



**THE PHILADELPHIA PARKING AUTHORITY
701 MARKET STREET – SUITE 5400
PHILADELPHIA, PA 19106**

**ON-CALL ARCHITECTURAL AND ENGINEERING SERVICES
RFP No. 24-28**

NOTICE TO OFFERORS

The Philadelphia Parking Authority (“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.

Sealed proposals will be received until **1:00 PM on Monday, January 13, 2025** by the Authority, a body corporate and politic created under the laws of the Commonwealth of Pennsylvania in accordance with the Act of June 19, 2001, P.L. 287, No. 22, as amended, known as the “Parking Authority Law,” in the offices of the Authority, located at 701 Market Street, Suite 5400, Philadelphia, PA 19106.

Prospective Offerors must register using the [Offeror Registration Form](#) (control-click to follow link) prior to downloading the RFP document from the Authority’s website.

Prospective Offerors are required to attend a mandatory Pre-Proposal Meeting that will be held in the offices of the Authority, 701 Market Street, Suite 5400, Philadelphia, PA 19106 on **Wednesday, December 18, 2024 at 11:00 AM**. Offerors may also attend virtually using the Microsoft Teams below:

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 292 986 332 775

Passcode: DD2sX6KQ

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 929-346-7319,,924948114#](#) United States, New York City

[Find a local number](#)

Phone conference ID: 924 948 114#

Prospective Offerors who are having technical difficulties attending the meeting should contact Shannon Stewart regarding any connectivity issues at 215.837.9025.

Prospective Offerors are encouraged to submit questions until **Friday, December 27, 2024, at 12:00 PM**. Please submit all questions via the Question Submission Form using the link below:

<https://app.smartsheet.com/b/form/f8999c13f1274980ac4f09290bb4e12d>

Only questions submitted in writing will be considered. Any addenda issued will be emailed to all eligible Offerors and posted to the Authority’s website at www.philapark.org.