

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

**RFP No. 17-17
Legal Services
Addendum One**

To: See Email Distribution List

From: Mary Wheeler
Manager of Contract Administration

Date: June 2, 2017

No Pages: 2

This addendum is issued on June 2, 2017 prior to the RFP due date to add, delete, modify, clarify and/or to respond to questions submitted by prospective offerors regarding the work included in the above referenced solicitation.

QUESTIONS

1. **Question:** On the Instructions Page 4, item 15. MBE/WBE/DBE/DSE/ Participation, The Authority requires that each offeror submit as part of its proposal either a "Solicitation for Participation and Commitment Form" or a "Request for Waiver/Reduction of Participation". Here, our question is that it doesn't appear that there are instructions, or a tab A through K, where this form should be placed.

Response: The Request for Waiver form should be included with the Proposal Form, directly after the Solicitation for Participation in Tab D.

2. **Question:** Prospective Offeror is on the approved counsel list with AIG for Employment Practices. The firm is not currently on the AIG approved list for Crime, Directors and Officers Liability, and Cyber Liability but understands that AIG makes its decision on a case by case basis. The Prospective Offeror has previously represented the Philadelphia Parking Authority in other matters insured by AIG. Can the Prospective Offeror respond to those labor/employment and investigations portions of the RFP?

Response: Yes.

3. **Question:** Under the "Insurance and Indemnification Requirements" in particular #4, The PPA requests Umbrella limit of coverage with per occurrence and aggregate of \$5,000,000 (or the final limit to be appropriate). My firm has coverage of \$2,000,000 per occurrence and \$2,000,000 in the aggregate. The firm meets all other insurance requirements. Does our Umbrella coverage suffice or should the firm seek an exception with the PPA to this particular requirement?

Response: Please include this exception in Tab I – Unacceptable Contract and Insurance Terms.

4. **Question:** May I submit as references, attorneys and/or staff working in the PPA's Office of General Counsel?

Response: No.

5. **Question:** If a firm is only submitting a proposal for workers' compensation defense work which requires admission in the Supreme Court of PA, do the attorneys performing services for the Authority need to be admitted to practice in the United States Court of Appeals for the Third Circuit and the District Court for the Eastern District of PA? If so, do the attorneys need to be admitted to practice in the Third Circuit and Eastern District before submitting a proposal or is it acceptable to be admitted when a contract is awarded?

Response: It is acceptable that the attorney handling work assigned by the Authority is admitted as provided in the RFP prior to receipt of the assignment.

END OF ADDENDUM ONE