



PHILADELPHIA REDEVELOPMENT AUTHORITY

**REQUEST FOR PROPOSALS**

Excavation, Removal and Disposal  
of Concrete and Asphalt

**DECEMBER 2, 2016**

**Contract Opportunity for  
Excavation, Removal and Disposal of Concrete and Asphalt**

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- a. Insurance Requirements**
- b. Philadelphia Tax Status Certification and Conflict of Interest Form**
- c. Campaign Disclosure Forms**

# 1. Introduction/Scope of the Work

The Philadelphia Redevelopment Authority (“PRA”) invites proposals from qualified, licensed and experienced Independent contractors for the Excavation, Removal and Disposal of existing Concrete and Asphalt Driveways/ Walkways at various publically-owned properties throughout the City of Philadelphia. 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.

# 2. Schedule

The timeline for this Contract Opportunity is as follows:

| Event  | Date              |
|--|-------------------|
| Notice of Contract Opportunity Posted                    | December 2, 2016  |
| Questions and/or Requests for Additional Information Due | December 16, 2016 |
| Proposals Due  | December 21, 2016 |
| Respondent(s) Selected                                   | December 28, 2016 |
| Contract Executed  | January 2017      |

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

The response must include name of the Contractor, address, e-mail address, phone number, fax number, and prime contact person on the first page.

- **Qualifications.** Briefly explain your company’s qualifications to provide the services requested, e.g., years in business, staffing, vehicles to be utilized and experience. Provide name and qualifications of all key professional personnel that will be working on the project.
- **Experience.** The contractor must be organized for the purpose of providing general excavation services. The contractor must have a proven ability for an immediate contract start-up as evidenced by past performance. Provide a specific list of similar projects that the bidding Contractor has completed, including name of projects, size, location and year completed.

# 4. Proposal Fee Sheet

**CONCRETE:**

- Cost for excavation, removal and disposal of existing 4-inch concrete..... \$ \_\_\_\_\_ per sq. ft.
- Cost for excavation, removal and disposal of existing 6-inch concrete..... \$ \_\_\_\_\_ per sq. ft.
- Cost for excavation, removal and disposal of existing 8-inch concrete.....\$ \_\_\_\_\_ per sq. ft.
- Cost for excavation, removal and disposal of existing 4-inch, concrete with rebar..... \$ \_\_\_\_\_ per sq. ft.

- Cost for excavation, removal and disposal of existing 6-inch, concrete, with rebar..... \$\_\_\_\_\_per sq. ft.
- Cost for excavation, removal and disposal of existing 8-inch concrete, with rebar..... \$\_\_\_\_\_per sq. ft.

**ASPHALT:**

- Cost for excavation, removal and disposal of existing 4-inch asphalt..... \$\_\_\_\_\_per sq. ft.
- Cost for excavation, removal and disposal of existing 6-inch asphalt..... \$\_\_\_\_\_per sq. ft.

**5. Evaluation/Selection**

The PRA intends to award a contract to applicants who demonstrate 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 respondents will be willing to work pursuant to 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 respondents 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 respondents best serve 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.
- Administrative and operational efficiency, requiring less PRA oversight and administration.
- Demonstrated ability to meet timelines and milestones.
- Any other factors the PRA considers relevant to the evaluation of the responses from applicants.

**6. 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 coverages 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.

## 7. Application Process

Applicants must submit proposals to the PRA no later than **December 21, 2106, 3:00 PM**; absolutely no proposals will be accepted after that 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 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.

Proposal submission will be accepted as follows:

1. **Online Submission** – via PRA’s website (<http://www.philadelphiaredevelopmentauthority.org/>);

Or

2. **Hard Copy Submission** - Applicants may hand deliver or send proposals via registered mail to:

Robert M. LaBrum  
Director, Design and Construction  
Philadelphia Redevelopment Authority  
1234 Market Street, 16<sup>th</sup> Floor  
Philadelphia, PA 19107  
Phone: 215-209-8763  
[robert.labrum@pra.phila.gov](mailto:robert.labrum@pra.phila.gov)

### Contact for Additional Information

All questions and requests for additional information should be directed in writing to Robert M. LaBrum, at [robert.labrum@pra.phila.gov](mailto:robert.labrum@pra.phila.gov). Questions will only be accepted until **December 16, 2016**.