

SECTION 002113

INSTRUCTIONS TO SELLERS

PART 1: GENERAL

1.1 BASIC INFORMATION

A. The following is a list of basic bidding information for the convenience of Sellers. If discrepancies between information contained in this section and other Bidding Documents are uncovered, the requirements of the other Bidding Documents shall govern.

1. Project Title: Miles Mack Building Renovation
2. Project Number: 10-19-XXXX-01
3. Project Location:  
732 N 36<sup>th</sup> St #66  
Philadelphia, PA 19104
4. Construction to begin and end in 2020.
5. Quotes must be submitted prior to the deadline indicated as indicated in the RFP.
6. Quotes shall be submitted to PHDC as indicated in the RFP.
7. Submit one (1) complete, signed Quote for each Prime Contract sought. The executed Consent and Authorization Agreement must be on file.
8. Allowances are included.
9. Alternates are not included.
10. Unit Prices are included.
11. Quotes shall be valid for 60 calendar days after the closing of the quote unless otherwise mutually extended by City and apparent Seller.
12. Access to the site for inspection by the Sellers will be part of the pre-bid conference scheduled on the cover.
13. Seller will substantially complete the Work, ready for final payment, in accordance with the Contract Documents within 180 consecutive calendar days counting from the date stated in the Notice to Proceed.
14. It should be understood and agreed by this Seller that funding for this project will be partially certified. It should be further understood that additional funding is subject to councilmatic appropriation of funds. Should the City fail to appropriate the necessary additional funds for this project, the Contract for that portion of the work not funded shall terminate automatically, without penalty, cost or liability to the City.

1.2 INVOLVED PARTIES:

- |    |            |  |
|----|------------|--|
| A. | City:      | City of Philadelphia, PA.  |
| B. | Department | Philadelphia Rebuild Initiative<br>City of Philadelphia, 11 <sup>th</sup> Floor,<br>One Parkway Building, 1515 Arch St.,<br>Philadelphia, PA 19102 |

- C. Commissioner, Parks & Recreation: Kathryn Ott Lovell
- D. Executive Director Kira Strong
- E. Deputy Commissioner, Capital Projects: Aparna Palantino
- F. Project Director: Francesco Cerrai  
Phone: 215-683-4449
- G. Project Manager: Sara Nordstrom  
Phone: 215-683-0253
- H. Construction Engineer: TBD
- I. Using Agency: Philadelphia Parks & Recreation  
1. Agency Liaison: Frank Fabey  
Phone: 215-683-3622
- J. Consulting Firm:
  - Playground:  
Langan Engineering and Environmental Services, Inc.  
1818 Market Street, Suite 3300  
Philadelphia, PA 19103
  - Building:  
Johnson, Mirmiran & Thompson, Inc.  
1600 Market Street  
Suite 520  
Philadelphia, PA 19103
  - 1. Consultant Contact: Langan: Tim Garrett  
JMT: Manijeh Haeri

### 1.3 DEFINITIONS

- A. Refer to Section 007200, "Standard Contract Requirements".

### 1.4 SELLER'S REPRESENTATIONS

- A. Each Seller by submitting a Quote represents that:
  - 1. The Seller has read and understands the Bidding Documents and the Quote is made in accordance therewith.
  - 2. The Seller has visited the site, and is familiar with the local conditions under which the Work is to be performed and has correlated site observations with the requirements of the proposed Contract Documents.
  - 3. Quote is based upon the labor, materials, systems and equipment required by the Bidding Documents without exception.
- B. The City assumes no responsibility for any representation made by any of its officers, agents, or employees concerning the nature of the Work or the general and local conditions unless such representation is included in the Contract Documents or Amendment.

## 1.5 BIDDING DOCUMENTS

- A. Bidding Documents are available for view/download at <https://phdcphila.org/community-investment/improving-communities/construction-rfps/>. For additional information, contact the Philadelphia Housing Redevelopment Corporation at 215-448-3000.
- B. Errors or misinterpretations in the Quote resulting from the use of incomplete sets of Bidding Documents will not give cause to adjust the Contract.
- C. The Bidding Documents on <https://phdcphila.org/> are available on the above terms, and does so only for the purpose of obtaining Quotes on the Work and does not confer a license or agreement for any other use.
- D. Title to all Bidding Documents shall remain with the City.

## 1.6. INTERPRETATION OR CORRECTION OF BIDDING DOCUMENTS

- A. Sellers shall promptly notify the Project Coordinator of any ambiguity, inconsistency or error which they may discover upon examination of the Bidding Documents or of the site and local conditions.
- B. Sellers requiring clarification or interpretation of the Bidding Documents shall make a written request which shall reach the Project Coordinator at least six (6) calendar days prior to the deadline for submission of Quotes.
- C. Clarifications or interpretations received prior to deadline for submission of Quotes shall either be addressed in an Amendment which may also include an extension of the deadline for submission of Quotes, or at the sole discretion of the City, no additional information will be issued and the Sellers shall comply with the Bidding Documents as they exist.
- D. Any interpretation, correction or change of the Bidding Documents will be made by Amendment. Interpretations, corrections or changes of the Bidding Documents made in any other manner will not be binding, and Sellers shall not rely upon such interpretations, corrections and changes.

## 1.7. SUBSTITUTIONS

- A. Requests for substitutions shall comply with Section 012500, "Substitution Procedures."

## 1.8. AMENDMENTS

- A. Amendments will be posted in <https://phdcphila.org/> to all known to have been added to the Bid holder's list or Qualified Sellers after the questionnaire due date.
- B. Each Seller shall ascertain prior to submitting Quote that Seller has received all Amendments issued, and shall acknowledge their receipt in their Quote.
- C. Seller must Acknowledge Amendments on <https://phdcphila.org/>.

## 1.9 BIDDING PROCEDURES

- A. Form and Style of Quotes, See Section 007200 Standard Contract Requirements, Section 7.
  - 1. Submit Quotes on forms provided in the quote package found on <https://phdcphila.org/>.

2. Sellers may withdraw and resubmit quotes for errors or corrections up until the closing of the bid.
  3. All requested Alternates shall be bid. If no change in the Base Bid is required, enter "No Change."
  4. Quotes shall not contain any conditions or qualifications whatsoever.
  5. Quotes shall include an allowance for permits and licenses in connection with all or any portion of the work.
  6. All coordination needed to procure and obtain the required permits and licenses necessary to perform the work in its entirety shall be the responsibility of the Seller/Contractor. Payment under this allowance shall be for the actual permit or license fee(s). Additional costs to procure such permits or licenses will not be reimbursed to the Seller/Contractor. Refer to section 007200 Standard Contract Requirements, Clause 34.
- B. Bid Security, See Section 007200 Standard Contract Requirements, Section 10.
1. Each Quote shall be accompanied by bid bond as per the requirements of the
  2. Bid Bond shall be issued
- C. Submission of Quotes
1. Responses will only be accepted in either of the following:
    - A. Online Submission – via the electronic portal on PHDC’s website: <https://phdcphila.org/community-investment/improving-communities/construction-rfps/>
    - B. Hard Copy Submission – Submit 3 original copies of the Response and one electronic copy on a USB Flash Drive to the PHDC 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  
  
Philadelphia Redevelopment Authority  
  
1234 Market Street, 16<sup>th</sup> Floor  
  
Philadelphia, PA 19107
- Documents must identify the Project name, the Bid Number, the Seller's name and address and the designated portion of the Work for which the Quote is submitted.
2. Submit your Quotes prior to the time and date for submission of Bids indicated in the Bid Solicitation on <https://phdcphila.org/>, or any extension thereof made by Amendment. Quotes received after the time and date for submission of Quotes will be rejected.
  3. The Seller shall assume full responsibility for timely submission of the Quote in <https://phdcphila.org/>.

4. If the Seller submits multiple Quotes, the City will only consider the last Quote submitted.

D. Modification or Withdrawal of Quote

1. A Quote may not be modified, withdrawn or canceled by the Seller after the time and date designated for the receipt of Quotes except as provided in the Standard Contract Requirements for Public Works Contracts.
2. Prior to the time and date designated for receipt of Quotes, any Quote submitted may be withdrawn on <https://phdcphila.org/>
3. Withdrawn Quotes can be reopened and resubmitted.

1.10 CONSIDERATION OF QUOTES

- A. Opening of Quotes: Quotes received on time will be opened publicly and in the presence of the Controller's Office.
- B. Rejection of Quotes: The City has the right to reject any or all Quotes and to reject a Quote not accompanied by data required by the Bidding Documents, or to reject a Quote which is in any way incomplete or irregular.
- C. Acceptance of Quote (Award)
  1. It is the intent of the City to award a Contract to the lowest responsive and responsible Seller.
  2. If Alternates are to be included in the award, they will be accepted in the order listed.

1.11 CONTRACT PROCESSING

- A. Successful Seller shall be sent Contract forms from PHDC, and shall return properly executed contract forms and bond forms within ten (10) working days of receipt to PHDC. A copy of the Bond forms must be attached in with your proposal.
- B. City may vacate awards for failure to comply with provisions above.

1.12 PERFORMANCE BONDS

- A. Bond Requirements: Seller shall furnish bonds covering the faithful performance of the Contract and the payment of all obligations arising thereunder per the requirements of the Standard Contract Requirements and other requirements of the Bidding Documents.
- B. Seller shall provide and furnish bonds to the contract limit which includes contingency.

1.13 INSURANCE CERTIFICATES

- A. The successful Seller will not be permitted to start any Work under the Contract until certificates covering all insurance requirements are submitted per the Standard Contract Requirements and other requirements of the Bidding Documents.

1.14 PRE-BID INFORMATION

- A. Pre-bid information regarding the Project is correct and current at the time it is posted, and is offered to obtain Quotes.

- B. The pre-bid information cannot be guaranteed to remain correct in every detail throughout the time preceding the signing of the Contract due to such variables as changes in budget, labor and material markets and anticipated date of issuing the notice to proceed.

1.15 INFORMATION AVAILABLE TO SELLERS

A. Geotechnical Information

- 1. The following geotechnical reports, test boring data, core boring samples, etc. are made available at cost of reproduction to Sellers for use in preparing quotes. Uncovered conditions substantially different from those indicated will be considered for modification to the Contract.
  - a. None

B. Site Visit

- 1. Sellers shall make themselves familiar with all readily observable features of the Project Site and the existing facility. Readily observable features include spaces above lay-in ceilings, behind access panels and other similar areas not normally exposed to view but easily accessible.
- 2. Seller shall not rely solely on Contract Drawings or Record Drawings.
- 3. Uncovered conditions differing substantially from those indicated on Record Drawings and not observable during the pre-bid visit will be considered for modification to the Contract.

C. Record Drawings

- 1. Record drawings of existing construction can be made available to Seller at cost of reproduction for use in preparing Quotes.
- 2. Record Drawings were used for design purposes only, and shall not be used for construction.
- 3. The following Record Drawings are available at the Department of Public Property- Capital Projects Division for review by the Sellers:

Drawing No. Title

- a. No drawings available.

PART 2 PRODUCTS Not Used

PART 3 EXECUTION Not Used

- END -

MANDATORY PRE-BID MEETING  
ATTENDANCE SHEET

CITY OF PHILADELPHIA  
DEPARTMENT OF PUBLIC PROPERTY  
CITY HALL, 1400 JFK BLVD., 7th FL  
PHILADELPHIA, PA 19107



DATE \_\_\_\_\_ PROJECT COORDINATOR \_\_\_\_\_  
PROJECT \_\_\_\_\_ USER AGENCY \_\_\_\_\_  
BID NO. \_\_\_\_\_

COMPANY NAME/ADDRESS REPRESENTATIVE PHONE NO./FAX NO./E-MAIL

_____	_____	P: _____
_____	_____	F: _____
_____	_____	E: _____
_____	_____	P: _____
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_____	_____	E: _____
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AUTHORIZATION SIGNATURE \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_