



Philadelphia
Redevelopment
Authority



Request for Proposals (RFP)

*Bethel Burying Ground at Weccacoe Playground
400 Catherine Street, Philadelphia, PA 19147*

August 8, 2024

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Attachments:

0. Division 0 (Bidding and Contract Requirements and Bid Sheet)
1. Division 1 (General Requirements)
 - A. Project Specifications
 - B. Project Drawings
 - C. Archaeological Monitoring Plan
 - D. City of Philadelphia Questionnaire & Financial Statement
 - E. Tax Status - Conflict of Interest Form
 - F. Campaign Contribution Disclosure Forms
 - G. PRA Insurance Requirements



Application Process

On behalf of the City of Philadelphia ("City"), the Philadelphia Redevelopment Authority ("PRA") is pleased to issue this Request for Proposals ("RFP") for qualified prime contractors (each, an "Applicant" and together, the "Applicants") for the Bethel Burying Ground Memorial Project at Weccacoe Playground project located at 400 Catherine Street, Philadelphia, PA 19147.

Submission Deadline

Applicants must submit a response/proposal (a "Response") no later than **3:00 PM on Wednesday, September 18, 2024**; absolutely no Response will be accepted after that time.

Mandatory Pre-Bid Meeting

All Applicants must attend the mandatory pre-bid meeting onsite at **400 Catherine Street, Philadelphia, PA 19147** at **3:00 PM on Thursday, August 22, 2024**.

The names and contact information for all attendees at the pre-bid meeting will be posted on PHDC's website as public information within a few days of the pre-bid meeting.

Questions/Requests for Additional Information

PRA will accept questions and requests for additional information directed in writing to RFP@phdc.phila.gov **up to 3:00 PM on Monday, August 26, 2024**. Questions, responses, and additional information will be posted on the PRA Website within **5 business days** of this date.

Related Parties

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

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

Submission Process

1. Responses will only be accepted in the following manner:

Online Submission – via the electronic portal on PHDC's website
Online Submission – via the electronic portal on PHDC's website (<http://www.phdcphila.org>);

Disqualification

Responses will be disqualified if:

1. They are submitted after the specified deadline;



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

Bid Price

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

Schedule

The timeline for this opportunity is as follows:

Event	Date
RFP posted	<i>Thursday, August 8, 2024</i>
Mandatory Pre-Bid Meeting to be held at Weccacoe Playground	<i>Thursday, August 22, 2024, at 3:00 PM</i>
Questions and requests for additional information due to the PRA	<i>Monday, August 26, 2024, by 3:00 PM</i>
Answers to Question posted by PRA	<i>Wednesday, September 4, 2024, by 3:00 PM</i>
Proposals due from Applicant	<i>Wednesday, September 18, 2024, by 3:00 PM</i>
Respondent selected (Estimate) ** There will be a contracting period with PRA after respondent is selected	<i>September 2024</i>

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

Project Description/Scope of Work

The **Bethel Burying Ground Memorial Project at Weccacoe Playground** project located at **400 Catherine Street, Philadelphia, PA 19147**. The Bethel Burying Ground Public Art Memorial, titled *Her Luxuriant Soil*, designed by artist Karyn Olivier, will honor the 5,000 African Americans buried below the historic Bethel Burying Ground located at Weccacoe playground in Queen Village. This public art project consists of the demolition of an existing community building, re-sizing an existing tennis court, and providing a new memorial consisting of an artist designed steel entrance gate, engraved granite and concrete unit pavers with inscriptions, brick pathway and low brick seating wall, landscape plantings and associated site/utility work.

For complete scope of work please refer to the Construction Drawings (Attachment B) and the Specifications (Attachment A).



Project EOP Requirements Summary

Diversity and inclusion are pillars of all City of Philadelphia and Philadelphia Redevelopment Authority projects. All applicants must complete the Economic Opportunity Plan (EOP) included in Attachment 0, Division 0 (Bidding & Contract Requirements).

Response Submission Requirements

1. **Construction Bid Proposal Form, Bid Bonds and EOP.** *Located in Division 0 (Bidding and Contract Requirements).*
2. **Approach to Project Delivery.** *Not to exceed one page.*
Describe your approach to carrying out the scope of work on time/budget, and strategies that make your firm qualified to best perform these services. Please include a detailed Proposed Project timeline, Logistics Plan, and proposed Project Management Team including Dedicated Project Foreman.
3. **Qualifications and 3 project examples.**
Describe past experiences with similar projects. Please cite projects performed for the City of Philadelphia or other public/governmental agencies. Please include examples of projects that were completed on time and on budget.
4. **Statement on Economic Inclusion.** *Not to exceed one page.*
Provide a narrative, on company letterhead, describing Applicant's commitment to engaging certified Minority Business Enterprises ("MBE") and Woman Business Enterprises ("WBE") in subcontracting, in procuring goods and services, and employing a diverse workforce, including in the skilled trades. If Applicant is a Certified MBE, WBE or DBE and registered in the City of Philadelphia's Office of Economic Opportunity (OEO) registry; please submit information to confirm Certification and Registration as part of bid proposal. Provide a plan for meeting contract and workforce participation goals (subcontractors, etc.) for this Project, which will build on commitments made in subsequent forms.
5. **Declarations and Other Information.**
Response must also include the completed forms identified in the Declarations and Other Information below.

Evaluation & Selection

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



PRA will evaluate and score Applicants based on the following factors:

1. Base bid price;
2. Appropriateness of firm for the scope of work, and able to complete project in a high-quality standard; on time and on budget;
3. Commitment of GC meeting proposed contract participation goals in the bid;
4. Track record of economic inclusion in contracting and workforce development, including history of prime meeting EOP goals;
5. Prior experience and proven track record working with the City, PRA, and/or other public agencies;
6. Demonstrates financial capability to complete the project;
7. Application complete and applicant eligible, including compliance with requirements listed in the RFP.
8. Any other factors the PRA considers relevant to the evaluation of the responses.

Events of Disqualification or Default

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

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

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

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

Declarations and Other Information

Campaign Contribution Disclosure Forms

Please complete the applicable disclosure forms (Attachment C.05b) and submit with your proposal.

Philadelphia Tax Status Certification and Conflict of Interest Form

Applicants, upon request of the PRA, must provide evidence satisfactory to the PRA that all municipal taxes, including business taxes, real estate, school, water and sewer charges, if applicable, are current for both the individual Applicant and the Applicant's firm, and that neither is currently indebted to the City; will at any time during the term of the contract be indebted to the City, for or on account of any delinquent



taxes, liens, judgments, fees or other debts for which no written agreement or payment plan satisfactory to the City has been established. Please complete the Philadelphia Tax Status Certification and Conflict of Interest form (Attachment C.05a) and submit it with your Response.

Compliant with City of Philadelphia Revenue Department

Selected applicant must have a current City of Philadelphia Business Activity License and have a valid contractor's license, which must be provided to the City in advance of project start.

City of Philadelphia Questionnaire & Financial Statement for Qualifying Bidders

Please complete the applicable questionnaire and financial statements (Attachment C.03a) and submit with your proposal.

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

1. to reject any and all Responses;
2. to supplement, amend, substitute, modify or re-issue the RFP with terms and conditions materially different from those set forth here;
3. to cancel this RFP with or without issuing another RFP;
4. to extend the time period for responding to this RFP;
5. to solicit new Responses;
6. to conduct personal interviews with any Applicant to assess compliance with the selection criteria;
7. to request additional material, clarification, confirmation or modification of any information in any and all Responses;
8. to negotiate any aspect of a Response, including price;
9. to terminate negotiations regarding any and all Responses at any time;
10. to expressly waive any defect or technicality in any Response;
11. to rescind a selection prior to Contract execution if the PRA determines that the Response does not conform to the specifications of this RFP;
12. to rescind a selection prior to Contract execution if the PRA determines that the specifications contained in this RFP are not in conformity with law or that the process in selection of an Applicant or Response was not in conformity with law or with the legal obligations of the PRA;
13. in the event a Contract is awarded, the successful Applicant or Applicants shall procure and maintain during the life of the Contract liability insurance in an amount to be determined prior to the award of the Contract;
14. in the event a Contract is awarded, all Applicants agree to perform their services as an independent contractor and not as an employee or agent of the PRA;
15. in the event a Contract is awarded, all Applicants agree that no portion of performance of the contract shall be subcontracted without the prior written approval of the PRA; and
16. each Applicant agrees to indemnify, protect and hold harmless the PRA from any and all losses, injuries, expenses, demands and claims against the PRA or the City sustained or alleged to have been sustained in connection with or resulting from (i) the submission of the Applicant's Response; (ii) the delivery by the Applicant to the PRA of any other documents or information; and (iii) any other conduct undertaken by the Applicant in furtherance of or in relation to the Applicant's proposal. Each Applicant agrees that its duty to indemnify and hold harmless shall not be limited to the terms of any liability insurance, if any, required under this RFP or subsequent contract.



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

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

