



THE CITY OF PHILADELPHIA

**OFFICE OF
EMERGENCY MANAGEMENT**

ADDENDUM NO. 4

PREPARED FOR

The City of Philadelphia
Philadelphia Redevelopment Authority

Project Number 10-21-4548-01

November 5, 2020

PREPARED BY:

The City of Philadelphia
Department of Public Property
City Hall | 1400 John F. Kennedy Boulevard | 7th Floor

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ADDENDUM "4" To all Bidding Documents dated September 18, 2020. This Amendment becomes a part of the Contract Documents for this job and supersedes the original Documents in case of conflict.

ISSUED TO All Plan Holders of Record.

PURPOSE To supplement and modify Bidding Requirements and Contract Documents.

NOTICE This Amendment is hereby made a part of the original Contract Documents, and supersedes the original in case of conflict. All bidders shall carefully note all of the omissions, changes, additions or clarifications included herein and be responsible for taking into account any changes that will affect their work.

ACKNOWLEDGMENT Bidders are required to acknowledge receipt of this Addendum by inserting its number and date on the Addendum Acknowledgment Form and submit the acknowledgement form with their bids. Failure to acknowledge all Addenda may subject bidder to disqualification. This Addendum forms part of the Contract Documents.

CONTENTS This Amendment consists of the following parts:

A. Addition of Pre-Qualification Questionnaire

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Proposals submitted in response to this RFP must include the following information, in the sections and order indicated:

1. Table of Contents

2. Introduction/Executive Summary

Provide an overview of the proposed scope of work.

3. Applicant Profile

Provide a narrative description of the Applicant itself, including the following:

- a. Applicant's business identification information, including name, business address, telephone number, website address, and federal taxpayer identification number or federal employer identification number;
- b. A primary contact for the Applicant, including name, job title, address, telephone and fax numbers, and email address;
 - i. Please provide the names of two (2) authorized representatives, including job title, and email address for the authorized person(s) in your firm legally capable of executing your contracts and amendments.
- c. A description of Applicant's business background, including, if not an individual, Applicant's business organization (corporation, partnership, LLC, for profit or not for profit, etc.), whether registered to do business in Philadelphia and/or Pennsylvania, country and state of business formation, number of years in business, primary mission of business, significant business experience, whether registered as a minority-, woman-, or disabled-owned business or as a disadvantaged business and with which certifying agency, and any other information about Applicant's business organization that Applicant deems pertinent to this RFP.

4. Proposed Scope of Work

Provide a proposed scope of work, percentage of work being self-performed, including a cost proposal and project timetable (schedule) based on the Specifications Instructions to Bidders. Provide a breakdown of probable cost for the major sub-prime contracts including but not limited to general construction, mechanical construction, electrical construction, plumbing construction, fire suppression construction, communications construction and electronic safety and security construction. Use the form attached as an appendix to this RFP.

5. Statement of Qualifications; Relevant Experience

Provide a statement of qualifications and capability to perform the services sought by this RFP, including a description of relevant experience with projects that are similar in nature, size and scope to that which is the subject of this RFP. If any minimum

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qualifications for performance are stated in this RFP, Applicant must include a statement confirming that Applicant meets such minimum requirements.

6. Project Team Organization and Team Resumes

The Applicant shall identify any joint venture partners or their associates by listing the firm, address and telephone/fax numbers and contact person. If a joint venture or association between firms is proposed, describe the contractual relationship.

The proposal shall include a description of the proposed team in both narrative and chart form. The proposal should clearly indicate the relationship, roles and responsibilities of each organization and individual team member. **Key positions/individuals should be specifically identified by name and title, with narrative describing their respective areas of expertise, responsibility and reporting.**

For each key team member, describe prior experience as it relates to the technical requirements of this project and the individual's position on the project team. Describe all relevant professional experience, academic degrees earned, professional licenses and awards, any special skills and supplementary training relevant to the requirements of this project.

7. References

Provide at least three references, preferably for projects that are similar in type, scope, size and/or value to the work sought by this RFP. If applicable, Applicant should provide references for projects with other municipalities that are similar in size to the City of Philadelphia. For each reference, include the name, address and telephone number of a contact person.

8. Proposed Subcontractors

State the intention to use subcontractors to perform any portion of the work sought by this RFP. For each such subcontractor, provide the name and address of the subcontractor, a description of the work Applicant intends the named subcontractor to provide, and whether the subcontractor can assist with fulfilling goals for inclusion of minority, woman, or disabled-owned businesses or disadvantaged businesses. Note that if subcontractors at any tier may perform services arising directly out of a Philadelphia Redevelopment Authority (PRA)/City contract resulting from this RFP, Applicants must inform them of the City's minimum wage and benefits requirements and must require them to comply with such requirements.

10. Requested Exceptions to Contract Terms

State exceptions, if any, to PRA/City Contract Terms that Applicant requests, including the reasons for the request and any proposed alternative language.

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11. Certification of Site Visit

The Applicant shall certify that he has visited the site(s) of the proposed projects and understands the site-specific issues, which will impact both design and construction. Use the form attached as an appendix to this RFP.

12. Office of Economic Opportunity - Solicitation for Participation and Commitment Form/Diversity Report of Nonprofit Organizations

As a separate document, Applicants must include a completed Solicitation for Participation and Commitment Form when responding to an RFP that contains ranges for the participation of M/W/DSBEs. The form is provided with this RFP (Specification Section 007337). If Applicant is a nonprofit organization, such applicants must include a completed "Diversity Report of Nonprofit Organizations" on the form provided with this RFP (Specification Section 007337). If the Nonprofit Organization is responding to an RFP that contains ranges, in addition to the Diversity Report of Nonprofit Organizations, it must also submit a Solicitation for Participation and Commitment Form.

13. Statement of Financial Capacity

Provide documentation demonstrating fiscal solvency and financial capability to perform the work sought by this RFP. Provide a general, independent statement of the Applicant's financial condition in addition to one or more of the following:

- Applicant's most recent audited or unaudited financial statements;
- Disclosure of any bankruptcy filings over the past five years;
- Most recent IRS Form 990 (for non-profit organizations only).

14. Disclosure Requirements

Disclose all information required under Chapter 17-1400 of the Philadelphia Code, including any local and state political campaign contributions.

15. Experience Modification Rating

Provide your firms experience modification rating for the past three years.

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Please type or print clearly and use additional sheets, as necessary.

Breakdown of Probable Cost:

General Construction	_____
Mechanical Construction	_____
Electrical Construction	_____
Plumbing Construction	_____
Fire Suppression Construction	_____
Communications Construction	_____
Electronic Safety and Security Construction	_____
Allowance No. 1	_____
Allowance No. 2	_____
Allowance No. 3	_____
Allowance No. 4	_____
Total Base Bid	_____

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Please type or print clearly and use additional sheets, as necessary.

Certification of Site Visit:

I certify, for the above noted contract, that a company representative has visited the site and we understand the site-specific issues, which will impact both design and construction.

Company Name: _____

Company Officer Name: _____

Title: _____

Company Officer Signature: _____

Date: _____

END OF ADDENDUM