



**Request for Proposals (RFP)**  
*East Poplar Playground Renovations*  
*820 N. 8<sup>th</sup> Street, Philadelphia, PA 19123*  
*April 2020*

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- B. Division 1 (General Requirements)
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- D. Philadelphia Tax Status Certification and Conflict of Interest Form
- E. Campaign Contribution Disclosure Forms
- F. PRA Insurance Requirements
- G. City of Philadelphia Questionnaire & Financial Statement for Qualifying Bidders
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  - a. Rebuild EOP Commitment Form
  - b. Contract Participation Worksheet (excel)
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# Application Process

On behalf of the City of Philadelphia ("City"), the Philadelphia Redevelopment Authority ("PRA") is pleased to issue this Request for Proposals ("RFP") for qualified prime contractors (each, an "Applicant" and together, the "Applicants") for the East Poplar Playground Renovation project located at *820 N. 8<sup>th</sup> Street, Philadelphia, PA 19123*. This project is part of the City's Rebuilding Community Infrastructure Program ("Rebuild").

## Relationship of PRA to PHDC

In July 2019, PRA and the Philadelphia Land Bank merged with the Philadelphia Housing Development Corporation ("PHDC")—combining staffs and making PHDC the public-facing brand. Although the PRA still exists and operates to achieve its statutory purpose, its work is carried out by the staff of PHDC. Although the PRA is the City's agent for this RFP, the RFP is being posted on PHDC's website.

## Submission Deadline

Applicants must submit a response/proposal (a "Response") no later than **May 18, 2020 at 3:00 PM**; absolutely no Response will be accepted after that time.

## Pre-Bid Meeting

There is no Pre-Bid Meeting for this project

## Questions/Requests for Additional Information

PRA will accept questions and requests for additional information directed in writing to [RFP@phdc.phila.gov](mailto:RFP@phdc.phila.gov) up to **3:00 PM on May 4, 2020**. Questions, responses, and additional information will be posted on PHDC's Website within **3 business days** of this date.

## Related Parties

Applicants may submit only one Response to this RFP. Individuals or businesses that are legally related to each other or to a common entity may not submit separate Responses. The PRA and City, in their sole and absolute discretion, retain the right to reject any Response where:

1. Applicants or principals of Applicants are substantially similar or substantially related parties; or;
2. The PRA and City have determined that the Applicant has violated these conditions or the spirit of these conditions.

## Submission Process

Responses will only be accepted in either of the following:

1. Online Submission – via the electronic portal on PHDC's website Online Submission – via the electronic portal on PHDC's website (<http://www.phdcphila.org>); or
2. Hard Copy Submission – Submit 3 original copies of the Response and one electronic copy on a USB Flash Drive to the PRA via hand delivery or registered mail. Files on the USB Flash Drive may only be in Microsoft Word or Adobe PDF. Applicants may hand deliver or send their Response via registered mail to:

Robert LaBrum  
Director, Design & Construction  
PHDC/Philadelphia Redevelopment Authority  
1234 Market Street, 16th Floor  
Philadelphia, PA 19107

### Disqualification

Responses will be disqualified if:

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

### Bid Price

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

### Bid Bonds

Bidders must complete and submit the Bid Bond Form located in Attachment A, Division 0 (Bidding and Contract Requirements).

### Schedule

The timeline for this opportunity is as follows:

<b>Event</b>	<b>Date</b>
RFP posted	<b><i>April 17, 2020</i></b>
Questions and requests for additional information due	<b><i>3:00 PM; May 4, 2020</i></b>
Responses due	<b><i>3:00 PM; May 18, 2020</i></b>
Respondent selected (Estimate)	<b><i>May 2020</i></b>

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

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

The Work covers the demolition and renovation of East Poplar Playground located at 820 N. 8<sup>th</sup> Street, Philadelphia, PA 1923. The Work includes the removal of existing paving, subbase, play equipment, safety surfacing, fencing, and landscaping, and the construction of a new play area and seating area, including play equipment, safety surface, paving, sprayground, plumbing, furnishings, landscaping, and fencing. For completed scope of work please refer to the Project Drawings and the Specifications. This project is part of the City's Rebuilding Community Infrastructure Program ("Rebuild").

# Response Submission Requirements

1. **Cost Proposal** on Company letter head.
2. **Construction Bid Proposal Form** (Attachment A), Division 0 (Bidding and Contract Requirements)
3. **Bid Bond** located in Attachment A, Division 0 (Bidding and Contract Requirements).
4. **Approach to Project Delivery (Not to exceed one page):** Describe your approach to carrying out the scope of work on time/budget, and strategies that make your firm qualified to best perform these services. Please include a detailed Proposed Project timeline, Logistics Plan, and proposed Project Management Team including Dedicated Project Foreman.
5. **Economic Inclusion (Not to exceed one page).** Provide a narrative, on company letterhead, describing Applicant's past performance in engaging certified Minority Business Enterprises ("MBE"), Woman Business Enterprises ("WBE"), and/or Disabled Business Enterprises ("DSBE") in subcontracting and in procuring goods and services; in addition, describe the Applicant's past performance in hiring local, diverse workforce, both in-house and with subcontractors. If Applicant is a Certified MBE, WBE or DBE; please submit information to confirm Certification as part of bid proposal. Please include contract and workforce participation goals and achievements on previous projects. Provide a plan for meeting contract and workforce participation goals (subcontractors, etc.) for this Project. (Attachments H.b, c, d)
6. **Rebuild Economic Opportunity Commitment Form:** (Attachment H.a) Reviewed and signed by company executive. Applicants shall participate in the support of Rebuild Workforce Development Programs, including through the hire of trade apprentices from Rebuild's Workforce Development Programs and partnering with trades unions for the duration of the project, where appropriate. Applicant must commit to the Rebuild Economic Opportunity Plan and submit it with you Response.

This Project will require the selected Applicant to exhaust its best and good faith efforts to reach goals for diverse business inclusion and to employ and appropriate diverse and local workforce. The specific goals for this Project are listed below:

## Contract/Workforce Participation Goals

	Contract Category	Certification Type	Min	Goal
1.a.	Professional Services	MBE	25-30%	30-40%
1.b.	Professional Services	WBE	15-20%	20-30%
2.a.	Construction	MBE	30-35%	35-45%
2.b.	Construction	WBE	15-20%	20-30%

### Workforce Goals (% of Construction Workforce Hours)

	Labor Category	Sub-Category	Min	Goal
1.a.	Journeyman	African-American	27%	32%
1.b.	Journeyman	Hispanic	15%	20%
<u>1.c.</u>	<u>Journeyman</u>	<u>Asian</u>	<u>3%</u>	<u>8%</u>
1.d.	Journeyman	Minority - Total	45%	50%
2.a.	Laborers	Minority	60%	65%

2.b.	Skilled	Minority	40%	45%
3.a.	Laborers	Women	5%	10%
3.b.	Skilled	Women	5%	10%
4.	Local		50-60%	

7. **Rebuild Contract Participation WorkSheet:** Template provided in Excel, (Attachment H.b). Show project projected value and certification of Prime and individual Subcontractors for the total value of submitted bid.
8. **Rebuild Workforce Diversity WorkSheet:** (Attachment H.c) Show project projected value and certification of Prime and individual Subcontractors for the total value of submitted bid.
9. **Rebuild Past Project Participation WorkSheet:** (Attachment H.d) Show past examples of contractor work with subs on projects achieving minority participation goals.
10. **Declarations and Other Information.** Response must also include the completed forms identified in the Declarations and Other Information below (Attachment D, E, F, G) .
11. **Qualifications Form and 3 project examples** (Attachment I) Describe past experiences with similar projects. Please cite projects performed for the City of Philadelphia or other public/governmental agencies. Please include examples of projects that were completed on time and on budget.

## Evaluation & Selection

PRA intends to award this Project to the Applicant that best demonstrates the level of experience, skill and competence required to perform the services called for in this RFP in the most efficient, cost-effective, and professional manner **and in a manner, that is consistent with the contract and workforce participation goals of the Rebuild initiative.** The PRA will initially review the Responses to determine compliance with the Response Submission Requirements. Only Responses that comply with these requirements will be considered for evaluation. If no Response meets these requirements, the PRA may allow all Applicants to supplement their Responses to conform to these requirements.

PRA will evaluate Applicants based on the following factors:

1. Complete application and eligibility of applicant including compliance with all requirements listed in this RFP;
2. Appropriateness of firm for the scope of work, and ability to carry out the work in a high-quality standard on time and budget;
3. Prior experience, including competence and proven track record working with City of Philadelphia and/or other public agencies;
4. Track record of economic inclusion in contracting and workforce;
5. Bid price;
6. Any other factors the PRA considers relevant to the evaluation of the responses; and
7. Financial capability

## Events of Disqualification or Default

Subsequent to the selection of an Applicant, and before execution of the Contract, the PRA may treat any of the following as an event of disqualification or default:

1. Unilateral withdrawal by the selected Applicant;
2. Failure to proceed substantially in accordance with the Response as submitted;
3. Failure by the Applicant for any reason whatsoever to timely execute the Contract when tendered;
4. Material misrepresentation, omission, or inaccuracy contained in any document submitted either as part of the Response, or subsequent thereto. For the purposes of this section, the PRA places particular importance on the information required by the Applicant in the City of Philadelphia Questionnaire & Financial Statement for Qualifying Bidders and the Campaign Contribution Disclosure Forms;
5. Failure to provide in a timely manner the additional material required after selection throughout the PRA selection process.

Upon the happening of an event of disqualification or default by the selected Applicant, PRA shall have the right, at its election, to:

1. Rescind its selection; or
2. Declare null and void a Contract that may already have been executed.

## Declarations and Other Information

### Rebuild Initiative - Managing Directors Office

Rebuilding Community Infrastructure (“Rebuild”) is an initiative that is making significant investments in neighborhood parks, libraries, recreation centers, and playgrounds across Philadelphia with the goals of promoting equity and encouraging economic growth within the city. Rebuild works with public and private entities to improve and enhance the ability of parks, recreation centers and libraries to better serve their users.

Rebuild will also help to provide employment opportunities for Philadelphians and support upward mobility. Rebuild is a chance to offer historically underserved and under-represented populations, in particular people of color and women, with high-quality job and contracting opportunities. Rebuild will work with unions, contractors, lenders, and other partners to invest in supports and services to achieve the goals of improving the diversity of the building trades, growing minority- and women-owned business enterprises (M/W/DS/BEs), and increasing opportunities for and participation of M/W/DSBE contractors and professional services firms.

### Rebuild Payment Procedures

Applications for payment shall be submitted monthly, and include the following back up documentation:

1. Schedule of Values approved by the project manager
2. Narrative of work completed during the pay application pay period and work planned for next period
3. All subcontractor invoices billed
4. Large or Custom Material invoicing billed
5. Verification of Certified PayRoll in LCP Tracker (Prime, and all tier Subcontractors)
6. Payment verification to M/WBE subs and suppliers?
7. Updated project construction schedule
8. Payment verification will be conducted by the Rebuild EOP monitor, by directly contacting first, second, and third tier subcontractors

### **Rebuild Project Management**

Submittal log template is provided, (Attachment J), to be maintained and updated per the project specifications by the contractor for the project team, to track the submittal, return, resubmission of all Project Documents, Product Submittals, Samples, and Shop Drawings.

### **Campaign Contribution Disclosure Forms**

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

### **Tax Clearance and Conflict of Interest Form**

Applicants, upon request of the PRA, must provide evidence satisfactory to the PRA that all municipal taxes, including business taxes, real estate, school, water and sewer charges, if applicable, are current for both the individual Applicant and the Applicant's firm, and that neither is currently indebted to the City; will at any time during the term of the contract be indebted to the City, for or on account of any delinquent taxes, liens, judgments, fees or other debts for which no written agreement or payment plan satisfactory to the City has been established. Please complete the Philadelphia Tax Status Certification and Conflict of Interest form (Attachment D) and submit it with your Response.

### **Insurance Requirements**

Please submit a certificate of insurance evidencing the required coverages as outlined in (Attachment F) with your Response. If, for any reason, you cannot comply with the insurance requirements, please provide the reasons for your inability to do so and the PRA will consider any deviations from the insurance requirements on a case-by-case basis.

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

Bidders must have a current City of Philadelphia Business Activity License and have a valid contractor's license.

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

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

By submitting a Response to this RFP, an Applicant affirmatively acknowledges: (i) its acceptance of the terms and conditions of this RFP; (ii) the PRA may exercise in its sole discretion the following rights; and (iii) the PRA may exercise the following rights at any time and without notice to any Applicant:

1. to reject any and all Responses;
2. to supplement, amend, substitute, modify or re-issue the RFP with terms and conditions materially different from those set forth here;
3. to cancel this RFP with or without issuing another RFP;
4. to extend the time period for responding to this RFP;
5. to solicit new Responses;
6. to conduct personal interviews with any Applicant to assess compliance with the selection criteria;
7. to request additional material, clarification, confirmation or modification of any information in any and all Responses;

8. to negotiate any aspect of a Response, including price;
9. to terminate negotiations regarding any and all Responses at any time;
10. to expressly waive any defect or technicality in any Response;
11. to rescind a selection prior to Contract execution if the PRA determines that the Response does not conform to the specifications of this RFP;
12. to rescind a selection prior to Contract execution if the PRA determines that the specifications contained in this RFP are not in conformity with law or that the process in selection of an Applicant or Response was not in conformity with law or with the legal obligations of the PRA;
13. in the event a Contract is awarded, the successful Applicant or Applicants shall procure and maintain during the life of the Contract liability insurance in an amount to be determined prior to the award of the Contract;
14. in the event a Contract is awarded, all Applicants agree to perform their services as an independent contractor and not as an employee or agent of the PRA;
15. in the event a Contract is awarded, all Applicants agree that no portion of performance of the contract shall be subcontracted without the prior written approval of the PRA; and
16. each Applicant agrees to indemnify, protect and hold harmless the PRA from any and all losses, injuries, expenses, demands and claims against the PRA or the City sustained or alleged to have been sustained in connection with or resulting from (i) the submission of the Applicant's Response; (ii) the delivery by the Applicant to the PRA of any other documents or information; and (iii) any other conduct undertaken by the Applicant in furtherance of or in relation to the Applicant's proposal. Each Applicant agrees that its duty to indemnify and hold harmless shall not be limited to the terms of any liability insurance, if any, required under this RFP or subsequent contract.

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

**NOTICE: The PRA is subject to the Pennsylvania Right to Know Law. Any information provided in your Response to this may be subject to disclosure to the public. Documents provided in response to this RFP may also be required to be disclosed by applicable law, subpoena, and/or court order.**