

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

**RFP No. 19-08  
Mobile Application for Commercial Loading Zones  
Addendum One**

To: See Email Distribution List

From: Mary Wheeler  
Manager of Contract Administration

Date: January 17, 2020

No Pages: 3 plus Excel file

This addendum is issued on January XX, 2020 prior to the bid 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.

**ADDITIONAL INFORMATION**

1. Appendix D in Excel format is attached to the email that delivered Addendum #1.
2. Additional questions will be accepted until Friday, January 24, 2020 at 2:00 PM.

**QUESTIONS**

1. **Question:** Regarding the insurance requirement, Offerors must submit with their proposal a sample certificate of insurance from a recent project that meets the requirements, we cannot submit such a certificate. Does this mean that we cannot be in anymore?

**Response: Please submit a letter from your insurance broker stating that if you are awarded this contract they will provide the required insurance levels. Be sure to factor the cost of the insurance into your proposal. Insurance requirements will not be negotiated after proposals are received.**

2. **Question:** Regarding the financial statements requirement, Offeror must provide complete financial statements for the last three years, which have been audited or reviewed by an independent Certified Public Accountant who is not an employee of the Offeror. Complete financial statements must include, at a minimum, a balance sheet, income statement, reconciliation of equity, and a cash flow statement. We cannot submit these. Does this mean that we cannot be in anymore?

**Response: The minimum required financial statements to be provided must be at least reviewed by an independent CPA for as many years as available, up to a maximum of three (3) years. This is a requirement for every offeror. Proposals that do not include financial statements will not be considered.**

3. **Question:** Can you elaborate a little on the requirement for the apprenticeship program? Would that be something where if you have a subcontract with someone you provide that if you don't participate in the program?

**Response: The requirement for the Certified Apprenticeship program only applies to any company providing trade work (i.e. electrical, plumbing, mechanical or general construction).**

4. **Question:** With respect to the sample contract, it's drafted for a PARCS system and the RFP says, "Be careful. Don't change it much." Are you expecting the vendors to mark it up with the material that we are proposing or just look at like the boilerplate portions of it? For example, there are a number of warrantee elements that pertain to ten years after system acceptance. The contract that we are bidding on is a three plus one, plus one. So I'm trying to understand are those actually intended to be in or is that pertaining to the PARCS system, and therefore, we should edit it?

**Response: Offerors should mark the sample contract to identify any terms to which they do not agree and include any proposed alternative language, if applicable.**

5. **Question:** Could we get Appendix D in Excel?

**Response: Appendix D is attached to the email that delivered this addendum.**

6. **Question:** As we understood from the documents, you are looking for a single provider that can work both on the mobile apps development and hardware producers. Our team can help only with mobile development, will it be a blocker?

**Response: In order to propose a full response to the RFP, it is suggested that you partner with another vendor to carry out the portion of the project that you need assistance with.**

7. **Question:** Is having the Philadelphia Commercial Activity License, Small and Diverse Business Certificate, appropriate documents evidencing participation and enrollment in Apprenticeship Program crucial for this project and cooperation?

**Response: The Philadelphia Commercial Activity License can be obtained up to 5 days after being notified of selection. Small and Small Diverse Business certificate is not a requirement, although, if you are a Certified Small and Small Diverse Business you will receive additional points during the scoring process. Enrollment in a state approved apprenticeship program is a requirement for any trade work (i.e. electrical construction).**

8. **Question:** Can PPA please provide a breakdown of all of the companies in their fleet programs and how many tickets each fleet typically receives annually?

**Response: In 2019, there were just over seven hundred (700) accounts enrolled in the fleet program. Four hundred and forty (440) of those accounts received parking violations, totaling roughly one hundred eighty two thousand (182,000) violations.**

9. **Question:** Can the City please provide a new link to the offeror form as the current link is not working.

**Response: The Registration Form has been closed. All Offerors that were in attendance at the mandatory Pre-Proposal Meeting are eligible to submit a proposal.**

10. **Question:** What KPIs or metrics does the Authority hope to improve in the city through the implementation of the solution?

**Response: The Authority is hoping to create a system in which delivery companies doing business in the City of Philadelphia can see in real time any available loading zones. This would reduce congestion and emissions in the City. In light of this, the Authority would like to see data such as how long an average truck stays in a zone, vacancy rates (are zones being underutilized or are more needed), captures rates (are the enforcement officers monitoring the zones), times of day where occupancy is high, low, etc.**

11. **Question:** Is the intent of the RFP to just provide a mobile application to direct individuals to open loading zone spaces or is the intent to also track types of vehicles and times in the zones to insure compliance with the time limits and vehicle types?

**Response: The Authority would prefer the ability to track the type of vehicle and the length of stay.**

**12. Question:** Will users be able to reserve zones and/or spaces from the mobile application? If yes, will payments be authorized from the mobile application?

**Response: It is not the Authority's intention to offer reservations at this time. Any future payments for parking rights or reservations will be made through the Authority's existing mobile payment provider.**

**13. Question:** Does the Philadelphia Parking Authority own the source code for the meterUP application?

**Response: The current source code for the "meterUP" mobile payment application is owned by ParkMobile USA, Inc.**

**14. Question:** Could we include some sample hardware devices in our offer for the PPA's evaluation committee?

**Response: Offerors are permitted to include hardware samples with their proposals.**

**END OF ADDENDUM ONE**