

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

**RFP No. 24-28  
On-Call Architectural and Engineering Services  
Addendum One**

To: See Email Distribution List  
From: Shannon Stewart  
Manager of Contract Administration  
Date: January 7, 2025  
No Pages: 3

This addendum is issued on January 7, 2025, 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. **Proposal Due Date:** The proposal due date has been extended to Tuesday, January 14, 2025 no later 1:00 PM.

**QUESTIONS**

1. **Question:** Regarding I-7 Small Diverse Business Participation, The RFP states “The Authority seeks to increase procurement through small diverse businesses for all products, services and construction. To receive points during scoring, Offerors must identify their status as a small diverse business by completing the Small Diverse Business Participation Submittal form included in the Proposal Form along with a copy of their Small Business Procurement Initiative certificate issued from the Pennsylvania Department of General Services.” Is there a target percentage or amount that is intended to be fulfilled or met with Small Diverse Business Participation and would Minority, Women, Disadvantaged, LGBTQ, Disabled, and/or Veteran Business Enterprises (MBE, WBE, DBE, LGBTQBE, DSBE, VBE) firms that may be already certified as such by a government agency/entity or the Pennsylvania Unified Certification Program (UCP) be eligible to be counted toward the Small Business Procurement Participation?

**Response: Offerors who are a Small Diverse Business will receive ten points. If the Offeror is not a small diverse business but a subcontractor is, the points will be awarded based on the amount of the contract the subcontractor will receive, as identified on the Small Diverse Business Submittal Form, up to a maximum of five points. For example, if an Offeror is using a Small Diverse Business subcontractor who will receive 20% of the contract amount, Offeror will be awarded 1 point during scoring, 2 points for 40 % and so on. Offerors must be registered as a Small Diverse Business with the Pennsylvania Department of General Services and must provide their Small Business Participation Initiative certification issued from the Pennsylvania Department of General Services. Please refer to I-7 of the RFP document.**

2. **Question:** Our firm is certified by PAUCP through SEPTA. Is that recognized by PADGS? We have done work for DGS since 2018 utilizing this certification.

**Response: No, Offerors must be registered as a Small Diverse Business with the Pennsylvania Department of General Services and must provide their Small Business Participation Initiative certification issued from the Pennsylvania Department of General Services. Please refer to I-7 of the RFP document.**

3. **Question:** Because the Authority is a state agency, is the Authority exempt from local approvals?

**Response: No, the Authority is not exempt from local approvals.**

4. **Question:** Based on your provisions you made do you have any limitations on the number of sheets of paper that you need to add?

**Response: No, there are no page limits or margin minimums, however, the minimum font is 11.**

5. **Question:** Confirm that the smallest acceptable font is 11 point as mentioned in the pre-proposal meeting?

**Response: See response to Question #4.**

6. **Question:** The Work Statement states, “sub-consultants may be used for a portion of the work,” when you say may, which do you mean, “may or may not”?

**Response: Sub-consultants may be used for a portion of the work.**

7. **Question:** How many consultants do you intend to retain or hire?

**Response: The Authority intends to award multiple contracts as a result of this solicitation. The exact number of contracts to be awarded is not known at this time.**

8. **Question:** Will you be submitting the list of attendees with the company names and the contact information to all the attendees?

**Response: The Pre-Proposal Meeting Attendance List is posted on the Authority’s website. The list only includes the company and representative’s name.**

9. **Question:** Will the caller number from the pre-proposal meeting need to be referenced in the RFP?

**Response: No.**

10. **Question:** Will each contract award be a full “team” offering all services requested or will PPL award any individual contracts to specialized service provider firms (for example: an engineering firm that offers only building renovation/restoration services; an M/E/P/FP firm; site/civil; architectural design services, etc)? Or do these firms need to be on a larger team to be considered?

**Response: The Authority is seeking proposals from Architectural/Engineering professionals or multidiscipline firms that will provide and be responsible for all necessary architectural and/or engineering design and construction documents as well as all related professional services for the work including but not limited to; mechanical, electrical, plumbing, fire protection, scheduling, cost estimating, special inspections, project management, code review, commissioning, owner representative services, land surveys, property appraisals, feasibility studies, building scans, geotechnical engineering, etc. Offerors 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.**

11. **Question:** Are audited financial statements required for SDB/WBE/DBE firms? Often WBE/DBE firms are exempt?

**Response: Please refer to I-23 of the RFP document. This applies to any Offeror submitting a proposal.**

12. **Question:** Please explain the statement that an “AIA License” is needed for AIA Documents?

**Response: Offerors must have the appropriate software license from AIA to utilize the AIA Contract Documents software.**

**13. Question:** The Work Statement states, “firms offices must be within 20 miles from 701 Market Street, Philadelphia,” is this requirement for Prime firms only or also for subconsultants?

**Response:** This requirement applies to the Offerors only, it does not apply to subconsultants.

**14. Question:** Page 5 of the Proposal Form submittal requires two (2) unique signatures for all corporations. Not all corporations have multiple partners and have one (1) owner. Will PPA accept one (1) signature?

**Response:** No, two signatures must be provided. The second signature is described in part b of the Offeror Signatures section 8 of the Proposal Form. If the form is not so signed, a corporate resolution authorizing form must be attached to your proposal.

**15. Question:** Will emails be sent to the proposers notifying them of any posted updates or addendum?

**Response:** Addenda will be emailed to all eligible Offerors who attended the Pre-Proposal Meeting and posted to the Authority’s website.

**END OF ADDENDUM ONE**