



PHDC RFQ – Approved General Contractors/Construction Managers

Frequently Asked Questions (FAQ)

Important Reminders

PHDC is updating its Cost Containment Policy (Policy), including the Approved List of General Contractors and Construction Managers. Firms selected through this RFQ will be added to the updated Approved List, providing greater opportunities to bid on future projects when competitive bidding is required under the Policy.

If your firm has benefited from inclusion on the existing Approved List ([Cost-Containment-Policy-June-2024.pdf](#)), we strongly encourage you to respond to the current RFQ ([RFQ](#)) to be included on the updated approved list.

Please note:

- Any firm on the existing Approved List must respond to this RFQ in order to be considered for inclusion on the updated Approved List.
- Inclusion on the existing list does not guarantee inclusion on the updated list.
- Firms that do not respond to the RFQ will not be included on the updated Approved List.

As a reminder, when required under the Policy, developers of affordable housing projects must conduct a competitive bidding process to procure and select a general contractor and/or construction manager. When competitive bidding is required, developers must give all contractors on the Approved List the opportunity to bid in the monetary categories for which they are approved¹.

¹ 1 Developers may exclude a limited number of contractors from the bidding opportunity only after providing PHDC written justification, which must be approved by PHDC.



Why Apply?

Question: Why should my firm apply to this RFQ?

Answer: Inclusion on the Approved lists strengthens your firms' visibility with affordable housing developers, increases opportunities to bid on PHDC-funded projects, and demonstrates your firm's commitment to affordable housing in Philadelphia. Firms that do not respond to this RFQ are not included on the updated on the Approved List.

Submission Requirements

Question: What is the deadline for submitting RFQ questions and proposals?

Answer: The deadline for submitting RFQ Submission Packaged is Sunday, September 28 at 11:59 PM EDT. Submission packages will be reviewed the following week.

Insurance Requirements

Question: Can you please clarify if this coverage is mandatory for all respondents at the RFQ stage, or if it will only be required on a project-specific basis once a contract is awarded?

Answer: We want to make sure you understand and agree with our insurance requirements. At this stage (RFQ submission), you are **not required** to meet these requirements. However, you **will need to meet them** at the time you enter into a construction agreement with the developer.

To clarify, the coverage is **not mandatory for all respondents at the RFQ stage**. It becomes a **project-specific requirement** once a contract is awarded and an agreement with the developer is executed.

Any references to submitting insurance certificates in response to this RFQ have been removed from the updated RFQ materials.



Question: Does the insurance limit change depending on the tier or category we apply for?

Answer: Yes. Insurance requirements are tied to categories and tiers of work. Each category may have different insurance thresholds. Please review the RFQ's insurance schedule for details.

Question: My partner already has PHDC-approved insurance. Does the other party in a Joint Venture also need insurance?

Answer: Yes. If selected as the general contractor on a project funding the PHDC, the Joint Venture entity itself must carry insurance because the entity is the contracting party. If one partner's insurance carrier allows the other to be added under a "Doing Business As" (DBA), that may be acceptable, but the Joint Venture must provide evidence of insurance in its own name. PHDC will provide further clarification from in-house counsel if needed.

Question: Which of the following insurance coverages are required for PHDC funded projects: Pollution Liability, Cyber Liability, Crime Coverage, Riggers' Liability, and Installation Floater? If Installation Floater is required, what limit applies?

Answer: Please refer to the RFQ insurance schedule for details on which coverages are mandatory and the applicable limits. If Installation Floater coverage is required, the limit will be specified in the insurance schedule. PHDC notes that, depending on the type of contract, Cyber Liability or Security and Privacy Liability Insurance coverage may be required to address third-party liability related to privacy breaches, intellectual property infringements, HIPAA violations, or other data-related exposures. The stated limits are \$1,000,000 per occurrence and annual aggregate, with equivalent coverage for privacy breach notification and credit monitoring.



Bonding

Question: Does the bonding requirement apply to both General Contractors and Construction Managers?

Answer: Bonding requirements depend on the monetary category for which you are applying. General Contractors - Bonding is required. Construction Managers - If self-performing, bonding is required; if not self-performing, bonding is not required.

Question: How much bonding capacity is required?

Answer: PHDC does not require firms to obtain bonding at the time of RFQ submission. Instead, firms must demonstrate their ability to obtain bonding (“bondable”). Evidence could include a letter from a surety or bonding agent confirming capacity.

Eligibility & Prior Contracts

Question: If a contractor is already working on a PHDC BSRP contract, are they automatically included in this program?

Answer: No. All firms must apply under this RFQ to be considered for the updated Approved List.

Question: Can we submit projects that were completed under a different company than the one applying?

Answer: Yes, but you must clearly note this. Use the “Notes” column in the project template to indicate which projects were performed under a different firm. Include an asterisk and the name of the firm under which the project was completed.



Project Experience

Question: The RFQ requires a “Project List: at least three (3) projects completed in the last two years.” Attachment B also includes a status option (Complete/In Process). Which is correct?

Answer: Both are correct. At least three projects must be listed, and they may be completed or in-progress. Firm should prioritize listing completed projects. The “In Process” option allows firms with ongoing work to demonstrate their pipeline.

Question: Do the referenced projects need to be completed?

Answer: No. In-progress projects may be included. Please provide additional details such as the current percentage of completion.

Question: How many projects must we submit?

Answer: At least three projects are required. These may be completed or in-progress.

Question: Do projects need to be completed in the last two years?

Answer: Yes. The RFQ requires evidence of relevant experience within the past two years. Projects still in progress may be submitted, but your firm’s strongest, completed work should be highlighted.

Joint Ventures

Question: What documents are required for a Joint Venture application? Do we need a new company or license?

Answer: A formal Joint Venture Agreement must be submitted. You do not need to form a new company or obtain a separate business license, but the Joint Venture must be legally documented. Insurance must be carried in the name of the Joint Venture.



Approval & Timing

Question: How will we know if our firm is approved? When does work begin?

Answer: PHDC anticipates awarding approvals in Fall 2025, subject to board approval and internal scheduling. Approved firms will be notified directly. Please note: Being pre-qualified does not guarantee work. Pre-qualified firms will be placed on the Approved List, giving them increased opportunities to bid on future projects when required under PHDC's Cost Containment Policy.