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AVAILABLE PROJECT INFORMATION

- Appendix A            Geotechnical Investigation Report by Ambric Technology Corporation, 09/08/2023
- Appendix B            Preliminary Clean Fill Sampling Report by Earth Engineering, Inc., 01/11/2024
- Appendix C            Existing Drawings
- Appendix D            Asbestos Inspection Report by EMSL Analytical, Inc., 08/19/2022
- Appendix E            Phase I Environmental Site Assessment by Duffield Associates, 09/01/2022

END SECTION 000110

## SECTION 000115 – LIST OF DRAWINGS

The Drawings listed in this Section form a part of this Contract, as set forth in the accompanying Conditions of the Contract for Construction.

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SECTION 002113 – INSTRUCTIONS TO BIDDERS

PART 1: GENERAL

1.1 BASIC INFORMATION

A. The following is a list of basic bidding information for the convenience of Bidders. 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: *Panati Playground*
2. Project Location: *3101-27 N 22<sup>nd</sup> Street  
Philadelphia, PA 19132*
3. Allowances are included.
4. Alternates are included.
5. Unit Prices are included.
6. Proposals shall be valid for 60 calendar days after the closing of the quote unless otherwise mutually extended by the PRA and apparent selected Bidder.
7. Access to the site for inspection by the Bidders will be part of the pre-bid conference scheduled on the cover.
8. I will substantially complete the Work, ready for final payment, in accordance with the Contract Documents within **380 consecutive calendar days** counting from the date stated in the Notice to Proceed.

1.2 INVOLVED PARTIES:

- A. City: City of Philadelphia, PA.
- Department: Parks & Recreation,  
City of Philadelphia, 10<sup>th</sup> floor,  
One Parkway, 1515 Arch Street,  
Philadelphia, PA
- Department: Rebuild,  
City of Philadelphia, 11th Floor  
One Parkway, 1515 Arch Street, Philadelphia, PA
- Commissioner, Parks & Recreation: Orlando Rendon
- Dep. Commissioner, Parks & Recreation: Aparna Palantino
- Rebuild Project Manager: LeeAnn Suen, Phone: 215- 988-3810
- B. Contracting Agency: Philadelphia Redevelopment Authority  
Robert LaBrum, Phone: 215-209-8763

C. Consulting Firm: CICADA Architecture/Planning, Inc.  
1520 Locust Street, Suite 702  
Philadelphia, PA 19102  
Phone: 215-247-1430  
Christopher Stromberg, 215-247-1430 Ext. 123

1.2 DEFINITIONS

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

1.3 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.

1.4 BIDDING DOCUMENTS

A. Bidding Documents are available for view/download at

<https://phdcphila.org/community-investment/improving-communities/construction-rfps/>.

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/>
- B. Seller must Acknowledge Amendments with their Bid Proposal

#### 1.9. BIDDING PROCEDURES

- A. Form and Style of Quotes, See Attachment 0 - Division 0 "Bidding & Contract Requirements":
  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 Attachment 0 - Division 0 "Bidding & Contract Requirements":
1. Each Quote shall be accompanied by bid bond as per the requirements of the Bid Bond shall be issued

C. Submission of Quotes

1. Responses will only be accepted in following manner:

Online Submission – via the electronic portal on PHDC’s website: <https://phdcphila.org/community-investment/improving-communities/construction-rfps/>

1. 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.
2. The Seller shall assume full responsibility for timely submission of the Quote in <https://phdcphila.org/>
3. If the Seller submits multiple Quotes, the City will only consider the last Quote submitted.

B. 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/>

#### 1.10 CONSIDERATION OF QUOTES

- A. 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.

1.11 NOT USED

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.

1.10 INFORMATION AVAILABLE TO SELLERS

- A. 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.

**END OF SECTION 00 21 13**

SECTION 002114 – DIESEL ENGINE EMISSIONS CONTROLS

PART 1 - GENERAL

Contractor, by submission of its bid, agrees to meet the requirements of this Section.

1.1 COVERED VEHICLES:

- A. Vehicles covered under this Section include any nonroad diesel engine that has a horsepower greater than 50.

1.2 REQUIREMENTS

- A. All contractors, and all of the contractor's subcontractors, if any, in the performance of this contract use ultra-low sulfur diesel fuel, and a listed clean diesel technology for reducing the emission of pollutants for diesel-powered non-road engines. Clean diesel technologies are further defined in part D of this Section. Retrofit emission control devices shall consist of diesel oxidation catalysts ("DOC") or such other technologies that provide a minimum emissions reduction of twenty percent (20%) of particulate matter with a mean aerodynamic width of less than ten (10) microns (PM10) in the application for which it is verified. Any retrofit emission control device installed to comply with this Section must either be listed by EPA or the California Air Resources Board (CARB) as a verified diesel retrofit technology that reduces particulate matter emissions by 20% or more, or must be certified by the diesel retrofit device manufacturer as a product that reduces particulate matter emissions by 20% or more for the covered vehicle.
- B. No later than two business days before any covered vehicle is brought onto the contract site, the successful bidder (hereinafter, "contractor") shall submit to the City's project manager information about the vehicle including confirmation that the appropriate emissions control technology has been installed on the vehicle or that the vehicle is Tier 4 or Tier 4 Interim. Except as otherwise provided, any vehicle covered under this Section shall be in compliance with this Section prior to being brought onto the contract site.
  - 1. Contractor shall submit the following information for each covered vehicle (using *Fleet Roster for Public Works Construction Projects* form):
    - a. Vehicle identification number (VIN), if applicable, or vehicle serial number, and the vehicle type, make, year and owner;
    - b. the horsepower rating of each engine;
    - c. the emission control device manufacturer name, model, and verifying/certifying organization; and
    - d. the type of fuel to be used and approximate expected quantity.
  - 2. In the event contractor has purchased appropriate emissions control technology, but the technology is not delivered before use of the covered vehicle is required on the contract



site, the contractor shall, in addition to submission of 1.a., through d. above, submit proof of purchase of the emissions control technology. Installation of the appropriate emissions control technology must be completed within five (5) days of delivery of the technology. In no event may Contractor use the covered vehicle without the use of the emission control technology, for which the technology has already been purchased and identified, on the contract site for longer than sixty (60) days.

3. If a covered vehicle owned by a contractor breaks down on the contract site, contractor may use, if a compliant replacement is unavailable, a temporary vehicle that is not compliant while the covered vehicle is being repaired; the temporary vehicle cannot remain on site for more than 30 cumulative days after the date of the initial breakdown of the covered vehicle. Contractor shall notify the project manager in writing prior to bringing a non-compliant vehicle on the contract site.
- C. The contractor shall establish truck-staging zones for vehicles that are waiting to load or unload material at the contract site. Such zones shall be located where the emissions from the trucks will have minimum impact to the public.
- D. The contractor shall not permit idling of delivery and/or dump trucks, or equipment on the contract site during periods of non-active use, and it should be limited to three (3) minutes in accordance with the Philadelphia Traffic Code Anti-Idling Ordinance Section 12-1127(1) of The Philadelphia Code ([http://www.phila.gov/philacode/html/\\_data/title12/chapter\\_12\\_1100\\_miscellaneous\\_/12\\_1127\\_excessive\\_idling\\_of\\_an.html](http://www.phila.gov/philacode/html/_data/title12/chapter_12_1100_miscellaneous_/12_1127_excessive_idling_of_an.html)) and the Pennsylvania Diesel-Powered Motor Vehicle Idling Act, Title 35 Purdon's Pennsylvania Statutes, Section 4601 et seq.

### 1.3 EXEMPTIONS

- A. Subject to written approval by the City of Philadelphia Air Management Services (AMS), covered vehicles will be exempted from low diesel emission controls if one or more of the following conditions exist:
1. it is physically impossible to install appropriate emissions control technology on the vehicle;
  2. installation of the appropriate emissions control technology would render vehicle operation unsafe due to obstructed sightline;
  3. installation of the appropriate emissions control technology would void any applicable expressed manufacturer's warranty on the vehicle; or
  4. the covered vehicle will not be at the work site for more than a total of three (3) business days.
- B. In support of a request for exemption, contractors shall provide to AMS one of the following:
1. a signed letter from one or more diesel technology vendors, written on the vendor's formal stationary, certifying that no emissions controls that would reduce Particulate Matter (PM) emissions by at least 20% and allow for safe operation could be physically installed, or the

- cost of installing such control technology would cost 150% more than the purchase price of the clean diesel technology device;
2. a signed letter from the vehicle manufacturer certifying that the installation of any device to reduce PM emissions by 20% or more would void the applicable expressed manufacturer's warranty, along with a copy of the warranty for each vehicle for which an exemption is sought; or
  3. a signed letter on the contractor's company letterhead stating that the covered vehicle will remain on site for no longer than three (3) days total during the duration of the project.
- C. In no event will the City grant an exemption from the required use of ultra-low sulfur diesel fuel or the idling laws.

#### 1.4 Definitions

- A. Contract site – all areas covered under the contract, and areas accessed for purposes of performing activity under the contract;
- B. Non-active use – a period of time greater than five (5) minutes when a piece of diesel equipment is not being operated in performance of its work;
- C. Non-road – diesel vehicles listed by EPA for use in non-road applications. These include construction, agricultural, and other industrial vehicles that are not legally operable on highways;
- D. On-road – vehicles listed by EPA for on-highway applications;
- E. Truck-staging zone – a designated area on the contract site where delivery or pickup activities will be located;
- F. Ultra low sulfur diesel fuel – Diesel fuel with a sulfur content of 15 parts per million or less;
- G. Vehicle – a piece of diesel-powered equipment being used for contract activities; and
- H. Listed clean diesel technology – includes:
  1. *Diesel oxidation catalyst – a device similar to a catalytic converter that reduces diesel emissions and does not require regeneration;*
  2. *Tier 4 or Tier 4 Interim – any vehicle certified by EPA as meeting Tier 4 emissions standards or Tier 4 Interim emissions standards;*
  3. *Particulate filter – a device that traps soot produced by the engine and vaporizes this soot through the application of heat, requiring only periodic maintenance;*
  4. *Closed crankcase ventilation – a device that reduces fugitive emissions from the vehicle's crankcase by routing them through the tailpipe;*
  5. *Selective catalytic reduction – A device that reduces emissions of oxides of nitrogen by treating exhaust with urea;*
  6. *Emissions upgrade groups – groups of replacement components that, when installed during vehicle overhaul, reduce engine emissions;*

7. *Engine repower – the replacement of a vehicle's engine with a newer model to reduce tailpipe emissions; and*
8. *Any other technology verified by EPA or CARB to reduce diesel particulate emissions by 20% or more.*

#### 1.5 MONITORING AND PENALTIES FOR NON-COMPLIANCE

- A. City reserves the right to request purchase and/or installation documents to verify contractor's, and any subcontractor's installation of the retrofit in the vehicle. These purchase documents shall be provided to the City's project manager by the contractor within five (5) days of the City's request.
- B. Any false certification or representation in connection with these requirements for Diesel Engine Emissions Controls and/or any failure to comply with these requirements shall constitute a material breach of contract entitling the City to all rights and remedies provided in the contract and otherwise available at law and/or in equity, including but not limited to the monetary assessment set forth herein. For contracts of \$500,000.00 or less, an assessment of \$500.00 per offense per day shall be imposed upon the contractor for every covered vehicle operating in violation of this section. For all other contracts, an assessment of \$1000.00 per offense per day shall be imposed upon the contractor for every covered vehicle operating in violation of this section. In addition, it is understood that false certification or representation is subject to penalties under Title 18 Pa. C.S.A. § 4904 (relating to unsworn falsification to authorities).

PART 2 - PRODUCST (Not Used)

PART 3 - EXECUTION (Not Used)

END SECTION 002114

NOTICE TO SELLERS-MAYOR'S EXECUTIVE ORDER 7-14

## NOTICE TO SELLERS

Pursuant to the Order, available on-line at <http://www.phila.gov/ExecutiveOrders/Executive%20Orders/EO%207-14.pdf>, Contractor agrees that Contractor and all of its Subcontractors, at any tier, shall report to the OIG knowledge of violations subject to investigation by the OIG pursuant to the Order; shall cooperate fully with representatives of the OIG by providing complete and accurate information as well as necessary assistance in matters under investigation; shall keep conversations and contact with the OIG confidential, except and to the extent the OIG may authorize disclosure; and shall instruct their employees that under no circumstances shall any person take or threaten any action in an attempt to prevent anyone from providing information to a City official regarding conduct that may be investigated by the OIG, or from cooperating with the OIG, or retaliate against anyone for doing so or against anyone who is about to do so.

All entities and individuals affected by Mayor's Executive Order 7-14 are advised to thoroughly read the Order, especially Section 3, **Type of Matters Investigated by the OIG**, Section 4, **Entities Subject to Investigation by the OIG**, Section 8, **Duties of Executive Agencies and Other Entities**, Section 9, **Responsibilities of Officers and Employees of Executive Agencies and Other Entities**, and Section 10, **Responsibilities of City Contractors, Recipients of City Assistance and Recipients of City Funding**.

## SECTION 003126 – EXISTING HAZARDOUS MATERIAL INFORMATION

### PART 1 - GENERAL

#### 1.1 EXISTING HAZARDOUS MATERIAL INFORMATION

- A. This Document and its referenced specifications and drawings are included in the Procurement and Contracting Requirements for Project as they provide Owner's information for Bidders' convenience and are intended to supplement rather than serve in lieu of Bidders' own investigations. They are made available for Bidders' convenience and information and are not a warranty of existing conditions. All Prime Bidders will receive the following list of reference documents:
  - 1. A Phase I Environmental Site Assessment, HazMat Survey, and Lead in Soil Assessment for the Project, prepared by Duffield Associates, dated September 1, 2022, is included as Specification Section 003126A.
- B. Bidder may rely on the scope and technical information contained in the above referenced documents for the purposes of coordination and defining the scope of work that will be in the Environmental Abatement contract.
- C. Bidder shall include all other work required for demolition, repair, renovation, or new construction that is not listed in the Environmental scope, or that is required as a function of the Environmental scope to complete the Project.
- D. Bidder shall visit the site and review all bid documents to familiarize themselves with existing conditions and the full project scope required. Should Bidder determine that additional information is required, the Bidder shall notify Architect or Construction Manager.

### PART 2 - PRODUCTS (Not Used)

### PART 3 - EXECUTION (Not Used)

END OF SECTION 003126

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Project No. 16478E-01-01

Vincent G. Panati Playground

Issue Date: 02/09/2024

Philadelphia, Pennsylvania

SECTION 004114 - CONSTRUCTION BID PROPOSAL

PHILADELPHIA REDEVELOPMENT AUTHORITY

VINCENT G. PANATI PLAYGROUND

3101-27 N 22<sup>ND</sup> STREET

Philadelphia, PA 19132

THIS BID FORM IS COMPLETE AND MUST NOT BE SEPARATED. IF ANY SHEET OR SHEETS ARE DETACHED WHEN SUBMITTED AS A BID, THE PHILADELPHIA REDEVELOPMENT AUTHORITY RESERVES THE RIGHT TO REJECT YOUR BID.

\_\_\_\_\_  
FIRM NAME

\_\_\_\_\_  
FIRM ADDRESS

\_\_\_\_\_  
FEDERAL EIN

\_\_\_\_\_  
PHILADELPHIA BUSINESS TAX ID

\_\_\_\_\_  
TOTAL BASE BID (INC. ALLOWANCES)

To the Philadelphia Redevelopment Authority:

I, the undersigned Bidder, 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 Philadelphia Redevelopment Authority 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:

A. BID AMOUNT

I will complete the Work in accordance with the Contract Documents for the following Bid Amount as defined in Section 00700, Standard Contract Requirements. (Insert Bid Amount in words as well as figures.)

- (1) General Conditions \$ \_\_\_\_\_
- (2) Mobilization \$ \_\_\_\_\_
- (3) Temporary Protection \$ \_\_\_\_\_
- (4) Demolition & Existing Conditions \$ \_\_\_\_\_
- (5) Site Work & Utilities \$ \_\_\_\_\_
- (6) Concrete \$ \_\_\_\_\_
- (7) Masonry \$ \_\_\_\_\_
- (8) Metals \$ \_\_\_\_\_
- (9) Roofing \$ \_\_\_\_\_
- (10) Doors and Windows \$ \_\_\_\_\_
- (11) Finishes \$ \_\_\_\_\_
- (12) Interior Signage \$ \_\_\_\_\_
- (13) Specialties \$ \_\_\_\_\_
- (14) Food Service Equipment \$ \_\_\_\_\_
- (15) Gymnasium Equipment \$ \_\_\_\_\_
- (16) Metals \$ \_\_\_\_\_
- (17) Fire Suppression \$ \_\_\_\_\_
- (18) Plumbing \$ \_\_\_\_\_
- (19) HVAC \$ \_\_\_\_\_
- (20) Electrical \$ \_\_\_\_\_
- (21) Low Voltage \$ \_\_\_\_\_

TOTAL BASE BID AMOUNT \$ \_\_\_\_\_

\_\_\_\_\_ DOLLARS



(22)ALLOWANCE No. 1: Bidders are to include the amount equal to Two Percent (2%) of their base bid amount for payment of Permit and License fees to all regulatory agencies. Refer to Allowances, Section 01210 for more details.

ALLOWANCE AMOUNT: \$ \_\_\_\_\_

\_\_\_\_\_ DOLLARS

(23)ALLOWANCE No. 2: [EXAMPLE: Bidders are to include the amount of \$15,000.00 to their base bid amount for use as deemed appropriate by Rebuild Philadelphia. Refer to Allowances, Section 012100 for more details.

FIFTEEN THOUSAND DOLLARS, \$15,000.00.

**TOTAL BASE BID** (Base Bid plus Allowances):

\$ \_\_\_\_\_

\_\_\_\_\_ DOLLARS

**ALTERNATES**

**DEDUCT ALTERNATE No. 1A:** State the costs to DEDUCT from the Base Bid to provide Tarkett Sports Indoor Polyurf Pad and Pour 9+2 (poured in place surface) in lieu of the Base Bid Wood Flooring system. Include in this alternate the deletion of Humidifier H-1 including the piping, manifold, and controls and all associated wiring and electrical scope.

DEDUCT ALTERNATE No. 1A AMOUNT

\$ \_\_\_\_\_

\_\_\_\_\_DOLLARS

**DEDUCT ALTERNATE No. 1B:** State the costs to DEDUCT from the Base Bid to provide Tarkett Sports indoor Omnisports Multi-Use - Golden Maple (Sheet) in lieu of the Base Bid Wood Flooring system. Include in this alternate the deletion of Humidifier H-1 including the piping, manifold, and controls and all associated wiring and electrical scope.

DEDUCT ALTERNATE No. 1B AMOUNT

\$ \_\_\_\_\_

\_\_\_\_\_DOLLARS

**DEDUCT ALTERNATE No. 2:** State the cost to DEDUCT from the Base Bid to Provide 3-ply modified bitumen roofing system (25-year Warranty) in lieu of standing seam metal roof at the butterfly roof.

DEDUCT ALTERNATE No. 2 AMOUNT

\$ \_\_\_\_\_

\_\_\_\_\_DOLLARS

**ADD ALTERNATE No. 3:** State the Costs to ADD to the Base Bid to provide a Stand-alone sound booth TO BE INSTALLED IN THE Maker Space. Basis of design is MDL 4896 S by WhisperRoom, Inc.

ADD ALTERNATE No. 3 AMOUNT

\$ \_\_\_\_\_

\_\_\_\_\_DOLLARS

**DEDUCT ALTERNATE No. 4:** State the costs to DEDUCT from the Base Bid all Food Service (Kitchen) Equipment Scope from the project including All equipment identified on the Food Service (FS-Series) drawings, MAU-1 and associated concrete pad, MAU-1 controls, the outside air ductwork between MAU-1 and the 24x18 louver. 24x18 louver remains in the project. Provide insulated, weathertight blank off panel behind 24x18 louver. 12x12 supply air duct remains in the project. Stub 12x12 duct up through mechanical room floor and terminate with GRD tag #17 in the kitchen. Cap open end of 12x12 duct. Delete EDC-1 and associated controls. Delete electric scope associated with MAU-1 and EF-1. Plumbing and Electrical rough-ins inside the Kitchen remain in the project.

DEDUCT ALTERNATE No. 4 AMOUNT

\$ \_\_\_\_\_  
\_\_\_\_\_ DOLLARS

**DEDUCT ALTERNATE No. 5:** State the Costs to DEDUCT the Base Bid to Delete scope or work associated with replacing existing outdoor pole mounted cameras with new cameras. Maintain existing pole mounted cameras, provide new wiring (signal and power) and connection into new network video recorder from existing pole mounted cameras.

DEDUCT ALTERNATE No. 5 AMOUNT

\$ \_\_\_\_\_  
\_\_\_\_\_ DOLLARS

**ADD ALTERNATE No. 6A:** State the Costs to be ADDED the Base Bid to provide and install basketball backstop, net, pole, and footer for the west basketball backstop in lieu of the Base Bid basketball backstop, new, pole and footer. Basis of design: Double Acrylic Backboard, Model LD-200 by JayPro Sports, LLC.

ADD ALTERNATE No. 6A AMOUNT

\$ \_\_\_\_\_  
\_\_\_\_\_ DOLLAR  
S

**ADD ALTERNATE No. 6B:** State the Costs to be ADDED the Base Bid to provide and install basketball backstop, net, pole, and footer for the east basketball backstop in lieu of protecting the existing basketball backstop. Basis of design: Double Acrylic Backboard, Model LD-200 by JayPro Sports, LLC.

ADD ALTERNATE No. 6B AMOUNT

\$ \_\_\_\_\_  
\_\_\_\_\_ DOLLARS

**B. COMPLETION**

I will substantially complete the Work, ready for final payment, in accordance with the Contract Documents within **380 consecutive calendar days** counting from the date stated in the Notice to Proceed.

C. ADDENDA

Bidder must attach Addendum Acknowledgement sheets for all Addenda, if applicable.

D. **UNIT PRICES:** OWNER shall make adjustments to the Contract based on the actual field conditions encountered using the Unit Prices included with the Bid. The BIDDER agrees that OWNER reserves the right to reject or otherwise not agree to use the Unit Prices submitted, if in the Owner's opinion, the nature or quantity of the Work encountered is such that the Unit Price cost no longer applies to the Work. The Owner also reserves the right to solicit independent proposals under a separate contract, to perform the services required. **The responsiveness of the Bid, and if the Bid is responsible, may be determined by the Owner on the basis of the Unit Prices proposed by the Bidder. Unit Prices shall be consistent with verifiable average costs for the Work to be performed. Bidders agree that a Bid may be rejected if the Unit Prices submitted are inconsistent with the average cost.** Under NO circumstances will BIDDER perform Unit Price Work without prior written authorization from OWNER. Unit Prices shall include costs for furnishing and installing all materials, labor, tools, equipment, and other incidental costs necessary to complete the specified operation. Unit Prices will be used to ADD/DEDUCT to the Contract cost where appropriate.

UNIT PRICE 1: The contract Unit Price per cubic yard up to 100 cubic yards in one defined contiguous area by ram hammer for BIDDER to excavate and legally dispose of rock encountered and replace with compacted 2A modified natural stone. All rock must be identified and measured in situ by the Construction Manager prior to and during removal.

Unit Price 1 is: \_\_\_\_\_ per cubic yard

UNIT PRICE 2: The contract Unit Price per cubic yard up to 100 cubic yards in one defined contiguous area for unsuitable soil removal and replacement with 2A stone: BIDDER agrees to excavate, remove and legally dispose off-site, unstable materials encountered and replace with compacted 2A modified natural stone. All removal must be identified and measured in situ by the Owner's representative.

Unit Price 2 is: \_\_\_\_\_ per cubic yard

UNIT PRICE 3: BIDDER agrees to excavate and install an additional 8" CIP storm pipe installed 6' deep:

Unit Price 3 is: \_\_\_\_\_ per linear foot

EXECUTION OF CONTRACT

This contract consists of the Standard Contract Requirements; the Department's Standard Details and Specifications, as they apply; the Department's General Bidding and Contract Requirements; the Technical Specifications; the Bid; the Plans with all of the notes thereon (excluding any records or reports of test borings, underground structures, and test piles); any additional exhibits or attachments to any of the foregoing; and any addenda thereto issued by the PRA/City (collectively, the "Contract").

NOTE: ANY CONTRACT THAT IS NOT EXECUTED IN ACCORDANCE WITH THE INSTRUCTIONS PROVIDED BELOW, MAY, IN THE SOLE DISCRETION OF THE PHILADELPHIA REDEVELOPMENT AUTHORITY, BE REJECTED.

SIGNING OF CONTRACT

If Contractor is an INDIVIDUAL or a PARTNERSHIP, date and sign the Contract here, with original signatures, in ink.

This \_\_\_\_\_ day of \_\_\_\_\_ 2024

\_\_\_\_\_  
(Signature of Owner, Partner)

\_\_\_\_\_  
(Type or Print Name and Title)

\_\_\_\_\_  
(Business Name of Bidder)

If Contractor is a CORPORATION, date and sign the Contract here with original signatures, in ink, by (a) President or Vice-President of the corporation AND (b) Secretary, Assistant Secretary, Treasurer or Assistant Treasurer of the corporation; and (c) affix the seal of the corporation. If the Contract is not signed by the President or Vice-President; and Secretary, Assistant Secretary; Treasurer or Assistant Treasurer, attach a duly certified corporate resolution authorizing the person signing in place of such officers to execute this Contract for the corporation.

This \_\_\_\_\_ day of \_\_\_\_\_ 2024

\_\_\_\_\_  
(Corporate or Business Name of Bidder) CORPORATE SEAL

\_\_\_\_\_  
(Address, Including Zip Code)

\_\_\_\_\_  
(Telephone Number)

Project No. 16478E-01-01

Vincent G. Panati Playground

Issue Date: 02/09/2024

Philadelphia, Pennsylvania

\_\_\_\_\_  
(Signature of President or Vice President)  
Treasurer or

\_\_\_\_\_  
(Signature of Secretary, Asst. Secretary,  
Assistant Treasurer

\_\_\_\_\_  
(Type or Print Name and Title)

\_\_\_\_\_  
(Type or Print Name and Title)

SECTION 004313 – BID BOND

PROJECT NAME: VINCENT G. PANATI PLAYGROUND

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. 2024

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 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 004313



SECTION 007200 – STANDARD CONTRACT REQUIREMENTS

**CITY OF PHILADELPHIA**



**STANDARD CONTRACT REQUIREMENTS  
FOR BEST VALUE PUBLIC WORKS  
CONTRACTS**

**PROCUREMENT DEPARTMENT**

June 2020

**CITY OF PHILADELPHIA**  
**STANDARD CONTRACT REQUIREMENTS**

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## STANDARD CONTRACT REQUIREMENTS

### A. DEFINITIONS

1. **Definitions.** The terms used in the Contract Documents shall have the following meanings:
  - a. "ADA" has the meaning set forth in Paragraph 111 below.
  - b. "Amendment" means a written modification or change to any Contract Document signed by both Parties and, as to the City, approved by the Law Department.
  - c. "Applicable Law" means all applicable present and future federal, state, or local laws, ordinances, executive orders, rules, regulations and all court orders, injunctions, decrees, and other official interpretations thereof of any federal, state, or local court, administrative agency, or governmental body, including the City of Philadelphia (the "City"), the Commonwealth of Pennsylvania (the "Commonwealth"), and the United States of America ("USA"). Applicable Law includes, without limitation, laws, etc., relating to the environment, the Philadelphia Home Rule Charter ("HRC"), as amended from time to time, The Philadelphia Code ("Code"), as amended from time to time, and the specific laws set forth in Paragraphs 103–114 below, each as amended from time to time. Respondents submit Proposals, and the parties execute, deliver, and perform their respective obligations under the Contract, under and pursuant to the applicable provisions of all Acts of the General Assembly of the Commonwealth and applicable ordinances of the City, as such enactments may hereafter be supplemented or amended.
  - d. "Application for Final Estimate" has the meaning set forth in Paragraph 52 below.
  - e. "Application for Payment" has the meaning set forth in Paragraph 48 below.
  - f. "Application for Semi-Final Estimate" has the meaning set forth in Paragraph 51 below.
  - g. "Best Value Contract – Public Works" means the instrument by that name, part of the Contract Documents, which sets forth terms, covenants, and conditions specific to Contractor's engagement.
  - h. "Change Order" means an instrument altering the scope of the work under the Contract issued under Paragraph 44 below.
  - i. The "City" means The City of Philadelphia, a corporation and body politic existing under the laws of the Commonwealth, and includes its various executive and administrative departments, agencies, boards, and commissions, including the Department, and its legislature, City Council. The City is a City of the First Class under the laws of the Commonwealth.
  - j. "City-Work" has the meaning specified in Paragraph 103(d) below.
  - k. "Contingent Price" means a price for a unit or component of work specified on the "Contingent Price List" published from time to time by the City.
  - l. "Commonwealth" means the Commonwealth of Pennsylvania.
  - m. "Contract" means the agreement of the Parties evidenced by the Contract Documents.
  - n. "Contract Documents" means these Standard Contract Requirements; the Best Value Contract – Public Works, the Department's Standard Details and Specifications, as they apply; the Department's General Proposal and Contract Requirements; the Request for Proposals; the Technical Specifications; the Proposal; the Plans with all of the notes thereon (excluding any records or reports of test borings, underground Structures, and test piles); the Notice to Proceed ("NTP"), the Notice of Contract Award ("NCA"), the performance bond and the payment bond, as prepared by the Department and issued with the RFP, and includes all exhibits, schedules,

and addenda, if any, to any of the foregoing documents, and any and all Amendments and Change Orders.

o. "Contractor" means the Person providing services to the City and has entered into the Contract with the City, has had its authorized individual(s) sign the Contract Documents on behalf of the Person but does not include, without the City's written consent, any subsidiary, affiliate, agent, etc., or parent company, if any, of the Contractor.

p. "Current Estimate" has the meaning set forth in Paragraph 49 below.

q. "Department" means the department, board, commission, or agency of the City defined as the Department in the introductory paragraph of the Best Value Contract – Public Works.

r. "Disputed Change Order" has the meaning set forth in Paragraph 45 below.

s. "Event of Insolvency" means (a) the filing of a voluntary petition by the Contractor under the Federal Bankruptcy Code or any similar state or federal law; or (b) the filing of an involuntary petition against the Contractor under the Federal Bankruptcy Code or any similar state or federal law which remains undismissed for a period of forty-five (45) days; or (c) the Contractor's making of an assignment for the benefit of creditors; or (d) the appointment of a receiver for the Contractor or for the property or assets of the Contractor, if such appointment is not vacated within forty-five (45) days thereafter; or (e) any other proceeding under any bankruptcy or insolvency law or liquidation law, voluntary or otherwise; or (f) the Contractor proves unable to pay its obligations as they mature; or (g) the Contractor is insolvent as otherwise defined under any Applicable Law.

t. "General Proposal and Contract Requirements" means the additional proposal and contract conditions and requirements specifically prepared by the Department for a specific RFP (which may accompany the Technical Specifications) and may from time to time include, but not be limited to, proposal forms, special or additional or supplementary instructions to Respondents, minimum wage rate schedules, prevailing wage rate schedules, contingent price lists, requirements of the City's Office of Economic Opportunity ("OEO"), and general tax requirements.

u. "Inspector" means the representative of the City's Project Manager assigned to inspect work and the delivery of services under the Contract.

v. "Lump Sum Breakdown" has the meaning set forth in Paragraph 48 below.

w. "Non-Competitively Bid Contract" has the meaning set forth in Section 17-1401 of the Code.

x. "Notice of Contract Award" ("NCA") means a notice from the City to the Respondent informing the Respondent of the City's determination to award the Contract to the Respondent.

y. "Notice to Proceed" ("NTP") means a notice from the City to the Contractor authorizing the Contractor to commence work under the Contract.

z. "Operating Commissioner" means the director, commissioner, or other head of the Department issuing the work to the Contractor pursuant to the Contract.

aa. "Party" means either the City or Contractor, and "Parties" mean the City and the Contractor.

bb. "Person" means any individual, sole proprietorship, association, company, firm, partnership, limited partnership, joint venture, corporation, limited liability company, or other form of entity or association recognized at law.

cc. "PGW" means the Philadelphia Gas Works.

dd. "Plans" means the general plans and design drawings which accompany the Technical

Specifications, the Standard Details and Specifications, and such detail and supplementary drawings as may be furnished from time to time.

ee. "Procurement Commissioner" means the head of the City's Procurement Department, or his or her designee.

ff. "Procurement Department" means the Procurement Department of the City.

gg. "Project" means all of the work which the City seeks to complete at the Project site, including, but not limited to, the work which the Contractor has agreed to perform under the Contract. The Project includes other work at the Project site by the City and by other contractors pursuant to other City contracts.

hh. "Project Manager" means the designated representative of the City officer in charge of the construction branch, division or unit of the Department, or the individual specifically designated as "Project Manager" in the Technical Specifications, and any other individual who may be designated in writing by the Project Manager as his or her representative. The City may delegate or provide for the performance of certain duties and functions of the Project Manager by architectural or engineering firms under contract with the City.

ii. "Proposal" means a Respondent's signed response to an RFP, including, but not limited to, price and other specific terms and conditions, submitted to the Procurement Department pursuant to an RFP.

jj. "Public Works Contract(s)" means any contract awarded by the Procurement Department for the construction, reconstruction, alteration, or repair of any public building or other public work or public improvement within the City and County of Philadelphia.

kk. "Request for Proposals" or "RFP" means a public invitation to submit competitive Proposals for a specific City contract or City contracts that is or are issued by the Procurement Department in accordance with Section 8-200(5) of the Philadelphia Home Rule Charter. An RFP includes all addenda thereto issued by the Procurement Department.

ll. "Respondent" means a Person submitting a Proposal, signed by the Person, to the Procurement Department pursuant to an RFP. Respondent includes only the Person who signs the Contract. Respondent does not include, without the written consent of the City, any subsidiary, affiliate, agent, etc., or parent company, if any, of the Person.

mm. "Responsibility" or "Responsible" means the capacity to perform a City contract in accordance with its terms and conditions. Elements of Responsibility include the following, among others: judgment, skill, promptness, faithfulness, skillful workers, honesty of the Contractor, financial standing, reputation, experience, resources, facilities, past history of adherence to plans and specifications, capacity and ability to do the work according to the plans and specifications, availability and efficiency, and such other factors as may be determined by law and the City.

nn. "Scope of Services" means the document(s) attached as an exhibit (or as exhibits) to the Best Value Contract – Public Works, setting forth the services to be rendered under this Contract, the time frames within which the services are to be rendered, and other requirements Contractor must satisfy in rendering the services.

oo. "Semi-Final Estimate" has the meaning set forth in Paragraph 51.

pp. "Shop Drawings" means all drawings, diagrams, illustrations, brochures, schedules, performance charts, instructions, and other data which are prepared by the Contractor, its Subcontractors, suppliers, distributors, or equipment fabricators or manufacturers, and which illustrate the manufacture or fabrication of the product or equipment or any part thereof, and which are submitted to the Department to establish that the materials, articles, and components of equipment Contractor proposes to supply will, when installed, meet all requirements of the Contract Documents.

qq. "Standard Contract Requirements" or "SCR" means these Standard Contract Requirements of the City in connection with RFPs for, and the award, execution, and performance of Best Value Public Works Contracts, except as modified by the Department's General Proposal and Contract Requirements, the Technical Specifications and Plans, and any other special requirements for the Contract. These Standard Contract Requirements are attached to and form an integral part of the Contract Documents.

rr. "Standard Details and Specifications" means the standard details and specifications for specific, recurring types of work or components thereof, as may be issued by the Department from time to time, *e.g.*, the Standard Details and Standard Specifications for Sewers, as issued by the Philadelphia Water Department, or the Standard Construction Items, as issued by the Department of Streets.

ss. "Structures" has the meaning set forth in Paragraph 79 below.

tt. "Subcontract" means a contract made between the Contractor and a Subcontractor, or between a Subcontractor and a sub-subcontractor at any tier, providing for the completion of one or more portions of the work which the Contractor has agreed to perform under the Contract, including agreements for the manufacture or supply of equipment, systems, or components forming part of such work.

uu. "Subcontractor" means a Person performing at any tier under a contract with the Contractor or another Subcontractor one or more portions of the work which the Contractor has agreed to perform under the Contract. Subcontractors shall include, without limitation, vendors, manufacturers, suppliers, or other Persons contracting with a Subcontractor or the Contractor for the manufacture or supply of equipment, systems, or components forming part of the work under the Contract. There is no contractual relationship (privity of contract) between the Contractor's Subcontractor or a Subcontractor's subcontractor and the City.

vv. "Substantial Completion" or "Substantially Complete" or "Substantially Completed" means that construction is sufficiently complete in accordance with Contract Documents and certified by the Project Manager, as modified by Change Orders or amendments, so that (a) the work under this Contract can be used, occupied, or operated for its intended use, and (b) all applicable permits and licenses, including, if applicable, a statement or certificate of occupancy, shall have been duly issued by all government offices, including those of the City. In no event shall the Contract be certified as substantially complete until the Contractor has completed at least ninety percent (90%) of the work under the Contract.

ww. "Technical Specifications" means the written and detailed requirements prepared by the Department, or its consultants or representatives, for materials, equipment, systems, standards, and workmanship for the work under this Contract and related services to be performed under the Contract.

xx. "Working Days" means calendar days, less allowances for days or parts of days, in increments of one-quarter (1/4) day, for conditions entirely beyond the control of the Contractor as defined in Paragraph 21(c)(2) and also excludes New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, and Christmas Day, or the Monday thereafter when these days occur on Sunday, and Saturdays and Sundays shall not be considered Working Days.

yy. "Working Drawings" means those drawings prepared by the Contractor to supplement the Plans and Shop Drawings to accurately and clearly depict all working and installation dimensions, arrangement and sectional views, units of equipment in the proposed positions for installation, details of required attachments and connections, and dimensioned locations between units and in relation to the existing and proposed Structures. Working Drawings shall show all necessary details and information for making connections between the various trades, including, but not limited to, power supplies and interconnecting wiring between units, accessories, and appurtenances.

**2. Interpretation; number, gender.** The words "herein," "hereof," and "hereunder" and other words of similar import refer to the Contract as a whole, including all of the Contract Documents, and not to any particular article, paragraph, subparagraph, or clause contained in the Contract Documents. Whenever the context requires, words used in the singular shall be construed to include the plural and vice versa, and pronouns of any gender shall be deemed to include the masculine, feminine, and neutral genders.

## **B. PROPOSAL SUBMISSION REQUIREMENTS**

### **3. Examination of Contract Documents and Site.**

a. Respondents shall thoroughly acquaint themselves with the Contract Documents, including, without limitation, a careful study and review of the Plans and Technical Specifications. Respondents shall examine in detail the Project site and shall acquaint themselves with conditions affecting the work under the Contract and the overall Project, and, when applicable, the condition of walls and foundations of overlying and adjacent Structures, the character of the paving, and the soil and subsurface soil. The Proposal shall be prepared with due regard to the provisions of the Contract Documents and to the conditions existing or to be anticipated at the Project site.

b. Where test borings, test piles, and existing underground and above-ground Structure locations are reported on or included with the Contract Plans or Technical Specifications, or where they are provided as separate Plans or Technical Specifications, they are for the information of the City only and are not provided to Respondents to show the conditions to be encountered by the Respondent; the correctness, accuracy, or interpretation of the information is not guaranteed or warranted in any fashion by the City; and in no event is any boring or underground or above-ground Structure information to be considered as a part of the Contract, notwithstanding any provision to the contrary, that may appear in the Technical Specifications. If a Respondent uses any of this information in preparing its Proposal, Respondent shall assume any and all risks resulting from conditions that differ from the conditions or approximations shown on the Plans or Shop Drawings.

1. If Respondent desires to obtain similar data or information, or to conduct an independent subsurface investigation of the Project site, the Respondent must notify the Department in writing at least ten (10) days prior to the deadline for Proposals, or not later than five (5) days after the date on which Proposals are first advertised by the City, whichever date is earlier. Upon written notice from Respondent, the City shall afford Respondent the opportunity, at Respondent's sole expense, to make test borings or soundings, to drive test piles, or to dig test pits on that portion of the Project site in which the work under this Contract will take place. Respondent shall be responsible for complying with all Applicable Law relating to such activity. The foregoing notwithstanding, the City reserves the right to reject such investigations by any Respondent when the City deems such rejection to be in the City's best interest. If the City permits such investigations by any Respondent, then (a) each such Respondent, prior to its entry onto the Project site, shall deliver to the City a certificate of insurance conforming to the requirements of Paragraph 26 below and a License Agreement in the form provided by the City; (b) each such Respondent shall indemnify, defend, and hold the City harmless from and against any and all claims, causes of action, suits, damages, losses, costs, and expenses, whether for personal injury or property damage or for any other reason, arising out of such Respondent's entry on the Project site; (c) such Respondent covenants and agrees that it shall restore the Project site to the same condition as existed prior to such Respondent's entry onto the Project site; (d) the City reserves the right to require the delivery of payment and performance bonds prior to any entry onto the Project site by such Respondent; and (e) in the event more than one Respondent seeks to conduct such investigations, the City reserves the right to coordinate and schedule such investigations so as to minimize interference with the use of the Project site and other adjacent sites and any interference with other work at the Project site or adjacent to the Project site.

2. Failure of a Respondent to notify the Department in writing of a Respondent's desire to obtain such information shall operate as an absolute bar to any claim by a Respondent that it had no reasonable means of making an independent subsurface investigation of the site.

c. If a Respondent discovers or encounters any ambiguity or discrepancy in the Contract Documents in the course of preparing its Proposal, the Respondent shall promptly notify the Department of the ambiguity or discrepancy prior to the deadline for Proposals. The City, so advised, may, at its sole discretion, determine whether such ambiguity or discrepancy exists and whether any corrective action is necessary.

**4. Multiple Proposal Restriction.** No Respondent shall be a party to more than one (1) Proposal for the same RFP. A violation of this condition may, in the sole discretion of the Procurement Commissioner,

result in rejection of any or all such Proposals in which the Respondent is interested.

**5. Proposal Submission.**

a. By submitting a Proposal, the Respondent certifies that it is familiar with the Project site and the conditions affecting the Project site, that it has thoroughly reviewed the Contract Documents, and that all work can be completed for the amount stated in the Proposal and within the Contract time specified. No Proposal may be considered if received after the deadline for Proposals established by the RFP and no Proposal may be modified after that date and time, except as provided herein or by Applicable Law.

b. It is the sole responsibility of the Respondent to ensure that it has received any and all addenda and the Procurement Commissioner may, in his or her discretion, reject any Proposal for which all addenda have not been executed and returned in accordance with the instructions provided therein.

c. Where a unit or other price (including a unit price extension or the aggregate or total price) contained in the Proposal contains a mistake or error in computation, or is otherwise ambiguous as to computation, or there is a discrepancy between a unit price and an extended price for a work or line item, and where the mistake, ambiguity, or discrepancy is not discovered prior to contract award and results in the award of a contract to the Respondent, which award is later determined to be mistaken or erroneous, or the Contract Amount is determined to be erroneous, based upon a re-computation of the unit prices and the total price, the Contractor shall bear the sole financial risk of such mistake or ambiguity, and such mistake or ambiguity shall be construed solely against the Contractor and in favor of the City. In all such cases of price mistake, ambiguity, or discrepancy, if work under the Contract has not yet commenced, the City shall have the discretion, at its sole option, to formally rescind the Contract. If work under the Contract has already commenced, the City shall have the discretion, at its sole option, to make payment at the unit price as recomputed at the mistaken or ambiguous unit price. In the event of a rescission or reformation of the contract under this Paragraph, the Contractor agrees and acknowledges that it shall have no claim against the City, including any claim for breach of contract or breach of any other legal duty, or for lost profits, costs, damages, or expenses of any kind, arising out of the rescission or reformation. In the event that the City disputes payment to the Contractor at a mistaken or ambiguous unit price, and the parties cannot mutually agree upon a price to be paid to the Contractor for the item of work in question, the payment to the Contractor for the item of work shall not exceed the payment which would be made pursuant to Paragraph 47, and the City's liability to the Contractor for such item of work shall not in any event exceed the Contract Amount as specified in Paragraph 40.

**6. Security for Execution of Contract.** The Respondent shall include with its Proposal a bid bond in the amount of ten percent (10%) of the gross amount of the Proposal. The gross amount of the Proposal shall mean the sum of all items enumerated in the Proposal, without reduction for "deduct" alternates. All Respondents must use the City's standard bid bond form, which is included in the RFP or otherwise available at the City's Procurement Information Center (Rm. 170 Municipal Services Bldg.) in fulfilling the requirement of this Paragraph. The City shall not accept any other bid bond form. The Respondent may not submit cash. Upon return of the duly executed Contract Documents to the City's Law Department, the bid bonds of all Respondents shall be deemed released.

**7. Proposal Processing Fee.**

a. In addition to bid security and any other fee or monies required, the Proposal shall be accompanied by a non-refundable processing fee in the form of a separate check payable to the City based on the gross amount of the Proposal in accordance with the formula below. Cash is not acceptable. The gross amount of the Proposal shall be the sum of all items enumerated in the Proposal, including "add" alternates, without reduction for "deduct" alternates.

\$0	when gross Proposal does not exceed \$10,000
\$10	when gross Proposal is or exceeds \$10,000 but does not exceed \$100,000
\$30	when gross Proposal is or exceeds \$100,000 but does not exceed \$300,000
\$50	when gross Proposal is or exceeds \$300,000 but does not exceed \$500,000
\$100	when gross Proposal is or exceeds \$500,000 but does not exceed \$1,000,000



\$200	when gross Proposal is or exceeds \$1,000,000 but does not exceed \$2,000,000
\$300	when gross Proposal is or exceeds \$2,000,000 but does not exceed \$3,000,000
\$400	when gross Proposal is or exceeds \$3,000,000 but does not exceed \$4,000,000
\$500	when gross Proposal is or exceeds \$4,000,000 but does not exceed \$5,000,000
\$600	when gross Proposal is or exceeds \$5,000,000.

b. For the purpose of estimating the amount of the Proposal processing fee, it will be assumed that the amount of work and labor or the quantities of materials or supplies to be furnished will be in accordance with the estimated quantities found opposite each item in the Proposal. However, the City will not be bound by such estimates in regard to the actual quantities of work and labor or materials or supplies required to be furnished under the Contract.

c. Failure to submit the Proposal processing fee may result in the Respondent's disqualification from submitting a Proposal. In addition, if an award is made pursuant to the RFP and Proposal, any unpaid processing fees owed by the Respondent to the City must be paid prior to the City's release of any payments to the Contractor under the Contract.

**8. Business Tax Requirements.** Any Contractor or vendor of goods, wares, and merchandise or purveyor of services who submits a Proposal and is awarded a contract by the City or the School District of Philadelphia ("School District" or "SDP") is subject to the City's business tax and applicable ordinances and regulations. Anyone who is awarded a contract by the City or the School District of Philadelphia pursuant to a formal bid solicitation, including an RFP, shall be deemed to have entered into a contract within the City, and the subsequent delivery of goods into the City or performance of services within the City constitutes "doing business" in the City and subjects the successful Respondent to one or more of the following taxes: (a) Business Privilege Tax; (b) Net Profits Tax; and (c) City Wage Tax. The successful Respondent, if not already paying the aforesaid taxes, is required to apply to the Department of Revenue for a tax identification number and to file appropriate business tax returns as provided by law.

**9. Tax Indebtedness.** The successful Respondent shall represent, warrant, and covenant that the Contractor and any entities controlling the Contractor, under common control with the Contractor, or controlled by the Contractor are not currently indebted to the City, and will not at any time during the term of the Contract be indebted to the City, and will not at any time during the term of this Contract (including any extensions or renewals thereof) be indebted to the City, for or on account of any delinquent taxes (including, but not limited to, taxes collected by the City on behalf of the School District of Philadelphia), liens, judgments, fees, or other debts for which no written agreement or payment plan satisfactory to the City has been established. In addition to any other rights or remedies available to the City at law or in equity, the Contractor acknowledges that any breach or failure to conform to this representation, warranty, and covenant may, at the option of the City, result in the withholding of payments otherwise due to the Contractor and, if such breach or failure is not resolved to the City's satisfaction within a reasonable time period specified by the City in writing, may result in the offset of any such indebtedness against said payments or the termination of this Contract for default (in which case the Contractor shall be liable for all excess costs and other damages resulting from the termination), or both.

**10. Commercial Activity License.** A Commercial Activity License ("CAL") is required for every Person desiring to engage in any business within the City, whether or not such Person maintains a place of business in the City. The successful Respondent will be required to furnish a CAL number at the time of Contract award, but no later than before the "Notice to Proceed" is issued. In the event the successful Respondent has applied for, but not been issued, a CAL, a photocopy of the application will be acceptable. The CAL is a one-time license with no expiration date. Only one (1) license is needed for multiple locations or for multiple businesses for the same Person. If the Respondent has never had a CAL assigned, the Respondent may request one by filing a "Miscellaneous License Application." In order to be assigned a CAL, it is necessary to have a "Philadelphia Business Tax Account Number." This is a number assigned by the City's Department of Revenue to identify City tax accounts. If the Respondent has never had a number assigned, the Respondent may request one by filing an "Application for Philadelphia Business Tax Account Number." Any tax account previously opened for the Respondent which is unsettled or delinquent will cause delay and may preclude the issuance of a new license. Applications may be obtained from the Department of Licenses and Inspection, License Issuance Unit.

11. **Comparison of Proposals.** Proposals will be compared on the basis of the aggregate of all the items of the Proposal, unless otherwise specified in the General Proposal and Contract Requirements.

12. **Award of Contract.** The City shall make the Contract award to the Respondent whose Proposal provides the City with the best value based on criteria established by the Procurement Department by regulation. In addition to contract price, the City may consider several other factors, including, but not limited to, the quality of goods or services supplied, ease of repair, compatibility with other City equipment or services, responsiveness, past performance of the Respondent, and any other reasonable factors specified in the RFP. The Procurement Commissioner, in his or her sole discretion, may reject all Proposals, if deemed in the best interests of the City.

13. **Binding Contract and Execution of the Contract.**

a. The award shall not become a contract binding upon the City until after written Notice of Contract Award is made by the Procurement Department to the Respondent whose Proposal provides the City with the best value and until after all of the following conditions have been satisfied:

1. Successful Respondent posts a proper performance bond and a proper payment bond on the City's current bond forms within the time set forth in the Notice of Contract Award;
2. Successful Respondent provides proof of the requisite insurance;
3. The Contract is approved as to form by the City's Law Department;
4. The Director of Finance and the City Controller's Office certify the availability of funds for the Contract; and
5. The Procurement Commissioner executes the Contract.

The Procurement Commissioner may, in his or her sole discretion, cancel any contract award if any of the above conditions are not satisfied, or if the Procurement Commissioner, in his or her sole discretion, determines cancellation of the contract award to be in the best interests of the City. In the event of such cancellation, the successful Respondent agrees and acknowledges that it shall have no claim against the City, including any claim for breach of contract or breach of any other legal duty, or for lost profits, costs, damages, or expenses of any kind.

b. In no event shall the Contract awarded to the Contractor be construed or deemed to include as a term, covenant, or condition any exception, addition, or other term which the Respondent may have included as part of its Proposal, except as may be expressly approved by the Procurement Commissioner.

14. **Contract Surety.** As provided by the Act of 1967, December 20, P.L. 869 (8 P.S. § 193.1, *et seq.*, as amended), the successful Respondent will be required at the time of execution of the Contract to give security for the faithful performance of the work and for compliance with the Contract in the form of a performance bond with a surety company approved by the City in a sum equal to 100% of the amount of the Contract (equal to the Proposal amount plus any contingency amount). In addition, as provided by the Act of 1967, December 20, P.L. 869 (8 P.S. § 193.1, as amended), the Contractor will be required at the time of execution of the Contract to give a payment bond with a surety company approved by the City in a sum one hundred percent (100%) of the amount of the Contract (equal to the Proposal amount plus any contingency amount) conditioned for the full payment of Subcontractors and others furnishing labor and materials in the performance of the Contract. Both the performance and payment bonds must be submitted by the Respondent to the City on bond forms provided by the City.

C. **GENERAL REQUIREMENTS OF THE CONTRACT**

15. **Unauthorized Acts.** Any act of any City representative, official, agent, or employee, which is not within the scope of his or her authority as set forth in the Contract Documents or pursuant to the

Philadelphia Home Rule Charter, shall not be binding on the City and shall not be deemed as a defense to the Contractor for the breach of any of the terms and conditions of the Contract.

**16. Cancellation of the Contract.** The Contractor will not be required to proceed with the work of the Contract if:

- a. for any reason for which the Contractor is not responsible, the Contractor cannot commence work within three (3) months from the date of execution of the Contract, except in the case of Contracts for street improvements, when six (6) months shall be the limiting period; or
- b. at any time prior to the issuance of the Notice to Proceed, the City, in its sole discretion, determines that it must reduce the scope of the work in an amount equal to or greater than twenty-five percent (25%) of the amount of the Proposal. In such event, the City shall give notice thereof to the Contractor.

In the event the Contractor cannot commence work, the Contractor shall give notice of cancellation within five (5) days after the date of three (3) months from the date of execution of the Contract by the Contractor, except in the case of Contracts for street improvements, when the Contractor shall give such notice six (6) months from the date of execution of the Contract by the Contractor. In the event the City gives notice to the Contractor that the City has determined to reduce the scope of the work as provided in Paragraph 16(b) above, then the Contractor shall give notice of cancellation within five (5) days after the date the Contractor receives such notice from the City or otherwise the Contract shall remain valid.

This Paragraph shall not apply to Contracts entered into for work the commencement of which is dependent upon progress of other contracts where this condition is plainly indicated by the character and location of such work at the time the City issues the RFP and where departmental constraints limit construction activities as described in the Technical Specifications. The City shall have no liability, by way of any penalty or otherwise, arising out of the cancellation of the Contract pursuant to this Paragraph.

**17. Termination for the Convenience of the City.** The City may terminate this Contract at any time during the term of the Contract for any reason, including, without limitation, the City's own convenience. Written notice of termination shall be sent to the Contractor by the Procurement Commissioner and said notice shall set forth the effective date of the termination. Upon receipt of such notice of termination, the Contractor shall stop all work under the Contract. Upon termination under this Paragraph, the City shall be liable to the Contractor only for the cost and profit on the physical work then completed on the job site by the Contractor and in place. The City shall have no additional liability or cost for termination of the Contract, including, but not limited to, any penalty, the Contractor's anticipated profits, the Contractor's estimating costs, or any loss on the work terminated. If termination of the Contract occurs prior to the issuance of the Notice to Proceed, the City shall not be liable to the Contractor for any cost or lost profits of the Contractor, regardless of whether the Contractor may have performed some physical work, except where the Project Manager has otherwise authorized in writing the commencement of work by the Contractor, in which case the City's liability to the Contractor shall be governed by the prior terms of this Paragraph. Termination of the Contract shall not affect any obligation or liabilities of either Party accruing prior to termination.

**18. Contractor's Obligations.** The work to be done under the Contract is set forth in detail in the Contract Documents. The Contractor shall furnish all labor, materials, plant, tools, and appliances and shall complete the work to the satisfaction of the Project Manager in the manner and within the time required in the Contract Documents at the prices set forth in the Contract. If at any time the Contractor's methods, workforce, or equipment appear to the Project Manager to be unsafe, insufficient, or inadequate for the proper performance of the provisions of the Contract, the Project Manager may order the Contractor to make such changes as the Project Manager may deem necessary and the Contractor shall comply with such orders. However, the failure of the Project Manager to make such demands shall not relieve the Contractor of its obligations under the Contract. The Contractor shall maintain an office on the Project site where orders and instructions may be delivered and shall give personal attention to the faithful performance of the work of the Contract. The Contractor shall employ a competent representative or superintendent on the Project site who shall have full authority to receive

and execute orders and to supply such labor, tools, and materials as may be required for the proper performance of the work.

**19. Performance of Work by the Contractor.** The Contractor is required to use its own work force and perform on the site an amount of work that has a value of at least twenty percent (20%) of the original total contract price, exclusive of profit, overhead, and the costs of procuring insurance and bonds. The Contractor shall submit with its Proposal a complete description of the work it will perform (e.g., earthwork, paving, brickwork, roofing, etc.), the percentage of the total work this represents, and the estimated dollar value thereof.

**20. Materials and Equipment Loaned or Rented by the City.** Any materials or equipment loaned or rented by the City to the Contractor for use on the particular job must be returned by the Contractor in kind or in cash or as a credit to the Contract as determined by the Department or the Contractor will be considered in default of the Contract. The use or operation of such material or equipment shall be at the Contractor's own risk. The material or equipment shall be taken in its "AS IS" condition and the Contractor shall maintain the material or equipment in the same condition as when received, less normal wear and tear. Should damage occur, repair or replacement shall be made by the Contractor at its own expense at the election and to the satisfaction of the City in accordance with specifications approved in writing by the City.

**21. Contract Time.**

a. Times set forth in the Contract Documents for the performance of the work or any portions thereof are essential elements of the Contract. The Contractor shall begin work within ten (10) days from the date of issuance of the Notice to Proceed from the Department directing the Contractor to proceed with the work and shall complete all work covered by the Contract Documents within the time specified in the General Proposal and Contract Requirements. The Contract completion date shall be determined by reference to the date of the issuance to the Contractor of the Notice to Proceed. In submitting a Proposal, the Contractor acknowledges and agrees that the Contract time, as specified in the General Proposal and Contract Requirements, is a reasonable period for performing the work.

b. Except as may otherwise be required by the General Proposal and Contract Requirements or the Technical Specifications, the Contractor shall prepare and submit to the Project Manager, before starting work, a written and detailed construction schedule which shall, at a minimum, indicate the milestone dates on which the Contractor intends to start and end each of the principal items of work under the Contract and which shall indicate generally how the Contractor intends to complete the work under the Contract within the Contract time specified. The Contractor's construction schedule shall include a schedule or timeline for submission of Shop Drawings or other submittals to the Department, which shall be coordinated with the overall construction schedule and which allows for a reasonable time for the Department or the Project Manager to review the submittals or such time as the Department or the Project Manager may otherwise require pursuant to any of the Contract Documents. The Contractor's construction schedule shall in no event exceed the time allotted for completion of the Contract. From time to time, the Contractor shall revise and update its construction schedule to show changes to the schedule and any agreed revisions to the Contract time. The Contractor acknowledges that its failure to submit a written schedule to the Project Manager, as herein provided, shall preclude the assertion of any claims for delay or interference to Contractor's schedule or prosecution of the work and shall further preclude the assertion of any claim or request for an extension of the Contract time.

c. The Contractor shall be entitled to a reasonable extension of time for unavoidable delays or interference in completion of the Contract caused by:

1. Any acts or omissions of the City (but not PGW or its contractors or any other non-City utilities or authorities) that occur subsequent to the issuance of the Notice to Proceed and cause delay in the completion of the Contract by failure to give possession of the Project site, by changes in the Plans and Technical Specifications, or by requiring for any cause the suspension of the work under the Contract, except where such suspension is the result of a default or other act or omission by the Contractor. Any delay or postponement in the issuance of the Notice to Proceed shall not entitle the Contractor to an extension of the Contract time and shall not give rise to any claim for delay, disruption, or interference by the Contractor.

2. Causes not reasonably foreseeable by the Parties at the time of the complete execution of the Contract and which are entirely beyond the control and without the fault or negligence of the Contractor, including, but not limited to, acts of God, acts of the public enemy, acts of governmental authorities, quarantine restrictions, general strikes throughout the trade or freight embargoes not caused or participated in by the Contractor, fire, floods, pandemics, and weather of unusual severity, e.g., hurricanes or tornadoes.

d. Delays caused by the Contractor's Subcontractors or materialmen shall not, in themselves, be cause for an extension of time by the City. To warrant an extension of time, such delays must be occasioned by the same causes specified in Paragraphs 21(c)(1) and (2) above.

e. Time extensions shall be handled as follows:

1. Within five (5) days after the beginning of any delay or interference to its construction schedule, the Contractor shall notify the Project Manager in writing of the occurrence of the delay or interference stating with reasonable particularity the cause or causes of the delay or interference and the Contractor's intention to seek an extension of time.

2. Any claim by the Contractor for a time extension must be made in writing to the Project Manager within ten (10) days after the conclusion of the delay or interference for which a time extension is requested or the City will not consider such claim. The City shall not in any event grant a time extension for any delay or interference which was incurred more than five (5) days before the Contractor gave written notice as required in subparagraph (1) above.

3. Before the Project Manager reviews a claim for a time extension, the Contractor shall demonstrate in writing the effect of the delay or interference on the Contractor's construction schedule, including plotting such effect on the Contractor's critical path documents, showing graphically therein the effect on the Contract completion date, both in calendar days and Working Days. This depiction of the delay or interference must accompany the written claim for a time extension submitted in accordance with subparagraph (2) above. If the Contractor believes that it has been impacted beyond a mere time delay, the Contractor shall also provide the Project Manager with an estimate of the costs incurred by the Contractor as a result of the delay or interference. The failure of the Contractor to provide the Project Manager with this contemporaneous cost estimate shall bar any later claim by the Contractor for any costs incurred as a result of the delay or interference.

4. If the Project Manager determines that an extension of time is in order, the time allowed for any delay will be added to and will correspondingly extend the Contract time for completion and adjust any Contract completion milestones set forth in the General Proposal and Contract Requirements or the Technical Specifications. The Contractor agrees that a time extension granted by the Project Manager shall be its sole remedy for a delay or interference and shall operate as a full and complete release of any claim by Contractor for any and all costs and expenses related to or arising out of the event giving rise to the delay or interference.

f. NOTWITHSTANDING ANYTHING TO THE CONTRARY CONTAINED HEREIN, THE CONTRACTOR AGREES AND ACKNOWLEDGES THAT THERE SHALL BE NO PAYMENT OR COMPENSATION OF ANY KIND TO THE CONTRACTOR FOR DAMAGES OR COSTS ARISING FROM ANY DELAY OR INTERFERENCE WHETHER SUCH DELAY IS AVOIDABLE OR UNAVOIDABLE. CONTRACTOR FURTHER AGREES AND ACKNOWLEDGES THAT ITS SOLE REMEDY IN THE CASE OF DELAYS OR INTERFERENCES TO ITS CONSTRUCTION SCHEDULE WHICH ARE ATTRIBUTABLE TO THE CITY SHALL BE A REASONABLE EXTENSION OF THE CONTRACT TIME.

g. On contracts on a calendar day basis (a specified number of days), no allowance will be made for Saturdays, Sundays, or holidays. On contracts on a Working Day basis, allowances will be made for days or parts of days in increments of one-quarter (1/4) day for conditions entirely beyond the control of the Contractor. New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, Christmas Day, or the Monday thereafter when these days occur on a Sunday, and Saturdays and Sundays shall not be considered as Working Days. The Department shall keep a record of the Working Days and the Department shall make this record available to the

Contractor on request. The Contract time shall start with the first Working Day after the date of the Notice to Proceed and the scheduled date of completion shall be that date established by the specified number of Working Days plus the allowance.

h. If, for reasons other than those stated above, any portion of the work remains uncompleted after the Contract date specified for its completion, notwithstanding Substantial Completion of the work, the Project Manager shall deduct from payments due to the Contractor, as liquidated damages an amount per diem, according to the following schedule:

<u>Contract Value</u>	<u>Agreed Delay Damages Per Diem</u>
\$0-\$100,000.00	\$ 250.00
\$100,000.01-\$500,000.00	\$ 500.00
\$500,001-\$1,000,000.00	\$ 750.00
Over \$1,000,000.00	\$1,000.00

These per diem delay damages are assessed as agreed liquidated damages because the Parties have considered the difficulty of determining the City's actual damages and agreed that computation of the City's actual damages is impossible. If a delay is due to causes which the Contractor considers extraordinary or beyond its control, the Contractor must give timely notice thereof in writing as specified in Paragraph 21(e) above. In the event that the General Proposal and Contract Requirements or the Technical Specifications contain a provision allowing for the imposition of liquidated damages for delays to the completion of the work, such provision shall take precedence over this subparagraph (h).

This subparagraph (h) shall not be construed to apply to claims, offsets, credit change orders, and/or chargebacks which the City may assert or assess against any Contractor for the reimbursement or recovery of any costs incurred by a different Contractor on the Project due to the fault or delay of the Contractor. In all such cases, the City shall not be limited to the per diem amounts listed above and shall be permitted to seek recovery or reimbursement of the full amounts incurred by any non-delaying Contractor.

**22. Independent Contractor.** The Contractor is an independent contractor and shall not in any way or for any purpose be deemed or intended to be an employee or agent of the City. Neither the Contractor nor its employees or Subcontractors shall in any way represent that they are acting as employees, officials, or agents of the City.

**23. Risk of Loss.** The Contractor shall assume all risk and responsibility for casualties of every kind in connection with its work. The Contractor shall alone be liable and responsible for any injuries to persons and any loss or damage to property, buildings, or adjacent work that may occur as a consequence of or during the progress of the work under this Contract, whether such damage or accident is due to the Contractor's own negligence or that of its servants, agents, and employees or whether such damage or accident is due to the inherent nature of the work or whether such damage or accident is due to other causes.

**24. Indemnification.** The Contractor shall indemnify, defend, and hold harmless the City, its officers, employees, and agents, from and against any and all losses, costs, and expenses, including, but not limited to, litigation costs, settlement fees and expenses, and counsel fees and expenses, claims, suits, actions, damages, liability, and expenses arising out of or resulting in whole or in part from the performance of the work under the Contract, including, but not limited to, those in connection with loss of life, bodily injury, personal injury, damage to property, contamination or adverse effects on the environment, intentional acts, failure to maintain a drug-free work site and workforce, and any other breach of the Contract, regardless of the inherent nature of the work and regardless of whether or not such loss, cost, claim, suit, action, damage, liability, or expense is caused in whole or in part by the negligent act or omission of a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a Party or Person described in this Paragraph. The Contractor shall further indemnify, defend, and hold harmless the City from and against any and all claims, demands, liens, causes of action, liabilities, and judgments of any kind asserted against the City by any Subcontractor or suppliers on account of or relating to the furnishing of services, work, labor, materials, or equipment under the Contract for

the Contractor.

In claims against any Person indemnified under this Paragraph by an employee of the Contractor, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this Paragraph shall not be limited by a limitation on the amount or type of damages, compensation, or benefits payable by or for the Contractor or a Subcontractor under workers' compensation acts, disability benefit acts, or other employee benefit acts.

**25. Assignment.** Except through a Subcontract, the Contractor shall not assign the Contract, or any part of the Contract, or delegate performance of the Contract (other than to its own work forces), without obtaining the prior written consent of the Procurement Commissioner and Operating Commissioner. The decision whether to consent to an assignment, the timing of consent (if any), and conditions to such consent, if any, shall each be at the City's sole discretion. Any consent to the assignment of any monies to be paid under the Contract shall not relieve the Contractor from the faithful performance of any of its obligations under the Contract or change any of the terms and conditions of the Contract. Any purported assignment in violation of this provision shall be void and of no effect. The City's consent to an assignment shall not release the assignor from any liability accrued or thereafter accruing under the Contract. Any assignment or purported assignment shall be in writing and shall contain an express assumption by the assignee of all liability accrued or thereafter accruing under the Contract. Consent by the City to any assignment shall not be deemed a course of conduct, dealing, or performance with respect to any other assignment or proposed assignment. For purposes of this Paragraph, an assignment includes the transfer or acquisition of the Respondent or the Contractor or a controlling interest therein through a corporate or other merger, the appointment of a receiver or bankruptcy trustee, and the transfer of the Contract or the Contractor in any bankruptcy or other insolvency proceeding.

**26. Insurance.** Unless otherwise approved by the City's Risk Manager in writing, the Contractor shall, at its sole cost and expense, procure and maintain, or cause to be procured and maintained, in full force and effect until the Contractor completes the work under the Contract, the types and minimum limits of insurance specified below, covering the Contractor's performance of the work required under the Contract. The Contractor shall procure, or cause to be procured, all insurance from reputable insurers admitted to do business on a direct basis in the Commonwealth or otherwise acceptable to the City. All insurance herein, except Professional Liability insurance, shall be written on an "occurrence" basis and not a "claims-made" basis. In no event shall the Contractor perform any work under the Contract until the Contractor has delivered or caused to be delivered to the City's Office of Risk Management the required evidence of insurance coverages. If the Contractor fails to obtain or maintain the required insurance, the City shall have the right to treat such failure as a default under the Contract and to exercise all appropriate rights and remedies. All insurance coverages shall provide for at least thirty (30) days prior written notice to be given to the City in the event coverage is materially changed, cancelled, or non-renewed. The City, its officers, employees, and agents shall be named as additional insureds on the General Liability Insurance policy and, where applicable, the Builders Risk Insurance Policy. The Contractor shall also deliver or cause to be delivered to the City an endorsement stating that the coverage afforded the City and its officers, employees, and agents, as additional insureds, will be primary to any other coverage available to them and that no act or omission of the City, its officers, employees, or agents shall invalidate the coverage.

a. Workers' Compensation and Employers' Liability.

1. Workers' Compensation: Statutory limits
2. Employers' Liability: \$100,000 Each Accident – Bodily Injury by Accident; \$100,000 Each Employee – Bodily Injury by Disease; and \$500,000 Policy Limit – Bodily Injury by Disease.
3. Other states insurance including Pennsylvania.

b. Commercial General Liability Insurance.

1. Limit of liability: \$1,000,000 per occurrence combined single limit for bodily injury (including death) and property damage liability; \$1,000,000 advertising injury;

\$2,000,000 general aggregate, and \$1,000,000 aggregate for products and completed operations. The City may require higher limits of liability if, in the City's sole discretion, the potential risk warrants.

2. Coverage: Premises operations; Blanket Contractual liability; Personal injury liability; Products and completed operations; Independent Contractors; Employees and volunteers as additional insureds; Cross liability; Broad form property damage (including completed operations); Explosion, collapse and underground hazards; and asbestos abatement liability Coverage (Note: Required for asbestos abatement projects only).
- c. Automobile Liability.
1. Limit of Liability: \$1,000,000 per occurrence combined single limit for bodily injury (including death) and property damage liability.
  2. Coverage: Owned, non-owned and hired vehicles.
- d. Builders' Risk/Installation Floater Insurance.
1. When required: This insurance is required only when the total Contract price is \$500,000 or greater (Note: not for road and street work, unless required in the Supplementary Conditions, Technical Specifications, Standard Details and Specifications, and/or General Proposal and Contract Requirements).
  2. Coverage: "All risks" in an amount equal to not less than the full replacement cost of the work under the Contract (meaning work in replacement which is of like kind and quality).
  3. Period of Coverage: Anything herein to the contrary notwithstanding, the Builders' Risk Insurance shall be procured and maintained during the entire period of performance of the Contract until final acceptance of the work by the City.

Certificates of insurance evidencing the required coverages and additional insured endorsements must specifically reference the City Contract Number for which they are being submitted. The original certificates of insurance shall be submitted to the Department and the Office of Risk Management at least ten (10) days before work is to commence and at least ten (10) days before each renewal date. The ten (10) day requirement for advance documentation of insurance coverage may be waived in situations where such waiver will benefit the City, but under no circumstances shall the Contractor actually begin work (or continue work, in the case of renewal) without providing the required proof of insurance and required endorsements. The City reserves the right to require the Contractor to furnish certified copies of the original policies of all insurance required under this Contract, including certified copies of all required endorsements, at any time upon ten (10) days prior written notice to the Contractor.

**27. Proprietary Rights Indemnity.** The Contractor shall indemnify, defend, and hold harmless the City, and its officers, employees, and agents, from and against any and all losses, costs, and expenses, including, but not limited to, litigation costs, settlement fees and expenses, and counsel fees and expenses, claims, suits, actions, damages, liability, and expenses for or on account of the use of patented appliances, products, processes, constructions, designs, or methods, or the infringement of any patent, trademark, service mark, copyright, or trade secret rights of any third party, and the Contractor shall pay all royalties, charges, and penalties which may become due or payable by reason of such use or infringement. Before the issuance of the Final Estimate, upon request by the Project Manager, the Operating Commissioner, or the Procurement Commissioner, the Contractor shall submit evidence of the full payment of such royalties, charges, and penalties, or in lieu thereof, Contractor shall give such security, approved by the City Solicitor, as may in the opinion of the Project Manager, the Operating Commissioner, or the Procurement Commissioner, be necessary to indemnify, defend, and hold harmless the City, its officers, employees, and agents, as aforesaid.



**28. Default and Remedies.**

a. It shall be a violation of the Contract for the Contractor to abandon the work under the Contract, to fail or refuse to prosecute the work with promptness and diligence, to unreasonably delay the work so that it may not be completed within the contract time, to fail or refuse to proceed with work under a Disputed Change Order, to fail or refuse to furnish suitable materials in place of any which may be rejected by the Project Manager as unsuitable as not being in accordance with the Contract Documents, or to refuse or neglect to furnish and supply a sufficient number of properly skilled workers and necessary equipment or either of them, to execute any of the work improperly, carelessly, or in bad faith, to fail or refuse to remove any of the work, which in the opinion of the Project Manager is defective and unsuitable and not in accordance with the Contract Documents and to replace it with work that is in accordance with the Contract Documents, to cause or permit to occur an Event of Insolvency with respect to the Contractor, or to otherwise violate any of the terms, conditions, and provisions of the Contract. In the event of a violation of Contract, the Operating Commissioner may notify the Contractor and its surety in writing to require that each remedy the Contractor's violation of the Contract and to require the Contractor to comply with the terms, conditions, and provisions of the Contract that it has violated or is violating. The failure of the City to promptly notify the Contractor of a violation of Contract shall not constitute an acceptance by the City of work that is performed or installed in violation of the Contract.

b. If the Contractor shall fail to cure or remedy, or diligently commence to cure or remedy, the violation of the Contract as described in the notice specified above within five (5) days after the receipt of said notice or within twenty four (24) hours after receipt of said notice when, in the opinion of the Operating Commissioner, immediate action is necessary to safeguard life or property or within some other period of time specified in the notice, the Operating Commissioner shall thereupon notify the Procurement Commissioner, who shall have the right to declare the Contractor in default of the Contract, to notify the Contractor to discontinue the work or any part thereof under the Contract, and to call upon the surety to carry out its obligations under the performance bond posted for the Contract.

c. If the surety fails to abide by the terms of the performance bond or if the surety shall deny liability to the City under the performance bond, the Procurement Commissioner shall have the right to declare the surety in default under the performance bond and, at his or her sole option, shall also have the right:

1. To terminate the work under the Contract, to maintain conditions, to obtain Proposals (if circumstances will allow) for all or any portion of the work, and to enter into a new contract to complete the work of the original Contract; or

2. In case of an emergency, including, but not limited to, danger to life or property or serious interference with traffic, to terminate any and all of the work under the Contract and to then secure in the open market from any Person at the then current market prices the materials of the quality and quantity required, the necessary workers and mechanics, and the required equipment to complete the Contract.

d. Upon default by the Contractor as herein set forth, all moneys due and owing to the Contractor upon estimates, retainage, or otherwise, materials delivered, materials built into the work, and the Contractor's plant (including tools, appliances, and equipment on the premises intended for use in the performance of the Contract) shall become the property of the City for use in the completion of the work under the Contract, and the City shall have resort thereto to the extent necessary to maintain and complete the work and reimburse the City for its outlays and expenditures.

e. In case of such default by the Contractor, the remedies herein provided shall be in addition to and not in substitution of the rights and remedies that would otherwise be vested in the City by statute, at law, or in equity, all of which rights and remedies are specifically reserved to the City. In addition, upon default by the Contractor, the Procurement Commissioner shall have the right to secure from any Person the materials, equipment, and labor necessary and required for the proper completion of the Contract. In such event, the Contractor shall pay the City, upon demand, the difference between the cost paid by the City for such materials, equipment, and labor and the price or prices set forth in the Contract, together with all costs and expenses incident to the same and incurred by the City. Upon default by the Contractor, the Procurement Commissioner, in

his or her sole discretion, shall also have the right to terminate the Contract and to secure from any Person the materials, equipment, and labor necessary and required for the proper completion of the work. In such event, the Contractor shall pay the City, upon demand, the difference between the price or prices set forth in the Contract and the price or prices which may be paid upon such termination and completion of the work, together with all costs and expenses incident to such re-advertisement. In the exercise of either of these remedies, the City shall further have the right to a set-off against any monies which may be due or may thereafter become due the Contractor under the Contract or any other contract between the City and the Contractor. If the Procurement Commissioner shall secure materials, equipment, and labor to complete the work under the Contract, or if the Procurement Commissioner shall terminate this Contract, the Procurement Commissioner shall have the right to take possession, for the purpose of completing the work under the Contract, of all materials, tools, appliances, and equipment on the Project site intended for use in the performance of the Contract. The Contractor hereby assigns to the City (and each Subcontract shall require each Subcontractor to assign) all right, title, and interest of the Contractor in and to such materials, tools, appliances, and equipment. The failure of the City to exercise any of the remedies herein provided shall not preclude the resort by the City to any other remedy available to the City arising out of the Contractor's default.

f. The use of any specific remedy herein provided shall not bar subsequent or concurrent resort to any other remedy available to the City at law or in equity for the recovery of damages or otherwise on account of such default or in the event of any other default by the Contractor.

g. The Contractor and its surety shall pay to the City on demand all loss, expense, cost, or damage suffered or incurred by the City by reason of any default.

**29. Subcontracts.** Within fifteen (15) days after execution of the Contract, the Contractor shall submit in writing to the Project Manager the names of all Subcontractors who will perform any work on the Contract or who will supply any materials or equipment for the Contract. All proposed Subcontractors who have not been pre-approved by the Department may be approved by the Project Manager if, in his or her opinion, such proposed Subcontractor is reliable, Responsible, and competent to perform the work in compliance with the Contract Documents. The City, acting in its sole discretion, reserves the right to reject any Subcontractor. The City shall have no liability to the Contractor for additional compensation under the Contract, or otherwise, in connection with the substitution of a Subcontractor for any proposed subcontractor rejected by the City pursuant to this Paragraph. The Contractor shall be as fully responsible to the City for the acts and omissions of its Subcontractors and Persons either directly or indirectly employed by them as it is for the acts and omissions of the Contractor and Persons directly or indirectly employed by the Contractor. The City and the Contractor specifically understand and intend and acknowledge and agree that no Subcontractor utilized by the Contractor shall have any right or claim against the City or the Department to any monies due and owing to the Contractor for the performance of work under the Contract. Each Subcontract for any portion of the work is hereby assigned to the City provided that (a) such assignment is effective only after termination of the Contract by the City and only for a Subcontract which the City, acting in its sole discretion, accepts by issuing notice to such Subcontractor and to the Contractor; and (b) such assignment, if exercised, is subject to the prior rights of the surety, if any, obligated under a bond relating to this Contract. The exercise of the foregoing option for an assignment shall be in the City's sole discretion, the City having no duty or obligation to the Contractor, such Subcontractor, or any surety, to exercise or decline to exercise the foregoing option for an assignment. The Contractor shall incorporate the foregoing option for an assignment into each Subcontract for any portion of the work.

**30. Permits and Licenses.** Unless otherwise noted elsewhere, the Contractor shall obtain all permits and licenses required by the City or pursuant to Applicable Law in connection with the performance of all or any part of the work under the Contract, unless otherwise specifically directed. The Contractor will be required to pay the current fee for such permits and licenses required in connection with all or any portion of the work under the Contract, including any permits and licenses required in connection with any equipment, system, or component forming part of the work.

**31. Co-operation and Coordination with other Contractors.**

a. The Contractor shall have the duty to co-operate and coordinate with any other contractors on

other work which is being performed concurrently on or adjacent to the Project site, including specifically PGW or its contractors or any other non-City utilities or authorities, and shall afford reasonable facilities and access to them. The Project Manager will decide any matters in dispute as to the performance of the work, including access to the Project site and priority of performance on either side of any division line between contiguous sections of the Project site where the Contractor and another contractor each work.

b. Where the work or any portion thereof is performed by the Contractor as part of a "multiple prime" project or in conjunction or combination with other "prime" contractors, the Contractor shall have the duty to cooperate and coordinate its work with the work of each of the other prime contractors. The Contractor shall further have a duty not to delay, disrupt, interfere with, or otherwise retard the progress of the work of any of the other prime contractors.

c. It is expressly understood by the Contractor that, on "multiple-prime" projects, the City relies primarily, but not exclusively, upon the organization, management, skill, cooperation, and efficiency of the "Contractor for general construction" (unless a different Contractor is otherwise designated in the General Proposal and Contract Requirements or the Technical Specifications) to oversee, coordinate, and plan the work of all of the other prime contractors, including, but not limited to, the prime contractors for electrical, mechanical, HVAC, and plumbing work, so as to complete the work under all of the prime contracts in a timely and efficient manner. The Contractor therefore expressly recognizes that the "Contractor for general construction" shall be the coordinating Contractor for all aspects of the multiple-prime contract work, including the scheduling of all such work. The Contractor shall have an explicit duty on "multiple-prime" projects to rely primarily upon the organization, management, skill, cooperation, and efficiency of the "Contractor for general construction" to oversee, coordinate, and plan its work with the work of all of the other prime contractors so as to ensure completion of the work under all of the contracts, including the Contract, in a timely and efficient manner and without disruption and interference. It is expressly understood by the Contractor, however, that the City is also relying upon the organization, management, skill, cooperation, and efficiency of the Contractor so as to ensure completion of the work under the Contract in a timely and efficient manner and without disruption and interference.

d. It is expressly understood by the Contractor that time is of the essence of this Contract. The Contractor agrees to diligently prosecute its work in coordination and cooperation with the work of the other prime contractors and under the coordination of the "Contractor for general construction" without delay, interference, or disruption so as to ensure the completion of the Contract work in a timely and efficient manner and in conformity with the schedule approved by the City under the Contract. In the event that the Contractor shall unnecessarily delay, disrupt, or interfere with the work of any of the other prime contractors, the Contractor shall be liable for the payment of all costs and expenses incurred by such prime contractor or prime contractors on account of such delay, disruption, or interference. The Contractor accordingly authorizes the City to deduct the amount of such costs and expenses from any monies due and owing to the Contractor under the Contract. The Contractor shall further assume all liability, financial or otherwise, in connection with its Contract and shall protect, defend, and hold harmless the City from and against any and all damages or claims that may arise because of inconvenience, delay, interference, disruption, or loss experienced by the Contractor because of the presence and operations of other prime contractors working within the limits of the same multiple-prime project.

e. The provisions of this Paragraph shall be read in conjunction with any provisions in the Technical Specifications, the Proposal, and the Plans, and, notwithstanding Paragraph 91 of these Standard Contract Requirements, the provisions of this Paragraph shall take precedence over any other provisions in the Technical Specifications with respect to the "coordination and cooperation" among prime contractors on a "multiple-prime" project, except where such other provisions shall impose greater duties upon the Contractor for coordination and cooperation.

**32. Clean-up of Project Site.** The Contractor and its Subcontractors shall remove all rubbish or refuse and all unused materials and tools from the Project site daily, if required by the Project Manager, and as the work progresses, the Contractor shall carefully clean and keep the Project site clean from such rubbish and refuse. The Contractor shall furnish to the Project Manager upon request all documentation regarding the proper disposal of all rubbish, soil, refuse, and other debris. Before the City will approve the completion of the work under the Contract, the Project site and any other place or places affected by the work shall be thoroughly cleared of all

construction and other debris and dust and left clean, free from debris, construction plant, buildings, and materials, fit for travel or other proper use, and in as good condition as existed before the work was begun. The Contractor shall resod or plant anew any grass plot or plots disturbed and replace any shrubbery destroyed. Structures shall be broom clean, free from stains, spots, or other blemishes and ready for use and all glass shall be washed. The clean-up work shall be governed by the record of existing conditions made and filed with the Department prior to the commencement of work.

**33. Maintenance after Completion and Contractor's Guarantee.**

a. The Contractor shall guarantee the work of the Contract against defects in materials and workmanship for a period of one (1) year from the date of completion and acceptance of the work by the City, unless a longer period is specified, and shall guarantee and warrant that all equipment shall perform in accordance with the specifications of the manufacturer and in accordance with the Technical Specifications. When individual items of the Contract, including equipment, are formally accepted in writing by the Project Manager and used or operated by the City prior to the completion of the total work under the Contract, the period of guarantee for such items shall be calculated from the date of final written acceptance of such items, provided, however, that the item of work and equipment is used or operated by the City for a period of ninety (90) consecutive days following the date of acceptance without the occurrence of any defects, breakdowns, or faulty operation. Paving, including curbs and footway, shall be similarly guaranteed for a period of five (5) years from the date of completion and acceptance of the work by the City.

b. If, within such one (1) year or five (5) year period of guarantee, any of the work shall prove to be defective either in materials or workmanship, or if damage occurs by settlement of the backfill placed under this Contract, or if any part or parts of any equipment furnished shall prove to be inadequate, insufficient, or defective, either in design, materials, or workmanship, the Contractor shall immediately, upon demand of the Project Manager (whose decision as to such inadequacy, insufficiency, or defectiveness shall be binding and conclusive upon the Parties hereto), repair and replace the same in accordance with the Plans and Technical Specifications and shall repair and replace any damage to other parts or Structures at the Contractor's sole cost and expense, without cost or expense to the City, to the approval and satisfaction of the Project Manager.

c. Should the Contractor or its sureties fail to comply with the orders of the Project Manager to replace or repair defective materials, workmanship, or equipment as aforesaid within the time specified in subparagraph (a) above, the Operating Commissioner shall notify the Procurement Commissioner, who shall have the right to declare the Contractor or its surety or both in default and to proceed with the correction of the defect in accordance with the methods provided herein.

**34. Access to Accounting Records.** The Contractor shall certify that all materials, equipment, and labor charged to the City are accounted for and shall keep such full and detailed accounts as may be necessary for proper financial management under this Contract. The Contractor shall retain and provide the City and its representatives access to all records, books of account, correspondence, instructions, Shop Drawings, receipts, vouchers, memoranda, and similar data and documentation pertaining to the Contract for a period of five (5) years following final payment or earlier termination of the Contract or for such longer period as may be required by law; however, if any litigation, claim, or audit is commenced prior to expiration of said five (5) year period, then the records shall be retained until all litigation, claims, or audit findings have been completely terminated or resolved without right of further appeal, or, if Applicable Law requires a longer period, then the records shall be retained for such longer period. From time to time during the performance of the work under the Contract and for a period of five (5) years after the completion of the work under the Contract, the City may audit any and all aspects of the Contractor's performance under the Contract, including, but not limited to, its billings and invoices. Representatives, agents, or contractors of the City, including the Department or other authorized City representatives, including, without limitation, the City Controller, may conduct audits. If requested by the City, the Contractor shall submit to the City all vouchers or invoices presented for payment pursuant to the Contract, all cancelled checks, work papers, books, records, and accounts upon which the vouchers or invoices are based, and any and all documentation and justification in support of expenditures or fees incurred pursuant to the Contract. All books, invoices, vouchers, records, reports, cancelled checks, and other materials shall be subject to periodic review or audit by the City. All work, equipment, materials, systems, subassemblies, tools, appliances, and plant shall be subject to inspection and review by City, state, and federal representatives,

as may be applicable, or their designees, at the offices of the Contractor in the City or in another location with the City's consent. The Contractor shall cooperate with all City, state, and federal inspections and reviews conducted in accordance with the provisions of the Contract. Such inspection and review of the Contractor's work hereunder shall be in the sole discretion of the inspecting or reviewing entity. Such inspection or review may include, without limitation, review of staffing ratios and job descriptions and meetings with any of the Contractor's staff who are either directly or indirectly involved in providing all or any portion of the work hereunder. The Contractor shall make available within the City at reasonable times during the performance of the work hereunder and for the period set forth above in this Paragraph all records pertaining to the Contract for the purpose of inspection, audit, or reproduction by any authorized representative (including any agent or contractor and the City Controller) of the City, the Commonwealth Auditor General, and any other federal or state auditors, as may be applicable, at no additional cost to the City.

**35. Sales and Use Tax; Federal Excise Tax.**

a. The City is not subject to federal, state, or local sales or use tax or federal excise tax. Contractor hereby assigns to City all of its right, title, and interest in any sales or use tax which may be refunded as a result of the purchase of any materials in connection with the Contract, and the Contractor, unless directed by the City, shall not file a claim for any sales or use tax refund subject to this assignment. The Contractor authorizes the City or its agent in its own name or in the name of the Contractor to file a claim for a refund of any sales or use tax subject to this assignment. To the extent it may be applicable to the work under this Contract, the Contractor covenants and agrees that it shall not bill the City for or otherwise pass-through to the City for payment any Federal Excise Tax paid in connection with the work under this Contract. In consideration of the Contractor's foregoing covenant, the City hereby consents to any filing by the Contractor for a refund of any Federal Excise Tax paid in connection with the work under this Contract.

b. The Contractor agrees to include the above referenced Paragraph in any Subcontracts with Subcontractors.

**D. ADMINISTRATION, MEASUREMENT, AND PAYMENT**

**36. Status and Authority of the Project Manager.** The Project Manager shall be responsible for the general direction of the work to be performed under the Contract, the interpretation of the Plans and General Proposal and Contract Requirements and the Technical Specifications, the ordering of additions to or deductions from the work, and the determination of procedure. The Project Manager shall give all orders and directions contemplated under the Contract. The Project Manager shall in all cases determine the amount, quality, acceptability, and fitness of the several kinds of work and materials which are to be paid for under the Contract and shall have authority and sole discretion to reject all work and materials which in his or her opinion do not conform to the requirements of the Contract. The Project Manager shall determine all other questions that may arise in relation to the execution of the work and shall have the authority to halt the work whenever such action may be necessary to secure the safe and proper execution of the Contract. The Project Manager shall adjust and decide any differences or conflicts that may arise between the Contractor and other prime contractors for the performance of concurrent work. The provisions of this Paragraph are not intended to supersede or limit the provisions of Paragraph 31.

**37. Plans and Technical Specifications.** The Plans, with all notes thereon, and the Technical Specifications are intended to be consistent with one another and of equal force and effect, and in the event the Contractor should believe that an apparent discrepancy may exist between the Plans and the Technical Specifications, the Contractor shall bring such apparent discrepancy to the attention of the Project Manager, who will interpret their meaning. The Plans give general dimensions and sizes, and such details as are required to cover special features. Figures shall have preference over scale in reading dimensions. The Contractor shall maintain at the site of the work for use of the Project Manager or Inspector one record copy of the Plans and Technical Specifications, Change Orders and other Contract modifications and one record copy of all approved Shop Drawings and other submittals, including the construction schedule.

**38. Shop Drawings and Working Drawings.** The Contractor shall prepare and submit to the Department or the Project Manager, as specified in the Technical Specifications or as required by the Project

Manager, all Shop Drawings and Working Drawings, which shall include all details required to carry out the City's Plans and Technical Specifications. By approving and preparing Shop Drawings and other similar submittals, the Contractor represents that it has determined and verified materials, field measurements, and field construction criteria related thereto and has checked and coordinated the information contained within such Shop Drawings and submittals with the requirements of the Contract Documents. The Contractor shall not proceed with any portion of the work until the Shop Drawings or other submittal which governs the work has been approved. The Shop or Working Drawings shall conform to standards specified by the Department. Upon correction, if found necessary, and after approval, the Contractor shall furnish three (3) or more prints of the Shop Drawings or Working Drawings for construction purposes. After the completion of the work, the documents shall be delivered to and become the sole property of the City for its unrestricted use. The approval of Shop Drawings shall not relieve the Contractor of responsibility for the proper fit of the work, nor for its completion pursuant the Contract.

**39. Lines and Grades – City Datum.** Vertical dimensions are given in United States standard feet and fractions thereof. Unless otherwise stated, elevations preceded by a plus (+) or a minus (-) sign refer respectively to distances above or below the established City Datum, which is two and one quarter (2.25) feet above mean high water in the Delaware River at Chestnut Street, Philadelphia. Dimensions locating buildings and Structures shall be verified and checked in the field by the Contractor before proceeding with construction details affected thereby. Curb line and paving stakes giving the requisite basic data will be set by the City. The price for the setting of these lines shall be at the predetermined rate as set by the Board of Surveyors and made part of the public record or as stated in the Contract Documents. The Contractor will be held responsible for the proper and correct extensions of measurements from such data and the correctness of work based thereon. The Contractor will be held responsible for the preservation of stakes, benchmarks, and survey monuments until authorized to remove them. Should any stakes be disturbed, the cost of replacing them will be charged against the Contractor at the then current fee as determined by the City's district surveyor and regulator to be deducted from the Final Estimate. All survey monuments or benchmarks moved, covered, or uprooted in the course of performance of the work of this Contract will be reset by the City at the expense of the Contractor at the then current fee per monument or benchmark as determined by the City's district surveyor and regulator. Said cost shall be deducted from the Final Estimate. The Contractor shall provide reasonable and necessary opportunities and facilities for setting points and taking measurements. The Contractor shall not proceed until it has made timely demand upon the District surveyor and regulator for, and has received from him or her, such points and from the resident engineer such instructions as may be necessary for the progress of the work. Any work improperly done without lines or levels or instructions shall be removed and replaced by the Contractor at its own expense. Failure to do so may be considered a default under the Contract.

**40. Contract Amount.** The total amount which is to be paid by the City to the Contractor for the work performed and materials supplied under the Contract shall in no event exceed the sum of the Contractor's Proposal price plus a contingency fund of approximately ten percent (10%) of the Contractor's Proposal price (to be specified by the Procurement Department upon the award of the Contract), which fund is intended to cover additional compensation which may be due to the Contractor as a result of Change Orders issued pursuant to Paragraphs 44 and 45 below, as such sum may be increased or reduced pursuant to a Change Order or Change Orders or pursuant to an Amendment. The City shall specify the Contract Amount in the Notice of Contract Award. The Contractor acknowledges that the City's liability under the Contract shall be limited by the amounts which shall have been or may be from time to time appropriated by City Council. The City reserves the right to authorize the Contractor to commence work prior to appropriation of the total amount of the Contract, in which case the City shall give the Contractor notice thereof, and the City shall not be liable hereunder in any amount greater than that appropriated therefor by City Council. Payment to the Contractor shall be made by checks drawn by the City Treasurer for the Contract work and materials or by assessment bills as provided for in Paragraph 53 below.

**41. Scope of Payments.** Payment for the cost of all work, labor, materials, and services required to complete the work of the Contract as shown in the Plans, Technical Specifications, Standard Details and Specifications, or as otherwise specified (except where payment is otherwise specifically provided), will be made at the unit prices or lump sum prices contained in the Proposal. The prices contained in the Proposal shall each cover the supply and installation in a good, sound, substantial, and workmanlike manner of everything required for and incidental to the full completion of the work of that item as called for by the Plans, Technical Specifications, Standard

Details and Specifications, or as otherwise specified, including its proportionate share of the expense of all plants, tools, and equipment required, the cost of all bonds, fees, and permits, the cost of all administration, superintendence, and insurance, and the cost of any loss or damages arising out of the nature of the work from the action of the elements, from any unforeseen difficulties encountered in the prosecution of the work, and from risks of all kinds connected with the work, except as otherwise specifically provided in the Contract Documents.

**42. Quantities are Approximate.** When quantities of the various classes or components of work and materials required under the Contract are stated in the RFP or elsewhere, such quantities are estimated and approximate, except where otherwise stated to the contrary. When stated in the RFP or a Respondent's Proposal, they are given only for the purpose of comparing the Proposals on a uniform basis. The City does not guarantee that such estimated quantities will correspond to the actual quantities ultimately required to complete the work, and the City will not allow any claim for damages, for anticipated profit, or for loss of profit of the Contractor in the event that actual quantities used to complete the work under the Contract vary from the estimates in the RFP. The Department reserves the right to increase or decrease the quantities or to entirely omit any of the items as contained in the RFP to the extent found necessary by the Project Manager, provided that the aggregate cost of the work performed is within the limit of funds fixed in the Contract.

**43. Changes.**

a. If changes to any portion of the work or the requirements of the Plans, Technical Specifications, or Standard Details and Specifications are deemed necessary by the Project Manager in order to carry out and complete the work covered by the Contract Documents, the Project Manager may, by notice to the Contractor, order alterations to or changes in the work covered by the Contract Documents, and the Contractor shall promptly comply with such orders. No changes or alterations to the work shall be made or performed by the Contractor except upon prior written orders from the Project Manager authorizing the change and a Change Order fixing the additional compensation or deduction therefor, except where the order authorizing the change states that the method of compensation or deduction shall be determined at a later date.

b. Where the Project Manager pursuant to Paragraph 43(a) orders additions to or deductions from the amount of work called for by the Plans or Technical Specifications or where changes are ordered in writing in the design of the work or the requirements of the Plans or Technical Specifications which increase or reduce the cost of the work to the Contractor, adjustment in compensation therefor shall be made to cover the additional work required or the work reduced in accordance with a written order of the Project Manager as follows:

1. For work for which applicable unit prices are included in the RFP, payment or deduction shall be made in accordance with the prices in a Respondent's Proposal. When the final quantity of work performed on a Proposal unit price item differs substantially (twenty-five percent (25%) or more) from the RFP quantity, the Project Manager will review the price contained in the Proposal and the actual work performed by the Contractor and may, in his or her sole discretion, determine if an adjustment is appropriate. Where the Project Manager deems an adjustment appropriate, the Contractor shall:

i. substantiate that the Proposal unit price remains fair and reasonable despite the substantial change in quantity; or

ii. in the case of substantial underrun compared to the previously estimated quantity, negotiate a revised unit price for all the work actually completed; or

iii. in the case of substantial overage compared to the previously estimated quantity, negotiate a revised unit price for that portion of the actual work completed in excess of one hundred twenty-five percent (125%) of the Proposal quantity.

This provision shall not be deemed, however, to vest in the Contractor any rights to any adjustment.

2. For work not covered by the unit prices contained in the Proposal, payment or deduction

shall be made at the applicable contingent prices named for work.

3. For work for which neither the Proposal unit prices nor the prices for contingent work are applicable, payment or deduction shall be made in accordance with Paragraphs 44 and 45 below.

**44. Change Orders by Agreement.**

a. If alterations or changes increase the cost of the work to the Contractor, additional compensation will be allowed by the City, based upon unit prices, contingent prices, or by a detailed cost proposal submitted by the Contractor to the Project Manager, negotiated by the Department, and agreed to by the Contractor or by Force Account in accordance with Paragraph 47 below. The cost proposal shall detail the costs of materials, labor, overhead, and profit as well as any proposed changes to the Contract time. If such alterations or changes reduce the cost of the work to the Contractor, the amount of such reduction may be deducted by the City, and any such reduction may be based upon unit prices contained in the Proposal for the performance of the deleted items of work, upon any Subcontract already entered into by the Contractor for the performance of the deleted item of work, or upon a detailed cost proposal submitted by the Contractor to the Project Manager and negotiated by the Department. Credit Change Orders will include the same mark-ups as chargeable Change Orders. The Contractor shall submit its cost proposal for the change or alteration within twenty (20) days after the Project Manager gives notification to the Contractor of the intended change or alteration. Thereafter, a formal Change Order will be executed and signed by the Department reflecting the change or alteration and the additional cost or reduction negotiated by both Parties.

b. A Change Order negotiated and agreed to by the Contractor and the City and then executed as a Change Order by the City and the Contractor shall be deemed to cover all of the Contractor's costs associated with the change or alteration to the work as reflected in the Change Order, including all costs and expenses incurred by the Contractor for time, material, labor, and extended or field office or home office overhead. Any Contract time extension granted by the City for the Change Order shall be the sole time extension granted for the change or alteration and for which Contractor is entitled, and no other time extension shall be granted by the City in connection with the work reflected in such Change Order. No loss of profit on account of any changes or alterations to the work or on account of work not executed or performed by the Contractor will be allowed, except that the Contractor may be entitled to an extension of time on account of changes or alterations to the work, provided that the Contractor satisfies the requirements of Paragraph 21 above.

c. The Contractor agrees and acknowledges that after a Change Order is negotiated and agreed to by the Parties and then executed by the City, the Change Order shall operate as a full and complete waiver and release of any and all claims of the Contractor related to or arising out of such change or alteration, whether such change or alteration is considered individually or cumulatively, including, but not limited to, any claim by the Contractor for extended home office overhead, extended field office overhead, time-impact costs, schedule delay costs, acceleration costs, compression costs, loss of productivity costs, extra work, additional work, and interference costs, or any combination of such costs.

**45. Disputed Change Orders.** If, after submission of a cost proposal, the Department and the Contractor cannot agree upon a price within a reasonable amount of time, or if the Contractor disputes the applicability of unit prices or contingent prices, the Project Manager may direct the Contractor to perform or complete the extra or additional work notwithstanding that there is no agreement between the Parties as to price, and the Contractor shall proceed to perform the work so as to avoid any delay or interference to the progress of its work. In all such cases, the Contractor shall promptly comply and maintain proper Force Account time sheets and records, in accordance with Paragraph 47 below. The Project Manager shall also process a Change Order in an amount that he or she determines to be reasonable, necessary, and appropriate. If the Contractor does not agree with the amount processed by this Disputed Change Order, the Contractor must notify the Project Manager within ten (10) days of issuance of the Disputed Change Order that it is proceeding under protest and that it reserves the right to a claim for the cost of the disputed work. In all cases of Disputed Change Orders which are protested by the Contractor, the Contractor shall submit to the Project Manager, within five (5) days after completion of the work, a detailed cost proposal which shall detail the costs of materials, labor, overhead, and profit actually expended by the Contractor for the work as well as any changes to the Contract time.



**46. Disputed Work.** If the Contractor is of the opinion that any work required or ordered by the Project Manager violates the terms and provisions of the Contract or is not called for under the Contract Documents, the Contractor shall promptly notify the Project Manager in writing of its contentions with respect thereto and shall request a final determination thereof. If the Project Manager determines that the work in question is work required under the Contract Documents and is not "extra" work, or that the order complained of is proper, the Project Manager will direct the Contractor to proceed with the work in question. In all such cases, the Contractor shall promptly comply and maintain proper Force Account time sheets and records, in accordance with Paragraph 47 below. In order to preserve its right to claim compensation for such disputed work or damages resulting from compliance with such an order, the Contractor must notify the Project Manager in writing, within five (5) days of receiving notice from the Project Manager of this final determination, that the work is being performed or that the determination and direction is being complied with under protest. Furthermore, in order to claim an adjustment in the Contract price for work performed under protest, the Contractor must submit in writing to the Project Manager, within five (5) days after completion of the work in question, the nature and precise amount of compensation sought for the work as well as copies of all Force Account time sheets and records compiled by the Contractor for the work. Failure of the Contractor to so notify the Project Manager of both its protest and its claim for compensation shall be deemed as a full and final release and waiver of any claim for extra compensation or damages therefor.

**47. Force Account.**

a. Payment under Force Account will be for the reasonable, actual, and necessary direct cost of the work in accordance with the orders of the Project Manager and in addition thereto the percentage of such cost hereafter stated. "Reasonable, actual, and necessary direct cost" shall be deemed to include the following:

1. Wages of forepersons, equipment operators, and skilled and semi-skilled and common laborers directly assigned to the specific operation at actual payroll rate of wages per hour and actual fringe benefits paid, labor taxes as established by law, and workers' compensation and employers' liability insurance for each hour that such employees are actually engaged in the performance of the authorized work and, if directed, overtime, as provided by existing laws and regulations, as well as other insurance premium expenses, including, but not limited to, premiums for general liability insurance, where such insurance premium expenses are a direct function of the foregoing wages but only to the extent such insurance premium expenses derive solely from the foregoing wages.

2. The reasonable, actual expenditure for materials (including sales tax paid, if applicable, and except as provided to the contrary in Paragraph 35 above) used up or incorporated in the work.

3. For any equipment, including machinery and trucks, mutually deemed as necessary for the performance of the work, the Project Manager shall allow the Contractor reasonable rental rates computed as follows: (i) for all equipment rented, the Contractor will be reimbursed the reasonable actual costs based upon the receipts provided plus an allowance for operating cost as provided in this subparagraph; or (ii) for all equipment owned, including pumps and compressors, a reasonable hourly rate will be determined by using the reasonable monthly rental rates taken from the current edition (with updated supplements) of the Rental Rate Blue Book for Construction Equipment and dividing it by one hundred seventy-six (176). An allowance may be made for operating costs for each and every hour the machinery or equipment is actually operated in accordance with the rates listed in the aforesaid rental book. If the machinery or equipment is required to be at the work site, but is not operated, the Contractor may be compensated at the reasonable hourly rental rate, exclusive of operating costs. The Contractor will be allowed to add to the above rates the reasonable predominate areas adjustment percentage for the state as shown on the area adjustment map contained in the Rental Rate Blue Book for Construction Equipment. In the case of any machinery or equipment not referred to in the Rental Rate Blue Book for Construction Equipment, a monthly rental rate shall be computed on the basis of an amount that is the equivalent of six percent (6%) of the manufacturer's list price for the sale (new) of such equipment; the hourly rate in such cases will be determined by dividing the monthly rate by one hundred sixty (160) when actually operating and by one hundred seventy-six (176) when at the Project site but not operating, to which no percentage shall be added. The above rates shall be for the time such equipment is required on the Project site for the performance of Force Account work exclusively.

b. To the reasonable, actual, and necessary direct cost of the work done under Force Account as noted above, twenty percent (20%) will be added to the expenditure for labor and fifteen percent (15%) will be added to the expenditure for materials, excluding sales tax. No additions will be allowed for equipment costs, whether such equipment is rental or Contractor-owned. These percentages shall be deemed to cover the cost of heat, light, bond or bonds, use and up keep of small hand tools, administration, engineering, field and office superintendence, home office and site overhead, extended general conditions, non-payroll taxes, insurance (including general liability and non-payroll insurance), all loss, damage, risk, and expenses incidental to the work and profit. The Contractor shall have no claim in excess of the above, such payments being in full compensation for the performance of such work and the furnishing of such materials and for all expenses in connection therewith and incidental thereto.

c. Should the Contractor subcontract any portion of the work with the prior written approval of the Project Manager, payment for that portion will be computed as the reasonable, actual, and necessary costs defined above (exclusive of any profit to the Subcontractors) plus the percentages allowed plus eight percent (8%) mark-up of the total paid to the Subcontractor. No additional percentage mark-up by or for any additional tiers of Subcontractors will be allowed.

d. The Contractor shall submit daily a statement in duplicate of work done on a Force Account basis within twenty-four (24) hours of the time the work is done, and representatives of the Project Manager and the Contractor shall make daily comparison of the time and rates of labor, material used, etc., as shown therein. After correction, if necessary, this comparison shall be signed by each and filed with the Project Manager and the Contractor. The Contractor shall submit to the Project Manager monthly, prior to each Current Estimate, four (4) copies of an itemized statement of the amount and value of labor and materials furnished accompanied by the original invoices for work performed under a Subcontract and by an affidavit certifying the correctness of such statement. The Project Manager shall have access to any books, vouchers, time sheets, records, and memoranda showing the labor employed and the materials actually used on the specific operation and the actual net cost thereof for the Contractor and any Subcontractor(s). Daily Force Account time sheets must include the name and job titles of employees, actual starting and quitting times, and the total number of hours worked each day by each employee.

e. Work done under Force Account shall be subject to all of the requirements of the Contract. It shall be prosecuted in an orderly, reasonable, and economical way, and the prices paid for labor and material and the method of prosecuting the work shall be subject to the approval of the Project Manager. Neither work nor material will be paid for under Force Account unless it is ordered as such in writing.

**48. Lump Sum Breakdown; Applications for Payment.** In order to assist the Project Manager in estimating approximate quantities and the value of the work performed, the Contractor shall furnish in writing to the Project Manager within thirty (30) days after the issuance of the Notice to Proceed an apportionment of any lump sum included in the Proposal (the "Lump Sum Breakdown") showing in detail its component parts. The Lump Sum Breakdown shall be subject to the approval of the Project Manager. In addition, the Contractor shall furnish within sixty (60) days of the commencement of the work, and thereafter every thirty (30) days until Substantial Completion of the work, an application for payment (the "Application for Payment") which shall set forth in detail the approximate quantities and value of the work performed as of the date of the Application for Payment in conformity with the approved Lump Sum Breakdown. The Contractor shall certify that the information set forth in the Application for Payment is true, correct, and complete and accurately and fairly represents the work performed to date by the Contractor in accordance with the Contract Documents.

**49. Current Estimates.**

a. The Project Manager, after receipt of an Application for Payment, shall prepare a current estimate (the "Current Estimate") of the approximate quantities and value of the work performed at intervals of about one (1) month during the progress of the work, except that the first Current Estimate may be prepared within sixty (60) days of the commencement of work under the Contract provided at all times, however, that the Contractor is in compliance with all of the requirements of the Contract and the value of the work done during the time covered by the Current Estimate exceeds the amount of fifteen hundred dollars (\$1,500). The City shall make payments to the Contractor on the basis of the Current Estimates when approved by the Project Manager.

The City shall have no obligation to pay interest on the amount due under any Current Estimate, any provision of Applicable Law to the contrary notwithstanding. Payments on uncompleted items will be for the value of work done and materials furnished as apportioned by the Project Manager. The Current Estimates are approximate only and subject to correction in the Final Estimate. The payment of a Current Estimate shall not bind the City to the acceptance of any materials furnished or work performed by the Contractor. The City shall not be precluded from later contesting a Current Estimate and shall enjoy every legal defense, or other claim or counter-claim, in recoupment or otherwise, by reason of the character, quality, and quantity of the work and materials covered by a Current Estimate, notwithstanding payment of a Current Estimate.

b. The City may withhold payment for deficient items according to the terms of the Contract. If the City withholds payment from the Contractor for a deficient item, it shall notify the Contractor of the deficient item within sixty (60) calendar days of the date that the City received the Application for Payment.

c. Subject to the provisions of subparagraph (e) below, Current Estimates on Contracts which include the furnishing or installing of electrical, mechanical, plumbing, heating, and other equipment, systems, or components especially fabricated as part of the work under the Contract, which are subject to mechanical or electrical test, will include payment of invoice or invoices previously paid by the Contractor, not to exceed ninety percent (90%) of the amount shown on the Lump Sum Breakdown approved by the Project Manager for such equipment, systems, or components when such equipment is delivered to the site, City property, or a bonded warehouse approved by the Project Manager. The City shall pay the balance of ten percent (10%) upon completion of successful testing of such equipment, systems, or components, and acceptance thereof by the City. If no invoice is available, the City will pay the Contractor fifty percent (50%) of the cost of such specially fabricated equipment, systems, or components in conformity with the Lump Sum Breakdown when delivered to the site, City property, or a bonded warehouse approved by the Project Manager and an additional forty percent (40%) when such equipment, systems, or components are installed and ready for test. The City shall pay the balance of ten percent (10%) upon completion of successful testing of such equipment, systems, or components and acceptance thereof by the City. The Current Estimates described in this subparagraph shall be reduced by the retainage required under Paragraph 50 below.

d. Subject to the provisions of subparagraph (e) below, Current Estimates may also include, when authorized by the Project Manager, an amount equal to the actual cost of specially fabricated materials and equipment not subject to electrical or mechanical test furnished but not incorporated into the work, provided that the quantity allowed does not exceed the corresponding quantity estimated in the Contract Documents. The Current Estimates described in this subparagraph shall be reduced by the retainage called for in Paragraph 50 below.

e. Before including payments for equipment and materials described in subparagraphs (c) and (d) above in a Current Estimate, the Project Manager must be satisfied that:

1. the equipment and materials are properly stored, insured, and protected through appropriate security measures;
2. paid invoices of suppliers support the Contractor's actual net cost for the equipment and materials;
3. the equipment and materials will be incorporated in the work under this Contract within a reasonable period; and
4. the Contractor assumes full responsibility for the safe storage and protection of the equipment and materials. If the equipment and materials paid for hereunder are damaged, stolen, or prove to be unacceptable, the payment made therefor shall be deducted from subsequent estimates and payments unless the equipment and materials are promptly replaced to the satisfaction of the Project Manager and in conformity with the requirements of the Contract Documents. Equipment and materials shall be available for inspection and inventory at the storage site by the Project Manager or his or her authorized representative at all times. Upon payment, title to all such equipment and materials shall be vested in the City, free and clear of any and all debts, claims, liens, mortgages, taxes, and encumbrances. The Contractor, at its own expense, shall execute such

documents and take such other steps as reasonably required by the City to vest the aforesaid title in the City.

f. The Contractor for itself and any and all Subcontractors acknowledges and agrees that neither the Contractor nor any Subcontractor has any right to file a mechanics', materialman's, or other lien against the Project site under the Pennsylvania Mechanics' Lien Law of 1963, Act of August 24, 1963, P.L. 1175, 49 P.S. § 1101 *et seq.*, as amended, or under any other law.

**50. Retainage.** Act 57 of 1998, 62 Pa.C.S. §3921, as amended, shall govern the withholding of retainage on the Contract. Provided that the Contractor is making satisfactory progress and is in compliance with all of the requirements of the Contract and there is no specific legal or other basis for the withholding of greater amounts, retainage under the Contract shall be ten percent (10%) of the amounts due the Contractor until fifty percent (50%) of the work under the Contract is completed, at which time one-half (½) of the amount then retained shall be returned to the Contractor, and thereafter five percent (5%) of the amounts due the Contractor until Substantial Completion of the Contract.

**51. Semi-Final Estimate and Punchlist.**

a. Upon Substantial Completion of the Contract, the Contractor shall submit an Application for Semi-Final Estimate (the "Application for Semi-Final Estimate"), which shall include a request for a semi-final inspection of the work under the Contract. The Project Manager shall make a semi-final inspection within thirty (30) days of the City's receipt of the Application for Semi-Final Estimate and request for inspection. If, based on said inspection, the City determines that the Contractor has Substantially Completed the work under the Contract, the Project Manager shall issue a certificate of Substantial Completion, which shall include the punchlist items required under subparagraph 51(b) below, and the Project Manager shall process the Semi-Final Estimate. The City shall, upon receipt of said Application for Semi-Final Estimate and upon receipt by the City of any guarantee bonds and other written warranties which may be required in accordance with the contract to ensure proper workmanship for a designated period of time, make payment on the Semi-Final Estimate within forty-five (45) days after issuance of the certificate of Substantial Completion, except as provided in Paragraph 50 above and less such additional sums as the City may withhold pursuant to this Paragraph. The City shall have the same right to withhold payment from the Semi-Final Estimate as is set forth in subparagraph 49(b) above with respect to Current Estimates. The City shall pay interest on the amount due under the Semi-Final Estimate to the extent provided by Applicable Law. Except as provided in Paragraph 50 above, the Semi-Final Estimate shall reduce the retainage withheld by the City to one and one-half (1½) times the amount required to complete any remaining uncompleted items of work, provided that the Contractor has made satisfactory progress towards completion of the Contract and is in compliance with all of the requirements of the Contract and provided there is no legal or other basis for the withholding of a greater amount. The City reserves the right to withhold additional retainage to the extent permitted under Applicable Law.

b. Upon preparation of the Semi-Final Estimate, the Project Manager, with the assistance of the Contractor, shall list in detail and in comprehensive fashion the remaining uncompleted items of work and a reasonable cost of completion for each item on said list, or such other basis for payment thereof as may be provided in the Contract (whichever method may apply pursuant to the Contract), in an official punchlist which shall thereafter be issued in writing to the Contractor. If the Contractor disputes any of the items on the official punchlist, the Contractor must notify the Project Manager in writing, detailing the items in dispute and the nature of its dispute, with all supporting documentation within five (5) days after receipt of the official punchlist. The Contractor must commence work on the official punchlist within ten (10) Working Days after receipt of the official written punchlist. The Contractor shall thereafter proceed promptly and expeditiously to complete the official punchlist items and shall give notice to the Project Manager in writing of the date on which the Contractor completes the official punchlist items. The Contractor shall perform and complete all work on the official punchlist at its sole cost and expense and at no additional cost or expense to the City, subject to payment of the Final Estimate under Paragraph 52 below. The Contractor's work in completion of the official punchlist items shall in all respects be governed by the requirements of the Contract Documents.

**52. Final Estimate and Inspection.** The Project Manager shall conduct final inspection of the work, including the completion of all punchlist items, after completion of all punchlist items to the Project Manager's satisfaction and within thirty days (30) of receipt of the Contractor's formal written request for such

final inspection and application for Final Estimate (the "Application for Final Estimate") (which request the Contractor shall not make until completion of the punchlist items). After the punchlist inspection, and provided that all the requirements of the Contract Documents have been complied with to the satisfaction of the Project Manager, including completion of all official punchlist items, the Project Manager will prepare a final payment (the "Final Estimate") and, based upon the Final Estimate, the City will pay the balance due to the Contractor after all allowable additions and deductions have been made by checks drawn by the City Treasurer or assessment bills as provided in Paragraph 53 below or a combination of these two methods of payment. The foregoing to the contrary notwithstanding, the City shall have the same right to withhold payment from the Final Estimate as is set forth in subparagraph 49(b) above with respect to Current Estimates.

**53. Assessment Bills.** Where required by ordinance of City Council, the Contractor shall receive, and accept as payment, assessment bills against abutting property as compensation for furnishing materials, labor, tools, and equipment and for doing the work set forth in the Contract Documents. The Contractor shall collect such assessment bills at its own cost and employ all legal remedies or proceedings, whether by lien, civil action, or otherwise, including recourse to the appellate courts, to which the City may be entitled. The Contractor acknowledges and understands that the City does not in any way guarantee either the value or the collection of any assessment bill or bills and that in the event of neglect to properly file and collect the assessment bill or bills, no recourse shall be had to the City by reason thereof. The Contractor hereby accepts and assumes all risk of failure to collect any such assessment bill or bills.

**54. Contractor Claims.**

a. Except as otherwise provided in these Standard Contract Requirements, the Contractor must notify the Project Manager in writing of any and all claims whatsoever relating to or arising out of Contractor's performance of the work under the Contract within ten (10) days of the event or occurrence giving rise to the claim, except where a shorter time is specified by the Contract Documents. The written notice of claim to the Project Manager shall provide a detailed statement of and basis for the claim with supporting documentation attached. For purposes of this Paragraph, a "claim" shall mean a demand or assertion by the Contractor seeking, as a matter of right, an adjustment or interpretation of the Contract, payment of money, extension of time, or other specific relief with respect to the terms and conditions of the Contract. The Project Manager will review all claims submitted by the Contractor and shall approve or reject each claim in whole or part or shall request additional documentation in support of the claim from the Contractor.

b. The City and the Contractor hereby release and waive any and all claims against each other for consequential damages arising out of or related to the Contract and the work performed thereunder. This mutual release and waiver includes damages incurred by the Contractor for principal home office expenses, including home office overhead and the compensation of personnel stationed there, for losses of financing, business, and reputation, and for loss of profit associated with any other work, except anticipated profit arising directly from the Contract and the work thereunder. Nothing hereunder shall preclude, however, the assessment by the City of liquidated direct damages when applicable in accordance with the Technical Specifications, General Proposal and Contract Requirements, and other applicable locations in the Contract Documents or damages pursuant to Paragraph 21(h) above.

c. After Substantial Completion of the work under the Contract, but prior to the Contractor's acceptance of the Final Estimate, the Contractor shall notify the Project Manager in writing of any and all unresolved and previously asserted claims relating to or arising out of the work. The Contractor's written notice of claims to the Project Manager shall list the claims by number, assign a dollar value to each claim, and provide a detailed statement of each claim with supporting documentation attached, including a copy of the notice by which the Contractor first brought the claim to the attention of the Project Manager.

d. Failure of the Contractor to notify the Project Manager of any claims in accordance with subparagraphs (a) and (c) above, and the Contractor's acceptance of and negotiation of payment under the Final Estimate under Paragraph 51 above shall constitute and operate as a full and final release and a waiver of all such claims by the Contractor.

**55. Review by Project Manager of Contractor Claims and Compulsory Non-Binding**

### **Mediation of Contractor Claims.**

a. Within thirty (30) days after receipt of the Contractor's notice to the Project Manager under Paragraph 54(c) above, the Project Manager shall review all identified claims of the Contractor and shall notify the Contractor whether the claims are approved or rejected in whole or in part.

b. Any claim of the Contractor which shall have been rejected by the Project Manager in whole or in part shall be subject to non-binding mediation. Mediation of the claim shall be an irrevocable condition precedent to institution of legal proceedings by the Contractor against the City with respect to such claim.

c. The Contractor must submit its demand for mediation to the Project Manager and the City of Philadelphia Law Department, c/o Chief Deputy City Solicitor, Affirmative and General Litigation Unit, not later than 30 (thirty) days after the Project Manager's notice of rejection. Failure of the Contractor to submit such claim to mediation within this time period shall be an absolute bar to institution of legal proceedings by the Contractor.

d. The Contractor shall submit a written timely request for mediation to the Project Manager and the City of Philadelphia Law Department, c/o Chief Deputy City Solicitor, Affirmative and General Litigation Unit. Upon submission of the claim to mediation, the City and the Contractor shall endeavor to resolve the claim by mediation in accordance with such rules as may be mutually agreed upon by the City and the Contractor.

e. The fee of the mediator, who shall be selected jointly by the parties, and the common expenses and costs incurred in connection with conduct of the mediation, shall be borne equally by the City and the Contractor. The mediation shall be conducted in the City of Philadelphia. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

### **56. Contractor's Liability for Services and Materials.**

a. Notwithstanding the acceptance and approval by the City of any work performed by the Contractor, the Contractor shall continue to be responsible for the professional quality, technical accuracy, and the coordination of all work under the Contract. The Contractor shall, without additional compensation, correct any defects, deficiencies, or omissions in the work.

b. The City's review, approval, or acceptance of or payment for any of the work performed under the Contract shall not constitute any representation, warranty, or guaranty by the City as to the substance or quality of the work reviewed, approved, or accepted and shall not be construed to operate as a waiver or estoppel of any of the City's rights or privileges under the Contract nor of any cause of action arising out of the performance of the Contract. No Person shall rely in any way on such review, approval, or acceptance by the City. The Contractor shall be and remain liable in accordance with the Contract and Applicable Law for all damages to the City caused by the Contractor or the work under the Contract. Review, approval, or acceptance by the City or the Project Manager under the Contract shall not constitute approval otherwise required by any City department, board, commission, or other regulatory agency in the exercise of such department's, board's, commission's, or agency's independent regulatory authority of police powers under Applicable Law.

**57. False Claims.** The Contractor covenants and agrees that it shall promptly reimburse the City for (a) all sums paid to the Contractor by the City as a result of any false, fictitious, or fraudulent billings, invoices, contract overcharges, and the like, and (b) all other costs which are incurred by the City as a result of the false, fictitious, or fraudulent billings, invoices, contract overcharges, and the like. The Contractor further covenants and agrees that it shall promptly reimburse the City for all expenses and costs, including, but not limited to, attorneys' fees and expenses incurred by the City in recovering any such sums from the Contractor. This Paragraph shall survive termination of the Contract and completion of the work under the Contract.

## **E. MATERIALS, WORKMANSHIP, AND INSPECTION**

**58. Materials and Workmanship.** The materials used in the work under the Contract shall conform to the requirements of the Plans, Technical Specifications, and Standard Details and Specifications, as

the same may be applicable. The workmanship shall be equal to the best standard practices. Work of reconstruction and restoration of privately-owned Structures adjacent to the Project site shall be as set forth in the Plans and Technical Specifications or otherwise by written agreement with the owner or owners of such Structures. Where no requirements are specified for materials or for the methods of testing materials or equipment, such materials or methods shall at least equal the latest standard or tentative specifications of nationally recognized standardizing agencies, such as the American Society of Mechanical Engineers, the latest codes of the National Board of Fire Underwriters, or, as they apply, any regulations of the City.

**59. Inspection.** All of the work of the Contract shall be subject to general direction and inspection of the Project Manager or the Project Manager's designated representatives, and the Contractor shall afford every opportunity for the inspection of materials and workmanship. Authorized representatives of the City shall be permitted access at all reasonable times to all portions of the work and to such portions of the place of manufacture of fabricated materials as may be necessary for complete inspection. Before beginning work, the Contractor shall notify the Project Manager of the type and source of supply of the principal materials which the Contractor proposes to furnish and, as soon as possible thereafter, shall furnish samples of materials, fixtures, and appliances for approval by the Project Manager. Before removal of any excess excavated material, waste, refuse, or rubble, etc., from the site, the Contractor shall furnish to the Project Manager a list of certified dump site or landfill locations that are to be utilized for disposal of such waste materials and written verification that permission for the disposal of the waste materials has been obtained. Before beginning the fabrication of materials, equipment, or systems and before shipping materials, equipment, or systems of a specified type, the Contractor shall notify the Project Manager in ample time to permit inspection at the place of manufacture or shipping, should the Project Manager so desire. Such materials, equipment, or systems shall be delivered to the Project site properly marked for identification and shall be subject to re-inspection and final acceptance or rejection at the Project site by the City. The Contractor shall deliver materials, equipment, and systems to be inspected at the Project site in ample time for such inspection and testing. No materials, equipment, or systems shall be incorporated into or used in connection with the work until accepted by the Project Manager, and all materials, equipment, or systems rejected by the Project Manager as unsuitable or not in conformity with the Plans or Technical Specifications shall be immediately removed from the work. Unless otherwise specifically provided for, the City shall bear the cost of inspection and testing. All work shall be prosecuted in the presence of the City's Inspector ("Inspector") and in conformity with the requirements of the Contract Documents. The Contractor shall provide for inspection and testing to be carried out during regular working hours unless specifically authorized or directed otherwise by the Project Manager. The presence of the Inspector shall not affect in any way the duty of the Contractor to complete the work in accordance with the Contract Documents nor be deemed a defense on the part of the Contractor for default or violation of the Contract. The Inspector is not authorized to waive, amend, revoke, alter, enlarge, relax, or release any of the requirements of the Contract Documents.

**60. Investigation of Work.** If the Project Manager at any time has reason to suspect that the Contractor may have delivered any unsuitable, unfit, or otherwise defective work, the Project Manager may order an investigation thereof, and the Contractor shall furnish the necessary labor and equipment for such investigation. If the City finds that any part of the work is defective, the Contractor shall repair, replace, or reconstruct such work to the satisfaction of the Project Manager, and the cost thereof and of such investigation shall be the sole responsibility of the Contractor. If the work is found to be in accordance with the Contract Documents, the City will reimburse the Contractor in accordance with Paragraph 47 above for the expense of the examination.

**61. Defective Work or Material.** The Contractor shall remove at its own expense any work or material rejected by the Project Manager as unsuitable, unfit, or otherwise defective and not in accordance with the Contract Documents and shall repair, replace, or reconstruct the same without additional compensation. Failure to do so shall be deemed a violation of Contract and shall be subject to the provisions of the Contract concerning violations and defaults. Any omission or failure on the part of the Project Manager to disapprove or reject any work or material shall not be construed to be an approval or acceptance of any such defective work or material. For any work or material that is determined to be defective and not in accordance with the Contract Documents, but which in the sole determination of the Project Manager cannot be remedied or does not require total replacement, the Project Manager shall determine an appropriate credit due the City from the Contractor.

## F. CONSTRUCTION REQUIREMENTS

**62. Prosecution and Performance of Work.** The Contractor's methods for the performance of the work must be those best adapted for the safe, efficient, and expeditious prosecution of the work with a minimum of interference to adjoining work sites, to adjoining properties, and to public traffic and convenience. The Contractor shall prosecute the work vigorously, without delay, and with such workforces and equipment as shall be satisfactory to the Project Manager. The Contractor shall furnish and supply all labor and materials in the quantity and of the quality required for the proper and timely performance of the work under the Contract. All such materials shall be of the best kind and quality and subject to the inspection and approval of the Project Manager. The Contractor shall strictly conform to the orders, instructions, and directions given by the Project Manager with it being expressly understood and agreed that the decision of the Project Manager on any questions arising in connection with the performance of the work under Contract shall be binding and conclusive upon the Contractor. The Contractor shall supervise and direct the work, and Contractor shall be solely responsible for and have control over construction means, methods, techniques, sequences, and procedures and for coordinating all portions of its work under the Contract. Before commencing the work, the Contractor, when required by the Project Manager, shall submit for approval its proposed methods of prosecution of the work, including the maintenance of both vehicular and pedestrian traffic, underpinning, bulk heading, and shoring, sinking foundations, handling spoil, lighting, fencing, street surfaces, drainage, and all other branches of its work operation. Such approval is intended to safeguard the City's interest, but such approval will not be deemed to relieve the Contractor of its obligation or responsibility for the safe and proper conduct of the work. The Contractor shall at all times ensure that its work site and its Subcontractors' personnel, while performing any part of the work under this Contract, are and remain free of the influence of alcohol or illegal drugs. The Contractor shall at all times enforce good discipline and order among its employees and shall not employ any unfit Person or anyone not skilled in the task assigned. Any contact by the Contractor or its employees with adjacent property owners, passing motorists or pedestrians, and the general public shall at all times be professional, courteous, and respectful.

**63. Right of Way.** Where work is constructed on private property in the lines of an unopened street, the City guarantees the Contractor, for access and construction purposes, the area only within the lines of said street. Where work is constructed over private property not within the lines of any street upon the City plan, the City guarantees the Contractor right-of-way between lines not more than twenty-five (25) feet, each side, beyond the outside lines of the Structure to be built, unless otherwise provided for, with right of access only within the lines of this strip and subject to the limitations of existing Structures. Where work is constructed within the lines of an open street, the City guarantees the Contractor use of the area only within the lines of the street and subject to the requirements of the Standard Contract Requirements and Technical Specifications for maintenance of travel, existing Structures, and access to abutting properties.

**64. Maintenance of Traffic and Access to Property.** Traffic of all kinds shall be maintained continuously and access to buildings shall be provided for at all times, except where otherwise specifically permitted by the Contract Documents, or where temporary interference is authorized by the Project Manager, in which case it shall be interrupted only for such time as is necessary to provide temporary substitutes for surfaces disturbed by the construction and to restore street and sidewalk surfaces after the completion of the work. Suitable bridges or other means of access shall be built and maintained to permit owners and occupants to reach their premises. Where necessary, the Contractor shall maintain proper and easy means for passengers to enter or exit public transportation. Where partial occupation of the street is allowed, materials and equipment shall be so placed as to ensure a minimum of interference with traffic. No materials shall be placed on the sidewalk within one (1) foot of the curb line, and a clear sidewalk passage not less than four (4) feet in width shall be maintained at all times. The work shall be so conducted that annoyance to residents and interference with the normal use of the properties will be reduced to a minimum. The flow in gutters and inlets shall be maintained. When access to any adjacent property is temporarily cut off, owing to occupancy of the street by the Contractor, the Contractor shall render every assistance to the owner or occupant in handling materials of every description that must be delivered to or removed from such property, including recyclables, rubbish, and garbage, and such materials shall be taken to or from the nearest accessible point that, in the opinion of the Project Manager, is convenient for handling. No additional compensation will be allowed for the various items of expense noted above in this Paragraph.

**65. Maintenance of Waterways.** In navigable streams, all work shall be carried on in full



compliance with the requirements of the United States Department of the Army, the Commonwealth, the City and any other governmental or quasi-governmental agency, authority, or commission having jurisdiction under Applicable Law. Movement of boats and vessels of all kinds shall be maintained unless the United States Department of the Army or any other governmental or quasi-governmental agency, authority, or commission having jurisdiction under Applicable Law shall permit interference and then only within the limits and times specified. During the progress of the work, should the Contractor sink, lose, or throw overboard any material, plant, equipment, machinery, etc., which may be dangerous to or obstruct navigation, the Contractor shall forthwith recover and remove the same. The Contractor shall give immediate notice to the proper authorities of such obstruction, and, if required, the Contractor shall, under the direction of such authorities, mark or buoy such obstructions until the same are removed. Upon the completion of any work affecting waterways of any character, all equipment and materials deposited in such waterways shall be removed unless otherwise ordered or permitted so as to leave an unobstructed channel of the same width and depth and with the banks, retaining Structures, or wharves in a condition equal to that existing before the beginning of work.

**66. Access to Fire Hydrants and Fire Alarm Boxes.** Fire hydrants shall be left at all times clear of obstructions and readily accessible to fire apparatus. No material or other obstructions shall be placed within ten (10) feet of a fire hydrant. Fire alarm boxes shall be supported and protected and maintained so as to be readily accessible and open to view. Excavation shall be decked or bridged, where necessary, to permit the safe passage of fire apparatus and to give access to fire hydrants and to adjacent buildings for the extinguishing of fires. Where necessary, branch pipes shall be extended from the nozzles of the fire hydrants to the mains. Fire hydrants and any branch pipes shall be protected from freezing, and the fire hydrants (particularly the high pressure type) shall, where necessary, be braced or tied to the connecting pipes to prevent movement under water pressure.

**67. Temporary Buildings.** Buildings, fences, trailers, and equipment erected or provided by the Contractor shall be neat in appearance. Except as provided in Paragraph 70 below, no advertising matter, other than Project information and the name and address of the Contractor, shall be displayed on the work or any such buildings, fences, trailer, or equipment.

**68. Danger Signals.** The Contractor, at Contractor's own expense, shall erect and maintain all necessary barricades, danger signs and signals. The Contractor shall keep adequate lights burning from sunset until sunrise and shall provide security personnel as necessary for the safety of the public. The Contractor shall observe such rules relative to signals and safeguards as the police regulations, harbor regulations, and other Applicable Laws require.

**69. Street Closings and Detour Signs.** In the event that the work requires the closing of a street or roadway, the Contractor shall first obtain a permit from the City's Department of Streets. When the Department of Streets gives permission to close a street or roadway during Contract operations and to divert the traffic therefrom, the Contractor, at the Contractor's sole expense, shall erect and maintain appropriate traffic and highway barricades, detour signs, and any other necessary traffic signs in order to safely protect vehicular and pedestrian traffic. The Contractor shall notify the Department seven (7) days prior to the date of starting work and one (1) day prior to the date of completion. Copies of these notices shall be sent to the Traffic Engineer of the Department of Streets.

**70. Contract Identification Signs.** The Contractor shall, unless specified otherwise in the Technical Specifications, at Contractor's own expense, erect and maintain in a prominent position upon the Project site at a location approved by the Project Manager, a suitable sign, plainly lettered with the name and address of the Contractor, the character of the work, and the name of the Department under which the Contract is being carried out. No advertising matter other than the signs above noted shall be displayed.

**71. Safety and Sanitary Provisions.** The Contractor shall provide means and appliances and shall enforce suitable rules for the safe prosecution of the work and for the safety and health of the work force employed on it. The completed portions of the work shall be kept clean and in a sanitary condition. The Contractor shall provide and maintain properly secluded sanitary conveniences in accordance with existing regulations of the Department of Public Health for the use of Contractor's work force, and the Contractor shall strictly enforce the exclusive use of them by its work force.

72. **Storage Space.** Buildings, yards, or sidings that may be required for the delivery or storage of materials shall be provided by and at the cost of the Contractor. The Contractor may not use streets for storing materials unless otherwise specifically authorized in writing by a permit issued by the City's Department of Streets. Upon request of the Project Manager, the Contractor shall furnish a copy of any agreement for the use of a property or building for construction purposes, except when owned by the Contractor.

73. **Night Work.** Work during the night shall be carried on with due regard to the comfort of and so as to minimize any disturbance to nearby residents, and the methods to carry out such work shall be subject to the approval of the Project Manager, who may, if conditions so require, order that no night work be done in specific localities. The Contractor's work force shall refrain from loud noises, calls, whistles, and the operation of air compressors, rock drills, riveting machinery, and blasting between the hours of 7:00 p.m. and 7:00 a.m. unless specifically permitted by the Project Manager.

74. **Power and Light.** In developed portions of the City, and elsewhere when ordered by the Project Manager, the Contractor shall use either electric, compressed air, or internal combustion engine power. When compressed internal combustion engines are used, the exhaust shall be muffled. None but electric lights shall be used in or under buildings or anywhere on the work below the surface of the street.

75. **Use of Water.** Permission for the use of City water shall be obtained directly from the Philadelphia Water Department. Water may be obtained through a hydrant attachment or as otherwise specified in the Technical Specifications. In all cases, the Contractor shall obtain and use such water in accordance with regulations of the Water Department. If the Contractor shall at any time waste water (as determined by the Project Manager) obtained from the Water Department, the Project Manager shall revoke permission for such use. No charge will be made for the use of water actually used for the construction work, unless specifically set forth elsewhere in the Technical Specifications.

76. **Prevention of Dust and Smoke.**

a. The Contractor shall keep the surface of the sidewalks and streets affected by its work, including decking and temporary paving, in a clean, neat condition. The Contractor shall sprinkle with water or otherwise treat the surface sufficiently to keep down any dust generated during the progress of work. Piles of dirt or other material shall not be left on the surface. The aforementioned requirements are not intended to take the place of the usual duties of the Department of Streets but to supplement them. No fires of any kind or burning of debris on the site or adjacent to it will be permitted. The debris shall be disposed of off the Project site.

b. The Contractor shall comply strictly with the provisions of the Air Pollution Code (Title 3 of The Philadelphia Code, as amended).

77. **Explosives.** If any blasting is involved in the performance of the Contract, the Contractor must obtain a blasting permit from the Department of Licenses and Inspections. Such permits will be issued only upon approval of the Fire Marshal and posting of bond or Certificate of Insurance covering personal injuries and property damage. Blasting may be done only by blasters duly licensed by the City. Storage of explosives and transportation of explosives to the site also require permits, which are issued by the Department of Licenses and Inspections, subject to prior approval of the Fire Marshal.

78. **Work in Freezing Weather.** Masonry of all kinds, pointing, grouting, plastering, and other work subject to the action of frost shall not be done when exposed to freezing weather, except under conditions where the Project Manager may specifically direct or permit such work, subject to the heating of materials, the protection of finished work, and such other measures as may be deemed necessary. If operations are suspended on account of freezing weather, the entire work shall be properly protected until the resumption of work is permitted. If a suspension of the work on account of freezing weather or from any other cause is necessary, the site shall be cleaned up, left in good order, and continuously maintained by the Contractor during the period of such suspension.

G. **SURFACE, SUBSURFACE, AND OVERHEAD STRUCTURES**

**79. Structures; Completeness of Data.** The term "Structures" used in these Standard Contract Requirements shall apply to all surface, underground, and above-ground Structures of whatever character within the Project site or immediately adjacent thereto, including buildings situated in or adjacent to the excavation. Where these Structures are shown or indicated on the Plans, the information provided is in accordance with the information in the possession of the Department but is only approximate. Such data are not warranted or guaranteed by the Department to be either complete or correct, and the Contractor shall and must assume, and adjust its Proposal to account for, all risks resulting from conditions in the field that differ from the approximation shown.

**80. Support and Protection.** All Structures, unless specifically designated by the Project Manager to be abandoned or relocated, shall be supported and protected at all times from destruction or injury, including damage from freezing, and maintained continuously in service. Should any injury occur while the work is in progress and the Structures are under the protection of the Contractor, the Contractor shall fully restore such Structures to as good condition as existed before the injury was done. All such support and protection work, and also such alterations of any Structures as the Contractor may carry out for the Contractor's own convenience in executing the work, shall be done without additional compensation, unless otherwise specifically provided for in the Contract Documents. The City makes no covenant, representation, or warranty as to the right of the City or the Contractor to carry out any such support or protection work or any alterations of any Structures for the Contractor's own convenience. All such work being in any and all events subject to the consent and approval of the owner or owners of such Structures.

**81. Structures Interfering with Construction.** If in the course of the work the Contractor determines that any of the existing Structures occupy space required by the Structure or its appurtenances to be constructed under the Contract or that such Structures are so situated as to render it impracticable to do the work called for under the Contract in the manner specified, the Contractor shall excavate and uncover the portions of such Structures in service and shall notify the Project Manager, who will, if reasonably practicable, arrange for the alteration, relocation, or removal of the interfering Structures or appurtenances within a reasonable time. The Contractor shall not move nor disturb such Structures in any way without prior approval by the owners thereof, and the approval of the Project Manager. Any such action by the Contractor shall be at the Contractor's sole cost, risk, and expense. Structures belonging to the public utility companies, which are ordered by the Project Manager to be removed or relocated, will be so removed or relocated and permanent supports placed, in general by their owners without cost to the Contractor. The Contractor, however, shall support and protect them up to the time of their removal, shall co-operate with such owners during the process of relocation, and shall maintain and protect such Structures if and when such Structures are relocated within the Project site or immediately adjacent thereto. Such work shall be done without additional compensation. Sewers, water pipes, electrical conduits, and other City-owned Structures shall be altered, relocated, or reconstructed as shown on the Plans or as may be ordered in the course of the work. Payment for this work will be made at the applicable prices in the Contract unless otherwise specifically provided for. If the Project Manager approves a request by the Contractor for the temporary or permanent relocation of Structures for Contractor's own convenience, and satisfactory arrangements can be made with the owners thereof, the Contractor may carry out such work at its own expense.

**82. Abandonment of Structures.** In the case of Structures, the service of which is permanently abandoned, the Project Manager will designate which such Structures or portions of such Structures the Contractor may salvage and which the Contractor may abandon in place on the Project site, including in the trench. The Contractor shall remove and deliver to a designated point of storage materials salvaged and payment therefor will be made at the appropriate prices of the Contract, unless otherwise specifically provided. The Contractor shall allow owners of privately owned Structures reasonable facilities for salvaging their property. Structures designated as abandoned shall become the property of the Contractor and shall be removed from the work, unless the Project Manager has approved abandonment of such Structures in place on the Project site.

**83. Co-operating with Public Utility Companies and City Departments.**

a. The Contractor shall at all times during the performance of the work fully comply with the Underground Utility Line Protection Law (Act 287 of 1974, as amended by Act 121 of 2008), 73 P.S. § 176 et seq., otherwise known as the "PA One Call System."

b. The Contractor shall co-operate with other contractors and with the employees, officers, and agents of the City Departments or the various public utility companies which own, operate, or have supervision over the underground or above-ground Structures encountered by the Contractor and shall conform to the requirements of the owners of such Structures in regard to their safe maintenance. The Contractor shall give to authorized representatives of the City Departments and public utility companies unrestricted access at all times to the excavation and site to inspect the condition and support of their Structures at no additional cost to the City. Suitable arrangements shall be provided to facilitate access to valves and manholes if necessary. Ventilation openings shall be provided where gas is likely to accumulate. Where Structures are to be constructed by the Contractor under the facilities of any public utility, the Contractor shall make suitable arrangements with the public utility company for the removal or support and maintenance of such facilities at no additional cost to the City.

**84. Gas Pipes.** Philadelphia Gas Works (“PGW”) will make any necessary alterations to the gas mains or gas service pipes without expense to the Contractor, unless specifically indicated elsewhere in the Contract Documents. PGW will by-pass the gas service in temporary pipes laid outside such excavation in advance of the construction work. The mains and services that have been removed may be replaced in their permanent position after the backfilling has been sufficiently compacted.

**85. Traffic Control Apparatus.** The Contractor acknowledges that the underground location of conduit and cables for traffic signals at intersecting streets is not ordinarily shown on the Plans for the work. Where traffic signals are indicated on the Plans, but the location of connecting conduit or cables for the signals is not shown, the Contractor shall nonetheless assume that there are underground conduits and cables that may affect or interfere with the performance of its work and the Contractor shall adjust its Proposal accordingly. The Contractor shall support and maintain in their present locations or in approved temporary locations any existing traffic control masts, signals, apparatus, and their connecting underground or above-ground conduits and cables in such condition as to permit the uninterrupted functioning of the signals during the progress of the work on temporary poles, if necessary, and in a manner satisfactory to the Department of Streets. If the existing signal apparatus is supported on poles and these poles are moved to a temporary location during the progress of the work, the Contractor shall either erect temporary signal poles in the approximate locations of the original poles and erect the signals thereon or shall extend the electrical connection to the poles as relocated as may be ordered by the Project Manager. Upon the restoration of surface conditions, the Contractor shall restore the equipment, including underground or above-ground conduits and cables and electrical connections, to its original position and condition. This work, except new masonry, shall be done without additional compensation to the Contractor. Masonry piers will be paid for at the applicable unit prices.

**86. Vaults.** The City will secure the vacating of vaults interfering with the work without expense to the Contractor, but reasonable time shall be provided to the owners for the removal of materials and of any mechanical or other equipment that may be installed therein. These vaults will be vacated to the extent necessary, in the opinion of the Project Manager, to do the work called for under this Contract, including underpinning. The Contractor shall make arrangements with the owners of such vaults in regard to its occupation thereof and shall give the owners at least two (2) weeks’ notice of Contractor’s intention to remove or break into the walls.

**87. Street Lighting Units.** Whenever it is necessary to remove, relocate, or adjust street lighting units or poles, the work shall be reviewed and approved by the City's Department of Streets – Street Lighting Division. All such street lighting work shall be performed at the sole expense of the Contractor and at no additional cost to the City, unless otherwise pre-approved in writing by the Project Manager and the Street Lighting Division.

## **H. MISCELLANEOUS PROVISIONS**

**88. Governing Law.** The Contract shall be deemed to have been made in Philadelphia, Pennsylvania. The Contract and all disputes arising under the Contract shall be governed, interpreted, construed, and determined in accordance with the laws of the Commonwealth without giving effect to principles of Commonwealth law concerning conflicts of laws.

**89. Binding Upon Contractor's Successors, etc.** The Contract shall be binding upon the Contractor's heirs, executors, administrators, and successors and assigns and such successors and assigns shall be responsible for the faithful performance and completion of the Contract work.

**90. Amendments; Waiver.** The Contract may not be amended, supplemented, altered, modified, or waived, in whole or in part, except by a written Amendment, or other writing, signed by the Parties, or as provided in Paragraphs 16 and 17 above concerning cancellation of the Contract by the Contractor and termination for convenience by the City, or as provided in Paragraphs 44 and 45 concerning Change Orders and Disputed Change Orders, respectively. Except to the extent that the Parties may have otherwise agreed in writing in an Amendment, or other writing, no waiver, whether express or implied, by either Party of any provision of the Contract shall be deemed: (a) to be a waiver by that Party of any other provision in the Contract; or (b) to be a waiver by that Party of any breach by the other Party of its obligations under the Contract. Any forbearance by a Party in seeking a remedy for any noncompliance or breach by the other Party shall not be deemed to be a waiver of rights and remedies with respect to such noncompliance or breach.

**91. Interpretation and Order of Precedence.** If the Technical Specifications, the Proposal, or the Plans expressly modify any of the terms, conditions, or requirements of these Standard Contract Requirements, or of the Department's Standard Details and Specifications, such Technical Specifications, Proposal, or Plans shall supersede the portions of these Standard Contract Requirements or the Department's Standard Details and Specifications with which they conflict. The foregoing to the contrary notwithstanding, the City and the Contractor expressly understand that in no event shall the provisions of Paragraph 3 of these Standard Contract Requirements (with respect to test borings, test piles, and existing underground and above-ground Structure locations) be superseded by the Technical Specifications, the Proposal, or the Plans.

**92. Integration.** The Contract Documents, including these Standard Contract Requirements and the exhibits incorporated by reference therein, contain all the terms and conditions agreed upon by the Parties and constitute the entire agreement between the Parties pertaining to the subject matter of the Contract and supersede all prior agreements, understandings, negotiations, and discussions, whether oral or written, of the Parties (except to the extent specifically set forth therein). No other prior or contemporaneous agreements, covenants, representations, or warranties, oral or otherwise, regarding the subject matter of the Contract shall be deemed to exist or to bind any Party or vary any of the terms contained in the Contract.

**93. No Joint Venture.** The Parties do not intend to create and nothing contained in the Contract shall be construed as creating a joint venture arrangement or partnership between the City and the Contractor with respect to the work performed by the Contractor under the Contract.

**94. No Third Party Beneficiaries.** Nothing in the Contract, express or implied, is intended or shall be construed to confer upon or give to any Person, other than the Parties, any rights, remedies, or other benefits, including, but not limited to, third-party beneficiary rights under or by reason of the Contract. The Contract shall not provide any third party with any remedy, claim, liability, reimbursement, cause of action, or other right other than any such remedy, claim, etc., existing without reference to the term of or the existence of the Contract.

**95. Severability and Partial Invalidity.** The provisions of the Contract shall be severable. If any provision of the Contract or the application thereof for any reason or in any circumstance shall to any extent be held to be invalid or unenforceable, the remaining provisions of the Contract and the application of such provision to Persons or in circumstances other than those to which it is held invalid or unenforceable shall not be affected thereby, and each provision of the Contract shall be valid and enforceable to the fullest extent permitted by law.

**96. Survival.** Any and all provisions set forth in the Contract which, by its or their nature, would reasonably be expected to be performed after the termination of the Contract or after full performance of the work under the Contract shall survive and be enforceable after such termination. Any and all liabilities, actual or contingent, which shall have arisen in connection with the Contract shall survive the expiration or earlier termination of the Contract along with the following: the Contractor's warranty of its work, the Contractor's obligation to indemnify, defend, and hold harmless the City, its officers, employees, and agents, and the Parties'

rights and obligations set forth in Paragraph 27.

**97. Controlling and Pertinent Statutes.** All statutory citations in the Contract shall refer to the pertinent statute as it may be amended hereafter from time to time.

**98. Forum Selection Clause; Consent to Jurisdiction.** The Parties irrevocably consent and agree that any lawsuit, action, claim, or legal proceeding involving, directly or indirectly, any matter arising out of or related to the Contract shall be brought exclusively in the United States District Court for the Eastern District of Pennsylvania or the Court of Common Pleas of Philadelphia County. It is the express intent of the Parties that jurisdiction over any lawsuit, action, claim, or legal proceeding shall lie exclusively in either of these two (2) forums. The Parties further irrevocably consent and agree not to raise any objection to any lawsuit, action, claim, or legal proceeding which is brought in either of these two (2) forums on grounds of venue or *forum non conveniens*, and the Parties expressly consent to the jurisdiction and venue of these two (2) forums. The Parties further agree that service of original process in any such lawsuit, action, claim, or legal proceeding may be duly effected by mailing a copy thereof, by certified mail, postage prepaid, in the case of the Contractor to the address specified in the Proposal and, in the case of the City, to The City of Philadelphia Law Department, Attention: City Solicitor at the then-current address of the Law Department.

**99. Waiver of Jury Trial.** The Contractor hereby waives trial by jury in any legal proceeding in which the City is a party and which involves, directly or indirectly, any matter (whether sounding in tort, Contract, or otherwise) in any way arising out of or related to the Contract or the relationship created or evidenced thereby. This provision is a material consideration upon which the City relied in entering into the Contract.

**100. Headings.** The titles, captions or headings of Paragraphs, sections, exhibits, or schedules in or to the Contract are inserted for convenience of reference only and do not in any way define, limit, describe, or amplify the provisions of the Contract or the scope or intent of the provisions and are not a part of the Contract.

**101. Days.** Any references to a number of days in the Contract shall mean calendar days, unless the Contract specifies Working Days or business days.

**102. Notice.** All notices, demands, requests, waivers, consents, approvals, or other communications which are required or may be given under the Contract shall be in writing and shall be deemed to have been duly made (a) when received or refused if delivered by hand with receipt given or refused; (b) on the next business day if delivered by a nationally recognized overnight courier service (*e.g.*, Federal Express or United Parcel Service); (c) on the date confirmed for receipt by facsimile if delivered by facsimile; and (d) upon receipt or refusal of delivery if sent by certified or registered United States mail, return receipt requested. In each case, notices shall be sent, in the case of notices to the Contractor, to the address or addresses set forth in the Contractor's Proposal, and, in the case of the City, to the address set forth in the City's Notice to Proceed to the attention of the Project Manager or to such other address as either Party may specify to the other by a notice complying with the terms of this Paragraph.

## **I. SPECIFIC LAWS**

The following provisions are not intended to limit the applicability of any of the other provisions of the Contract:

**103. Labor-Management Relationships; Prevailing Wages.** The Contract is subject to Section 17-107, as amended, of The Philadelphia Code, "Contractors: Labor-Management Relationships," and all regulations and procedures adopted thereunder.

a. As required by Section 17-107 of The Philadelphia Code, all employees performing work under the Contract shall be paid at least the applicable prevailing wages for the respective occupational classifications designated as set forth in the minimum wage schedule attached as part of the General Proposal and Contract Requirements and shall be given at least the applicable presently prevailing working conditions during the entire period of work under the Contract. Such working conditions are those which are given to employees pursuant to a bona fide collective bargaining agreement for the applicable craft, trade, or industry in

the Philadelphia area on the date the General Proposal and Contract Requirements are issued. The occupational classifications for all employees under the Contract shall be only the specific categories of jobs within a given craft, trade, or industry for which a separate hourly wage rate for the Philadelphia area is determined by the Secretary of Labor of the United States in accordance with the provisions of the Davis-Bacon Act and which are set forth in the applicable schedule attached to the General Proposal and Contract Requirements. In the event that any Contractor believes that work under the Contract should be performed by employees in occupational classifications omitted from the schedule attached to the General Proposal and Contract Requirements, it shall so advise the Managing Director's Office (the "MDO"), Labor Standards Division, which shall remedy the omission if it agrees.

b. The City may withhold from any sums due to Contractor under the Contract so much as may be necessary to pay the employees the difference between the wages required to be paid under this Paragraph and the wages actually paid to such employees, and the City may make such payments directly to the appropriate employees.

c. Each Contractor shall require all Subcontractors to comply with and be bound by all of the provisions of this Paragraph of the Contract and of Section 17-107 of The Philadelphia Code, and the Contractor shall insert the requirements of Section 17-107 in all Subcontracts.

d. Every Contractor and Subcontractor shall keep an accurate record preserved on employee time sheets or time cards showing the name, address, social security number, occupational classification, wages, and other benefits paid or provided and the number of hours worked for each employee assigned to City-Work (as "City-Work" is defined in Section 17-107(1)(b) of The Philadelphia Code), and such record shall be preserved at the current place of business of the employing Contractor or Subcontractor for two (2) years from the date of the Final Estimate on the Contract. The Contractor shall maintain and make his or her accounting and employment records and records relating thereto available for inspection by authorized representatives of the City at all reasonable hours and shall permit such representatives to interview employees during the hours on the job, all without prior notice. Neither the Contractor nor any Subcontractor shall allow any employee or other person to interfere with any such inspection or interview.

e. All Contractors and Subcontractors performing City-Work shall, upon request of the City, file with the MDO, Labor Standards Division, a certified statement setting forth the name, address, occupational classification, wages, and other benefits paid or provided and number of hours worked with respect to each employee performing City-Work. Such statement shall be made weekly for each preceding weekly period. The certification shall affirm that the statement is correct and complete, that the wages set forth therein are not less than those required by the Contract for City-Work, and that the occupational classification set forth for each employee conforms with the work performed.

f. Nothing herein shall preclude the payment by the Contractor of wages at rates higher than those specified as the minimum in the applicable schedule attached to the General Proposal and Contract Requirements. However, no increase in any Contract price shall be allowed or authorized on account of the payment of wages in excess of those so specified or on account of wage increases granted hereafter. No increases above the amounts specified in the applicable schedule attached to the General Proposal and Contract Requirements will be required by any Contract during the term thereof except in the case of an error or omission in such schedule. Such an error or omission shall be called to the attention of the MDO, Labor Standards Division, as promptly as possible, but the remedying thereof by the Department shall not constitute grounds for withdrawal of a Proposal or cancellation of a Contract or for an increase in the Contract price or other claim or recovery against the City or a ground for failure or refusal to pay the applicable proper minimum to all employees.

g. The minimum wages required hereby shall be paid unconditionally without any subsequent deduction or rebate of any kind except in accordance with Applicable Law governing payroll deductions for taxes, benefits, and collective bargaining charges. Any assignment of wages by an employee for the direct or indirect benefit of the Contractor shall constitute a violation of this Paragraph, and any purported release of rights under Section 17-107 of The Philadelphia Code by an employee shall be void and of no effect.

h. The Parties shall refer to Section 17-107 of The Philadelphia Code and to the regulations to be issued from time to time by the MDO, Labor Standards Division, for further information concerning the administration of the foregoing requirements of this Paragraph. In addition, it shall be the responsibility of all Respondents and Contractors to inform themselves as to all prevailing working conditions, including, without limitation, length of work day and work week, overtime compensation, and holiday and vacation rights.

**104. Non-Discrimination; Fair Practices.**

a. The Parties acknowledge that they have entered into and perform the Contract under the terms of the Philadelphia Home Rule Charter, the Fair Practices Ordinance (Chapter 9-1100 of The Philadelphia Code), and the Mayor's Executive Order No. 04-86, as they may be amended from time to time. In addition, to the extent those provisions do not explicitly prohibit or cover certain types of discriminatory conduct, in performing the Contract, Contractor has broader obligation under the Contract. In connection with providing any service or fulfilling any duty under the Contract, Contractor shall not discriminate or permit discrimination against any individual on the basis of actual or perceived race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information; domestic or sexual violence victim status; or Human Immunodeficiency Virus ("HIV") infection status. In the event of any breach of this Section 104, the City may, in addition to any other rights or remedies available under this Contract, at law or in equity, suspend or terminate the Contract forthwith.

b. In accordance with Act 57 of 1998, 62 Pa.C.S. §3701, as amended, in the hiring of employees for the performance of work under the Contract or any Subcontract, neither the Contractor nor any of its Subcontractors nor any Person acting in their behalf shall discriminate, by reason of gender, race, creed, or color, against any citizen of the Commonwealth who is qualified and available to perform the work to which the employment relates. In addition, neither the Contractor nor any of its Subcontractors nor any Person acting in their behalf shall in any manner discriminate against or intimidate any employee hired for the performance of work under the Contract on account of gender, race, creed, or color. In addition to any other remedies available to the City, the Contract may be cancelled or terminated by the City and all money due or to become due under the Contract may be forfeited for a violation of the terms or conditions of this Paragraph.

**105. Employment of Low - and Moderate - Income Persons.** The Contract is subject to Section 17-1000, as amended, of The Philadelphia Code, "Employment of Low- and Moderate-Income Persons by City Contractors," and all regulations and procedures adopted thereunder.

a. As required by Section 17-1000 of The Philadelphia Code, for all construction and demolition contracts entered into by the City with a total value in excess of \$150,000 (a "Covered Construction Contract"), the Contractor must certify to the Procurement Department that at least forty percent (40%) of the workers who work on a Covered Construction Contract are low- or moderate-income persons. Apprentices and those working in on-the-job training positions shall be considered workers for the purpose of meeting the requirements of Section 17-1000.

b. A low- or moderate-income person is defined under Section 17-1000 as a person whose income does not exceed more than eighty percent (80%) of the median income for the Philadelphia metropolitan area, as determined or adjusted by the Secretary of Housing and Urban Development pursuant to 42 U.S.C. §5302(a)(20), as amended. A person who no longer meets the income eligibility criteria set forth in Section 17-1000 because of employment by a party to a Covered Construction Contract, but who met the criteria on his or her date of hire, shall be deemed a low- or moderate-income person for three (3) years from the date of hire.

c. Each Contractor shall require all Subcontractors to comply with and be bound by all of the provisions of this Paragraph of the Contract and of Section 17-1000 of The Philadelphia Code, and the Contractor shall insert the requirements of Section 17-1000 in all Subcontracts.

**106. Ethics Requirements.** To preserve the integrity of City employees and maintain public confidence in the competitive bidding system, the City intends to vigorously enforce the various ethics laws as they relate to City employees in the bidding and execution of contracts to which the City is a party. Such laws are in three categories:



a. Executive Order No. 10-16, which prohibits City employees from soliciting or accepting anything of value from any Person seeking to initiate or maintain a business relationship with the City, including, but not limited to, any of its departments, boards, commissions, or agencies. All City employees presented with gifts or gratuities as indicated in Executive Order 02-04 have been instructed to report these actions to the appropriate authorities. All Respondents, agents, or intermediaries who are solicited for gifts or gratuities by City employees are urged to report these actions to the appropriate authorities, including, but not limited, to the Inspector General.

b. Section 10-102, as amended, of the Philadelphia Home Rule Charter, which prohibits any Proposal from being accepted from or contract awarded to any City employee or official or any firm in which a City employee or official has a direct or indirect financial interest. All Respondents are required to disclose any current City employees or officials who are employees or officials of the Respondent's firm or who otherwise would have a financial interest in the Contract.

c. The State Ethics Act and the City Ethics Code, which prohibit a public employee from using his or her public office or any confidential information gained thereby to obtain financial gain for himself or herself, a member of his or her immediate family, or a business with which he or she or a member of his or her immediate family is associated. "Use of public office" is avoided by the employee or official publicly disclosing the conflict and disqualifying himself or herself from official action in the matter, as provided in The Philadelphia Code §20-608, as amended.

**107. The Philadelphia Code, Chapter 17-400.**

a. In accordance with Chapter 17-400 of The Philadelphia Code, as it may be amended from time to time, Contractor agrees that its payment or reimbursement of membership fees or other expenses associated with participation by its employees in an exclusionary private organization, insofar as such participation confers an employment advantage or constitutes or results in discrimination with regard to hiring, tenure of employment, promotions, terms, privileges, or conditions of employment on the basis of race, color, sex, sexual orientation, religion, national origin, or ancestry, constitutes, without limiting the generality of Paragraph 28 (Default and Remedies), a substantial breach of the Contract entitling the City to all rights and remedies provided herein or otherwise available at law or in equity.

b. The Contractor agrees to include the immediately preceding subparagraph, with appropriate adjustments for the identity of the parties, in all Subcontracts which are entered into for work to be performed pursuant to the Contract.

c. The Contractor agrees to cooperate with the City's Commission on Human Relations in any manner which the Commission deems reasonable and necessary for the Commission to carry out its responsibilities under Chapter 17-400 of The Philadelphia Code. The Contractor's failure to so cooperate shall constitute, without limiting the applicability of Paragraph 28 (Default and Remedies), a substantial breach of the Contract entitling the City to all rights and remedies provided herein or otherwise available at law or in equity.

**108. Executive Order 03-12: Minority, Woman and Disabled Business Enterprise Participation.**

In accordance with Executive Order 03-12 (the "Antidiscrimination Policy"), the City, acting through its Office of Economic Opportunity ("OEO"), has established an antidiscrimination policy that relates to the solicitation and participation of Minority Business Enterprises ("MBE"), Woman Business Enterprises ("WBE"), and Disabled Business Enterprises ("DSBE")(collectively, "M/W/DSBE") in City contracts. The purpose of this Antidiscrimination Policy is to ensure that all businesses desiring to do business with the City have an equal opportunity to compete by creating access to the City's procurement process and meaningfully increasing opportunities for the participation by M/W/DSBEs in City contracts at all tiers of contracting, as prime contractors, subcontractors, and joint venture partners. In furtherance of this policy, the City will, from time to time, establish participation ranges for City contracts and City-related special projects. Contractor agrees to comply with the requirements of the Antidiscrimination Policy by exercising its Best and Good Faith Efforts to include M/W/DSBEs in its contract, and where participation ranges are established by OEO, Contractor agrees, without limitation, to submit documentation responsive to each of the participation ranges established for the Contract.

a. General Requirements. In furtherance of the purposes of the Antidiscrimination Policy, Contractor agrees to the following:

1. Contractor, if it has achieved participation commitments with M/W/DSBEs, represents that it has entered into legally binding agreement(s) (“M/W/DSBE Subcontract(s)”) with M/W/DSBEs as participants under this Contract for the services and in the dollar amount(s) and percentage(s) as specified in the M/W/DSBE Participation Exhibit to this Contract (the “Contract Commitment(s)”).

2. Contractor shall secure the prior written approval of the OEO before making any changes or modifications to any Contract Commitments made by Contractor herein, including, without limitation, substitutions for its MBEs, WBEs and/or DSBEs, changes or reductions in the services provided by its M/W/DSBE participants, or changes or reductions in the dollar amounts and/or percentage value paid to its M/W/DSBE participants.

3. Unless otherwise specified in a M/W/DSBE Subcontract between Contractor and its M/W/DSBE participant, as described in Paragraph 108(a)(1) above, Contractor shall, within five (5) business days after receipt of a payment from the City for services performed under the Contract, deliver to its M/W/DSBE participant its proportionate share of such payment for services performed by the M/W/DSBE participant. In connection with payment of its M/W/DSBE participants, Contractor agrees to fully comply with the City’s electronic payment reporting process, the Contract Compliance Reporting System (referred to as “CCRS” or “B2G”) which is an electronic payment verification system; failure to verify payment in this system may result in withholding of payments.

4. Contractor shall, in the event of an increase in units of work and/or compensation under the Contract, increase its Contract Commitment(s) with its M/W/DSBE participants proportionately, which increase shall be reflected in the M/W/DSBE Subcontract(s) described in Paragraph 108(a)(1) above. OEO may from time to time request documentation from Contractor evidencing compliance with this provision.

5. Contractor shall submit, within the time frames prescribed by the City, any and all documentation the City may request, including, but not limited to, copies of M/W/DSBE Subcontracts, participation summary reports, M/W/DSBE participant invoices, telephone logs and correspondence with M/W/DSBE participants, cancelled checks and certification of payments. Contractor shall maintain all documentation related to this Paragraph 108 for a period of five (5) years from the date of Contractor’s receipt of final payment under the Contract.

6. Contractor agrees that the City may, in its sole discretion, conduct periodic reviews to monitor Contractor’s compliance with the terms of this Antidiscrimination Policy.

7. Contractor agrees that in the event the City determines that Contractor has failed to comply with any of the requirements of this Antidiscrimination Policy, including substantial compliance with any Contract Commitment, the City may, in addition to any other rights and remedies it may have under the Contract, which includes termination of the Contract, exercise one or more of the following remedies which shall be deemed cumulative and concurrent:

(A) Debar Contractor from proposing on and/or participating in any future contracts for a maximum period of three (3) years.

(B) Withhold payment(s) or any part thereof until corrective action is taken. If corrective action is not taken to the satisfaction of OEO, the City may, without institution of a lawsuit, deduct money in an amount equal to the M/W/DSBE shortfall, which amount shall be collected and considered not as a penalty, but as liquidated damages for Contractor’s failure to comply with the Contract.

8. No privity of contract exists between the City and any M/W/DSBE participant identified herein and the City does not intend to give or confer upon any such M/W/DSBE participant(s) any legal rights or remedies in connection with the subcontracted services pursuant to the Antidiscrimination Policy or by reason of this Contract except such rights or remedies that the M/W/DSBE participant may seek as a private cause of action

under any legally binding contract to which it may be a party. The remedies enumerated above are for the sole benefit of the City and City's failure to enforce any provision or the City's indulgence of any non-compliance with any provision hereunder, shall not operate as a waiver of any of the City's rights in connection with this Contract nor shall it give rise to actions by any third parties including identified M/W/DSBE participants.

b. Special Requirements Applicable to Non-Profit Contractors. In the event Contractor is a non-profit, the Contract may not be subject to M/W/DSBE participation ranges, but Contractor shall demonstrate its compliance with the Antidiscrimination Policy by providing annually to OEO the following information:

1. A statement identifying the race, gender, disability status and ethnic composition of its workforce and board of directors;
2. A list of the non-profit's five highest dollar value M/W/DSBE suppliers of products and services; and
3. The non-profit's written "equal opportunity statement," an assurance of the non-profit's efforts to maintain a diverse workforce and board of directors and operate a fair and effective supplier diversity program.

c. Criminal Liability for Fraudulent or False Statements. Contractor hereby verifies that all information submitted to the City in connection with the Antidiscrimination Policy is true and correct and is notified that the submission of false information is subject to the penalties of 18 Pa.C.S. § 4904 relating to unsworn falsification to authorities, which may include payment of a fine of at least \$1,000 and a term of imprisonment of not more than two (2) years. Contractor also acknowledges that under 18 Pa.C.S. § 4107.2(a)(4), it is a felony in the third degree, punishable by a term of imprisonment of not more than seven (7) years in addition to the payment of any fines or restitution, if, under this Contract, Contractor fraudulently obtains public moneys reserved for or allocated or available to minority business enterprises or women's business enterprises.

**109. Chapter 17-1400 of The Philadelphia Code: Contributions and Other Mandatory Disclosures.**

a. Contractor confirms on behalf of itself and its Subcontractor(s) that no contribution(s) have been made and agrees that none shall be made during any term of this Contract by Contractor, any Subcontractor, or any party from which a contribution can be attributed to Contractor or Subcontractor that would render Contractor or Subcontractor, as applicable, ineligible to apply for or enter into a Non-Competitively Bid Contract under the provisions of Sections 17-1404(1) and 17-1405 of the Code; and that disclosures made as part of its application to receive a Non-Competitively Bid Contract contain no material misstatements or omissions. Breach of this covenant shall constitute an event of default and render the Contract voidable at the City's option and shall make Contractor liable for liquidated damages to the City in the amount of ten percent (10%) of the maximum payments to Contractor allowed under the Contract, regardless whether actually paid. The City may exercise any or all the remedies set forth in this Paragraph 109, each of which may be pursued separately or in conjunction with such other remedies as the City in its sole discretion shall determine. No extension or indulgence granted by the City to Contractor shall operate as a waiver of any of the City's rights in connection with this Contract. The rights and remedies of the City as described in this Paragraph 109, and as described elsewhere in this Contract, shall not be exclusive and are in addition to any other rights or remedies available to the City under this Contract at law or in equity.

b. Contractor shall, during the Initial Term of the Contract, any Additional Term, and for one year thereafter, disclose any contribution of money or in-kind assistance that Contractor, or any consultant utilized by Contractor in connection with this Contract, has made, or any individual or entity has made if such contributions can be attributed to Contractor, or such consultant pursuant to the attribution rules of Section 17-1405 of the Code, during such time period to a candidate for nomination or election to any public office in the City or to an individual who holds such office, or to any political committee or party in the City, or to any group, committee, or association organized in support of any such candidate, office holder, political committee, or party, and the date and amount of such contribution.

1. It shall not be a violation of this Paragraph 109(b) if Contractor fails to disclose a contribution made by a consultant because Contractor was unable to obtain such information from the consultant, provided Contractor demonstrates that it used reasonable efforts to attempt to obtain such information, including, at a minimum:

(A) Entering into a written agreement with the consultant for such consultant's services, before the filing of the application for the Contract, and before the consultant communicated with a City department or office, official, or employee on behalf of Contractor;

(B) Including in such agreement a provision requiring the consultant to provide Contractor in a timely manner with all information required to be disclosed under the provisions of Chapter 17-1400 of the Code, and providing, in effect, that the agreement will be terminated by Contractor if the consultant fails to provide all required information on a timely basis and that no further payments, including payments owed for services performed prior to the date of termination, will be made to the consultant by or on behalf of Contractor as of the date of such termination;

(C) Communicating regularly with the consultant concerning the consultant's obligations to provide timely information to permit Contractor to comply with the provisions of Chapter 17-1400 of the Code; and

(D) Invoking the termination provisions of the written agreement in a full and timely manner.

c. Contractor shall, during the Initial Term of the Contract, any Additional Term, and for one year thereafter, disclose the name and title of each City officer or employee who, during such time period, asked Contractor, any officer, director, or management employee of Contractor, or any Person representing Contractor, to give money, services, or any other thing of value (other than a Contribution as defined in Section 17-1401 of the Code) to any Person, and any payment of money, provision of services, or any other thing of value (other than such a Contribution) given to any Person in response to any such request. Contractor shall also disclose the date of any such request, the amount requested, and the date and amount of any payment made in response to such request.

d. Contractor shall, during the Initial Term, and any Additional Term, of the Contract disclose the name and title of each City officer or employee who directly or indirectly advised Contractor, any officer, director, or management employee of Contractor, or any Person representing Contractor that a particular Person could be used by Contractor to satisfy any goals established in the Contract for the participation of minority, women, disabled or disadvantaged business enterprises. Contractor shall also disclose the date the advice was provided, and the name of such particular Person.

e. The disclosures required by Paragraphs 109(b), (c) and (d) shall be made utilizing the online disclosure update process through Contractor's eContract Philly account which can be accessed on the City's website at [www.phila.gov/contracts](http://www.phila.gov/contracts) by clicking on eContract Philly. Such disclosures shall be timely made before the statutory deadline for the reporting period in which any disclosable event occurred. The disclosure reporting schedule is set forth in Section 17-1402(1)(e)(v) of the Code. In the case of updates to political contributions made by Contractor required by Section 109(b), the attribution rules of Section 17-1405 of the Code shall apply to determine what contributions must be disclosed under this provision as contributions of Contractor or of a Consultant. Contractor is advised that any individual who submits an update on eContract Philly must be an authorized signatory of Contractor, authorized to make the required updated disclosures.

f. Reports generated automatically by the online process for the updated disclosures required by Paragraphs 109(b), (c) and (d) will be automatically forwarded to the President and Chief Clerk of Council, and to the Mayor, Director of Finance, Procurement Department and the Department of Records.

**110. Federal Laws.** The Contractor shall comply with the provisions of Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d – 2000d7), section 504 of the Federal Rehabilitation Act of 1973 (29 U.S.C. § 794), The Age Discrimination Act of 1975, (42 U.S.C. §§ 6101 – 6107), Title IX of the Education

Amendments of 1972 (20 U.S.C. § 1681), and 45 C.F.R. Part 92, as they may be amended from time to time, which together prohibit discrimination on the basis of race, color, national origin, sex, handicap, age, and religion.

**111. Americans With Disabilities Act.** Contractor understands and agrees that no individual with a disability shall, on the basis of the disability, be excluded from participation in the Contract or from activities or services provided under the Contract. As a condition of accepting and executing the Contract, Contractor shall comply with all provisions of the Americans With Disabilities Act (the "ADA"), 42 U.S.C. §§ 12101 – 12213, as amended, and all regulations promulgated thereunder, as the ADA and regulations may be amended from time to time, which are applicable (a) to Contractor, (b) to the benefits, services, activities, facilities, and programs provided in connection with the Contract, (c) to the City or the Commonwealth, and (d) to the benefits, services, activities, facilities, and programs of the City or of the Commonwealth, and, if any funds for payments by the City or otherwise under the Contract are provided by the federal government, which are applicable to the federal government and its benefits, services, activities, facilities, and programs. Without limiting the applicability of the preceding sentence, Contractor shall comply with the "General Prohibitions Against Discrimination," 28 C.F.R. Part 35.130, and all other regulations promulgated under Title II of the ADA, as they may be amended from time to time, which are applicable to the benefits, services, programs, and activities provided by the City through Contracts with outside contractors.

**112. Northern Ireland.** In accordance with Section 17-104, as amended, of The Philadelphia Code, the Contractor, by execution of this Contract, certifies and represents that (1) the Contractor (including any parent company, subsidiary, exclusive distributor, or company affiliated with Contractor) does not have and will not have at any time during the term of the Contract (including any extensions thereof), any investments, licenses, franchises, management agreements, or operations in Northern Ireland and (2) no product to be provided to the City under the Contract will originate in Northern Ireland, unless the Contractor has implemented the fair employment principles embodied in the MacBride Principles.

a. In the performance of the Contract, the Contractor agrees that it will not utilize any suppliers, Subcontractors, or subconsultants at any tier (1) who have (or whose parent, subsidiary, exclusive distributor, or company affiliate have) any investments, licenses, franchises, management agreements, or operations in Northern Ireland or (2) who will provide products originating in Northern Ireland unless said supplier, subconsultant, or Subcontractor has implemented the fair employment principles embodied in the MacBride Principles.

b. The Contractor agrees to cooperate with the City's Director of Finance in any manner which said Director deems reasonable and necessary to carry out the Director's responsibilities under Section 17-104 of The Philadelphia Code. The Contractor expressly understands and agrees that any false certification or representation in connection with this Paragraph and any failure to comply with the provisions of this Paragraph shall constitute a substantial breach of the Contract entitling the City to all rights and remedies provided in the Contract or otherwise available at law (including, but not limited to, Section 17-104 of The Philadelphia Code) or in equity. In addition, the Contractor acknowledges and understands that false certification or representation is subject to prosecution under Title 18 Pa.C.S. §4904, as amended, concerning unsworn falsification to authorities.

**113. Steel Products Procurement Act.** The Steel Products Procurement Act, 73 P.S. § 1881, et seq., as amended, shall govern payments to the Contractor under the Contract. In seeking payment under the Contract, the Contractor represents, warrants, and covenants that only steel products made in the United States as defined by the Steel Products Procurement Act have been used or supplied in the performance of the Contract and all Subcontracts thereunder. Where unidentified steel products are supplied or used under the Contract, the City will not authorize, provide for, or make any payments to the Contractor for such steel products, unless and until the Contractor shall first provide to the Project Manager documentation, including, but not limited to, invoices, bills of lading, and mill certification, attesting that the steel was melted and manufactured in the United States. Where a steel product is identifiable from its face, the City will authorize, provide for, and make payments to the Contractor for such steel products, only after the Contractor shall have submitted a certification, in a form satisfactory to the Project Manager, that the Contractor has fully complied with the requirements of the Steel Products Procurement Act. Where the Project Manager has determined that a particular steel product is not produced in the United States in sufficient quantities to satisfy the requirements of the Contract, then this Paragraph shall not apply to payments for that steel product. Failure of the Contractor to comply with the Steel Products

Procurement Act shall constitute a violation of the Contract, which shall entitle the City to exercise all rights and remedies provided to it by the Steel Products Procurement Act and provided to it under the Contract, either at law or in equity.

**114. Business, Corporate and Slavery Era Insurance Disclosure.** In accordance with Section 17-104, as amended, of The Philadelphia Code, the Respondent, after execution of the Contract, will complete an affidavit certifying and representing that the Respondent (including any parent company, subsidiary, exclusive distributor, or company affiliated with Respondent) has searched any and all records of the Respondent or any predecessor business entity regarding records of investments or profits from slavery or slaveholder insurance policies during the slavery era. The names of any slaves or slaveholders described in those records must be disclosed in the affidavit.

The Respondent expressly understands and agrees that any false certification or representation in connection with this Paragraph and/or any failure to comply with the provisions of this Paragraph shall constitute a substantial breach of this Contract entitling the City to all rights and remedies provided in this Contract or otherwise available in law (including, but not limited to, Section 17-104 of The Philadelphia Code) or equity and the contract will be deemed voidable. In addition, it is understood that false certification or representation is subject to prosecution under Title 18 Pa.C.S.A. Section 4904, as amended, concerning unsworn falsification to authorities.

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SECTION 007201 – SUPPLEMENTARY STATE GRANT CONDITIONS (RACP)

PART 1 - GENERAL

1.1 SUPPLEMENTARY CONDITIONS

- A. These Supplementary Conditions amend or supplement the “General Conditions” and other provisions of the Contract Documents as indicated below. All provisions, which are not so amended or supplemented, remain in full force and effect. The “General Conditions” also may be supplemented elsewhere in the Contract Documents by provisions located in, but not necessarily limited to, Division 1 of the specifications.

1.2 STATE REQUIREMENTS FOR RACP GRANTS

- A. The Contractor is hereby notified that state grant funds are being used to finance this construction and the Contractor shall therefore comply with the state requirements imposed by the Commonwealth of Pennsylvania.
- B. If there are different types of state grants funding the construction, each grant will have a separate section in these specifications outlining the supplementary state conditions for that type of grant and Contractor is required to comply with the requirements of each and every type of grant. Please review the supplementary state condition sections carefully. Many of the state grant requirements will be duplicative, but there may be important differences.
- C. The City was selected to receive a Redevelopment Assistance Capital Program grant (the “RACP Grant”) from the Commonwealth of Pennsylvania (the “Commonwealth”) to fund a portion of the Rebuild Improvements at Vincent G. Panati Playground.
- D. The Contractor is responsible for performing its work in accordance with the Commonwealth’s RACP requirements, which are included in this Section 007201 and which may be revised from time to time (the “RACP Requirements”). If the Contractor is not complying with the RACP Requirements, payment may be withheld from the Contractor. In the case of any differences between the RACP Requirements and in the Contract Documents (including but not limited to prevailing wage requirements), the Contractor shall comply with the more stringent requirement.
- E. Accordingly, in performing all work, including project management work, the Contractor shall:
  - 1. Comply with the RACP Requirements, including the items listed on the “Key Compliance Guidelines”, included as Attachment 1 in Section 007201A.
  - 2. Review and comply with the attached “Guidance on Steel Certification Relative to the Redevelopment Assistance Capital Program (RACP)” (*Updated June 2022*) [Attachment 2 in Section 007201A] and per Section 013330.
  - 3. Ensure that prevailing wage requirements under the Pennsylvania Prevailing Wage Act or the Rebuild prevailing wage requirements (which track the City of Philadelphia’s prevailing wage requirements), whichever are higher, are satisfied. **NOTE** that the Contractor shall pay, and require to be paid, the current wage rates as those may be updated by the Commonwealth or the City from time to time. The prevailing wages rates for the City and the Commonwealth at the time of this posting are attached as Section 007343 and Section 007343A, respectively.
  - 4. The Contractor shall submit wage information on the Commonwealth’s wage rate submittal form (the “DLI Wage Form”), included as Attachment 3 within Section 007201A. **NOTE** that this form will be

- required in addition to the use of LCP Tracker.
5. Indemnify, defend, and hold harmless, and cause its subcontractors, to indemnify defend, and hold harmless, the Commonwealth (in addition to the City of Philadelphia, PAID, PIDC, and PRA) from and against all claims, liabilities, demands and actions based upon or arising in whole or in part, directly or indirectly, from or in any related to any activities performed in connection with the work.
  6. Add, and require subcontractors to add, the Commonwealth as an additional insured (in addition to the City of Philadelphia, PAID, PIDC, and PRA) on any insurance policies. NOTE: that the insurance requirements stated in the attached Key Compliance Guidelines may be lower than those otherwise required for the Project. If there is a difference, the Contractor is required to obtain the higher limits and types of insurance.
  7. Certify, in writing, for itself and all its subcontractors, that as of the date of its execution of this contract that neither the Contractor, nor any subcontractors, nor any suppliers, are under suspension or debarment by the Commonwealth or any governmental entity, instrumentality, or authority and, if the Contractor cannot so certify, then it agrees to submit, along with the bid/proposal, a written explanation of why such certification cannot be made.
  8. Certify, in writing, that as of the date of its execution of the contract, the Contractor has no tax liabilities or other Commonwealth obligations.
  9. Execute, and require all subcontractors who work on the Project to execute, the Commonwealth's "Nondiscrimination/Sexual Harassment Clause" (Attachment 4 in Section 007201A) as though the Contractor or subcontractor, as the case may be, were the "Applicant" or "Grantee" for purposes of that form.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION – (Not Used)

Attachments 1-4 are included in Section 007201A:

1. Key Compliance Guidelines
2. Guidance on Steel Certification Relative to the Redevelopment Assistance Capital Program (RACP) (updated June 2022)
3. DLI Wage Form
4. Nondiscrimination/Sexual Harassment Clause (form)

END OF SECTION 007201

## KEY COMPLIANCE GUIDELINES

It is suggested that a copy of this complete document be given to your Project, Construction Manager, and/or Architect so that they are fully aware of the RACP requirements related to each. This document should be included in your bid packages, and should be made an addendum to any and all construction contracts, plans and specifications related to the RACP project.

Compliance with all RACP requirements, including the key items in these guidelines will be monitored frequently throughout the construction phase of your project and will be reviewed once more during the legislatively mandated close-out audit.

## COMPETITIVE BIDDING REQUIREMENTS

The sole and exclusive bidding requirement for RACP projects is in the Capital Facilities Debt Enabling Act (Act 67 of 2004), which states "Notwithstanding any other provision of law, the solicitation of a minimum of three written bids for all contracted construction work on redevelopment assistance capital projects shall be the sole requirement for the composition, solicitation, opening and award of bids on such projects." Unless the terms of the law change, the Office of the Budget cannot grant waivers for bidding requirements to Grantees.

RACP projects are not subject to separation of trades. You are REQUIRED to solicit a minimum of three (3) bids for "all generally contracted work" being performed within the RACP defined scope of work. You are not required to receive three (3) bid responses. However, you should provide documentation to prove that at least three bids were solicited by providing copies of the solicitation letters (preferably on letterhead of the bidding entity) used in the bidding process. You are not required to select the lowest bidder, but if you do not, you will have to provide a brief written justification for your selection. Note: there is NO threshold level under the RACP program regardless of the size or dollar amount associated with the work to be performed. You need to show that you solicited a minimum of three (3) bids for any contract to be eligible for RACP.

Bidding is acceptable at either the general contractor level (described in option a. below) or at the sub-contractor level (described in option b. below):

- **General Contractor (GC) Level** - If you chose to bid at the GC level, please note that the bid should encompass the entire RACP scope of work to be performed including all associated construction work. The dollar amount bid on the project must include 100% of the work to be performed by the GC and the sub-contractors. Bidding at the GC level will require submission of bidding and construction related documents at the GC level only (see Sub-Contractor level below for a distinction)
- **Sub-Contractor Level** - If you choose not to solicit three bids for a General Contractor, then you are required to solicit a minimum of three bids for EACH Sub-Contractor covering all trades involved in the project. Note that any self-performed work by a non-bid GC is NOT an eligible cost for reimbursement OR match purposes. Bidding at the Sub-Contractor level will require submission of bidding and construction related documents at the sub level...meaning proof of

bidding, construction contracts, payment and performance bonds, insurance etc. will need to be provided for every sub-contractor in the RACP scope.

Professional Services: Professional services associated with the project are not required to be bid as these associated costs are only eligible as match.

Change Orders: Grantees and/or Sub-Grantees are not required to competitively bid out change orders as long as the work was within the RACP scope of the original bid and is less than 20% of the total contract. If a change order is for work beyond the RACP scope of work originally bid, the Grantee will be required to competitively bid out the new scope of work in order to be considered RACP eligible.

## **PENNSYLVANIA STEEL PRODUCTS PROCUREMENT ACT**

The Office of the Budget (OB) cannot grant waivers to the Pennsylvania Steel Products Procurement Act (SPPA) unless the terms of the law change. All RACP Grantees must comply with the SPPA. If a Grantee/RACP project fails to abide by the SPPA, it does so at its own risk.

[A full explanation on the RACP steel requirements is available as a PDF download.](#)

Up to 2011, OB only accepted the ST-4 Form (justification for the use of foreign steel) that the Department of General Services (DGS) had exclusively devised to address exceptions linked to the requirements of the SPPA, when it was necessary. Since 2011, OB has approved the acceptability of two more DGS ST Forms (ST-2, ST-3) with some caveats, providing that the forms are properly filled out. The ST-1 Form will not be accepted by OB. It is not necessary for the ST-2, ST-3, and ST-4 Forms to be notarized.

Effective January 1, 2013, OB began utilizing the DGS Exempt Machinery and Equipment Steel Products listings ([2022](#), [2021](#), [2020](#)) as part of our steel policy. DGS published a Statement of Policy- Steel products procurement in the Pennsylvania Bulletin Volume 43, Number 6 dated February 9, 2013 (See PA Bulletin #43, pages 85-86) that discussed the exemption of certain steel products, based on their analysis of ST-4 forms submitted that list products not produced domestically in sufficient quantity. DGS publishes an updated "Exemption List" annually.

Please be aware that ST forms are acceptable only in cases where nonstructural steel needs to be addressed. The DGS ST forms do not replace the steel certification forms associated with structural steel. OB will continue to require the submission of steel mill certifications to demonstrate compliance with the steel requirements for structural steel.

The PDF copies of the three acceptable ST Forms for RACP listed below can be obtained from the RACP website:

- [ST-2 Steel Origin Certification: Non-Identifiable, Non-Structural Steel](#)
- [ST-3 75% U.S. Manufacture Certification](#)
- [ST-4 Not Domestically Manufactured: Prime Contractor](#) (only to be used when requesting items to be exempted that are not found on the current year's List of Exempt Machinery and Equipment Steel Products)

It is suggested that the certifications be collected at the time any steel for the project is purchased and delivered to ease the collection process.

Be advised that OB DOES NOT need to approve the ST forms prior to the start of the construction period. The ST forms need to be submitted to demonstrate that compliance, when and where necessary, has been met.

We shall deem as ineligible all contracts that are unable to demonstrate compliance via the submission of steel certifications for Structural Steel and for Non-structural Steel the submission of steel certifications and/or ST forms and/or DGS Exempt Machinery and Equipment Steel Products List. Therefore, the value of construction contracts associated with non-compliant steel will be removed (both materials and labor costs) from the scope of the project, which may in turn affect the project's ability to leverage their full grant amount (project may not receive its full grant).

Recycled products, melted from previously used steel, are acceptable, providing that adequate documentation from the supplier has been furnished. The supplier shall certify that the recycled steel product was produced in the USA.

#### **TRADE PRACTICES ACT**

In accordance with the Trade Practices Act of July 23, 1968, P.L. 686 (71 P.S. § 773.101 et seq.), the Grantee cannot and shall not use or permit to be used in the work any aluminum or steel products made in a foreign country which is listed below as a foreign country which discriminates against aluminum or steel products manufactured in Pennsylvania. The countries of Argentina, Brazil, South Korea, and Spain have been found to discriminate against certain products manufactured in Pennsylvania. Therefore, the purchase or use of those countries' products, as listed below, is not permitted:

- **Argentina:** carbon steel wire rod and cold-rolled carbon steel sheet.
- **Brazil:** welded carbon steel pipes and tubes; carbon steel wire rod; tool steel; certain stainless steel products, including hot-rolled stainless steel bar; stainless steel wire rod and cold-formed stainless steel bar; pre-stressed concrete steel wire strand; hot-rolled carbon steel plate in coil; hot-rolled carbon steel sheet; and cold-rolled carbon steel sheet.
- **South Korea:** welded carbon steel pipes and tubes; hot-rolled carbon steel plate; hot-rolled carbon steel sheet; and galvanized steel sheet.
- **Spain:** certain stainless steel products, including stainless steel wire rod, hot-rolled stainless steel bars; and cold-formed stainless steel bars; pre-stressed concrete steel wire strand; and certain steel products, including hot-rolled steel plate, cold-rolled carbon steel plate, carbon steel structural shapes; galvanized carbon steel sheet, hot-rolled carbon steel bars, and cold-formed carbon steel bars.

Penalties for violation of the above paragraphs may be found in the Trade Practices Act, which penalties include becoming ineligible for public works contracts for a period of three years.

This provision in no way relieves the Grantee of responsibility to comply with those provisions which prohibit the use of foreign-made steel and cast iron products.

## **PUBLIC WORKS CONTRACTORS' BOND LAW (PAYMENT & PERFORMANCE BONDS)**

The requirement for 100% payment and performance (P&P) bonds is a state law; the Office of the Budget cannot waive this requirement.

A performance bond must be obtained at 100% of the contract amount, conditioned upon the faithful performance of the contract in accordance with the plans, specifications, and conditions of the contract. Such bond shall be solely for the protection of the contracting body which awarded said contract.

A payment bond must be obtained at 100% of the contract amount. Such bond shall be solely for the protection of claimants supplying labor or materials to the Grantee, its contractor or to any of its subcontractors, in the prosecution of the work provided for in such contract, and shall be conditioned for the prompt payment of all such material furnished or labor supplied or performed in the prosecution of the work. "Labor or materials" shall include public utility services and reasonable rentals of equipment, but only for periods when the equipment rented is actually used at the site.

## **PA PREVAILING WAGE ACT (PWA)**

The Office of the Budget cannot grant waivers for the PA Prevailing Wage Act. All Grantees must comply with the act. Grantees that fail to abide by the Prevailing Wage Act do so at their own risk. Please do not assume that PA Prevailing Wage is always consistent with your local union wages.

All projects should apply for a wage determination letter prior to the start of construction by registering the project with the PA Department of Labor and Industry to obtain the prevailing wage rates relevant to your project. This determination sheet will provide the necessary trade classifications for the project, along with their corresponding hourly wage and hourly fringe rates that are required for the certified payrolls required as part of RACP. The wage determination should be obtained within 120 days of the award of construction contracts. If necessary, the Department of Labor and Industry can issue determinations letters after construction has begun.

The prevailing wage information and forms can be found on the [PA Department of Labor & Industry website](#).

## **AMERICANS WITH DISABILITIES ACT (ADA)**

Typically your architect should provide a letter stating the plans and specs are in compliance with ADA regulations. Additionally, the Grantee agrees to comply with the General Prohibitions Against Discrimination, 28 C.F.R. § 35.130, and all other regulations promulgated under Title II of The Americans with Disabilities Act which are applicable to all benefits, services, programs, and activities provided by the commonwealth through contracts.

## **FIDELITY BONDS**

The Grantee shall procure and furnish evidence to OB of fidelity bonds with coverage to be maintained under the administrative title of the position in amounts and for such positions as are reasonably

determined by OB. Fidelity Bonding is also commonly known as "Employee Dishonesty Insurance." The minimum level of coverage should equal the average monthly RACP reimbursement amount based on the total grant amount.

### **INSURANCE REQUIREMENTS**

- Worker's Compensation Insurance - The Grantee shall provide Worker's Compensation Insurance where required, and shall accept full responsibility for the payment of premiums for Worker's Compensation Insurance and Social Security, as well as income tax withholding and any other taxes or payroll deductions required by law for its employees who are performing services related to the project.
- General Liability & Property Damage Insurance - The Grantee will provide and maintain comprehensive general liability and property damage insurance in the minimum amount of \$250,000.00 per person for injury and death in a single occurrence; \$1,000,000.00 per occurrence for injury or death of more than one (1) person in a single occurrence; and \$500,000.00 for a single occurrence of property damage, and which shall be endorsed to protect the commonwealth.
- Flood Insurance – If the project is wholly or partially within a floodplain, proof of sufficient flood insurance coverage must be provided. In any case, a project is required to provide a copy of a floodplain map of the project area, with the project site being delineated thereon.

*Identify Commonwealth as Additional Insured:* The commonwealth shall be listed on the above insurance policies as an additional insured. Upon request, the Grantee shall furnish proof of insurance as required by this section to OB.

### **RESTRICTIONS ON GOVERNMENTAL ENTITIES SELLING RACP PROJECTS**

Article 8 of the RACP Grant Agreement spells out sale price restrictions for a governmental entity that sells property that was acquired and/or improved with RACP funds. The restrictions are required to insure that the Grantees CANNOT sell the property for a net gain or even recoup the value of the grant in the sale price. [A PDF download is available that contains more information on Article 8.](#)



## ATTACHMENT 2

### **GUIDANCE ON STEEL CERTIFICATION RELATIVE TO THE REDEVELOPMENT ASSISTANCE CAPITAL PROGRAM (RACP)**

*Updated June 2022*

The following guidance is a clarification from the Office of the Budget (OB) regarding the requirements associated with the Pennsylvania Steel Products Procurement Act (SPPA) relative to the RACP program whose statutes are regulated under Act 1 of 1999, as amended. In the past, many a grantee has inquired about specific cases, and we were able to provide each individual project with specific directions. Additionally, we had only accepted the ST-4 form that the Department of General Services (DGS) had exclusively devised to address exceptions linked to the requirements of the SPPA in the handling of special cases or exceptions. Please note that cost consideration (or convenience) is not an acceptable justification that the ST-4 form can address. Filled out ST-4 forms premised on cost consideration will not be accepted by OB.

Effective immediately, OB will accept two more DGS ST forms (ST-2, ST-3) with some caveats, providing that the forms are properly filled out. The ST-1 form is NOT a valid option and shall NOT be accepted by OB. It is not necessary for the ST-2, ST-3, and ST-4 forms to be notarized. Please, be advised that this guidance is specifically tailored to suit the published and programmatic needs of OB as the overseer of RACP program. This is not a commonwealth-wide policy. Any attempt to impose this guidance on other state agencies is strongly discouraged.

Please, be aware that the aforementioned ST forms are acceptable only in cases where non-structural steel needs to be addressed. The DGS ST forms do not replace the steel certification forms associated with structural steel. It remains the responsibility of the project representatives to provide documented evidence that a non-structural steel product is not domestically produced in sufficient quantities.

OB shall continue to require that steel mill certifications be submitted to demonstrate compliance with the steel requirements. Please, be further advised that OB DOES NOT need to approve the ST forms prior to the start of the construction period. The ST forms need to be submitted to demonstrate that compliance, when and where necessary, has been met. The ST forms exceptions are displayed below. Please, contact us if you have any questions.

It is suggested that the certifications be collected at the time any steel for the project is purchased and delivered to ease the collection process.

Effective January 1, 2013, OB began utilizing the DGS Exempt Machinery and Equipment Steel Products listings as part of the RACP steel policy. DGS published a Statement of Policy - Steel Products Procurement in the Pennsylvania Bulletin Volume 43, Number 6 dated February 9, 2013 (See PA Bulletin #43, pages 85-86) that discussed their production of an annual list, based on their analysis of submitted ST-4 forms, which exempts certain steel products not produced domestically in sufficient quantity.

No other changes in RACP steel policy resulted from this new adjustment; consequently, the use of steel certificates for structural steel will still be required. Please note that the use of ST 2,

3, and 4, as requested for other steel products, will still be utilized unless an exemption based on the list has been formulated and forwarded to OB.

RACP Policy for Compliance with the Steel Products Procurement Act:

Two distinct approaches are presented below:

#### Structural Steel Products

Pursuant to the SPPA, OB will require a mill certificate containing the statement "milled, melted, and manufactured in the USA" for all structural steel products used on RACP projects. We shall deem as ineligible all contracts that are unable to demonstrate compliance via the submission of steel certifications. Therefore, the value of construction contracts associated with non-compliant steel will be removed (both materials and labor costs) from the scope of the project.

#### Non-Structural Steel Products

Pursuant to the SPPA, OB will require, either a mill certificate containing the statement "milled, melted, and manufactured in the USA" or the appropriate ST form or an **Exemption Request** to utilize the DGS current years' Final List of Exempt Machinery and Equipment Steel Products to demonstrate compliance associated with the non-structural steel products used on RACP projects. OB shall deem as ineligible all contracts that are unable to demonstrate compliance via the submission of steel certifications/ST **forms/Exemption Request** based on the DGS Exempt Machinery and Equipment Steel Products listing. Therefore, the value of construction contracts associated with non-compliant steel will be removed (both materials and labor costs) from the scope of the project.

Recycled products, melted from previously used steel, are acceptable, providing that adequate documentation from the supplier has been furnished. The supplier shall certify that the recycled steel product was produced in the USA.

Furthermore, the burden of proof for all non-structural steel products not produced domestically in sufficient quantities is still the project's responsibility to provide.

Please be aware that the acceptance of ST forms is contingent upon the form being fully filled-in and compliant with the submission guidelines for steel certifications for DGS projects (see attached) with the following exceptions:

- A. It is not necessary for the forms to be notarized. All ST forms must contain original signatures (i.e. not electronic or stamped).
- B. Any questions regarding steel certification submissions and/or compliance with the Act shall be submitted to OB (Scott Bowman - [scotbowman@pa.gov](mailto:scotbowman@pa.gov)).
- C. The Steel certification forms do NOT need to be submitted and approved by OB before the steel product arrives on site so as not to interfere with the project construction schedule.
- D. OB assumes responsibility for acceptance of the DGS ST forms in accordance

with this policy.

Completion of the ST-2, ST-3, and ST-4 forms shall follow the DGS directions attached to the form with the following exceptions:

- o ST forms do NOT need to be submitted and approved by OB before the steel product arrives on site so as not to interfere with the construction schedule.
- o RACP ME# assigned to the project shall be inserted in all areas requiring the DGS contract number (Line#5).
- o RACP official project name shall be inserted in all areas requiring the contract title (Line #6).

Note:

Acceptance of each ST form shall be determined by OB at its sole discretion. All documents and other information to be delivered in order to demonstrate compliance with the steel requirements shall be and are, in form, content and substance, subject to the approval of OB, which approval may be withheld or delayed at OB's discretion. OB reserves the right to reject all improperly filled out or unsupported ST forms.

Below are links to PDF copies of the three acceptable ST Forms that can be obtained from the RACP website:

- [ST-2 Steel Origin Certification: Non-Identifiable, Non-Structural Steel](#)
- [ST-3 75% U.S. Manufacture Certification](#)
- [ST-4 Not Domestically Manufactured: Prime Contractor](#) (only to be used when the items requested to be exempted are not found on the appropriate year's List of Exempt Machinery and Equipment Steel Products [see section below entitled "Year of DGS Exemption Listing to Use"])

To implement the RACP policy on Non-structural Steel Exemption Request utilizing the DGS's current years' Final List of Exempt Machinery and Equipment Steel Products, referred to as the "Exemption List", please follow the below requirements:

1. The Project must be under "active" construction (workers on site) on or AFTER 1/01/2013 (RACP effective date) to use the "Exemption List".
2. "Active" construction does not include performance of just "punch list" items.
3. Effective date is based on the "active" construction date and not the date the machinery and equipment were purchased.
4. There is no retroactive application of utilization of the "Exemption List".
5. No ST-4 form is required for a RACP Exemption Request based on the "Exemption List".
6. RACP Exemption Request (to utilize the "Exemption List") must come from a contractor involved in the construction of the project and be:
  - On Construction Company Letterhead.
  - Dated and Signed by appropriate company official (does not need to be notarized).
  - Should be addressed to Office of the Budget
  - Should contain RACP project name and/or ME #
  - Lists any/all machinery and equipment that the Company is requesting to have exempted from ST-4 documentation.

- All items listed on RACP Exemption Request letter must clearly match-up to an item on the appropriate year's "Exemption List" and the Exemption List year should be notated for each item.
- There can/may be multiple construction company RACP Exemption Request letters utilized for various machinery and equipment, as applicable, per project.
- Exemption Request can be submitted directly by the project to OB or through the State Assigned Consultant for their project.
- Any questions regarding the exemption request submission and/or compliance with the SPPA shall also be submitted to OB, to the attention of Scott Bowman, [Scotbowman@pa.gov](mailto:Scotbowman@pa.gov)

Year of DGS Exemption Listing to Use:

A project should be using the exemption listing for when they are in active construction. For example, if construction was active (and complete) in 2019 they would use the 2019 listing. If a project overlaps a calendar year, they should use the latest listing in which construction is active. For example, if construction is active in 2019 and 2020, they would use the 2020 listing.

If a project is phased, they should use the listing for the year they are in active construction for each phase. For example, if the first phase starts and ends in 2020 whereas the second phase starts and ends in 2021, the first phase would use the 2020 listing while the second phase would use the 2021 listing. If a phase overlaps a calendar year, follow the 1<sup>st</sup> paragraph above.

Among other items, the DGS web page for Steel Products Procurement Act information includes links for a copy of the Act; the current year's Final List of Exempt Machinery and Equipment Steel Products; the PA Bulletin's Steel Products Procurement Act Statement of Policy; and Frequently Asked Questions. Certain prior years DGS Exemption Lists are downloadable from the RACP website.

Please be aware that all other steel items not specifically exempted or that may require any type of interpretation would be discretionary to OB's policy. Be reminded that this exemption listing is not effective for structural steel.


Note:

Acceptance of each Exemption Request shall be determined by OB at its sole discretion. All documents and other information to demonstrate compliance with the steel requirements shall be in form, content, and substance, subject to the approval of OB, which approval may be withheld or delayed at OB's discretion. OB reserves the right to reject all improperly filled out or unsupported Exemption Request.

# ATTACHMENT 3

## WEEKLY PAYROLL CERTIFICATION FOR PUBLIC WORKS PROJECTS

Contractor or  Subcontractor (Please check one) **ALL INFORMATION MUST BE COMPLETED**

CONTRACTOR		SUBCONTRACTOR									
ADDRESS		ADDRESS									
PAYROLL NUMBER	WEEK ENDING DATE	PROJECT AND LOCATION	PROJECT SERIAL #	PROJECT #							
		 DEPARTMENT OF <b>LABOR &amp; INDUSTRY</b> COMMONWEALTH OF PENNSYLVANIA  BUREAU OF LABOR LAW COMPLIANCE PREVAILING WAGE DIVISION 7TH & FORSTER STREETS HARRISBURG, PA. 17120 1-800-932-0665									
EMPLOYEE NAME	APPR. RATE (%)	WORK CLASSIFICATION	DAY AND DATE		S-TIME	O-TIME	BASE HOURLY RATE	TOTAL FRINGE BENEFITS (C=Cash) (FB=Contributions)*	TOTAL DEDUCTIONS	GROSS PAY FOR PREVAILING RATE JOB(S)	CHECK #
			HOURS WORKED EACH DAY								

**THE NOTARIZATION MUST BE COMPLETED ON FIRST AND LAST SUBMISSIONS ONLY. ALL OTHER INFORMATION MUST BE COMPLETED WEEKLY.**

\*FRINGE BENEFITS EXPLANATION (FB): Bona fide benefits contribution, except those required by Federal or State Law (unemployment tax, workers' compensation, income taxes, etc.)

Please specify the type of benefits provided and contributions per hour:

- 1) Medical or hospital care \_\_\_\_\_
- 2) Pension or retirement \_\_\_\_\_
- 3) Life insurance \_\_\_\_\_
- 4) Disability \_\_\_\_\_
- 5) Vacation, holiday \_\_\_\_\_
- 6) Other (please specify) \_\_\_\_\_

**CERTIFIED STATEMENT OF COMPLIANCE**

1. The undersigned, having executed a contract with \_\_\_\_\_  
(AWARDING AGENCY, CONTRACTOR OR SUBCONTRACTOR)

\_\_\_\_\_ for the construction of the above-identified project, acknowledges that:

- (a) The prevailing wage requirements and the predetermined rates are included in the aforesaid contract.
- (b) Correction of any infractions of the aforesaid conditions is the contractor's or subcontractor's responsibility.
- (c) It is the contractor's responsibility to include the Prevailing Wage requirements and the predetermined rates in any subcontract or lower tier subcontract for this project.

2. The undersigned certifies that:

- (a) Neither he nor his firm, nor any firm, corporation or partnership in which he or his firm has an interest is debarred by the Secretary of Labor and Industry pursuant to Section 11(e) of the PA Prevailing Wage Act, Act of August 15, 1961, P.L. 987 as amended, 43 P.S. § 165-11(e).
- (b) No part of this contract has been or will be subcontracted to any subcontractor if such subcontractor or any firm, corporation or partnership in which such subcontractor has an interest is debarred pursuant to the aforementioned statute.

3. The undersigned certifies that:

(a) the legal name and the business address of the contractor or subcontractor are: \_\_\_\_\_  
 \_\_\_\_\_

(b) The undersigned is:  a single proprietorship  a corporation organized in the state of \_\_\_\_\_  
 a partnership  other organization (describe) \_\_\_\_\_

(c) The name, title and address of the owner, partners or officers of the contractor/subcontractor are:

NAME	TITLE	ADDRESS

The willful falsification of any of the above statements may subject the contractor to civil or criminal prosecution, provided in the PA Prevailing Wage Act of August 15, 1961, P.L. 987, as amended, August 9, 1963, 43 P.S. § 165.1 through 165.17.

\_\_\_\_\_  
 (DATE)

\_\_\_\_\_  
 (SIGNATURE)

\_\_\_\_\_  
 (TITLE)

\_\_\_\_\_  
 SEAL

Taken, sworn and subscribed before me this \_\_\_\_\_ Day  
 of \_\_\_\_\_ A.D., \_\_\_\_\_

# ATTACHMENT 4

## Commonwealth of Pennsylvania NONDISCRIMINATION/SEXUAL HARASSMENT CLAUSE

During the term of the Contract, the Applicant (known herein as "Grantee") agrees as follows:

1. In the hiring of any employee(s) for the manufacture of supplies, performance of work, or any other activity required under the grant agreement or any subgrant agreement, contract, or subcontract, the Grantee, a subgrantee, a contractor, a subcontractor, or any person acting on behalf of the Grantee shall not discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the *Pennsylvania Human Relations Act* (PHRA) and applicable federal laws, against any citizen of this Commonwealth who is qualified and available to perform the work to which the employment relates.
2. The Grantee, any subgrantee, contractor or any subcontractor or any person on their behalf shall not in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, against or intimidate any of its employees.
3. Neither the Grantee nor any subgrantee nor any contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, in the provision of services under the grant agreement, subgrant agreement, contract or subcontract.
4. Neither the Grantee nor any subgrantee nor any contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate against employees by reason of participation in or decision to refrain from participating in labor activities protected under the *Public Employee Relations Act*, *Pennsylvania Labor Relations Act* or *National Labor Relations Act*, as applicable and to the extent determined by entities charged with such Acts' enforcement, and shall comply with any provision of law establishing organizations as employees' exclusive representatives.
5. The Grantee, any subgrantee, contractor or any subcontractor shall establish and maintain a written nondiscrimination and sexual harassment policy and shall inform their employees in writing of the policy. The policy must contain a provision that sexual harassment will not be tolerated and employees who practice it will be disciplined. Posting this Nondiscrimination/Sexual Harassment Clause conspicuously in easily-accessible and well-lighted places customarily frequented by employees and at or near where the grant services are performed shall satisfy this requirement for employees with an established work site.
6. The Grantee, any subgrantee, contractor or any subcontractor shall not discriminate by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the PHRA and applicable federal laws, against any subgrantee, contractor, subcontractor or supplier who is qualified to perform the work to which the grant relates.
7. The Grantee and each subgrantee, contractor and subcontractor represents that it is presently in compliance with and will maintain compliance with all applicable federal, state, and local laws and regulations relating to nondiscrimination and sexual harassment. The Grantee and each subgrantee, contractor and subcontractor further represents that it has filed a Standard Form 100 Employer Information Report ("EEO-1") with the U.S. Equal Employment Opportunity Commission ("EEOC") and shall file an annual EEO-1 report with the EEOC as required for employers' subject to *Title VII of the Civil Rights Act of 1964*, as amended, that have 100 or more employees and employers that have federal government contracts or first-tier subcontracts and have 50 or more employees. The Grantee, any subgrantee, any contractor or any subcontractor shall, upon request and within the timeperiods



requested by the Commonwealth, furnish all necessary employment documents and records, including EEO-1 reports, and permit access to their books, records, and accounts by the granting agency and the Bureau of Diversity, Inclusion and Small Business Opportunities for the purpose of ascertaining compliance with the provisions of this Nondiscrimination/Sexual Harassment Clause.

8. The Grantee, any subgrantee, contractor or any subcontractor shall include the provisions of this Nondiscrimination/Sexual Harassment Clause in every subgrant agreement, contract or subcontract so that those provisions applicable to subgrantees, contractors or subcontractors will be binding upon each subgrantee, contractor or subcontractor.
9. The Grantee's and each subgrantee's, contractor's and subcontractor's obligations pursuant to these provisions are ongoing from and after the effective date of the grant agreement through the termination date thereof. Accordingly, the Grantee and each subgrantee, contractor and subcontractor shall have an obligation to inform the Commonwealth if, at any time during the term of the grant agreement, it becomes aware of any actions or occurrences that would result in violation of these provisions.
10. The Commonwealth may cancel or terminate the grant agreement and all money due or to become due under the grant agreement may be forfeited for a violation of the terms and conditions of this Nondiscrimination/Sexual Harassment Clause. In addition, the granting agency may proceed with debarment or suspension and may place the Grantee, subgrantee, contractor, or subcontractor in the Contractor Responsibility File.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Name



SECTION 007201A - SUPPLEMENTARY STATE GRANT CONDITIONS (RACP) ATTACHMENTS 1-4

**SUPPLEMENTARY STATE  
GRANT CONDITIONS (RACP)**

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**ATTACHMENTS 1 - 4**

**SECTION 007337**  
**REBUILD PROJECT**  
**ECONOMIC OPPORTUNITY PLAN**

**I. Introduction and Definitions**

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 of Philadelphia (the “**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 (the “**Project EOP**”) will establish goals for achieving the objectives of Diverse Business Inclusion and Workforce Diversity for the [REDACTED] project (the “**Project**”). This Project EOP will also outline and delineate roles and responsibilities between the City, acting through its Rebuild Office, the Philadelphia Authority for Industrial Development (“**PAID**”), and the Philadelphia Redevelopment Authority (“**PRA**”) on Rebuild projects implemented by [REDACTED], a contractor acting as the general contractor (the “**Contractor**”) under contract with the PRA as a sub-grantee to PAID.

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

**Diverse Business Inclusion** means each Contractor’s Best and Good Faith Efforts to provide meaningful and representative opportunities for Minority Business Enterprises (“**MBEs**”) and Woman Business Enterprises (“**WBEs**”) (collectively, “**M/WBEs**”) 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** means those efforts, the scope, intensity and appropriateness of which are designed and performed to foster meaningful and representative opportunities for participation by M/WBEs and achieve an appropriately diverse workforce. Best and Good Faith Efforts are considered met (subject to audit and verification that commitments are met), when a Contractor makes binding contractual commitments within the M/WBE participation ranges established for the contract and commits to employ a diverse workforce within the goals and timetable established for the contract.

**Commercially Useful Function.** An M/WBE performs a Commercially Useful Function when it performs a distinct element of a contract (as required by the work to be performed in accordance with the bid specifications) which is worthy of the dollar amount of the M/WBE’s contract and the M/WBE carries out its responsibilities by **(a)** managing and supervising the work involved and **(b)** actually self-performing at least twenty percent (20%) of the work of the contract with its own workforce. For suppliers, an M/WBE performs a Commercially Useful Function when it is responsible for sourcing the material, negotiating price, determining quality and quantity, ordering the material, and paying for it from its own funds. Whether an M/WBE performs a “Commercially Useful Function” will be evaluated and determined by the EOP Monitor and the Rebuild Office on a bid-by-bid basis as informed by prevailing industry standards and the M/WBE’s NAIC Codes and may require, without limitation, evidence of a warehouse, distribution equipment, and certified payroll records.

**Diverse Workforce** refers 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.

## II. Rebuild Diversity and Inclusion Goals

### A. Diverse Business Inclusion – Contract Participation Goals

As a benchmark for Contractor’s expression of its Best and Good Faith Efforts to provide meaningful and representative opportunities for M/WBEs the Project, the following contract participation ranges have been developed. These contract participation ranges represent, in the absence of discrimination in the solicitation and selection of M/WBEs, the percentage of M/WBE participation that would be reasonably attainable on this Project through the exercise of Contractor’s Best and Good Faith Efforts:

Professional services contracts: 25-30% MBE and 15-20% WBE

Construction contracts: 30-35% MBE and 15-20% WBE

For purposes of calculating contract participation:

- In order to maximize opportunities for as many businesses as possible, a business that is certified in two or more categories (e.g., MBE and WBE) will only be credited toward one participation range as either an MBE or WBE. The business will not be credited toward more than one category.

- In addition to certification, businesses must be registered with the City of Philadelphia’s Office of Economic Opportunity (“**OEO**”) as MBE and/or WBE in order to count toward contract participation goals for Diverse Business Inclusion. Visit [phila.mwdsbe.com](http://phila.mwdsbe.com) for more information.
- Only first and second-tier vendors will be included in the contract participation calculation. See the table below for more details:

	<b>TIER</b>	<b>EXAMPLE</b>
	<b>Project Lead</b>	<b>PRA</b>
Included; counts toward participation goals	<b>1<sup>st</sup>-Tier vendor</b>	<b>General Contractor</b> (i.e., the Contractor signing this Project EOP)
Included; counts toward participation goals	<b>2<sup>nd</sup>-Tier vendor</b>	<b>Subcontractors</b>
Not Included; does not count toward participation goals	<i>3<sup>rd</sup>-Tier vendor and below</i>	<i>Further subcontractors</i>

- While contract participation is only calculated based on the first two tiers of contracting, EOP Monitors will observe and track an additional contracting tier (i.e., the third-tier contractors) in order to identify any second-tier contractors improperly acting as “pass-throughs.” “**Pass-throughs**” are defined in this context as contractors who are certified as M/WBEs, thus allowing their contract dollars to count for participation, but who are not performing a Commercially Useful Function because they are not actually performing, managing, and supervising their work with their own workforce. Employment of a pass-through contractor constitutes a violation of this Project EOP and can be considered fraudulent activity. If a pass-through scenario is suspected, the EOP Monitor will investigate and alert PRA and the Rebuild Office so that appropriate actions can be taken.
- In calculating the percentage of M/WBE participation, the standard mathematical rules apply in rounding off numbers. In the event of inconsistency between the dollar and percentage amounts listed on the form, the percentage will govern.
- There are some Project costs that are excluded from the contract participation calculation. The following describes such cost categories, which must be included in the project budget but will be excluded from the contract participation calculation:

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Nonprofit/Government: Project costs committed or disbursed to nonprofit organizations or government agencies are excluded from the contract participation calculation.

Few Or No Opportunity (FONO) Services: Project costs associated with vendors providing a set of services that few or no MBE- or WBE-certified vendors provide in Philadelphia's marketplace are excluded from the contract participation calculation.

Permitting fees: Permitting fees are excluded from the contract participation calculation.

Contingency costs: Any contingency costs held in the project budget are excluded from the contract participation calculation. As those costs become "active" and are reallocated to vendors, those dollars will be included in the calculation.

## **B. Diverse Workforce – Workforce Participation Goals**

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. 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 employment goals for workforce participation:

- 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. Contractor Responsiveness and Responsibility**

**A. Memorializing Contract and Workforce Participation Commitments.** Contractor shall identify all of its M/WBE contract participation and diverse workforce participation commitments on the following forms:

(i) Contract Participation Commitments. Contractor shall identify its contract participation commitments on the **Rebuild Bid Package Contract Participation Worksheet** (Attachment C, Form 06-B, Excel template provided). The identification of Contractor's commitment to use the identified M/WBEs constitutes a representation by Contractor that **(a)** each M/WBE identified on the form will provide a Commercially Useful Function; and

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(b) Contractor has made or intends to make a legally binding commitment with the M/WBE for the work or supply effort described and for the dollar/percentage amount(s) set forth on the form. Contractor shall maintain the M/WBE percentage commitments (which apply to the total amount of the contract and any additional increases) throughout the term of the contract. As part of Contractor’s vendor selection process, Contractor shall solicit vendors from [Rebuild’s business supports programs](#), including Rebuild Ready (for a list of Rebuild Ready participants, see Attachment B, Section 6 to the bid documents) and Rebuild’s Emerging Vendors Program (search for Emerging Vendor Program vendors through the [OEO database](#)), which may support Contractor’s diverse contracting goals.

(ii) Workforce Participation Commitments. 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 must be contained in the Documentation of Best and Good Faith Efforts, **Documentation of Best and Good Faith Efforts Workforce Diversity Goals Form** (Attachment C, Form 06-C). The plan must demonstrate that efforts have been made and are ongoing to meet or exceed the aforementioned employment goals. As part of this plan, Contractor shall solicit worker referrals from the Rebuild workforce development programs, which support training to develop diverse apprentice-ready workers in the skilled trades (see Attachment C, Form 06-e for more information).

(iii) Any reference in this Project EOP to the “Project EOP” is deemed to include a reference to the above-listed documents required to be developed by this Project EOP and, upon completion, each of those documents is deemed to be incorporated by reference into this Project EOP.

**B. Contractor Covenants.** Contractor shall comply with the following provisions:

(i) If Contractor or any subcontractor desires to make any changes that would impact the contract participation and workforce participation commitments made pursuant to this Project EOP, including, without limitation, substitutions for M/WBE participants, changes or reductions in the services provided by M/WBE participants, or reductions in the dollar amounts and/or percentage value paid to M/WBE participants, then Contractor shall inform PRA and the Rebuild Office and obtain prior written approval for any such substitution or modification. Failure to do so will constitute a breach of this Project EOP and of the contract.

(ii) M/WBE(s) are to be paid promptly for work performed satisfactorily under the contract/subcontract (including without limitation the supply of materials). Contractor shall pay subcontractors (and require subcontractors to pay their lower-tier contractors) within 5 business days of receiving payment. Compliance with this requirement is a condition of subsequent invoice approval and payment.

(iii) Contractor agrees to fully comply with any established payment reporting process which may include the use of electronic payment verification systems (i.e., LCP Tracker).

(iv) In support of Rebuild’s overall goal of a local construction workforce of 50%-60% Philadelphia residents, Contractor is strongly encouraged to cause their subcontractors 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 (except that there is no LBE bid preference available).

(v) Contractor agrees that its compliance with the contract and workforce participation commitments developed to meet the goals of this Project EOP is material to its contract. Any failure by Contractor to comply with the requirements of this Project EOP and to achieve the contract and workforce participation commitments made pursuant to this Project EOP will constitute a substantial breach of this Project EOP and the contract and may subject Contractor to all remedies available to PRA and the City under this Project EOP, the contract, and otherwise available at law and at equity.

(vi) Contractor shall, in the event of an increase in units of work and/or compensation under the contract, increase its contract participation commitments proportionately, which increase must be reflected in Contractor’s M/WBE subcontract(s).

(vii) Contractor shall not, and shall not permit subcontractors to, enter into any contract or subcontract with an entity that is under suspension or debarment, and/or an entity the principals of which are under suspension or debarment, by the City of Philadelphia, the Commonwealth of Pennsylvania, or any other governmental entity, instrumentality, or authority.

**C. Verification of True and Accurate Information.** Contractor hereby verifies and agrees that all information submitted to the PRA, PAID, and the Rebuild Office in response to this Project EOP is and will be true and correct. Submission of false information is subject to the penalties of 18 Pa. C.S. § 4904 relating to unsworn falsification to authorities and 18 Pa. C.S. § 4107.2(a)(4) relating to fraud in connection with minority business enterprises or women’s business enterprises.

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

**A. Rebuild EOP Oversight Committee.** Members of the Rebuild EOP Oversight Committee will include Councilmembers, City department representatives (such as the Rebuild Office and the Office of Economic Opportunity), and non-governmental experts in workforce development and development of M/WBEs. The Rebuild EOP Oversight Committee will oversee the performance of the Rebuild Diversity and Inclusion Goals, including without limitation reviewing EOPs, reviewing supports provided to M/WBEs and activities pursuant to the Rebuild

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

**B. Rebuild Monitor.** Contractor shall (and shall cause all subcontractors to) provide the designated third-party monitor (“**Rebuild Monitor**” or “**EOP Monitor**”) with full access to contracts, job sites, and all data requested to evaluate performance as compared to the contract and workforce participation commitments made pursuant to the Project EOP. The Rebuild Monitor is empowered to assist consultants and contractors with achieving workforce and contract participation goals as necessary.

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 Contractor is on track to meet its contract participation and workforce participation commitments. The Rebuild Monitor will report findings to the PRA, the Rebuild Office, and the Rebuild EOP Oversight Committee and may report findings to the district Councilmember and with any member of the Project Review Team.

**C. Certified Payrolls and LCP Tracker.** Contractor shall (and shall cause all subcontractors 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. Contractor shall ensure that the City of Philadelphia’s Office of Labor Standards is given full access to job sites and all data requested to monitor compliance. The Rebuild Office and/ or the Office of Labor Standards can provide training and/or support to Contractor and subcontractors in the use of LCP Tracker, if needed. Contractor shall not allow any subcontractors to work on the Project’s construction site until each subcontractor has opened an account in LCP Tracker.

**D. Records.** Contractor shall submit to PRA, the City, and the EOP Monitor any and all documentation requested, including, but not limited to, copies of subcontracts, participation summary reports, participant invoices, telephone logs and correspondence, cancelled checks, and certification of payments. Without limiting the previous sentence, Contractor shall upload all of Contractor’s first-tier subcontracts and all second-tier subcontracts to Rebuild’s Project Information System built on the Oracle Primavera Unifier (or to any other information management system as designated in writing by the Rebuild Office) and, upon request, shall upload third-tier subcontracts and any other documents and data into Unifier. Each subcontract must be uploaded as a separate submittal promptly after execution of that subcontract and each uploaded subcontract must be complete and unredacted, including without limitation the scope of work and all fees and costs. Contractor shall maintain all documentation related to this Project EOP for a period of five (5) years from the date of Contractor’s receipt of final payment under the



contract. Contractor shall cooperate with any monitoring and enforcement efforts by PRA, the City, and the EOP Monitor.

## V. Remedies and Incentives

A. If it is determined by the PRA, the City, or the EOP Monitor that Contractor has not met, or is not on track to meet, its contract participation or workforce participation commitments, then steps will be taken that include but are not limited to the following:

- (i) **Assistance.** The Rebuild Office and the EOP Monitor, in cooperation with the PRA and the Office of Labor Standards (OLS), will take steps to assist Contractor in making course corrections. Such steps might include the identification of alternative M/WBEs or alternative ways of packaging contracts. 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.** Contractor shall prepare a written compliance action plan to show how Contractor plans to come into compliance with the Project EOP. The plan will be subject to the approval of PAID and the Rebuild Office. The Office of Labor Standards, PRA, the EOP Monitor, District Councilmembers, and the Rebuild EOP Oversight Committee may also be consulted.

B. If it is determined by PRA, the Rebuild Office, the Office of Labor Standards, or the EOP Monitor that Contractor has failed to take successful or acceptable steps to meet its contract participation or workforce participation commitments, then one or more of the following remedies, which are cumulative and concurrent, may be imposed:

- (i) **Withholding payment.** PRA and the Rebuild Office may withhold invoice approvals so that payments (including but not limited to retainage payments) to Contractor or any non-compliant subcontractor will be suspended.
- (ii) **Rebuild EOP Oversight Committee.** Contractor and any non-compliant subcontractor may be called to appear before the Rebuild EOP Oversight Committee to address the Project EOP violations.
- (iii) **Work stoppage.** The Project Contractor may be directed to stop work or to stop the work of any non-compliant subcontractor. 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. If this step is necessary, Contractor would be responsible for any delay costs resulting from the work stoppage.

- (iv) **Liquidated damages.** The PRA or the City may recover as liquidated damages one percent of the total dollar amount of the relevant contract for each one percent (or fraction thereof) of the commitment shortfall. (NOTE: The “total dollar amount of the contract” includes approved change orders, amendments, and for requirements contracts will be based on actual quantities ordered.)
- (v) **Contract termination.** The contract (or the contract of any non-compliant subcontractor) may be suspended, terminated, or rescinded.
- (vi) **Disqualification and debarment.** The Rebuild Office may disqualify Contractor or any non-compliant subcontractor from bidding on and/or participating in any future Rebuild contracts and/or projects, in addition to recommending that Contractor or non-compliant subcontractor be disqualified from bidding on and/or participating in City of Philadelphia projects for a maximum period of three (3) years.

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

*[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK; SIGNATURES FOLLOW]*

**CONTRACTOR**

---

*Signature and Date*

---

*Print Name*

---

*Title*

---

*Company*

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007337 – 10  
ECONOMIC OPPORTUNITY PLAN

*Revised 02/05/2024*

SECTION 007343 – PREVAILING WAGE RATE SCHEDULE

**NOTICE TO SELLERS**

**COMMONWEALTH'S PREVAILING WAGE RATE SCHEDULE  
FOR CONSTRUCTION WORK DONE IN THE COUNTY OF PHILADELPHIA**

The Contractor shall ensure that prevailing wage requirements under the Pennsylvania Prevailing Wage Act or the City of Philadelphia's prevailing wage requirements, whichever are higher, are satisfied.

**NOTE:** that the Contractor shall pay, and require to be paid, the current wage rates as those may be updated by the Commonwealth or the City, from time to time, during the Project.

Contractors and their subcontractors are required to submit weekly certified payroll records to the Labor Standards Unit through an electronic system, LCP Tracker, or as directed by the Labor Standards Unit. Failure to pay Prevailing Wage, as applicable, or to submit certified payroll records is a substantial breach of Contract and may be subject to fines and penalties as prescribed by Section 17-107 of The Philadelphia Code which may include withholding from any sums due to the Contractor under the Contract so much as may be necessary to pay the employees the difference between the wages required to be paid hereunder and the wages actually paid to such employees, and the City may make such payments directly to the appropriate employees.

**PREVAILING WAGE RATE SCHEDULE  
 FOR CONSTRUCTION WORK DONE ON BEHALF OF CITY OF PHILADELPHIA  
 INCLUDING REPAIR, ALTERATION, AND REMODELING WORK**

**I. BUILDING CONSTRUCTION**

**A. Job Classification and Wage Rates**

	Basic Hourly Rate	Fringe Benefits
<b>ASBESTOS WORKER</b>		
Journeyman	57.84	43.46
Handler Level 1	32.01	23.80
Handler Level 2	46.47	23.80
<b>BOILERMAKER</b>	51.27	35.30
<b>BRICKLAYER</b>	47.50	31.61
<b>CARPENTER</b>	52.64	29.77
(as of 5/1/2024)	54.64	29.77
(as of 5/1/2025)	56.64	29.77
<b>CEMENT MASON</b>	44.20	32.96
<b>DRY WALL FINISHER</b>	41.80	31.76
<b>ELECTRICIAN</b>	68.18	44.06
(Telecommunication Senior Tech)	64.97	33.53
(Telecommunication Tech A)	61.07	31.54
<b>ELEVATOR CONSTRUCTOR</b>	63.52	37.49

**FOOTNOTES FOR ELEVATOR MECHANICS:**

- A. **PAID VACATION:** Employer contributes 8% of basic hourly rate for 5 years or more of service or 6% for 6 months to 5 years of service.
- B. **Eight Paid Holidays** (provided employee has worked 5 consecutive days before and the working day after the holiday): New Year's Day; Memorial Day; Independence Day; Labor Day; Veteran's Day; Thanksgiving Day and the Friday after Thanksgiving Day, and Christmas Day.

	Basic Hourly Rate	Fringe Benefits
<b>GLAZIER</b>	46.68	36.62
<b>IRONWORKERS</b>		
Structural & Ornamental	47.7	39.16
Reinforcing (Rodsetter)	47.41	33.1
Rigger & Machinery Mover	43.72	32.47
<b>LABORER</b>		
Journeyman Class One	36.45	27.02
Journeyman Class Two	36.55	27.02
Journeyman Class Three	36.6	27.02
Journeyman Class Four	36.75	27.02
Journeyman Class Five	36.8	27.02
Journeyman Class Six	36.59	27.02
Journeyman Class Seven	37.7	27.02
Journeyman Class Eight	37.75	27.02

Journeyman Class Nine	37.85	27.02
Journeyman Class Ten	38.00	27.02
Journeyman Class Eleven	38.25	27.02
Journeyman Class Twelve	36.82	27.02
LABORER: ASBESTOS ABATEMENT, LEAD ABATEMENT, TOXIC WASTE HANDLING, HAZARDOUS WASTE HANDLING		
	Basic Hourly Rate	Fringe Benefits
MASTER ABATEMENT TECHNICIAN	37.95	27.30
LANDSCAPE LABORER		
Class I	29.45	23.98
Class II	29.45	23.98
LATHER	52.64	29.46
LINE CONSTRUCTION		
Lineman	60.48	30.25
(as of 6/03/2024)	62.07	31.36
Winch Truck Operator	42.34	26.4
(as of 6/03/2024)	43.45	27.18
Ground hand	36.29	24.20
(as of 6/03/2024)	37.24	24.90
Watch/Flag Person	25.86	20.26
(as of 6/03/2024)	26.54	21.19
MARBLE SETTER	45.90	32.20
MARBLE FINISHER	39.52	29.30
MILLWRIGHT	51.60	35.81
(as of 5/1/2024)	54.67	35.81
(as of 5/1/2025)	57.39	35.81
(as of 5/1/2026)	60.20	35.81
PAINTER		
Brush & Roller	42.32	32.91
Spray, Steel, & Swing	43.57	32.91
Bridges	59.78	32.13
PILEDRIVERMAN	46.73	41.74
(as of 5/1/2024)	49.23	41.74
(as of 5/1/2025)	51.48	41.74
(as of 5/1/2026)	53.23	41.74
(Diver)	58.41	41.74
(as of 5/1/2024)	61.54	41.74
(as of 5/1/2025)	64.35	41.74
(as of 5/1/2026)	66.54	41.74
(Diver Tender)	46.73	41.74
(as of 5/1/2024)	49.23	41.74
(as of 5/1/2025)	51.48	41.74
(as of 5/1/2026)	53.23	41.74
PLASTERER	42.97	32.65

(as of 5/1/2024)	42.97	33.90
PLUMBER	64.73	37.61
POINTER, CAULKER, & CLEANER	48.80	30.70
POWER EQUIPMENT OPERATOR		
Group One	52.20	32.81
Group One A	55.20	33.70
Group Two	51.95	32.74
Group Two A	54.97	33.61
Group Three	47.87	31.53
Group Four	47.57	31.44
Group Five	45.85	30.93
Group Six	44.85	30.65

\*\*\*TOXIC/HAZARDOUS WASTE REMOVAL \*\*\*

Add 20 percent to basic hourly rate for all classifications

	Basic Hourly Rate	Fringe Benefits
ROOFER		
Shingle		
Slate & Tile		
SHEET METAL WORKER		
(Sign Makers and Hangers)		
SOFT FLOOR LAYER (Resilient Floor)		
SPRINKLER FITTER		
STEAM FITTER		
STONE MASON		
Surveying and Layout		
(Chief of Party)	60.54	29.27
(as of 5/1/2024)	62.83	29.27
(as of 5/1/2025)	65.14	29.27
(Instrument Person)	52.64	29.27
(as of 5/1/2024)	54.64	29.27
(as of 5/1/2025)	56.64	29.27
(Rodman)	26.32	20.87
(as of 5/1/2024)	27.32	20.87
(as of 5/1/2025)	28.32	20.87
TERRAZZO MECHANIC	50.26	29.56
TERRAZZO FINISHER (Grinder)	44.02	27.86
TERRAZZO FINISHER (Finisher)	43.75	27.86
TILE SETTER	50.26	29.10
TILE FINISHER	39.52	29.30
TRUCK DRIVER		

Journeyman Class I	36.29	21.56
Journeyman Class II	36.39	21.56
Journeyman Class III And Low Boy	36.64	21.56
WALL COVERER	44.41	32.91
WELDER - Rate for craft to which, welding work is incidental.		
WINDOW TINTER	24.97	12.38

**B. Job Classification Definitions: Building Construction**

**1. Laborer Classifications:**

**Class One:** Strip concrete, dismantle concrete, load, unload, handle and/or transport reinforced steel and steel mesh, carry lumber, handle miscellaneous building materials operate jack hammers, use paving breakers and other pneumatic tools, build scaffolds, perform raking, handle asphalt, perform spading and concrete pit work, perform grading, perform form pinning or shorting, perform demolition work with exception of burners, lay conduits, lay ducts, perform sheating or lagging, lay non-metallic pipe, perform caulking.

**Class Two:** Power Buggies, Burners on Demolition.

**Class Three:** Wagon drill operator (single)

**Class Four:** Powderman, wagon drill operator (multiple), perform circular caissons excavations, caisson groundman, perform underpinning excavation, perform laborers' work at depth of eight (8) feet or below.

**Class Five:** Caisson bottom worker.

**Class Six:** Yard worker.

**Class Seven:** Trackmen, Brakemen, Groutmen, Bottom Shaft Men, All Other Men in Free Air Tunnels.

**Class Eight:** Caisson Foreman

**Class Nine:** Miner Helper, Form Setters.

**Class Ten:** Miners Bore Driver, Blasters, Drillers, Pneumatic Shield Operator.

**Class Eleven:** Welders & Burners.

**Class Twelve:** Mason Tenders

**Landscape Laborers:**

**Class I:** Landscape laborer

**Class II:** Farm tractor driver, hydroseeder, mulched nozzle worker, backhoe operator, bulldozer crawler type loader, tree crane operator.

**Laborer - Lather and Plasterer:** Wheel and/or hod carry any lather and plaster materials used by lathering and plastering contractors' build scaffolds; build runways; perform clean-up and removal of debris as covered by lathering and plastering contractor's contract; deliver any material used by lathering and plastering contractor, from curbside to building and back, unless motor vehicles are permitted to enter building with required materials; all mortar designated for use by plasterer shall be carried via wheelbarrow or hod; all plastering and fireproofing machines, as well as guns and mixers requiring the assistance of a worker other than plasterer operator, shall be manned by helper (tender).

**2. Truck driver classifications:**

**Class I:** Helper, stake body truck operator (single axle, dumpster).

**Class II:** Dump truck operator, tandem truck operator, batch truck operator, semi-trailer truck operator, agitator-mixer truck operator, dump Crete type vehicle operator, asphalt distributor, farm tractor operator (when tractor used to transport materials), stake body truck (tandem) operator.



**Class III:** Euclid type; off highway equipment back truck operator; belly dump truck operator; double-hitched equipment trailer operator; straddle carrier (Ross) operator; low- bed trailer truck operator.

**3. Power Equipment Operator Classifications – Building**

**Group One:**

Handling steel and stone in connection with erection Cranes doing hook work  
Any machines handling machinery  
Helicopters  
Concrete Pumps (building)

**Machines similar to above, including remote-control equipment**

**Group One A:**

Handling steel and stone in connection with erection. Cranes doing hook work  
Any machines handling machinery Concrete Pumps (Building)  
High Rail/Burro Crane  
Rail Loader (Winch Boom Type)  
All equipment in this group which previously received the hour in lieu of an oiler will receive Wage Group I (A). Equipment in this Wage Group that does not require an oiler.

**Machines similar to above, including remote control equipment**

**Group Two:**

All types of cranes  
All types of backhoes  
Cableways  
Draglines  
Keystones  
All types of shovels  
Derricks  
Pavers 21E and over  
Trenching machines  
Trench shovels  
Cable spinning machine  
Gradalls  
Front- end Loaders  
Boat Captain  
Hoist with Two Towers  
Building Hoists-double drum (unless used as a single drum)  
Pippin type backhoes  
Tandem scrapers  
Tower type crane operation erecting dismantling jumping or jacking  
Drills self-contained (Drillmaster type)  
Fork lift (20ft. and over)  
Motor Patrols (fine grade)  
Batch Plant with Mixer  
Carralls, Scrapers, Tournapulls  
Roller (High Grade Finishing)  
Spreaders (Asphalt)  
Bulldozers and Tractors

Mechanic-Welder  
Conveyor Loaders (Euclid-Type Wheel)  
Concrete Pumps (Heavy Highway)  
Milling Machine  
Bobcat  
Side Boom  
Directional Boring Machines  
Vermeer Saw Type Machine (other than hand held)  
Tractor Mounted Hydro Axe  
Chipper with boom  
All Autograde and concrete finishing machines Bundle Pullers/Extractors (Tubular)

**Machines similar to the above including remote control equipment**

\*Surcharge

**Group Two (A):**

Crawler backhoes and Crawler gradalls over one (1) cubic yard factory rating  
Hydraulic backhoes over one (1) cubic yard factory rating  
Single person operation truck cranes 15 ton and over factory rating  
Cherry picker type machinery and equipment 15 ton and over factory rating, etc.  
Cranes doing hook work will be paid Wage Group I (A).  
All equipment in this Group which previously received the hour in lieu of an oiler will receive Wage Group II (A) including concrete pumps (Heavy/Highway).

**Machines similar to the above including remote control equipment**

\*Surcharge

**Group Three:**

Asphalt Plant Engineers  
Conveyors (except building conveyors)  
Well Driller  
Forklift Trucks of all types  
Ditch Witch (small trenchers)  
Motor Patrols  
Fine Grade machines  
Rollers  
Concrete Breaking Machines (Guillotine Only)  
Stump Grinder  
High or Low Pressure Boilers  
Building Hoist (single drum)  
Elevator Operator (New Construction)

**Machines similar to above including remote control equipment**

**Group Four:**

Seamen Pulverizing Mixer  
Form Line Graders  
Farm Tractors  
Road Finishing Machines  
Concrete Spreaders (Heavy Highway)  
Power Broom (self-contained)  
Seed Spreader  
Grease Truck

**Machines similar to the above including remote control equipment**

**Group Five:**

Compressors  
Pumps  
Well pint pumps  
Conveyors (Building)  
Welding Machines  
Heaters  
Tireman, Power Equipment  
Maintenance Engineers (Power Boats)  
Miscellaneous Equipment  
Operator  
Elevator Operator (Renovations)  
House Car  
Machines similar to above including remote control equipment.

**Group Six:**

Fireman  
Oilers and Deck Hands (Personnel Boats)/Grease Truck Helpers  
\*Surcharge

**Group Seven (A):**

Handling steel and stone in connection with erection  
Cranes doing hook work  
Any machines handling machinery  
Cable-spinning machine Helicopters  
Concrete pumps (Building)  
High Rail/Burro Crane  
Rail Loader (Winch Boom Type)  
Machines similar to above, including remote control equipment

**Group Seven B**

All types of cranes  
All types of backhoes  
Cableways  
Conveyor Loader (Euclid-Type Wheel)  
Drag Lines  
Keystones  
All types of shovels  
Derricks  
Pavers 21E and over  
Trench shovels  
Trenching machines  
Gradalls  
Front-end Loaders  
Boat Captain  
Hoist with two towers  
Concrete Pumps (Heavy, Highway)  
Building Hoists-double drum (unless used as a single drum)  
Milling Machine  
Mucking Machines in Tunnel

Pippin type backhoes  
 Bobcat  
 Tandem scrapers  
 Side Boom  
 Tower type crane—operation, erecting, dismantling,  
 Jumping or jacking  
 Directional Boring Machines  
 Vermeer Saw Type Machine (other than hand held)  
 Drills self-contained (Drillmaster type)  
 Fork Lift (20 ft. & over)  
 Track or Mounted Hydro Axe  
 Motor Patrols (Fine Grade)  
 Chipper with boom  
 Batch Plant with Mixer  
 All autograde and concrete finishing machines  
 Carryalls, Scrapers & Tournapulls  
 Rollers (High Grade Finishing)  
 Bundle Pullers/Extractors (Tubular)  
 Spreaders (Asphalt)  
 Bulldozers and Tractors  
 Mechanic – Welders  
 Production Switch Tamper  
 Ballast Regulators  
 Tie Replacer  
 Rail/Road Loader  
 Power Jack liner  
 Machines similar to above, including remote control equipment.

**II. HEAVY AND HIGHWAY CONSTRUCTION**

**A. JOB CLASSIFICATION AND WAGE RATES**

	Basic Hourly Rate	Fringe Benefits
<b>BOILERMAKER</b>	51.27	35.30
<b>CARPENTER</b>	54.78	29.27
(as of 5/1/2024)	56.48	29.27
(as of 5/1/2025)	58.18	29.27
(as of 5/1/2026)	59.88	29.27
<b>CEMENT MASON</b>	43.20	32.91
(as of 5/1/2024)	44.25	33.41
(as of 5/1/2025)	45.80	33.41
(as of 5/1/2026)	47.40	33.41
<b>ELECTRICIAN</b>	<b>68.18</b>	<b>44.06</b>
<b>IRONWORKERS</b>		
Structural & Ornamental	47.70	39.16
Reinforcing (Rodsetter)	47.41	33.10

Rigger & Machinery Mover	43.72	32.47
<b>LABORERS</b>		
Group One	37.55	27.45
Group Two	37.75	27.45
Group Three	37.75	27.45
Group Four	32.25	27.45
Group Five	38.40	27.45
Group Six	38.45	27.45
Group Seven	38.30	27.45
Group Eight	38.05	27.45
Group Nine	37.90	27.45
Group Ten	38.05	27.45
Group Eleven	37.95	27.45
Group Twelve	39.65	27.45
Group Thirteen	41.68	27.45
Group Fourteen	38.25	27.45
<b>LANDSCAPING LABORER</b>		
Class I	29.03	23.80
Class II	27.73	23.80
<b>LINE CONSTRUCTION</b>		
Lineman	60.48	30.25
(as of 6/03/2024)	62.07	31.36
Winch Truck Operator	42.34	26.40
(as of 6/03/2024)	43.45	27.18
Ground hand	36.29	24.20
(as of 6/03/2024)	37.24	24.90
Watch/Flag Person	25.86	20.26
(as of 6/03/2024)	26.54	21.19
<b>MILLWRIGHT</b>	51.60	35.81
(as of 5/1/2024)	54.67	35.81
(as of 5/1/2025)	57.39	35.81
(as of 5/1/2026)	60.20	35.81
<b>PAINTERS</b>		
Brush & Roller	42.32	32.91
Spray, Steel, & Swing	43.57	32.91
Bridges	59.78	32.13
<b>PILEDRIVERMAN</b>	46.73	41.74
(as of 5/1/2024)	49.23	41.74
(as of 5/1/2025)	51.48	41.74
(as of 5/1/2026)	53.23	41.74
(Diver)	58.41	41.74
(as of 5/1/2024)	61.54	41.74
(as of 5/1/2025)	64.35	41.74
(as of 5/1/2026)	66.54	41.74

(Diver Tender)	46.73	41.74
(as of 5/1/2024)	49.23	41.74
(as of 5/1/2025)	51.48	41.74
(as of 5/1/2026)	53.23	41.74
<b>POWER EQUIPMENT OPERATOR</b>		
Group One	51.04	31.97
Group One A	54.05	32.85
Group Two	50.79	31.90
Group Two A	53.81	32.77
Group Three	46.71	30.69
Group Four	46.41	30.60
Group Five	44.69	30.09
Group Six	43.70	29.80

\*\*\*TOXIC/HAZARDOUS WASTE REMOVAL\*\*\*

Add 20 percent to basic hourly rate for all classifications.

	Basic Hourly Rate	Fringe Benefits
<b>POWER EQUIPMENT OPERATOR DREDGER</b>		
Class A1	42.66	14.01
Class A2	38.02	13.73
Class B1	36.89	13.66
Class B2	34.73	13.53
Class C1	33.78	13.18
Class C2	32.69	13.11
Class D	27.16	12.58
<b>STEAM FITTER</b>	<b>67.37</b>	<b>41.99</b>
<b>STONE MASON</b>	<b>44.90</b>	<b>30.75</b>
<b>Surveying and Layout</b>		
(Chief of Party)	63.00	29.27
(as of 5/1/2024)	64.95	29.27
(as of 5/1/2025)	66.91	29.27
(as of 5/1/2026)	68.86	29.27
(Instrument Person)	54.78	29.27
(as of 5/1/2024)	56.48	29.27
(as of 5/1/2025)	58.18	29.27
(as of 5/1/2026)	59.88	29.27
(Rodman)	43.82	22.62
(as of 5/1/2024)	45.18	22.62
(as of 5/1/2025)	46.54	22.62
(as of 5/1/2026)	47.90	22.62

**TRUCK DRIVER**

Class I	36.14	21.555
Class II	36.24	21.555
Class III	36.49	21.555

## A. Job Classification Definitions: Heavy and Highway Construction

### 1. Laborer Classifications:

**Group One:** Yard workers: (laborer, scale mixerman, burnerman, dustman, feeder)

**Group Two:** General laborer; Asphalt Shovelers; Sheeting, Shoring & Lagging – Laborer; Stone, Granite & Artificial Stone Setting Laborer; Hod Carriers; Scaffold Building; Relief Joint & Approach Slabs; Assembling & Placing Gabions; Pneumatic Tool Laborers; Concrete Forms & Stripping Laborers; Concrete Lumber Material Laborers; Steel & Steel Mesh (carrying & handling); Form Pinner; Mortar Mixers; Pouring & Placing Concrete; Grade Men.

**Group Three:** Vibrator Laborers; Finish Surface Asphalt Racker; Jackhammer Operators; Paving Breaker Operator; Pipelayer & Caulker (all joints up to within 5 feet of the Building Foundation Line); Conduit & Duct Layers

**Group Four:** Flagperson

**Group Five:** Miners

**Group Six:** Welders and Burners.

**Group Seven:** Miner Bore Driver; Blasters; Drillers Pneumatic Shield Operator

**Group Eight:** Form Setters

**Group Nine:** Trackmen; Brackmen; Groutmen; Bottom Shaft Men; All other Laborers in Free Air Tunnels; Underpinning (When an underpinning excavation for a pier hole of five feet square or less and eight feet or more deep is dug, the rate shall apply only after a depth of eight feet is reached, to the men working in the bottom)

**Group Ten:** Circular Caissons (Where an excavation for circular caissons are dug eight feet or more below the natural grade level adjacent to the starting point of the caisson hole, at ground level, for the men working in the bottom); Welders, Burners & Air Tuggers

**Group Eleven:** Powdermen; Multiple Wagon Drill Operator Laborer

**Group Twelve:** Caisson Laborer Foreman

**Group Thirteen:** Toxic/Hazardous waste Handler

**Group Fourteen:** Wagon Drill/Hydraulic Track Drill Operator Laborer

**Landscape Laborers:**

**Class I:** Landscape laborer

**Class II:** Farm tractor driver, hydroseeder, mulcher nozzle worker, backhoe operator, bulldozer crawler type loader, tree crane operator.

**2. Power Equipment Operator Classifications - Heavy, & Highway**

**Group One:**

Handling steel and stone in connection with erection Cranes doing hook work Any machines handling machinery

Cable-spinning machine

Helicopters

Concrete Pumps (building)

Machines similar to above including remote control equipment

**Group One A:**

Handling steel and stone in connection with erection.

Cranes doing hook work

Any machines handling machinery

Concrete Pumps (Building)

High Rail/Burro Crane

Rail Loader (Winch Boom Type)

All equipment in this group which previously received the hour in lieu of an oiler will receive Wage Group I (A). Equipment in this Wage Group that does not require an oiler.

**Machines similar to above, including remote control equipment**

**Group Two:**

All types of cranes

All types of backhoes

Draglines

Keystones

All types of shovels

Derricks

Pavers 21E and over

Trenching machines

Trench shovels

Gradalls

Front- end Loaders

Boat Captain

Hoist with Two Towers

Building Hoists-double drum (unless used as a single drum)

Pippin type backhoes

Tandem scrapers

Tower type crane operation erecting dismantling jumping or jacking

Drills self-contained (Drillmaster type)

Fork lift (20ft. and over)

Motor Patrols (fine grade)

Batch Plant with Mixer

Carryalls, Scrapers, Tournapulls

Roller (High Grade Finishing) Bulldozers and Tractors

Mechanic-Welder

Conveyor Loaders (Euclid-Type Wheel)



Concrete Pumps (Heavy Highway)  
Milling Machine  
Bobcat Side Boom  
Directional Boring Machines  
Vermeer Saw Type Machine (other than hand held)  
Tractor Mounted Hydro Axe  
Chipper with boom  
All Autograde and concrete finishing machines  
Bundle Pullers/Extractors (Tubular)

**Machines similar to the above including remote control equipment**

**Group Two A:**

Crawler backhoes and Crawler  
gradalls over one (1) cubic yard factory rating  
Hydraulic backhoes over one (1) cubic yard factory rating  
Single person operation truck cranes 15 ton and over factory rating  
Cherry picker type machinery and equipment 15 ton and over factory rating, etc.  
Cranes doing hook work will be paid Wage Group I (A).  
All equipment in this Group which previously received the hour in lieu of an oiler will  
receive Wage Group II (A) including concrete pumps (Heavy/Highway).

**Machines similar to the above including remote control equipment**

**Group Three:**

Asphalt Plant Engineers  
Conveyors (except building conveyors)  
Well Drillers  
Forklift Trucks of all types  
Ditch Witch (small trenchers)  
Motor Patrols  
Fine Grade machines  
Rollers  
Concrete Breaking Machines (Guillotine Only)  
Stump Grinder  
High or Low Pressure Boilers  
Building Hoist (single drum)  
Elevator Operator (New Construction)

**Machines similar to above including remote control equipment**

**Group Four:**

Seamen Pulverizing Mixer  
Form Line Graders  
Farm Tractors  
Road Finishing Machines  
Concrete Spreaders (Heavy Highway)  
Power Broom (self-contained)  
Seed Spreader  
Grease Truck

**Machines similar to the above including remote control equipment**

**Group Five:**

Compressors Pumps  
Well pint pumps

Conveyors (Building)  
Welding Machines  
Heaters  
Tireman, Power Equipment  
Maintenance Engineers (Power Boats)  
Miscellaneous Equipment Operator  
Elevator Operator (Renovations)  
House Car

**Machines similar to above including remote control equipment**

**Group Six:**

Fireman  
Oilers and Deck Hands (Personnel Boats)  
Grease Truck Helpers

**Group Seven A:**

Handling steel and stone in connection with erection  
Cranes doing hook work  
Any machines handling machinery  
Cable spinning machinery  
Helicopters  
Concrete pumps (Building)  
High Rail/Burro Crane  
Rail Loader (Winch Boom Type)

**Machines similar to above, including remote control equipment**

**Group Seven B:**

All types of cranes  
All types of backhoes Cableways  
Conveyor Loader (Euclid-Type Wheel)  
Drag Lines  
Keystones  
All types of shovels  
Derricks  
Pavers 21E and over  
Trench shovels  
Trenching machines  
Gradalls  
Front-end Loaders  
Boat Captain  
Hoist with two towers  
Concrete Pumps (Heavy, Highway)  
Building Hoists-double drum (unless used as a single drum)  
Milling Machine  
Mucking Machines in Tunnel  
Pippin type backhoes  
Bobcat  
Tandem scrapers  
Side Boom  
Tower type crane operation, erecting, dismantling, Jumping or jacking  
Directional Boring Machines  
Vermeer Saw Type Machine (other than hand held)

Drills self-contained (Drillmaster type)  
Fork Lift (20 ft & over)  
Tractor Mounted Hydro Axe  
Motor Patrols (Fine Grade)  
Chipper with boom  
Batch Plant with Mixer  
All autograde and concrete finishing machines  
Carryalls, Scapers & Tournapulls  
Rollers (High Grade Finishing)  
Bundle Pullers/Extractors (Tubular)  
Spreaders (Asphalt)  
Bulldozers and Tractors  
Mechanic – Welders  
Production Switch Tamper  
Ballast Regulators  
Tie Replacer Rail/Road Loader  
Power Jack liner

**Machines similar to above, including remote control equipment**

\*Surcharge

**Power Equipment Operator Dredger Classifications**

**Class A:** Lead Dredgeman, Operator, Leverman, Licensed Tug Operator over 1000HP.

**Class A1:** Dozer Operator, Front-end Loader.

**Class B1:** Derrick Operator, Spider/Spill Barge Operator, Engineer, Electrician, Chief welder  
Chief Mate, Fill Placer, Operator 2, Maintenance Engineer, Licensed Boat Operator.

**Class B2:** Certified Welder.

**Class C1:** Mate, Drag Barge Operator, Steward, Assistant Fill Placer, Welder.

**Class C2:** Boat Operator.

**Class D:** Shoreman, Deckhand, Rodman, Scowman, Cook, Messman, Porter/Janitor, Oiler.

**3. Truck Driver Classifications:**

**Class I:** Helper, stake body truck operator (single axle, dumpster)

**Class II:** Dump truck operator, tandem truck operator, batch truck operator, semi-trailer truck operator, agitator-mixer truck operator, dumpcrete type vehicle operator, asphalt distributor, farm tractor operator (when used to transport materials), stake body truck (tandem) operator.

**Class III:** Euclid type, off highway equipment back truck operator, belly dump truck operator, double-hitched equipment trailer operator, straddle carrier (Ross) operator; low bed trailer truck operator.

**NOTE:**

1. Contractors are advised to contact the Philadelphia Labor Standards Unit with any questions regarding job classification, prevailing wage rates, and fringe benefits.
2. Prior to employing apprentices on a public works project, the contractor is required to provide written evidence of employee's registration with a statewide training program recognized by the U.S. Bureau of Apprenticeship and Training (BAT). Contractors shall forward proper documentation for each bona fide apprentice to:

Project No. 16478E-01-01  
Issue Date: 02/09/2024

Vincent G. Panati Playground  
Philadelphia, Pennsylvania

**Philadelphia Labor Standards Unit**

**Municipal Services Building**  
1401 John F. Kennedy Boulevard – 1st Floor, Room 170C  
Philadelphia, PA 19102-1670  
Telephone Number: (215) 686-2132  
Fax Number: (215) 686-2116

END OF SECTION 007343