



**Request for Qualifications
Approved General Contractors/Construction Managers**

**PHILADELPHIA HOUSING DEVELOPMENT CORPORATION
1234 MARKET STREET, 16TH FLOOR
PHILADELPHIA, PENNSYLVANIA 19107
AUGUST 2025**

**PHILADELPHIA HOUSING DEVELOPMENT CORPORATION
APPROVED GENERAL CONTRACTORS/CONSTRUCTION MANAGERS
REQUEST FOR QUALIFICATIONS**

PROGRAM DESCRIPTION

The Philadelphia Housing Development Corporation (PHDC) invites qualifications from experienced construction contractors and construction management firms seeking inclusion on its updated list of Approved General Contractors/Construction Managers (the "Approved List") in connection with [PHDC's Cost Containment Policy](#).

Any firms on the existing Approved List are required to respond to this RFQ to be considered for inclusion on the updated Approved List. Inclusion on the existing Approved List does not guarantee inclusion on the updated Approved List.

When required under PHDC's Cost Containment Policy (the "Policy"), the developer of an affordable housing development project ("Developer") must utilize a competitive bidding process to procure and select a general contractor and/or construction management firm. Firms on the Approved List will have the opportunity to bid on affordable housing development projects in the monetary category(ies) for which the firm has been approved (see monetary categories below) unless, following the Developer's request, PHDC, in its sole discretion, excludes the firm from bidding as provided under the Policy. After receipt and review of bids by a Developer, but prior to the execution of a contract, the Developer will be required to submit its selection of a firm, along with its justification, to PHDC for review and approval. A firm's inclusion on the Approved List does not guarantee that the firm will be selected as a general contractor and/or construction management firm by the Developer of any PHDC-funded affordable housing development projects.

Respondents must indicate the monetary category(ies) for which they seek pre-qualification on their Submission Package Coversheet:

- \$0 – \$1,999,999
- \$2,000,000 – \$9,999,999
- \$10,000,000 – \$35,000,000
- Over \$35,000,000

Respondents may apply for more than one monetary category and may be pre-qualified for multiple monetary categories if they satisfy the requisite requirements applicable to the monetary categories for which they apply.

Questions/Requests for Additional Information

PHDC will accept questions and requests for additional information via email to PHDCHousingFinance@phila.gov until 11:59 PM on Aug 31 EDT.

A virtual RFQ briefing will be held on Sep 10, 2025 at 10:00 AM EDT. Attendance at this briefing is encouraged but not required. All questions, PHDC's responses, and any additional information will be posted on the PHDC website on Sep 17, 2025.

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RFQ PROCESS

Schedule

The timeline for this RFQ is below:

RFQ posted	August 15, 2025
Deadline for questions and requests for additional information	August 31, 2025 by 11:59 pm EDT
Virtual Q&A meeting	September 10, 2025 at 10:00 am EDT
Submission Package due	September 28, 2025 by 11:59 pm EDT
Approved firms selected for pre-qualification (Estimate)	Fall 2025

Required Documentation

Respondents must submit all of the items listed below in their Submission Package. All items being submitted must be combined into a single PDF in the order listed below. All responses must be emailed to PHDCHousingFinance@phila.gov. Responses that are incomplete, not submitted to the correct email address, or submitted after the deadline may be disqualified.

1. Submission Package Cover Sheet (see Attachment A).
2. Project List: A list of at least three (3) projects completed in the last two (2) years submitted using the Project List Template (see Attachment B).
3. Completed Philadelphia Tax Status Certification (see Attachment C).
4. Completed Campaign Disclosure Form (see Attachment D).
5. Financial Information: Annual financial statements (audited preferred) for the last three (3) fiscal years, including balance sheet, income statement, and supporting footnotes.
6. Insurance Coverage: Please submit a certificate of insurance evidencing the required coverage as outlined in the PHDC Insurance Requirements set forth in Exhibit I.
7. Licenses & Certifications: Copies of all relevant trade licenses, a valid Philadelphia Business Privilege License and, if applicable, relevant certifications such as M/W/DSBE.
8. OSHA Compliance: A list of all OSHA citations received in the last five (5) years along with (i) a description of remedial actions taken and (2) if any fines were imposed.

9. Organizational chart and resumes of key personnel and principals
10. Bond Capacity: single/aggregate

Joint Venture Requirements

For Respondents seeking M/W/DSBE participation credit through a joint venture, you must provide the following in addition to any other items required by this RFQ:

1. Include the name and contact information of a certified M/W/DSBE partner.
2. Demonstrate how the certified M/W/DSBE partner has played and will play a substantial and active role in affordable housing development projects.
3. Submit a joint venture or similar agreement between the Respondent and the certified M/W/DSBE partner.

Review Process

Submission Packages will be reviewed for completeness. If additional information is required, Respondents will be notified and must respond within 30 days. Failure to respond may render the Submission Package void.

Respondents will be evaluated on a range of criteria including, without limitation, financial stability, capacity to perform, experience, qualifications, competitive pricing, bonding capacity, past performance, compliance with wage standards, M/W/DSBE participation, ability to meet Section 3 requirements and EOP goals, insurance coverage, appropriate licenses and certifications, and OSHA compliance among other factors.

BID PARTICIPATION AND MONITORING

Firms on the Approved List will be pre-qualified for a period of three (3) years, after which resubmission is necessary.

Developers, and not PHDC or the City of Philadelphia, are responsible for notifying firms on the Approved List when soliciting competitive bids for affordable housing development projects. Contracts will be awarded through a competitive process performed by the Developer. A firm's inclusion on the Approved List does not guarantee that the firm will be selected as a general contractor and/or construction management firm by the Developer of any PHDC-funded affordable housing development projects.

All firms on the Approved List are required to adhere to the following:

1. Cost Reasonableness Standards
 - a. Construction costs must align with PHFA benchmark data.
 - b. Implementation of value engineering and cost efficiency measures is required.
2. Economic Opportunity Plan (EOP) Requirements
 - a. For each PHDC-funded affordable housing development project, an EOP will outline percentage ranges for projected utilization of M/W/DSBEs. The Developer, on behalf of itself and its contractors, must exercise best and good faith efforts to provide subcontracting opportunities to M/W/DSBEs. If selected as the General Contractor for a PHDC-funded project, firms must sign an EOP Policy Acknowledgement Form for each project.

- b. The City of Philadelphia's Office of Economic Opportunity (OEO) will review the solicitation and utilization of M/W/DSBEs in contracts and subcontracts to assess compliance with the EOP and determine whether discrimination has occurred. If EOP goals are not met, one the borrower/developer may forfeit up to 100% - and no less than 50% - of the retainage.
 - c. The City of Philadelphia has established a citywide EOP benchmark of 35% M/W/DSBE participation, which currently serves as the target for firms on the approved list. This benchmark is subject to change.
- 3. Construction Contingency Standards
 - a. New Construction: 5% of construction costs
 - b. Rehabilitation and Preservation: 10% of construction costs
- 4. Compliance with DHCD Design & Construction Standards
 - a. Projects must meet visitability and accessibility guidelines.
 - b. Energy efficiency, sustainability measures, and universal design principles are to be incorporated.
- 5. Cost Certification & Reporting
 - a. Monthly progress reports and budget reviews are required.
 - b. Documentation of Davis-Bacon Wage Compliance (where applicable) and submission of open-book pricing along with subcontractor bid disclosures must be provided.
- 6. Performance & Bonding Requirements: 100% Payment and Performance Bonds are required with sureties listed in accordance with U.S. Treasury Circular 570.
- 7. Contractor Fee Limitations:
 - a. General Requirements: Maximum 6% of construction costs.
 - b. Overhead: Maximum 2% of construction costs.
 - c. Profit: Maximum 6% of construction costs.
- 8. PHDC Insurance Requirements (see Exhibit I)

These requirements, among others, will be enforced through an Approved General Contractors/Construction Managers Agreement which all firms seeking to be on the Approved List must sign.

ATTACHMENTS

The following attachments must be completed and submitted as part of the Submission Package:

- Attachment A: Submission Package Cover Sheet
- Attachment B: Project List Template
- Attachment C: Philadelphia Tax Status Certification & Clearance
- Attachment D: Campaign Disclosure Form

EXHIBITS

- Exhibit I: PHDC Insurance Requirements
 - PHDC reserves the right to update these insurance requirements at any time.

Events of Disqualification or Default

PHDC may treat any of the following as an event of disqualification or default:

1. Unilateral withdrawal by a selected Respondent;
2. Failure to proceed substantially in accordance with the Response as submitted;
3. Failure by a Respondent for any reason whatsoever to timely execute any agreement required by PHDC in connection with the RFQ when tendered;
4. Material misrepresentation, omission, or inaccuracy contained in any document submitted either as part of this RFQ, or subsequent thereto; and/or
5. Failure to provide in a timely manner any additional materials required after selection.
6. Failure to comply with applicable occupational health and safety laws, including, but not limited to, the Occupational Safety and Health Administration (OSHA) standards and any safety requirements imposed by PHDC;
7. Failure to comply with Philadelphia Department of Licenses & Inspections (L&I) directives, notices of violation, or stop-work orders;
8. A record of repeated or serious safety violations on PHDC projects or other construction projects within the past five (5) years;
9. Any conduct demonstrating negligence, unsafe work practices, or disregard for workers or public safety in connection with PHDC projects.
10. Submission of fraudulent, inflated, or unsubstantiated invoices or change order requests, including overcharging for labor, materials, or services;
11. Repeated submission of change order exceed reasonable market rates, or are in consistent with contract terms.
12. Engaging in deceptive, unethical, or bad-faith billing practices in connection with PHDC projects;

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

1. Rescind its selection;
2. Declare null and void any agreement required by PHDC in connection with the RFQ that may already have been executed; and
3. Suspend the Respondent from participation in future PHDC solicitations for a period determined by PHDC.

DECLARATIONS & OTHER INFORMATION

Economic Inclusion

PHDC strongly encourages and promotes the employment of certified "M/W/DSBE" firms - defined as Minority Business Enterprises ("MBE"), Women Business Enterprises ("WBE"), or Disabled Business Enterprises ("DSBE") in all aspects of its procurement of goods and services. If the Respondent is a certified M/W/DSBE firm, please submit information to confirm certification as part of your submission.

Tax Clearance & Conflict of Interest Form

Respondents, upon request of PHDC, must provide evidence satisfactory to PHDC that:

- All municipal taxes, including business, real estate, school, water and sewer charges, if applicable, are current for both the individual Respondent and Respondent's firm and neither is currently indebted to the City; and
- Respondent will not at any time during the term of the Approved General Contractors/Construction Managers 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.

Terms & Conditions

By submitting a response to this RFQ, each Respondent affirmatively acknowledges acceptance of the terms and conditions of this RFQ and that PHDC may exercise, in its sole discretion, the following rights at any time, from time to time, and without notice to any Respondent:

1. To reject any and all submissions;
2. To supplement, amend, substitute, modify, or re-issue the RFQ with terms and conditions materially different from those set forth here;
3. To cancel this RFQ with or without issuing another RFQ;
4. To extend the time period for responding to this RFQ;
5. To solicit new submissions;
6. To conduct personal interviews with Respondent(s) to assess compliance with the selection criteria;
7. To request additional material, clarification, confirmation, or modification of any information in any and all submissions;
8. To negotiate any aspect of submissions;
9. To terminate negotiations regarding any and all Responses at any time;
10. To expressly waive any defect or technicality in any submissions;
11. To rescind a selection if PHDC determines that such submission does not conform to the specifications of this RFQ;
12. To rescind a selection if PHDC determines that the specifications contained in this RFQ are not in conformity with law or that the process in selection of submissions were not in conformity with law or with the legal obligations of PHDC;

13. The Respondent shall procure and maintain all insurance, in amounts and with all coverages, as required by PHDC with respect to any work for an affordable housing project involving PHDC;
14. All Respondents agree to perform their services as an independent contractor and not as an employee or agent of PHDC; and
15. Each Respondent agrees to indemnify, protect and hold harmless PHDC and the City from any and all losses, injuries, expenses, demands, and claims against PHDC or the City sustained or alleged to have been sustained in connection with or resulting from: (i) submission of a response to this RFQ; (ii) the delivery by Respondents to PHDC of any documents or information; and (iii) any other conduct undertaken by the Respondents in furtherance of or in relation to the submission. Each Respondent 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 RFQ or subsequent contract.

PHDC is under no obligation whatsoever to Respondents as a result of this RFQ. The RFQ does not represent any commitment on the part of PHDC. In no event shall PHDC be responsible for any cost, expense, or fee incurred by or on behalf of Respondents in connection with this RFQ. All Respondents shall be solely responsible for all such costs, expenses, and fees.

NOTICE: PHDC and/or the City reserve the right to disclose any information provided in your submission to this RFQ to the public. Documents provided in your submission to this RFQ may also be required to be disclosed by applicable law, subpoena, and/or court order.

ATTACHMENT B INSTRUCTIONS

PROJECT LIST TEMPLATE INSTRUCTIONS

Complete the Project List Excel template using the following instructions:

Project Name	Enter the name of the project <i>Example: Philadelphia Affordable Housing</i>
Street Address	Enter the street address of the project. <i>Example: 1234 Market Street</i> If there are multiple addresses, state the number of scattered sites, and enter the addresses in the Notes Column <i>Example: 12 scattered sites</i>
City	Enter the city in which the address(es) is located <i>Example: Philadelphia</i>
State	Enter the state in which the address(es) is located. Use the standard State abbreviation <i>Example: PA</i>
ZIP Code	Enter the ZIP Code in which the address(es) is located. Use the standard State abbreviation <i>Example: 19107</i>
Developer Name	Enter the name of the project's developer <i>Example: Philly Affordable Housing, Inc.</i>
Developer Email	Enter the email of a primary point of contact for the project's developer <i>Example: johndoe@phillyaffordablehousing.com</i>
Developer Phone Number	Enter the phone number of a primary point of contact for the project's developer <i>Example: 215-555-5555</i>
Project Type	Select the project type. The options are: <ul style="list-style-type: none">• Rental• Rental + Commercial• Homeownership
Development Type	Select the development type. The options are: <ul style="list-style-type: none">• New Construction• Preservation (occupied)• Rehab (unoccupied or vacant)
Units	Enter the total number of housing units at the project. <i>Example: 76</i>
Square Feet	Enter the project total square footage. <i>Example: 25,000</i>
PHDC Project?	If the project used PHDC funding select "Yes". If the project did not use PHDC funding select "No". If you do not know whether or not the project used PHDC funding select "No".
LIHTC Project?	If the project was a LIHTC project select "Yes". If the project was not a LIHTC project select "No". If you do not know

	whether or not the project was a LIHTC project select “No”.
Total Construction Cost (\$)	Enter the total construction costs in dollars <i>Example: \$2,123,456</i>
M/W/DSBE Participation?	If there was M/W/DSBE Participation on the project select “Yes”. If there was no M/W/DSBE Participation on the project select “No”.
MBE Participation Percentage (%)	If there was MBE Participation on the contract, enter the percentage (X%). If there was no MBE Participation on the contract, leave blank. <i>Example: 35%</i>
WBE Participation Percentage (%)	If there was WBE Participation on the contract, enter the percentage (X%). If there was no WBE Participation on the contract, leave blank. <i>Example: 35%</i>
DSBE Participation Percentage (%)	If there was DSBE Participation on the contract, enter the percentage (X%). If there was no DSBE Participation on the contract, leave blank. <i>Example: 35%</i>
Date Construction Started	Enter the date construction started. <i>Example: 1/1/2025</i>
Status (Complete/In Process)	Select the status of the project. The options are: <ul style="list-style-type: none"> • Complete • In Process
Date of Completion	If the status is “Complete”, enter the date that construction on the project was completed. If the project is “In Process”, leave the cell blank. <i>Example: 1/1/2025</i>
Notes	The notes section is optional and can be used to explain anything not detailed in the other cells <i>Example: The project is expected to be completed in October 2025.</i>