



**MAKING PHILADELPHIA BETTER, BLOCK BY BLOCK**

**REQUEST FOR PROPOSALS**

**INSTALLATION OF NEW ASPHALT DRIVEWAYS  
AT VARIOUS PUBLICLY AND PRIVATELY  
OWNED PROPERTIES**

**SEPTEMBER 12, 2023**

**Contract Opportunity for  
Asphalt Driveway Installation Services**

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## 1. Introduction

The Philadelphia Housing Development Corporation ("PHDC") invites competitive proposals from qualified, licensed and experienced contractors for the installation of new asphalt driveways (each, an "Applicant", and together, the "Applicants") as outlined in the Scope of Work section of this Request for Proposals ("RFP").

## 2. Scope of the Work

PHDC seeks contractors for the installation of new asphalt driveways, including the excavation, removal and disposal of existing asphalt and/or concrete driveways, at various publicly and privately owned properties throughout the City of Philadelphia (the "City"). The selected firms will enter into master contracts with the PHDC for one year. During this time, the PHDC will request services from the selected firms for various projects, on an as-needed basis.

### Minimum Qualifications

Applicants must possess all necessary licenses and certifications required by the City and have demonstrated expertise and experience in this type of work.

## 3. Schedule

The timeline for this RFP is as follows:

Event	Date
Notice of Contract Opportunity Posted	September 12, 2023
Questions and/or Requests for Additional Information Due	September 20, 2023
Proposals Due	September 28, 2023
Applicant(s) Selected	October 12, 2023
Contract Executed	Early November 2023

These dates are estimates only and PHDC reserves the right, in its sole discretion, to alter this schedule as it deems necessary or appropriate.

## 4. Proposal Requirements

Proposals must include:

- Qualifications of the Applicant to provide the services requested, e.g., years in business, staffing, vehicles to be utilized and experience. The names and qualifications of all key personnel that will be working on the project.
- Explanation on how the Applicant is organized for the purpose of providing general excavation and asphalt replacement services.
- Description of the Applicant's ability for an immediate contract start-up as evidenced by past performance.
- A specific list of similar projects that the Applicant has completed, including name of project, size, location, and year completed.
- A statement that the Applicant is able to comply with PHDC's insurance requirements attached as Attachment "A."

- Completed Fee Sheets for Asphalt Installation and Asphalt and Concrete Removal as outlined below:

**ASPHALT INSTALLATION**

- Cost for 2-inch asphalt, over existing base, per City Code: \$ \_\_\_\_\_ per sq. yard
- Cost for 4-inch asphalt, over existing base, per City Code: \$ \_\_\_\_\_ per sq. yard
- Cost for 2-inch asphalt, with 4- inch aggregate base, per City Code: \$ \_\_\_\_\_ per sq. yard
- Cost for 4-inch asphalt, with 4-inch aggregate base, per City Code: \$ \_\_\_\_\_ per sq. yard
- Cost of 1-1/2-inch asphalt mill and overlay, per City Code: \$ \_\_\_\_\_ per sq. yard
- Cost of 2-1/2-inch asphalt mill and overlay, per City Code: \$ \_\_\_\_\_ per sq. yard

**ASPHALT AND CONCRETE REMOVAL**

- Cost for excavation, removal & disposal of existing 2-inch asphalt: \$ \_\_\_\_\_ per sq. yard
- Cost for excavation, removal & disposal of existing 4-inch Asphalt: \$ \_\_\_\_\_ per sq. yard
- Cost for excavation, removal & disposal of existing 4-inch concrete, with 4- inch aggregate base \$ \_\_\_\_\_ per sq. yard
- Cost for excavation, removal & disposal of existing 6-inch concrete, with 4- inch aggregate base \$ \_\_\_\_\_ per sq. yard
- Cost for excavation, removal & disposal of existing 6-inch concrete, with 4- inch aggregate base \$ \_\_\_\_\_ per sq. yard

**5. Evaluation/Selection**

PHDC intends to award a contract to Applicants who demonstrate the level of experience, skill and competence required to perform the services called for in this RFP in the most efficient, cost-effective, and professional manner. The successful Applicants will be willing to work pursuant to PHDC's contract terms and conditions which include – without limitation – non-discrimination requirements, indemnification of the City and PHDC, insurance coverage in accordance with the requirements indicated in Attachment "A", and cost principles. The successful Applicant(s) will execute a contract with PHDC. PHDC reserves the right not to award a contract as a result of this RFP, or to award a contract for part of this scope.

PHDC will be guided by the following criteria in making a selection for award, and will use its professional judgment in determining which Applicant(s) best serve the interests of PHDC:

- Superior ability or capacity to meet particular requirements of this contract opportunity and needs of PHDC.
- Superior prior experiences of various scales; demonstrated relative strength, reputation and successful experience providing services.
- Eligibility under Philadelphia Code provisions relating to campaign contributions.
- Compliance with PHDC standards for contracting, such as indemnification and non-discrimination.
- Competence and proven track record working with private sector, governments and development

organizations.

- Administrative and operational efficiency, requiring less PHDC oversight and administration.
- Demonstrated ability to meet timelines and milestones.
- Any other factors PHDC considers relevant to the evaluation of the responses from Applicants.

## 6. Declarations and Other Information

MBE/WBE/DSBE Firms: PHDC strongly encourages and promotes the employment of qualified MBE/WBE/DSBE firms in all aspects of its procurement of goods and services. If an Applicant is a Certified MBE/WBE/DSBE, defined as Minority Business Enterprises ("MBE"), Woman Business Enterprises ("WBE"), or Disabled Business Enterprises ("DSBE"); please submit information to confirm Certification as part of bid proposal.

Insurance Requirements: Applicants must submit a certificate of insurance evidencing the required coverages as outlined in Attachment "A" with the proposal.

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

Campaign Contribution Disclosure Forms: Applicants must complete the applicable disclosure forms (Attachment "C") and submit with the proposal.

### Reservation of Rights:

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

1. to reject any and all proposals;
2. to supplement, amend, substitute, modify or re-issue the RFP with terms and conditions materially different from those set forth here;
3. to cancel this RFP with or without issuing another RFP;
4. to extend the time period for responding to this RFP;
5. to solicit new proposals;
6. to conduct personal interviews with any Applicant to assess compliance with the selection criteria;
7. to request additional material, clarification, confirmation or modification of any information in any and all proposals;
8. to negotiate any aspect of a proposal, including price;
9. to terminate negotiations regarding any and all proposals at any time;
10. to expressly waive any defect or technicality in any proposal;
11. to rescind a selection prior to contract execution if PHDC determines that the proposal does not conform to the specifications of this RFP;
12. to rescind a selection prior to contract execution if PHDC determines that the specifications

contained in this RFP are not in conformity with law or that the process in selection of a proposal was not in conformity with law or with the legal obligations of PHDC;

13. in the event a contract is awarded, the successful Applicant or Applicants shall procure and maintain during the life of the contract liability insurance in an amount to be determined prior to the award of any contract;
14. in the event a contract is awarded, all Applicants agree to perform their services as an independent contractor and not as an employee or agent of PHDC;
15. in the event a contract is awarded, all Applicants agree that no portion of performance of the contract shall be subcontracted without the prior written approval of PHDC; and
16. each Applicant agrees to indemnify, defend and hold harmless PHDC and the City from any and all losses, injuries, expenses, demands and claims against PHDC or the City sustained or alleged to have been sustained in connection with or resulting from (i) the submission of the Applicant's proposal; (ii) the delivery by the Applicant to PHDC of any other documents or information; and (iii) any other conduct undertaken by the Applicant in furtherance of or in relation to the Applicant's proposal. Each Applicant agrees that its duty to indemnify and hold harmless shall not be limited to the terms of any liability insurance, if any, required under this RFP or subsequent contract.

## 7. Application Process

Applicants must submit proposals to PHDC no later than **September 28, 2023, at 3:30 p.m.**, absolutely no proposals will be accepted after that time.

An Applicant, whether an individual, partnership, LLC, non-profit, for profit or other business entity, may submit only one response to this RFP. Individuals that are related to each other or business entities that are legally related to each other or to a common entity may not submit separate proposals. PHDC, in its sole and absolute discretion, retains the right to reject any proposal where: 1) Applicants or principals of Applicants are substantially similar or substantially related parties; or 2) the PHDC has determined that the Applicant has violated these conditions or the spirit of these conditions.

Proposal submission may be submitted either:

1. submit a Response via email to [ryan.ambrose@phdc.phila.gov](mailto:ryan.ambrose@phdc.phila.gov)

Or

2. by registered mail or by a nationally recognized delivery service (e.g., FedEx) to:

Ryan Ambrose  
Neighborhood Preservation Initiative Director  
Philadelphia Housing Development Corporation  
1234 Market Street, 17<sup>th</sup> Floor  
Philadelphia, PA 19107  
Phone: 215-448-3000

### Contact for Additional Information

All questions and requests for additional information should be directed in writing to Ryan Ambrose, at [ryan.ambrose@phdc.phila.gov](mailto:ryan.ambrose@phdc.phila.gov). Questions will only be accepted until **September 20, 2023**.

**Neither PHDC nor the City is under any obligation whatsoever to Applicant as a result of this RFP. The RFP does not represent any commitment on the part of PHDC or the City to Applicant or the project. In no event shall PHDC or the City be responsible for any cost, expense or fee incurred by or on behalf of Applicant in connection with the RFP. Applicant shall be solely responsible for all such costs, expenses and fees.**