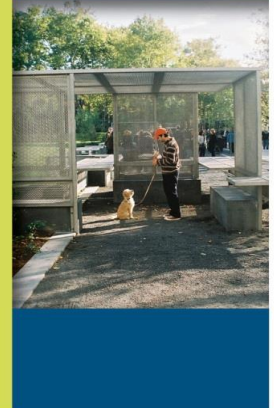




Philadelphia
Redevelopment
Authority



Request for Proposals (RFP)

Purchase & Installation of New Windows for
Various Public Facilities

May 24, 2018

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Attachments:

- A. Philadelphia Tax Status Certification and Conflict of Interest Form
- B. Campaign Disclosure Forms
- C. Insurance Requirements
- D. Sample Project: Quantity and Specifications for Engine House No. 8



Application Process

The Philadelphia Redevelopment Authority ("PRA") is pleased to issue this Request for Proposals ("RFP") for qualified, licensed and experienced independent contractors for the purchase and installation of new windows for various City of Philadelphia police stations and engine houses. The selected firm will enter into a "Master" Professional Services Contract with the PRA for one year. During this time the PRA will request services from the selected firm for various projects, on an as-needed basis.

Submission Deadline

Applicants must submit proposals no later than **June 21, 2018** at 3:00 PM; absolutely no proposals will be accepted after that time.

Pre-Bid Meeting/Intention to Submit

All applicants wishing to submit a response to this RFP must either:

1. Attend the pre-bid meeting at PRA's offices (1234 Market Street, 16th Floor) at 10:00 A.M. on **June 7, 2018**;
2. Submit an Expression of Interest form ("EOI form") located in the Resources section of the RFP webpage in hard copy or by email to Robert.labrum@pra.phila.gov by **June 7, 2018**.

The names and contact information for all attendees at the pre-bid meeting and those who submitted an EOI form will be posted on PRA's website as public information within two (2) business days of the pre-bid meeting.

Questions/Requests for Additional Information

PRA will accept questions and requests for additional information directed in writing to Robert.labrum@pra.phila.gov until 3:00 PM on **June 14, 2018**. Questions, responses, and additional information will be posted on the PRA website within seven (7) business days of the pre-bid meeting.

Related Parties

Applicants (i.e. individuals, organizations, and businesses) 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 proposals. The PRA and City, in their sole and absolute discretion, retains the right to reject any proposal where:

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

Submission Process

Proposal submission will only be accepted in either of the following:

1. Online Submission – via the electronic portal on PRA's website (<http://www.philadelphiaredevelopmentauthority.org/>); or



2. Hard Copy Submission – Submit 3 original copies of the proposal and one electronic copy on a USB Flash Drive to the PRA via hand delivery or registered mail. Files on the USB Flash Drive may only be in Microsoft Word or Adobe PDF. Applicants may hand deliver or send proposals via registered mail to:

Robert M. LaBrum
Director, Design & Construction
Philadelphia Redevelopment Authority
1234 Market Street, 16th Floor
Philadelphia, PA 19107

Disqualification

Bids 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 submissions, the PRA website portal is the only means that will be accepted. Submissions sent via email, Dropbox or other electronic venues will be disqualified;
3. If the bid package is incomplete.

Bid Price

The PRA will award this project to the proposal 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.

Schedule

The timeline for this opportunity is as follows:

RFP posted	May 24, 2018
Pre-Bid Meeting	June 7, 2018 at 10:00 A.M.
Intention to Submit due	June 7, 2018
Questions and requests for additional information due by	June 14, 2018
Proposals due	June 21, 2018 at 3:00 P.M.
Respondent selected (Estimate)	June 28, 2018

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



Project Description

The Philadelphia Redevelopment Authority (“PRA”) invites competitive proposals from qualified, licensed and experienced independent contractors for the purchase and installation of new windows for various City of Philadelphia police stations and engine houses. The selected firm will enter into a “Master” Professional Services Contract with the PRA for one year. During this time the PRA will request services from the selected firm for various projects, on an as-needed basis.

Proposal Submission Requirements

- 1. Cover letter.** Please provide a cover letter no more than two (2) pages in length specifying the name of your firm, name of key individual(s) involved, the cost proposed, and whether your firm is a certified M/W/DBE and/or a local business entity (LBE).
- 2. Personnel.** Provide resumes of key individual(s). Provide evidence of successful completion of comparable projects. Indicate experience of the cost estimating and scheduling on similar projects.
- 3. Approach to Project Delivery.** Describe your approach to providing the Services described above, and strategies that make you qualified to best perform these services. Indicate your approach to providing these services in the most cost-effective manner possible. Describe past projects with the City of Philadelphia where your firm has successfully monitored project costs to meet budget.
- 4. Fee for Services.** As a way to measure the rates of each applicant we provided a sample project for Engine House No. 8 (101 N. 4th Street, Philadelphia). Please provide in your Cover Letter, a lump sum, fee proposal for the purchase and installation of fourteen (14) windows as specified in (Attachment D) for Engine House No. 8. Please note: this is one example of the various projects that will be included in the “Master” Professional Services Contract. Provide as much detail as possible to substantiate this fee proposal which should include the analysis, measurement, purchase and installation of the fourteen (14) windows as specified.
- 5. Economic Inclusion.** Please provide a narrative describing applicant’s past performance in engaging certified Minority Business Enterprises (MBE), Woman Business Enterprises (WBE), or Disabled Business Enterprises (DBE) in subcontracting and in procuring goods and services. In addition please describe the applicant’s past performance in hiring diverse workforce, both in-house and with subcontractors.
- 6. Declarations and Other Information.** Proposal must also include the completed forms identified below

Evaluation & Selection

PRA intends to award this contract to the respondent 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. The PRA will initially review the proposals to determine compliance with the Proposal Submission Requirements. Only proposals that comply with these requirements will be considered for evaluation. If no proposal meets these requirements, the PRA may allow all respondents to supplement their submissions to conform to these requirements.

PRA will evaluate respondents based on the following factors:



- Qualifications and relevant experience 25 points
- Proposed approach and strategies 25 points
- Organizational capacity 20 points
- Budget and cost proposal 20 points
- Economic inclusion 10 points

Events of Disqualification or Default

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

1. Unilateral withdrawal by the selected respondent;
2. Failure to proceed substantially in accordance with the proposal as submitted;
3. Failure by the Respondent for any reason whatsoever to timely execute the Agreement when tendered;
4. Material misrepresentation, omission, or inaccuracy contained in any document submitted either as part of the Request for Proposals, or subsequent thereto. For the purposes of this section, the PRA places particular importance on the information required by the Respondent's Statement of Qualifications and Financial Responsibility and the Respondent's Statement for Public Disclosure;
5. Failure to provide in a timely manner the additional material required after selection throughout the PRA disposition process.

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

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

Declarations and Other Information

Economic Inclusion: The PRA strongly encourages and promotes the employment of qualified M/W/DBE firms in all aspects of its procurement of goods and services. If applicant is a Certified M/W/DBE; please submit information to confirm Certification as part of bid proposal.

Tax Clearance and Conflict of Interest Form: Respondents, 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 neither is currently indebted to the City; will at any time during the term of the agreement be indebted to the City, for or on account of any delinquent taxes, liens, judgments, fees or other debts for which no written agreement or payment plan satisfactory to the City has been established. Please complete the Philadelphia Tax Status Certification and Conflict of Interest form (Attachment A) and submit it with your proposal.

Campaign Contribution Disclosure Forms: Please complete the applicable disclosure forms (Attachment B) and submit with your proposal.

Insurance Requirements: Please submit a certificate of insurance evidencing the required coverages as outlined in Attachment C with your proposal. 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.



By submitting a proposal in response to this RFP, an Applicant affirmatively acknowledges: (i) its acceptance of the terms and conditions of this RFP; (ii) 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 proposals;
2. to supplement, amend, substitute, modify or re-issue the RFP with terms and conditions materially different from those set forth here;
3. to cancel this RFP with or without issuing another RFP;
4. to extend the time period for responding to this RFP;
5. to solicit new proposals;
6. to conduct personal interviews with any Applicant to assess compliance with the selection criteria;
7. to request additional material, clarification, confirmation or modification of any information in any and all proposals;
8. to negotiate any aspect of a proposal, including price;
9. to terminate negotiations regarding any and all proposals at any time;
10. to expressly waive any defect or technicality in any proposal;
11. to rescind a selection prior to contract execution if the PRA determines that the proposal 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 a proposal 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 any contract;
14. in the event a contract is awarded, all Applicants agree to perform their services as an independent contractor and not as an employee or agent of 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 of Philadelphia sustained or alleged to have been sustained in connection with or resulting from (i) the submission of the Applicant's proposal; (ii) the delivery by the Applicant to 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 Authority 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 Authority to Applicant or the project. In no event shall the Authority 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 Request for Proposals 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.

