

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

**RFP No. 21-24
On-Call Architectural/Engineering and Professional Services 2021
Addendum One**

To: See Email Distribution List

From: Mary Wheeler
Director of Procurement

Date: February 8, 2022

No Pages: 2

This addendum is issued on February 8, 2022 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.

QUESTIONS

1. **Question: Regarding the financial statements, is the 3-year period 2018-2020, as 2021 tax preparations have not been completed.**

Response: Yes.

2. **Question: Will the Authority negotiate the levels of insurance prior to proposals being received?**

Response: If you need a waiver or relief for any of the insurance requirements, you must submit that request during the question period and allow the Authority to respond via addendum.

3. **Question: Regarding the financial statements, if we do not have financial statements that are audited, will statements with the CPA's signature who prepared be acceptable?**

Response: Yes, the CPA's signature is acceptable.

4. **Question: Regarding the sample contract, will you be using this or a supplement AIA contract?**

Response: The sample contract included in the RFP will be the contract used if you are selected for award.

5. **Question: Please confirm the due date of the email proposal and hard copy proposal.**

Response: Proposals must be delivered by emailing one pdf file that is password protected to Mary Wheeler, mwheeler@philapark.org or in a sealed package delivered via mail, certified mail, return receipt requested (to include commercial delivery services) or by hand-delivery no later than Wednesday, February 16, 2022 at 12:00 PM. The subject line of the e-mail must be "RFP No. 21-24 On-Call Architectural/Engineering and Professional Services 2021". If proposal is delivered via email a hard copy will also be required and will be accepted after the due date as long as the proposal is received via email prior to February 16, 2022.

6. **Question: What information do we need to include in the submittal with regard to Subconsultants?**

Response: If Subconsultants are identified, please provide Company Profiles, Key Personnel and Project Experience.

7. Question: Do subconsultants need to provide any signature forms, Licenses, Resumes, Project Experience Sheets?

Response: Subconsultants do not need to provide signature forms. Refer to Question #6

8. Question: Does award of contract exclude prime firm from future contracts?

Response: No.

9. Question: How many contracts will be awarded?

Response: The number of contracts to be awarded will be determined after proposals are received.

10. Question: Who currently holds the contract?

Response: The Authority currently utilizes contracts with O&S Associates, Dumack Engineering, The Sheward Group and ATANE.

11. Question: Since multidisciplinary firms were on the call on January 21st, would it be in the best interest of the competitors to apply with subconsultants identified? Would that be the preference of the Authority?

Response: If Subconsultants are known, please provide information identified in response to Question #6.

END OF ADDENDUM ONE