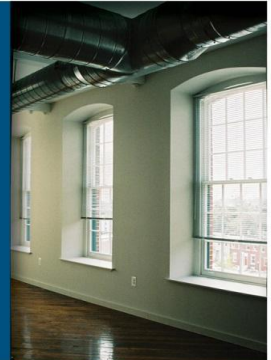




Philadelphia
Redevelopment
Authority



Request for Proposals (RFP)

Percent for Art Program - Consultant
July 26, 2018

Table of Contents

Table of Contents	1
Application Process	2
Background/Scope of Work	3
Proposal Submission Requirements	4
Evaluation & Selection	4
Events of Disqualification or Default	5
Declarations and Other Information	5

Attachments:

- A. Philadelphia Tax Status Certification and Conflict of Interest Form
- B. Campaign Disclosure Forms
- C. Insurance Requirements



Application Process

The Philadelphia Redevelopment Authority ("PRA") is pleased to issue this Request for Proposals ("RFP") for a consultant to manage PRA's Percent for Art Program (the "Program").

Submission Deadline

Applicants must submit a response/proposal (a "Response") no later than **August 10, 2018** at 3:00 PM; absolutely no proposals will be accepted after that time.

Questions/Requests for Additional Information

PRA will accept questions and requests for additional information directed in writing to RFP@pra.phila.gov up until 24 hours from the submission deadline.

Related Parties

Applicants may submit only one Response to this RFP. Individuals or businesses that are legally related to each other or to a common entity may not submit separate Responses. The PRA and the City of Philadelphia ("City"), in their sole and absolute discretion, retain the right to reject any Response where:

1. Applicants or principals of Applicants are substantially similar or substantially related parties; or
2. The PRA and City have determined that the Applicant has violated these conditions or the spirit of these conditions.

Submission Process

Response submission will only be accepted in either of the following:

1. Online Submission – via the electronic portal on PRA's website (<http://www.philadelphiaredevelopmentauthority.org/>); or
2. Hard Copy Submission – Submit 3 original copies of the Response 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 their Response via registered mail to:

Executive Office
Philadelphia Redevelopment Authority
1234 Market Street, 16th Floor
Philadelphia, PA 19107

Disqualification

Responses will be disqualified if:

1. They are submitted after the specified deadline;
2. They are submitted by some means other than the two formats listed above. For electronic Responses, the PRA website portal is the only means that will be accepted. Responses sent via email, Dropbox or other electronic venues will be disqualified; or



3. If the Response package is incomplete.

Schedule

The timeline for this opportunity is as follows:

Event	Date
RFP Posted	July 26, 2018
Deadline for Submitting Responses	August 10, 2018 before 3PM
Selection of Respondent (Estimated date)	August 17, 2018

PRA reserves the right, in its sole discretion, to alter this schedule as it deems necessary or appropriate.

Background/Scope of Work

About the Percent for Art Program

PRA pioneered the Percent for Art Program in March 1959, becoming the first city in the United States to create a program requiring developers to commission art as part of the development process. The PRA's Percent for Art Program obligates developers who are building on land acquired and assembled by the PRA to dedicate at least one percent of the total building construction costs toward the commissioning of original, site-specific works of art. Since the inception of the Program, hundreds of public art projects have been installed in all areas of Philadelphia. Works of public art can be found in such diverse developments as high-rise commercial and residential towers, housing for families and the elderly, shopping plazas, parks, hotels, universities, schools and libraries. The Percent for Art program encourages Redevelopers to conceive of innovative applications for public art, and to create work that engages the public and challenges them to think about their surroundings in new and exciting ways. In addition to the traditional mediums of public art, developers can also commission projects that take less conventional forms, like community, arts and culture-based public programs. Examples of past and recent Percent for Art projects can be found on PRA's website.

Scope of Work

PRA seeks a consultant to manage all aspects of the Program, in accordance with the PRA Board's adopted Fine Arts Policy. The point of contact on PRA's staff for the consultant will be Larry Padilla, Senior Director of Real Estate & Development Finance. Major tasks include:

1. Oversee compliance with PRA's Fine Arts Policy on PRA development projects;
2. Serve as point of contact for the Public Art Committee, maintain a current list of committee members, and convene meetings of the committee as necessary to review projects;
3. Work with developers to commission new works of public art:
 - a. Consider the types of art that may be commissioned (Permanent, temporary, community-based);
 - b. Identify locations/opportunities for the art;
 - c. Manage approval of art concept with PRA's Public Art Committee;
 - d. Draft and assist PRA staff in posting and distributing art project RFQs and RFPs;
 - e. Answer artist inquiries, manage applications, present applications to developer and Committee;
 - f. Organize site visits for artists, manage artist proposal process, artist selection, etc.;



- g. Manage projects through art installation/completion;
 - h. Coordinate community education efforts; and
 - i. Plan dedications, other community engagement;
4. Work with PRA staff to plan, commission, and oversee projects funded with the Fund for Art & Community Engagement (FACE);
5. Work with owners of existing works of art commissioned through the Program to ensure that the works are properly maintained, and provide guidance regarding the conservation or restoration of a work of art funded through the Program;
6. If necessary, explore and facilitate the relocation of a work of art, including identifying potential new locations, and facilitating PRA's Public Art Committee and necessary public approvals for the move when required;
7. Work with PRA staff to explore collaborations and/or funding opportunities for initiatives relating to the Program and FACE, which may include assisting PRA staff in writing grant requests;
8. Attend meetings relating to the Program;
9. Maintain an up-to-date record of Percent for Art Projects that shall be housed at PRA;
10. Work with PRA staff to maintain and keep current the section of PRA's website relating to the Program;
11. Occasionally facilitate tours, panel discussions, speaker events, and/or other events relating to the Program and/or specific projects funded through the Program;
12. Serve as a point of contact for the public for art-related inquiries; and
13. Other projects and business related to the Program, as necessary.

Fee for Service and Reporting

PRA will pay the consultant \$55/hour of work performed, not to exceed 20 hours per week. Exceptions to the 20-hour ceiling must be made in writing by PRA and agreed to by consultant. Consultant may invoice PRA monthly and payment will be made on net 30 terms. Consultant will be expected to submit a monthly report of major activities and updates, as well as an itemized schedule of tasks and hours accompanying invoices.

Proposal Submission Requirements

1. **Cover letter:** Provide a letter no more than four (4) pages in length specifying the name of your firm and/or name of key individual(s), contact information, an affirmative acceptance of the fee proposed in this RFP if your response is accepted, and a summary of relevant experience and activities that would make you a qualified candidate.
2. **Current resume**
3. **Completed forms identified in this RFP**

Evaluation & Selection

PRA intends to award this Contract to the Applicant that best demonstrates the level of experience, skill and competence required to perform the services called for in this RFP in the most effective, efficient, and professional manner.



Events of Disqualification or Default

Subsequent to the selection of an Applicant, and before execution of the Contract, the PRA may treat any of the following as an event of disqualification or default:

1. Unilateral withdrawal by the selected Applicant;
2. Failure to proceed substantially in accordance with the Response as submitted;
3. Failure by the Applicant for any reason whatsoever to timely execute the Contract when tendered;
4. Material misrepresentation, omission, or inaccuracy contained in any document submitted either as part of the Response, or subsequent thereto; or
5. Failure to provide in a timely manner the additional material required after selection throughout the PRA disposition process.

Upon the happening of an event of disqualification or default by the Respondent, PRA shall have the right, at its election, to:

1. Rescind its selection; or
2. Declare null and void a Contract that may already have been executed.

Declarations and Other Information

Economic Inclusion

The PRA strongly encourages and promotes the employment of qualified MBE, WBE and/or DBE firms in all aspects of its procurement of goods and services. If Applicant is a Certified MBE, WBE or 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 that neither is currently indebted to the City; will at any time during the term of the Contract 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 Response.

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 Response. 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.



Rights and Reservations

By submitting a 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 Responses;
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 Responses;
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 Responses;
8. to negotiate any aspect of a Response, including price;
9. to terminate negotiations regarding any and all Responses at any time;
10. to expressly waive any defect or technicality in any Response;
11. to rescind a selection prior to Contract execution if the PRA determines that the Response 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 an Applicant or Response 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 the 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 Response; (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.

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 PRA 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.

