

## PROPOSAL APPLICATION CHECKLIST

**City of Philadelphia**  
**Managing Directors Office- Rebuild**  
**General Construction Services Contract**  
**Project Number 16228E-03-02**  
**Project Name Disston Recreation Center Renovation**

**Applicant:** \_\_\_\_\_

This proposal package includes the following:

- 01 - Proposal Application Checklist – *to be filled out by applicant and included in proposal*
- 02 - Construction Bid Proposal
- 03 - Bid Bond
- 04 - Approach to Project Delivery
  - 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.
  - Proposed project timeline
  - Proposed sketch of site logistics
  - Proposed project management team, including dedicated project foreman
- 05 - Contractor Qualifications Documentation
  - City of Philadelphia Questionnaire and Financial Statement for Qualifying Bidders
  - Contractor Qualifications Project Example Sheet Forms (3)
- 06 - City of Philadelphia Rebuild Economic Opportunity Plan and Forms
  - City of Philadelphia Rebuild Economic Opportunity Plan and Signature Page
  - City of Philadelphia Rebuild Contract Participation Worksheet
  - City of Philadelphia Office of Labor Standards Documentation of Best and Good Faith Efforts Workforce Diversity Goals
  - City of Philadelphia Rebuild Past Contract Participation Form
- 07 - Declarations and Other Information
  - City of Philadelphia Tax Status Certification Form
  - Philadelphia Redevelopment Authority Campaign Contribution Disclosure Forms
- 08 - Attach the following documents:
  - Commercial Activity License
  - Payment & Performance Bonding Statement – *included in PU grant agreement*

SECTION 004109

PRICING

To the Procurement Commissioner:

I, the undersigned Seller, hereby propose to furnish all the labor, materials and equipment, perform the whole of the work, and submit to all conditions, as represented, intended and implied, both particularly and generally, by the Plans, Special Specifications, Standard Specifications, Standard Details, Standard Contract Requirements, Form of Agreement, the Ordinance authorizing the work and this bid at the prices herein stated, and agrees that each item bid shall be complete in itself, and the City may increase or diminish the amount of work thereunder, or omit the item without invalidating the unit price bid for it or any other item, on the following terms to wit:

BID AMOUNT

I will complete the Work in accordance with the Contract Documents for the following Bid Amount as defined in Section 007200, Standard Contract Requirements. (Insert Bid Amount in words as well as figures.)

BASE BID AMOUNT \$ \_\_\_\_\_ Dollars

Mobilization/Demobilization \$ \_\_\_\_\_

Temporary Protection and Facilities \$ \_\_\_\_\_

Demolition – General Construction \$ \_\_\_\_\_

Grading, Sitework, Exterior Paving \$ \_\_\_\_\_

Wood flooring, Stairs, Railings \$ \_\_\_\_\_

Interior partitions, woodwork, ceilings \$ \_\_\_\_\_

Flooring, including resilient flooring, resin flooring, entry grids \$ \_\_\_\_\_

Ceramic tile and substrate \$ \_\_\_\_\_

Bathroom and Janitorial Accessories \$ \_\_\_\_\_

Cornices, Gutters, downspouts \$ \_\_\_\_\_

Roofing and related work \$ \_\_\_\_\_

Masonry construction and Restoration not including Add/Alt 1 \$ \_\_\_\_\_

Exterior Windows, Louvers, and openings \$ \_\_\_\_\_

Exterior Doors and Frames, including hardware	\$ _____
Interior Doors and Frames, including hardware	\$ _____
Interior and Exterior Lighting and Controls	\$ _____
Acoustic Treatments	\$ _____
Interior and Exterior Signage	\$ _____
Interior Painting	\$ _____
Exterior Painting	\$ _____
Exterior Metal Staircases & their supports	\$ _____
Mechanical Demolition and Upgrades to existing equipment	\$ _____
Mechanical exhaust fans and air conditioning units	\$ _____
Plumbing Demolition & Construction	\$ _____
Electrical Lighting and Controls (Interior & Exterior)	\$ _____
Electrical Wiring and Upgrades other than lighting	\$ _____
General Conditions	\$ _____
<b>TOTAL BASE BID</b>	\$ _____
Add Alternates	
1. Alt #1: Site wall restoration with painting	\$ _____
2. Alt #2 : MgO Ceiling Panels	\$ _____

SECTION 00430  
BID BOND

PROJECT NAME: DISSTON RECREATION CENTER RENOVATIONS

FOR THE PHILADELPHIA REDEVELOPMENT AUTHORITY, KNOW ALL MEN BY THESE PRESENT, that we

\_\_\_\_\_

as Principal (hereinafter called the "Principal Obligor"), and \_\_\_\_\_

\_\_\_\_\_

Surety, are jointly and severally held firmly bound unto the Philadelphia Redevelopment Authority, in the sum of:

\_\_\_\_\_

TEN PERCENT (10%) OF THE GROSS AMOUNT OF THE BID

lawful money in the United States of America, to be paid to the said Philadelphia Redevelopment Authority, its successors and assigns, to which payment well and truly to be made, we do bind ourselves and each of us, our and each of our successors and assigns, jointly and severally, firmly by these present.

Sealed with our seals and dated the \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2019

WHEREAS, the above bonded Principal Obligor, submitted a bid pursuant to the above referenced Bid Number to perform certain work for the Philadelphia Redevelopment Authority.

NOW, THE CONDITION OF THIS OBLIGATION IS SUCH, that if the Philadelphia Redevelopment Authority shall accept the bid of the Principal Obligor and the Principal Obligor shall enter into a contract with the Philadelphia Redevelopment Authority in accordance with the terms of such bid, and furnish such bond or bonds as are specified in the bid documents with good and sufficient surety, for the faithful performance of the contract and for the prompt payment of labor and material furnished in the prosecution thereof; or in the event of the failure or refusal of the Principal Obligor to enter such contract and give such bond or bonds, if the Principal Obligor shall pay to the Philadelphia Redevelopment Authority the difference between the amount specified in said bid and such larger amount for which the Philadelphia Redevelopment Authority may legally contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

And we do for ourselves and each of us, our and each of our heirs, executors, administrators, successors and assigns, hereby authorize and empower the Solicitor of Philadelphia Redevelopment Authority or any other attorney of any court of record in Pennsylvania or elsewhere by him or her deputized for the purpose, upon the filing of this instrument or a copy thereof, duly attested as correct by the Solicitor of the Philadelphia Redevelopment Authority, to appear for us or either of us, our or either of our heirs, executors, administrators, successors or assigns, and confess a judgment against us or either of us, our or either of our heirs, executors, administrators, successors or assigns, in favor of the Philadelphia Redevelopment Authority for the sum named in this bond, without defalcation, with

DISSTON PLAYGROUND RENOVATIONS  
00430-1  
BID BOND

costs of suit, release of errors, and with five percent added for collection fees; hereby waiving the benefit of all exemption laws and the holding of inquisition of any real estate that may be levied upon by virtue of such judgment, voluntarily condemning such real estate and authorizing the entry of such condemnation upon any writ of fieri facias and agreeing that said real estate may be sold under the same; and further waiving all errors, defects and imperfections whatsoever in the entering of the said judgment or any process thereon, and hereby agreeing that no writ of error or objection of motion or rule to open or strike off judgment or to stay execution or appeal, shall be made or taken thereto.

And for the doing of these acts, this instrument or a copy thereof attested as aforesaid shall be full warrant and authority.

CORPORATE SEAL:

PRINCIPAL OBLIGOR:

\_\_\_\_\_(SEAL)  
President or Vice President

\_\_\_\_\_(SEAL)  
Secretary or Treasurer  
(or either of their assistants)

\_\_\_\_\_(SEAL)  
Secretary or Treasurer

SURETY:

\_\_\_\_\_(SEAL)  
Attorney-In-Fact

- 
- Note: (1) All bidders must utilize this Bid Bond Form when submitting a bid to the Philadelphia Redevelopment Authority.
- (2) If Principal Obligor is an individual or partnership, Bid Bond should be signed by owner or authorized general partner. Please identify on the Bid Bond the type of business (e.g. individual proprietorship or partnership) and title of party executing the Bid Bond.
- (3) Bid Bond must be executed by a surety company duly authorized and licensed to act as surety by the Pennsylvania Insurance Commissioner pursuant to the laws of the Commonwealth of Pennsylvania.

END OF SECTION

Proposal Application Package

**Project Number 16228E-03-02**

**Project Name Disston Recreation Center Renovation**

04 Approach to Project Delivery

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. (Not to exceed one page)

Please include a detailed Proposed Project Timeline, Logistics Plan, and Proposed Project Management Team including Dedicated Project Foreman.

# City of Philadelphia

## QUESTIONNAIRE AND FINANCIAL STATEMENT FOR QUALIFYING BIDDERS

- \* No bid will be accepted unless this questionnaire with all questions fully answered (please type or print in ink), is filed with the Department having jurisdiction over the work proposed, on or before the date specified by the Procurement Department.
- \* All information provided by a bidder in this questionnaire shall be used by the City in determining and assessing a bidders qualifications and responsibility in accordance with the provisions of Title 17, Chapter 17-100, Sec. 17-101 of the Philadelphia Code.
- \* The City reserves the right to investigate any statement made herein, by means of information included in, but not limited to, that contained in this questionnaire. Any misrepresentation of fact, as determined by the City, may result in the disqualification of a bidder.
- \* Any material change in the financial, corporate or business status of a qualifying bidder that occurs between the time of submission of this questionnaire and the time of award of the resulting contract must be forwarded to the Procurement Commissioner immediately. Failure to do so may result in the disqualification of the bidder from award.
- \* All information on this questionnaire will be held strictly confidential, to the extent permitted by law.

**PROJECTS UNDER THE JURISDICTION OF \_\_\_\_\_ Fax Number \_\_\_\_\_**

### PROJECTS APPLIED FOR

DATE SUBMITTED	BID NUMBER	DATE OF OPENING	FEDERAL EIN NUMBER	CITY BUSINESS TAX IDENTIFICATION #
SUBMITTED BY _____ (PLEASE CIRCLE)    INDIVIDUAL    CORPORATION    PARTNERSHIP				
PRINCIPAL OFFICE ADDRESS _____				
PRINCIPAL OFFICE TELEPHONE NUMBER _____		PRINCIPAL OFFICE FAX NUMBER _____		E-MAIL ADDRESS _____

CORPORATION			PARTNERSHIP		
DATE OF INCORPORATION	STATE	CAPITALIZATION	DATE OF ORGANIZATION	TYPE GENERAL                      LIMITED	
OFFICERS			PARTNERS		
PRESIDENT			NAME		
			ADDRESS		
VICE PRESIDENT			NAME		
			ADDRESS		
SECRETARY			NAME		
			ADDRESS		
TREASURE			NAME		
			ADDRESS		
			NAME		
			ADDRESS		

**EXPERIENCE AND EQUIPMENT**

1. How many years has your organization been in business as a contractor under its present business name? On a separate sheet of paper, list all other business names under which your organization has been in business as a construction contractor?	<b>YEARS</b>
2. How many years experience has your organization had as a prime contractor in the type of construction work for which you seek qualification?	<b>YEARS</b>
3. How many years experience has your organization had as a subcontractor in the type of construction work for which you seek qualification?	<b>YEARS</b>
4. State the largest dollar amount of work your organization has done in any single year during the last five years as (1) a general contractor \$ _____ (2) a subcontractor \$ _____	
5. On a separate sheet of paper, describe the construction experience of the principal officers and managers (including superintendents) of your organization. Include: name of the individual and position/office, years of construction experience, type of work in which the individual has experience (including size of project worked on), names of organizations worked for and positions/responsibilities held.	
6. Has your organization within the last five years performed work for the City of Philadelphia that was not finally accepted by the City? <p style="text-align: right;"><b>PLEASE CIRCLE YES NO</b></p> If "YES", state the City contract number and project name and attach an explanation of the circumstances surrounding the non-acceptance. Has any officer, partner, or other person active in the management of your organization, within the last five years, been an officer, partner, manager, or sole proprietor of another organization which performed work for the City that was not finally accepted by the City? <p style="text-align: right;"><b>PLEASE CIRCLE YES NO</b></p> If "YES", state the name of the individual, the name and address of the organization, the City contract number and project name for the contract under which work was not finally accepted, and attach a detailed explanation of the circumstances surrounding the non-acceptance.	
7. Has the City, within the last five years, declared your organization in default of a City contract or otherwise terminated the contract? <p style="text-align: right;"><b>PLEASE CIRCLE YES NO</b></p> If "YES", state the City contract number and project name and attach an explanation of the circumstances surrounding the declaration of default or termination. Has a commercial surety for your organization, within the last five years, been called upon to complete any work on a contract with the City? <p style="text-align: right;"><b>PLEASE CIRCLE YES NO</b></p> If "YES", state the City contract number and project name and a detailed explanation of the circumstances. Has any officer, partner, or other person active in the management of your organization, within the last five years, been an officer, partner, manager, or sole proprietor of another organization whose commercial surety was called upon to complete any work on a contract with the City? <p style="text-align: right;"><b>PLEASE CIRCLE YES NO</b></p> If "YES", state the name of the individual, the name and address of the organization, the City contract number and project name for the contract the surety was called upon to complete, and attach an explanation of the circumstances.	
8. Has any officer, partner, or other person active in the management of your organization, within the last five years, been an officer, partner, manager, or sole proprietor of another organization that was declared in default of a City contract or otherwise terminated, or that failed to complete a City Contract? <p style="text-align: right;"><b>PLEASE CIRCLE YES NO</b></p> If "YES", state the name of the individual, the name and address of the organization, the City contract number and project name for the contract defaulted or terminated, and attach an explanation of the circumstances surrounding the declaration of default or termination.	
9. Has your organization ever failed to complete any work under, or been declared in default of, a contract awarded to it by a public or private owner other than the City of Philadelphia? <p style="text-align: right;"><b>PLEASE CIRCLE YES NO</b></p> If "YES", attach a detailed explanation identifying the owner and bid/contract numbers (if applicable) for the project, stating whether the owner declared your organization in default of its contract, and describing the project, the type of work, the dates the work was started and stopped and the reasons the work was not completed.	
10. Has any officer, partner, or other person active in the management of your organization, ever been an officer, partner, manager, or sole proprietor of another organization that failed to complete or was declared in default of a construction contract for a public or private owner other than the City of Philadelphia? <p style="text-align: right;"><b>PLEASE CIRCLE YES NO</b></p> If "YES", state the name of the individual and attach an detailed explanation identifying the owner and bid/contract number (if applicable) stating whether the owner declared the organization in default of its contract, and describing the project, the type of work, the dates the work was started and stopped, the individual's role in the project, and the reasons the work was not completed.	
11. Has any officer, partner, or other person active in the management of your organization, within the last five years been disqualified, suspended, or debarred (under its present name or any other name) from bidding on public contracts, or removed from a bidding list, by any state or federal agency, or by the City of Philadelphia? <p style="text-align: right;"><b>PLEASE CIRCLE YES NO</b></p> If "YES", state the agency that took such action, the date(s) of the action, the type of work to which the contract(s) applied, and the reasons stated by the agency for the action.	





**List all INCOMPLETE contracts held by your organization at present. (Please attach additional sheets as needed.)**

CONTRACTING ENTITY	CONTRACT NO.	LOCATION	% COMPLETE	AMOUNT OF CONTRACT

19. Has any liquidated damages or other penalties been imposed by the City on your organization? **PLEASE CIRCLE YES NO**  
 Have any liens, claims or stop notices been filed against your organization? **PLEASE CIRCLE YES NO**  
 If you answered YES to either of the above questions, please attach an explanation of details identifying the claimant and stating the grounds asserted by the claimant and stating the disposition.

**List the largest projects that your organization has completed.**

DOLLAR AMOUNT	DATE	CONTRACTING ENTITY	REFERENCES
			Name
			Phone Number
			Name
			Phone Number
			Name
			Phone Number
			Name
			Phone Number

**List any projects that your organization has completed that are similar in nature to the project for which you are qualifying.**

DOLLAR AMOUNT	DATE	CONTRACTING ENTITY	REFERENCES
			Name
			Phone Number
			Name
			Phone Number
			Name
			Phone Number
			Name
			Phone Number
			Name
			Phone Number

**List any equipment that is owned by your organization that is available for the proposed work. (Please attach additional sheets as needed.)**


**FINANCIAL POSITION AS OF: (Not over 6 months old)**

ASSETS	LIABILITIES & EQUITY
<b>CURRENT ASSETS</b>	<b>CURRENT LIABILITIES</b>
Cash and cash equivalents _____	Lines of credit _____
Short-term investments _____	Notes payable - current portion _____
Accounts receivable _____	Accounts payable _____
Allowance for doubtful accounts ( _____ )	Accrued and withheld payroll _____
Notes receivable _____	Accrued expenses _____
Inventories _____	_____
Prepaid expenses _____	_____
<b>Total Current Assets</b> <span style="float:right; border: 1px solid black; padding: 2px;"> </span>	<b>Total Current Liabilities</b> <span style="float:right; border: 1px solid black; padding: 2px;"> </span>
<b>PROPERTY AND EQUIPMENT</b>	<b>LONG-TERM LIABILITIES</b>
Land _____	Notes payable _____
Buildings _____	_____
Machinery and equipment _____	_____
Trucks and automobiles _____	_____
Office furniture and equipment _____	_____
Assets under capital lease _____	_____
_____	<b>Total Long-Term Liabilities</b> <span style="float:right; border: 1px solid black; padding: 2px;"> </span>
<b>Total Property and Equipment</b> <span style="float:right; border: 1px solid black; padding: 2px;"> </span>	<b>Total Liabilities</b> <span style="float:right; border: 1px solid black; padding: 2px;"> </span>
Less accumulated depreciation and amortization ( _____ )	<b>EQUITY</b>
<b>Net Property and Equipment</b> <span style="float:right; border: 1px solid black; padding: 2px;"> </span>	Common stock _____
<b>OTHER ASSETS</b>	Additional paid-in capital _____
Cash surrender value of officer's life insurance _____	Less treasury stock ( _____ )
Loans against policies _____	Retained earnings _____
Notes receivable _____	Partner's capital _____
Organization cost (net) _____	Owner's equity _____
_____	_____
<b>Total Other Assets</b> <span style="float:right; border: 1px solid black; padding: 2px;"> </span>	<b>Total Equity</b> <span style="float:right; border: 1px solid black; padding: 2px;"> </span>
<b>TOTAL ASSETS</b> <span style="float:right; border: 1px solid black; padding: 2px;"> </span>	<b>TOTAL LIABILITIES &amp; EQUITY</b> <span style="float:right; border: 1px solid black; padding: 2px;"> </span>

Please provide the total dollar amount of all available lines of credit at your organization's disposal. \$ \_\_\_\_\_

Please provide the total dollar amount of the balance of all available lines of credit at your organization's disposal. \$ \_\_\_\_\_

I / WE hereby certify that the statements of fact contained herein are correct to the best of my / our knowledge and belief; and that the statement entitled "FINANCIAL POSITION" presents fairly the financial position of the enterprise. I / WE understand that if I / WE knowingly make any false statements herein, I / WE are subject to such penalties as may be prescribed by law or ordinance. Any depository, vendor, reference, or other agency named herein is authorized to supply the holder with any information necessary to verify this statement.

NOTE: A partnership must give firm name and signatures of all partners. A corporation must give full corporate name, signatures of two (2) officers (either president or vice-president and secretary or treasurer) and affix corporate seal.

\_\_\_\_\_  
FIRM OR CORPORATE NAME

\_\_\_\_\_  
SIGNATURE TITLE

\_\_\_\_\_  
SIGNATURE TITLE

\_\_\_\_\_  
SIGNATURE TITLE

\_\_\_\_\_  
SIGNATURE TITLE

\_\_\_\_\_  
Date of Signing

## CONTRACTOR QUALIFICATIONS- PROJECT 1

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

Name and Location of Project: \_\_\_\_\_

\_\_\_\_\_

Name and Address of Owner \_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_

Name and Address of Contractor's Bonding Company \_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_

Entire Contract Amount: \_\_\_\_\_

Project Duration, in months \_\_\_\_\_

Description (including type and size of systems provided):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CONTRACTOR QUALIFICATIONS- PROJECT 2**

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

Name and Location of Project: \_\_\_\_\_  
\_\_\_\_\_

Name and Address of Owner \_\_\_\_\_  
\_\_\_\_\_

Phone Number \_\_\_\_\_

Name and Address of Contractor's Bonding Company \_\_\_\_\_  
\_\_\_\_\_

Phone Number \_\_\_\_\_

Entire Contract Amount: \_\_\_\_\_

Project Duration, in months \_\_\_\_\_

Description (including type and size of systems provided):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### CONTRACTOR QUALIFICATIONS- PROJECT 3

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

Name and Location of Project: \_\_\_\_\_  
\_\_\_\_\_

Name and Address of Owner \_\_\_\_\_  
\_\_\_\_\_

Phone Number \_\_\_\_\_

Name and Address of Contractor's Bonding Company \_\_\_\_\_  
\_\_\_\_\_

Phone Number \_\_\_\_\_

Entire Contract Amount: \_\_\_\_\_

Project Duration, in months \_\_\_\_\_

Description (including type and size of systems provided):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## CONTRACTOR QUALIFICATIONS- PROJECT 1

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

Name and Location of Project: \_\_\_\_\_  
\_\_\_\_\_

Name and Address of Owner \_\_\_\_\_  
\_\_\_\_\_

Phone Number \_\_\_\_\_

Name and Address of Contractor's Bonding Company \_\_\_\_\_  
\_\_\_\_\_

Phone Number \_\_\_\_\_

Entire Contract Amount: \_\_\_\_\_

Project Duration, in months \_\_\_\_\_

Description (including type and size of systems provided):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CONTRACTOR QUALIFICATIONS- PROJECT 2**

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

Name and Location of Project: \_\_\_\_\_  
\_\_\_\_\_

Name and Address of Owner \_\_\_\_\_  
\_\_\_\_\_

Phone Number \_\_\_\_\_

Name and Address of Contractor's Bonding Company \_\_\_\_\_  
\_\_\_\_\_

Phone Number \_\_\_\_\_

Entire Contract Amount: \_\_\_\_\_

Project Duration, in months \_\_\_\_\_

Description (including type and size of systems provided):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**CONTRACTOR QUALIFICATIONS- PROJECT 3**

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

Name and Location of Project: \_\_\_\_\_  
\_\_\_\_\_

Name and Address of Owner \_\_\_\_\_  
\_\_\_\_\_

Phone Number \_\_\_\_\_

Name and Address of Contractor's Bonding Company \_\_\_\_\_  
\_\_\_\_\_

Phone Number \_\_\_\_\_

Entire Contract Amount: \_\_\_\_\_

Project Duration, in months \_\_\_\_\_

Description (including type and size of systems provided):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CITY OF PHILADELPHIA  
REBUILD  
ECONOMIC OPPORTUNITY PLAN**

**I. Introduction and Definitions**

A. Chapter 17-1600 of The Philadelphia Code requires the development and implementation of “Economic Opportunity Plan(s)” (“EOPs”) for certain classes of contracts and covered projects as defined in Section 17-1601. Rebuilding Community Infrastructure, generally referred to as “Rebuild,” is a City program for the construction, demolition, renovation and equipping of the City’s parks, libraries, playgrounds, recreation centers and other related facilities for the purpose of creating first-class, modern, safe, and clean parks, recreation centers, and libraries. Diversity and inclusion is a pillar of the Rebuild program and this Economic Opportunity Plan (“EOP”) will establish goals for achieving the objectives of diverse business inclusion and workforce diversity.

For purposes of this EOP, the following definitions will apply:

**Diverse Business Inclusion** shall mean each Project Contractor’s best and good faith efforts to provide meaningful and representative opportunities for Minority Business Enterprises (“MBEs”), Woman Business Enterprises (“WBEs”) and Disabled Business Enterprises (“DSBEs”) (collectively, “M/W/DSBEs” which also includes firms designated as Disadvantaged Business Enterprises or “DBEs”). In furtherance of Section 17-1502 of The Philadelphia Code and as informed by the City’s most current Annual Disparity Study, contract opportunities for MBEs may be separated into categories of firms owned by African Americans, Hispanic Americans, Asian Americans and Native Americans.

**Best and Good Faith Efforts** shall mean those efforts, the scope, intensity and appropriateness of which are designed and performed to foster meaningful and representative opportunities for participation by M/W/DSBEs and achieve an appropriately diverse workforce. Best and Good Faith Efforts are considered met (subject to audit and verification), when a Project Contractor makes binding contractual commitments within the M/W/DSBE Participation Ranges established for the contract and commits to employ a diverse workforce within the goals and timetable established for the contract.

**Diverse Workforce** shall refer to the recruitment, hiring, training, employment and trades union referral, as both journeypersons and apprentices, of workers who are African American, Hispanic American, Asian American, and/or Female.

**Philadelphia Resident** as used herein shall mean, to the extent permitted by law, a positive factor for consideration given to those workers residing in Philadelphia and shall also include those

businesses certified as Local Business Enterprises under Section 17-109 of The Philadelphia Code or meeting the criteria described in Executive Order 04-12.

## **II. Rebuild Diversity and Inclusion Goals**

### **A. Participation Goals for Diverse Business Inclusion**

As a benchmark for the Project Contractor's expression of its Best and Good Faith Efforts to provide meaningful and representative opportunities for M/W/DSBEs in the contract, the following participation ranges have been developed. These participation ranges represent, in the absence of discrimination in the solicitation and selection of M/W/DSBEs, the percentage of MBE, WBE and DSBE participation that is reasonably attainable on this contract through the exercise of Seller's Best and Good Faith Efforts. In order to maximize opportunities for as many businesses as possible, a firm that is certified in two or more categories (e.g. MBE and WBE and DSBE or WBE and DSBE) will only be credited toward one participation range as either an MBE or WBE or DSBE. The firm will not be credited toward more than one category.

Professional services contracts: 25-30% minority and 15-20% women

Construction contracts: 30-35% minority and 15-20% women

### **B. Employment Goals for Diverse Workforce**

The Project Contractor agrees to exhaust its Best and Good Faith Efforts to employ an appropriately diverse workforce which will include minority persons and females at all tiers of employment and management. For this Plan, an appropriately diverse workforce is one which reflects the local availability and historic utilization of Philadelphia residents, and also recognizes underutilization of diverse workers across all trades. The following are expressed as hourly project goals:

- Total minority laborer and skilled workforce hours 45% (African American journeypersons 27%, Hispanic journeypersons 15%, and Asian journeypersons 3%);
- Total minority workforce hours for laborers, 60% and total minority workforce hours for skilled, 40%;
- Total women laborer and skilled workforce hours 5%;
- Total women workforce hours, 5% laborer and 5% skilled.
  
- Local construction workforce: 50-60%.

### **III. Project Contractor Responsiveness and Responsibility Relative to Rebuild Goals**

A. The Project Contractor agree to Rebuild EOP goals by signing this **Commitment Form**, and shall identify all its M/W/DSBE commitments and evidence its agreement to employ a diverse workforce on the forms entitled, “Project Contract Participation Worksheet” and “Workforce Diversity Goals.” (Attachement I-a, this document)

(i) In support of achieving diverse business inclusion, the Project Contractor will identify its commitments to use M/WBEs on the **Project Contract Participation Worksheet** (excel template provided); the identification of these commitments constitutes a representation by Project Contractor that each M/WBE identified on the form is capable of completing the subcontract with its own workforce, and that the Project Contractor has made or intends to make a legally binding commitment with the firm. Project Contractor is to maintain the M/WBE percentage commitments throughout the term of the contract, which shall apply to the total amount of the contract and any additional increases. (Attachment I-b)

(ii) The Project Contractor shall identify its plan to solicit and maintain a diverse workforce on a weekly basis with the estimated hourly breakout for African American, Hispanic, Asian and Women workers. The plan shall be contained in the Documentation of Best and Good Faith Efforts, **Workforce Diversity Form**. The plan must demonstrate that efforts have been made and are ongoing to meet or exceed the aforementioned Employment Goals. (Attachment I-c)

(iii) In support of Rebuild’s overall goal of a local construction workforce of 50%-60% Philadelphia residents, Project Contractors are strongly encouraged to cause their contractors to hire workers residing in Philadelphia and make commitments with businesses certified as Local Business Enterprises (LBE) under Section 17-109 of The Philadelphia Code or meeting the criteria described in Executive Order 04-12.

### **IV. Administration of EOPs**

A. The City’s Office of Economic Opportunity (OEO) has delegated to the Rebuild Office the responsibility of establishing project participation ranges and evaluating the responsiveness of the Project Contractor’s EOP for compliance with the Rebuild Diversity Goals.

### **V. Compliance and Monitoring of Best and Good Faith Efforts**

A. Rebuild EOP Oversight Committee and Rebuild Monitor.

(i) Members of the Rebuild EOP Oversight Committee will include Councilmembers, City department representatives including the Rebuild Office and the Office of Economic Opportunity, and non-governmental experts in workforce development and development of M/W/DSBEs. The Rebuild EOP Oversight Committee will oversee the performance of the Rebuild Diversity and Inclusion Goals, including reviewing EOPs, reviewing supports provided to M/W/DSBEs and

activities pursuant to the Rebuild Memorandum of Understanding with the Building Trades. The Rebuild EOP Oversight Committee shall meet no less frequently than quarterly.

(ii) The Project Contractor and all subcontractors will give the designated third party monitor (“Rebuild Monitor”) full access to contracts, invoices, job sites and all data requested to evaluate performance as compared to the EOP commitments. The Rebuild Monitor will be empowered to assist consultants and contractors with achieving workforce and contract participation goals as necessary. The Rebuild Monitor will report findings to the Rebuild EOP Oversight Committee.

(iii) The Project Contractor and all subcontractors are required to submit certified payroll records to the Office of Labor Standards through an electronic system, LCP Tracker, on a weekly basis. Compliance with this requirement is a condition of invoice approval and payment. The Office of Labor Standards will be given full access to job sites and all data needed to verify wage compliance and monitor workforce diversity.

(iv) On each contract for Rebuild improvements, when twenty-five percent (25%) of total projected employment hours are complete, and when twenty-five percent (25%) of the total contract value has been expended, the Rebuild Monitor will determine whether the contractor or sub-contractor is on track to meet workforce and contract participation goals. The results of that determination will be shared with the Rebuild office, the district Councilmember, and, if requested, by any member of the Project Review Team.

#### B. Prompt Payment of M/W/DSBEs

(i) M/W/DSBE(s) are to be paid promptly for work performed satisfactorily under the contract/ subcontract (including the supply of materials). The Project Contractor shall pay subcontractors within 5 business days of receiving payment. Compliance with this requirement is a condition of subsequent invoice approval and payment.

### VI. Remedies and Incentives

A. If it is determined by the the City, or the EOP Monitor that the Project Contractor is not on track to meet the workforce and contract participation goals set out in the Project EOP, steps will be taken that include but are not limited to the following:

(i) **Assistance.** The Rebuild Office in cooperation with the Office of Economic Opportunity (OEO) will take steps to assist the Project Contractor in making course corrections. Such steps might include the identification of alternative M/WBEs or alternative ways of packaging contracts. The Project Contractor shall cooperate in these efforts and shall take all steps necessary to correct any deficiencies in compliance with the Project EOP.

(ii) **Written plan.** The Project Contractor shall prepare a written EOP compliance action plan. The plan will be subject to the approval of the Rebuild Office and OEO. District Councilmembers will also be consulted.

(iii) **Withholding payment.** If the Project Contractor fails to take successful or acceptable steps to meet its Project EOP commitments, the Rebuild Office may withhold invoice approvals so that payments to the Project Contractor will be suspended.

(iv) **Work stoppage.** If the Project Contractor fails to take successful or acceptable steps to meet commitments, the Project Contractor may be directed to stop work. The goal of the work stoppage would be to stop using workforce hours and incurring expenses until a viable plan for meeting Project EOP goals can be implemented. It is understood that work stoppages should be avoided if possible because of potential significant negative consequences for all parties.

(v) **Contract termination.** If steps 4. i. through 4. iv. are not successful in addressing compliance, the contract may be suspended, terminated, or rescinded.

(vi) **Disqualification and debarment.** The Rebuild Office may recommend that the Project Contractor be disqualified from bidding on and/ or participating in any future contracts for a maximum period of three (3) years.

B. In the case of falsification of records and minority business fraud, criminal penalties may also apply.

**PROJECT CONTRACTOR**

---

*Signature and Date*

---

*Print Name*

---

*Title*

---

*Company*

## REBUILD WORKFORCE DEVELOPMENT PARTICIPATION COMMITMENT

As part of Rebuild’s commitment to Diversity, Equity & Inclusion, Rebuild operates two Workforce Development Programs that are designed to increase the diversity in the building trades, which will promote diversity and opportunity during and beyond the Rebuild program. These programs serve as a model for future workforce development programs within the City of Philadelphia.

<p><b>➤ PHL Pipeline</b></p> <p>For entry-level workers with interest and aptitude but no experience yet</p> <ul style="list-style-type: none"> <li>• 30 participants annually</li> <li>• Extended onramp to union apprenticeships</li> </ul>	<p><b>➤ Talent Development Program</b></p> <p>For experienced workers seeking union membership</p> <ul style="list-style-type: none"> <li>• 30 workers over the life of Rebuild</li> <li>• Up to 3,000 hours of work in relevant trade</li> </ul>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Rebuild’s Workforce Development Programs select high-quality, driven individuals to receive rigorous training delivered by established workforce training partners. Through hands-on practice, on-the-job training, and classroom instruction, participants develop the skills required for success in the building trades.

Graduates of these Rebuild Workforce Development Programs who have qualified as apprentices in a trade (referred to as “**Rebuild Workforce Development Apprentices**”) are currently active in the following trades:

- |                                                                                                                                                             |                                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> <li>1. Carpenters</li> <li>2. Electricians</li> <li>3. Painters</li> <li>4. Roofers</li> <li>5. Cement Masons</li> </ol> | <ol style="list-style-type: none"> <li>6. Bricklayers</li> <li>7. Laborers</li> <li>8. <i>Sound &amp; Communications*</i></li> <li>9. <i>Insulators*</i></li> </ol> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|

*\*Participants currently in training. Expected graduation and apprentice availability Spring 2022*

**Project Users and contractors on Rebuild projects shall participate in the support of the Rebuild Workforce Development Programs, including through the hire of Rebuild Workforce Development Apprentices and partnering with trades unions for the duration of the project, where appropriate. General Contractors must pass this commitment to their subcontractors.**

Please identify which scopes on this Project could utilize Rebuild Workforce Development Apprentices from the above-listed trades:

*Sign below to indicate your commitment to supporting the Rebuild Workforce Development Program through the hire of Rebuild Workforce Development Apprentices and partnering with trades unions for the duration of the Project, where appropriate, including passing this commitment down to contractors and subcontractors.*

\_\_\_\_\_  
 NAME:  
 TITLE:

\_\_\_\_\_  
 DATE:

Project Lead  
 Site  
 Date Updated

Rebuild  
 Fishtown Rec Ceter Pool  
 Date

**Instructions:**

- This worksheet is intended to both collect project cost breakdown and calculate minority participation commitments, either at project inception or upon a change impacting contractor participation.
- Only enter information in cells that are yellow. Cells that are not yellow are for the use of the Rebuild Office and/or will calculate automatically.
- Each row should include ONLY one scope and associated firm. A firm or scope may appear on multiple rows (e.g. if two firms are providing Landscape architecture services, each should get a separate row with the same scope). Add rows for additional service providers or scopes as necessary (Right Click row # on left of screen, click "Insert Row"). Disregard error messages from Excel.

**Summary Tables** (summary tables will auto-populate based on data input in the "Contracts, Awards, Documented Spend" section)

Professional Services Summary			Construction Services Summary			Total Services Summary	
	Award	Goals		Award	Goals		Award
MBE	\$0.00	Rebuild: 25% - 30% [Insert Applicant Commitment]	MBE	\$0.00	Rebuild: 30% - 35% [Insert Applicant Commitment]	MBE	\$0.00
WBE	\$0.00	Rebuild: 15% - 20% [Insert Applicant Commitment]	WBE	\$0.00	Rebuild: 15% - 20% [Insert Applicant Commitment]	WBE	\$0.00
Majority	\$0.00		Majority	\$0.00		Majority	\$0.00
TBD	\$0.00		TBD	\$0.00		TBD	\$0.00
Total For Profit	\$0.00		Total For Profit	\$0.00		Total For Profit	\$0.00
Nonprofit/Government	\$0.00		Nonprofit/Government	\$0.00		Nonprofit/Government	\$0.00
FONO	\$0.00		FONO	\$0.00		FONO	\$0.00
Local	\$0.00		Local	\$0.00		Local	\$0.00
Total Prof Services	\$0.00		Total Construction	\$0.00		Total Project	\$0.00

**Contracts, Awards, Documented Spend**

Role	Firm/Org	Scope	Certification	Local (P = Phila org)	Amount (\$)	Percentage of total contract	Notes
Project Lead	[PRA, PPR, etc.]		Nonprofit/Government	P			
OH&P, Developer's Fee, etc.					\$ -	0.0%	

Role	Firm/Org	Scope	Certification	Local (P = Phila org)	Amount (\$)	Percentage of Prof Services	Notes
[Prime] [Sub] [Sub] [Prime] [Sub] ...etc							
Professional Services					\$ -	0.0%	

Role	Firm/Org	Scope	Certification	Local (P = Phila org)	Amount (\$)	Percentage of Construction	Notes
Construction					\$ -	0.0%	

					Total Amount (\$)
<b>Project Total</b>					\$0.00

The undersigned (the "Applicant") hereby commits to achieve at least the contract participation percentages listed in the Summary Tables above on this Rebuild project.

\_\_\_\_\_  
 Applicant Chief Executive Officer/Executive Director

\_\_\_\_\_  
 Date



DOCUMENTATION OF BEST AND GOOD FAITH EFFORTS  
WORKFORCE DIVERSITY GOALS

OFFICE OF LABOR STANDARDS

BID TITLE	NAME OF SELLER	BID SUBMISSION DATE

1) Identify the labor organizations (if any) with which you have a collective bargaining agreement.

2) Did you contact the labor organizations applicable to the scope of work of this contract *in writing* to request a diverse workforce? If so, please provide a copy of that request.

3) Please identify any on-the-job training or apprenticeship programs that you operate or provide funding for. Please note if any of these programs are Commonwealth-approved apprenticeship programs that specifically encourage the training and employment of minority, women and/or disabled persons.

4) Please provide the number of trainees and breakout of minority, female and/or disabled participants for each program you operate or fund.

5) Did you seek assistance from the Urban Affairs Coalition, Careerlink Philadelphia, Opportunity Industrial Center, Philadelphia Works, Finishing Trades Institute, JEVS Orleans Technical Institute, the Philadelphia Housing Authority ,or any other labor or community organizations applicable to the scope of work for this contract to perform employee outreach? Provide a list of the recruitment agencies or other community based organizations that your firm uses for employment placement.

6) As identified in the Rebuild Ordinance (Bill No. 170206), the current employment hourly goals for Journeypersons are 45% minority [27% African American, 15% Hispanic and 3% Asian] and 5% female. For Apprentices the hourly goals are 50% minority and 5% female. In the space below please provide an estimate of your weekly employment utilization for each category of minority worker and female workers, and how that will allow you to meet the overall employment goals by the completion of the contract.

	Total Hours	Journeymen				Apprentices	
		% African American	% Hispanic	% Asian	% female	% minority	% female
Week 1							
Week 2							
Week 3							
Week 4							
Week 5							
Week 6							
[insert additional rows as needed]							

7) Attach your company's Equal Employment Opportunity Statement and any published nondiscrimination policies.

Project Lead [Nonprofit Name]  
 Project Name [Site Name]

**Summary Tables** (summary tables will auto-populate based on data input in the "Contract Value" sections)

Professional Services Summary				Construction Services Summary				Total Services Summary			
	Goal Percentage	Contract Value	Actual Spend		Goal Percentage	Contract Value	Actual Spend		Goal Percentage	Contract Value	Actual Spend
MBE	25.0%	\$111,500.00	\$150,350.00	MBE	35.0%	\$21,100.00	\$21,650.00	MBE		\$132,600.00	\$172,000.00
		14.3%	14.1%			10.1%	9.1%			13.4%	13.2%
WBE	20.0%	\$64,765.00	\$214,396.00	WBE	15.0%	\$187,150.00	\$216,128.00	WBE		\$251,915.00	\$430,524.00
		8.3%	20.1%			89.9%	90.9%			25.4%	33.0%
<b>Total Prof Services</b>	<b>45.0%</b>	<b>\$782,406.00</b>	<b>\$1,066,362.00</b>	<b>Total Construction</b>	<b>50.0%</b>	<b>\$208,250.00</b>	<b>\$237,778.00</b>	<b>Total Project</b>		<b>\$990,656.00</b>	<b>\$1,304,140.00</b>

**Contracting Goals and Participation**

Prime or Sub	Firm/Org	Scope	Certification	Contract Value	Contract % of Prof Services	Actual Spend	Actual % of Prof Services	Notes
Prime	Alpha Architects	Architecture	Majority	\$ 440,000.00	56.2%	\$499,500.00	46.8%	[Note if no goals were set for this project]
Sub	Bravo Engineering, Inc.	Structural	WBE	\$ 47,500.00	6.1%	\$70,850.00	6.6%	
Sub	Charlie Engineers	MEP Engineering	MBE	\$ 111,500.00	14.3%	\$150,350.00	14.1%	
Sub	Delta Engineering, LLC	Geotech	WBE	\$ 17,265.00	2.2%	\$22,555.00	2.1%	
Sub	Echo Engineering Partners	Special Inspections	WBE	\$ -	0.0%	\$120,991.00	11.3%	
Sub	Foxtrot Engineering	Civil Engineering	Majority	\$ 146,741.00	18.8%	\$182,491.00	17.1%	
Sub	Golf Energy Specialists	Energy Audit	Majority	\$ 19,400.00	2.5%	\$19,625.00	1.8%	
					0.0%		0.0%	
					0.0%		0.0%	
					0.0%		0.0%	
					0.0%		0.0%	
					0.0%		0.0%	
					0.0%		0.0%	
					0.0%		0.0%	
<b>Professional Services</b>				<b>\$ 782,406.00</b>		<b>\$ 1,066,362.00</b>		

Prime or Sub	Firm/Org	Scope	Certification	Contract Value	Contract % of Construction	Actual Spend	Actual % of Construction	Notes
Sub	Hotel Landscaping	Planting and Seeding	WBE	\$ 17,000.00	8.2%	\$ 29,557.00	12.4%	[Note if no goals were set for this project]
Sub	India Const. Services	Tree protection, silt sock	MBE	\$ 21,100.00	10.1%	\$ 21,650.00	9.1%	
Sub	Juliet Electric	Provide electrical supplies	WBE	\$ 90,000.00	43.2%	\$ 99,010.00	41.6%	
Sub	Kilo Contracting Corp	Concrete flatwork	WBE	\$ 70,000.00	33.6%	\$ 78,741.00	33.1%	
Sub	Lima Construction	Porous asphalt walk	WBE	\$ 10,150.00	4.9%	\$ 8,820.00	3.7%	
					0.0%		0.0%	
					0.0%		0.0%	
					0.0%		0.0%	
					0.0%		0.0%	
					0.0%		0.0%	
					0.0%		0.0%	
					0.0%		0.0%	
					0.0%		0.0%	
					0.0%		0.0%	
<b>Construction</b>				<b>\$ 208,250.00</b>		<b>\$ 237,778.00</b>		



# Past Contract Participation Detail Form

This form is intended to collect information about contract participation for prior projects, including both professional services contracts (i.e., architecture, engineering, and community engagement) and for construction contracts. Applicants should report on projects and participation goals for which they were responsible.

<b>Contractor</b>	
<b>Project Name</b>	
<b>Project Date Complete</b>	

- A single sheet represents a single project. Multiple sheets can be submitted to report on multiple projects.
- The applicant should enter information in cells that are yellow. Cells that are not yellow are for admin use and/or will calculate automatically.
- Add rows as necessary. (Right Click row # on left of screen, click "Insert Row"). Disregard error messages from Excel.

**Summary Tables** (summary tables will auto-populate based on data input in the "Contract Value" sections)

Professional Services Summary			Construction Services Summary			Total Services Summary		
	Goal Percentage	Final Contract Amount		Goal Percentage	Final Contract Amount		Goal Percentage	Final Contract Amount
MBE		\$0.00	MBE		\$0.00	MBE		\$0.00
WBE		\$0.00	WBE		\$0.00	WBE		\$0.00
<b>Total Prof Services</b>		\$0.00	<b>Total Construction</b>		\$0.00	<b>Total Project</b>		\$0.00

**Contracting Goals and Participation**

Prime or Sub	Firm/Org	Scope	Certification	Final Contract Amount	Actual % of Prof Services	Notes
						[Note if no goals were set for this project]
				\$ -		

Prime or Sub	Firm/Org	Scope	Certification	Final Contract Amount	Actual % of Construction	Notes
						[Note if no goals were set for this project]
				\$ -		

Project Lead [Nonprofit Name]  
 Project Name [Site Name]

**Summary Tables** (summary tables will auto-populate based on data input in the "Contract Value" sections)

Professional Services Summary				Construction Services Summary				Total Services Summary			
	Goal Percentage	Contract Value	Actual Spend		Goal Percentage	Contract Value	Actual Spend		Goal Percentage	Contract Value	Actual Spend
MBE		\$0.00	\$0.00	MBE		\$0.00	\$0.00	MBE		\$0.00	\$0.00
		#DIV/0!	#DIV/0!			#DIV/0!	#DIV/0!			#DIV/0!	#DIV/0!
WBE		\$0.00	\$0.00	WBE		\$0.00	\$0.00	WBE		\$0.00	\$0.00
		#DIV/0!	#DIV/0!			#DIV/0!	#DIV/0!			#DIV/0!	#DIV/0!
<b>Total Prof Services</b>		\$0.00	\$0.00	<b>Total Construction</b>		\$0.00	\$0.00	<b>Total Project</b>		\$0.00	\$0.00

**Contracting Goals and Participation**

Prime or Sub	Firm/Org	Scope	Certification	Contract Value	Contract % of Prof Services	Actual Spend	Actual % of Prof Services	Notes
								[Note if no goals were set for this project]
<b>Professional Services</b>				\$ -		\$ -		

Prime or Sub	Firm/Org	Scope	Certification	Contract Value	Contract % of Construction	Actual Spend	Actual % of Construction	Notes
								[Note if no goals were set for this project]
<b>Construction</b>				\$ -		\$ -		

Project Lead [Nonprofit Name]  
 Project Name [Site Name]

**Summary Tables** (summary tables will auto-populate based on data input in the "Contract Value" sections)

Professional Services Summary				Construction Services Summary				Total Services Summary			
	Goal Percentage	Contract Value	Actual Spend		Goal Percentage	Contract Value	Actual Spend		Goal Percentage	Contract Value	Actual Spend
MBE		\$0.00	\$0.00	MBE		\$0.00	\$0.00	MBE		\$0.00	\$0.00
		#DIV/0!	#DIV/0!			#DIV/0!	#DIV/0!			#DIV/0!	#DIV/0!
WBE		\$0.00	\$0.00	WBE		\$0.00	\$0.00	WBE		\$0.00	\$0.00
		#DIV/0!	#DIV/0!			#DIV/0!	#DIV/0!			#DIV/0!	#DIV/0!
<b>Total Prof Services</b>		\$0.00	\$0.00	<b>Total Construction</b>		\$0.00	\$0.00	<b>Total Project</b>		\$0.00	\$0.00

**Contracting Goals and Participation**

Prime or Sub	Firm/Org	Scope	Certification	Contract Value	Contract % of Prof Services	Actual Spend	Actual % of Prof Services	Notes
								[Note if no goals were set for this project]
<b>Professional Services</b>				\$ -		\$ -		

Prime or Sub	Firm/Org	Scope	Certification	Contract Value	Contract % of Construction	Actual Spend	Actual % of Construction	Notes
								[Note if no goals were set for this project]
<b>Construction</b>				\$ -		\$ -		

# PHILADELPHIA TAX STATUS CERTIFICATION REQUEST

## CITY OF PHILADELPHIA DEPARTMENT OF REVENUE

Provide EOI  
Tracking Number:

REQUESTER:  PHA  PHDC  PIDC  PPA  PRA  OTHER \_\_\_\_\_

Taxpayer Name: \_\_\_\_\_ Date: \_\_\_\_\_

Taxpayer Trading As: \_\_\_\_\_

Home Address: \_\_\_\_\_

Business Address: \_\_\_\_\_ Business Phone #: \_\_\_\_\_

1. Are you a Registered Taxpayer?  YES  NO

If so, provide your Federal Employer Identification Number here: \_\_\_\_\_

If so, provide your Philadelphia Business Tax Account Number here: \_\_\_\_\_

If so, provide your Social Security Number here: \_\_\_\_\_

2. Are you presently delinquent in any City of Philadelphia or Philadelphia School District taxes?  YES  NO

If so, what tax and amount owed? \_\_\_\_\_

3. Are you presently delinquent in Water and Sewer charges?  YES  NO

If so, amount owed: \$ \_\_\_\_\_

4. Have you ever been sued by the City of Philadelphia or the Philadelphia School District?  YES  NO

Have you declared bankruptcy?  YES  NO

If so, list date and nature of lawsuit or filing date of bankruptcy petition: \_\_\_\_\_

5. Are you involved in any other business activity?  YES  NO

If so, list company name(s) and account number(s) here: \_\_\_\_\_

6. Do you own real estate?  YES  NO

If so, list address(es) here, or on the back of this form: \_\_\_\_\_

I hereby affirm that the information provided above is true and correct to the best of my knowledge, information and belief; said affirmation being made subject to the penalties prescribed by 18 Pa. C.S.A. Sec. 4904 relating to unsworn falsification to authorities.

Name: (Please Print) \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## CONFLICT OF INTEREST

All applicants are required to comply with federal, state and local regulations prohibiting conflicts of interest. The regulations concern the following groups of people:

- A. Employees, consultants, officers, or elected or appointed officials of the City of Philadelphia or Philadelphia Redevelopment Authority.
- B. Employees, consultants, or officers of any organization or business receiving federal, state or local funds or participating in a government housing program (including, but not limited to, Philadelphia Housing Development Corporation, Philadelphia Industrial Development Corporation and city-funded non-profits housing entities).

1. Are you now, or have you been during the preceding year, in one of the categories (A or B) described above?

YES       NO

2. Is any member of your family or your spouse's family now, or have they been during the preceding year, in one of the categories (A or B) described above?  
(Family members include spouses, parents, brothers, sisters, or children).

YES       NO

If yes, please state the nature of your relationship and briefly describe your family member's duties or title with respect to the organization or business.

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3. Is any person with whom you have a business relationship, or with whom you have had a business relationship during the preceding year, in one of the categories (A or B) described above?  
(A person with whom you have a business relationship includes your employees, partners, shareholders, officers or directors).

YES       NO

If yes, please state the nature of your relationship and briefly describe that person's duties or title with respect to the organization or business.

---

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## CONFLICT OF INTEREST

4. Does or will any person in one of the categories (A or B) described above have any interest in any contract for materials or services related to the project or property for which you are applying?

YES       NO

Briefly describe the nature of that person's interest in the contract for materials or services.

---



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## ADDITIONAL DISCLOSURES

1. Do you own any property that is subject to any significant unresolved violation of City codes and ordinances?

YES       NO

2. As a property owner, have you been involved in Philadelphia tax foreclosure proceeding in the last five years?

YES       NO

3. Have you or any member of your development team been convicted of any felony within the past five years?

YES       NO

4. Are you listed as an owner of record on the Philadelphia District Attorney's list of land that has been confiscated due to criminal activity?

YES       NO

5. Has the developer or its principals been a developer, stockholder, officer, director, trustee, or partner (LLC) in any other development projects with the Philadelphia Redevelopment Authority, or the City of Philadelphia, or the Philadelphia Housing Development Corporation?

YES       NO

If yes, provide the following information:

Project Name	Date	City Agency	Agency Role
1.			
2.			
3.			
4.			
5.			

*Please include any additional projects on a separate sheet.*

## CERTIFICATION

I do hereby declare that I have filed the foregoing Statement of Interest and do hereby certify that the statements made in the foregoing Statement are true and correct to the best of my knowledge, information, and belief. I understand that false statements made herein are subject to the penalties of the Act of December 6, 1972, PLI 1482, No. 334, as amended, 18 PA. C. A 4904, relating to unsworn falsification to authorities.

Signature \_\_\_\_\_

Print/Type Name \_\_\_\_\_

Date \_\_\_\_\_

**NOTICE: The Philadelphia Redevelopment Authority is subject to the Pennsylvania Right to Know Law. Any information provided in any of the foregoing documents may be subject to disclosure to the public.**

[Click here to submit your form via email.](#)

### INTERNAL USE ONLY

Check for outstanding License & Inspection violations:

No outstanding violations.

Outstanding violations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **Disclosure Forms**

### **Directions:**

1. Please read the following information regarding the completion of these disclosure forms. Please review the definitions prior to completing any form.
2. Date and initial the top of each form after you have completed it and sign the form on the last page.
3. NOTE: There are two different types of campaign contribution disclosure forms: one for those who are applying as individuals and one for those applying as businesses. Only fill out one type of form. (If you have used a consultant with respect to applying for this financial assistance you will have to fill out a campaign contribution disclosure form for them as well.)

### **Getting Started**

There are five sets of disclosure forms enclosed in this packet. You must provide information for each disclosure form. The information you must disclose includes:

1. Any contributions (defined as a provision of money, in-kind assistance, discounts, forbearance or any other valuable thing) made during the two years prior to the application submission date or prior to your receipt of financial assistance in the absence of an application;
2. The name of any consultant(s) you used to help in obtaining this financial assistance and any campaign contributions they have made;
3. Any subcontractors you are planning to use if awarded this financial assistance;
4. Whether a City or Redevelopment Authority employee or official asked you to give money, services, or any other thing of value to any individual or entity; and
5. Whether a City or Redevelopment Authority employee or official gave you any advice on how to satisfy any minority, women, disabled or disadvantaged business participation goals.

### **More information on Disclosing Campaign Contributions**

Applicants for financial assistance must disclose any contributions they made to:

- A candidate for nomination or election in any public office in the Commonwealth of Pennsylvania
- An incumbent in any public office in the Commonwealth of Pennsylvania
- A political committee or state party in the Commonwealth of Pennsylvania
- A group, committee, or association organized in support of any candidate, office holder, political committee or state party in the Commonwealth of Pennsylvania

The types of contributions that must be disclosed include:

- Any advance or deposit of money, gift, or any other valuable thing given to a candidate or political committee for the purpose of influencing any election in the Commonwealth of Pennsylvania
- The purchase of tickets for events such as dinners, luncheons, rallies and all other fund-raising events
- Granting of rebates or discounts not available to the general public or rebates by television and radio stations and newspapers not extended on an equal basis to all candidates
- Any payments made on behalf of the candidate not made by either the candidate or their committee

*Attribution Rules.* In addition to disclosing contributions made directly by the applicant, the applicant will be asked to supply information on other types of contributions. The campaign contribution disclosure forms will include questions that specifically ask for information on these other types of contributions. These contributions will be attributed to the individual or business and will be used to determine the applicant's eligibility to receive financial assistance.

Businesses (i.e. corporation, limited liability company, partnership association, joint venture, or any other legal entity) have to disclose contributions made by the following:

- Applicant business
- Parent, subsidiary, or otherwise affiliated entity of the applicant business ("affiliate")
- An individual or business that is then reimbursed by the applicant business or affiliate

## Philadelphia Redevelopment Authority

- Officers, directors, controlling shareholders, or partners of the for-profit applicant business or for-profit affiliate
- Political action committee controlled by applicant business or affiliate
- Political action committee controlled by officer, director, controlling shareholder, or partner of the for-profit applicant business or for-profit affiliate

Individuals have to disclose contributions made by the following:

- Applicant individual
- Member of individual's immediate family (i.e., spouse, life partner, or dependent child living at home), when contributions are in excess of \$3,000.

In addition to direct contributions to candidates, incumbents, or political committees in the Commonwealth of Pennsylvania, applicants are also required to disclose:

1. Contributions not directly given to a candidate, incumbent, or political committee but made with the intent that the contribution will benefit the candidate, incumbent, or political committee;
2. Solicitation of contributions on behalf of a candidate, incumbent, or political committee, including the hosting of or solicitation at fundraising events (required to disclose details regarding the date of event and amount raised); and
3. Contributions not made directly by the individual/business to a candidate, incumbent, or political committee but furnished by the individual / business (as an "intermediary").

### **Eligibility Restrictions**

Effective as of January 1, 2016, if an individual makes contributions totaling over \$3,000 in one calendar year to a candidate for City elective office or to an incumbent, the individual is not eligible to apply for, or enter into, any Non-Competitively Bid Contract in excess of \$10,000, nor shall said individual be eligible to be a sub-contractor (at any tier) of any such contract during that candidate's or incumbent's term of office. The monetary limits in effect for individuals prior to January 1, 2016 remain in effect for purposes of determining an individual's eligibility during the two year disclosure period prior to the date an individual's application in response to a contract opportunity is due or for determining an individual's continuing compliance during the term of any such contract that is awarded to the individual. For the period February 1, 2006 through December 31, 2007, the contribution limit amount is \$2,500; for the period January 1, 2008 through December 31, 2011, the contribution limit amount is \$2,600; for the period January 1, 2012 through December 31, 2015, the contribution limit amount is \$2,900.

Effective as of January 1, 2016, if a business makes contributions totaling over \$11,900 in one calendar year to a candidate for City elective office or to an incumbent, the business is not eligible to apply for, or enter into, any Non-Competitively Bid Contract in excess of \$25,000, nor shall said individual be eligible to be a sub-contractor (at any tier) of any such contract during that candidate's or incumbent's term of office. The monetary limits in effect for businesses prior to January 1, 2016 remain in effect for purposes of determining a business' eligibility during the two year disclosure period prior to the date a business' application in response to a contract opportunity is due or for determining a business' continuing compliance during the term of any such contract that is awarded to the business. For the period February 1, 2006 through December 31, 2007, the contribution limit amount is \$10,000; for the period January 1, 2008 through December 31, 2011, the contribution limit amount is \$10,600; for the period January 1, 2012 through December 31, 2015, the contribution limit amount is \$11,500.

→ **Note on Eligibility:** If a candidate for any City elective office contributes \$250,000 or more from his or her personal resources to his or her campaign, then the eligibility thresholds for individuals and businesses shall double with respect to contributions to all candidates for that same elective office (i.e. \$6,000 for individuals and \$23,800 for businesses).

**Definitions**

Affiliate	A parent, subsidiary, or otherwise affiliated entity of a business
Applicant	An individual or business who has filed an application to be awarded a non-competitively bid contract or financial assistance
Business	A corporation, limited liability company, partnership, association, joint venture or any other legal entity (including non-profit organizations) other than an Individual
Candidate	Any individual who seeks nomination or election to public office, other than a judge of elections or inspector of elections, whether or not such individual is nominated or elected. An individual shall be deemed to be seeking nomination or election to such office if he or she has (1) received a contribution or made an expenditure or has given his consent for any other person or committee to receive a contribution or make an expenditure, for the purpose of influencing his or her nomination or election to such office, whether or not the individual has made known the specific office for which he or she will seek nomination or election at the time the contribution is received or the expenditure is made; or (2) taken the action necessary under the laws of the Commonwealth of Pennsylvania to qualify himself or herself for nomination or election to such office.
Consultant	A person used by an applicant to assist in obtaining the financial assistance through direct or indirect communication by such individual or business with any City Redevelopment Authority or the organization providing financial assistance or any City officer or employee or officer or employee of the organization providing financial assistance, if the communication is undertaken by such individual or business in exchange for, or with the understanding of receiving, payment from the applicant; provided, however, that "Consultant" shall not include a full-time employee of the applicant.
Contributions	The provision of money, in-kind assistance, discounts, forbearance or any other valuable thing, during the two years prior to the deadline for the filing of the application for the contract opportunity or financial assistance, to any of the following: <ul style="list-style-type: none"> <li>– a candidate for nomination or election to any public office in the Commonwealth of Pennsylvania;</li> <li>– an incumbent in any public office in the Commonwealth;</li> <li>– a political committee or state party in the Commonwealth; or</li> <li>– a group, committee or association organized in support of any candidate, office holder, political committee or state party in the Commonwealth.</li> </ul>
Financial Assistance	Any grant, loan, tax incentive, bond financing subsidy for land purchase or otherwise, or other form of assistance that is realized by or provided to a person in the amount of fifty thousand dollars (\$50,000) or more through the authority or approval of the City, including, but not limited to, Tax Increment Financing (TIF) aid, industrial development bonds, use of the power of eminent domain, Community Development Block Grant (CDBG) aid or loans, airport revenue bonds, and Enterprise Zone or similar economic development zone designations (such as Keystone Opportunity Zones, Keystone Opportunity Expansion Zones, Keystone Opportunity Improvement Zones, and Economic Development District Zones), but not including any assistance to which a person is entitled under a law enacted before the individual or business applied for or requested such assistance.
Immediate family	A spouse or life partner residing in the individual's household or minor dependent children

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Incumbent	An individual who holds elective office
Intermediary	A person, who, other than in the regular course of business as a postal, delivery or messenger service, delivers a contribution from another individual or business to the recipient of such contribution
Person	An individual, corporation, limited liability company, partnership, association, joint venture, or any other legal entity
Political committee	Any committee, club, association or other group of persons which receives money or makes expenditures for purposes of influencing any election
Solicit a Contribution	Requesting or suggesting that a person make a contribution. The sponsoring or hosting of a fundraising event is considered soliciting a contribution from the attendees of the event. Any contributions raised at such event are counted as a contribution made by the host of the event.

**If Applying as an Individual:**  
**Campaign Contribution Disclosure Form**

Please read through the directions and definitions before filling out this disclosure form to make sure that each question is answered appropriately and thoroughly. Note that you must provide information for the two years prior to the application deadline.

	<b>Yes</b>	<b>No</b>
Have you made any contributions?	<input type="checkbox"/>	<input type="checkbox"/>
Have you solicited or served as an intermediary for any contributions?	<input type="checkbox"/>	<input type="checkbox"/>
Has a member of your immediate family made any contributions over and above \$3,000?	<input type="checkbox"/>	<input type="checkbox"/>
Has a member of your immediate family solicited or served as an intermediary for contributions over and above \$3,000?	<input type="checkbox"/>	<input type="checkbox"/>
<i>Check here to certify that no contributions were made.</i>	<input type="checkbox"/>	

Additional information on every contribution must be disclosed.  
Please use the table provided on the next page.





**If Applying as a Business:  
Campaign Contribution Disclosure Form**

Please read through the directions and definitions before filling out this disclosure form to make sure that each question is answered appropriately and thoroughly. Where “non-profit” is an option, indicate whether the business is a non-profit; non-profits are not required to disclose contribution information on these questions. Note that you must provide information for the two years prior to the application deadline.

	Yes	No	Non-Profit
Has the business made any contributions?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the business solicited or served as an intermediary for any contributions?	<input type="checkbox"/>	<input type="checkbox"/>	
Has an officer, director, controlling shareholder, or partner of the business made any contributions? <i>See note below.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has an officer, director, controlling shareholder, or partner of the business solicited or served as an intermediary for any contributions? <i>See note below.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has an affiliate of the business made any contributions?	<input type="checkbox"/>	<input type="checkbox"/>	
Has an affiliate of the business solicited or served as an intermediary for any contributions?	<input type="checkbox"/>	<input type="checkbox"/>	
Has an officer, director, controlling shareholder, or partner of a for-profit affiliate of the business made any contributions? <i>See note below.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Has an officer, director, controlling shareholder, or partner of a for-profit affiliate of the business solicited or served as an intermediary for any contributions? <i>See note below.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Has the business or an affiliate of the business reimbursed another individual or business for a contribution that the individual or business has made?	<input type="checkbox"/>	<input type="checkbox"/>	
Has an officer, director, controlling shareholder, or partner of a for-profit business, or of a for-profit affiliate of the business, reimbursed another individual or business for a contribution that the individual or business has made?	<input type="checkbox"/>	<input type="checkbox"/>	
Has a political committee controlled by the business or by an affiliate of the business made any contributions?	<input type="checkbox"/>	<input type="checkbox"/>	
Has a political committee controlled by an officer, director, controlling shareholder, or partner of the for-profit business, or of a for-profit affiliate of the business, made any contributions?	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Check here to certify that no contributions were made.</i>		<input type="checkbox"/>	

Note: Applicants must disclose all contributions to candidates or incumbents which are attributed to an immediate family member of an officer, director, controlling shareholder or partner of the for-profit Applicant or the for-profit affiliate of the Applicant. Please disclose the full amount of the contribution, although only the amount above \$3000 may potentially be attributed to the officer, director, controlling shareholder or partner (and, by extension, the Applicant business).

Additional information on every contribution must be disclosed.  
Please use the table provided on the next page.



**Philadelphia Redevelopment Authority**

*Date:* \_\_\_\_\_

*Initials:* \_\_\_\_\_

**Use of Consultant Disclosure Form**

Please list all consultant(s) used in the year prior to the application deadline and the corresponding information for that consultant in the space provided below.

Please note that a Consultant, for the purposes of the required disclosures, is defined as an individual or business used by an applicant or contractor to assist in obtaining financial assistance through direct or indirect communication by such individual or business with any City Redevelopment Authority, the organization providing financial assistance, any City officer/employee, or any officer/employee of the organization providing financial assistance, if the communication is undertaken in exchange for, or with the understanding of receiving, payment from the applicant or contractor or any other individual or business (however, "Consultant" shall not include a full-time employee of the Applicant or Contractor).

Check here to certify that no consultant(s) was used in the year prior to the application deadline.		<input type="checkbox"/>
<hr/>		
Consultant Name		
Address 1		
Address 2		
City, State, Zip		
Phone		
Amount Paid or to be Paid		
<hr/>		
Consultant Name		
Address 1		
Address 2		
City, State, Zip		
Phone		
Amount Paid or to be Paid		
<hr/>		
Consultant Name		
Address 1		
Address 2		
City, State, Zip		
Phone		
Amount Paid or to be Paid		
<hr/>		
Consultant Name		
Address 1		
Address 2		
City, State, Zip		
Phone		
Amount Paid or to be Paid		

**Consultant: Individual Campaign Contribution Disclosure Form**

Use this form if the Consultant used is an Individual. Please read through the directions and definitions before filling out this disclosure form to make sure that each question is answered appropriately and thoroughly. Note that you must provide information for the two years prior to the application deadline.

	Yes	No
Has the Consultant made any contributions?	<input type="checkbox"/>	<input type="checkbox"/>
Has the Consultant solicited or served as an intermediary for any contributions?	<input type="checkbox"/>	<input type="checkbox"/>
Has a member of the Consultant's immediate family made any contributions over and above \$3,000?	<input type="checkbox"/>	<input type="checkbox"/>
Has a member of the Consultant's immediate family solicited or served as an intermediary for contributions over and above \$3,000?	<input type="checkbox"/>	<input type="checkbox"/>
<i>Check here to certify that no contributions were made.</i>	<input type="checkbox"/>	

Additional information on every contribution must be disclosed.  
Please use the table provided on the next page.



**Consultant: Business Campaign Contribution Disclosure Form**

Use this form if the Consultant used is a Business. Please read through the directions and definitions before filling out this disclosure form to make sure that each question is answered appropriately and thoroughly. Where “non-profit” is an option, indicate whether the business is a non-profit; non-profits are not required to disclose contribution information on these questions. Note that you must provide information for the two years prior to the application deadline.

	Yes	No	Non-Profit
Has the Consultant business made any contributions?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the Consultant business solicited or served as an intermediary for any contributions?	<input type="checkbox"/>	<input type="checkbox"/>	
Has an officer, director, controlling shareholder, or partner of the Consultant business made any contributions? See note below.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has an officer, director, controlling shareholder, or partner of the Consultant business solicited or served as an intermediary for any contributions? See note below.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has an affiliate of the Consultant business made any contributions?	<input type="checkbox"/>	<input type="checkbox"/>	
Has an affiliate of the Consultant business solicited or served as an intermediary for any contributions? See note below.	<input type="checkbox"/>	<input type="checkbox"/>	
Has an officer, director, controlling shareholder, or partner of a for-profit affiliate of the Consultant business made any contributions? See note below.	<input type="checkbox"/>	<input type="checkbox"/>	
Has an officer, director, controlling shareholder, or partner of a for-profit affiliate of the Consultant business solicited or served as an intermediary for any contributions?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the Consultant business or an affiliate of the business reimbursed another individual or business for a contribution that the individual or business has made?	<input type="checkbox"/>	<input type="checkbox"/>	
Has an officer, director, controlling shareholder, or partner of the for-profit Consultant business, or of a for-profit affiliate of the Consultant business, reimbursed another individual or business for a contribution that the individual or business has made?	<input type="checkbox"/>	<input type="checkbox"/>	
Has a political committee controlled by the Consultant business or by an affiliate of the business made any contributions?	<input type="checkbox"/>	<input type="checkbox"/>	
Has a political committee controlled by an officer, director, controlling shareholder, or partner of the for-profit Consultant business, or of a for-profit affiliate of the Consultant business, made any contributions?	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Check here to certify that no contributions were made.</i>		<input type="checkbox"/>	

Note: Consultants must disclose all contributions to candidates or incumbents which are attributed to an immediate family member of an officer, director, controlling shareholder or partner of the for-profit Consultant or the for-profit affiliate of the Consultant. Please disclose the full amount of the contribution, although only the amount above \$3000 will be attributed to the officer, director, controlling shareholder or partner (and, by extension, the Consultant business).

Additional information on every contribution must be disclosed.  
Please use the table provided on the next page.



**Philadelphia Redevelopment Authority**

**Use of Subcontractor Disclosure Form**

Please list all subcontractor(s) you are planning to use if awarded this financial assistance by filling out the appropriate information in the space provided below.

Check here to certify that no subcontractor(s) are to be used.	<input type="checkbox"/>
Subcontractor Name	
Address 1	
Address 2	
City, State, Zip	
Phone	
Amount Paid or to be Paid, or Percentage to be Paid	
Subcontractor Name	
Address 1	
Address 2	
City, State, Zip	
Phone	
Amount Paid or to be Paid, or Percentage to be Paid	
Subcontractor Name	
Address 1	
Address 2	
City, State, Zip	
Phone	
Amount Paid or to be Paid, or Percentage to be Paid	
Subcontractor Name	
Address 1	
Address 2	
City, State, Zip	
Phone	
Amount Paid or to be Paid, or Percentage to be Paid	



**Philadelphia Redevelopment Authority**

**Employee Request Form**

Please list any City or Redevelopment Authority employees or officers or employees/officers of the organization providing financial assistance who have asked you (the Applicant), any officer director, or management employee of the Applicant, or any person representing the Applicant to give money, services, or any other thing of value (other than contributions as defined above) during the two years prior to the application deadline.

Check here to certify that no City or Redevelopment Authority employees/officers or employees/officers of the organization providing financial assistance have asked you (the Applicant), any officer director, or management employee of the Applicant, or any person representing the Applicant to give money, services, or any other thing of value (other than contributions as defined above) during the two years prior to the application deadline.	<input type="checkbox"/>
Name of Employee/Officer	
Title	
Money Services, or Thing of Value Requested	
Money, Services, or Thing of Value Given (If none, write "none")	
Date Requested	
Date of Payment	
Name of Employee/Officer	
Title	
Money Services, or Thing of Value Requested	
Money, Services, or Thing of Value Given (If none, write "none")	
Date Requested	
Date of Payment	
Name of Employee/Officer	
Title	
Money Services, or Thing of Value Requested	
Money, Services, or Thing of Value Given (If none, write "none")	
Date Requested	
Date of Payment	

**Philadelphia Redevelopment Authority**

**Employee Participation Advice Disclosure Form**

Please list any City or Redevelopment Authority employees or officers employees/officers of the organization providing financial assistance who gave you (the Applicant), any officer director, or management employee of the Applicant, or any person representing the Applicant advice that a particular individual or business could be used by the Applicant to satisfy any goals established in the contract or financial assistance agreement for the participation of minority, women, disabled, or disadvantaged business enterprises during the two years prior to the application deadline.

Check here to certify that no City or Redevelopment Authority employees/officers or employees/officers of the organization providing financial assistance gave you (the Applicant), any officer director, or management employee of the Applicant, or any person representing the Applicant advice that a particular individual or business could be used by the Applicant to satisfy any goals established in the contract or financial assistance agreement for the participation of minority, women, disabled, or disadvantaged business enterprises during the two years prior to the application deadline.	<input type="checkbox"/>
Name of Employee/Officer	
Title	
Date of Advice	
Individual or Business Recommended to Satisfy Participation Goals	
Name of Employee/Officer	
Title	
Date of Advice	
Individual or Business Recommended to Satisfy Participation Goals	
Name of Employee/Officer	
Title	
Date of Advice	
Individual or Business Recommended to Satisfy Participation Goals	
Name of Employee/Officer	
Title	
Date of Advice	
Individual or Business Recommended to Satisfy Participation Goals	

**Philadelphia Redevelopment Authority**

Signature

In order for the submission of these disclosure forms to be considered valid, they must be properly signed below by the respondent. Disclosure forms **that are not signed will be rejected**. By signing your name and title in the signature space below, you, as the respondent, signify your intent to sign these disclosure forms. The signatory hereby declares and certifies themselves to be the respondent, declares and certifies that they are properly authorized to execute these disclosure forms, and represents and covenants that all of the information and disclosures provided to the best of their knowledge are true and contain no material misstatements or omissions. Breach of such representation and covenant may render any subsequent provision of financial assistance voidable, and entitle the City (or Redevelopment Authority) to all rights and remedies provided by law or equity.

If these disclosure forms are being submitted by an INDIVIDUAL, PARTNERSHIP, LIMITED LIABILITY COMPANY OR MANAGED LIMITED LIABILITY COMPANY, sign the forms here:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

If these disclosure forms are being submitted by a CORPORATION, sign the forms here, with signatures by (a) President or Vice-President of the corporation AND (b) Secretary, Assistant Secretary, Treasurer or Assistant Treasurer of the corporation. If the disclosure forms are not signed by the above mentioned, you hereby certify that you are authorized pursuant to a certified corporate resolution to sign in place of such officers.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
*President/Vice President, if other, please specify*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
*Secretary/Asst. Secretary/Treasurer/Asst. Treasurer  
If other, please specify*

Proposal Application Package

**Project Number 16228E-03-02**

**Project Name Disston Recreation Center Renovation**

**08 – List of Documents to Attach:**

- Commercial Activity License
- Payment & Performance Bonding Statement