

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

**RFP No. 22-24  
Special Counsel to the Board  
Addendum One**

To: See Email Distribution List

From: Shannon Stewart  
Manager of Contract Administration

Date: January 24, 2023

No Pages: 2

This addendum is issued on January 24, 2023, 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:** Given PPA's status as a hybrid agency, it's sometimes considered state agency and sometimes more of a local agency, I'm curious to know how you handle conflicts in a situation where, a firm will represent the commonwealth in some matters, but then have occasional matters that are adverse to the commonwealth at the same time. Can you talk a little bit about how you handle those types of situations from a conflict's perspective?

**Response:** The Authority does more than 90 percent of its litigation inhouse, almost all of its transactional work inhouse, so that lessens the likelihood of conflicts. When they do happen, it is more likely to happen in regard to the city, even there, it's not that common, but what we do is, typically, the firm will ask for a waiver and sometimes it's granted, either they'll ask the Authority for the waiver, obviously, depending on the circumstances or the city, it's not unheard of. We just dealt with one this week, sometimes the conflict is too great to waive, but typically in terms of business if it's not in that category we can get a waiver done.

- 2. Question:** Can you please clarify the specific scope of work the PPA is looking to procure via this RFP? Is the PPA looking for a single firm to handle all areas of work, or will you consider several firms to meet your needs?

**Response:** The Authority seeks a designated attorney from a single firm to act as Special Counsel to the Board. The attorney will sit with the Board during executive sessions, Sunshine Act meetings, and otherwise meet and work with the Board as necessary. The attorney will work most closely with the Board Chair but will counsel the entire Board regarding the myriad of issues that will come before it as it oversees the Authority's public duties. From time-to-time it may be necessary for the law firm to provide the Board with additional legal support within specific areas of expertise. Each firm should identify the level to which it is capable of providing this support.

- 3. Question:** There are several forms included with the proposal. I know the Proposal Form is to be placed under Tab E, but where should I place the remaining forms?

**Response: All submittals are addressed in Part II – Information Required from Offerors of the RFP. All eight pages of Appendix A constitutes the Proposal Form and must be submitted under Tab E of your proposal.**

**END OF ADDENDUM ONE**