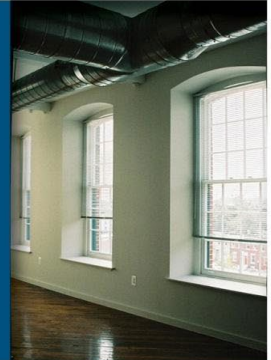




Philadelphia
Redevelopment
Authority



Request for Proposals (RFP)

Move Consultant Services for Multiple Library Locations RFP

May 10, 2022

Table of Contents

Table of Contents	1
Application Process	3
Submission Deadline	3
Mandatory Pre-Bid Meeting	3
Questions/Requests for Additional Information	3
Related Parties	3
Submission Process	3
Disqualification	3
Bid Price	4
Schedule	4
Project Description/Scope of Work	4
Project EOP Requirements Summary	5
Response Submission Requirements	5
Evaluation & Selection	6
Events of Disqualification or Default	7
Declarations and Other Information	7

Attachments:

- A. Bidding & Contract Requirements
- B. General Conditions
- C. Move Consultant Scope/Specification
- D. Existing Floor Plans (See L below)
- E. Campaign Contribution Disclosure Forms
- F. Philadelphia Tax Status Certification and Conflict of Interest Form
- G. PRA Insurance Requirements
- H. City of Philadelphia Questionnaire & Financial Statement for Qualifying Bidders
- I. Economic Opportunity Plan:
 - a. Rebuild EOP Commitment Form
 - b. Project Participation Commitment Form
 - c. Workforce Diversity Form
 - d. Past Contract Participation Detail Form
 - e. Rebuild Workforce Demographic Template



- J Contractor Qualifications
 - 1 Contractor Qualifications

- K. PRA Project Submittal Log

- L. Library Floor Plans
 - a. Blanche A Nixon – Cobbs Creek Library
 - b. Kingsessing Library
 - c. Lawncrest Library



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 Move Consultants (each, an "Applicant" and together, the "Applicants") for the projects listed below, which will require full site moving and storage. This contract is part of the City's Rebuilding Community Infrastructure Program ("Rebuild").

- Blanche Nixon Library - 5800 Cobbs Creek Pkwy, Philadelphia, PA 19143 (9,600 sq. ft.)
- Kingsessing Library - 1201 S 51st St, Philadelphia, PA 19143 (12,480 sq. ft.)
- Lawncrest Library - 6098 Rising Sun Ave, Philadelphia, PA 19111 (8,758 sq. ft.)

Partial moving and storage services may be required for up to 7 additional sites (maximum 5,000 sq. ft.). Please provide a square footage rate for these. If needed, these projects would be added to the scope of work, which may or may not require a contract amendment.

Submission Deadline

Applicants must submit a response/proposal (a "Response") no later than **May 23, 2022, at 3:00 PM**; absolutely no Response will be accepted after that time.

Non-Mandatory Pre-Bid Meeting

There will be a virtual, Non-Mandatory, Pre-Bid Meeting on Thursday, May 12, 2022, at 1:00 PM via the following Microsoft Teams link: [Click here to join the meeting](#) .

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 **up to 5 PM on May 16, 2022**. Responses and additional information will be posted on the PHDC Website on **May 18, 2022, by 12:00 PM**

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 Price

The Project User 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 a proposal utilizing the Schedule of Values format described below in the [Response Submission Requirements section](#).

Schedule

The timeline for this opportunity is as follows:

Event	Date
RFP posted	<i>May 10, 2022</i>
Non-Mandatory, Virtual, Pre-Bid Meeting	<i>May 12, 2022, at 1:00 PM, via: Click here to join the meeting</i>
Questions and requests for additional information due to the PRA	<i>May 16, 2022, by 5:00 PM</i>
Answers to Questions posted by PRA:	<i>May 18, 2022, by 12:00 PM</i>
Proposals due from Applicant	<i>May 23, 2022, by 3:00 PM</i>
Respondent selected (Estimate)	<i>June 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

Move consultant services are being solicited for a major renovation project at the following sites being delivered as a part of the City of Philadelphia's Rebuild program, which will require full site moving, storage, and move-in:

- Blanche Nixon Library - 5800 Cobbs Creek Pkwy, Philadelphia, PA 19143 (9,600 sq. ft.)
- Kingsessing Library - 1201 S 51st St, Philadelphia, PA 19143 (12,480 sq. ft.)
- Lawncrest Library - 6098 Rising Sun Ave, Philadelphia, PA 19111 (8,758 sq. ft.)

Partial moving and storage services may be required for up to 7 additional sites (maximum 5,000 sq. ft.). Please provide a square footage rate for these. If needed, these projects would be added to the scope of work, which may or may not require a contract amendment.

The selected Move Consultant will be responsible for coordinating the safe and orderly preparation of the library's collection of books, materials, furniture, and other library equipment for temporary



storage, and the safe and orderly return of all material after the building renovation. Proper planning and attention to detail related to the moving of books, materials, and other library equipment is required in order to ensure a successful renovation project.

The Move Consultant will be expected solicit for and contract with both a disposal company and a mover. The disposal company should be identified as a part of the team on the proposal, whereas the mover will be solicited and contracted during the implementation of the project.

For completed scope of work please refer to the Move Consultant Specifications (Attachment A). This project is part of the City’s Rebuilding Community Infrastructure Program ("Rebuild").

Project EOP Requirements Summary

The following is a summary of relevant Rebuild project EOP requirements, specifically Contract and Workforce participation goals. For more information, refer to the Economic Opportunity Plan (Attachment Ia).

Contract Participation Goals

	Contract Category	Certification Type	Min	Goal
1.a.	Professional Services	MBE	25-30%	30-40%
1.b.	Professional Services	WBE	15-20%	20-30%
2.a.	Construction	MBE	30-35%	35-45%
2.b.	Construction	WBE	15-20%	20-30%

Response Submission Requirements

1. **Bid Proposals** utilizing the following Schedule of Values format:

(SITE NAME)	
Move Consultant Fees	\$
Disposal Costs	\$
Moving Materials Costs	\$
Move Out Costs	\$
Storage Costs (X Months)	\$
Move In Costs	\$
Taxes and Insurance	\$
TOTAL	\$

For additional partial moving and storage, if required	
Square Footage Rate	\$

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. **Economic Inclusion (Not to exceed one page).** Provide a narrative, on company letterhead, describing Applicant's past performance in engaging certified Minority Business Enterprises ("MBE"), Woman Business Enterprises ("WBE"), and/or Disabled Business Enterprises ("DSBE") in subcontracting and in procuring goods and services; in addition, describe the Applicant's past performance in hiring local, diverse workforce, both in-house and with subcontractors. If Applicant is a Certified MBE, WBE or DBE; please submit information to confirm Certification as part of bid proposal. Please include participation goals and achievements on previous projects. Provide a plan for meeting contract participation goals (subcontractors, etc.) for this Project.
4. **Rebuild Economic Opportunity Commitment Form:** (Attachment I.a) Reviewed and signed by company executive. Applicants shall participate in the support of Rebuild Workforce Development Programs, including through the hire of trade apprentices from Rebuild's Workforce Development Programs and partnering with trades unions for the duration of the project, where appropriate. Applicant must commit to the Rebuild Economic Opportunity Plan and submit it with you Response. This Project will require the selected Applicant to exhaust its best and good faith efforts to reach goals for diverse business inclusion and to employ and appropriate diverse and local workforce. The specific goals for this Project are listed in the Economic Opportunity Plan (Attachment I.a).
5. **Rebuild Contract Participation Worksheet:** Template provided in Excel, (Attachment Id). Show project projected value and certification of Prime and individual Subcontractors for the total value of submitted bid.
6. **Rebuild Past Project Participation Worksheet:** (Attachment I d) Show past examples of contractor work with subs on projects achieving minority participation goals.
7. **Declarations and Other Information.** Response must also include the completed forms identified in the Declarations and Other Information below (Attachment E, F, G, H).
8. **Qualifications Form and 3 project examples** (Attachment H) Describe past experiences with similar projects, especially as it pertains to moving of books or similarly organized collections. 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.
9. **Consider reviewing the attached list of Rebuild Ready, as well as searching for Emerging Vendor Program vendors through the OEO database:**
 - a. <https://www.phila.gov/documents/rebuild-resources-for-businesses/>
 - b. <https://phila.mwdsbe.com/>

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, and libraries;
4. Track record of economic inclusion in contracting and workforce;
5. Bid price;
6. Any other factors the PRA considers relevant to the evaluation of the responses; and
7. 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

Rebuild Initiative - Managing Director's Office

Rebuild is a historic investment of hundreds of millions of dollars in neighborhood parks, recreation centers and libraries across Philadelphia. Proposed in Mayor Jim Kenney's first budget as a part of his vision for a more equitable Philadelphia, Rebuild's promise to acknowledge history, engage the



community and invest intentionally seeks to uplift pivotal community spaces, empower neighborhoods, and promote economic opportunity through diversity and inclusion.

Rebuild will also help to provide employment opportunities for Philadelphians and support upward mobility. Rebuild is a chance to offer historically underserved and under-represented populations, in particular people of color and women, with high-quality job and contracting opportunities. Rebuild will work with unions, contractors, lenders, and other partners to invest in supports and services to achieve the goals of improving the diversity of the building trades, growing minority- and women-owned business enterprises (M/W/DS/BEs), and increasing opportunities for and participation of M/W/DSBE contractors and professional services firms.

Rebuild Payment Procedures

Applications for payment shall be submitted monthly, and include the following back up documentation:

1. Schedule of Values approved by the project manager
2. Narrative of work completed during the pay application pay period and work planned for next period
3. All subcontractor invoices billed
4. Large or Custom Material invoicing billed
5. Verification of Certified Payroll in LCP Tracker (Prime, and all tier Subcontractors)
6. Payment verification to M/WBE subs and suppliers
7. Updated project construction schedule
8. Payment verification will be conducted by the Rebuild EOP monitor

Campaign Contribution Disclosure Forms

Please complete the applicable disclosure forms (Attachments E and F) 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 forms (Attachments E and F) and submit it with your Response.

Insurance Requirements

Please submit a certificate of insurance evidencing the required coverages as outlined in (Attachment G) 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 H) 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.

