

ARCHITECTURAL, ENGINEERING AND/OR SPECIALIZED CONSULTING SERVICES
FOR THE FIRE ACADMEY TRAILERS PROJECT RFP (5200 PENNYPACK STREET,
PHILA., PA 19136)

DIVISION 0 - BIDDING AND CONTRACT REQUIREMENTS:
TABLE OF CONTENTS

002113	Instructions to Bidders
002115	Notice to Sellers – Mayor’s Executive Order
004114	Bid Proposal Form
004313	Bid Bond
007200	Standard Contract Requirements

SECTION 002113
INSTRUCTIONS TO BIDDERS

PART 1: GENERAL

1.1 BASIC INFORMATION

A. The following is a list of basic bidding information for the convenience of Bidders. If discrepancies between information contained in this section and other Bidding Documents are uncovered, the requirements of the other Bidding Documents shall govern.

1. Project Title: ARCHITECTURAL, ENGINEERING AND/OR SPECIALIZED CONSULTING SERVICES FOR THE FIRE ACADEMY TRAILERS PROJECT RFP (5200 PENNYPACK STREET, PHILA., PA 19136)

2. Proposals shall be valid for 60 calendar days after the closing of the quote unless otherwise mutually extended by the PRA and apparent selected Bidder.

3. Access to the site for inspection by the Bidders will be part of the pre-bid conference scheduled on the cover.

4. I will substantially complete the Work, ready for final payment, in accordance with the Contract Documents within 60 consecutive calendar days counting from the date stated in the Notice to Proceed.

1.2 INVOLVED PARTIES:

- A. City: City of Philadelphia
- B. Department: Department of Public Property
Fredda Lippes, Design &
Construction Project Manager
City Hall, Room 701
Philadelphia, PA 19107
- I. Contracting Agency: Philadelphia Redevelopment Authority
Robert LaBrum
Phone: 215-209-8763

1.3 DEFINITIONS

A. Refer to Section 007200, "Standard Contract Requirements".

1.4. SUBSTITUTIONS

A. Requests for substitutions shall comply with Section 012500, "Substitution Procedures."

1.5 AMENDMENTS

- A. All Amendments will be posted on <https://phdcphila.org/> to all known to have been added to the Bid list.
- B. Each Bidder shall ascertain prior to submitting Quote that Bidder has received all Amendments issued and shall acknowledge their receipt in their Quote.
- C. Bidder must Acknowledge Amendments.

1.9 BIDDING PROCEDURES

A. Form and Style of Proposals, See Section 007200 Standard Contract Requirements, Section 7.

1. Submit Proposals on forms provided in the quote package.
 2. Bidders may withdraw and resubmit Proposals for errors or corrections up until the closing of the bid.
 3. All requested Alternates shall be bid. If no change in the Base Bid is required, enter "No Change."
 4. Proposals shall not contain any conditions or qualifications whatsoever.
 5. Proposals shall include an allowance for permits and licenses in connection with all or any portion of the work.
 6. All coordination needed to procure and obtain the required permits and licenses necessary to perform the work in its entirety shall be the responsibility of the Bidder/Contractor. Payment under this allowance shall be for the actual permit or license fee(s). Additional costs to procure such permits or licenses will not be reimbursed to the Bidder/Contractor. Refer to section 007200 Standard Contract Requirements, Clause 34.
- B. Bid Security, See Section 007200 Standard Contract Requirements, Section 10.
1. Each Quote shall be accompanied by bid bond as per detailed in Attachment A (Division 0-Bid Bond).
- C. Submission of Proposals
- Proposals will only be accepted in either of the following:
1. Online Submission – via the electronic portal on PHDC’s website:
<https://phdcphila.org/community-investment/improving-communities/construction-rfps/>
- D. Modification or Withdrawal of Quote
1. A Quote may not be modified, withdrawn or canceled by the Bidder after the time and date designated for the receipt of Proposals except as provided in the Standard Contract Requirements for Public Works Contracts.
 2. Prior to the time and date designated for receipt of Proposals, any Quote submitted may be withdrawn.
 3. Withdrawn Proposals can be reopened and resubmitted.
- 1.10 PERFORMANCE BONDS
- A. Bond Requirements: Selected Bidder shall furnish bonds covering the faithful performance of the Contract and the payment of all obligations arising thereunder per the requirements of the Standard Contract Requirements and other requirements of the Bidding Documents.
 - B. Bidder shall provide and furnish bonds to the contract limit which includes contingency.
- 1.11 INSURANCE CERTIFICATES
- A. The successful Bidder will not be permitted to start any Work under the Contract until certificates covering all insurance requirements are submitted per the Standard Contract Requirements and other requirements of the Bidding Documents.
- 1.14 PRE-BID INFORMATION
- A. Pre-bid information regarding the Project is correct and current at the time it is posted, and is offered to obtain Proposals.
 - B. The pre-bid information cannot be guaranteed to remain correct in every detail throughout the time preceding the signing of the Contract due to such variables as

changes in budget, labor and material markets and anticipated date of issuing the notice to proceed.

1.15 INFORMATION AVAILABLE TO BIDDERS

A. Site Visit

1. Bidders shall make themselves familiar with all readily observable features of the Project Site. Readily observable features include spaces above lay-in ceilings, behind access panels and other similar areas not normally exposed to view but easily accessible.
2. Bidder shall not rely solely on Contract Drawings or Record Drawings.
3. Uncovered conditions differing substantially from those indicated on Record Drawings and not observable during the pre-bid visit will be considered for modification to the Contract.

- END -

NOTICE TO SELLERS-MAYOR'S EXECUTIVE ORDER 7-14

NOTICE TO SELLERS

Pursuant to the Order, available on-line at

<http://www.phila.gov/ExecutiveOrders/Executive%20Orders/EO%207-14.pdf>, Contractor agrees that Contractor and all of its Subcontractors, at any tier, shall report to the OIG knowledge of violations subject to investigation by the OIG pursuant to the Order; shall cooperate fully with representatives of the OIG by providing complete and accurate information as well as necessary assistance in matters under investigation; shall keep conversations and contact with the OIG confidential, except and to the extent the OIG may authorize disclosure; and shall instruct their employees that under no circumstances shall any person take or threaten any action in an attempt to prevent anyone from providing information to a City official regarding conduct that may be investigated by the OIG, or from cooperating with the OIG, or retaliate against anyone for doing so or against anyone who is about to do so.

All entities and individuals affected by Mayor's Executive Order 7-14 are advised to thoroughly read the Order, especially Section 3, **Type of Matters Investigated by the OIG**, Section 4, **Entities Subject to Investigation by the OIG**, Section 8, **Duties of Executive Agencies and Other Entities**, Section 9, **Responsibilities of Officers and Employees of Executive Agencies and Other Entities**, and Section 10, **Responsibilities of City Contractors, Recipients of City Assistance and Recipients of City Funding**.

SECTION 00411
BID PROPOSAL

PHILADELPHIA REDEVELOPMENT AUTHORITY

**ARCHITECTURAL, ENGINEERING AND/OR SPECIALIZED CONSULTING
SERVICES FOR THE FIRE ACADEMY TRAILERS PROJECT RFP (5200 PENNYPACK
STREET, PHILA., PA 19136)**

**THIS BID FORM IS COMPLETE AND MUST NOT BE SEPARATED. IF ANY SHEET OR
SHEETS ARE DETACHED WHEN SUBMITTED AS A BID, THE PHILADELPHIA
REDEVELOPMENT AUTHORITY RESERVES THE RIGHT TO REJECT YOUR BID.**

FIRM NAME

FIRM ADDRESS

FEDERAL EIN

PHILADELPHIA BUSINESS TAX ID

To the Philadelphia Redevelopment Authority:

I, the undersigned Bidder, hereby propose to furnish all the labor, materials and equipment, perform the whole of the work, and submit to all conditions, as represented, intended and implied, both particularly and generally, by the Plans, Special Specifications, Standard Specifications, Standard Details, Standard Contract Requirements, Form of Agreement, the Ordinance authorizing the work and this bid at the prices herein stated, and agrees that each item bid shall be complete in itself, and the Philadelphia Redevelopment Authority may increase or diminish the amount of work thereunder, or omit the item without invalidating the unit price bid for it or any other item, on the following terms to wit:

COST STRUCTURE

The initial cost proposal should cover anticipated fees for the Move Consultant across the entirety of the projects (i.e. move out, storage, move in), anticipated fees for disposal, an allowance for the mover, and other anticipated costs (see Schedule of Values below). If inventory processes reveal discrepancies between the mover's allowance and updated anticipated moving costs, the contract will be amended or contingency accessed to meet the need.

Please propose costs per site using the following Schedule of Values:

(SITE NAME)	
Move Consultant Fees	\$
Disposal Costs	\$
Moving Materials Costs	\$
Move Out Costs	\$
Storage Costs (X Months)	\$
Move In Costs	\$
Taxes and Insurance	\$
TOTAL	\$

For additional partial moving and storage, if required	
Square Footage Rate	\$

EXECUTION OF CONTRACT

This contract consists of the Standard Contract Requirements; the Department’s Standard Details and Specifications, as they apply; the Department’s General Bidding and Contract Requirements; the Technical Specifications; the Bid; the Plans with all of the notes thereon (excluding any records or reports of test borings, underground structures, and test piles); any additional exhibits or attachments to any of the foregoing; and any addenda thereto issued by the PRA/City (collectively, the “Contract”).

NOTE: ANY CONTRACT THAT IS NOT EXECUTED IN ACCORDANCE WITH THE INSTRUCTIONS PROVIDED BELOW, MAY, IN THE SOLE DISCRETION OF THE PHILADELPHIA REDEVELOPMENT AUTHORITY, BE REJECTED.

SIGNING OF CONTRACT

If Contractor is an INDIVIDUAL or a PARTNERSHIP, date and sign the Contract here, with original signatures, in ink.

This _____ day of _____ 2022

(Signature of Owner, Partner)

(Type or Print Name and Title)

(Business Name of Bidder)

If Contractor is a CORPORATION, date and sign the Contract here with original signatures, in ink, by (a) President or Vice-President of the corporation AND (b) Secretary, Assistant Secretary, Treasurer or Assistant Treasurer of the corporation; and (c) affix the seal of the corporation. If the Contract is not signed by the President or Vice-President; and Secretary, Assistant Secretary; Treasurer or Assistant Treasurer, attach a duly certified corporate resolution authorizing the person signing in place of such officers to execute this Contract for the corporation.

This _____ day of _____ 2022

CORPORATE SEAL

(Corporate or Business Name of Bidder)

(Address, Including Zip Code)

(Telephone Number)

(Signature of President or Vice President)

(Signature of Secretary, Asst. Secretary, Treasurer or Assistant Treasurer)

(Type or Print Name and Title)

(Type or Print Name and Title)

SECTION 00430
BID BOND

**ARCHITECTURAL, ENGINEERING AND/OR SPECIALIZED CONSULTING
SERVICES FOR THE FIRE ACADMEY TRAILERS PROJECT RFP (5200
PENNYPACK STREET, PHILA., PA 19136)**

FOR THE PHILADELPHIA REDEVELOPMENT AUTHORITY, KNOW ALL MEN BY THESE
PRESENT, that we

as Principal (hereinafter called the "Principal Obligor"), and _____

Surety, are jointly and severally held firmly bound unto the Philadelphia Redevelopment Authority, in
the sum of:

TEN PERCENT (10%) OF THE GROSS AMOUNT OF THE BID

lawful money in the United States of America, to be paid to the said Philadelphia
Redevelopment Authority, its successors and assigns, to which payment well and truly to be made,
we do bind ourselves and each of us, our and each of our successors and assigns, jointly and
severally, firmly by these present.

Sealed with our seals and dated the _____ day of _____, A.D. 2022

WHEREAS, the above bonded Principal Obligor, submitted a bid pursuant to the above
referenced Bid Number to perform certain work for the Philadelphia Redevelopment Authority.

NOW, THE CONDITION OF THIS OBLIGATION IS SUCH, that if the Philadelphia
Redevelopment Authority shall accept the bid of the Principal Obligor and the Principal Obligor shall
enter into a contract with the Philadelphia Redevelopment Authority in accordance with the terms of
such bid, and furnish such bond or bonds as are specified in the bid documents with good and
sufficient surety, for the faithful performance of the contract and for the prompt payment of labor and
material furnished in the prosecution thereof; or in the event of the failure or refusal of the Principal
Obligor to enter such contract and give such bond or bonds, if the Principal Obligor shall pay to the
Philadelphia Redevelopment Authority the difference between the amount specified in said bid and
such larger amount for which the Philadelphia Redevelopment Authority may legally contract with
another party to perform the work covered by said bid, then this obligation shall be null and void,
otherwise to remain in full force and effect.

And we do for ourselves and each of us, our and each of our heirs, executors, administrators,
successors and assigns, hereby authorize and empower the Solicitor of Philadelphia Redevelopment
Authority or any other attorney of any court of record in Pennsylvania or elsewhere by him or her
deputized for the purpose, upon the filing of this instrument or a copy thereof, duly attested as correct

by the Solicitor of the Philadelphia Redevelopment Authority, to appear for us or either of us, our or either of our heirs, executors, administrators, successors or assigns, and confess a judgment against us or either of us, our or either of our heirs, executors, administrators, successors or assigns, in favor of the Philadelphia Redevelopment Authority for the sum named in this bond, without defalcation, with costs of suit, release of errors, and with five percent added for collection fees; hereby waiving the benefit of all exemption laws and the holding of inquisition of any real estate that may be levied upon by virtue of such judgment, voluntarily condemning such real estate and authorizing the entry of such condemnation upon any writ of fieri facias and agreeing that said real estate may be sold under the same; and further waiving all errors, defects and imperfections whatsoever in the entering of the said judgment or any process thereon, and hereby agreeing that no writ of error or objection of motion or rule to open or strike off judgment or to stay execution or appeal, shall be made or taken thereto.

And for the doing of these acts, this instrument or a copy thereof attested as aforesaid shall be full warrant and authority.

CORPORATE SEAL:

PRINCIPAL OBLIGOR:

_____(SEAL)
President or Vice President

_____(SEAL)
Secretary or Treasurer
(or either of their assistants)

_____(SEAL)
Secretary or Treasurer

SURETY:

_____(SEAL)
Attorney-In-Fact

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- Note: (1) All bidders must utilize this Bid Bond Form when submitting a bid to the Philadelphia Redevelopment Authority.
- (2) If Principal Obligor is an individual or partnership, Bid Bond should be signed by owner or authorized general partner. Please identify on the Bid Bond the type of business (e.g. individual proprietorship or partnership) and title of party executing the Bid Bond.
- (3) Bid Bond must be executed by a surety company duly authorized and licensed to act as surety by the Pennsylvania Insurance Commissioner pursuant to the laws of the Commonwealth of Pennsylvania.

END OF SECTION