

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

**RFP No. 18-17**  
**Multi-Space Meters 2018**  
**Addendum Four**

To: See Email Distribution List

From: Mary Wheeler  
Manager of Contract Administration

Date: November 30, 2018

No Pages: 3 plus excel spreadsheet

This addendum is issued on November 30, 2018 prior to the proposal 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.

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

1. The due date for proposals has been extended to Wednesday, December 12, 2018 no later than 2:00 PM.
2. The final sentence of section 9.2 has been amended to read: "The Authority will not make any use of the Prior Existing Software or Work Product except as permitted under this Agreement and the Support and Maintenance Agreement."
3. Section 15.2 (iii) has been amended to read: "... be written on an "occurrence" basis;"

**QUESTIONS**

1. **Question:** In phase one, what would be the estimated installation requirement time scale of the Authority for the bidders to price their bids on? How many meters per day would the Authority be able to remove? How many meters will the Authority be able to install? Are these separate crews or a single crew doing both the same day? In order to propose an installation/project plan this information is needed.

**Response:** The offeror is expected to assist in the layout prior to installation/removal of meters. The amount of meters installed/removed per day cannot be answered, as there are many variables that may affect installation/removal, such as weather, employee availability, and traffic. The Authority will provide one crew for same day removal and installation as long as the offeror provides proper supervision.

2. **Question:** What will be the scope of the Authority's installation team for removal and installation? Will new sites be ready prior to de-installation of existing meters? Does the Authority expect to replace existing meters the same day they remove meters for that area? What are the work hours? How many hours per day will be installation / removal?

**Response:** The offeror is expected to assist in the layout prior to installation/removal of meters. All new sites will be properly cleared by PA One Call for removal and installation. The Authority expects to replace all existing

meters the same day as removal. The work hours for Authority staff are 7:30 am - 3:30pm, Monday - Friday. Availability will be approximately 6 hours per day for installation and removal.

3. **Question:** In Phase 2 & 3 how many meters will PPA be able to install in a day? What is the scope to accomplish this? (# of crews? # of people in a crew? / hours of work?).

**Response:** The offeror is expected to assist in the layout prior to installation/removal of meters. The amount of meters installed/removed per day cannot be answered, as there are many variables that may affect installation/removal, such weather, employee availability, and traffic. The Authority will provide one crew for same day removal and installation as long as the offeror provides proper supervision. The crew will consist of 3 Pole Crew Technicians and 1 Meter Technician. The staff work hours are 7:30 am – 3:30 pm, Monday - Friday.

4. **Question:** Since the quantity of meters to be removed varies during the phases as does the labor does the price proposal form only include phase one?

**Response:** Please reference question #3 from Addendum #1. Unit price should reflect costs associated with completion of Phases I, II, and III.

5. **Question:** Section 7.4: Reliability Damages: This section describes liquidated damages relating to the Contractor failing to remedy issues within one (1) hour. Please clarify if the liquidated damages only apply to the Initial Warranty Period or if they also apply to the Maintenance and Support Agreement.

**Response:** The liquidated damages apply to the Initial Warranty Period and the Maintenance Support Agreement.

6. **Question:** Section 9.2: License to Work Product and Prior Existing Software: This section references a Source Code Escrow Agreement. Is there a Source Code Escrow requirement for this project? If so, please provide a copy of the proposed agreement.

**Response:** The Source Code Escrow agreement has been removed. The final sentence of section 9.2 has been amended to read: "The Authority will not make any use of the Prior Existing Software or Work Product except as permitted under this Agreement and the Support and Maintenance Agreement."

7. **Question:** Section 15.2 (iii): General Requirements and the Provision of Certificates and Policies: This section states that insurance is to be written on a "claims made" basis. Please confirm that insurance is to be on an "occurrence" basis as stated in Appendix C, page 1, paragraph 1.

**Response:** Section 15.2 (iii) has been amended to read: "... be written on an "occurrence" basis;"

8. **Question:** With some critical information missing on installation time scales and scope of Authority's installation teams, we request an extension of Due Date of proposal to December 19th.

**Response:** The due date for proposals has been extended to December 12<sup>th</sup>, 2018.

9. **Question:** Now that the City is doing the installation of the Parking Meters, is a Performance and Labor and Materials Bond still required considering the Labor requirement has now been removed?

**Response:** This requirement remains unchanged.

**10. Question:** As the Offeror is responsible for all civil documentation, permits and security required to deliver the Multi-Space meters to the installation locations, and loading the older uninstalled meters for disposal. Please confirm that the PPA is responsible for securing all civil documentation, permits and security required for performing proposed civil (AC power), concrete, pay station installation and meter removal work that the PPA will perform?

**Response:** The Authority will handle the process of completing work orders and contacting PA One Call for clearance when installing and removing the meters. The Authority will not be providing security personnel.

**11. Question:** Can the PPA provide the Excel spreadsheet that details the locations of the current meters?

**Response:** See Attachment.

**12. Question:** Is the PPA anticipating that whenever possible the same meter location will be utilized or will modified locations almost always be acceptable?

In the event modified locations are acceptable would the plan be to install in the new locations first and have removal of the existing location done second [perhaps a different day] to allow for continuity of paid parking being available to parkers?

In the event that the same meter location is required or desired, is the PPA expecting zero down time for parkers during the physical installation, or is it acceptable to plan and coordinate approved times when paid parking will not be available?

Example 1: old meter(s) removed from a block face and new pay station(s) installed immediately after so parking is always available to citizens.

Example 2: removal of old meter(s) from a block face one day, then installation of new pay station(s) the following day.

**Response:** The offeror is expected to assist in the layout prior to installation/removal of meters. The Authority expects to replace all existing meters the same day as removal.

**13. Question:** Are there any limitations or details that the PPA has available for planning how many Multi-Space meters PPA can install/remove in a day/week? Allowable work hours, installation crew quantity limitations, available staff for installation/removal tasks? For example the difference between 2 and 4 installation or removal crews drastically changes the overall project timeline, cost and efficiency. Along the same line if there are only 2 people that can decommission old meters that can alter planning significantly.

**Response:** The offeror is expected to assist in the layout prior to installation/removal of meters. The amount of meters installed/removed per day cannot be answered, as there are many variables that may affect installation/removal, such as weather, employee availability, and traffic. The Authority will provide one crew for same day removal and installation as long as the offeror provides proper supervision. The crew will consist of 3 Pole Crew Technicians and 1 Meter Technician. The staff work hours are 7:30 am – 3:30 pm, Monday - Friday.

**END OF ADDENDUM FOUR**