



## REQUEST FOR PROPOSALS

### Office of Transportation and Infrastructure Systems Civic Engagement Strategy

#### Responses to questions submitted:

1. Under Background Information on page 6 of the RFP firms need to state whether they are qualified to do business in the Commonwealth of Pennsylvania and the City of Philadelphia by including a federal tax identification number, City of Philadelphia tax identification number, and/or City of Philadelphia business license number. Is this information required for both primes and subconsultants? Will a prime/team be disqualified from consideration if a subconsultant team member does not have a COP Tax ID number and/or a COP business license number?

**Answer:** This information is required only for the primary contractor, and not for any of the subcontractors that may be retained by the primary contractor. A primary contractor would not be disqualified for subcontracting with a vendor that does not have a Philadelphia tax ID or business license number.

2. In terms of the page limit, does the entire proposal submittal including cover, cover letter, project understanding/approach, resumes, and cost estimate need to be 15 single-sided pages or fewer?

And: Does the 15-page limit include such things as resume, dividers, copies of DBE certs, licenses, etc.?

**Answer:** The fifteen-page proposal limit includes all required documents and information listed in the RFP with the exception of a cost estimate and any DBE certification or license documents you wish to include. Resumes and dividers are included in the page limit.

3. Is it correct that no hard copy responses or eContract uploads are required for this submission? Responders are only supposed to submit responses via email to you and the second MAYORSFUND address?

**Answer:** Yes, only electronic copies are needed and should be submitted to [mayorsfund@phila.gov](mailto:mayorsfund@phila.gov) and [christopher.puchalsky@phila.gov](mailto:christopher.puchalsky@phila.gov). There will be no e-contract uploads required as part of this RFP.

4. Do you prefer that the cost estimate be included in any sort of separate attachment, or shall it be included in the overall response?

**Answer:** Yes, the cost estimate can be a separate attachment.