

**Response: Yes.**

- 13. Question:** Regarding emailing Mary Wheeler our bid document, are there any restrictions on the file size that can be emailed? If so, what is the limit and if an Offeror's proposal exceeds the limit, can the Offeror submit multiple files?

**Response: A Dropbox folder will be created for each Potential Offeror. Proposals can be placed in the folder in the event that the pdf file is too large to email.**

- 14. Question:** Can the Authority please clarify how points related to the Small and Small Diverse Business Participation will be assigned and/or weighted?

**Response: Refer to the response to Question #4.**

- 15. Question:** Given the expected size of the response, will the Authority accept a WeTransfer via email

**Response: A Dropbox folder will be created for each Potential Offeror. Proposals can be placed in the folder in the event that the pdf file is too large to email.**

- 16. Question:** In regards to section I-27, would the Authority consider waving this condition, particularly if it conflicts with the stated participation initiatives for small and small diverse businesses?

**Response: The requirements in section I-27 regarding a certified Apprenticeship Program remain unchanged.**

- 17. Question:** In regards to section A.16.12, could the Authority clarify the party (vendor or Authority) that will perform preliminary review and registration search?

**Response: The initial data collection and cropping will be conducted by the vendor. Initial review and plate entry will be conducted by the Authority. DMV registration search will be performed by the vendor. Secondary review after DMV return will be conducted by the Authority. Lastly, final review and processing will be conducted by the Philadelphia Police Department.**

- 18. Question:** In regards to section A.14.3, can the Authority provide an example of this reporting from the current program?

**Response: Amber time reports are provided by the vendor to the Philadelphia Streets Department. Reports are sent on a quarterly basis and reviewed for any modifications.**

- 19. Question:** In regards to section G.1.2.A.13.3, how will information about the status of citations in the legacy system be passed to the winning Contractor or Contractor's system?

**Response: The legacy system will provide the status of each of the citations in its database as one of the fields in the data export, at the end of the current vendor's existing contract. The information about the status of**

**citations in the Authority's legacy system will be passed to the new vendor using a mutually agreeable format. Due to the size of the data, this may be a removable hard drive.**

**20. Question:** In regards to section G.1.2.A.16.5, what is the format of the legacy system data? Can you provide additional information on the scope of the legacy system conversation; what is expected to occur in this process?

**Response: The legacy system will provide a data export using the current vendor's preferred file format, which will be a common format such as .csv or tab-delimited, at the end of the current vendor's existing contract.**

**END OF ADDENDUM ONE**