



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

**EXECUTIVE SEARCH FIRM
RFQ No. 16-30**

NOTICE TO PROPOSERS

The Philadelphia Parking Authority (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, PL. 287, No.22 as amended known as the “Parking Authority Law” is seeking responses to this request for qualifications (“RFQ”) in order to select a qualified executive search firm to assist in recruiting qualified candidates for the position of Executive Director. All documents will be received at the offices of the Authority, located at 701 Market Street, Suite 5400, Philadelphia, PA 19106, no later than 2:00 PM on Friday, December 2, 2016.

Documents are available for download at the Parking Authority’s website, www.philapark.org. Firms interested in downloading the documents from the Authority’s website must first register with Mary Wheeler, Manager of Contract Administration. Registration shall include contact name, firm name, email address, telephone number and firm address.

Respondents are encouraged to submit questions from date of issuance until Friday, November 18, 2016 no later than 2:00 PM. Please forward all questions to Mary Wheeler via email at mwheeler@philapark.org. Only questions submitted in writing will be considered. Responses are due no later than 2:00 PM on Friday, December 2, 2016.