

THE PHILADELPHIA PARKING AUTHORITY  
REQUEST for PROPOSALS ON-CALL STRUCTURAL ENGINEER

RFP NO. 18-13

\* \* \* \* \*

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

\* \* \* \* \*

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

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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

1 CONTRACTORS PRESENT: (Continued)

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3 DONALD STARK, American Engineers Group

4 RICHARD WOJNARSKI, T and M Associates

5 BRIAN McGLADE, Baker, Ingram

6 BRIAN RAWLINGS, O'Donnell & Naccarato

7 NICK LEHMANN, WJE

8 MARK DEWEY, Thornton Tomasetti

9 ROBERT BORIS, Keast & Hood Company

10 ANTHONY LoCICERO, Burns

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1 MS. WHEELER: Thank you, everyone, for  
2 coming out. I apologize in advance for those  
3 of you who have to sit through this a second  
4 time this morning.

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

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

14 MS. NARDONE: My name is Anita Nardone,  
15 N-A-R-D-O-N-E, representing Dawood  
16 Engineering, Incorporated.

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

19 MS. SCHMIDT: Haley Schmidt,  
20 S-C-H-M-I-D-T, with David Mason and  
21 Associates.

22 MR. GLEATON: James Gleaton,  
23 G-L-E-A-T-O-N, David Mason Associates.

24 MR. HUMMEL: George Hummel,

1 H-U-M-M-E-L, with AECOM.

2 MR. McGLADE: Brian McGlade,  
3 M-C-G-L-A-D-E, Baker, Ingram Associates.

4 MS. STREAHLE: Carrie Strehle,  
5 Promatech.

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

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

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

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

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

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

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

21 MR. WOJNARSKI: Richard Wojnarski,  
22 W-O-J-N-A-R-S-K-I, T and M Associates.

23 MR. RAWLINGS: Brian Rawlings,  
24 R-A-W-L-I-N-G-S, O'Donnell and Naccarato.

1                   MR. D. WILSON: Dennis Wilson,  
2                   W-I-L-S-O-N, McCormick Taylor.

3                   MR. A. WILSON: Andy Wilson,  
4                   W-I-L-S-O-N, O and S Associates.

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

7                   MR. LEHMANN: Nicholas Lehmann,  
8                   L-E-H-M-A-N-N, Wiss, Janney, Elstner  
9                   Associates.

10                  MR. RAGOZZINO: Frank Ragozzino,  
11                  R-A-G-O-Z-Z-I-N-O, Philadelphia Parking  
12                  Authority.

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

15                  MS. WHEELER: Perfect. Thank you.

16                  The important dates for this  
17                  solicitation. This was released on Tuesday  
18                  March 27th, 2018. Today is a mandatory  
19                  preproposal meeting. It's Tuesday April 3rd,  
20                  2018, and we started at approximately  
21                  11:10 a.m. Questions are due Friday, April  
22                  13th, 2:00 p.m., and proposals are due Friday,  
23                  April 27th, 2018 at 2:00 p.m.

24                  We do have a Court Reporter here, so I

1 would like to ask during the question period  
2 if you just identify yourself prior to asking  
3 your question, and I will allow late arrivals  
4 to the meeting.

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

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

21 As an on-call contract, there's no  
22 specified monetary amount. Everything is done  
23 against approved work orders that need to be  
24 submitted and negotiated for the release of

1 work. And these are primarily for repair of  
2 our existing garages or other facilities. We  
3 have a few other facilities, buildings. And  
4 it includes evaluation, inspections,  
5 preparation and cost estimates, and then  
6 preparation of designs and contract drawings,  
7 including the specifications and the --  
8 whatever is required for the City's Department  
9 of L and I. And that would include your  
10 participation on the special inspections  
11 program that the City has where they ask the  
12 design engineer to sign on to those documents,  
13 enter into those agreements.

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

24 We also ask for those in an editable



1 version, Word for the project manual and CAD  
2 drawings -- CAD files for the drawings, and  
3 those files become the property of the  
4 Authority, which we can reuse with the  
5 appropriate release from your firm.

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

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

22 We're primarily looking for structural  
23 engineering. Subconsultants may be used, but  
24 we need to preapprove any subconsultants that

1           you would use.

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

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

23                    I would draw your attention in the  
24          instruction to offerers. Mary will discuss

1 Part Three, Section four, which is the  
2 evaluation criteria, which gives the weighting  
3 of the five evaluation criteria -- six. And I  
4 would ask you, when you're preparing these  
5 proposals, to be brief and be concise and to  
6 the point. Try to speak to those criteria and  
7 give examples, preferably in the Philadelphia  
8 jurisdiction.

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

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

24 In the evaluation criteria, the ones

1           that are weighted the largest are  
2           understanding of this assignment, project  
3           experience, what I ask you to keep limited to  
4           this scope and this jurisdiction, and then key  
5           personnel. And again, we would like to see  
6           the key personnel that would actually be  
7           working with three or four -- the three or  
8           four people we'll actually be dealing with,  
9           not all the resources you have in your entire  
10          firm.

11                   MS. WHEELER: Is that it?

12                   MR. PERKS: Yes.

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

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

17                   Chris, you mentioned special  
18          inspections.

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

21                   MR. PERKS: No. We will obtain special  
22          inspections on a project by project basis by a  
23          third party and a separate engineering firm  
24          which we will solicit and engage. What we're

1 asking you is, as the structural engineer, the  
2 City has a three-form process for the special  
3 inspections, and one of those forms is an  
4 agreement between the design engineer, the  
5 special inspections firm, as the owner, and  
6 you need to be familiar with that process at L  
7 and I. You will only be participating in  
8 specifications as the design engineer. We  
9 will obtain a separate third party special  
10 inspections firm, also an engineering firm.

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

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

23 Procurement questions are due on  
24 Friday, April 13th, 2018 at 2:00 p.m. All

1 questions or clarifications of the  
2 instructions need to be E-mailed to my  
3 attention, mwheeler@philapark.org. We have  
4 two very similar RFPs running side by side, so  
5 make sure you clarify the RFP name and number  
6 in the subject line of your E-mail. All  
7 responses will be sent out via addendum to  
8 everybody who is in this meeting today, and  
9 all addenda will also be posted to our website  
10 where you found the original RFP documents.

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

22 Your original copy needs have  
23 signatures in ink. There is a form where if  
24 you're submitting by a corporation, we need

1           your corporate seal on that. I only point it  
2           out because it's something that people  
3           generally seem to overlook or miss, and that  
4           can hurt you in the evaluation process.

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

20                    We expect that this RFP will result in  
21          an executed contract. Our process is we have  
22          an evaluation committee who will review all  
23          the proposals, select a vendor. Once that  
24          vendor is selected, they will be contacted by

1           myself and someone from our Legal Department,  
2           who will begin negotiating a contract. We  
3           will get the selected offerer to sign the  
4           contract and then we will present that signed  
5           contract to our Board of Directors for award.  
6           Once they award it, then it goes to our  
7           Executive Director to be signed off, and then  
8           the contract is final.

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

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

21                       During the proposal review period we  
22           may have discussions or negotiations, we may  
23           ask for best and final offers from selected  
24           vendors, or ask for presentations. Any of the



1 combination of those items could occur during  
2 the evaluation process.

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

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

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

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

23 Does anybody have any questions on  
24 those instructions?

1                   While I have touched on some  
2                   instructions and tried to point out things  
3                   that I generally see deficiencies in, it's  
4                   your responsibility to read all of the  
5                   instructions and adhere to all of the  
6                   instructions.

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

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

17                  Tab B is going to be your project  
18                  understanding.

19                  Tab C is your project approach.

20                  Tab D is your qualifications and  
21                  experience.

22                  Tab E is your key personnel.

23                  Tab F is your references.

24                  Tab G is the Proposal Form and your

1 cost form.

2 Tab H is where you're going to submit  
3 your sample Certificate of Insurance or that  
4 letter from your insurance carrier.

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

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

15 Does anybody have any questions on the  
16 proposal format?

17 There being none, Part Three is our  
18 criteria for selection. There's three  
19 criteria that you have to meet that are  
20 mandatory. You have to be in this meeting,  
21 you have to sign all of the forms properly in  
22 your Proposal Form, and you need to submit  
23 your proposal on time before the deadline.  
24 Anything other than that can be waived if we

1 determine that we would like to waive any  
2 deficiencies in your proposal.

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

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

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

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

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

1 provisions.

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

8 Appendix C is where you can find our  
9 insurance requirements.

10 Any question on the contract terms?

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

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

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

23 Page five is where you will put your  
24 Philadelphia Business Activities License and

1           your federal EIN. If you do not have that  
2           Business Activities License, you have five  
3           days from the award of the contract to obtain  
4           that.

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

9                     Page seven is the Proposal Decline  
10          Form.

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

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

18                                 \* \* \* \* \*

19  
20                    (Whereupon, the preproposal meeting for  
21          Proposal Number 18-13 was concluded at 11:31  
22          a.m.)

23  
24                                 \* \* \* \* \*

1                                    C E R T I F I C A T I O N

2

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

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10

11                                    Susan L. Singlar  
12                                    Court Reporter-Commissioner of Deeds

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14                    (The foregoing certification of this  
15 transcript does not apply to any reproduction of the  
16 same by any means, unless under the direct control  
17 and/or supervision of the certifying reporter.)

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