

Philadelphia Redevelopment Authority
400 N. Broad Street RFP – Questions & Answers

1. **Question:** It was mentioned in the pre-bid meeting that daily reports are critical, if our key person takes time off, will a replacement person be required?
Answer: Yes, it will be necessary for someone to be available for a daily inspection and to be responsive to PRA/City throughout project development.
2. **Question:** What is the availability of plans and drawings?
Answer: At this point early-stage schematic plans exist and will be made available to the selected Consultant.
3. **Question:** Can you identify the Architect for the project.
Answer: USA Architects
4. **Question:** Can you identify the Construction Manager for the project?
Answer: Keating Inquirer Builders LLC
5. **Question:** Will the Consultant review, log, track, and maintain submittals?
Answer: The responsibility for these tasks falls on the Construction Manager. However, Consultant will be responsible for tracking the submittal process and reporting any concerns to PRA/City.
6. **Question:** Does PRA prefer a specific document control system for tracking and maintaining project records?
Answer: Consultant should use any system that they are comfortable with and that are is acceptable to PRA/City.
7. **Question:** Will BIM be used to design the facility?
Answer: Not at this time
8. **Question:** Will PRA require BIM modeling for future use, such as maintenance?
Answer: Not at this time.
9. **Question:** Will PRA designate at what phase constructability reviews, estimates, and value engineering (VE) shall be performed?
Answer: Yes, PRA/City shall seek these services at schematic, design-development, and construction document stages.
10. **Question:** Will PRA provide a minimum staffing pattern to be utilized by respondents for this solicitation?
Answer: No, Consultant may propose its preferred staffing pattern, so long as Consultant maintains a single primary point of contact, per the Key Person requirement.

11. **Question:** Does PRA prefer specific software for developing the CPM schedule?
Answer: While other systems may be acceptable, PRA/City have a general preference for either Oracle's Primavera or Microsoft Project.
12. **Question:** Will Consultant be required to develop the CPM schedule and update the CPM schedule on a monthly basis?
Answer: The Construction Manager is primarily responsible for developing the CPM schedule. However, Consultant should closely monitor the schedule and be able to discuss the schedule with PRA/City, and cite any concerns relating to the schedule.
13. **Question:** Will the Consultant be required to provide a project cost estimate at 30%, 60% and 90% design?
Answer: Consultant will not be required to provide new cost estimates, but should be able to discuss issues related to cost estimates produced by the Construction Manager/Landlord and their consultants with PRA/City.
14. **Question:** Will the Consultant be required to review shop drawings?
Answer: Yes, Consultant will be expected to review shop drawings, submittals, and other documentation in order to be able to flag any concerns relating to these documents for PRA/City.
15. **Question:** Will special inspections and testing be under the Consultant contract?
Answer: Not at this time.
16. **Question:** Does the 36-month project duration include project close out?
Answer: Yes.
17. **Question:** Will Consultant be required to coordinate construction inspections?
Answer: No, this will be the Landlord/Construction Manager's responsibility; however, Consultant should be aware of inspections and be prepared to advise PRA/City with any concerns relating to inspections.
18. **Question:** Will the Consultant be required to monitor economic/workforce inclusion?
Answer: No, but Consultant should be aware of meetings and updates relating to economic inclusion and flag any issues for the PRA/City.
19. **Question:** Will Consultant be responsible for reviewing and approving contractor's payment application requests?
Answer: Yes, Consultant will review payment applications in order to ensure that project costs align with budget and to advise PRA/City if any concerns arise.
20. **Question:** Will Consultant be responsible for assisting in closing out the project and performing the following services during the close out process: reconciling budgets, collecting and transmitting warranties, as-builts, inspection reports, keys, attic stock, etc.?

Answer: Yes, Consultant will assist in the close-out process to ensure transmission of all required documents from Construction Manager/Landlord to City.

21. **Question:** Is Consultant required to maintain a daily, full-time, on-site presence?
Answer: Consultant is required to maintain a daily presence and to carry out daily inspections. Consultant does not need to be housed on-site, however. PRA will provide a cubicle in its offices if desired by Consultant.
22. **Question:** Does Consultant provide administration of the prevailing wage, economic opportunity plan and project labor documentation?
Answer: Consultant should monitor and be aware of progress on these items, so that Consultant can advise PRA/City. However, consultant is not responsible for administrating these items.
23. **Question:** Is Landlord/Construction Manager responsible for scheduling and providing code required special inspections and testing?
Answer: Yes, the Construction Manager will pull the permits and they will name the City approved Special Inspectors to pick up the permits.
24. **Question:** What entity will manage the parking lot and is there any special oversight by the Consultant?
Answer: The parking lot will be managed by the City once the building is put back into service. Consultant shall advise PRA/City on all construction-related issues, which includes any work on the parking lot.
25. **Question:** Is the Consultant responsible for LEED Certification tracking or any other documentation requirements?
Answer: Consultant is not responsible for tracking LEED certification, but should be able to advise PRA/City during construction as to concerns relating to constructability of the building and site, so that it can ultimately achieve LEED Silver certification. Consultant will be asked to advise PRA/City that LEED checklist items are carried out as planned and to provide photo documentation that can be used at a later date during the LEED certification process.
26. **Question:** Does turnkey occupancy reflect all tenant required furniture, fixtures, and equipment (FF&E)?
Answer: No, the City will be responsible for most of its own FF&E.
27. **Question:** Has the Landlord confirmed the Tenant uses comply with the permitted CMX-5 zoning?
Answer: No, but Landlord has reviewed uses with L&I and will be responsible for obtaining lease permits.

28. **Question:** Can you clarify the duration of the project? The Scope of Work section indicates the entire project is 36 months and the Daily Project Inspections section indicates the construction period is 36 months.
Answer: The total project duration is 36 months.
29. **Question:** What is the Consultant’s level of responsibility regarding the Percent for Art Program?
Answer: Consultant may be involved in advising and informing PRA/City on issues relating to any public art installed as part of the turnkey project delivery.
30. **Question:** What is the Consultant’s level of responsibility regarding the Project Relations Committee referenced in Article 2, Section 3 of the PLA?
Answer: Consultant should be aware of the efforts and findings of the Project Relations Committee insofar as to advise PRA/City on any concerns relating to compliance with the PLA, and/or any issues that may impact schedule and budget.
31. **Question:** Is Article 2, Section 4 of the PLA intentionally omitted?
Answer: It was misnumbered.
32. **Question:** What is the Consultant’s level of responsibility regarding the standing Advisory Commission on Construction Industry Diversity and Third Party Monitoring referenced in Schedule C?
Answer: Consultant should be aware of activities as to advise PRA/City on any concerns relating to compliance and/or any issues that may impact schedule and budget.
33. **Question:** Is it accurate that PRA/City are looking for an individual instead of a team to perform all of the services outlined in the RFP?
Answer: Individuals or firms may apply; however, if a firm is selected they will be required to designate a single “key person” to serve as primary point of contact throughout the entire project duration.
34. **Question:** Considering the size and scope of the project, can you please explain your reasoning for not having M/WBE percentage goals?
Answer: As stated in the RFP, PRA strongly encourages and promotes the employment of qualified MBE/WBE/DBE firms in all aspects of its procurement of goods and services. However since this RFP seeks either an individual person or single firm (rather than a team with multiple subs), we did not feel it was appropriate to include specific goals.
35. **Question:** Are you looking for Construction Management (CM) services or Owners Rep services?
Answer: We are seeking owner’s representative services to advise City/PRA. We are not seeking CM services and Landlord has already retained a CM.

36. **Question:** Can we obtain a space program or identification of the spaces anticipated for the building?
Answer: This information will be provided to the selected Consultant.
37. **Question:** Can we obtain a milestone schedule that outlines the design phases and anticipate construction duration for the project?
Answer: This information will be provided to the selected Consultant.
38. **Question:** Is PRA handling direct procurement of FF&E items?
Answer: No, the City departments occupying the building will be responsible for this.
39. **Question:** Should the respondent consider oversight/management of the ancillary activities outside of the construction (e.g., IT integration, VD cabling, audio visual, security, furniture, etc.)?
Answer: Anything outside of the turnkey construction and/or installed after the project period concludes will not be part of the Consultant's scope.
40. **Question:** How is decommissioning of the existing building being handled?
Answer: This is being handled by others and is not part of Consultant's scope.
41. **Question:** Is relocation management considered part of the cope or handled separately?
Answer: This is not part of Consultant's scope.
42. **Question:** Who from the PRA/City would be the primary interface with the consultant?
Answer: Robert LaBrum from PRA and Valerie Bergman/Thomas McDade from Philadelphia Department of Public Property.
43. **Question:** Is the \$10M aggregate insurance requirement for Excess/Umbrella Liability applicable to professional services?
Answer: Yes, all requirements included in the "Philadelphia Redevelopment Authority Insurance Requirements" document apply to this RFP. However, we understand that individuals and smaller firms may not currently have these levels of coverage. For this reason the selected Consultant is simply required to comply prior to executing the contract for services.
44. **Question:** Does the PRA have a preference on how to receive submissions?
Answer: Respondents may submit responses electronically or in hard copy, as described in the RFP.
45. **Question:** Should firms include an introduction and/or executive summary within the cover letter?
Answer: Respondents may include whatever they wish in the cover letter, so long as it includes the required information and does not exceed two (2) pages in length.

46. **Question:** Can you provide the scoring criteria/methodology breakdown for responses to this RFP?
Answer: The factors used in scoring responses are listed on page seven (7) of the RFP.
47. **Question:** Although not expressly stated in the RFP, are firms expected to include references in the proposal submission?
Answer: Respondents are not required to submit anything not expressly requested in the RFP. If respondents wish to include references they may do so.
48. **Question:** Is there a breakdown of construction, architect/engineer, and other costs within the \$190M project budget available for review?
Answer: No further cost breakout is available at this time.
49. **Question:** Is the proposed individual performing inspections required to be certified?
Answer: No.