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

RFP No. 26-13
Injury Prevention Program
Addendum Two

To: See Email Distribution List

From: Shannon Stewart
Manager of Contract Administration

Date: August 27, 2026

No Pages: 4 plus Appendix A and B

This addendum is issued on August 27, 2026, prior to the proposal due date to add, delete, modify, clarify and/or to respond to questions submitted by eligible Offerors regarding the work included in the above referenced solicitation.

PROPOSED CHANGES TO THE RFP DOCUMENT

1. **Appendix C - Insurance Requirements: Please see Appendix A of this addendum for the revised Insurance Requirements.**

QUESTIONS

1. **Question:** The RFP's Commercial General Liability requirements include specified aggregate limits. Under our standard policy, the applicable aggregate limit is applied on a per person basis rather than a per location basis. Will The Parking Authority accept this coverage structure as an exception to the stated requirement? We can also identify this exception in the appropriate section of our proposal submission.

   Response: This request has been approved. However, please do not include any exceptions to the insurance requirements in your proposal.

2. **Question:** Our insurance broker would like for us to request the following exception as an alternative to the stated requirements for consistency with the language of our existing policy. “Commercial General Liability: including Premises-Operations, Independent Contractors, Products/Completed Operation, Broad Form Property Damage, Contractual Liability (including Liability for Employee Injury assumed under **an insured** Contract), and Personal Injury Coverage” (Ref Section 2 of Appendix C).

   Response: This request has been approved.

3. **Question:** We respectfully request a waiver of the Commercial General Liability Fire Damage (any one fire) limit of $50,000. We do not maintain separate Fire Damage coverage under our Commercial General Liability program.

   Response: Waiver of Fire Damage is granted.

4. **Question:** Could PPA provide workers' compensation claims data, OSHA logs (if applicable), and injury trend reports from the past 3 years, including the most common musculoskeletal injuries, affected body regions, job tasks associated with injuries, and average lost workdays?

   Response: There are no OSHA logs available. Reports for injury frequency and severity, nature of the most common injuries and lost time as they pertain to the Ticketing, Towing and Booting departments for the previous two years are attached.

5. **Question:** Approximately 60 supervisors are expected to participate in the Train-the-Trainer program. Beyond the initial training, what level of ongoing support, observation, competency checks, and on-site follow-up does PPA expect?

   Response: Proposals should include parameters for the successful implementation and operation of the designed program. However, it is anticipated that the program will include, at a minimum, quarterly assessments of the program's progress and efficiency. It is anticipated that training methods will be reviewed annually for effectiveness and compliance with industry standards.

6. **Question:** As instructors, will we have access to specific work items/vehicles for demonstration purposes?

   Response: Yes, provided requests are scheduled in advance.

7. **Question:** Does PPA expect individual employee assessments or one-on-one training for employees with previous injuries, recurring issues, or those returning to work, or is the expectation primarily group-based injury-prevention training?

   Response: The Authority envisioned group-based injury prevention training but will be open to programs that include an option for one-on-one training for employees with recurring issues.

8. **Question:** PPA requires web-based training and a video library. What technology or platforms are currently available to employees and supervisors, and how does PPA expect participation/completion of online training to be tracked?

   Response: The Authority has a limited number of computers available for use by employees without an assigned office for web-based training. The training program or video library should include a certificate, notice or some other mechanism to indicate that the training has been completed, or a video has been viewed.

9. **Question:** As it relates to the ongoing use of technology and videos, are these expected to be updated and maintained? Whose responsibility is it to maintain? If ongoing modifications are needed, should this be built into the proposal?

   Response: The selected Offeror will be responsible for maintaining and updating any technology and/or videos included in the proposed solution. The selected Offeror will also be responsible for the accuracy of the information contained in any technology and/or videos. All costs associated with the proposed solution must be identified in your proposal.

10. **Question:** What frequency does PPA envision for ongoing safety awareness campaigns, including seasonal content, posters, newsletters, digital media, success stories, and updated training materials? How would PPA like employee engagement with these materials to be tracked?

    Response: Proposals must include suggestions for a safety awareness campaign that includes frequency and best methods for tracking engagement.

11. **Question:** Are new employees expected to enter these positions throughout the year, and should the proposal account for ongoing onboarding? How should we handle additional employees, job titles, or program expansion during the potential five-year contract?

Response: Proposals must address the three job titles identified in the RFP. Please refer to section D of the Work Statement for additional work and job titles.

12. **Question:** Can we get three years of losses to review and ensure we are sizing the program to have an attractive return on investment?

    Response: Reports for injury frequency and severity, nature of the most common injuries and lost time as they pertain to the Ticketing, Towing and Booting departments for the previous two years are attached as Appendix B of this addendum.

13. **Question:** Would The Parking Authority be interested in seeing rates for an onsite dedicated hours per week injury prevention professional (typically an athletic trainer)? This could happen at any point in the initial year or subsequent years as an alternative option and/or to supplement the outlined project work.

    Response: Proposals can include rates for an onsite injury prevention professional at a future date, but that is not the program envisioned by the Authority at this time.

14. **Question:** In our experience working with other municipalities, getting registered for doing business may take more than five days as we will be at the mercy of the processes and procedures for Philadelphia. If you know the Philadelphia procedure to take more than five days, would you consider extending this requirement to meet the usual time needed?

    Response: The typical timeframe for this process is five (5) business days. Delays will be addressed if encountered, but this requirement remains unchanged.

15. **Question:** Our Ergonomic Assessment reporting process is a task-level assessment that quantifies ergonomic risk and provides a set of solutions (engineering, administrative, and behavioral) and is typically provided to EHS and Risk Management stakeholders to guide ergonomic improvements. Our Job Analysis report outlines the physical requirements and essential functions of the job and are often used by HR for a more detailed job description during hiring and/or for return-to-work needs and for functional employment testing protocol development. The Job Analysis can point to areas of ergonomic improvement but are inherently different. Can you confirm you would like for us to provide both of these deliverables?

    Response: Yes.

16. **Question:** Can you clarify the types of individual employee reports you would like to receive? Specific to Ergonomic Assessments, these reports are typically provided at the task-level with observation of multiple individuals to gain the most comprehensive understanding of the risk factors involved and to generate widely applicable solutions. That said, we can do individual assessments as may be needed for Accommodations. From our understanding of the needs of this project for The Parking Authority, our standard process of assessing at the task-level would be suitable for gaining the indicated project outcomes. Recommended solutions would apply to individuals and groups.

    Response: Individual assessments are not necessary at this time.

17. **Question:** Do you have a current vendor relationship with any of the other groups participating in this solicitation? If yes, which vendor and what services?

    Response: Concentra is the Authority's Occupational Health provider.

18. **Question:** Do you have other occupational health services through other vendors not participating in this solicitation? If yes, which vendor and what services?

    Response: Ivy Rehab provides services for employees with occupational health injuries that require physical therapy.

19. **Question:** Who are your Medical Carrier(s), Workers Compensation Carrier(s), Third Party Administrator(s), Broker(s)/Risk Manager(s)?

    Response: Concentra is the Authority's Occupational Health provider. Ivy Rehab provides physical therapy services. Travelers is the Authority's Workers' Compensation carrier and acts as its TPA. Willis Towers Watson is the Authority's broker. RFP 26-08 Insurance Brokers and Risk Management Services is currently active.

20. **Question:** For workplace hazard identification needs, can you confirm that this is meant to refer to hazards within the ergonomics and musculoskeletal injury prevention realm? Can you provide examples of the kinds of hazards you're looking for the vendor to comment on?

    Response: The Authority can confirm that the injury prevention program is intended to identify workplace hazards within the realm identified such as trips and falls within the Ticketing department or lumbar strains within the Booting and Towing departments.

21. **Question:** In reference to Part IV-2.A.2.e *Implementation of early intervention protocols to address discomfort before it becomes an injury* can you clarify what is meant by early intervention protocols and who would be administering this early intervention?

    Response: Ideally, the program would have a mechanism to assess and identify hazards or employee actions that can potentially contribute to injuries and methods for avoiding such.

22. **Question:** In reference to the two mentions of "employee compliance" within Part IV-2, can you provide a definition of "compliance" in this context for The Parking Authority of Philadelphia?

    Response: In this context it means adherence to, and full participation in, training and established protocols intended to avoid injuries.

23. **Question:** Does The Parking Authority currently have a Learning Management System that could host employee training content provided by the selected vendor for this program and facilitate the requested Program Implementation and Management requirements noted in Part IV-2.B.?

    Response: At this time the Authority does not have a Learning Management System but may in the near future.

24. **Question:** What safety management platform(s), Learning Management System(s), or mobile applications are currently being utilized or are available for use?

    Response: The Authority currently posts safety tips on a rolling screen in the Ticketing department. At this time the Authority does not have a Learning Management System but may in the near future. The Authority does not utilize any mobile applications for employee engagement.

25. **Question:** For the Train-the-Trainer, Supervisor and Employee Education and Training Deliverables, Is the Supervisor Education and Training to be delivered by the Authority Trainers who have participated in the Train-the-Trainer courses or is this to be delivered by the consultant?

    Response: It is anticipated that Supervisors will be trained by the selected Offeror to train employees. This training must be assessed periodically to ensure its effectiveness and that it remains up to date with best practices and industry standards.

26. **Question** Regarding RFP Section 11-5, the requested services are delivered through an ongoing professional services model rather than a project-based scope with discrete milestones and deliverables. As such, our pricing structure is a fully burdened fixed fee that includes staffing, benefits, technology, insurance, overhead including corporate and administrative support, and management fee. Will the Authority accept a fixed-fee pricing approach in lieu of milestone-based pricing, provided all costs are fully inclusive and clearly identified?

Response: Cost proposals must identify all milestone tasks and associated costs to be paid when each milestone task and deliverables are completed and the overall total for all milestones for Phase I.

END OF ADDENDUM TWO

Appendix A

Revised Insurance Requirements

Prior to commencement of the contract and until completion of your work, **Company** shall, at its sole expense, maintain the following insurance on its own behalf, with an insurance company or companies having an A.M. Best Rating of "A-: Class VII" or better, and furnish to The Philadelphia Parking Authority (PPA) Certificates of Insurance evidencing same. Coverage must be written on an "occurrence" basis (exception – professional liability may be written on a "claims-made basis) and shall be maintained without interruption through the entire period of this agreement.

1. Workers Compensation and Employers Liability: in the State in which the work is to be performed and elsewhere as may be required and shall include, where applicable, U.S. Longshoremen's and Harbor Workers' Coverage.
   a) Workers' Compensation Coverage: Statutory Requirements
   b) Employers Liability Limits not less than:

Bodily Injury by Accident:	$500,000 Each Accident
Bodily Injury by Disease:	$500,000 Each Employee
Bodily Injury by Disease:	$500,000 Policy Limit

2. Commercial General Liability: including Premises-Operations, Independent Contractors, Products/Completed Operation, Broad Form Property Damage, Contractual Liability (including Liability for Employee Injury assumed under an insured Contract), and Personal Injury Coverage.
   a) Occurrence Form with the following limits:

(1)	General Aggregate:	$2,000,000
(2)	Products/Completed Operations Aggregate:	$1,000,000
(3)	Each Occurrence:	$1,000,000
(4)	Personal and Advertising Injury:	$1,000,000
~~(5)~~	~~Fire Damage (any one fire):~~	~~$ 50,000~~
(6)	Medical Expense (any one person):	$ 5,000

   b) General Aggregate must apply on a Per Location or Per Person Basis as applicable.
   c) Owner must be named as additional insured as shown in requirement #8.

3. Automobile Liability: (Note: if no owned vehicles, show at least hired and non-owned coverage)
   a) Coverage to include:
      i. All Owned, Hired and Non-Owned Vehicles
      ii. Contractual Liability Coverage (including Liability for Employee Injury assumed under a Contract)
   b) Per Accident Combined Single Limit: $1,000,000
   c) Owner must be named as additional insured as shown in requirement #8.

4. Excess/Umbrella Liability Insurance: with a minimum acceptable limit of coverage of $1,000,000 per occurrence and aggregate. Such coverage shall be excess of the general liability insurance, business auto liability insurance, and employers liability as required by this contract. Owner must be named as additional insured as shown in requirement #8.

5. Professional (E&O) Liability Insurance with minimum acceptable limits of $1,000,000 per claim

and $2,000,000 aggregate. Claims-made is acceptable, but if coverage is canceled, non-renewed or discontinued, Contractor must purchase Extended Reporting Coverage for the applicable statute of repose. If the controlling legal jurisdiction does not have any applicable statute of repose, the Extended Reporting Coverage shall be maintained for the period of the applicable statute of limitations or for a period of seven (7) years, whichever duration is longest.

6. Deductibles or Self-Insured Retention's: **Company** is responsible to pay any and all deductibles and/or self-insured retentions that may apply to the required insurance.

7. Financial Rating of Insurance Companies:
   a) A.M. Best Rating: A – (Excellent) or Higher
   b) A.M. Best Financial Size Category: Class VII or Higher

8. The Philadelphia Parking Authority, its agents, employees, representatives, officers and directors individually and collectively, shall be added as ADDITIONAL INSUREDS on the policies as noted above. **Company's** coverage shall be primary and non-contributory to any other coverage available to Philadelphia Parking Authority, including, without limitation, coverage maintained by Philadelphia Parking Authority wherein Philadelphia Parking Authority is named insured, and that no act of omission shall invalidate the coverage.

   It is agreed that **Company's** insurance will not be cancelled, materially changed or non-renewed without at least thirty (30) days written notice to The Philadelphia Parking Authority, 701 Market Street, Suite 5400, Philadelphia, PA 19106, by Certified Mail-Return Receipt Requested.

9. Waiver of Rights of Recovery and Waiver of Rights of Subrogation:
   a) **Company** waives all rights of recovery against The Philadelphia Parking Authority and all additional Insureds for loss or damage covered by any of the insurance maintained by **Company** pursuant to this Contract.
   b) **Company** and its respective insurance carriers hereby waive all rights of subrogation against The Philadelphia Parking Authority and all additional insureds for loss or damage covered by any of the insurance maintained by **Company** pursuant to this contract.
   c) If any of the policies of insurance required under this Contract require an endorsement to provide for the waiver of subrogation set forth in b, above, then the named insured's of such policies will cause them to be endorsed.

10. The amount of insurance provided in the aforementioned insurance coverages, shall not be construed to be a limitation of the liability on the part of the **Company**.

11. Any type of insurance or any increase in limits of liability not described above which the Authority requires for its own protection or on account of statue shall be its own responsibility and at its own expense.

12. The carrying of insurance shall in no way be interpreted as relieving **Company** of any responsibility or liability under the contract.

13. Prior to the commencement of work or use of premises, **Company** shall file Certificates of Insurance with The Philadelphia Parking Authority, which shall be subject to The Philadelphia Parking Authority's approval of adequacy of protection and the satisfactory character of the insurer. The Certificates of Insurance should be transmitted within five days of receipt of these

insurance requirements to The Philadelphia Parking Authority regardless of when your work will start. Project description, RFP/Bid Number or Job Number must be shown on the Certificate of Insurance.

In the event of a failure of **Company** to furnish and maintain said insurance and to furnish satisfactory evidence thereof, The Philadelphia Parking Authority shall have the right (but not the obligation) to take out and maintain the same for all parties on behalf of **Company** who agrees to furnish all necessary information thereof and to pay the cost thereof to The Philadelphia Parking Authority immediately upon presentation of an invoice.

14. Failure of **Company** to obtain and maintain the required insurance shall constitute a breach of contract and **Company** will be liable to the Philadelphia Parking Authority for any and all cost, liabilities, damages, and penalties (including attorney's fees, court, and settlement expenses) resulting from such breach, unless the Philadelphia Parking Authority provides **Company** with a written waiver of the specific insurance requirement.

15. None of the requirements contained herein as to the types, limits, or PPA's approval of insurance coverage to be maintained by **Company** are intended to and shall not in any manner, limit, qualify, or quantify the liabilities and obligations assumed by **Company** under the Contract Documents, any other agreement with the PPA, or otherwise provided by law.

16. If work involves subcontractors, **Company** shall require all subcontractors (of every tier) to meet the same insurance criteria as required of **Company**. The subcontractor's insurance must name the PPA as additional insured. **Company** shall maintain each subcontract's certificate of insurance on file and provide such information to the PPA for review upon request.

17. Failure of **Company** to provide insurance as herein required or failure of PPA to require evidence of insurance or to notify **Company** of any breach by **Company** of the requirements of this Section shall not be deemed to be a waiver of any of the terms of the Contract Documents, nor shall they be deemed to be a waiver of the obligation of **Company** to defend, indemnify, and hold harmless the indemnified parties as required herein. The obligation to procure and maintain any insurance required is a separate responsibility of **Company** and independent of the duty to furnish a copy or certificate of such insurance policies.

Appendix B

Claims Data

Appendix B

Claims Data

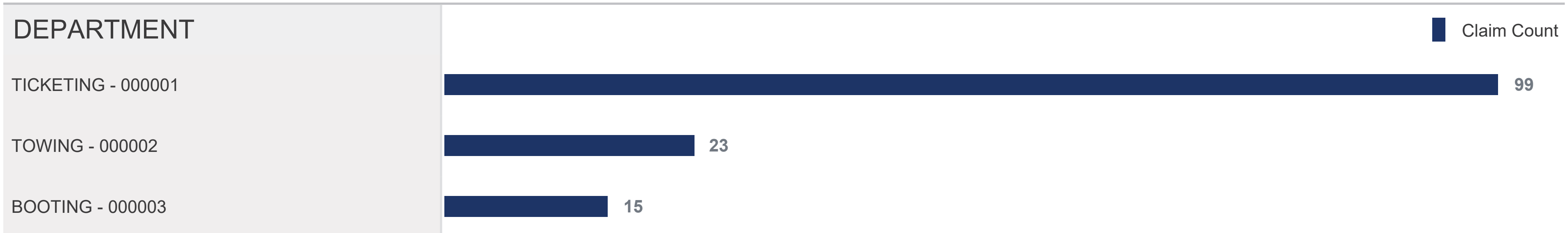
Frequency & Severity

Date Selection
Latest 2 Policy Years

Valued as of
08/14/2026

PHILADELPHIA PARKING AUTHORITY

Frequency (Top 5)



Frequency & Severity

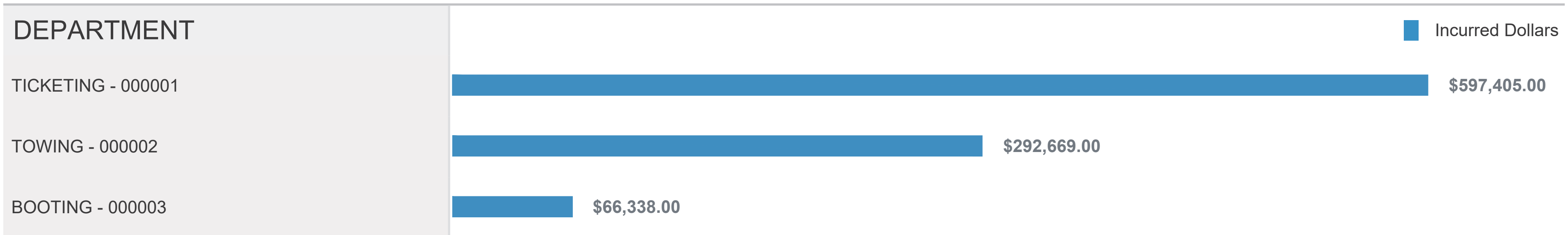
Date Selection
Latest 2 Policy Years

Valued as of
08/14/2026

TRAVELERS

PHILADELPHIA PARKING AUTHORITY

Severity (Top 5)



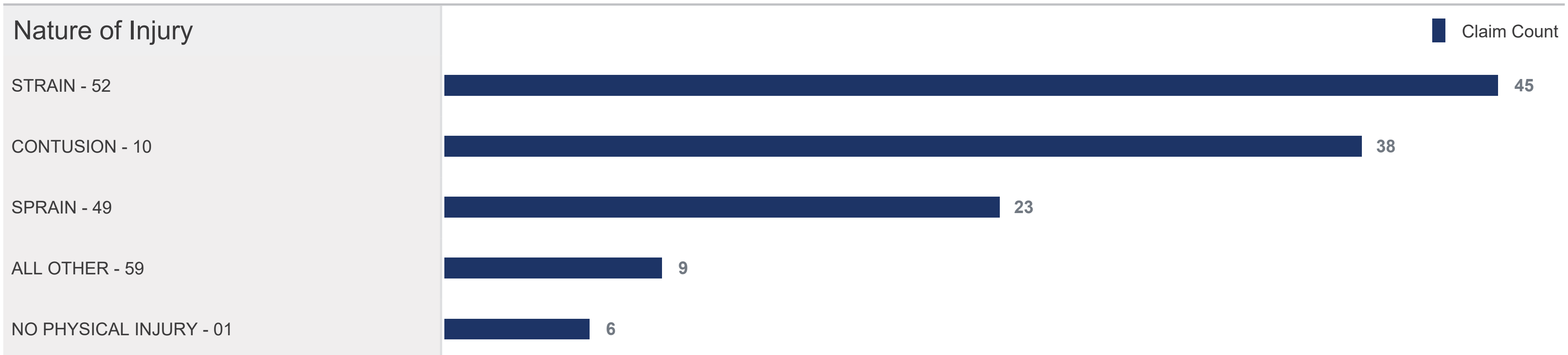
Frequency & Severity

Date Selection
Latest 2 Policy Years

Valued as of
08/14/2026

PHILADELPHIA PARKING AUTHORITY

Frequency (Top 5)



Frequency & Severity

Date Selection
Latest 2 Policy Years

Valued as of
08/14/2026

PHILADELPHIA PARKING AUTHORITY

Severity (Top 5)