

**REQUEST FOR PROPOSALS**  
**Columbus Square Post Development User Study**

***Questions Received from Prospective Applicants***

The Mayor's Fund for Philadelphia (the Fund), in partnership with the Department of Philadelphia Parks & Recreation, City of Philadelphia, is seeking proposals from a qualified professional firm to document how the redesign and rehabilitation of Columbus Square affects park use. PPR wishes to identify current use of the park before improvements are made in 2016, and then to study use after the park is renovated, in 2018. A link to the Request for Proposals (RFP) can be found at <http://www.mayorsfundphila.org/columbus-square-user-study/>.

Questions received by prospective applicants and the responses to those questions are provided below:

- **Question 1:** Seasonality is important as a driver of outdoor recreation usage. The proposed user study timetable has pre-construction usage data collection taking place in the summer of 2016 through late spring of 2017 and the post-construction usage data collection place in late winter, spring and early summer of 2018. Are these seasonal data collection time differences of concern and if so, how does PPR propose that vendors address the issue?

**Answer:** The intent of the timetable is to cover similar time periods before and after construction. We are trying to balance getting the study up and running as soon as feasible, and accommodating both the construction schedule and the limitations of the contract period. For the purposes of responding to the RFP, please assume that the before and after seasons will match up. We will extend the contract if necessary.

- **Question 2:** Can you provide need clarification around the "Monitoring/Security" section found near the bottom of Page 4? Specifically, what are the "contract monitoring and evaluation activities undertaken by the City" and the "security policies and requirements of the City" that are referenced in this section?

**Answer:** The Mayor's Fund for Philadelphia serves as a Fiscal Sponsor for projects and programs administered by The City of Philadelphia. As such, it is designated as a City-Related Agency ("CRA") under Chapter 17-1400 of the Philadelphia Code ("Code"), and is responsible for implementing procedures that honor Chapter 17-1400 of the Philadelphia Code. The City reserves the right to monitor and evaluate the contracting activities of CRAs to ensure compliance throughout the procurement process, which may include, but is not limited to the monitoring and evaluation of an Applicant's proposal and credentials. Chapter 17-1400 in its entirety can be accessed by going to the City's official website, [www.phila.gov](http://www.phila.gov), and clicking on "City Code and Charter."