



PHILADELPHIA  
REDEVELOPMENT AUTHORITY

**REQUEST FOR PROPOSALS**

**CONSTRUCTION MONITORING & REVIEW SERVICES**

OCTOBER 2015

## **Contract Opportunity for Construction Monitoring & Review Services**

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## **1. Introduction & Scope of Work**

The Philadelphia Redevelopment Authority (PRA) seeks to engage a construction management firm to oversee and monitor the renovation of the Gallery Mall.

The Gallery redevelopment project consists of the complete renovation of the Gallery Mall (9<sup>th</sup> Street to 11<sup>th</sup> Street, Market Street to Filbert Street); including an underground concourse level that includes a portion of 801 Market Street. The project budget is no less than \$300 million and the project developer is PREIT. Sources of funds include developer equity, Tax Increment Financing, various state funds and City funds for the construction and maintenance of the concourse.

The project will include major renovation of the exterior facades, entrances, hardscape/landscape, interior common area, vertical transportation, public restrooms and amenities, graphics and signage; the reconfiguring of elevators and escalators to optimize access and visibility; a new entry points throughout in order to provide access from the street into the project interior; complete interior renovation of flooring, bulkhead, ceiling, lighting, railings.

### **The Consultant will provide the following scope of services to the PRA during construction:**

1. Document Review: a review of construction related documents in preparation for the monthly construction progress inspections and draw request reviews, memorialized in a Project Document Review Report. The documents are to be reviewed in order to understand the project and draw requests; they are not to be reviewed for compliance with codes or other legal requirements. The review will include, but will not be limited to, the following:
  - a. Directory of development team, including design consultants, Construction Manager, and sub-contractors
  - b. Drawings: including site, architectural, structural, mechanical, electric, plumbing, fire protection, landscaping, and life safety
  - c. Project manual/specifications
  - d. Approved Control Cost Estimate
  - e. Current construction schedule
  - f. Approvals and permits, including zoning, stormwater management, and building permits
  - g. Executed Construction Manager contract (with all Exhibits, Riders, Schedules, and Exclusions/Qualifications, including General Conditions)
  - h. Information regarding progress of bidding and construction to date, including contract amounts as compared to the Control Cost Estimate and any pending or approved change orders.

Other documents that may be reviewed, as deemed necessary in the professional judgment of the Consultant, include the following:

- a. Property survey

- b. Geo-technical /soils report
  - c. Flood plain map delineation
  - d. Utility Agreements: 'Will Serve Letters' from Electric, Gas, Water, Sewer, and Telephone suppliers.
  - e. Executed Architects' contracts
  - f. Architect's Qualification Statement (AIA B431)
  - g. Architect's Certification: certification that work complies with all applicable codes, including energy conservation and ADA guidelines
  - h. Executed Sub-Contractor contracts (with all Exhibits, Riders, Schedules, and Exclusions/Qualifications, including General Conditions)
  - i. Construction Manager/ Sub-Contractor Qualification Statements (AIA A303), as applicable
  - j. Construction Manager/ Sub-Contractor's surety bonds (carrier, total bonding capacity, and amount of uncommitted capacity)
2. Monthly Project Inspections: The Consultant shall perform one site visit per month, which shall include inspection of the project and participation in the draw request meeting, and provide a report on each visit throughout the entire construction period, estimated at twenty-four (24) months. Tasks associated with monthly inspections include the following:
- a. Attend draw meetings.
  - b. Perform on-site observation of the construction with the representative(s) of the Construction Manager and Owner to evaluate the standard of workmanship and generally compare the status of work completed to date to the status of work as reflected in the draw request.
  - c. Review and determine the adequacy and accuracy of draw requests and supporting submissions (one request per month).
  - d. Monitor and review requests for and approval of change orders, and review Construction Manager/ Owner analysis of associated budget impacts. Provide copies of approved change orders, and provide summaries of change order requests; their impacts on scope, budget and schedule; and their approval status.
  - e. Based on the original itemized cost breakdown and any approved change orders, estimate the percentage of work in place during each successive site visit. The Consultant will use either a predetermined stage draw system or a percentage of completion review in developing these estimates.
  - f. Provide general statements as to whether or not in-place materials, workmanship and physical construction are in substantial compliance with the construction documents.
  - g. Using the beginning project schedule, compare actual progress to that originally planned. Report on requests for time extensions, status of extension requests, and changes to key milestone dates.
  - h. Alert the PRA to any pending, known or proposed changes, conditions, or other circumstances affecting the construction scope, budget or schedule, including unanticipated site contamination and remediation requirements.

- i. Alert the PRA to any pending, known or proposed noncompliance with applicable building codes, the issued building permits for the Project, or other applicable legal requirements that are observed by, or come to the attention of, the Consultant.
  - j. Provide progress photographs recording key observations within the current reporting period (including a minimum of six pictures per period).
  - k. All site visits will be summarized in report sufficient in detail to provide the PRA with an accurate description of the progress observed. Any pertinent reports made by other inspectors, especially those conducting inspections for treatment of hazardous materials, shall be copied and attached by the Consultant to its report.
  - l. In the event that Inspector discovers significant scope, cost or quality differences between actual progress and approved construction-related documents during any on-site visit, Inspector will, via telephone or e-mail, advise the PRA on the day of the inspection of such items, and will document such variances in Inspector's report.
  - m. In the event that Inspector becomes aware of any unanticipated site contamination or other environmental factors issues that may result in changes to project scope, budget, or schedule, Inspector will, via telephone or e-mail, advise the PRA on the day of the inspection of such items, and will document such variances in Inspector's report.
3. Deliverables: The Consultant shall provide one "hard" copy of all deliverables to the PRA. All deliverables shall also be provided electronically, via e-mail where possible.

## 2. RFP/Contract Schedule

The timeline for this Contract Opportunity is as follows:

Event	Date
Notice of Contract Opportunity Posted	October 1, 2015
Questions and/or Requests for Additional Information Due	October 9, 2015
Proposals Due	October 23, 2015; 3:00 PM
Respondent(s) Selected	October 30, 2015
Contract Executed	November 20, 2015

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.

### **3. Proposal Requirements**

Proposals must include:

- Executive letter to serve as an introduction of the firm and team as an overview of the submission.
- The names of individuals performing the work; briefly describe each individual's role including a resume for each individual. As part of the brief description of the key personnel assigned to the project, including specific projects and years of experience, along with the anticipated roles of all personnel assigned to this project.
- Provide a price to perform the document review and the monthly inspections, as described in the scope of work. Although this will be a lump sum contract, hourly personnel rates shall also be provided. Indicate an hourly rate for each member of the team with an estimated # of hours.
- Three examples of recent work that is similar in nature and scale. Provide information demonstrating how the the scope of work on these past projects has been comparable.

### **4. RFP Evaluation/Selection**

The PRA intends to award a contract to the applicant who 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 successful respondent will be willing to work pursuant to the PRA's contract terms and conditions which include – without limitation – non-discrimination requirements, indemnification of the PRA, insurance coverage in accordance with the requirements indicated in Attachment "A" and cost principles. The successful respondent will execute a contract with the PRA. The PRA reserves the right not to award contracts as a result of this RFP, or to award contracts for part of this scope.

The PRA will be guided by the following criteria in making a selection for award, and will use its professional judgment in determining which respondent best serves the interests of the PRA:

- Superior ability or capacity to meet particular requirements of this contract opportunity and needs of the PRA.
- Superior prior experiences of various scales; demonstrated relative strength, reputation and successful experience providing services.
- Eligibility under Philadelphia Code provisions relating to campaign contributions.
- Compliance with PRA standards for contracting, such as indemnification and non-discrimination.

- Competence and proven track record working with private sector, governments and development organizations.
- Overall remediation costs.
- Administrative and operational efficiency, requiring less PRA oversight and administration. Accessibility of the Consultants to the PRA.
- Demonstrated ability to meet timelines and milestones.
- Any other factors the PRA considers relevant to the evaluation of the responses from applicants.

## 5. 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 (DSBE); 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 B) and submit it with your proposal.

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

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

### 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.

## **6. Application Process**

Applicants must submit **3 original copies of the proposal and one electronic copy on CD to the PRA no later than October 23, 2015, 3:00 PM**; absolutely no proposals will be accepted after that time. Files on the CD may only be in Adobe PDF.

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 PRA, 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 PRA has determined that the applicant has violated these conditions or the spirit of these conditions.

Applicants may hand deliver or send proposals via registered mail to:

Tania Nikolic  
Philadelphia Redevelopment Authority  
1234 Market Street, 16<sup>th</sup> 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 Tania Nikolic, at [Tania.Nikolic@pra.phila.gov](mailto:Tania.Nikolic@pra.phila.gov).