



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

**COMMERCIAL REAL ESTATE BROKER SERVICES
RFP No. 16-12**

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 proposals (“RFP”) in order to select a qualified professional leasing agent or broker for leasing retail space on the ground floor of both sides of 8th Street between Arch and Filbert Streets. 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 Wednesday, June 1, 2016.

Documents and registration forms 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, by emailing the completed Broker Registration Form to mwheeler@philapark.org.

Respondents are encouraged to submit questions from date of issuance until Wednesday, May 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 Wednesday, June 1, 2016.