



PHILADELPHIA REDEVELOPMENT AUTHORITY

REQUEST FOR PROPOSAL

FOR COMPRESSED NATURAL GAS FACILITY MODIFICATIONS AND UPGRADES

AT

3033 SOUTH 63RD STREET, PHILADELPHIA, PA 19153

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1. Introduction

The Purpose of this Request For Proposals (“RFP”) is to commission an organization with experience in vehicular facility modifications to upgrade the City of Philadelphia (“City”), Office of Fleet Managements Repair Facility - Shop 357, located at 3033 South 63rd Street, Philadelphia, PA 19153. This will allow the repair, servicing and storage of compressed natural gas (CNG) powered heavy-duty vehicles at the facility. The facility is currently used to maintain and repair heavy-duty diesel-powered refuse trucks and light-duty vehicles, which the City plans to continue.

The Philadelphia Redevelopment Authority (“PRA”) on behalf of the City invites qualified firms at apply for this opportunity. This Request for Proposal (RFP) is for the design, permitting, building preparation, MEP modification, equipment modification, construction and commissioning of the facility in accordance with the approved design. The facility must be designed and constructed utilizing the principles and practices of the Natural Gas Vehicle Institute and Class1 Division2 Group D Compliant industry standards.

2. Background

The City of Philadelphia is considering maintaining and repairing CNG powered heavy-duty refuse trucks in the vehicle maintenance and repair facility mentioned above. The building was originally constructed in 1973 and was previously occupied by a trucking company and later by a bus company. The City purchased the building and the property from a previous non-municipal owner. The lighting, heating, ventilation, electrical and internal building components and structural systems were not designed for a lighter-than-air fueled vehicle to be parked, maintained, and repaired inside the facility. Because of the original construction, and subsequent modifications the facility will need to be further modified to accommodate CNG powered refuse vehicle maintenance and repair.

The building that contains the vehicle maintenance and repair facility (Fig. A) is separated from a two-story office and parts storage area on the south side of the building (Fig. B) by a floor to ceiling block wall. There is one man door with automatic closer in the block wall that leads to the first floor office space from the vehicle maintenance and repair facility. The enclosed vehicle maintenance and repair portion of the building was originally constructed in 1973.



Figure A



Figure B

The original maintenance and repair area of the building was made up of three double bays (Fig. C) extending in an east-west direction with access provided by six electrically operated overhead doors. The roof of the portion of the building containing two double bays is supported by an open truss structure that extends 14 inches below the ceiling (Fig. D). An enclosed double bay area with two overhead access doors on the north side of the original building is currently used for light-duty vehicles in the west end bay and heavy-duty trucks in the east end bay (Fig. E). The roof of this portion of the building is supported by an open truss structure that extends 16 inches below the ceiling (Fig. F).



Figure C



Figure D



Figure E



Figure F

Subsequently, four bays with a much higher ceiling and a crane were added on the west end of the original building. This new section has one rollup door on the west end and two rollup doors on the north side of the building (Fig. G). The roof of this newer building is supported by purlins mounted on top of a steel frame that extends 24 inches below the ceiling (Fig. H). With the newest addition, the total capacity of the expanded maintenance and repair facility is between eight and nine heavy-duty trucks, depending on the size of each truck.



Figure G



Figure H

Additionally, there is an “outside bay” or “cage”, as it is often referred to, that shares a block wall with the building on its south side and is open on the other three sides (Fig. I). This space is currently used for tire storage and contains a tank for storing waste oil. This “outside bay” has a roof at the same height as the rest of the building it shares a common wall with on the south side. The roof of the “outside bay” is supported by an open truss

structure that extends 16 inches below the ceiling (Fig. J). The open truss is supported on the north side by a 14-inch solid steel beam mounted on steel supports.



Figure I



Figure J

While there are four overhead doors and three rollup doors providing access to the enclosed maintenance and repair facility, two rollup doors on the north side of the newest addition are not used for vehicle access to the facility (Fig. G). The two rollup doors were up during our site visit and provide additional ventilation to the building.

The HVAC system for the office and parts storage section of the building is separate from the heating system serving the vehicle maintenance and repair facility. This allows for a positive air flow from the inside of the office space into the vehicle maintenance and repair facility. There is no separate cooling system for the vehicle maintenance and repair facility.

There are three power exhaust vents located within the two-bay addition to the facility. One of the power vents is located in the roof close to the west end of the building (Fig. K) and two power vents are located in the east wall well below the 18-inch classified space from the ceiling (Fig. L). However, electric service to all three power vents comes from within the 18-inch classified space from the ceiling. Additionally, there are power vents in the roof of the original three bay building. Electric service to each power vent comes from within the 18-inch classified space from the ceiling.



Figure K

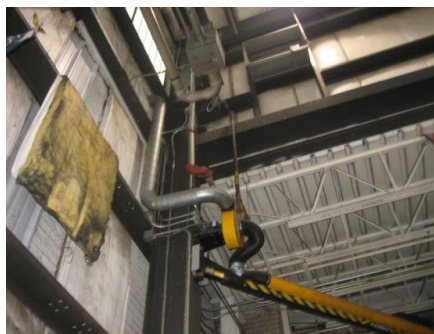


Figure L

The heating system for the vehicle maintenance and repair facility is made up of multiple infrared sealed combustion tube heaters. Some of the installed tube heaters use outside air for combustion and some tube heaters use inside air for combustion. It is highly likely that the surface temperatures of the tube heaters are above 750 degrees F.



Figure M



Figure N

The lighting for the enclosed vehicle maintenance and repair facility is made up of HID light fixtures. The fixtures are pendent mounted and within the 18-inch classified space from the ceiling (Fig. O). Additionally, the electrical service to each fixture comes from within the 18-inch classified space (Fig. P).



Figure O



Figure P

The lighting fixtures in the “outside Bay” are installed inside the 18-inch classified space from the ceiling (Fig. Q). These fixtures are enclosed and appear to be Class 1 Division 2 Group D compliant. However, the mounting system could be relocated to the lower side of the open trusses to which each light fixture is currently mounted. This relocation would put the fixture and the electrical conduit serving each lighting fixture below the 18-inch classified space from the ceiling. However, if the fixtures, conduits and electrical connections (Fig. R) are Class 1 Division 2 Group D compliant, then they can remain as they are currently mounted. Any noncompliant conduit or other electrical equipment must be lowered or replaced.



Figure Q



Figure R

There are four overhead and one rollup door that allow vehicles to enter the maintenance and repair facility. Each rollup door in the newest section is powered by a combination electric motor and manual chain drive (Fig. S). The electric motor is located to the right of each door (looking from inside the building to the outside) and is well below the 18-inch classified space from the ceiling. The other four overhead doors are located well below the 18-

inch classified space from the ceiling with electric motors mounted below the ceiling in the center of each bay. However, the electric service to each of the five motors comes from within the 18-inch classified space (Fig. T).



Figure S



Figure T

There are diesel powered vehicle exhaust ventilation devices installed within the vehicle maintenance and repair facility. These devices are located well below the 18-inch classified space from the ceiling and are powered by electric motors mounted outside the exhaust duct (Fig. U). Electric service to some of the ventilation devices comes from within the 18-inch classified space from the ceiling (Fig. V).



Figure U



Figure V

There are numerous electric wires, conduits, convenience outlets and junction boxes located within the 18-inch classified space from the ceiling (Fig. W). All electric conduits attached to the nine inch purlins and serving the HID light fixtures and the three exhaust fans within the newest section of the vehicle maintenance and repair facility are within the 18-inch classified space (Fig. X).



Figure W



Figure X

The electric conduit system serving the HID light fixtures within the original enclosed three double maintenance and repair bays is attached to the ceiling or the bottom of the 14-inch open trusses (Fig. Y). This conduit system will have to be lowered by using conduit clamps that have five inch extensions to be out of the 18-inch classified

space. The electric conduit system serving the HID light fixtures within the enclosed single double maintenance and repair bay are clamped to the bottom of the 16 inch open trusses (Fig. Z) and are either at or just barely inside the 18-inch classified space from the ceiling. In most cases the conduit could be lowered below the 18-inch classified space by just using a clamp with a one or two-inch extension. The electric conduits in the “outside bay” appear to be Class 1 Division 2 Group D compliant. These conduits are located either at or just inside the 18-inch classified space form the ceiling.



Figure Y



Figure Z

When welding takes place inside a refuse truck maintenance and repair building, precautions must to be taken before any hot work or welding of any type is performed on a CNG powered heavy-duty truck.

3. Scope of Work

Overview

- Provide 9 code compliant bays (approx. 8,500 SF) for servicing, repairing and storing compressed natural gas vehicles;
- Bays shall be code compliant for servicing CNG vehicles (i.e. there are 6 primary codes covering vehicle repair facilities including Nation Fire Protection Association (NFPA) documents 52, 30A and 70 and the International Fire, Mechanical, and Building codes along with the National Electric Codes).

Key Performance Equipment

- 6 Methane Gas Sensors,
- 3 Explosion Proof Exhaust Fans with 16,500 CFM Extraction Rate
- 11 Infrared Tube Heaters.

Key Project Stages

- Design and Engineering
- Plan Check & Permits
- Equipment Submittals
- Construction
- Testing & Training
- Final Inspections
- Certificate of Occupancy
- Warranties, O&M

Gas Detection Work

- Install infrared point-type methane detector sensors in designated area at the highest point of the ceiling;
- Install new gas detection control panel;
- Install audible and visual alarms throughout the facility;
- Install emergency start devices;

Mechanical Ventilation Work

- Install roof-mounted explosion-proof fans to provide ventilation for day-to-day operations and once a leak is detected;

Electrical Work

- Install shunt-trip circuit breakers to de-energize tube heaters, hot works equipment, compressors, and other non-life safety equipment during a gas leak;
- Provide additional electrical panel with capacity to handle the additional loads;

Mechanical Heating System Work

- Install infrared tube heaters designed for a natural gas repair facility along the sides of each bay.

Administrative Requirements

- Provide all services required to obtain appropriate permit fees, regulatory reviews, and special inspections.

Warranties

Provide a three (3) year warranty which shall cover all materials, equipment and labor, which is furnished and installed under the proposed modifications.

4. Schedule

The Timeline for this project is as follows:

Event	Date
Notice of RFP Opportunity Posted	February 16, 2018
Preproposal Meeting/ Site Visit	March 1, 2018, at 10 AM
Questions and/or Requests for Additional Information Due	March 8, 2018
Proposals Due	March 22, 2018, by 3:00 PM
Respondent Selected	March 29, 2018
PRA Board Approval/Contract Drafted	April, 2018
Anticipated Project Completion	November, 2018

These dates are estimates only and the PRA reserves the right, in its sole discretion, to alter this schedule as it deems necessary or appropriate

5. Proposal Requirements

Responses to this Request for Proposals must contain the information described below and conform to the following format:

A. Executive Summary

A written narrative of the proposed project should be provided in the form of a cover letter addressed to Robert LaBrum, Director Design and Construction. The narrative should be no longer than two (2) pages in length and should succinctly summarize and describe the proposed project. At a minimum, it should seek to address all of the evaluation criteria and note the bid price. Please note any contingencies to the submitted bid price.

B. Financial Summary

Responses must demonstrate financial wherewithal and the capacity to carry out proposed project. Submissions must provide documentation of available funds in an amount no less than the amount valued at the cost of the entire project. Failure to provide clear evidence of committed sources of funds for the proposal to design, fabricate and install and retro-fit necessary equipment for the project will disqualify submissions.

1. An operating pro forma that includes design, procurement of equipment, installation and modification of necessary equipment for the project and construction or modifications to the MEP and building structure.
2. Evidence of financial capability to fund the total cost of the project. Acceptable forms of evidence include:
 - audited financial statement for last fiscal year plus internal financial statements ending the most recent quarter;
 - signed commitment letter(s) that reference funding this project as proposed, or
 - other written evidence of financial support from one or more lending institutions specifying amount to be committed;
 - These elements will be reviewed and summarized as the financial components of the proposed development program.
3. Litigation/Judgments – The proposal must contain information regarding any litigation (pending or threatened) in which the Applicant entity or any members of the Applicant’s team are involved and any judgments that have been rendered against the Applicant entity or any member of the Applicant team that may affect the ability to successfully execute the proposed project.

C. Conceptual Design Plan

The Applicant should review the attached conceptual plan and validate that it has a thorough understanding of the project ‘s needs, parameters and constraints. As stated above, this project’s intent is to provide a code compliant CNG upgrade to the existing facility (see Attachment F for details).

D. Project Schedule/ Milestone & Phasing of the On-Site Work

The Vehicle Maintenance Facility must remain open during the first and second shifts which are between the hours of 7:00 am to 3:00 pm and 3:00 pm to 11:00 pm respectively. Construct work in phases to accommodate City’s use of premises during construction period. Provide all temporary interior separators between areas of work and areas to remain operational by the City during construction. Coordinate the construction schedule and operations with the City. Use of the facility by the City employees cannot be cut off during any phase of construction.

1. **Pre-Design & Engineering Schedule** – Include a schedule listing important milestones and dates, beginning with due diligence activity (no more than 60 days), securing required government approvals, permits, submittals and financing commitments.
2. **Construction Schedule** – Include, at a minimum, a schedule showing critical milestones such as construction commencement and completion deadline.
3. **Post Construction Schedule** – Include a schedule listing important milestones for testing, training, final inspections, certifications warranties and Operations and Maintenance manuals.

E. Applicant Team Qualification

1. Statement of Qualifications; Relevant Experience

Provide a statement of qualifications and capability to perform the services sought by this RFP, including a description of relevant experience with projects that are similar in nature, size and scope to that which is the subject of this RFP. If any minimum qualifications for performance are stated in this RFP, Applicant must include a statement confirming that Applicant meets such minimum requirements.

2. Project Team Organization and Team Resumes

The Applicant shall identify any joint venture partners or their 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.

The Applicant team should demonstrate experience working together by listing all projects in which they have participated.

3. Status of Current Projects

List all incomplete contracts held by your organization at present. Indicate the contracting entity, contract number, location of the work, % complete, and amount for each contract.

4. Safety Record (s)

The Applicant team shall provide records of the entities performance in the safety area of related construction projects, listing any and all citations by OSHA for safety violations. The Applicant shall provide the team's Experience Modification Ratio (EMR) for the past (3) three years consisting of 2015, 2016 and 2017.

5. Environmental Record(s)

The Applicant team shall provide records of the entities performance in the environmental area of related construction projects, listing any and all citations by the EPA, etc. for environmental violations.

F. Economic Opportunity Policy & Project Goals

The Applicant team should demonstrate their experience working with MBE&WBE firms in addition to completing the “City of Philadelphia Economic Opportunity Plan” form (Attachment A).

G. Certificate of Non-Indebtedness

All proposals submitted in response to this RFP must contain a fully executed Certificate of Non-Indebtedness to the City of Philadelphia. A copy of this Certificate is attached as Attachment B.

H. Campaign Disclosure Forms

Each member of the development team must complete the Campaign Disclosure Forms in Attachment C.

I. Conflict of Interest Form

All proposals submitted in response to this RFP must contain a fully executed Conflict of Interest form. A copy of this form is attached as Attachment D.

J. Proposal Fee

Proposals must include a proposal fee of **\$3,000** (the “Proposal Fee”) in one of the following forms, in order of preference: a cashier’s check, certified check, or money order made payable to Philadelphia Redevelopment Authority. The Proposal Fee of the selected Applicant for the project will be non-refundable upon execution by the Applicant of the Construction Contract and final approval of the Construction Contract. The Proposal Fee of unsuccessful bidders will be returned within ten days after rejection notices. Interest earned on deposits of unsuccessful bidders will not be returned.

6. Evaluation/ Selection

PRA and the City will utilize the “Meet Criteria/ Low Bid” criteria based selection procedure consisting of past performance based qualitative factors and low cost to determine the best value offered by the successful Applicant to this Design/Build opportunity. The City choose the “Meet Criteria/ Low Bid” method because it emphasizes the intrinsic value of coupling the designer and builder together for this specialized upgrade and modifications to the abovementioned vehicular maintenance facility. By adhering to the criteria set forth in the RFP, Applicants will be able to focus their efforts to meet the criteria and provide the lowest responsible price for the work.

Under this proposed “Meet Criteria/ Low Bid” selectin procedure, past performance and qualitative factors will be reviewed and scored on a numeric scale in addition to the cost proposal. Performance and Qualitative factors will account for a maximum of 60% of the weighted score, reflecting the importance of the performance and qualitative factors of the Applicant which account for half of the successful requirements of the project. The price score will be account for a maximum of 40% of the other weighted score. The combined scores will be used to arrive at the selected Applicant Team.

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 Authority may allow all Applicants to supplement their submissions to conform to these requirements.

Proposals selected pursuant to the Threshold Review will be evaluated by a Proposal Review Team using selection criteria listed below. Proposals will be evaluated in their entirety – i.e., no one factor, but rather a combination of all of the following factors will determine the successful Applicant. Final selection is subject to approval by PRA. Following are the basic evaluation factors:

- 1. Financial Capability (Maximum 10 points)**
 - Financing Plan: Provide Letters of Intent from any financing sources listed;
 - Financial Stability: Ability of the Applicant to either have sufficient resources to finance the project or utilize his/her relationships with lending institutions to complete the project in a timely manner will be strongly considered.
- 2. Qualifications/ Relevant Experience (Maximum 10 points)**
 - Capability to perform the services sought;
 - Past performance on projects of similar in nature, size and scope;
- 3. Project Schedule (Maximum 10 points)**
 - Demonstrate ability to establish with clarity a realistic project schedule;
 - Demonstrate ability to timely complete past projects especially projects with differing conditions and constraints;
 - Consideration of current workload and ability to perform multiple project and allocate resources successfully;
 - Development Timeline (with compliance to PRA disposition process): Project completion within **six months** from issuance of the notice to proceed.
- 4. Applicant/Proposal Team (Maximum 10 points)**
 - History of Team Partnership: The Applicant's experience working together will be considered.
 - Inclusion of Experience with MBE, WBE and DBE.
- 5. Experience of Key Personnel (Maximum 10 points)**
 - Experience of key personnel who are proposed to oversee the day-to-day operations on the project. This includes the project manager, chief designer, site superintendent and others responsible for the design, critical specialty work, inspection and testing of the equipment and systems.
- 6. Safety and Environmental Records (Maximum 10 points)**
 - Demonstration of team's Experience Modification Ratio (EMR) for the past (3) three years;
 - Review of citations by OSHA for safety violations;
 - Review of citations by the EPA, etc. for environmental violations.
- 7. Price Score (Maximum 40 points)**
 - Up to twenty percent (20%) of the price score will be based on the amount of the bid, and will be determined as inversely proportional to the bid price with the lowest bid price as the baseline;
 - A maximum of an additional 20% of the price score will be given to a proposal based on its value for the investment.

As provided above the total score for each respondent will be based on the sum of the performance, qualitative factors and the price scores.

Selection of Proposal Team

The disclosure statements and other documentation submitted to PRA are the most important sources of information upon which PRA may base its selection and approval of a CNG vehicular facility modifications team. Accordingly, any substantive misstatement or omission in any such disclosure statement or documentation shall be sufficient to reject the proposal.

Upon completion of the review and evaluation, PRA will recommend a course of action to the PRA Board of Directors. PRA shall make the final decision with respect to CNG vehicular facility modifications team proposals and shall notify all proposers of the results and return Proposal Fees to unsuccessful proposers.

Contract Process

After the PRA reviews the proposals and a CNG Vehicular Facility Modifications Team's proposal is selected, the PRA Board approval must be obtained before the PRA can execute the Construction Contract and work can commence. Following is a general sequence of events in this approval process:

1. Issuance of an Intent to Contract from the PRA will be issued to the successful Team
2. PRA review and approval of architectural/engineering plans;
3. Execution of Construction Contract by the CNG Vehicular Facility Modifications Team. At this time the Proposal Deposit is credited toward the deposit required under the Construction Agreement;
4. PRA Board approval of the Construction Contract;
5. Execution of the Construction Contract by PRA;
6. Pre-construction conference;
7. Construction/ Site Modification period;
8. Review of the completed work to determine compliance with Contract.

The Proposer shall be responsible for securing and paying all costs associated with all permits, licenses, approvals, or variances necessary to comply with the CNG vehicular facility modifications, City code, and the approved engineering plans.

Events of Disqualification

Subsequent to the selection of a CNG Vehicular Facility Modifications Team, 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 CNG Vehicular Facility Modifications Team;
2. Failure to proceed substantially in accordance with the proposal as submitted;
3. Failure by the CNG Vehicular Facility Modifications Team 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 CNG Vehicular Facility Modifications Team's Statement of Qualifications and Financial Responsibility and the CNG Vehicular Facility Modifications Team's Statement for Public Disclosure;
5. Failure to provide in a timely manner the additional material required after selection throughout the PRA disposition process.

Remedies

Upon the happening of an event of disqualification or default by the CNG Vehicular Facility Modifications Team, the City shall have the right, at its election, to:

1. Rescind its selection of the CNG Vehicular Facility Modifications Team; or
2. Declare null and void an Agreement that may already have been executed; and/or

3. Retain the Proposal Deposit as liquidated damages.

7. Declarations and Other Information

MBE/WBE/DBE Firms: The PRA strongly encourages and promotes the employment of qualified MBE/WBE/DBE firms in all aspects of its procurement of goods and services. If applicant is a Certified M/W/DBE, defined as Minority Business Enterprises (MBE), Woman Business Enterprises (WBE), or Disabled Business Enterprises (DBE); please submit information to confirm Certification as part of bid proposal. Please complete the applicable City of Philadelphia Economic Opportunity Plan (Attachment A) and submit with your 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 D) and submit it with your proposal.

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

Standard Contract Requirements for Public Works Contracts: CNG Vehicular Facility Modifications Team will need to follow the Standard Contract Requirements for Public Works Contracts (Attachment E). The requirements will be included in the Construction Contract.

Reservation of Rights

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.

8. Application Process

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

- **Attend the Site Visit at 10:00 A.M. on March 1, 2018 at 3033 South 63rd Street Philadelphia, PA 19153;**
Or
- **Express their intention to submit either in hard-copy mail or email to Robert.LaBrum@pra.phila.gov by 3:00 P.M. on March 1, 2018.**

Applicants must submit proposals no later than March 22, 2018 by 3:00 P.M. either online through PRA's website or in hard-copy form via hand-delivery or registered mail. Absolutely no proposals will be accepted after the time.

An applicant, whether an individual, partnership, LLC, non-profit, for profit or other business entity, may submit only one response to this RFP. Individuals that are related to each other or business entities that are legally related to each other or to a common entity may not submit separate proposals. The Authority, in its 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 Authority has determined that the applicant has violated these conditions or the spirit of these conditions.

Applicants may deliver or send proposals via registered mail to:

Robert LaBrum
Director, Design and Construction
The Philadelphia Redevelopment Authority
1234 Market Street, 16th Floor
Philadelphia, PA 19107
Phone: (215) 209-8763

Contact for Additional Information

All questions and requests for additional information should be directed in writing to Name at robert.labrum@pra.phila.gov. Questions will only be accepted until March 8, 2018. Questions and /or request for additional information and the PRA's responses to them will be posted on the PRA website.