



PHILADELPHIA REDEVELOPMENT
AUTHORITY

REQUEST FOR PROPOSALS

PROJECT CONSTRUCTION MANAGEMENT & OWNERS REP SERVICES

7-28-2015

Contract Opportunity for
PROJECT CONSTRUCTION MANAGEMENT & OWNERS REP SERVICES

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1. Introduction

The Philadelphia Redevelopment Authority (“PRA”) invites competitive proposals for Project and Construction Management firms with a demonstrated history of successful completion of local projects. The selected **Project Construction Management & Owners Rep firm will provide services** to the Philadelphia Redevelopment Authority in developing the **Martin Luther King Older Adult Center** to be located at the northeast corner of 21st Street & Cecil B. Moore Avenue.

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

2. Scope of Work

The Authority, acting as agent for the City of Philadelphia (“City”), invites competitive proposals from qualified and experienced firms for the scope of work outlined below. The Authority and City have entered into a contract whereby the Authority is being asked to act as the lead in overseeing the development of the older adult center.

All work contracted pursuant to this RFP will be directed by the Authority on behalf of the City. The select firm will assist the Authority overseeing the final design and bid package, with bidding and construction work starting immediately upon City approval of the final plans.

The Older Adult Center has a schematic design which sizes the building at approximately 10,000 Square feet. The building is construction type 2B with the use Group of A3. It is being built using the 2009 International Code incorporating local and state amendments as well as the 2003 ANSI A-117.1 Standard. The center will have front office area, lobby, lounge/dining area, multi-purpose room, fitness center, computer lab and several other rooms for educational and recreational uses; see Attachment A for the schematic design.

Construction Management & Owners Rep services include:

1. Design Phase/Pre-Construction Services

- i. **Design Coordination.** Review the Architectural Plans to ensure completion of construction bid package and project manual for the Martin Luther King Older Adult Center. Attend and represent the Authority at Site Meetings, User Meetings, and City Coordination Meetings to facilitate the project and ensure adherence to the facility design as established by the City.
- ii. **Constructability Review.** Provide Constructability Review of bid package - review architectural drawings, structural, mechanical & electrical plans and details - plus the project manual; coordinate and reconcile comments with the Architectural team. If necessary recommend alternate solutions.
- iii. **Cost Estimating Services.** Monitor the project and ensure compliance of the project with the Authority’s project budget. Provide Cost Estimating Services for the project at Schematic Design, Design Development, and Construction Documents.
- iv. **Value Engineering Review.** Coordinate the District's Value Engineering Review Workshop during the Design Development Phase of the Projects.
- v. **Scheduling Services.** Develop an aggressive, yet realistic, project schedules from Design through to construction competition. Monitor Architectural team to ensure

that Construction Documents will be completed by within a timely fashion. Develop project Construction Phase schedules.

- vi. **Bid and Award Phase Services.** Conduct a comprehensive Bid and Award using a Four Part bid process including: solicit bids of final bid package; coordination document distribution; coordination with bidding contractors; managing the bid process including bid opening and related tasks prior to award of contract; recommend award and coordinate all pre-construction tasks.

2. On-Site Construction Management

- i. **Management of General Contractor or Limited Package Multiple Prime Contracting.** Provide comprehensive Construction phase services for the Project. Firms should provide cost proposals reflecting either General Contractor or Limited Multi-Prime approaches and indicate their preference and an associated range of costs for General Conditions where appropriate. Firms should assume full project responsibility including management and coordination of all construction activities on the site from start to the issuance of a certificate of occupancy.
- ii. **Reporting.** Bi-weekly progress & percentage of completion reports to Authority's Design and Construction Director.
- iii. **Construction Completion.** Oversee punch list, final inspection, and issuance of Certificate of Occupancy.

3. Schedule

The timeline for this Contract Opportunity is as follows:

Event	Date
Notice of Contract Opportunity Posted	7/31/15
Questions and/or Requests for Additional Information Due	8/10/15
Proposals Due	8/25/15
Respondent(s) Selected	9/01/15
Contract Executed	9/15 tentative

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

Please provide a proposal for all required professional services outlined in the scope of work, including a staffing plan, with associated hourly rates and a total cost for services in the following format:

- 1. **Team Composition.** Provide resumes of key individuals. Identify staff to be assigned and certify immediate availability for the requested Design Phase Project Management Services. Provide

evidence of successful completion of comparable projects. Indicate experience of the Cost Estimating and Scheduling staff on similar projects.

2. **Team Approach.** Indicate your firm's approach to providing the Services elements described above.
3. **Scope of Services.** Provide a summary Scope of Services for the team and indicate which individuals will be responsible for providing services.
4. **Staffing Plan and Fee for Services.** Provide a staffing plan for completion of the work. Indicate hourly rates of the staff, the hours required to complete the process tasks, and a total cost to the Authority. Include all meetings, staff time, coordination, and all required project expenses in your total cost to the Authority.
5. **Project Delivery.** Indicate your firm's approach to providing these services in the most cost-effective manner possible. Indicate local projects where your firm has successfully monitored project costs to meet budget.

Proposal must also include the completed forms identified below in **Section 6**.

5. Evaluation/Selection

The 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 the PRA's contract terms and conditions, which include – without limitation – non-discrimination requirements, indemnification of the PRA, 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 respondent best serves the interests of the PRA:

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

- Any other factors the PRA considers relevant to the evaluation of the responses from applicants.

6. Declarations and Other Information

MBE/WBE/DBE Firms: 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 M/W/DBE, defined as Minority Business Enterprises (MBE), Woman Business Enterprises (WBE), or Disabled Business Enterprises (DBE); please submit information to confirm Certification as part of bid proposal.

Tax Clearance and Conflict of Interest Form: Respondents, 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 B) and submit it with your proposal.

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

Insurance Requirements: Please submit a certificate of insurance evidencing the required coverages as outlined in Attachment D with your proposal.

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 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 **3 original copies of the proposal and one electronic copy on CD to the PRA no later than 8/25/15 at 3 pm**; absolutely no proposals will be accepted after that time. Files on the CD may only be in Microsoft Word or Adobe PDF.

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.

Applicants may hand deliver or send proposals via registered mail to:

Michael K Maenner
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 Michael K Maenner at michael.maenner@pra.phila.gov. Questions will only be accepted until 08/10/15.

Questions and/or requests for additional information and the PRA's responses to them will be posted on the PRA website.

NOTICE: The Philadelphia Redevelopment Authority is subject to the Pennsylvania Right to Know Law. Any information provided in your response to this Request for Proposals may be subject to disclosure to the public.