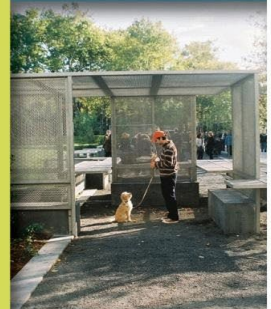
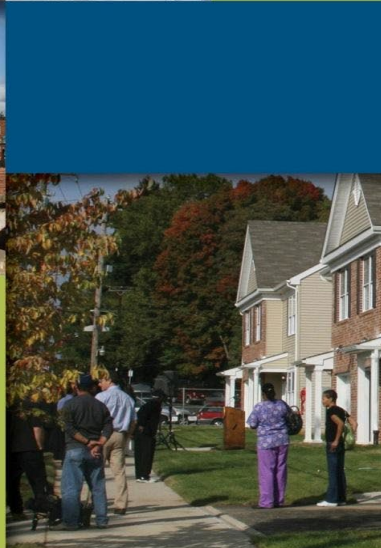




Philadelphia  
Redevelopment  
Authority



## Request for Proposals (RFP)

ARCHITECTURAL, ENGINEERING AND/OR SPECIALIZED  
CONSULTING SERVICES FOR THE FIRE ACADEMY  
TRAILERS PROJECT (5200 Pennypack Street, Phila, PA 19136)

*May 6, 2022*

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## **Attachments:**

- A. Bidding & Contract Requirements
- B. Site Plans Academy Trailers
- C. Philadelphia Tax Status Certification and Conflict of Interest Form
- D. Campaign Contribution Disclosure Forms
- E. PRA Insurance Requirements
- F. City of Philadelphia Questionnaire & Financial Statement for Qualifying Bidders
- G. Economic Opportunity Plan



# 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 design professionals to submit a letter proposal for architectural, engineering and/or specialized consulting services for the Fire Academy Trailers project, located at 5200 Pennypack Street, Philadelphia, PA 19136.

## Submission Deadline

Applicants must submit a response/proposal (a "Response") no later than **June 16, 2022, at 3:00 PM;** absolutely no Response will be accepted after that time.

## Mandatory Pre-Bid Meeting

All Applicants must attend the mandatory pre-bid meeting onsite at **Fire Academy, located at 5200 Pennypack Street, Philadelphia PA 19136, at 10:00 A.M. on June 2, 2022.**

The names and contact information for all attendees at the pre-bid meeting will be posted on PRA'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](mailto:RFP@phdc.phila.gov) **up to 3 PM on June 6, 2022.** Responses and additional information will be posted on the PHDC Website within **3 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

Responses will only be accepted in the following manner:

1. 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 two formats listed above. For electronic Responses, the PRA 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 Cost Proposal**

Fee Proposal – separate enclosure- one copy. The fee proposal should be enclosed in a single, separate envelope, clearly marked as such.

Design Professional shall submit with her proposal, in a single, separate envelope, clearly marked as such, a lump sum fee for performing its scope of services for the project. This lump sum fee is to include all incidental costs relating to the project i.e., telephone, copies, faxes, mailing, courier service, technology (computer) related overhead, photographs and transportation, as well as printing and duplication of drawings and specs as is generally required by the project as deliverables. An allowance can be made for any specialized direct costs, which must be authorized by the DPP and will be reimbursed based on actual expenses incurred. These extra expenses may include specially requested multiple printings of drawings sized 24"X 36" or above, binding and copying of multiple specifications, specialized testing and/or specialized subconsultants. Copies of receipts must be submitted for reimbursement. No extra allowance will be permitted for travel or any type of travel or transportation expenses, within the City or from the design professional's office to City offices or the job site. Lump sum fee must cover all phases of the project as described in Section II, unless noted otherwise by the City of Philadelphia. The Design Professional shall identify all major tasks to be provided under each phase. To support and justify the lump sum quotations and for information purposes, include a breakdown by phase and task of hours and hourly rates for all personnel, including subconsultants, proposed for the project. The City reserves the right to utilize this information for the purpose of (i) developing a payment schedule that fairly allocates the applicable lump sum fee of the design professional selected for contract award and (ii) setting fees for any additional services (i.e., beyond the scope of the executed contract) that may be requested by the City. An adjustment in rates will not be considered unless the project runs past the contract limit.

### **Form of Proposal**

Submit proposals in letter format. Proposers are reminded to be clear and concise in their response. The Design Professional shall identify all major tasks to be provided under each phase. To support and justify the time and materials not to exceed quotations and for information purposes, include a breakdown by phase and task of hours and hourly rates for all personnel, including subconsultants, proposed for the project.

### **Form of Contract**

The selected design professional will execute a proposal for a work order which will consist of the Project Requirements to be contracted thru the Philadelphia Redevelopment Authority (PRA) in conjunction with the City of Philadelphia Department of Public Property. The Department of Public Property Commissioner or designee shall have complete charge and management of the contract and shall be the source of authority, direction, and control of the project.



## Project Schedule and Budget

The schedule requirements for design and construction phases are included in Project Summary section of this RFP. The proposers shall thoroughly familiarize themselves with these requirements.

## Project Financials

Estimated Construction Cost/Budget: To be determined

The exact available budget should be confirmed with the DPP during schematic design.

## Bid Schedule

The timeline for this opportunity is as follows:

<b>Event</b>	<b>Date</b>
RFP posted	<i>May 6, 2022</i>
Mandatory Pre-Bid Meeting	<i>June 2, 2022, at 10:00 AM at Fire Academy (5200 Pennypack Street)</i>
Questions and requests for additional information due to the PRA	<i>June 6, 2022, by 3:00 PM</i>
Responses due from the PRA (3 days from Questions)	<i>June 9, 2022, by 3:00 PM</i>
Respondent selected (Estimate)	<i>July 2022</i>

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

## **Project Description/Scope of Work**

### Existing Site Information and Proposed Trailers

The Philadelphia Fire Department Academy site consists of several buildings and paved areas used for training, parking and storage of materials. The site is situated along the Delaware River and much of the site is within the 100-year flood plain. The river edge has a large grassy area. Adjacent to the grassy area are both a stone and gravel parking area as well as a paved parking area and driveway.

The Philadelphia Fire Department (PFD) needs additional indoor training space and storage and would like to install two trailers at the eastern edge of the site. The trailers include one Con Ex 40' x 14' to be used for training and one CSX 60' x 14' to be used for storage.

### General Description of Work Required

The selected applicant will analyze, design, and document all necessary demolition, site grading, and site preparation for the installation of two trailers, paved parking, and lighting. This will include all foundation requirements, walkways, ramps, stairs, mechanical, and electrical and related site work, paving and stormwater at the Philadelphia Fire Academy trailer and parking area.

The existing stone covered parking area is to be paved. In addition to paving the stone area the existing pavement adjacent to the stone area and in front of the PWD storage pile inclusive of the existing paved



driveway area located adjacent to the Philadelphia Water Department Gravel storage is to be re-paved. Curbing is requested to protect the existing fire hydrant. Existing water testing holes are to remain. Site project area water drainage is to be addressed. Electrical connections and tele-data are required. One light pole is requested for the parking area. No plumbing is required to the trailers.

The required bidding, and construction administration services shall be provided inclusive of all paperwork (including applications) and fees, necessary for municipal, state and/or federal approvals and/or permits having jurisdiction over project, including L&I.

## Project Services Requirements

### Project Services Requirements

This section is intended only as an overview of services to be provided by the design professional for this project(s): The work will be completed in four phases.

**Schematic Design Phase:** During this phase, the design professional shall work with the DPP and the User Agency to define overall goals, parameters and guidelines for the design and construction of the project. This effort shall generally include the definition of functional criteria, architectural standards, and alternate building systems. The goal of this phase is to develop a design concept that will satisfy the functional requirements of the User Agency and develop a cost estimate.

**Final Design Phase:** The schematic design is developed into a product. The design shall consist of appropriate plans depicting spaces, elevations and sections as may be necessary, outline specifications, a general narrative description of basic systems and materials, and other documents that illustrate the scale and relationship of project components. Architectural, civil, structural, and electrical concepts will be represented.

Design drawings are organized according to construction contract which include site plans, dimensioned floor plans, horizontal and vertical utility distribution, and special systems. Architectural finish standards are established. Design development documents are submitted for regulatory review and approval. Construction documents describe in drawings, specifications, and other contract documents, the requirements for construction of the project. All schedules of equipment, materials and finishes are finalized. Technical and supplementary general specifications are completed. Receipt of all permits and regulatory approvals must occur before the completion of this phase.

**Construction Bid Phase:** The Design Professional will assist the DPP/ PRA in explaining the requirements of the project and evaluating the responsiveness of construction bids.

**Construction Phase:** The Design Professional will assist the DPP/PRA in the administration and management of the construction contract(s).





## General Project Requirements

The following requirements apply to all architectural, engineering, and related professional service contracts:

1. The Design Professional shall perform all services in an expeditious manner consistent with the interests of the City and of the highest professional quality. All work shall be in conformance with all applicable City of Philadelphia standards and requirements.
2. All drawings for design submissions shall be prepared using Auto-CAD Systems. All submissions to the DPP shall be compatible with AutoCAD LT Version 2000 and in accordance with the AIA "CAD Layer Guidelines" and CSI guidelines for page numbering format (only). Milestone submissions should be provided for City review (8 sets maximum). The City shall provide any further additional printing of bid packages. Final drawings shall be provided on mylar (not paper) as well as electronically (saved as both .pdf and .dwg on CD-ROM).
3. The DPP Project Coordinator shall chair all design review meetings and construction progress meetings with administrative support by the Design Professional. Minutes shall be prepared by the Design Professional and distributed to all attendees. Design Professional shall provide and keep logs of all submittals, RFIs, and change orders and shall be cognizant of all schedule and budget updates.
4. Periodic progress reports shall be prepared describing accomplishments, decisions and overall progress made during the period. It shall contain an updated project schedule and budget information and shall specifically include information regarding RFIs, change orders, submittals as well as the consultant's invoice status. Progress reports will be submitted with each payment request, or monthly, whichever represents the shorter duration.
5. Provide all services necessary for design review by the Licenses & Inspections Department and other agencies having jurisdiction over project. The Design Professional will be required to complete all paperwork (including applications) necessary for municipal, state and/or federal approvals and/or permits, prior to bid opening. Provide a list of all permits and approvals required for the projects to the Project Coordinator in writing.
6. As part of this contract, the Design Professional shall provide a minimum of four (4) sealed sets of plans (per site) for permitting purposes for the Licenses & Inspections Department and will be required to complete all paperwork (including applications) necessary for City of Philadelphia approvals and/or permits. Unless noted otherwise in Section II of this RFP, the DPP agrees to serve as the applicant for the L&I process, and any application or expediting fees relating to the approvals will be the responsibility of the DPP. Any supplementary (optional) reviews requested by the Design Professional will be the Design Professional's responsibility.
7. Design Professional shall obtain sign-off of all utilities, government agencies having jurisdiction, using agencies, and coordinate with and/or present work to, related or affected City agencies including the Office of Public Art (Art Commission), as required by the specific project(s).
8. Construction cost estimates shall be provided as described in the Scope of Services of this RFP. Estimates shall be organized in accord with CSI format and incorporate contingencies and escalation appropriate to the project schedule. Estimates must be presented for each Prime contract and for each Alternate (if applicable).



9. The Design Professional shall accomplish the design services required under the contract to permit the award of a contract, pursuant to standard DPP practices, for the construction of the facilities designed at a price which does not exceed the estimate set for in Section II.A or as otherwise determined during schematic design. If bids or proposals for the construction contract are received that exceed the estimated cost by more than 10%, the Design Professional may be required to perform such redesign and other services as are necessary to permit contract award within the estimated cost. These additional services shall be performed at no increase in the price of this contract. The Design Professional shall not be required to perform such services at no additional cost when the unfavorable proposals or bids are the result of conditions beyond the Design Professional's reasonable control. (Lack of knowledge regarding bid climate does NOT constitute beyond reasonable control.)
10. The DPP has a Division 0 and Division 1 master specification that is frequently revised and updated. The current version (available in Microsoft Word) should be requested at the start of the Construction Documentation phase and must be fully coordinated and incorporated with the technical sections by the Design Professional as a complete Project Manual and resubmitted in Microsoft Word (without exception).
11. The City of Philadelphia is required to competitively bid all jobs under the Separations Act. Therefore, Design Professionals must completely and accurately define construction documents into clear scopes of work for each required discipline. **All work described in the specifications must be non-proprietary unless specific approval from the Procurement Department has been obtained.**
12. All work shall be reviewed and checked prior to submission to the DPP. Qualified design professionals not involved in the design work shall perform reviews. It shall be the responsibility of the Design Professional to thoroughly coordinate drawings representing the work of different disciplines (architectural, mechanical, electrical, etc.).
13. All work shall be performed by or reviewed and approved by architects and engineers registered to practice the appropriate discipline in the State of Pennsylvania.
14. No asbestos abatement design is required on this project unless specifically noted in Section II.C If required, environmental reviews must be coordinated through the DPP Project Coordinator with the DPP's Environmental Liaison. No asbestos containing materials of any kind may be specified or approved for any project.
15. It is the City's intention to incorporate the latest developments in energy conservation and resource efficiency, as well as improve indoor air quality and minimize environmental impacts in its design program wherever appropriate. The overall goals for sustainable materials and systems may include minimizing unwanted building or atmospheric emissions and/or non-reusable or recyclable waste.
16. All designs produced under this program must be in accordance with the Americans with Disabilities Act, Title II.
17. If property line delineation or survey is required, these services shall be provided by the design consultant for this project.





## Response Submission Requirements

1. **Bid Proposals**
2. **Declarations and Other Information.** Response must also include the completed forms identified in the Declarations and Other Information below (Attachment C, D, E, F, G).

## 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 of the Rebuild initiative.** 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 Applicants based on the following factors:

1. Complete application and eligibility of applicant including compliance with all requirements listed in this RFP;
2. Appropriateness of firm for the scope of work, and ability to carry out the work in a high-quality standard on time and budget;
3. Prior experience, including competence and proven track record working with City of Philadelphia, other public agencies;
4. Proposal price;
5. Any other factors the PRA considers relevant to the evaluation of the responses; and
6. Financial capability

## 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 D) 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) and submit it with your Response.

### Insurance Requirements

Please submit a certificate of insurance evidencing the required coverages as outlined in (Attachment E) with your Response. If, for any reason, you cannot comply with the insurance requirements, please provide the reasons for your inability to do so and the PRA will consider any deviations from the insurance requirements on a case-by-case basis.

### 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 F) 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.**

