

SCHEDULE

This schedule is the Authority's best estimate of the schedule that will be followed. If a component of this schedule from the beginning to receipt of Proposals is delayed, the rest of the schedule will be shifted by the same number of days.

- **Advertisement Date of Request for Proposals (RFP)** **Sept. 10, 2018**
- **Pre-submittal conference and facility tour** **Sept. 19, 2018, 10:30 a.m.**
- **Deadline for written questions** **Sept. 26, 2018, 5:00 p.m.**
- **Addenda (if any) issue date** **Oct. 3, 2018**
- **Proposal due date** **Oct. 19, 2018, 5:00 p.m.**
- **Proposal evaluation committee to complete its evaluation, twenty (20) days after previous step.**
- **Finalist demonstrations and interviews** **November 7, 2018**
- **Proposal evaluation committee to complete its final evaluation, five (5) days after previous step**
- **Reading Parking Authority Board of Directors authorizes the Executive Director to sign the contract, within thirty (30) days after previous step**
- **Chairperson of the Board, Executive Director, and successful Candidate may sign contract, one (1) day after previous step.**

Keeping Proposals Open:

All Proposals will remain open and valid for the Authority to accept for a period of 120 days after the deadline for submission of Proposals. The Authority may release Candidates from this obligation by a written letter that specifically refers to this paragraph if it is determined that the Candidate and/or the Proposal will not meet the Authority's needs.

Deadline to Submit Proposals:

Candidates should see that their Proposals are received at the following address by 5:00 p.m. on October 19, 2018. The Proposals should be addressed to:

**Reading Parking Authority
Attn: Thomas J. MacDougal IV, Executive Director
613 Franklin Street
Reading, PA 19602**