



## **REQUEST FOR PROPOSALS**

**RECONSTRUCTION OF ALLEY RETAINING WALL  
BETWEEN JEFFERSON STREET & NASSAU ROAD,  
FROM 61<sup>ST</sup> STREET TO 63<sup>RD</sup> STREET**

**P H I L A D E L P H I A , P A 1 9 1 5 1**

**NOVEMBER 15, 2024**

**PHILADELPHIA HOUSING DEVELOPMENT CORPORATION  
1234 MARKET STREET, 16<sup>TH</sup> FLOOR  
PHILADELPHIA, PENNSYLVANIA 19107**

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**Attachments:**

1. Division 0 (Bidding and Contract Requirements and Bid Sheet)
2. Division 1 (General Requirements)
  - A. Final Construction Plans
  - B. Final Master Specifications
  - C. Utility Clearance Assurance Statement
  - D. Pre-Bid Construction Schedule
  - E. City of Philadelphia Questionnaire & Financial Statement
  - F. Campaign Contribution Disclosure Forms
  - G. Tax Status - Conflict of Interest Form
  - H. PHDC Insurance Requirements

## Application Process

On behalf of the City of Philadelphia ("City"), Philadelphia Housing Development Corporation ("PHDC") is pleased to issue this Request for Proposals ("RFP") for qualified prime contractors (each, an "Applicant" and together, the "Applicants") for the Reconstruction of Alley Retaining Wall Between Jefferson Street & Nassau Road, From 61<sup>st</sup> Street to 63<sup>rd</sup> Street, Philadelphia, PA 19151.

### Submission Deadline

Applicants must submit a response/proposal (a "Response") no later than **3:00 PM on December 18, 2024**; absolutely no Response will be accepted after that time.

### Mandatory Pre-Bid Meeting

All Applicants must attend the mandatory pre-bid meeting onsite at the Alley Retaining Wall Between Jefferson Street & Nassau Road, From 61<sup>st</sup> Street to 63<sup>rd</sup> Street, Philadelphia, PA 19118, at **10:00 AM on Wednesday, November 27, 2024**.

The names and contact information for all attendees at the pre-bid meeting will be posted on PHDC's website as public information within a few days of the pre-bid meeting.

### Questions/Requests for Additional Information

PHDC will accept questions and requests for additional information directed in writing to RFP@phdc.phila.gov up to **3:00 PM on December 4, 2024**. Questions, responses, and additional information will be posted on the PHDC Website within **5 business days** of this date.

### 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 PHDC and 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 PHDC and City have determined that the Applicant has violated these conditions or the spirit of these conditions.

### Submission Process

1. Responses will only be accepted in the following manner:

Online Submission – via the electronic portal on PHDC's website Online Submission – via the electronic portal on PHDC's website (<http://www.phdcphila.org>);

## Disqualification

Responses will be disqualified if:

1. They are submitted after the specified deadline;
2. They are submitted by some means other than the format listed above. The PHDC website portal is the only means that will be accepted. Responses sent via email, Dropbox or other electronic venues will be disqualified;
3. If the Response package is incomplete.

## Bid Price

The PHDC will award this Project to the Response determined to be the most responsive based on the criteria explained below. Bid price is one of these criteria, though the Project will not necessarily be awarded to the lowest bidder. Bidders must complete and submit the Construction Bid Proposal Form located in Attachment 0, Division 0 (Bidding and Contract Requirements).

## Schedule

The timeline for this opportunity is as follows:

<b>Event</b>	<b>Date</b>
RFP posted	<b><i>November 15, 2024</i></b>
Mandatory Pre-Bid Meeting to be held at the Project Site (Alley Retaining Wall Between Jefferson Street & Nassau Road, From 61 <sup>st</sup> Street to 63 <sup>rd</sup> Street, Philadelphia 19151)	<b><i>Wednesday, November 27, 2024, at 10:00 AM</i></b>
Questions and requests for additional information due to the PHDC	<b><i>December 4, 2024, by 3:00 PM</i></b>
Answers to Question posted by PHDC	<b><i>December 11, 2024, by 3:00 PM</i></b>
Proposals due from Applicant	<b><i>December 18, 2024, by 3:00 PM</i></b>
Respondent selected (Estimate) ** There will be a contracting period with PHDC after respondent is selected	<b><i>December 2024</i></b>

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

## **Project Description/Scope of Work**

The **Reconstruction of Alley Retaining Wall Between Jefferson Street & Nassau Road, From 61<sup>st</sup> Street to 63<sup>rd</sup> Street, Philadelphia, PA 19151.**

For complete scope of work please refer to the Final Construction Drawings (Attachments A) and the Final Master Specifications (Attachment B).

## Project EOP Requirements Summary

Diversity and inclusion are pillars of all City of Philadelphia and Philadelphia Housing Development Corporation projects. All applicants must complete the Economic Opportunity Plan (EOP) included in Attachment 1, Division 0 (Bidding & Contract Requirements).

## Response Submission Requirements

1. **Construction Bid Proposal Form, Bid Bonds and EOP.** *Located in Attachment 1, Division 0 (Bidding and Contract Requirements).*
2. **Approach to Project Delivery.** *Not to exceed one page.*  
Describe your approach to carrying out the scope of work on time/budget, and strategies that make your firm qualified to best perform these services. Please include a detailed Proposed Project timeline, Logistics Plan, and proposed Project Management Team including Dedicated Project Foreman.
3. **Qualifications and 3 project examples.**  
Describe past experiences with similar projects. Please cite projects performed for the City of Philadelphia or other public/governmental agencies. Please include examples of projects that were completed on time and on budget.
4. **Statement on Economic Inclusion.** *Not to exceed one page.*  
Provide a narrative, on company letterhead, describing Applicant's commitment to engaging certified Minority Business Enterprises ("MBE") and Woman Business Enterprises ("WBE") in subcontracting, in procuring goods and services, and employing a diverse workforce, including in the skilled trades. If Applicant is a Certified MBE, WBE or DBE and registered in the City of Philadelphia's Office of Economic Opportunity (OEO) registry; please submit information to confirm Certification and Registration as part of bid proposal. Provide a plan for meeting contract and workforce participation goals (subcontractors, etc.) for this Project, which will build on commitments made in subsequent forms.
5. **Declarations and Other Information.**  
Response must also include the completed forms identified in the Declarations and Other Information below.

## Evaluation & Selection

PHDC intends to award this Project 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 efficient, cost-effective, and professional manner **and in a manner, that is consistent with the contract and workforce participation goals.** The PHDC will initially review the Responses to determine compliance with the Response Submission Requirements. Only Responses that comply with these requirements will be considered for evaluation. If no Response meets these requirements, the PHDC may allow all Applicants to supplement their Responses to conform to these requirements.

PHDC will evaluate and score Applicants based on the following factors:

1. Base bid price;
2. Appropriateness of firm for the scope of work, and able to complete project in a high-quality standard; on time and on budget;
3. Commitment of GC meeting proposed contract participation goals in the bid;
4. Track record of economic inclusion in contracting and workforce development, including history of prime meeting EOP goals;
5. Prior experience and proven track record working with the City, PHDC, and/or other public agencies;
6. Demonstrates financial capability to complete the project;
7. Application complete and applicant eligible, including compliance with requirements listed in the RFP.
8. Any other factors the PHDC considers relevant to the evaluation of the responses.

## Events of Disqualification or Default

Subsequent to the selection of an Applicant, and before execution of the Contract, the PHDC 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. For the purposes of this section, the PHDC places particular importance on the information required by the Applicant in the City of Philadelphia Questionnaire & Financial Statement for Qualifying Bidders and the Campaign Contribution Disclosure Forms;
5. Failure to provide in a timely manner the additional material required after selection throughout the PHDC selection process.

Upon the happening of an event of disqualification or default by the selected Applicant, PHDC 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

### Campaign Contribution Disclosure Forms

Please complete the applicable disclosure forms (Attachment F) and submit with your proposal.

### Philadelphia Tax Status Certification and Conflict of Interest Form

Applicants, upon request of the PHDC, must provide evidence satisfactory to the PHDC 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 G) and submit it with your Response.

#### **Compliant with City of Philadelphia Revenue Department**

Selected applicant must have a current City of Philadelphia Business Activity License and have a valid contractor's license, which must be provided to the City in advance of project start.

#### **Philadelphia Housing Development Corporation (PHDC) Insurance Requirements**

Please provide the required Insurance Certificate as outlined in (Attachment H) "PHDC Insurance Requirements" and submit with your proposal.

#### **City of Philadelphia Questionnaire & Financial Statement for Qualifying Bidders**

Please complete the applicable questionnaire and financial statements (Attachment E) and submit with your proposal.

By submitting a Response to this RFP, an Applicant affirmatively acknowledges: (i) its acceptance of the terms and conditions of this RFP; (ii) the PHDC may exercise in its sole discretion the following rights; and (iii) the PHDC 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 PHDC determines that the Response does not conform to the specifications of this RFP;
12. to rescind a selection prior to Contract execution if the PHDC 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 PHDC;
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 PHDC;
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 PHDC; and
16. each Applicant agrees to indemnify, protect and hold harmless the PHDC from any and all losses, injuries, expenses, demands and claims against the PHDC or the City 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 PHDC 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 PHDC 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 PHDC to Applicant or the Project. In no event shall the PHDC 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 PHDC is subject to the Pennsylvania Right to Know Law. Any information provided in your Response to this 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.**