



City of Philadelphia Rebuild Initiative Attachment C – Proposal Application Package Requests for Proposal (RFP)

ATTACHMENT C OVERVIEW

Attachment C provides a checklist of required documentation to be included in your final bid package. Additionally, Attachment C also includes forms that must be completed, signed and included in your final bid package.

TABLE OF CONTENTS

- 01 - Proposal Application Checklist – *to be filled out by applicant and included in proposal*
- 02 - Approach to Project Delivery
- 03 - Contractor Qualifications Documentation
 - 03A - City of Philadelphia Questionnaire and Financial Statement for Qualifying Bidders
 - 03B - Contractor Qualifications Project Example Sheet Forms (3 forms)
- 04 - City of Philadelphia Rebuild Economic Opportunity Plan and Forms
 - 04A - Rebuild Economic Opportunity Plan
 - 04B - Rebuild Contract Participation Form (*attached as excel form*)
 - 04C - City of Philadelphia Office of Labor Standards Documentation of Best and Good Faith Efforts Workforce Diversity Goals
 - 04D - Rebuild Past Contract Participation Form (*attached as excel form*)
 - 04E - Rebuild Workforce Development Program Commitment Form
 - 04F – Rebuild Existing Workforce Diversity Breakdown
- 05 - Declarations and Other Information
 - 05A - City of Philadelphia Tax Status Certification Form
 - 05B – Philadelphia Redevelopment Authority Campaign Contribution Disclosure Forms
- 06 – Additional Documents to Attach



01 – Proposal Application Checklist

To be filled out by applicant and included in proposal

01 - PROPOSAL APPLICATION CHECKLIST



City of Philadelphia
Managing Directors Office- Rebuild
General Construction Services Contract

Project Number: _____

Project Name: _____

Applicant: _____

This proposal package includes the following:

- 01 - Proposal Application Checklist – *to be filled out by applicant and included in proposal*
- 02 - Approach to Project Delivery
 - Describe your approach to carrying out the scope of work on time/budget, and strategies that make your firm qualified to best perform these services.
 - Proposed project timeline
 - Proposed sketch of site logistics
 - Proposed project management team, including dedicated project foreman
- 03 - Contractor Qualifications Documentation
 - A. City of Philadelphia Questionnaire and Financial Statement for Qualifying Bidders
 - B. Contractor Qualifications Project Example Sheet Forms (3)
- 04 - Rebuild Economic Opportunity Plan and Forms
 - A. Rebuild Economic Opportunity Plan and Signature Page
 - B. Rebuild Contract Participation Form (*attached as excel form*)
 - C. Office of Labor Standards Documentation of Best and Good Faith Efforts Workforce Diversity Goals
 - D. Rebuild Past Contract Participation Form (*attached as excel form*)
 - E. Rebuild Workforce Development Program Commitment Form
 - F. Rebuild Existing Workforce Diversity Breakdown
- 05 - Declarations and Other Information
 - A. City of Philadelphia Tax Status Certification Form
 - B. Philadelphia Redevelopment Authority Campaign Contribution Disclosure Forms
- 06 - Attach the following documents:
 - Payment & Performance Bonding Statement – *included in PU grant agreement*
 - Construction Bid Proposal, from Division 0
 - Bid Bond, from Division 0



02 – Approach to Project Delivery



PROPOSAL APPLICATION PACKAGE

Project Number: _____

Project Name: _____

02 Approach to Project Delivery

Describe your approach to carrying out the scope of work on time/budget, and strategies that make your firm qualified to best perform these services. (Not to exceed one page)

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



03 – Contractor Qualifications Documentation

Includes:

03A - City of Philadelphia Questionnaire and Financial Statement for Qualifying Bidders

03B - Contractor Qualifications Project Example Sheet Forms (3 forms)

City of Philadelphia

QUESTIONNAIRE AND FINANCIAL STATEMENT FOR QUALIFYING BIDDERS

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

PROJECTS UNDER THE JURISDICTION OF _____ Fax Number _____

PROJECTS APPLIED FOR

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

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

EXPERIENCE AND EQUIPMENT

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

03A - CITY OF PHILADELPHIA QUESTIONNAIRE & FINANCIAL STATEMENT

12. Has any commercial surety ever refused to furnish a performance or payment bond for your organization?
PLEASE SELECT YES NO
 If "YES", state the name and address of the surety, describe the contract for which the bond was refused (including the owner, date of contract, and type of work), and state the reasons for the refusal.

13. Has your organization or any officer, partner, or other person active in the management of your organization, or any shareholder holding an equity interest of more than five percent,
 1. ever been convicted of or pleaded guilty or nolo contendere to federal or state misdemeanor or federal charger (including but not limited to, charges related to public bidding law or the making of false statements)? **PLEASE SELECT YES NO**
 2. ever been refused coverage under any fidelity bond? **PLEASE SELECT YES NO**

Is your organization or any officer, partner, or other person active in the management of your organization, or any shareholder holding an equity interest of more than five percent,
 1. currently under indictment on federal or state misdemeanor or felony charges? **PLEASE SELECT YES NO**
 2. currently the subject of a state or federal grand jury investigation or under notification by local, state or federal law enforcement authorities that they are the subject of any criminal investigation? **PLEASE SELECT YES NO**

If your answer to any of the foregoing questions is YES, attach a detailed description that includes the following:

- ♦ the nature of the conviction, plea, indictment, bond refusal, and/or grand jury or criminal investigation;
- ♦ the name of each individual who was the subject of such action;
- ♦ their position in your organization;
- ♦ the jurisdiction or entity taking the action; the date(s) the action was taken; the nature of the charges that were the subject of the action; and all other circumstances relevant to the action.

14. Has any officer, partner, director, shareholder, or other person active in the management of your organization been employed by the City of Philadelphia, or been appointed to a political or other office of the City?
PLEASE SELECT YES NO
 If "YES" attach the following information: the name of the individual; position held with the City; the dates the employment or appointment began and terminated.

15. Identify, by name and business address, all organizations that are affiliates or subsidiaries of your organization, and state their relationship to your organization. Attach separate sheets of paper as needed.

16. Identify, by name and business address, any other organization and any individual (other than officers, partners, and managers of your organization) that control or influence bidding by your organization.

17. Identify all individuals and organizations, by name and business address, that hold a financial interest in your organization of ten percent or more.

18. Is your organization or any of its parent or subsidiary organizations currently indebted to the City of Philadelphia for any delinquent City taxes, taxes collected by the City on behalf of the School District of Philadelphia, liens, judgments, fees or other debts?
PLEASE SELECT YES NO
 If "YES", attach an explanation describing the nature and amount of the debt, lien, judgment, or fee; the dates of any notices from the City; and any written agreement or payment plan with the City for its disposition.

If your organization has had construction contracts with the City of Philadelphia, provide the following information:
List all COMPLETED City of Philadelphia construction contracts within the last five years. (Please attach additional sheets as needed.)

CONTRACT NUMBER	BID NUMBER	PROJECT DESCRIPTION	AMOUNT OF CONTRACT

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

CONTRACTING ENTITY	CONTRACT NO.	LOCATION	% COMPLETE	AMOUNT OF CONTRACT

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

List the largest projects that your organization has completed.

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

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

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

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

FINANCIAL POSITION AS OF:		(Not over 6 months old)	
ASSETS		LIABILITIES & EQUITY	
CURRENT ASSETS		CURRENT LIABILITIES	
Cash and cash equivalents	_____	Lines of credit	_____
Short-term investments	_____	Notes payable - current portion	_____
Accounts receivable	_____	Accounts payable	_____
Allowance for doubtful accounts	(_____)	Accrued and withheld payroll	_____
Notes receivable	_____	Accrued expenses	_____
Inventories	_____		_____
Prepaid expenses	_____		_____
Total Current Assets	_____	Total Current Liabilities	_____
PROPERTY AND EQUIPMENT		LONG-TERM LIABILITIES	
Land	_____	Notes payable	_____
Buildings	_____		_____
Machinery and equipment	_____		_____
Trucks and automobiles	_____		_____
Office furniture and equipment	_____		_____
Assets under capital lease	_____		_____
	_____	Total Long-Term Liabilities	_____
Total Property and Equipment	_____	Total Liabilities	_____
Less accumulated depreciation and amortization	(_____)	EQUITY	
Net Property and Equipment	_____	Common stock	_____
OTHER ASSETS		Additional paid-in capital	_____
Cash surrender value of officer's life insurance	_____	Less treasury stock	(_____)
Loans against policies	_____	Retained earnings	_____
Notes receivable	_____	Partner's capital	_____
Organization cost (net)	_____	Owner's equity	_____
	_____		_____
Total Other Assets	_____	Total Equity	_____
TOTAL ASSETS	_____	TOTAL LIABILITIES & EQUITY	_____

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

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

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

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

_____ FIRM OR CORPORATE NAME

SIGNATURE TITLE

SIGNATURE TITLE

Date of Signing

SIGNATURE TITLE

SIGNATURE TITLE

CONTRACTOR QUALIFICATIONS- PROJECT 1

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

Name and Location of Project: _____

Name and Address of Owner _____

Phone Number _____

Name and Address of Contractor's Bonding Company _____

Phone Number _____

Entire Contract Amount: _____

Project Duration, in months _____

Description (including type and size of systems provided):

CONTRACTOR QUALIFICATIONS- PROJECT 2

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

Name and Location of Project: _____

Name and Address of Owner _____

Phone Number _____

Name and Address of Contractor's Bonding Company _____

Phone Number _____

Entire Contract Amount: _____

Project Duration, in months _____

Description (including type and size of systems provided):

CONTRACTOR QUALIFICATIONS- PROJECT 3

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

Name and Location of Project: _____

Name and Address of Owner _____

Phone Number _____

Name and Address of Contractor's Bonding Company _____

Phone Number _____

Entire Contract Amount: _____

Project Duration, in months _____

Description (including type and size of systems provided):



04 – City of Philadelphia

Rebuild Economic Opportunity Plan & Forms

Includes:

04A - Rebuild Economic Opportunity Plan

04B - Rebuild Contract Participation Form *(attached as excel form)*

04C - City of Philadelphia Office of Labor Standards Documentation of Best and Good Faith Efforts Workforce
Diversity Goals

04D - Rebuild Past Contract Participation Form *(attached as excel form)*

04E - Rebuild Workforce Development Program Commitment Form

04F - Rebuild Existing Workforce Diversity Breakdown

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 (“**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 _____ 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 a contractor acting as the general contractor (the “**Project 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 shall mean each Project 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 shall mean those efforts, the scope, intensity and appropriateness of which are designed and performed to foster meaningful and representative opportunities for participation by M/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 Project 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 shall refer to the recruitment, hiring, training, employment and trades union referral, as both journeypersons and apprentices, of workers who are African American, Hispanic American, Asian American, and/or Female.

Philadelphia Resident as used in this Project EOP shall mean, to the extent permitted by law, a positive factor for consideration given to those workers residing in Philadelphia and shall also include those businesses certified as Local Business Enterprises under Section 17-109 of The Philadelphia Code or meeting the criteria described in Executive Order 04-12.

II. Rebuild Diversity and Inclusion Goals

A. Diverse Business Inclusion – Contract Participation Goals

As a benchmark for the Project 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 the Project 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 for more information.
- Only first and second-tier vendors will be included in the contract participation calculation. See the table below for more details:

	<u>TIER</u>	<u>EXAMPLE</u>
	Project Lead	PRA
Included; counts toward participation goals	1st-Tier vendor	General Contractor (i.e., the Project Contractor signing this Project EOP)
Included; counts toward participation goals	2nd-Tier vendor	Subcontractor
Not Included; does not count toward participation goals	<i>3rd-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/WBEM/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:

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

The Project Contractor agrees to exhaust its Best and Good Faith Efforts to employ an appropriately Diverse Workforce which will include minority persons and females at all tiers of employment and management. 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. Project Contractor Responsiveness and Responsibility

A. The Project Contractor shall identify all of its M/WBE contract participation and diverse workforce participation commitments on the following forms:

(i) Contract Participation Commitments. The Project Contractor shall identify its contract participation commitments on the **Rebuild Bid Package Contract Participation Worksheet** (Attachment C, Form 04b, Excel template provided). The identification of the Project Contractor's commitment to use the identified M/WBEs constitutes a representation by the Project Contractor **(a)** that each M/WBE identified on the form will provide a Commercially Useful Function; and **(b)** that the Project 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. The Project 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 the Project Contractor's vendor selection process, the Project 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 the Project Contractor's diverse contracting goals.

(ii) Workforce Participation Commitments. The Project Contractor shall identify its plan to solicit and maintain a diverse workforce on a weekly basis with the estimated hourly breakout for African American, Hispanic, Asian and Women workers. The plan shall be contained in the Documentation of Best and Good Faith Efforts, **Documentation of Best and Good Faith Efforts Workforce Diversity Goals Form** (Attachment C, Form 04c). 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, the Project 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 04e for more information).

(iii) Any reference 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, those documents are deemed to be incorporated by reference into this Project EOP.

B. The Project Contractor shall comply with the following provisions:

(i) If the Project Contractor or any subcontractor makes any changes that would impact the contract and workforce participation commitments made pursuant to this Project EOP, then the Project Contractor shall inform PRA and the Rebuild Office and obtain approval for a substitution. 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). The Project Contractor shall pay subcontractors within 5 business days of receiving payment. Compliance with this requirement is a condition of subsequent invoice approval and payment. The Project 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).

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

(iv) The Project 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 the Project 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 may constitute a substantial breach of this Project EOP and the contract and may subject the Project Contractor to all remedies available to PRA and the City under this Project EOP, the contract, and otherwise available at law and at equity.

C. The Project Contractor hereby verifies and agrees that all information submitted 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

(i) 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.

(ii) The Project Contractor and all subcontractors will give the designated third party monitor ("**Rebuild Monitor**" or "**EOP Monitor**") full access to contracts, invoices, 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 will be empowered to assist consultants and contractors with achieving workforce and contract participation goals as necessary. The Rebuild Monitor will report findings to the Rebuild EOP Oversight Committee.

(iii) The Project Contractor and all subcontractors are required to submit certified payroll records to the Office of Labor Standards through an electronic system, LCP Tracker, on a weekly basis. Compliance with this requirement is a condition of invoice approval and payment. The Office of Labor Standards will be given full access to job sites and all data needed to verify wage compliance and monitor workforce diversity. The Project Contractor shall not allow any subcontractors on the work site until the subcontractor has opened an account in LCP Tracker.

(iv) On each contract for Rebuild improvements, when twenty-five percent (25%) of total projected employment hours are complete, and when twenty-five percent (25%) of the total

contract value has been expended, the Rebuild Monitor will determine whether the contractor or sub-contractor is on track to meet workforce and contract participation goals. The results of that determination will be shared with the Rebuild Office, the district Councilmember, and, if requested, with any member of the Project Review Team.

V. Remedies and Incentives

A. If it is determined by the PRA, the Rebuild Office, the Office of Labor Standards, or the EOP Monitor after the 25% determination report or any other time during project implementation that the Project Contractor has not met, or is not on track to meet, its contract 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 Office of Labor Standards (OLS), Philadelphia Redevelopment Authority (PRA), will take steps to assist the Project Contractor in making course corrections. Such steps might include the identification of alternative M/WBEs or alternative ways of packaging contracts. The Project Contractor shall cooperate in these efforts and shall take all steps necessary to correct any deficiencies in compliance with the Project EOP.

(ii) **Written plan.** The Project Contractor shall prepare a written EOP compliance action plan. The plan submitted by the Project Contractor 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 the Project Contractor has failed to take successful or acceptable steps to meet its contract 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 the Project Contractor will be suspended.

(ii) **Rebuild EOP Oversight Committee.** The Project 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. 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, the Project Contractor would be responsible for any delay costs resulting from the work stoppage.

(iv) **Liquidated damages.** The PRA may recover as liquidated damages one percent of the total dollar amount of the 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 shall be based on actual quantities ordered.)

(v) **Contract termination.** The contract may be suspended, terminated, or rescinded.

(vi) **Disqualification and debarment.** The Rebuild Office may disqualify the Project Contractor from bidding on and/or participating in any future Rebuild contracts and/or projects, in addition to recommending that the Project Contractor be disqualified from bidding on and/or participating in other 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.

PROJECT CONTRACTOR

Signature and Date

Print Name

Title

Company

DOCUMENTATION OF BEST AND GOOD FAITH EFFORTS
WORKFORCE DIVERSITY GOALS

OFFICE OF LABOR STANDARDS

BID TITLE	NAME OF SELLER	BID SUBMISSION DATE

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

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

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

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

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

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

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

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

FORM 04E - REBUILD WORKFORCE DEVELOPMENT PROGRAM COMMITMENT

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

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

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

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

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

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

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

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

 NAME:
 TITLE:

 DATE:



Form 04F

Existing Workforce Diversity Breakdown

We want to get to know your construction team. Please list below the demographic composition of your most recent (12 months or less) construction projects. It is understood that this is only a snapshot of your current workforce and may not be reflective of workers who will be assigned to this particular project.

Project Name	Contractor Name	Select Role <input type="checkbox"/> Prime <input type="checkbox"/> Sub
---------------------	------------------------	--

Please provide demographic information regarding your standing crew below. Add additional rows or provide multiple pages as necessary.

EMPLOYEE'S NAME	PHILADELPHIA RESIDENT? (Y/N)	DATE OF LAST PROJECT WORKED	JOURNEYPERSON /OR/ APPRENTICE	GENDER	RACE					TRADE	ESTIMATED # OF ADDITIONAL HIRES NEEDED FOR PROJECT	
					B	H	A	N	W			
A.												
B.												
C.												
D.												
E.												
F.												
G.												
H.												

Contractor Authorized Signature and Title:	Date
---	-------------

Legend		
Race		Gender
B - Black/African American	N - Native American	M - Male
H - Hispanic	W - White	F - Female
A - Asian & Pacific Islander		N - Non-binary



05 – Declarations and Other Information

Includes:

05A - City of Philadelphia Tax Status Certification Form

05B - City of Philadelphia Questionnaire & Financial Statement for Qualifying Bidders

PHILADELPHIA TAX STATUS CERTIFICATION REQUEST

**CITY OF PHILADELPHIA
DEPARTMENT OF REVENUE**

Provide EOI
Tracking Number:

REQUESTER: PHA PHDC PIDC PPA PRA OTHER _____

Taxpayer Name: _____ Date: _____

Taxpayer Trading As: _____

Home Address: _____

Business Address: _____ Business Phone #: _____

1. Are you a Registered Taxpayer? YES NO
 If so, provide your Federal Employer Identification Number here: _____
 If so, provide your Philadelphia Business Tax Account Number here: _____
 If so, provide your Social Security Number here: _____

2. Are you presently delinquent in any City of Philadelphia or Philadelphia School District taxes? YES NO
 If so, what tax and amount owed? _____

3. Are you presently delinquent in Water and Sewer charges? YES NO
 If so, amount owed: \$ _____

4. Have you ever been sued by the City of Philadelphia or the Philadelphia School District? YES NO
 Have you declared bankruptcy? YES NO
 If so, list date and nature of lawsuit or filing date of bankruptcy petition: _____

5. Are you involved in any other business activity? YES NO
 If so, list company name(s) and account number(s) here: _____

6. Do you own real estate? YES NO
 If so, list address(es) here, or on the back of this form: _____

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

Name: (Please Print) _____

Title: _____

Signature: _____

Date: _____

REAL ESTATE OWNED BY TAXPAYER

CONFLICT OF INTEREST

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

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

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

 YES

 NO

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

 YES

 NO

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

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

 YES

 NO

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

CONFLICT OF INTEREST

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

YES NO

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

ADDITIONAL DISCLOSURES

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

YES NO

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

YES NO

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

YES NO

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

YES NO

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

YES NO

If yes, provide the following information:

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

Please include any additional projects on a separate sheet.

CERTIFICATION

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

Signature _____

Print/Type Name _____

Date _____

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

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

INTERNAL USE ONLY

Check for outstanding License & Inspection violations:

No outstanding violations.

Outstanding violations: _____

Philadelphia Redevelopment Authority

Disclosure Forms

Directions:

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

Getting Started

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

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

More information on Disclosing Campaign Contributions

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

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

The types of contributions that must be disclosed include:

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

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

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

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

Philadelphia Redevelopment Authority

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

Individuals have to disclose contributions made by the following:

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

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

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

Eligibility Restrictions

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

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

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

Philadelphia Redevelopment Authority

Definitions

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

Philadelphia Redevelopment Authority

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

Philadelphia Redevelopment Authority

Date: _____

Initials: _____

If Applying as an Individual:
Campaign Contribution Disclosure Form

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

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

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

Philadelphia Redevelopment Authority

Date: _____

Initials: _____

If Applying as an Individual:
Campaign Contribution Disclosure Form

For relationship, please indicate whether the contributor was the Individual or Family Member.

Name of Contributor	Relationship <small>(to individual or business completing this form)</small>	Name of Recipient	Date of Contribution	Amount of Contribution

Please use additional pages as needed.

Philadelphia Redevelopment Authority

Date: _____

Initials: _____

If Applying as a Business:
Campaign Contribution Disclosure Form

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

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

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

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

Philadelphia Redevelopment Authority

Date: _____

Initials: _____

If Applying as a Business:
Campaign Contribution Disclosure Form

For relationship, indicate whether the contributor was the Business, Affiliate, Controlled Political Committee, Controlling Shareholder, Director, Officer, Parent, Partner, Reimbursed Contributor, Solicited Contributor, Subsidiary, or Other.

Name of Contributor	Relationship <small>(to individual or business completing this form)</small>	Name of Recipient	Date of Contribution	Amount of Contribution

Please use additional pages as needed.

Philadelphia Redevelopment Authority

Date: _____

Initials: _____

Use of Consultant Disclosure Form

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

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

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

Philadelphia Redevelopment Authority

Date: _____

Initials: _____

Consultant: Individual Campaign Contribution Disclosure Form

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

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

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

Philadelphia Redevelopment Authority

Date: _____

Initials: _____

Consultant: Individual Campaign Contribution Disclosure Form

Use this form if the Consultant used is an Individual. For relationship, indicate whether the contributor was the Individual or Family Member.

Name of Contributor	Relationship to Consultant	Name of Recipient	Date of Contribution	Amount of Contribution

Please use additional pages as needed.

Philadelphia Redevelopment Authority

Date: _____

Initials: _____

Consultant: Business Campaign Contribution Disclosure Form

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

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

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

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

Philadelphia Redevelopment Authority

Date: _____

Initials: _____

Consultant: Business Campaign Contribution Disclosure Form

Use this form if the Consultant used is a Business. For relationship, indicate whether the contributor was the Consultant Business, Affiliate, Controlled Political Committee, Controlling Shareholder, Director, Officer, Parent, Partner, Reimbursed Contributor, Solicited Contributor, Subsidiary, or Other.

Name of Contributor	Relationship to Consultant	Name of Recipient	Date of Contribution	Amount of Contribution

Please use additional pages as needed.

Philadelphia Redevelopment Authority

Use of Subcontractor Disclosure Form

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

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

Philadelphia Redevelopment Authority

Employee Request Form

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

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

Philadelphia Redevelopment Authority

Employee Participation Advice Disclosure Form

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

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

Philadelphia Redevelopment Authority

Signature

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

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

Signature

Date

Name

Title

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

Signature

Date

Name

President/Vice President, if other, please specify

Signature

Date

Name

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



06 – Additional Documents to Attach

06 – List of Documents to Attach



Project Number: _____

Project Name: _____

06 – List of Documents to Attach:

- Payment & Performance Bonding Statement
- Division 0 - Construction Bid Proposal (*completed form*)
- Division 0 – Bid Bond (*completed form and certificate*)