

**The Philadelphia Parking Authority
Mellon Independence Center
701 Market Street, Suite 5400
Philadelphia, PA 19106**

**RFP No. 16-12 – Commercial Real Estate Services
Addendum One**

To: See Email Distribution List

From: Mary Wheeler
Manager of Contract Administration

Date: May 13, 2016

No Pages: 2

This addendum is issued on May 13, 2016 prior to the bid due date to add, delete, modify, clarify and/or to respond to questions submitted by prospective proposers regarding the work included in the above referenced request for proposals.

QUESTIONS

1. **Question:** We are typically not requested to provide security along with our proposals. Is that something that can be waived? If not, can you explain how bid bonds work.

Response: After careful consideration and review of the specifications of this solicitation the Authority has decided to reduce the amount of the proposal security required to five (5) thousand dollars. As stated in the proposal documents the proposal security of the unsuccessful proposers will be returned with their rejection letter. The proposal security of the award winner will be held until the contract is fully executed by both parties and then returned. The proposal security serves to insure that if a broker is awarded the contract that they will in good faith execute a contract with the Authority.

2. **Question:** Regarding the financial statement requirement, are these an absolute requirement for submission of proposal?

Response: Yes, each proposer will be required to submit financial statements as outlined in Item #14 of the instructions to bidders.

3. **Question:** Who at the Authority will have access to the financial statements?

Response: The Contract Administrator, Finance Director, Executive Director and the Legal Department will have access to the submitted financial statements.

4. **Question:** What steps will be taken to protect the confidentiality of the proposer's financial statements?

Response: Financial statements are used to guarantee the stability of the proposer that the Authority will be contracting with. Financial statements are removed prior to document scanning and are shredded after approval is received from the Director of Finance. We ask for only one copy to be submitted for this review and the financials are not released to all of the selection panel members.

5. **Question:** Do the statements become part of the public record?

Response: No, financial statements are not part of the public record and are not subject to a Right to Know Request.

6. **Question:** Will the Authority comply with a request to return (the single copy of) the financial statements to the proposer after the award is made.

Response: Yes, but this request must be made in writing to Mary Wheeler, Manager of Contract Administration via email to mwheeler@philapark.org.

7. **Question:** Will the Authority sign a confidentiality agreement related to financial statements?

Response: No, the Authority has a general policy not to sign any vendor/consultant documents. We do not publish vendor/consultant financial information.

8. **Question:** Page 6, item 27 – Proposal Security - There is a request that each proposal be submitted along with a certified check, cashier's check, or bid bond to the Philadelphia Parking Authority. In our experience it would be unusual for a real estate services company to put up a bid bond for leasing services. Are we missing something?

Response: See response to Question #1.

9. **Question:** How many square feet/which spaces are currently available (not under lease or excluded from the agreement)? Even if an exact amount is not available due to ongoing negotiations, a range would be helpful.

Response: Spaces A1, A2, F and H have drawn some interest and are in early negotiations. There have been no formal commitments on these spaces and they may be a part of this contract. Spaces B, I and J are confirmed for this contract.

END OF ADDENDUM ONE