

REQUEST FOR PROPOSAL

CITY OF PHILADELPHIA
DEPARTMENT OF PUBLIC PROPERTY
ONE PARKWAY BLDG., 1515 ARCH STREET
PHILADELPHIA, PA 19102

**CITY OF PHILADELPHIA
THE DEPARTMENT OF PUBLIC PROPERTY**

REQUEST FOR PROPOSAL FOR
DESIGN PROFESSIONAL SERVICES
FISCAL YEAR 2010 CAPITAL BUDGET

**PROJECT NO. 16-08-4306-01
RECREATION DEPARTMENT
STURGIS PLAYGROUND - NEW BUILDING
200-220 WEST 65TH AVENUE (26)**



DATE: November 3, 2009

OPPORTUNITY POSTING PERIOD – November 16, 2009 TO December 11, 2009

MANDATORY PRE-PROPOSAL MEETING December 2, 2009 at 10:00 AM at the DPP office.

PROPOSALS ARE DUE BY 5:00 PM December 11, 2009 and MUST be submitted online. In addition to the online submission, proposers MUST submit six (6) hardcopies to the DPP Office, 11th Floor, 1515 Arch Street, One Parkway Building, Philadelphia, PA 19102 (Attn. Project Director)

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SECTION I - GENERAL INFORMATION

Effective February 1, 2006, eContract Philly is the new program for businesses to perform work with the City of Philadelphia on non-bid contract opportunities. The City is advertising non-bid contract opportunities on www.phila.gov/contracts for businesses to learn about contract opportunities and to manage the entire non-bid contracting process electronically. There are new eligibility requirements for vendors based on campaign contribution limits. All applicants and contractors are required to provide certain information; such as their campaign contributions, consultants and contractors used, whether they have received any requests or certain types of advice from City employees regarding specific contract opportunities. For more information, please email econtractphilly@phila.gov or call #215-686-4914.

This Request for Proposal (“RFP”) provides information to enable design professionals to electronically submit online through the City’s website, www.phila.gov/contracts, a proposal for architectural, engineering and/or specialized consulting services for the Department of Public Property (“DPP”) for the City of Philadelphia (“City”).

The RFP is issued by the DPP, which is to be the sole contact for the proposal request. The DPP's Project Directors and Project Coordinators will manage and coordinate all aspects of the projects, on behalf of the City. Submit all questions, inquiries, and requests for information concerning this proposal request, in writing, by **December 4, 2009** to the DPP. Direct all questions to:

Name of Contact – Eric Iffrig, Project Director Telephone:(215)-683-3655
City of Philadelphia Fax: (215) 683-4499
Department of Public Property, 11th Floor
1515 Arch Street, One Parkway Building
Philadelphia, PA 19102

For a firm’s proposal to receive consideration, the interested firm must register on-line and receive a secured identification number, file a completed disclosure form, attend a mandatory pre-bid meeting, file their proposal on-line and deliver six (6) hardcopies of the proposal by 5:00 P.M. local time, **DECEMBER 11, 2009**, to the DPP located on the 11th

Floor, 1515 Arch Street, One Parkway Building, Philadelphia, PA 19102. Attention: [Project Director]. These hardcopy submissions will not be returned. The City is not liable for any cost related to the development, preparation, transmittal or presentation of any proposal submitted in response to this RFP.

This RFP information packet contains instructions governing the proposals to be submitted and the material to be included therein; a description of the project and specific services to be provided; requirements which must be met by a proposer to receive consideration; general evaluation criteria; and other pertinent requirements. The submission of a proposal shall be considered evidence that the proposer has read and is in acceptance with this RFP.

Any modifications or changes made in this RFP will be posted on the City's website. Oral communications from City personnel or others concerning this proposal request shall not be binding on the City and shall not in any way be considered as a commitment by the City.

eContract Philly Mandatory Online Application Process

You must apply online in order to be eligible for award of the posted non-competitively bid contract opportunity; proposals or any other response to a Notice of Contracting Opportunity will not be considered unless you have filed, within the prescribed time period, an application through eContract Philly for the posted opportunity. All applications must be submitted electronically through the eContract Philly online application process at www.phila.gov/contracts, choose eContract Philly.

Applicants and contractors are now required to disclose their campaign contributions, any consultants used and contributions the consultants have made, prospective subcontractors, and whether they have received any requests or advice on satisfying minority owned business participation goals from City employees. This information, as well as a proposal or any other response document required, are part of the online application. For more information, please consult the reference materials found on the website, e-mail electroncontractphilly@phila.gov or call 215-686-4914.

Applicants who have failed to file complete applications through the eContract Philly online application process prior to the closing date and time will not be considered for the contract.

eContract Philly encourages applicants to start and complete their online applications as early as possible. Please be aware that internet connection speed depends on a variety of factors including: configuration of your computer, configuration of your business or home network, the condition of the wiring at your location, network or internet congestion (available bandwidth). Please prepare and plan accordingly to ensure a timely submission.

You can begin uploading (or attaching) your application materials at any time. It is especially prudent for you to start uploading your attachments earlier if you have a large number of attachments (e.g. over five documents) or larger-sized attachments (e.g. above 5

MB). Until you sign and submit your application, your materials are not accessible to any staff with the City of Philadelphia. Once you have signed and submitted your application, your application is accessible only to appropriate contract staff within the City of Philadelphia.

Pre-proposal Meetings

A **mandatory** pre-proposal meeting will be held on **December 2, 2009** at 10:00 AM at the DPP office to clarify the intent and approach to the work and answer respondent's questions. Tours of the project sites may be scheduled by contacting Deputy Commissioner Michael Johnson of the Recreation Department of Parks and Recreation (215) 683-3635. Any questions regarding the scope of work should be addressed to the Project Director, Eric Iffrig, (215) 683-3655.

Sign-in sheets will be collected at the pre-proposal meeting and the site tour. **For a firm to be considered responsive to this RFP, a representative must attend the pre-proposal meeting.** Proposals received from any firm not fully attending this meeting will not be considered.

Form of Proposal

Proposals must be submitted both electronically via **on-line to our website, and through the delivery of six (6) hardcopies** in letter size, stapled, three-ring, or spiral-bound format. Conform the organization of your proposal to the following order and divisional sectioning, separated by index tabs for easy reference. Proposers are reminded to be clear and concise in their response. The proposal shall be of a quality appropriate to the level of the project for which you are proposing.

<u>Section</u>	<u>Description</u>
Letter of Transmittal	
Section 1	Understanding of the Project Requirements/Scope of Services/Schedule
Section 2	Project Team Organization and Team Resumes
Section 3	Related Project Experience
Section 4	Additional Required Statements
Separate Enclosure (one copy only)	Fee Proposal

In addition to electronic and written proposals, prospective design professionals and subconsultants may be required to give verbal presentations and to meet with the selection committee for interviews and discussion.

Form of Contract

The selected design professional will execute a Professional Design Services Contract, which will consist of the Provider Agreement (“PA”) set forth in Appendix “C”, the General Provisions (“GP”) set forth in Appendix “D” and the Specific Project Requirements contained in Section II of this RFP. 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. Please review these items in detail as exceptions or waivers to these documents are discouraged and could affect the selection process.

Project Schedule and Budget

The schedule requirements for design and construction phases are included in Section II of this RFP. The proposers shall thoroughly familiarize themselves with these requirements. Regardless of the actual project schedule, it is expected that the term defined by the contract shall be for the period of 24 months or until completion of the work.

END OF SECTION I

SECTION II - PROJECT SUMMARY

A. Project Information

Project Number: 16-08-4306-01
Sponsor Agency: Department of Parks and Recreation
Project Name: Sturgis Playground
Facility Names and Addresses: 200-220 West 65th Avenue, Philadelphia (26)

Project Director: Eric Iffrig, (215) 683-3655
Project Coordinator: Yvette Young, 215-683-4481

Goals/Intent of Project

Overview:

The Department of Public Property works to improve and enhance the ability of the recreation center facilities to better serve their users. The emphasis in recreation facility construction is to provide durable, tested building materials, ease of maintenance and operation, accessibility, and minimized opportunities for vandalism and to provide a safe environment that meets or exceeds code requirements. The continued safe operation of these facilities depends on continuous maintenance and capital funded upgrades to keep them in compliance with codes. The Capital Projects Division of the Department of Public Property has met and discussed the goals and objectives of this project with the City Council, community and the Recreation Department.

The Philadelphia Recreation Department has set the following goals:

- Create department-wide sustainable practices.

- Improve the quality of life for citizens of all ages, attracting and engaging residents and visitors and supporting a positive business climate.

- Support the development of sustainable communities and help maintain stable neighborhoods.

- Help keep kids safe, active, healthy and ready to learn; connecting them to their communities and to parks, recreation and the natural world.

The Philadelphia Recreation Department operates and maintains over one hundred and sixty buildings. These buildings provide programming space for varied activities. Some facilities have alarm and entry and egress deficiencies which require correction. The building characteristics vary widely, from eighty-five year old, three-story brick construction to more modern, single story construction.

The project will replace the existing structure and redevelop the site to accommodate the changing demographics of this growing community by providing a state of the art recreation center and setting, while maintaining the park-like atmosphere.

Existing Physical Conditions

Sturgis Playground covers a 5.7 acre site of almost an entire city block in the zone of Upper Philadelphia where Olney, East Oak Lane, and Melrose Park come together.

The site was given to the City of Philadelphia in approximately 1955 by Helen G. Sturgis. The Sturgis Playground was designed and developed then.

The facility is operated by the Philadelphia Recreation Department. It has a highly active, six member advisory board that meets monthly to advise the Department on the operation of the facility.

It is currently a much loved and heavily used facility. It includes three tennis courts, two children's play areas with climbing equipment, a basketball court, a small recreation center building with an office, toilets, and a very small multipurpose room. Also on site are a general purpose, hard surface area adjacent to the building, a softball field, and a beautiful grove of mature trees.

The small recreation building was erected around 1955 and was added to in 2000.

The tot lot was improved in 1995 and is in generally satisfactory condition, although the slide and spray devices need repair.

The youth play area received some upgrades in 1995, but the swings cannot be used because they lack the proper safety ground surface.

The grove of trees is unique to the playground and an important amenity. The trees are mature and may require maintenance. Consideration should be given toward retaining this fine and irreplaceable amenity as well as toward planning a new generation of trees to ensure that the grove maintains its presence in the community.

The site has been efficiently planned to permit diverse activities ranging from picnics in the trees, organized soccer on the main field, and tennis in the three illuminated courts

The existing facility includes only about 2000 SF including an addition designed in 1996 and finished in 2000. While heavily used, it is too small for most of the programs that are desired by the community and has arguably reached the end of its useful life. Moving, adding to this facility, or otherwise working "around" this structure would generate excessive costs and is not recommended by reason of Recreation Department experience.

General Description of Work Required

The new building should be between 4000 and 5000 SF and provide similar program spaces to recent Recreation Department buildings. The construction design shall be masonry, with graffiti resistant finishes, protected windows, heavy gauge doors, high quality floor finishes and high use fixtures. The design shall include the following spaces: one or two activity rooms, both dividable, one capable of holding a meeting for up to 100 people; office; rest rooms; kitchen space; storage; and mechanical space. Provide appropriate paving, landscaping and site improvements at the building site. Provide a layout that will allow for a future gymnasium addition. Expand the existing football field to a full size field, with the field work designed bid and scheduled for construction completion in the fall of 2010.

An assessment of the program needs and design solutions was prepared by Claflen Associates, dated April, 2009, and is attached. The assessment included community meetings and reviews by City Council, the Recreation and Public Property Departments. A listing of programs and times from the community is attached as is a draft program schedule for the building.

Design and document all necessary modifications to provide for the new recreation building, including demolition of the existing building, any modifications to the site that will be affected by the new construction and ensure accessibility. Provide construction administration services relating to the project.

The site must remain operational while renovations are constructed in a phased manner. Special working hours and conditions would be expected during construction.

The preferred location of the new building will be at the existing building location. In the schematic design phase, the Design Professional shall provide at least three options for the location and floor plan.

The Design Professional shall provide all design and analysis services to comply with the Philadelphia Water Department's Storm Water Management regulations.

The Design Professional shall provide estimates for topographic surveys and soil borings and tests, separated from the proposed design and construction administration fee proposal.

The Design Professional shall attend at least two community meetings during the design phase to solicit input and apprise the community of the project's status. Council and community representatives will be invited to and attend design development and construction meetings to allow updates and input.

The Design Professional will be responsible for all paperwork (including applications and application fees), necessary for municipal, state and/or federal approvals and/or permits having jurisdiction over project, including L&I.

A Percent for Art may be considered as a part of this project and must be coordinated with the Office of Public Art.

The construction may be partly funded by a grant award. The Design Professional will include required grant documents into the bid package, if needed, and supply the State with reports; most of this effort for grant compliance is already required by this RFP.

Project Schedule

Expected Notice to Proceed:	January 4, 2010
Design Phase:	Six (6) Months
Bid Phase:	Four (4) Months
Construction Phase:	Eighteen (18) Months, approximately

Project Financial

Total Building Project Cost/Budget: Approximately \$3,000,000

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

B. Project Services Requirements

This section is intended only as an overview of specific services to be provided by the design professional for this project(s). It should not be considered as an exhaustive list:

Schematic Design Phase

This phase will translate the design concept into alternative spatial and material solutions. 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, structural, mechanical and electrical concepts will be represented. **Projects with area over 10,000 s.f. of either renovation or new construction must meet LEED Silver certification. See Attachment "G" for additional details.** Tasks may include:

- Review and Validation of Program
- Collection of Project Site Information
- Subsurface Investigations (To be mutually determined)
- Environmental Investigation coordinated with DPP
- Schematic Design Alternatives
- **LEED Silver Certification for projects over 10,000 s.f.**
- Building Materials and System Selection
- Alternative M/E/P and Specialty Systems
- Cost Estimates
- Preliminary Project Schedule (Construction Phasing)
- Schematic Design Report
- Interior Space Planning (including FFE)
- Alternative Finishes and Color Boards
- FFE Procurement Coordination
- Signage Scope/Concept Definition
- Renderings

Design Development Phase

Design development documents present the approved schematic design in greater detail. A conceptual building design is developed into a product. 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.

Projects with area over 10,000 s.f. of either renovation or new construction must meet LEED Silver certification. See Attachment "G" for additional details. Tasks may include:

- Design Development Documents
- **LEED Silver Certification for projects over 10,000 s.f.**

- Specification Development
- Identification/specification of all owner furnished equipment
- Telephone/Data Coordination
- Preliminary Regulatory Review
- Special System Selection
- Updated Project Schedule
- Cost Estimate
- FFE Preliminary Selections & Specifications
- Interior Design Selections; material and color boards
- Renderings
- Models

Final Design Phase

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. **Projects with area over 10,000 s.f. of either renovation or new construction must meet LEED Silver certification. See Attachment "G" for additional details.** Tasks may include:

- Detailed Construction Drawings including Special Systems, Furnishings, Telephone/Data Layout
- **LEED Silver Certification for projects over 10,000 s.f.**
- Final Specifications (Divisions 0 and 1 to be edited/coordinated from/with DPP Master)
- Project Special Conditions to be coordinated with User Agency
- Regulatory Approvals
- Multiple Construction Contract Definition and Preparation (if required)
- Development of Bid Alternates
- Construction Phase Schedule
- Final Construction Cost Estimate
- Signage Details/Documentation
- Submit Final Documents on diskettes

Construction Bid Phase

The design professional will assist the DPP in explaining the requirements of the project and evaluating the responsiveness of construction bids. Tasks may include:

- Preparation of Addenda
- Pre-Bid Conferences
- Evaluation of Bid Differential (required if not within 10% of estimate)

Construction Phase

The design professional will assist the DPP in the administration and management of the construction contract(s). Tasks may include:

- Construction Monitoring
- Project Meetings (minimum two per month)
- Project Site Visits as required
- Response to Contractor Questions and RFIs
- Review/Approval of all required Submittals and Shop Drawings
- Review of Requests for Substitutions/Approved Equals
- Review/Approval of Sample Fabrications and Installations
- Contract Document Interpretation
- Contractor Payment Approval
- Change Order Evaluation
- Construction Schedule/Coordination Review
- Attend Semi-final and Final Inspections and prepare Punch Lists
- OM&S Requirements (Collection of all manuals, development of spreadsheet listing manufacturers, model numbers, technical information, date accepted, warranty period, PM schedules, required inspections etc.)
- Commissioning as is generally required by current codes and to meet LEED Silver certification. Submit separate allowance for this task.
- Systems Startup and Checkout, coordination only
- Equipment Training, coordination only
- Updated drawings and disks, reflecting all changes to plans and any significant systems

C. 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, including Mayor's Executive Order No. 1-07 (see Attachment "G").
2. All drawings for design submissions shall be prepared using AutoCAD 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 updated project schedule and budget information and shall specifically include information regarding RFIs, change orders, submittals as well as the Design Professional's invoice status. Progress reports will be submitted with each payment request, or monthly, whichever represents the shorter duration. Reports may also be used for grant compliance.
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 accordance 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 so as 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 forth 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) will be provided by the DPP at the start of the Construction Documentation phase. The Master Specs 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 Pennsylvania State 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, plumbing, etc.). A quality control report shall be submitted by the design professional at the design development phase and at each stage of the construction documentation phase for assurances. The design professional shall provide a certification statement indicating he has performed a thorough review of the designs, plans, drawings, reports and specifications prepared by his design team.
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 minimizes 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. **The Philadelphia High-Performance Building Renovation Guidelines will be available for your reference upon contract award.**

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 City through the Streets Department unless specified otherwise in this RFP.
18. Projects that are new construction greater than 10,000 s.f. or complete renovations affecting all systems of a building or site (mechanical, plumbing, and electrical systems) must be designed and constructed to meet LEED Silver certification at a minimum in accordance with Mayor's Executive Order 1-07 (see Attachment "G").
19. All products specified for inclusion in the scope of work for construction shall be Energy Star qualified products for all U.S. EPA – listed product categories. All electric motors over one (1) horsepower shall be National Electrical Manufacturers Association (NEMA) Premium labeled motors (see Attachment "G").

END OF SECTION II

SECTION III - PROPOSAL REQUIREMENTS and SELECTION CRITERIA

All proposals which meet the minimum respondent requirements, e.g. experience, financial capability, etc. and the minimum proposal submission requirements will be reviewed and evaluated for completeness and responsiveness according to standards and selection criteria determined by the DPP. Factors for consideration will be evaluated from information supplied in response to the RFP.

A. Proposal Section 1 - Understanding of the Project/Scope of Services/ Schedule

Section II of this RFP generally details the minimum requirements of the scope of services for this project. In the preparation of their proposal, the Design Professional is encouraged to expand or elaborate in a manner that reflects his understanding of the project and demonstrates his expertise and ability to perform all elements of the proposed scope of services.

The Design Professional shall provide a brief narrative that demonstrates his understanding of the project, i.e. project's goals and objectives, nature and scope of the work involved. Additionally, a brief description of the proposed project approach including work plan and strategy is required along with a description of computer hardware and software to be utilized. The City encourages plans that incorporate the use of resource and energy efficient design alternatives. Any expanded narrative addressing alternative approaches, adequacy of budget allocation and/or key design issues is encouraged and will be evaluated in its response to the stated project goals.

The Design Professional shall provide a proposed sequence of activities and schedule, which demonstrates how the firm's approach will meet the stated objectives of the project within the time allotted for the design phase. The schedule may include ideas and concepts not included in the scope of services, but which may be beneficial to the City. The schedule should be in the form of a bar chart and include the entire design phase. Major deliverables key milestones and decision dates should be included in the schedule. City review periods should also be noted.

B. Proposal Section 2 - Project Team Organization and Team Resumes

The Design Professional shall identify himself (including any joint venture partners or other associates) by listing the firm, address and telephone/fax numbers and contact person. If a joint venture or association between firms is proposed, describe the contractual relationship.

The proposal shall include a description of the proposed team in both narrative and chart form. The proposal should clearly indicate the relationship, roles and responsibilities of each organization and individual team member. **Key positions/individuals should be**

specifically identified by name and title, with narrative describing their respective areas of expertise, responsibility and reporting.

For each key team member, describe prior experience as it relates to the technical requirements of this project and the individual's position on the project team. Describe all relevant professional experience, academic degrees earned, professional licenses and awards, any special skills and supplementary training relevant to the requirements of this project.

Any proposed project staff that are not full-time employees of one of the corporate team members shall be clearly identified. Briefly describe their employment arrangement and availability for this project.

C. Proposal Section 3 - Related Project Experience

Provide narrative and visual descriptions (photographs and/or renderings) of projects designed by the Design Professional or other members of the Project Team, which are **related** to the project for which the Proposal is being submitted. **Projects specifically relevant to the proposed project are much more important than quantity of experience.**

The following information (as a minimum) should be included for each related project (though omission will not disqualify your proposal):

1. Project Name
2. Client (corporation, public agency, etc)
3. General physical characteristics
4. Special features, accomplishments or problems (including LEED certification, energy and resource efficient design experience)
5. Construction value
6. Specific services provided
7. Dates of service
8. Approximate consultant contract value
9. Individual references. Include contact addresses and telephone numbers. A minimum of one reference shall be included for each project.

D. Proposal Section 4 –Additional Required Statements

1. Philadelphia Tax Status and Clearance Statement-Appendix A sets forth the City's requirements with regard to this section.
2. Participation by Minority, Women, Disabled-owned Businesses-Appendix B sets forth the City's requirements with regard to this section

3. Certification of Site Visit- The design professional shall certify that he has visited the site(s) of the proposed projects and understands the site-specific issues, which will impact both design and construction.

4. Statement of Acceptance-This section must also include a statement verifying that the Design Professional has read and accepts the Professional Services Contract, General Provisions and Provider Agreement and this Request For Proposal. Any exceptions to these documents must be noted at this time.

E. Separate Enclosure – Fee Proposal

The Design Professional shall submit his fee proposal as a separate section with his proposals. In the electronic submission, the fee proposal should be a separate document labeled "Fee Proposal". For the paper submission, the fee proposal should be enclosed 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 on the basis of 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.

F. Additional Factors Affecting Selection

- The project team's history and capability to provide unique and innovative solutions to problems will be considered.

- The project team's demonstrated experience and capability to complete all design work within established schedule and budget.
- The project team's history of producing projects, which can be built within the prescribed time and budget requirements, may also be evaluated.
- The reputation of the design professional, as determined by inquiries with previous and current clients and other references.
- Experience on prior City of Philadelphia projects.
- Local presence in the City of Philadelphia.
- **LEED Certification/experience**
- Compensation/Fee Proposal
- Superior ability or capacity to meet particular requirements of contract and needs of City Department and those it serves
- Eligibility under Code provisions relating to campaign contributions
- Superior prior experience of Applicant and staff
- Superior quality, efficiency and fitness of proposed solution for City Department
- Superior skill and reputation, including timeliness and demonstrable results
- Special benefit to continuing services of incumbent, such as operational difficulties with transition or needs of population being served
- Benefit of promoting long-term competitive development and allocation of experience to new or small businesses, including those owned by minority or disabled persons or by women
- Lower cost
- Administrative and operational efficiency, requiring less City oversight and administration
- Anticipated long-term effectiveness
- Meets prequalification requirements

G. City Rights

The City reserves and may exercise the following rights and options with respect to this selection process:

1. To reject any and all proposals and reissue the RFP at any time prior to execution of a final contract.
2. To supplement, amend, or otherwise modify this RFP at any time prior to selection of one or more proposers for negotiation and to cancel this RFP with or without issuing another RFP.
3. To negotiate to accept or reject any or all of the items in any proposal and award the contract in whole or in part if it is deemed in the City's best interest to do so.
4. To reject the proposal of a proposer that, in the City's sole judgment, has been delinquent or unfaithful in the performance of any contract with the City, is financially or technically incapable or is otherwise not a responsible proposer.

5. To waive any minor informality, defect, or deviation from this RFP that is not material to the proposal.
6. To request that some or all of the proposers clarify modify or supplement proposals.
7. As an aid in the selection process, the City may request interviews or oral presentations from one or more proposers prior to commencement of any contract negotiations.
8. As an aid in the selection process, the City may request to visit the proposer's local office as a means of verifying the Design Professional's and/or subconsultant's capability to perform the work.
9. The City may request to inspect projects referenced in the proposer's proposal.
10. The City may request recent financial statements from proposers as a means of verifying their capability to perform the work.
11. The City may conduct investigations with respect to the qualifications of each proposer and call upon references.
12. The City may require interviews or oral presentations from one or more proposers prior to commencement of contract negotiations.

END OF SECTION III

SECTION IV - CONTRACT REQUIREMENTS, AWARD AND NEGOTIATION

A. Architect and Engineer Professional Service Contract, General Provisions and Provider Agreement

The Design Professional shall provide professional services in accordance with Appendix “C” entitled “Provider Agreement (Architect and Engineer Services)” and Appendix “D” entitled “City of Philadelphia, Architect and Engineering Professional Services Contract, General Provisions”. Please give close attention to the City’s indemnification and insurance requirements as set forth in Article IX of the GP.

B. Contract Preparation Fee

The successful proposer will be required to pay a contract preparation fee imposed by the City’s Law Department; the fee is waived for non-profit corporations. Section 17-701 of The Philadelphia Code establishes a fee schedule for contract preparation. Fees are based upon the amount of the contract. A copy of the fee schedule is attached as Appendix E.

C. The Philadelphia Tax Status and Clearance Statement

The Philadelphia Tax Status and Clearance Statement (Appendix “A”) must be executed and submitted with the proposal by the design professional and subconsultants.

D. MBEC Requirement

This section informs respondents of Minority Business Enterprise Council participation on this contract. (See Appendix “B”)

E. Reservation of Rights and Contract Award

The City intends to enter into contract negotiations with the most qualified firm(s) based upon their response to this RFP. However, the City reserves the right to terminate any negotiations at any time or conduct simultaneous, competitive negotiations with multiple firms. The City reserves the right to negotiate acceptable terms in an otherwise unacceptable proposal. Such negotiations may result in changes in terms material to this RFP; in such event the City shall not be obligated to inform other proposers of the changes, or permit them to revise their proposals accordingly, unless the City, in its sole discretion, determines that doing so and permitting such is in the City’s best interest. Should negotiations not prove satisfactory with the recommended finalist(s), the City reserves the right to discontinue negotiations with the recommended finalist(s) and additional firms may be asked to enter into negotiations or the City may solicit new proposals.

The contract resulting from this RFP will be awarded to the qualified proposer whose proposal the DPP believes will be the most advantageous to the City, not necessarily the proposer presenting the lowest price. The City may condition an award on all required

approvals and terms and conditions of the City, including, but not limited to, the City's indemnification and insurance requirements.

END OF SECTION IV