
Cherelle Parker, Mayor
Atif Saeed, Chief Executive Officer, Department of Aviation
The City of Philadelphia

REQUEST FOR PROPOSALS FOR ***AIRPORT GROUND TRANSPORTATION MANAGEMENT CONSULTING SERVICES***

WORK SUMMARY:

Provide professional consulting services at Philadelphia International Airport ("PHL", "Airport") for the management of the Ground Transportation Program.

PROPOSED COMPENSATION:

It is expected that the successful Applicant will be awarded a cost-plus, fixed-fee contract(s). The proposed price must include all costs that will be charged to the City for the services and tangible work products the Applicant proposes to perform and deliver to complete the project. Any contract resulting from this RFP will provide for a not-to-exceed amount in the compensation section of the contract.

RFP ISSUE DATE:

April 8, 2025

RESPONSE DEADLINE:

No later than 5 pm Philadelphia Time on **May 15, 2025**. A complete proposal must be submitted by this time to be considered. Proposals in-process are incomplete.

OFFICIAL RFP CONTACT: Shannon Clark, Departmental Procurement Specialist,
Shannon.clark@phl.org

SUBMISSION REQUIREMENTS:

All proposals must be submitted electronically to the correct contract opportunity established for this RFP (identified by opportunity number) through **eContract Philly** at <https://philawx.phila.gov/econtract/>

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1. INTRODUCTION

1.1 Values

The City of Philadelphia values **diversity, equity, and inclusion**, and seeks to provide increased access to contracting opportunities for certified local, Minority-, Woman- and Disabled-Owned Businesses (M/W/DSBE), Small Business Enterprises (SBEs), and alternative diverse businesses on registries recognized by the City.

IF ELIGIBLE, YOU ARE ENCOURAGED TO:

- ✓ Apply for [Local Business Entity \(LBE\) certification](#) with City's Procurement Department. If you provide your LBE status and/or promise to have a Local Impact, this must be used by the contracting department as a positive factor in evaluation and potential selection. Additionally, some opportunities are exclusively reserved for LBE certified businesses.
- ✓ Register as a [M/W/DSBE](#) certified business with the City's [Office of Economic Opportunity](#) (OEO) and be added to OEO's registry of certified businesses. The City and prime contractors use this registry to find and solicit diverse vendors for contracts and subcontracts.
- ✓ Get Paid Faster! Enroll on the [Vendor Payment Portal](#) to effortlessly submit electronic invoices and monitor payment progress 24/7. The process of submitting invoices through the Vendor Payment Portal is user-friendly, efficient, and free.

M/W/DSBEs, [alternative Diverse Businesses recognized by the City](#), vendors participating in the [Rebuild Emerging Vendors Program](#), and LBEs are encouraged to respond directly to this RFP.

1.2 Contracting with the City of Philadelphia

Consistent with our values, the City requires that all contractors and subcontractors comply with all applicable laws, regulations, and policies, including:

1

[City business licenses and permit requirements](#)

2

[Payment of City Business Taxes or other indebtedness owed to the City](#)

3

[Compliance with the City's Antidiscrimination Policy. Executive Order 01-21](#)

4

[CHAPTER 17-1300. PHILADELPHIA 21ST CENTURY MINIMUM WAGE AND BENEFITS STANDARD](#)

Please closely review the City's contract attachments including the standard terms and conditions found in the General Provisions under [Appendix A](#) of this RFP. Any contract resulting from this RFP will incorporate and be governed by these documents.

1.3 Contacting Us

For technical assistance with the eContract Philly website, email [**eContractPhilly@phila.gov**](mailto:eContractPhilly@phila.gov) or call (215) 686-4914.

- Please note the phone number provided is not a live helpline.
- Allow for two (2) business days prior to any application deadline to receive a response to your request. The City will not extend a deadline even if it has not responded to your question or request.
- All other questions regarding the RFP, including substantive questions, must be submitted in accordance with Section 2.3. Applicants are otherwise prohibited from contacting City representatives concerning this RFP or related matters.

1.4 Feedback about this RFP

The City recently updated the design of the RFP we use for Professional Services, and would like feedback from vendors. If you have feedback you would like to share, please complete [this voluntary survey](#). Thank you.

2. THE OPPORTUNITY

2.1 Summary

Aviation is seeking operational, airport ground transportation management consulting services from established, responsible business entities with significant experience at domestic and/or international airports. The City intends to enter into professional services contracts with one or more qualified Applicant(s) to provide the consulting services listed in the introduction above. The successful Applicant(s) will provide an Operational Plan, which is reflective of the specific responsibilities and level of services required as detailed in the scope of services. This RFP is open only to prime Applicants with superior knowledge and substantial, relevant experience, including specifically, contracts performing relevant services within the last five (5) years with minimum annual payments of \$750k.

2.2 Background

Department of Aviation Overview

The City administers the day-to-day operations of the Airport through Aviation, under the direction of its CEO. The CEO, Chief Operating Officer (COO), or their designee will manage the work performed by the Applicant. Aviation oversees and operates both PHL and PNE which combined employ nearly one thousand (1,000) City employees.

Project Background

Project Specific Background

The purpose of these services is to offer the Airport patron a variety of options, and associated cost, when arranging transportation from Airport to next destination. It is anticipated that by providing this service the City can achieve the goal of making the Airport a user friendly and overall positive experience for those who use the facility. All services provided by the Applicant shall be to the highest industry standards. The requirements and standards set forth herein should be considered minimum to satisfy this Scope of Services.

All services to be performed by Applicant shall be in accordance with all applicable federal, state, and local laws, rules and regulations and orders, including, but not limited to the Rules and Regulations of the Department of Aviation for Philadelphia International Airport regarding the Regulations for Ground Transportation on the Airport (see link at

https://www.phl.org/drupalbin/media/PHL_-

[Rules and Regulations Cover Page and Section 10 9.28.2022.pdf](#)) including all amendments as are currently in effect or promulgated in the future, those of the Pennsylvania Public Utility Commission (PUC), Philadelphia Parking Authority (PPA), Federal Motor Carrier Safety Administration (FMCSA), the Federal Communication Commission (FCC), and any other governmental entity or agency having jurisdiction over Applicant activities including, but not limited to, the City of Philadelphia and Tinicum Township, Delaware County. Vehicles governed by the Rules and Regulations include taxicabs, off-airport

courtesy shuttles, shared-ride vans and limousines, Transportation Network Companies (TNC) and other modes of for-hire ground transportation.

Description of Philadelphia Airport System

PHL is classified by the Federal Aviation Administration ("FAA") as a large air traffic hub (enplaning 1.0% or more of the total passengers enplaned in the U.S.). According to data reported for calendar year 2021 by Airports Council International – North America, PHL was ranked the twenty-first busiest airport in the United States, serving 19.6 million passengers; twenty-eighth busiest in the nation for aircraft operations; and fourteenth busiest in the nation for cargo tonnage.

The Airport serves residents and visitors from a broad geographic area that includes eleven counties within four states: Pennsylvania, New Jersey, Delaware, and Maryland. The Airport System consists of the following:

a. Philadelphia International Airport Background

PHL has approximately 2,598 acres located partly in the southwestern section of the City and partly in the eastern section of Delaware County, about 7.2 miles from Center City Philadelphia. The Airport's runway system consists of parallel Runways 9L-27R and 9R-27L, crosswind Runway 17-35, commuter Runway 8-26, and interconnecting taxiways. PHL's terminal facilities consist of seven terminal units totaling approximately 3.3 million square feet and include ticketing areas, passenger and baggage screening areas, passenger hold rooms and other amenities, baggage claim areas, a variety of food, retail and service establishments, and other support areas.

Outside of the PHL terminal area, PHL also has the following: six active cargo facilities; various support buildings; training areas; an air traffic control tower; a fixed-base operator; corporate hangars; a fueling supply facility; two American Airlines aircraft maintenance hangars; a first-class office complex; a 14-story hotel; seven rental car facilities; a cell-phone lot; employee parking lots; and five public parking garages.

b. Northeast Philadelphia Airport Background

PNE is located on approximately 1,118 acres situated within the City limits, ten miles northeast of Center City Philadelphia. PNE serves as a reliever airport for PHL and provides for general aviation, air taxi, corporate, and occasional military use. The airport has no scheduled commercial service. There are presently 85 T-hangars, ten corporate hangars and six open hangars for general aviation activities.

Diversity, Equity and Inclusion Mission

The Department of Aviation believes that significant value can be derived from increasing the diversity of an airport's staff and workforce. A wider representation of viewpoints, backgrounds, experiences, and skill sets enhances the work environment. Aviation is committed to diversity, equity and inclusion. As such, it desires for its Applicants to prioritize diversity, equity and inclusion within their organization. Accordingly, we ask that upon entering a contract with the Department of Aviation, your company agrees to operate inclusively and to its best effort build a diverse team of qualified professionals that reflects the makeup of the community at large.

Problem Statement

The Department of Aviation requires assistance with managing the extensive ground transportation program. These services are vital to the day-to-day operation of the airport in assisting our customers with their traveling needs.

Title VI Solicitation Notice

The Airport, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations issued thereunder (49 CFR Part 21), hereby notifies all Applicants that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

2.3 RFP Schedule

RFP Posted	April 8, 2025
Pre-Proposal Meeting	<p>A pre-proposal meeting will be held on April 16, 2025 at 9:30 am, Philadelphia Time. It is highly recommended that all proposers attend.</p> <p>Join ZoomGov Meeting – COPY LINK:</p> <p>https://phl-org.zoomgov.com/j/1607614027?pwd=y7Jm6uzbDyPMSebRzq7dvQ5hC5hIID.1</p> <p>Meeting ID: 160 761 4027</p> <p>Passcode: 018077</p> <p>One tap mobile</p> <p>+16692545252,,1607614027#,,,,*018077# US (San Jose)</p> <p>+16469641167,,1607614027#,,,,*018077# US (US Spanish Line)</p>
Site Visit	<p>A site visit will be held on April 30, 2025, at 12:00 pm, Philadelphia Time. It is highly recommended that all proposers attend.</p> <p>Philadelphia International Airport, Terminal D, Third Floor</p>
Applicant Questions Due	Applicants must submit questions regarding this opportunity by April 30, 2025, at 5:00 pm Philadelphia time. All questions must be submitted via email to Shannon.clark@phl.org.
Answers Posted on <u>eContract Philly</u>	May 1, 2025, at 5:00 pm Philadelphia time

Proposals Due	May 15, 2025 at 5:00 pm Philadelphia time
Applicant Interviews, Presentations <i>(City Discretion)</i>	June 15, 2025 Virtual
Applicant Selection	June 25, 2025
Contract Execution	August 1, 2025
Commencement of Work	August 1, 2025

The above dates are estimates only. Notice of changes in any pre-proposal meeting or site visit date, time or location, due date for Applicant questions, or proposal due date will be posted as a notice/Addendum with the original RFP on [eContract Philly](#) and will become a part of the RFP.

2.4 Outcome Goals

The Department's goal is to:

Maintain and continue to offer the Airport patron a variety of options, and associated costs, when arranging transportation from Airport to next destination. It is anticipated that by providing this service the City can achieve the goal of making the Airport a user friendly and positive experience for those who use the facility. All services provided by the Applicant shall be to the highest industry standards. The requirements and standards set forth herein should be considered minimum to satisfy this Scope of Services.

2.5 Award Terms

Aviation reserves the right to have multiple awards.

Term	The term of this contract is expected to start on or about August 1, 2025, and end on or about July 30, 2026. The City may, at its sole option, amend the contract to add up to four (4) additional terms, each not to exceed one year.
Compensation	Contract(s) will state maximum compensation including all expenses.
Cost Proposal Type	Please reference Section 3.2 of this template for more information on cost proposal requirements.
Terms of Payment	Successful Applicant shall submit monthly invoices.

3. SCOPE OF WORK

3.1 Description of Services

This *Section 3.1, Description of Services* includes the requirements for the project, including the services to be performed and the deliverables that must be met by the selected Applicant. The City reserves the right to change certain service requirements or deliverables based on changed circumstances, like a change in the business or technical environment or contract negotiations with Applicant(s) selected for negotiations, without issuing a revised RFP.

Applicants should read this section closely. An Applicant's proposed scope of work must detail how they will meet the service requirements or achieve the deliverables described in this section. Applicants may also propose additional or revised services or deliverables to achieve the outcomes described in *Section 2.3 Outcome Goals* of this RFP. However, Applicants must explain why each of these additional services or deliverables are necessary, and when and how they will be completed.

Service Requirements

1. Aviation requires at least the services listed below, including the specific tasks and work activities described. Applicant's proposed scope of work should state in detail how it will carry out each task, including the personnel/job titles (as identified in Section J, *Organizational and Personnel Requirements*) responsible for completing the task. For each service specified, the Applicant should propose criteria to determine when the tasks comprising the service are satisfactorily completed. Applicants may propose additional or revised tasks and activities, but should explain why each is necessary to achieve the project objectives.

The successful Respondent will operate a comprehensive and coordinated Airport Ground Transportation program:

- Governing the dissemination of ground transportation information to the traveling public
- Assisting travelers in obtaining ground transportation at the airport
- Coordinating the flow of ground transportation vehicles to passenger pick-up locations
- Managing the operation of and maintaining an Automated Vehicle Identification (AVI) system and electronic billing and collection system, as specified herein
- Encouraging locally owned and Minority, Women and Disabled Business Enterprise (M/W/DSBE) participation
- Managing the operation of Airport-owned parking and staging areas
- Managing the Airport Employee Parking program

2. **Summary of Key Operations**

The Applicants will provide a Plan that includes proposals for operation of key areas within the Airport. See Appendix F for maps of these locations. The areas which must be addressed include:

a) **Management Office.**

An Applicant selected through this RFP will be provided an on-site management office. This office will serve as the central location for managing the other key operations. The Applicant must staff the management office at a minimum of twenty (20) hours a day seven (7) days per week. However, the Applicant shall have a management representative on duty at the Airport to always oversee the ground transportation operations.

Applicant Proposals must include a manager (the "Manager") who is vested with the full power and authority in respect to the method, manner and conduct of the ground transportation operations. The Manager shall be empowered to commit the Applicant when a decision is needed concerning the operations on a daily basis. The Manager shall also be the liaison between ground transportation providers and the City. The following includes, but is not limited to, the duties and responsibilities of the Manager:

- Driver and Customer Relations: Handles complaints by drivers/providers and customers; Responds to said complaints within prescribed time frames.
- Communications: Develops good communication skills allowing communication with employees as well as drivers.
- Employee Training: Develops a training schedule for all new employees, monitors and evaluates their progress.
- Discipline: Verbal and/or written communications, as the situation warrants. Manager shall be responsible for issuing Enforcement/Suspensions in accordance with Section 10.L. of the Airport Rules and Regulations.
- Advises Superiors: Keeps them informed of the day-to-day operations, problems, and suggestions of the Ground Transportation Management Services.
- Schedules Employees: Ensures that all shifts are staffed by competent personnel as dictated by the flow of arriving passengers. Validates and signs employee time records daily.
- Reports any statistics that may be required such as: current levels of activity, including number of taxis dispatched; number of ground transportation vehicles traveling through the access road system; revenue collected; staff hours worked
- Maintains the Manager's Daily Log.
- Handle unplanned facility emergencies: Manager is on call 24 hours a day, 7 days a week.
- Attends meetings with Public Utilities Commission (PUC) and/or Philadelphia Parking Authority (PPA) to keep up to date on taxicab licensing, training, operational changes, and any other relevant information. Relays the information to drivers and generally keeps drivers informed of any changes in airport operations.
- Must ensure adequate taxicab availability to meet passenger demands in accordance with monthly Airline schedules.

Applicant Proposals must address any additional staffing or other means of operating the management office and supervising the ground transportation services at the Airport. For example, the management office for the current ground transportation services operator is staffed by supervisors who assist with the day-to-day operation at the Airport, as well as administrative support staff who provide

general clerical and administrative support to the Manager and supervisors.

b) Management of Taxicabs.

Proposals must address how the Applicant intends to manage the taxicab services available efficiently and effectively at the Airport. Taxicabs are available at two locations: (1) the West Hold Lot, (2) curbside at each terminal. Applicant will be required to perform general duties associated with keeping a sufficient number of taxicab vehicles available. This includes, but is not limited to, the following duties and responsibilities:

- Ensuring that all required equipment, including two-way radios, and gate arms, are operating correctly and reporting any problems to the Manager.
- Reporting violations of Airport or City policies or laws or regulations to the Manager. Note repeat violators of policies and compiles a list of taxicab drivers and/or companies in this category.
- Reporting security matters to the Manager.
- Maintaining fair and equitable treatment of all taxicab providers to ensure they move through the queue as soon as possible.
- Recording and reporting problem Ground Transportation providers to the Manager.
- Assisting with keeping staging areas clean, secure, and safe. Reporting any problems, accidents, unsafe conditions or equipment trouble to the Manager.

Currently, these duties and the management of taxicab services are carried out by staff positions at each location where taxicab services are available. This includes a taxicab dispatcher at each location. In addition, a line supervisor and lot attendant are also at the West Hold Lot, and a curbside coordinator is located curbside at each terminal. Proposals should reflect the Applicant's professional judgment and may, but are not required, to incorporate the current staff positions utilized to manage taxicab services. Proposals must include the qualifications and duties for all proposed staffing positions.

c) Management of Limousines and Other Commercial Ground Transport Vehicles.

Proposals must address how the Applicant intends to manage the limousines efficiently and effectively and other for-hire commercial ground transport vehicles. Applicant will be required to perform duties associated with managing these types of ground transportation, including:

- Collect egress fees and cash from drivers of for-hire transport vehicles.
- Ensure that all required equipment, including the cash register and gate arms are operating correctly and reports any problems to the Manager.
- Report on security matters to appropriate persons.
- Operate a payment system to collect the proper fees for ground transportation providers.
- Time stamps driver's receipts.
- Assist in keeping the facility clean, secure, and safe. Reports any problems, accidents, unsafe conditions or equipment trouble to the Manager.
- Deposit daily receipts into on-site vault.
- Report on security matters including violations, accidents, equipment malfunctions, etc.

- Answer telephone as necessary.

Currently, these duties are primarily carried out by cashiers located at Ground Transportation office located in Terminal A East baggage claim. Proposals should reflect the Applicant's professional judgement and may, but are not required, to incorporate the current staff positions utilized to manage taxicab services. Proposals must include the qualifications and duties for all proposed staffing positions.

d) Management of Information Counters.

Proposals must address how the Applicant intends to provide information regarding ground transportation services to passengers arriving into Philadelphia. This must include but is not limited to the following:

- Managing ground transportation information counters located in each baggage claim terminal.
- Greeting people as they are waiting for transportation at the Airport.
- Ensuring that telephones, kiosks, monitors, and other necessary equipment at the ground transportation information counters are working properly.
- Responding to passenger inquiries.
- Assisting passengers in obtaining ground transportation services.
- Answering questions of a routine nature. This may include directions to a specific or general location, names of destinations such as hotels, restaurants, cultural or civic destinations.
- Maintaining tidiness of counter area.
- Informing waiting passengers of scheduled services.
- Maintaining a manual back-up system to the TIDS of transportation provider's rates and/or schedule.
- Reporting observed soliciting violations associated with Ground Transportation Operations.
- Maintaining a daily activity log.
- Upon request, provide displays on counters such as decorations/signage for special events, holiday recognition.

Currently, these duties are primarily carried out by representatives stationed at each ground transportation counter in the terminals. Proposals should reflect the Applicant's professional judgement and may, but are not required, to incorporate the current staff positions utilized to manage taxicab services. Proposals must include the qualifications and duties for all proposed staffing positions.

e) Managing the operation of Airport-owned parking and staging areas.

The Airport owns and operates two (2) Employee Parking Lots, which require 24-7 access by Airport employees, and one (1) TNC Holding Lot. Access into the two (2) employee lots are controlled by proximity cards issued to approved Airport employees that have completed the application process, which includes verification of employment.

- Provide 24-7 lot attendants to staff booths in both Employee Parking Lots (Bartram Avenue and Cargo City) and TNC Holding Lot.
- Ensure that all required equipment, including two-way radios, gate arms, card readers and cameras are operating correctly and report any problems to the Manager.

- Report violations of Airport or City policies or laws or regulations to the Manager.
- Report any maintenance issues observed inside the Parking lots to the Manager.
- Manage the employee parking program, which includes administrative functions, record keeping, collection of fees where applicable, distribution of access credentials.
- Respond to employee inquiries (via email, phone or during staffed office hours).

The Airport also owns one (1) staging lot for commercial vehicles.

- Must provide staffing at a minimum of 16 hours a day/7 days a week.
- Ensure all required equipment (two-way radios, access gates) are operating correctly and report to manager.
- Report all maintenance issues observed inside the lot to Manager.

In the event that the airlines increase or decrease service (flights or passengers) or totally cease operation at the Airport, the City, with written notice from the Chief Executive Officer of PHL to the Applicant, reserves the right to increase or decrease the Applicant's service by no more than 30% without negotiation. The City approves all staffing. The City can order, without any liability to the City, up to 30% variance at any time during the contract. Any increase or decrease in excess of this percentage is subject to mutual agreement of City and Applicant. There shall be no liability on the part of the City for any lost profits resulting from any ordered reduction in services.

The Applicant shall be required to reduce services, on a station-by-station basis, due to extenuating circumstances. It is understood that no penalty will be incurred by the City should such a request be made by the City.

f) Automatic Vehicle Identification (AVI) System Management, Operation, and Maintenance.

The Applicant will be required to manage, operate, and maintain for the City, a City-owned PHL AVI system used for a variety of PHL ground transportation management functions.

A very important function for which the AVI system must be used by the Applicant is the collection of fees for using PHL from commercial ground transportation vehicle (taxi, limousine, and shuttle van) owners and/or drivers. Presently approximately \$2 million/year in revenue, conveyed to the City, is collected by the ground transportation manager using the AVI system. The Applicant must manage each commercial ground transportation vehicle having or obtaining a PHL AVI system transponder (similar to an EZPass transponder). Transponder holders must pay the Applicant in advance by cash, check, or credit card to use PHL. In order to use PHL the transponder holder must pass under an AVI reader. The funded account of each holder is debited a prescribed amount each time the holder uses PHL. Transponder holders' payments obtained by the Applicant are deposited into an escrow account that is the subject of an Escrow Agreement among the PHL ground transportation manager, the City, and Wells Fargo Bank. If the successful Applicant is not the current ground transportation manager, the successful Applicant will be required to become a party to the Escrow Agreement.

The Applicant also must use the AVI system to monitor PHL ground transportation operations and to track regulatory compliance by all commercial ground transportation vehicles using PHL and by their owners and drivers -- ensuring that the vehicles, drivers and

owners maintain appropriate licensure and meet other PHL requirements. The Applicant must make information available to the City – in some cases electronically in real time and in other cases by periodically required reports – about PHL ground transportation operations and about regulatory compliance by owners, drivers, and their vehicles. The Applicant also must use the AVI system to dispatch taxis.

The manufacturer of the City's PHL AVI system hardware is TransCore, and some of its software is provided by Gatekeeper Systems, Inc. The City's current ground transportation services provider has arranged with TransCore and/or GateKeeper for system maintenance. The Applicant will be responsible not only for management and operation of the AVI system, but also for continued maintenance, including preventative maintenance, of the AVI system hardware and software, for which it may subcontract. Current annual AVI system maintenance costs to the City's current ground transportation services provider are approximately \$163,600. That cost covers maintenance of commercial vehicle management software that is usable by the commercial vehicle operators as well as by the City and its services provider, accounting software, a GateKeeper website for City and its services provider to keep track internally of commercial vehicles information, CVM software for credit card interface, servers maintenance, software upgrades, and weekly preventative maintenance visits. There are currently eight areas within PHL containing multiple AVI readers to be managed, operated and maintained by the Applicant. The Applicant must cooperate with the City to make any additions or changes to the AVI system that the City determines to be needed.

In addition to the using the software provided by GateKeeper for AVI system operation and management, the City's current ground transportation provider also uses the GateKeeper software to collect from Transportation Network Companies (Uber/Lyft) data on entry into and exit from a "geofence" circumscribing the PHL premises by TNC drivers. The current provider gives the City reports on that data as the City requests from time to time. The Applicant will be required similarly to manage the collection of TNC data via GateKeeper and to provide reports on that data to the City.

f) Maintenance Requirements - Management Office, West Hold Lot and Hold Lot, Terminal Curbside Area.

The Applicant is responsible for keeping the Activity Areas clean and well maintained according to the following description of responsibilities. The On-Site Manager will provide a check-off list of cleaning responsibilities to the personnel designated to clean the areas.

Services may be subcontracted. Duties and Responsibilities include but are not limited to the following:

- Change burned out light bulbs in the office.
- Pick up all litter and debris, sweeps, vacuums, and mops throughout the Area each evening and disposes of same in approved containers located in designated areas.
- The Department of Aviation will not clean or maintain office. The Applicant is responsible to return office at end of contract period in clean and undamaged condition.
- Report any safety hazards to the Manager or Supervisor on duty.

- Periodically remove all grease and oil residue from pavement surfaces in hold lots, feed lines, and passenger loading areas at each terminal. This should be done at least twice (2x) a year or more frequently, when necessary, as directed by Aviation to clean any accumulation of oil.
 - Snowplow, salt and otherwise clear all ice and snow from Taxicab Hold Lot and West Hold Lot with products pre-approved by the Director during the winter months when required. Aviation will maintain the entrance and exit roadways.
 - On a daily basis the Applicant will supply and clean all permanent toilet facilities. The Department of Aviation will supply, maintain, and clean portable toilets needed in hold lots.
 - Aviation must approve any new signage.
 - Maintain all curbside booths with an overall clean and attractive appearance, including cleaning windows and replacing broken glass.
 - Keep counters clean and supplied with pamphlets approved by Aviation.
- g) **Airport Security Program.** All employees shall be properly attired in a readily identifiable company uniform and shall wear proper identification badges, as approved by the Applicant. Airport identification badges must be displayed in full view and at all times. The Applicant identification badge will be wallet sized and of laminated plastic, having a white background with black letters and a fastening device. These I.D. badges will not allow access to restricted areas of the Airport.
- h) **Uniforms.** The City shall approve all uniform colors and design in advance. Individual uniform items will consist primarily of the following:
- Blazer – traditional two or three button.
 - Slacks/Skirts – traditional style.
 - Shirt/Blouse – Short/Long sleeve, conventional collar, permanent press, white.
 - Tie/Ascot Scarf
 - All-Weather Coat – Water-repellent blend.
 - Shoes – Black leather having safety soles.
 - Belt – Plain black leather.
 - Name Tags – Airport badge identification.
 - Inclement Weather Gear – such as boots, hats, gloves, scarves, etc., shall be uniform and complement the other uniform items.
 - Holidays – Aviation may require special additions to uniforms for specific holidays, i.e., Christmas.
- i) **Technology Requirements**
- 1.) **Utilities:** The City has installed information counters in all Baggage Claim Terminals to be used by the Applicant's Ground Transportation Terminal Representatives. City shall not furnish any special or additional utilities, facilities, or services other than telephones, electricity and internet connection to information counters, cashier booths, hold lot area and the office. The Applicant will occupy and maintain the Activity Areas in a clean and presentable manner. All equipment and furnishings not specifically indicated as being provided or installed by the City shall be the sole responsibility of the Applicant.

- 2.) **Telephone System:** In addition to the limited access telephone in the Manager's office, the following telephone system will be part of the Airport's system and supplied and installed by the Airport. Limited local access phones at the following locations:
 - Terminal curbside – in the curbside booths or locked in wall units
 - Baggage claim activity areas – at the ground transportation information counters
 - West Hold Lot – in the dispatcher booth
- 3.) **Tablets:** Applicant will supply tablet computers with internet capability, as needed. Any new and innovative technology will be considered and is encouraged.
- 4.) **Communication Devices:** A minimum of twenty (20) portable two-way radios, or approved equal, will be provided by the Applicant as the primary method of communication between the Terminal Representatives, Curbside Coordinators, Curbside Dispatchers, remote hold lot dispatchers, West Hold Lot Dispatchers, and management personnel.

The Manager and Supervisors must wear operating pager/cell phone devices, as well as maintain telephone communication when possible to communicate with the various locations. Appropriate communication devices will be provided to the Director to facilitate efficient communications between the Contractor and Airport Operations.

- 5.) **Display Monitors:** Transportation Information Display Systems (TIDS) equipment has been installed in each terminal where the information counters are located. The City will maintain the TIDS.

Flight Information Display Systems (FIDS) equipment is in use throughout the Airport. These displays will aid Ground Transportation providers by exhibiting arriving flight information.

j) Vehicles

- 1.) **Inspections/Information:** The Applicant will be familiar with the AVI System and be responsible for annual inspections of all tagged vehicles for permit renewals. Inspections should be set up to occur staggered throughout the year so as not to have all inspections due at once.

These duties may include but would not be limited to:

- Performing visual inspection of vehicles to meet Airport rules and regulations (in addition to PUC and PPA regulations).
- Coordinating with other departments regarding the current validity of permit approvals and inspection process.
- Confirming currency of inspection stickers, decals, and placards.
- Inspecting vehicle interiors and exteriors for cleanliness.
- Reviewing proof of insurance.
- Performing on-going inspections and permitting of vehicles.

- Inspecting and installing decals and transponders on courtesy vehicles and other pre-arranged vehicles (approximately 1000 vehicles).
- Updating database to include newly tagged vehicle classes (courtesy vehicles and others).
- Updating clearinghouse and electronic fund collection to include newly tagged vehicle classes.
- Other duties as requested by the City.

2.) **Lot Locations/Procedures:**

- a.) **Taxicabs:** Taxicabs will receive their position in queue via auto dispatch, then proceed to the West Hold Lot when notified by the system. At the West Hold Lot entrance, they will be monitored by the AVI system, where an automatic gate arm will control entrance into the Lot. If the vehicle is equipped with an AVI transponder the gate arm will open, the vehicle will proceed into the West Hold Lot and the Airport egress fee will be deducted from the driver's account. If the vehicle is not properly tagged, then the gate will not open and the vehicle will not be allowed to enter the lot. An exit lane is provided on the outside of the lot for any such vehicle to use so as not to back up the system. After entering this lot, taxicabs proceed to the stacking line where they wait to be dispatched to the Terminal Area when requested by the Curbside Dispatcher. When the vehicle reaches the front of the taxicab stacking line, it will wait for the dispatcher to release it to a terminal pick-up point, as requested by each Curbside Dispatcher. The West Lot dispatcher will utilize Auto Dispatch functionality to queue additional cabs to the West Hold Lot.
- b.) **Other vehicles:** The West Hold Lot is the entrance point for all for-hire commercial ground transportation vehicles (limousines, shared ride vans and scheduled vans, buses) and designated courtesy shuttles picking up passengers on the South Commercial Roadway. If the vehicle is equipped with an AVI transponder the gate arm will open and the vehicle will proceed, and the fee will be deducted from the driver's account. If the vehicle is not properly tagged, then the gate will not open and the vehicle will be required to use an exit lane located on the outside of the lot. Once the driver has gained access to the West Hold Lot, all ground transportation vehicles will proceed to the designated area or proceed directly to the Terminal Curbside. Infrequent users will be required to obtain a "one-time" pass from Airport Operations and will be allowed access to the lot by the Line Supervisor on duty.
- c.) **Comments:** The Applicant will provide a comment card including a hotline telephone number and company email address. The Curbside Dispatcher will distribute said card to all passengers. The Applicant will be responsible for responding to any comments related to ground transportation operations as directed by the Department of Aviation and will be responsible for any necessary investigation and/or corrective actions pertaining to these comments.

Statement of Qualifications

- A. Provide a statement of qualifications and capability to perform the services sought by this RFP, including a description of relevant experience with projects that are similar in nature, size and scope to that which is the subject of this RFP.
- B. Provide a brief overview of the Applicant's experience working with local governments and/or the federal government on aviation and/or transportation related issues, or any related experience. Include successes and results achieved in lobbying over the past four (4) years.
- C. Provide proof that the Applicant's firm and staff are registered lobbyists with the Federal Government and that the firm is in compliance with all financial reporting requirements.
- D. Provide the names and addresses of all clients where the Applicant performed assignments similar in scope and nature to the types of services listed in Section II. Provide for each client:
 - Name of the client;
 - Description of services provided;
 - Dates the Applicant provided the services;
 - Annual contract value;
 - Management fees or other compensation; and
 - Point of contact (name, address, telephone number and email address).

General Requirements

A. Hours and Location of Work

Hours and location of work will depend heavily on the project at hand in addition to the time required to complete it.

B. Monitoring; Security

By submission of a proposal in response to this RFP, Applicant agrees that it will comply with all contract monitoring and evaluation activities undertaken by the City, and with all security policies and requirements of the City and the Transportation Security Administration ("TSA"). Applicants are required to comply with Section 7 of the Airport Rules and Regulations regarding Airport Security. To review Section 7, contact Airport Security at 215-937-5452. The Applicant's personnel may be required to display in full view a specific identification badge to be issued by Aviation. Background checks of personnel may be required. Background checks, fingerprinting (\$32), and badging (\$33) costs for each employee are the responsibility of the Applicant, if required. In the event that the Applicant is privy to any Airport security information, the Applicant and all of its personnel and subcontractors (if any) shall be subject to Title 49 Code of Federal Regulations (CFR) Part 1520. Security will be maintained in accordance with TSA Regulations under the provisions of 49 CFR Part 1542. Failure to comply with the City's and TSA's rules and regulations shall be a material breach to the contract and, in addition to all other rights and remedies of the City under the contract, at law or in equity, the City shall be entitled to terminate the contract without liability to the City, and upon such termination, the Applicant shall be liable to the City for all outstanding fees and charges and all costs, including attorney costs, expenses and damages arising out of such termination.

3.2 Performance Metrics, Contract Management & Payments

Contract Performance Monitoring

As part of the City of Philadelphia's commitment to improved outcomes, the City seeks to actively and regularly monitor service delivery to enhance contract management, improve results, and adjust service delivery based on learning what works. Reliable and relevant data is necessary to drive service improvements, ensure compliance, inform trends to be monitored, and evaluate results and performance. As such, the City reserves the right to request/collect other key data and metrics from providers related to the performance of the contract and to reject any item of work that does not meet the performance standards described in the contract.

The successful Applicant shall report to the City of Philadelphia on a regular basis regarding the status of the project and its progress in providing the contracted services and/or products. At a minimum, the successful Applicant shall submit a monthly invoice detailing the services and/or products provided, the goals/tasks accomplished, and the associated costs. If hourly rates are charged, the invoice must also detail the number of hours, the hourly rate, and the individual who performed the service.

How We Will Pay the Selected Applicant

The contract for each chosen provider will include a contract maximum amount that cannot be exceeded without a written contract amendment. Applicants must provide a detailed cost proposal, with a line-item breakdown of the costs for specific services and work products proposed. Cost proposals must be "fixed price" proposals. The proposed price must include all costs that will be charged to the City for the services and tangible work products the Applicant proposes to perform and deliver to complete the project, including, but not limited to, costs for the following, if the Department is to pay for them: employee compensation and fringe benefits; communication; printing; administrative expenses; bonding; acquisition of real estate; rent, utilities, maintenance and security related to real estate; travel (reimbursable only at rates approved by the Department); project management; development; testing; implementation; maintenance; training; and all other work proposed. Any contract resulting from this RFP will provide for a not-to-exceed amount in the compensation section of the contract.

Applicants must complete and submit **Appendix G** with their proposal.

For the "Staffing Plan," listed in Organization and Personnel Requirements, provide a fully burdened hourly rate schedule with hourly fee "ranges" identified for each position title that will be utilized for the work proposed for the first year of the contract. Applicants must state hourly rate ranges for all personnel, identified by job title, who will perform work under any contract resulting from this RFP. Subcontractor hourly rate ranges by job title must also be stated. **Mark-up to subcontractor costs is not permitted.** For each task necessary to perform a service, deliver a tangible work product, or, if included in this RFP, accomplish a milestone identified in this RFP and/or the Applicant's proposed scope of work, the Applicant must state a firm estimate of the number of hours required to complete that task for each hourly rate that applies to each level of personnel identified to perform that task. Any contract resulting from this RFP will provide for a not-to-exceed amount in the compensation section of the contract.

Organization and Personnel Requirements

The successful Applicant(s) shall employ on its staff permanent, experienced professionals to manage the work of this contract, who specialize in airports. Subcontractors may be used for a portion of the work; however, the successful Applicant(s) must demonstrate the technical leadership and overall responsibility for each assignment. It is possible that the successful Applicant(s)' personnel may be required to work alternative shifts and/or weekends depending upon the requirements of Aviation.

Staffing Plan:

The proposal must include an Organizational Chart for the proposed team, identifying key team members and defining where work will be performed. The proposal must identify all personnel who will perform work on the project by job title, skill set, and experience level. Resumes of all personnel so identified should be included in the Applicant's proposal including titles and description of each person's duties. The list will also include specific owners and officers and/or partners authorized to bind the company to the provisions of the proposal.

PHL expects the following concerning the successful Applicant's organizational structure and personnel:

Personnel shall be of high professional, personal and ethical integrity. They must avoid conflicts of interest and prevent the compromise of security standards. The reputation and caliber of the personnel and their unbiased interaction with tenants and the traveling public on behalf of the Airport is of the utmost importance. Personnel will be required to display in full view a specific identification badge to be issued by the Airport. Background checks of personnel will be required to the extent necessary to assure that unescorted access to controlled areas of PHL do not compromise security. Security will be maintained in accordance with TSA Regulations under the provisions of 49 CFR Part 1542. Personnel may be required to work nights, weekends, or overtime on certain projects as the nature of the project work dictates, or as directed. Accordingly, the successful Applicant(s) must be familiar with typical airport operations and with applicable FAA codes and standards and City codes with respect to Airport projects.

4. HOW TO SUBMIT YOUR RESPONSE

4.1 What You Must Include in Your Proposal

For your proposal to be considered, proposals must be submitted:

- a) electronically;
- b) through the City's designated system (not email);
- c) before the deadline; and,
- d) signed by an authorized representative of the Applicant.

Additionally, your proposal must include the information listed in the Proposal Requirements below and be organized in the order shown. Failure to submit your proposal in the manner and format required by this RFP may result in your proposal being rejected.

Proposal Requirements:

1. Table of Contents

2. Introduction/Executive Summary (Give a short description of your proposal.)

Provide an overview of your company, the goods or services you offer and how you plan to meet the City's needs.

3. Applicant Profile (Tell the City about yourself).

Please complete the Applicant information below and include it with your proposal submission.

Part 1. Please provide the following for the Applicant's Business:

1. Name of Business
2. Business Address
3. Telephone Number
4. Fax Number (if applicable)
5. E-mail Address
6. Website Address
7. Federal Taxpayer Identification Number or Federal Employer Identification Number

Part 2. Please provide the following for the Applicant's Primary Contact:

1. Name
2. Job Title
3. Address
4. Telephone Number
5. Fax Number (if applicable)
6. E-mail Address

Part 3. Please provide a description of the Applicant's business background by answering the following:

1. What is the Applicant's Business Organization type (i.e. corporation, partnership, LLC, for or not for profit, etc.)?
2. Is the Applicant's Business registered to do business in Philadelphia and/or Pennsylvania?
3. What is the country and state of the Applicant's business' formation?
4. How many years has the Applicant's business been operating?
5. What is the primary mission of the Applicant's business?
6. What is the Applicant's significant business experience?
7. Is the Applicant's business registered as a minority-, woman-, or disabled-owned business or disadvantaged business with which certifying agency?

4. Proposed Scope of Work (Tell the City what you propose to do).

Review Section 3 of this RFP, “Scope of Work” and directly state what services and materials you will provide to meet the City’s described needs. Be specific, and, as necessary, describe your services and materials in plain language for the evaluation team to understand. Include a proposed budget or cost proposal, and a schedule for when the services and materials will be provided.

5. Statement of Qualifications; Relevant Experience (Tell the City why you are the best choice).

Provide a statement of your relevant qualifications and demonstrate how your experience meets or exceeds the City’s requirements. Include a list and description of similar projects you have worked on, including the number of such projects and the amount of time spent on them.

6. References (Tell us who can vouch for similar work you have completed).

Provide at least three references, preferably for projects that are similar in type, scope, size and/or value to the work sought by this RFP. If applicable, Applicant should provide references for projects with other municipalities that are similar in size to the City of Philadelphia. For each reference, include the name, address, telephone number **and a valid email address** of a contact person. **The use of PHL employees as references is not permitted.**

7. Proposed Subcontractors (Tell the City who will work with you).

Please provide a complete list of prospective subcontractors with whom you plan to work on this project. Include:

- Company Name
- EIN
- Scope of Work
- Minority-, Women-, or Disabled-Business / Disadvantaged Business Entity Certification (if applicable)
- Percentage of total work allocated to each firm

In addition, as required by the Office of Economic Opportunity, please complete the Subcontractor Solicitation and Commitment Form referenced in [Appendix B](#) and attach it to your RFP. This captures all minority-, woman-, and disabled-owned firms you have asked to work on this project with you, whether they have committed to do so, and the amount or percentage of the overall contract anticipated to be paid to each.

8. Requested Exceptions to Contract Terms (Tell the City any changes you would like to the contract).

In exceptional cases, a successful Applicant might be afforded exceptions to the City’s Contract Terms. State if you would like to request exceptions to the City’s Contract Terms, including those contained in this RFP, including [Appendix A](#) and any other documents incorporated by link or reference. Identify the location of the proposed change as well as possible (noting the document, section, heading, and page), the reason for the change request, and proposed alternative language. The City may consider your proposed changes or may disqualify your proposal at its option. However, please be aware that exceptions are not made often and so you should thoroughly explain why the change is necessary and appropriate for the contract. Any proposed exceptions to the City’s Contract Terms are subject to various internal review procedures before they can be accepted.

Note: Your proposal is a [binding offer](#) to contract and failure to propose exceptions binds you to the City's terms, if your proposal is accepted.

9. Tax and Regulatory Status and Clearance Statement (Certify that you do not owe the City).

Obtain a [Tax Clearance Certificate](#) and complete [Appendix C](#) attesting to Applicant's tax and regulatory compliance with the City.

10. Disclosure of Litigation, Administrative Proceedings, and Contract Defaults (Tell the City about any legal proceedings or contract disputes your company or its leaders were involved with).

Provide a description of any legal proceedings or contract disputes in the past five (5) years that might affect your business, finances, or ability to perform the work described by this RFP. Include all instances of litigation, bankruptcy, debarment, suspension, contract default claims, any criminal conviction or indictments, settlements, and court or administrative orders. For each matter, state the name and nature of the matter, the parties involved, and its current status. For contract disputes, provide the name and contact information for the opposing party. Provide the same information for any matter involving an officer, director, principal, partner, or affiliate of the Applicant, and for any intended subcontractor of the Applicant.

11. Statement of Financial Capacity (Demonstrate how stable your business is)

Provide documentation demonstrating fiscal solvency and financial capability to perform the work sought by this RFP. You may include any of the following:

- A general, independent statement of the Applicant's financial condition, prepared by an external auditor or accountant;
- Applicant's most recent audited or unaudited financial statements, including:
 - Balance Sheet,
 - Income Statement, or
 - Cashflow Statement;
- Most recent IRS Form 990 (for non-profit organizations only); or,
- Any other documentation that demonstrates your financial capacity to meet the requirements of this RFP.

12. Local Business Entity or Local Impact Certification (Tell the City if you are a local business or how you envision affecting the local economy).

The City is committed to leveraging its buying power to uplift and grow our local economy, which will result in more jobs for Philadelphians, including local and small, Minority-, Woman-, and Disabled-owned businesses and other diverse businesses. For this reason, the City will consider local impact as a significant factor in our proposal evaluation for this contracting opportunity. If you meet the requirements of a certified Local Business Entity (LBE), we strongly recommend that you get certified for free by following the steps found [HERE](#) and include a copy of your certification with your proposal and/or include a statement about how you envision impacting the local economy through this work.

13. Disclosure Requirements (Tell the City about your political contributions).

Excess political contributions to City candidates and incumbents can disqualify you from a City contract. Complete the mandatory [disclosures](#) required as part of the electronic application process in eContract Philly, including any local political campaign contributions, by selecting “[Apply for Contract](#)” from the opportunity information screen (where this RFP was located). Additional information and instructions are located under the “[Disclosure/Eligibility](#)” tab on the top of the [eContract Philly](#) homepage. Please make sure to review these requirements closely before completing these disclosure forms.

4.2 How To Submit Your Application

Online Submission Required by the Application Deadline

You must **complete your application through [eContract Philly](#) before the deadline** to be considered for this contract opportunity. Proposals may be changed at any time up until the submission deadline and the City will not review your proposal until after the deadline. The proposal is not considered submitted until the “submit” button is pressed at the conclusion of the eContract Philly submission process. You will receive a confirmation email that your Application was submitted.

Applicants are encouraged to allow sufficient time to complete the application process in order to become familiar with the requirements of the eContract Philly interface, upload all required documents, and resolve any technical issues prior to the submission deadline. The City need not accept, and may discard, responses that are incomplete, late, or submitted in any other format.

Electronic File Limitations

[eContract Philly](#) accepts attachments up to 8MB of the following file types: Microsoft Word, Microsoft Excel, Microsoft Project, Adobe PDF or in a compressed zip file. Larger attachments must be split into smaller attachments to accommodate this file size limitation. There is no limit to the number of attachments that may be uploaded.

Every Entity Applies for Itself

Except in the case of [Joint Ventures](#), which follow special rules described below, **every entity must apply for itself**. If the prospective applicant is not already registered with [eContract Philly](#), you must first register for an account before you can apply to this opportunity. Note that each legal entity must have a separate account; you may not utilize or repurpose another entity's account for this application. To identify each legal entity, the eContract Philly application system uses an entity's Taxpayer Identification Number, either a Social Security Number (SSN) or Employer Identification Number (EIN). Make sure the Tax Identification Number associated with your profile matches the Tax Identification Number of the company that is applying. Applications from an affiliated entity or made on another entity's behalf will cause the City to reject the proposal.

See the [Joint Venture](#) rules if you are applying on behalf of a Joint Venture.

Use the Submission Checklist Below

This is a tool to help you to submit a complete, accurate, responsive, and on time application.

DOES MY RESPONSE MEET THE PROPOSAL REQUIREMENTS?

Did you submit the proposal before the stated deadline of this RFP?	✓
Did the proposal explain how Applicant meets the goals and objectives, tasks, milestones, and deliverables, and other requirements described by the Department in the Opportunity and Scope of Work sections?	✓
Does your cost proposal meet the requirements under " Compensation "?	✓
Does your service proposal meet the requirements under " Description of Services "?	✓
Does your proposal meet the overall format and content requirements described in " What you must include in your proposal "?	✓
If eligible, did you register with the Office of Economic Opportunity as a M/W/DSBE, alternative Diverse Business recognized by the City, and/or with the Rebuild Emerging Vendors Program ?	✓
If eligible, did you enroll with the City's Vendor Payment Portal to effortlessly submit electronic invoices and monitor payment progress 24/7?	✓
Did you review the entire RFP and contract attachments, including the Contract Terms and Conditions, and request any exceptions? You must propose contract language changes with your proposal or the City's terms are deemed accepted.	✓
Was the proposal submitted electronically through eContract Philly ?	✓
Did you complete the mandatory political contribution disclosures through the application?	✓
Was the proposal submitted to the correct opportunity number?	✓
Was the application signed by clicking on the "submit" button at the conclusion of the eContract Philly submission process? The proposal is not considered submitted until this button is pressed, regardless of when you started to complete the proposal. You will receive an email acknowledgment of your submission.	✓
Was the individual who signed the application authorized to sign on behalf of the Applicant? For more information on who is authorized to sign your application, please see page 32 of the sample application found on eContract Philly here . You must be logged in to eContract Philly to access the document.	✓

Does the Applicant's [eContract Philly](#) Profile match the Applicant information provided in the proposal? Do the Taxpayer Identification Numbers match? (Do not use the SSN of the person filling out the proposal, unless the contract will be with that actual person; use the number of the entity applying and on its eContract Philly profile.)



Special Rule for [Joint Ventures](#)



4.3 Proposal Binding

Your proposal is a binding offer to contract for what you propose. Each Applicant agrees that it will be bound by the terms of its proposal for a minimum of 180 calendar days from the application deadline for this RFP and will enter a contract containing the same terms. If the City accepts your proposal as submitted, the City need not negotiate additional or different terms. Applicants must state clearly and conspicuously any modifications, waivers, objections, or exceptions they seek in a separate section of the proposal entitled "[Requested Exceptions to Contract Terms](#)."

The City reserves the right, in its sole discretion, to negotiate terms and conditions different from and/or additional to the Contract Terms without notice to other Applicants.

5. HOW WE CHOOSE

The City will consider many factors, including cost, when evaluating proposals submitted to this RFP. While cost is an important factor, it is not the sole, or necessarily the deciding factor. The City may choose to award the contract resulting from this RFP to an Applicant whose proposal is the most advantageous to the City and in the City's best interest even if the Applicant is not offering the lowest price.

The City will base its selection on criteria that may include, but are not limited to:

1. Superior ability or capacity to meet particular requirements of contract and needs of City Department and those it serves
2. Eligibility under Code provisions relating to campaign contributions
3. Superior prior experience of Applicant and staff
4. Superior quality, efficiency and fitness of proposed solution for City Department
5. Superior skill and reputation, including timeliness and demonstrable results
6. Special benefit to continuing services of incumbent, such as operational difficulties with transition or needs of population being served
7. Benefit of promoting long-term competitive development and allocation of experience to new or small businesses, including those owned by minority or disabled persons or by women
8. Lower cost
9. Administrative and operational efficiency, requiring less City oversight and administration
10. Anticipated long-term cost effectiveness
11. Meets prequalification requirements
12. Applicant's certification of its Local Business Entity/Local Impact status.

If a contract is awarded from this RFP, a notice will be published on the City's [eContract Philly](#) website identifying the name of the selected Applicant and the basis for award to that Applicant, as well as the names of all other Applicants to this RFP. To access this notice, select the button that says "Notice of Intent to Contract" and search for your opportunity number.

Compliance with Federal Grant Assurances

The successful Applicant shall be required to comply with all applicable federal grant assurances. 49 CFR Part 18; 2 CFR Part 200; Title 49, United States Code. Further, the Airport, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all Applicants that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises and airport concession disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color or national origin in consideration for an award. Federal Aviation Administration, *AIP Grant*

Assurances: Airport Sponsors (May 6, 2020, 4:30 PM),
http://www.faa.gov/airports/aip/grant_assurances/.

6. GENERAL RULES GOVERNING RFPs/PROPOSALS

WHAT ARE MY RESPONSIBILITIES IF I'M AWARDED THE CONTRACT?

Maintain an active Business Income and Receipts Tax (BIRT) Account Number.

REGISTER [HERE](#).

Maintain an active Commercial Activity License (CAL) Number

REGISTER [HERE](#)

Obtain a Philadelphia Tax and Regulatory Status Clearance and return [Appendix C](#) and stay current with all City and School District taxes and fees or payment plans.

OBTAIN A TAX CLEARANCE CERTIFICATE [HERE](#)

Continuously disclose your political contributions and stay under the [contribution limits](#) that allow you to be awarded a contract.

SEE THE "DISCLOSURE/ELIGIBILITY" TAB ON ECONTRACT PHILLY [HERE](#) FOR MORE INFORMATION

Submit all Contracting Disclosures requirements. Provide demographic information about your workforce and your work for the City in the past five years (This is only required once an organization is awarded a contract with the City of Philadelphia).

CONTRACTING DISCLOSURE AND FILING INSTRUCTIONS ARE [HERE](#)

Pay a Contract Preparation Fee

SEE AND PAY THE FEE [HERE](#)

Contracts resulting from this RFP are "Service Contracts" and awarded Applicants, along with their subcontractors at any level, are "Service Contractors" who must comply with the 21st Century Minimum Wage and Benefits Standard found in Philadelphia Code Sec. 17-1300.

THE CURRENT LIVING WAGE RATE AND BENEFITS REQUIREMENTS AND APPLICABILITY CAN BE LOCATED [HERE](#)

If the awarded contract is valued at or over \$250,000, you must extend Equal Benefits to life partners of employees that are extended to spouses of its employees, under 17-1900 of the Philadelphia Code.

INFORMATION REGARDING EQUAL BENEFITS IS LOCATED [HERE](#)

Register for electronic payments

INSTRUCTIONS FOR
REGISTRATION CAN
BE FOUND [HERE](#)

Comply with Diversity and Inclusion Standards

SEE [APPENDIX B](#)

**Comply with federal Health Insurance Portability and
Accountability Act (HIPAA) if applicable.**

SEE [HIPAA](#) SECTION
BELOW

6.1 Health Insurance Portability and Accountability Act (HIPAA)

The work to be provided under any contract entered into pursuant to this RFP may be subject to the federal Health Insurance Portability and Accountability Act (HIPAA) or other state or federal laws or regulations governing the privacy and security of health information.

If the contract is with any of the "[Covered Units](#)" designated by the City or the chosen provider is otherwise a "Business Associate" under HIPAA, the selected Applicant must comply with the "[Terms and Conditions Relating to Protected Health Information](#)" which are posted on [eContract Philly](#) under the "[About](#)" section and which will be incorporated into the contract by reference.

6.2 Special Rules Applicable to Joint Ventures

Generally, applications submitted through eContract Philly from Applicants that purport to be filing an application on behalf of another individual or business entity will not be considered, even if the other business entity is an affiliate of the Applicant. In the case of multiple business entities that, if awarded a contract, have formed, or intend to form a joint venture to perform the contract, a single business entity *may* file an application on behalf of all such business entities, so long as: (i) the filing business entity is or will be a member of the joint venture, (ii) the application is made in the name of the existing or proposed joint venture, (iii) documentation is submitted with the application identifying all business entities that will comprise the joint venture, and demonstrating a binding agreement among those business entities to perform the contract as the joint venture identified in the application (for a joint venture that has not yet been formed, documentation signed by each identified business entity evidencing a commitment to form the joint venture if awarded the contract is sufficient), and (iv) the non-filing business entities are eligible for award of a City contract and make the [disclosures](#) required by [Chapter 17-1400](#) of the Philadelphia Code (described in greater detail below) within fourteen (14) days after the joint venture receives notice that it has been awarded the contract.

6.3 Mandatory Political Contribution Disclosures and Penalties

Pursuant to [Chapter 17-1400](#) of the Philadelphia Code, Applicants are required to disclose the following as part of their required online application:

- their direct and indirect campaign contributions to:
 - political candidates and incumbents who are nominated for, running for, or serving in, a local Philadelphia elected office; and

- political committees/parties that are operating in Philadelphia¹
- any consultants used in responding to the RFP and political contributions those consultants have made as described above; and
- whether the Applicant or any representative of the Applicant has received from any City employee a request for money or other items of value, or advice as to specific entities that can satisfy minority, woman, or disabled-owned business participation goals.

Applicants who make material misstatements or omissions in required disclosures may be prohibited from entering into contracts resulting from this or any other RFP of the City for one to three years and subjected to fines of up to three-times (3x) the amount that a contribution exceeded the [political contribution limits](#), up to \$2,000 for each contribution, pursuant to [Section 20-1302](#) of the Philadelphia Code

For more information, please consult the text of [Chapter 17-1400](#), the “[Disclosure/Eligibility](#)” tab on [eContract Philly](#), e-mail econctractphilly@phila.gov, or call 215-686-4914.

6.4 Political Contribution Limits for City Contractors

The current contribution limits are adjusted every four years (starting in 2008) and are posted on the [eContract Philly](#) home page. The limits are established by law, apply continuously throughout the life of an awarded contract and for as long as the official benefiting is in office. Applicants are advised that individuals and businesses that make campaign contributions in excess of the amounts set forth in [Section 17-1404\(1\)](#) of the Philadelphia Code are ineligible to enter into a City contract or subcontract at any tier in excess of \$10,000 for individuals or \$25,000 for businesses. Contributions are attributed according to [Section 17-1405](#) of the Philadelphia Code and Applicants should take this into consideration in electing to apply for this opportunity and in selecting subcontractors, if any.

Applicants certify that their subcontractors are eligible to work on City contracts and will be responsible for any consequence if that later proves untrue. To assist Applicants, the City has provided disclosure forms under the “[Disclosure/Eligibility](#)” “[Subcontractor Disclosure](#)” tab on [eContract Philly](#) for subcontractors to complete and provide to the Applicant at their option. These forms do not need to be submitted to the City.

6.5 City Employee Conflict Provision

City of Philadelphia employees and officials are prohibited from submitting a proposal in response to this RFP. No proposal will be considered in which a City employee or official has a direct or indirect interest.

6.6 Reservation of Rights

By submitting a response to this contract opportunity, the Applicant accepts and agrees to the [City's Standard Reservation of Rights](#), linked and incorporated in this document by reference, and to the terms of this contract opportunity, including all information contained in this RFP and information

¹ State and federal campaign contributions do not have to be disclosed unless the subject/candidate in the campaign is also running for, or currently serving in a local Philadelphia elected office.

posted or accessible by link from the [eContract Philly "Opportunity List"](#) page, accessible under the ["New Contract Opportunities"](#) tab on the [eContract Philly](#) homepage.

6.7 Confidentiality and Public Disclosure

Each Applicant shall treat all information obtained from the City as a result of this opportunity or any resultant contract, which information is not generally available to the public, as confidential and/or proprietary to the City in accordance with the terms of any resultant contract. The Applicant shall exercise all reasonable precautions to prevent any information derived from such sources from being disclosed to any other person. The Applicant agrees to indemnify and hold harmless the City, its officials and employees, from and against all liability, demands, claims, suits, losses, damages, causes of action, fines and judgments (including attorney's fees) resulting from any use or disclosure of such confidential and/or proprietary information by the successful Applicant or any person acquiring such information, directly or indirectly, from the successful Applicant.

By submission of a proposal, Applicants acknowledge and agree that the City, as a municipal corporation, is subject to state and local public disclosure laws and, as such, is legally obligated to disclose to the public documents, including proposals, to the extent required thereunder. Without limiting the foregoing sentence, the City's legal obligations shall not be limited or expanded in any way by an Applicant's assertion of confidentiality and/or proprietary data.

APPENDICES

Appendix A – General Provisions

THE CITY OF PHILADELPHIA PROFESSIONAL SERVICES CONTRACT GENERAL PROVISIONS.

(Posted as a separate document with this Opportunity on eContract Philly)

Appendix A-2 – Exhibit PA-3 Airport Requirements

(Posted as a separate document with this Opportunity on eContract Philly)

Appendix B – Subcontracting and Antidiscrimination Policy

CITY OF PHILADELPHIA OFFICE OF ECONOMIC OPPORTUNITY

ANTIDISCRIMINATION POLICY - MINORITY, WOMAN AND DISABLED OWNED BUSINESS
ENTERPRISES

SPECIAL CONTRACT PROVISIONS, INSTRUCTIONS AND FORMS

(Posted as a separate document with this Opportunity on eContract Philly)

Appendix C - City of Philadelphia Tax and Regulatory Status and Clearance Statement

CITY OF PHILADELPHIA TAX AND REGULATORY STATUS AND CLEARANCE STATEMENT FOR APPLICANTS

THIS IS A CONFIDENTIAL TAX DOCUMENT NOT FOR PUBLIC DISCLOSURE

This form must be completed and returned with Applicant's proposal in order for Applicant to be eligible for award of a contract with the City. Failure to return this form will disqualify Applicant's proposal from further consideration by the contracting department. Please provide the information requested in the table, check the appropriate certification option and sign below:

Applicant Name		
Contact Name and Title		
Street Address		
City, State, Zip Code		
Phone Number		
Federal Employer Identification Number or Social Security Number:		
Philadelphia Business Income and Receipts Tax Account Number (if none, state "none")		
Commercial Activity License Number (if none, state "none")		

____ I certify that the Applicant named above has all required licenses and permits and is current, or has made satisfactory arrangements with the City to become current with respect to the payment of City taxes or other indebtedness owed to the City (including, but not limited to, taxes collected by the City on behalf of the School District of Philadelphia), and is not in violation, or has made satisfactory arrangements to cure any violation, or other regulatory provisions applicable to Applicant contained in the Philadelphia Code.

____ I certify that the Applicant named above does not currently do business, or otherwise have an economic presence in Philadelphia. If Applicant is awarded a contract with the City, it promptly will take all steps necessary to bring it into compliance with the City's tax and other regulatory requirements.

Authorized Signature

Date

Print Name and Title

Appendix D

Local Business Entity or Local Impact Certification

(Posted as a separate document on Econtract Philly)



Appendix E

Insurance Requirements

(posted on Econtract Philly as a separate document)

Appendix F – Maps

- **South Commercial Roadway**
- **GT Route from TND Holding Lot**
- **Booths and Counters**
- **West Taxi Lot Striping**

(posted on Econtract Philly as a separate document)

Appendix G – Sample Ground Transportation Budget Form

(posted on Econtract Philly as a separate document)