

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

**RFP No. 17-22  
On-Call Electrical Engineer  
Addendum One**

To: See Email Distribution List

From: Mary Wheeler  
Manager of Contract Administration

Date: August 25, 2017

No Pages: 3 plus attachment

This addendum is issued on August 25, 2017 prior to the proposal due date to add, delete, modify, clarify and/or to respond to questions submitted by prospective bidders regarding the work included in the above referenced solicitation.

**CLARIFICATIONS, CHANGES AND ADDITIONS TO THE BID DOCUMENTS**

1. The **Question Deadline** has been extended to: **Wednesday, August 30, 2017 at 2:00 PM.**

**QUESTIONS**

1. **Question:** Page 5, Section 22 lists MBE and DBE participation, however Proposal Form Page 6 only has DBE listed. Please confirm how to include and note MBE certifications which are also listed in Page 5 section 3 of the evaluation criteria, not just DBE.

**Response:** The Authority will accept identification as a minority business enterprise and/or a disadvantaged business enterprise. Please identify business status on page 6 of the Proposal Form.

2. **Question:** Proposal Form and Cost Proposal (TAB G): Should these be specific rates for the named individuals only, or a blended rate by category (Senior Engineer, CAD Technician, ect.) or a blend of the two? If rates for only submitted resumes are to be provided should a general category rate be included for support services such as Project Admin, and CAD?

**Response:** Please submit specific rates for named individuals (for each of the three years), and also a general rate schedule for the firm which will include all the other categories.

3. **Question:** Would you allow a yearly cost for insurance requirements?

**Response:** Yes. If your firm does not typically carry these coverage amounts and you need to supplement your insurance at additional cost, please identify those costs on a monthly or annualized basis as a direct expense.

4. **Question:** Are you just looking for technical specifications? Or do we also prepare the front end of the bid documents?

**Response:** It depends on the project. For a small project being submitted to L&I, the specifications can go on the drawings. If the project is going out for public advertisement and bidding, then yes, you will prepare the entire Project Manual, including instruction to bidders, bid form, contract, general conditions, supplemental conditions, general requirements and technical specifications. We have a boiler plate arranged in CSI MasterSpec format for all these sections which we will provide for your use. The technical sections are your responsibility.

5. **Question:** Who is going to handle the administrative part of any project we are to go about?

**Response:** Again, it depends on the size of the project. For small jobs, we have two full time electricians. For larger projects which you design where we hire an outside contractor, we will ask you to review shop drawings and RFIs, attend job meetings, inspect their work, and review their payment applications (AIA G-702).

6. **Question:** Is the project manual similar to what the city uses?

**Response:** No. Our project manual is unique to the Parking Authority. A sample project manual from a previous bid is attached.

7. **Question:** Can the notary be someone within the company?

**Response:** Yes.

8. **Question:** Will you ask for costs for each task from among the contract holders?

**Response:** Once the On-Call contracts are issued, we would typically negotiate with a single firm for a specific assignment.

9. **Question:** Are you going to have other on-calls for mechanical plumbing disciplines?

**Response:** No. We don't have enough mechanical and plumbing work to justify an On-Call engineer. Other disciplines where we solicit for On-Call professional services include architecture, structural engineering, and construction management.

10. **Question:** Does your definition of electrical include the fire alarm or special systems, security access control, camera systems?

**Response:** Yes. This contract can include fire alarms, special systems, security cameras, revenue control systems, data cable and fiber optic systems, etc. However, ninety percent of the work under this contract will be electrical power and distribution.

11. **Question:** No other On-Calls are planned that are systems related? Like mechanical plumbing or special systems?

**Response:** No. Please refer to Question 8 above.

12. **Question:** Does lighting include photometric calculations?

**Response:** Yes.

13. **Question:** Are there standards to meet?

**Response:** None of our own. Typically at the outset of an assignment we will ask you for a short "Basis of Design" document which will list the Owner's objectives and criteria, identify applicable codes and standards, and then make recommendations for the basis of design.

14. **Question:** Regarding the insurance. Can I show the sample COI from the previous PPA contract?

**Response:** Yes, as long as the sample COI details coverages that meet or exceed the requirements outlined in this RFP.

**END OF ADDENDUM ONE**