



Request for Proposal

Provide Furniture, Fixtures & Equipment Services for
City of Philadelphia Public Service Building

400 North Broad Street

April 13, 2018

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1. Project Description

This is a Request for Proposals ("RFP") issued by the Philadelphia Redevelopment Authority ("PRA") on behalf of the City of Philadelphia ("City") seeking proposals from experienced and qualified companies (each, an "Applicant", together, the "Applicants") to provide furniture, fixtures and equipment ("FF&E") for the property located at 400 N. Broad Street (the "Broad Street Parcel") and 1501 Callowhill Street (the "Callowhill Street Parcel", the Broad Street Parcel and the Callowhill Street Parcel, together, the "Property"), as specifically detailed below. The Property will be occupied by the City Police Department and other City agencies. The Property is approximately 470,000 SF, of which 300,000 SF will be occupied by approximately 1,000 employees. The total cost of the FF&E is estimated to be approximately \$14,000,000.

The Property is being developed by 400 North Broad Partners, L.P. ("Landlord") and will be delivered as a turnkey project for the City to occupy. Landlord will be performing the rehabilitation/development of the Property (herein, the "Project") and the successful Applicant will work with the Landlord with respect to the FF&E for the Property.

Areas will include:

- Police Department
 - Commissioner & Deputy Commissioner
 - Field Operations
 - Administration
 - Central Detectives
 - Philadelphia Police Department 6th District
 - Philadelphia Police Department 9th District
 - Philadelphia Police Communications
 - OIT Administration
 - Philadelphia FCC Communications Administration

- Medical Examiner
 - Pathology (excluding equipment)
 - Morgue (excluding equipment)
 - Administration/Clerical
 - Investigations
 - Laboratories (excluding equipment)

Proposals will be reviewed to determine the most responsive proposal in accordance with the evaluation/selection criteria listed below.

2. Bid Price/Scope of Work

Applicants are to provide a lump sum bid to provide a complete furniture package including but not limited to interior design services, furniture selection, specification, procurement, furniture installation, move coordination, and building coordination with the Landlord, General Contractor, Owner's Representative, Tenant End User and the Base Building Design Staff. One single-source entity is responsible for this phase of the contract.



A. Price to include obtaining the services of an Interior Designer, certified by the National Council for Interior Design Qualification ("NCIDQ") for the FF&E package.

1. Price for Interior Designer tasks shall include but are not limited to:
 - i. Gathering the Activity's project FF&E requirements;
 - ii. Development of FF&E selections and specifications;
 - iii. Execution of the FF&E Best Value Determination process;
 - iv. Assurance that all necessary coordination of the building systems and as-built conditions are identified and noted on the floor plans and furniture drawings;
 - v. Development of Final FF&E Bid Solicitation Package to include FF&E plans, RFP spreadsheet, cost summary, FF&E finish boards to present to the City for approval, Procurement Data Sheets, and any necessary supplementary documentation for purchasing;
 - vi. Attend meetings as required with the City and coordinate all activities with the General Contractor;
 - vii. On-site coordination of FF&E installation;
 - viii. Perform final FF&E walk-through and punch list(s).

2. Respondent to coordinate all activities with General Contractor for access, elevator use, hoisting, and coordinate all deliveries with the General Contractor and their construction schedule.

B. General Bid Notes

1. The estimated budget amount for FF&E has been supplied by the City, to provide offers with the projected magnitude of effort. The estimated amount includes the actual cost of the FF&E including freight and installation charges. The City's FF&E estimate is only an estimated amount at this time. Applicants shall provide an itemized budget for all FF&E for City approval.

2. Bonding is not required for the design, procurement and installation of FF&E. Appropriate insurance is necessary for the successful Applicant to coordinate all activities in the Property with the General Contractor.

3. The Final FF&E package shall be submitted no later than ten (10) months prior to building completion, which is scheduled for December 1, 2020. Should the City choose to award this contract, prices will be awarded as a negotiated modification to the successful Applicant.

4. Sustainable design will be integrated into the FF&E selections and specifications. The Property will be designed to meet LEED® Silver certification.

5. A concept presentation on the FF&E package shall be presented to the City for approval. The City shall accept the conceptual package before preparing the FF&E package. This FF&E package shall be developed by the Applicant indicating all aspects for purchasing and installation. The Applicant shall prepare the final, best value FF&E package and procurement data based on the approved concept package accepted by the City. All fixed and moveable furnishing selections shall be closely coordinated with the construction documentation and interior finishes in the building. The successful Applicant shall validate all FF&E requirements with the General Contractor. All necessary changes shall be made prior to installation based on the actual site measurements. The FF&E package shall be fully integrated with the design, construction and schedule of the building.



All outlets, switches, fire extinguishers, and thermostats shall be fully accessible with the appropriate Americans with Disabilities Act ("ADA") clearances. The successful Applicant's team shall also attend walk-throughs, coordinate mock-ups and attend any and all required meetings to accomplish their tasks. Full selections and specifications of furniture and equipment for procurement of all FF&E to include delivery and installation.

6. On site coordination of entire FF&E package.

7. A minimum of six (6) months is required for the successful Applicant to purchase, deliver and install the FF&E, and all work must be coordinated with the General Contractor based on his schedule, without impacting the overall completion date of the project. Final FF&E package is to be submitted within the approved schedule deadlines and with sufficient lead time for the FF&E package to be evaluated and installed. Completion to be by December 1, 2020.

8. Upon City approval of the Best Value Determination ("BVD") analysis solicitation package, a BVD will be made and will be the rationale for selecting the Applicant's FF&E team for the Project. The prices provided by the selected Applicant shall be based on the predominately negotiated price schedules from City or State contracts. This will be the basis for the actual cost of the final FF&E packages. The actual total lump sum award will be the total of the accepted final FF&E package for this Project.

9. The successful Applicant will be responsible for coordinating with the General Contractor and the City in the scheduling all their services, including design and furniture services for the FF&E package.

10. The physical conditions of the space must be verified and are the result of site investigations before furniture installation.



Price Proposal:

400 North Broad Street, Philadelphia, PA

Bidder must provide a lump sum price for all items identified below:

Coordination with Contractors:	\$
Interior Design Services:	\$
<u>FF&E Package</u>	
Selections:	\$
Specifications:	\$
Bid Proposals:	\$
Warehousing for delivery to the site TBD (no drop ship):	\$
Installation Services:	\$
<u>Other Costs</u>	
Please Identify:	\$
TOTAL LUMP SUM PROPOSAL:	\$



3. Schedule

The timeline for this Contract Opportunity is as follows:

Event	Date
Notice of Contract Opportunity Posted	4/13/2018
Mandatory Pre-bid Meeting	4/19/2018, 10:30 AM PRA Conference Room 1234 Market Street, 16 th Floor
Questions and/or Requests for Additional Information Due (All questions and answers will be publicly posted on PRA's website)	5/3/18, 3:00 PM
Proposals Due	5/10/2017, 3:00 PM
Respondent(s) Selected*	5/17/2018
Contract Executed*	June 2018

*These dates are estimates only and the PRA reserves the right, in its sole discretion, to alter this schedule as it deems necessary or appropriate.

4. Proposal Requirements

There is a mandatory pre-bid meeting on Thursday, April 19, 2018 at 10:30 AM in PRA's conference room (1234 Market Street, 16th Floor).

Please provide a proposal for all required professional services outlined in the Bid Price/Scope of Work, above, including a staffing plan, if submitted by a firm, with associated hourly rates and a total cost for services in the following format:

- Cover letter.** Please provide a cover letter no more than two (2) pages in length specifying the name of your firm, name of key individual(s) involved, the not-to-exceed cost proposed, and whether your firm is a certified Minority Business Enterprises ("MBE"), Woman Business Enterprises ("WBE"), Disabled Business Enterprises ("DBE") and/or a local business entity ("LBE").
- Personnel.** Provide resumes of key individual(s). If proposal is submitted by a firm, identify staff to be assigned and certify immediate availability for the requested design/pre-construction phase services. Provide evidence of successful completion of comparable projects. Indicate experience of the cost estimating and scheduling on similar projects.
- Approach to Project Delivery.** Describe your approach to providing the services elements described above, and strategies that make you qualified to best perform these services. Indicate your approach to providing these services in the most cost-effective manner possible. Indicate local projects where you or our firm has successfully monitored project costs to meet budget.
- Fee for Services.** Provide a lump sum, not-to-exceed ("NTE"), fee proposal. Provide as much detail as possible to substantiate this fee proposal including hourly rates of individual(s) the estimated hours required to complete the process tasks, and a total other cost items included in your proposal. Include costs relating to all meetings, staff time, coordination, deliverables, and all required project expenses in your total cost proposal. It is anticipated that the selected Applicant will be based in the



Philadelphia region, and so travel to and from the job site and other local meetings will not be considered an eligible cost.

5. **Economic Inclusion.** Please provide a narrative describing applicant's past performance in engaging certified MBEs, WBEs or DBEs in subcontracting and in procuring goods and services. In addition please describe the Applicant's past performance in hiring diverse workforce, both in-house and with subcontractors.
6. **Declarations and Other Information.** Proposal must also include the completed forms identified below in **Section 6**.

5. Evaluation/Selection

PRA intends to award a contract to the Applicant who best demonstrates the level of experience, skill and competence required to perform the services called for in this RFP in the most efficient, cost-effective, and professional manner. The successful respondent will be willing to execute and work pursuant to PRA's contract terms and conditions, which include – without limitation – non-discrimination requirements, indemnification of the PRA and City, insurance coverage and cost principles. The PRA reserves the right not to award contracts as a result of this RFP, or to award contracts for part of this scope.

The PRA will be guided by the following criteria in making a selection for award, and will use its professional judgment in determining which Applicant best serves the interests of the City and PRA:

- Superior ability or capacity to meet particular requirements of this contract opportunity and needs of the City and PRA.
- Superior prior experiences of various scales; demonstrated relative strength, reputation and successful experience providing services.
- Competence and proven track record working with private sector, governments and development organizations.
- Overall costs.
- Administrative and operational efficiency, requiring less City and PRA oversight and administration. Accessibility of the Applicant to the City and PRA.
- Demonstrated ability to meet timelines and milestones.
- Economic inclusion in contracting and workforce.
- Eligibility under Philadelphia Code provisions relating to campaign contributions.
- Compliance with City and PRA standards for contracting, such as indemnification and non-discrimination.
- Any other factors the PRA considers relevant to the evaluation of the responses from applicants.

6. Declarations and Other Information

Economic Inclusion: The PRA strongly encourages and promotes the employment of qualified MBE/WBE/DBE firms in all aspects of its procurement of goods and services. If Applicant is a Certified MBE/WBE/DBE, please submit information to confirm Certification as part of bid proposal.

Tax Clearance and Conflict of Interest Form: Applicants, upon request of the PRA, must provide evidence satisfactory to the PRA that all municipal taxes, including business taxes, real estate, school, water and sewer charges, if applicable, are current for both the individual Applicant and the Applicant's firm and neither is currently indebted to the City; will at any time during the term of the agreement be indebted to the City, for or on account of any delinquent taxes, liens, judgments, fees or other debts for which no written agreement



or payment plan satisfactory to the City has been established. Please complete the Philadelphia Tax Status Certification and Conflict of Interest form (**Attachment A**) and submit it with your proposal.

Campaign Contribution Disclosure Forms: Please complete the applicable disclosure forms (**Attachment B**) and submit with your proposal.

Insurance Requirements: Please submit a certificate of insurance evidencing the required coverages as outlined in **Attachment C** with your proposal. If, for any reason, you cannot comply with the insurance requirements, please provide the reasons for your inability to do so and the PRA will consider any deviations from the insurance requirements on a case-by-case basis.

Reservation of Rights: By submitting a proposal in response to this RFP, an Applicant affirmatively acknowledges: (i) its acceptance of the terms and conditions of this RFP; (ii) the PRA may exercise in its sole discretion the following rights; and (iii) the PRA may exercise the following rights at any time and without notice to any Applicant:

1. to reject any and all proposals;
2. to supplement, amend, substitute, modify or re-issue the RFP with terms and conditions materially different from those set forth here;
3. to cancel this RFP with or without issuing another RFP;
4. to extend the time period for responding to this RFP;
5. to solicit new proposals;
6. to conduct personal interviews with any Applicant to assess compliance with the selection criteria;
7. to request additional material, clarification, confirmation or modification of any information in any and all proposals;
8. to negotiate any aspect of a proposal, including price;
9. to terminate negotiations regarding any and all proposals at any time;
10. to expressly waive any defect or technicality in any proposal;
11. to rescind a selection prior to contract execution if the PRA determines that the proposal does not conform to the specifications of this RFP;
12. to rescind a selection prior to contract execution if the PRA determines that the specifications contained in this RFP are not in conformity with law or that the process in selection of a proposal was not in conformity with law or with the legal obligations of the PRA;
13. in the event a contract is awarded, the successful Applicant or Applicants shall procure and maintain during the life of the contract liability insurance in an amount to be determined prior to the award of any contract;
14. in the event a contract is awarded, all Applicants agree to perform their services as an independent contractor and not as an employee or agent of the PRA;
15. in the event a contract is awarded, all Applicants agree that no portion of performance of the contract shall be subcontracted without the prior written approval of the PRA; and
16. each Applicant agrees to indemnify, protect and hold harmless the City and PRA from any and all losses, injuries, expenses, demands and claims against the PRA or the City of Philadelphia sustained or alleged to have been sustained in connection with or resulting from (i) the submission of the Applicant's proposal; (ii) the delivery by the Applicant to the PRA of any other documents or information; and (iii) any other conduct undertaken by the Applicant in furtherance of or in relation to the Applicant's proposal. Each Applicant agrees that its duty to indemnify and hold harmless shall not be limited to the terms of any liability insurance, if any, required under this RFP or subsequent contract.



7. Application Process

Applicants must submit proposals **no later than May 10, 2018, at 3:00 PM**; absolutely no proposals will be accepted after that time. An Applicant, whether an individual, partnership, LLC, non-profit, for profit or other business entity, may submit only one response to this RFP. Individuals that are related to each other or business entities that are legally related to each other or to a common entity may not submit separate proposals. The Authority, in its sole and absolute discretion, retains the right to reject any proposal where: 1) Applicants or principals of Applicants are substantially similar or substantially related parties; or 2) the Authority has determined that the Applicant has violated these conditions or the spirit of these conditions.

Proposal submission will be accepted as follows:

1. **Online Submission** – via PRA's website (<http://www.philadelphiaredevelopmentauthority.org>);
or
2. **Hard Copy Submission** – **Submit 3 original copies of the proposal and one electronic copy on a USB Flash Drive to the PRA** via hand delivery or registered mail. Files on the USB Flash Drive may only be in Microsoft Word or Adobe PDF. Applicants may hand deliver or send proposals via registered mail to:

Robert LaBrum
Philadelphia Redevelopment Authority
1234 Market Street, 16th Floor
Philadelphia, PA 19107
Phone: 215-854-6500

Contact for Additional Information

All questions and requests for additional information should be directed in writing to Robert Labrum at Robert.LaBrum@pra.phila.gov. Questions will only be accepted until May 3, 2018 at 3:00 PM. Questions and/or requests for additional information and the PRA's responses to them will be posted on the PRA website.

THE PRA IS UNDER NO OBLIGATION WHATSOEVER TO APPLICANT AS A RESULT OF THIS RFP. THE RFP DOES NOT REPRESENT ANY COMMITMENT ON THE PART OF THE PRA TO APPLICANT OR THE PROJECT. IN NO EVENT SHALL THE PRA BE RESPONSIBLE FOR ANY COST, EXPENSE OR FEE INCURRED BY OR ON BEHALF OF APPLICANT IN CONNECTION WITH THE RFP. APPLICANT SHALL BE SOLELY RESPONSIBLE FOR ALL SUCH COSTS, EXPENSES AND FEES.

NOTICE: The Philadelphia Redevelopment Authority is subject to the Pennsylvania Right to Know Law. Any information provided in your response to this RFP may be subject to disclosure to the public. Documents provided in response to this RFP may also be required to be disclosed by applicable law, subpoena, and/or court order.



400 NORTH BROAD STREET - FF&E RFP APPLICANT QUESTIONS

Item	Questions	Answers
1	Is this RFP for Interior Design Services only or are you looking for a combined team of design firm, furniture dealer and manufacturer. It is unclear whether this proposal is to include only design services or also provide furniture and installation services. If it is to provide furniture as well, can more details be provided on workstation and office sizes and quantities?	The intent of this of this RFP is solicit a proposal that captures design services, furniture selection, specification, procurement, furniture installation, move coordination and building coordination with all parties. Please reference the Scope of Work section in the RFP. We will need to provide the bidders with floor layouts highlighting the areas to be furnished (USA will need to provide).
2	Will the FF&E package be competitively bid?	Yes.
3	If the FF&E package will be competitively bid, how many bidders will you allow to be de-scoped by the awarded team of this RFP?	Recommendation would be no more than 3 Bidders move on to be descoped
4	If the awarded team includes a full service furniture dealer, will the team have the opportunity to procure and install the specified furniture products?	Yes. As long as the furniture specified meets the intent of the end user
5	In Section B. General Bid Notes; sub-bullet (1.) you state; "The estimated budget amount for FF&E has been supplied by the City, to provide offers with the projected magnitude of effort. The estimated amount includes the actual cost of the FF&E including freight and installation charges." and in the lump sum pricing schedule on page 5, you ask for pricing on warehousing and delivery to site and installation as well. If these are the same, should this be considered double counting of the same costs? Please clarify what you are looking to have included in the lump sum price related to warehousing, delivery and installation services?	An estimated budget of \$14 million has been established for the FF&E package. The successful bidder will need to show how these funds will be allocated across the various categories noted on page 5. It is expected that the design portion of the work will be above and beyond the \$14 million estimated.
6	Does the duration of the Project through December 1, 2020 as stated in "Section B. General Bid Notes; sub-bullet (7.)" apply to the entire team including interior designer, furniture group and installer?	All work should be completed by December 1, 2020 as the client will commence move-in at this time.
7	What level of base building or design documents will be handed off to the awarded team to start the interior design process?	Schematic Design Drawings are already completed and Design Development Drawings should be completed by the end of June 2018
8	What is the scope of work for the core and shell/base building architectural team?	Core and Shell architect will provide the general layout for each floor; showing desk, seating, file storage, etc. The successful bidder will need to specify actual desk, chairs, storage cabinets, etc to be purchased and installed
9	At the time of award where will you be in the design process?	See item 7. Schematic Design is already completed
10	Will LEED coordination be required by the awarded team of this RFP?	Yes. The property will be designed to meet LEED Silver Certification.
11	Quick question, at the top of the Phila Tax Status Cert Request Form, there's a little box that says: "Provide EOI Tracking Number" is that for us to fill out? I am not sure what an EOI tracking number is... or is that for your office's use?	Please disregard. No need to provide number.