THE PHILADELPHIA PARKING AUTHORITY
REQUEST for PROPOSALS ON-CALL STRUCTURAL ENGINEER
RFP NO. 18-13

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PREPROPOSAL MEETING
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HELD AT:

Philadelphia Parking Authority
701 Market Street, Suite 5400
Philadelphia, Pennsylvania 19106

HELD BEFORE:  SUSAN L. SINGLAR, Professional Court Reporter and Notary Public

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TUESDAY, APRIL 3, 2018
11:09 A.M.

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2149 SOUTH 3RD STREET
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APPEARANCES:

MARY WHEELER, PPA
CHRIS PERKS, PPA
STEVE FLEISCHUT, PPA
FRANK RAGOZZINO, PPA

CONTRACTORS PRESENT:

ANITA NARDONE, Dawood Engineering
MATTHEW JOHNSTON, JMT
HALEY SCHMIDT, David Mason and Associates
JAMES GLEATON, David Mason and Associates
GEORGE HUMMEL, AECOM
CARRIE STREAHLE, Promatech
DENNIS WILSON, McCormick Taylor
ANDY WILSON, O and S Associates
STEVE EHRLICH, Urban Engineers
DAVID COLE, Maser Consulting
VANESSA NEDRICK, Remington and Vernick Engineers
CONTRACTORS PRESENT: (Continued)

DONALD STARK, American Engineers Group
RICHARD WOJNARSKI, T and M Associates
BRIAN McGLADE, Baker, Ingram
BRIAN RAWLINGS, O'Donnell & Naccarato
NICK LEHMANN, WJE
MARK DEWEY, Thornton Tomasetti
ROBERT BORIS, Keast & Hood Company
ANTHONY LoCICERO, Burns
MS. WHEELER: Thank you, everyone, for coming out. I apologize in advance for those of you who have to sit through this a second time this morning.

My name is Mary Wheeler. I am the Contractor Administrator for the Philadelphia Parking Authority. We are here today for RFP number 18-13 On-Call Structural Engineer.

I'd like to start the meeting with introductions. We will go around the room. I need you to state your full name, spell your last name, and identify the company that you are here representing.


MR. JOHNSTON: Matthew Johnston J-O-H-N-S-T-O-N, with JMT.


MR. HUMMEL: George Hummel,
H-U-M-M-E-L, with AECOM.

MR. McGLADE: Brian McGlade,

MS. STREAHLE: Carrie Streahle,
Promatech.

MR. BORIS: Robert Boris, B-O-R-I-S,
with Keast and Hood Company.

MR. LoCICERO: Anthony LoCicero,
L-O-C-I-C-E-R-O, with Burns Engineering.

MR. PERKS: Chris Perks, Philadelphia
Parking Authority, P-E-R-K-S.

MR. DEWEY: Mark Dewey, D-E-W-E-Y,
Thornton Tomasetti.

MR. COLE: David Cole, C-O-L-E, Maser
Consulting.

MS. NEDRICK: Vanessa Nedrick,
N-E-D-R-I-C-K, Remington and Vernick
Engineers.

MR. STARK: Donald Stark, S-T-A-R-K,
American Engineers Group.

MR. WOJNARSKI: Richard Wojnarski,

MR. RAWLINGS: Brian Rawlings,


MR. EHRLICH: Steve Ehrlich, E-H-R-L-I-C-H WITH Urban Engineers.


MR. FLEISCHUT: Steve Fleischut, Parking Authority, F-L-E-I-S-C-H-U-T.

MS. WHEELER: Perfect. Thank you.

The important dates for this solicitation. This was released on Tuesday March 27th, 2018. Today is a mandatory preproposal meeting. It's Tuesday April 3rd, 2018, and we started at approximately 11:10 a.m. Questions are due Friday, April 13th, 2:00 p.m., and proposals are due Friday, April 27th, 2018 at 2:00 p.m.

We do have a Court Reporter here, so I
would like to ask during the question period
if you just identify yourself prior to asking
your question, and I will allow late arrivals
to the meeting.

We're going to change the order of
gthings here a little bit and we're going to
talk about the work statement for this
proposal before I go through some of the
instructions. So for that, I'm going to let
Chris Perks describe the work.

MR. PERKS: All right. So in the RFP,
Part Four is the work statement. This is
On-Call Structural Engineering. We're
thinking of engaging two professional services
firms for this assignment, one for the
airport, one for our downtown garages. We
have six downtown garages that are various
types of construction, two underground, and we
have seven garages at the airport, which are
all precast.

As an on-call contract, there's no
specified monetary amount. Everything is done
against approved work orders that need to be
submitted and negotiated for the release of
work. And these are primarily for repair of our existing garages or other facilities. We have a few other facilities, buildings. And it includes evaluation, inspections, preparation and cost estimates, and then preparation of designs and contract drawings, including the specifications and the -- whatever is required for the City's Department of L and I. And that would include your participation on the special inspections program that the City has where they ask the design engineer to sign on to those documents, enter into those agreements.

Typically, the work product includes three sets of signed and sealed construction documents sufficient for L and I approval and any other third party regulatory approval. We also ask for a final delivery of one PDF version of the bid document drawings and one PDF version of the bid document project manual, which is the instructions to bidders, bid form, contract documents and specifications.

We also ask for those in an editable
version, Word for the project manual and CAD
drawings -- CAD files for the drawings, and
those files become the property of the
Authority, which we can reuse with the
appropriate release from your firm.

In the construction phase we ask for
administration and observation services that
are typical of the designer, not full-time
inspection. And we would expect you to review
the contractor's monthly pay applications,
which we use AIA form G702, and certify those
monthly progress payments and recommend them
to us for approval.

At the end of project we ask you to
transfer the contractor's as-built information
from red marked paper drawings onto the
original CAD files and then submit those
as-builds in PDF and CAD files at the end of
the project. And, again, those files become
the property of the Authority, which we can
reuse with your release.

We're primarily looking for structural
ing engineering. Subconsultants may be used, but
we need to preapprove any subconsultants that
you would use.

Mary is going to talk about the cost proposal. It's Section 2-8 of the RFP on page eight, and we're asking you to give us pricing of your key personnel hourly rates for the next three years. It's a three-year contract, in case you want to increase the rates. And I would ask you to give us the pricing on the people who will primarily be working on this project, which would be a handful of people, three to five, typically, a project executive, a senior engineer, a design engineer, maybe some technical people, but don't give me the entire list of your firm with 30 different job classifications on it.

Also, provide the direct expenses that you use, your per diem schedule for direct expenses. That can be increased over the three years, if you so desire. I should point out that the Authority does not pay for any markups on direct expenses, only the actual direct expense.

I would draw your attention in the instruction to offerers. Mary will discuss
Part Three, Section four, which is the evaluation criteria, which gives the weighting of the five evaluation criteria -- six. And I would ask you, when you're preparing these proposals, to be brief and be concise and to the point. Try to speak to those criteria and give examples, preferably in the Philadelphia jurisdiction.

I should say that included in the scope would be an annual inspection report of the garages, and that would be for structural waterproofing systems only. It does not include other systems, such as elevators, electric, fire alarm, HVAC. Those inspections are done by others. The annual inspection reports for you would only be structural and waterproofing.

And I should point out that we have several downtown garages that are due for facade inspections. So if you have performed facade inspections in the City of Philadelphia, you should point that out in your firm experience.

In the evaluation criteria, the ones
that are weighted the largest are understand of this assignment, project experience, what I ask you to keep limited to this scope and this jurisdiction, and then key personnel. And again, we would like to see the key personnel that would actually be working with three or four -- the three or four people we'\textl'll actually be dealing with, not all the resources you have in your entire firm.

MS. WHEELER: Is that it?

MR. PERKS: Yes.

MS. WHEELER: Does anybody have any questions on the work statement?

MR. EHRLICH: Yes. Steve Ehrlich with Urban Engineers.

Chris, you mentioned special inspections.

Are you looking for your engineer to be a special inspection agency?

MR. PERKS: No. We will obtain special inspections on a project by project basis by a third party and a separate engineering firm which we will solicit and engage. What we're
asking you is, as the structural engineer, the
City has a three-form process for the special
inspections, and one of those forms is an
agreement between the design engineer, the
special inspections firm, as the owner, and
you need to be familiar with that process at L
and I. You will only be participating in
specifications as the design engineer. We
will obtain a separate third party special
inspections firm, also an engineering firm.

MS. WHEELER: Any other questions on
the work statement?

There being none, I'm going to circle
back to Part One and we're going to talk about
how proposals should be submitted. You need
to submit your proposals in a sealed box or
envelope. You need to hand write on the
outside the RFP name and number and your
company name. I need one original and seven
copies. And I also need the entire final
proposal in one PDF file that's either on a
flash drive, or a thumb drive, or a CD.

Procurement questions are due on
Friday, April 13th, 2018 at 2:00 p.m. All
questions or clarifications of the instructions need to be E-mailed to my attention, mwheeler@philapark.org. We have two very similar RFPs running side by side, so make sure you clarify the RFP name and number in the subject line of your E-mail. All responses will be sent out via addendum to everybody who is in this meeting today, and all addenda will also be posted to our website where you found the original RFP documents.

We are looking for companies to identify whether they are a small and diverse business. There's a small and diverse business certification that can be found on the Pennsylvania Department of General Services website. You can self certify. If you are self certified or if you are certified as a small and diverse business, there is a certificate that you will attach to the Proposal Form, and I will talk more about that later.

Your original copy needs have signatures in ink. There is a form where if you're submitting by a corporation, we need
your corporate seal on that. I only point it out because it's something that people generally seem to overlook or miss, and that can hurt you in the evaluation process.

Part One, Section Ten talks about insurance requirements. We have included with your package our insurance requirements. You need to submit a sample Certificate of Insurance or a statement from your insurance carrier saying that if you are awarded this contract they will insure you up to those limits that we have identified. It's the biggest deficiency in our RFPs that we receive. The safest thing is to get that letter from your insurance carrier. It's the best way to avoid your proposal being thrown out because you don't have enough insurance coverage, or that you haven't shown us that you have enough insurance coverage.

We expect that this RFP will result in an executed contract. Our process is we have an evaluation committee who will review all the proposals, select a vendor. Once that vendor is selected, they will be contacted by
myself and someone from our Legal Department, who will begin negotiating a contract. We will get the selected offerer to sign the contract and then we will present that signed contract to our Board of Directors for award. Once they award it, then it goes to our Executive Director to be signed off, and then the contract is final.

We're looking for you to identify your Philadelphia Business Activities License number in your proposal and we need your federal EIN number.

We will notify offerers of selection within 60 days of opening the proposals. If we cannot make a decision in that 60 days, I will reach out and ask you if you can hold your numbers for a little bit longer. It's your decision whether you want to keep your proposal in the running or if you want to withdraw it at that point.

During the proposal review period we may have discussions or negotiations, we may ask for best and final offers from selected vendors, or ask for presentations. Any of the
combination of those items could occur during
the evaluation process.

We reserve the right to waive any
irregularities in the forms and papers that
are submitted, to accept or reject any or all
proposals, or to readvertise for this RFP if
we feel it's in the best interest of the
Philadelphia Parking Authority.

Proposal submitted may be subject to a
right to know request that is received by the
Authority. It's up to you to investigate or
seek counsel as to what is subject to right to
know or what is not subject to right to know.

If you're not going to submit a
proposal, there's a Proposal Decline Form in
your package, and I would appreciate if you
could fill that out and just explain to me in
detail why you're not submitting a proposal on
this.

And the offerers are responsible for
all shipping and delivery costs associated
with submitting a proposal.

Does anybody have any questions on
those instructions?
While I have touched on some instructions and tried to point out things that I generally see deficiencies in, it's your responsibility to read all of the instructions and adhere to all of the instructions.

Part Two is how you are going to submit your proposal. It's a tabbed format. Please use tabs that actually extend beyond the eight and a half by 11 paper. I'm just going to run through these pretty quickly.

Tab A is a transmittal letter. I need that from someone who is authorized to enter into a contract with the Authority. I need their name, their address, their phone number, and an E-mail address on that letter.

Tab B is going to be your project understanding.

Tab C is your project approach.

Tab D is your qualifications and experience.

Tab E is your key personnel.

Tab F is your references.

Tab G is the Proposal Form and your
Tab H is where you're going to submit your sample Certificate of Insurance or that letter from your insurance carrier.

Tab I, financial statements. We are looking for you to submit financial statements for the past three years that have either been audited or reviewed by a certified public accountant who is not an employee of your firm.

Tab J is where you can propose any changes to our sample contract or give us any unacceptable insurance requirements to be taken into consideration.

Does anybody have any questions on the proposal format?

There being none, Part Three is our criteria for selection. There's three criteria that you have to meet that are mandatory. You have to be in this meeting, you have to sign all of the forms properly in your Proposal Form, and you need to submit your proposal on time before the deadline. Anything other than that can be waived if we
determine that we would like to waive any
deficiencies in your proposal.

Proposals will be evaluated by a
selected committee. And like I said earlier,
they may ask for questions, clarifications or
presentations, or best and final offers.

Chris talked about the six areas of how
we will weight the evaluation. Just be sure
to read over that.

Any questions on the criteria for
selection? We already talked about the work
statement.

Part Five are our contract terms and
conditions. Exhibit B attached to this RFP is
a sample contract. This is the contract that
we are going to ask you to execute. If you do
not list any exceptions in your proposal, we
will not consider any exceptions after
proposals are submitted.

Exhibit A has contractor integrity
provisions. You need to read over them and
make sure you're compliant. This is not a
signature form. By submitting a proposal, you
are agreeing to our contractor integrity
provisions.

This will be a three-year contract. It will automatically terminate after three years, unless it is terminated before that by the Authority. The Authority reserves the right to terminate the contract at any time with 30-days notice.

Appendix C is where you can find our insurance requirements.

Any question on the contract terms?

I'm going to quickly go through the Proposal Form. Number four is where you're going to list any addenda that I release. Again, go to the website, last thing you do, make sure you have all the information.

Page three of the Proposal Form, that is where that corporate seal will go if you're submitting as a corporation.

Page four, the Affidavit of Noncollusion, this form requires a notary. Just make sure you give yourself time to get that form notarized.

Page five is where you will put your Philadelphia Business Activities License and
your federal EIN. If you do not have that
Business Activities License, you have five
days from the award of the contract to obtain
that.

Page six is a small and diverse
business participation submittal form. You
fill that out and then you attach your
certificate to this form.

Page seven is the Proposal Decline
Form.

Following that is Appendix B, which has
our sample contract, and Appendix C, which has
our insurance requirements.

Does anybody have any questions? There
being none, we will wrap things up. Thank you
again for coming out and for your interest in
this solicitation.

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(Whereupon, the preproposal meeting for
Proposal Number 18-13 was concluded at 11:31
a.m.)

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CERTIFICATION

I hereby certify that the proceedings and evidence noted are contained fully and accurately in the stenographic notes taken by me upon the foregoing matter dated April 3, 2018, and that this is a correct transcript of the same.

Susan L. Singlar
Court Reporter-Commissioner of Deeds

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