

PHILADELPHIA REDEVELOPMENT AUTHORITY

**REQUEST FOR PROPOSALS**

**SITE SURVEY, PLOT PLAN & LEGAL DESCRIPTION  
SERVICES**

**JULY 28, 2015**

**Contract Opportunity for  
Site Survey, Plot Plans & Legal Description Services**

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## 1. Introduction

The Philadelphia Redevelopment Authority (“PRA”) invites competitive proposals from qualified, licensed and experienced engineering firms to complete site surveys and prepare plot plans & legal descriptions for various 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. Scope of the Work

Prepare Plot Plans and Legal Descriptions:

- Plot plans and metes and bounds descriptions for properties the PRA will acquire through condemnation and sell to developers. The plot plans and legal descriptions must be in the same general format as those illustrated on pages 6-10. Acquisition plots and legals must include recitals identifying the previous transfer for each property. In the example on page 6-8, one consolidated description and one plan was prepared for ten individual properties.

Provide Site Surveying and Mapping:

- Identifying and Mapping Public and Private Right-of-Ways (Sidewalks, Water Mains, Public Drainage, Electrical)
- Identifying and Mapping Transportation Right-of-Ways (Subway, Commuter Rail, Subway Exits, Subway Vents, etc.)

## 3. Schedule

The timeline for this Contract Opportunity is as follows:

Event	Date
Notice of Contract Opportunity Posted	July 28, 2015
Questions and/or Requests for Additional Information Due	August 7, 2015
Proposals Due	August 18, 2015
Respondent(s) Selected	August 21, 2015
Contract Executed	August 28, 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.

## 4. Proposal Requirements

Proposals must include:

- The names of individuals performing the work, briefly describe each individual’s role, include a resume for each individual, and indicate an hourly rate for each (the contract will be on a time and materials basis, so it is not necessary to provide a lump sum figure).

- Anticipated roles of all personnel assigned to this project.
- Three examples of recent work that is similar in nature

## 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 **3 original copies of the proposal and one electronic copy on CD to the PRA no later than August 18, 2015, 3:00 PM**; absolutely no proposals will be accepted after that time. Files on the CD may only be in Microsoft Word or 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:

Robert M. LaBrum  
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 Robert M. LaBrum, at [Robert.labrum@pra.phila.gov](mailto:Robert.labrum@pra.phila.gov). Questions will only be accepted until August 7, 2015

**AMERICAN STREET INDUSTRIAL CORRIDOR URA  
CONDEMNATION PARCEL No. 1**

**ALL THAT CERTAIN** lot or piece of ground situated in the 18<sup>th</sup> Ward of the City of Philadelphia and described as follows:

**BEGINNING** at a point on the West side of American Street (120 feet wide) at the distance of 270 feet North from the North side of Columbia Avenue (50 feet wide);

**THENCE** extending Eastward on a line at right angles to the said American Street; 67 feet; to the East side of a certain 4 feet wide alley extending Northward to a point and Southward into the said Columbia Avenue communicating with a certain 6 feet wide alley which extends Westward into Bodine Street (30 feet wide);

**THENCE** extending Northward along the East side of said 4 feet wide alley; 172 feet 3 inches to a point;

**THENCE** extending South 27 degrees 0 minutes 0 seconds East, 3 feet 1 5/8 inches to a point;

**THENCE** extending North 24 degrees 13 minutes 35 seconds West, 97 feet 4 1/2 inches, to a point on the East line of the said Bodine Street; said point being in the line dividing the open and unopened portions of Montgomery Avenue (50 feet wide [*Stricken and Vacated*]);

**THENCE** extending Northward along the East line of the said Bodine Street crossing the bed of said *Stricken and Vacated* portion of Montgomery Avenue; 30 feet 3 1/8 inches to a point on the North side of the said Montgomery Avenue;

**THENCE** extending East along the North side of the said Montgomery Avenue; 120 feet to a point on the West side of the said American Street;

**THENCE** extending South along the West side of the said American Street crossing the bed of said *Stricken and Vacated* Montgomery Avenue; 280 feet, to the first mentioned point and place of beginning.

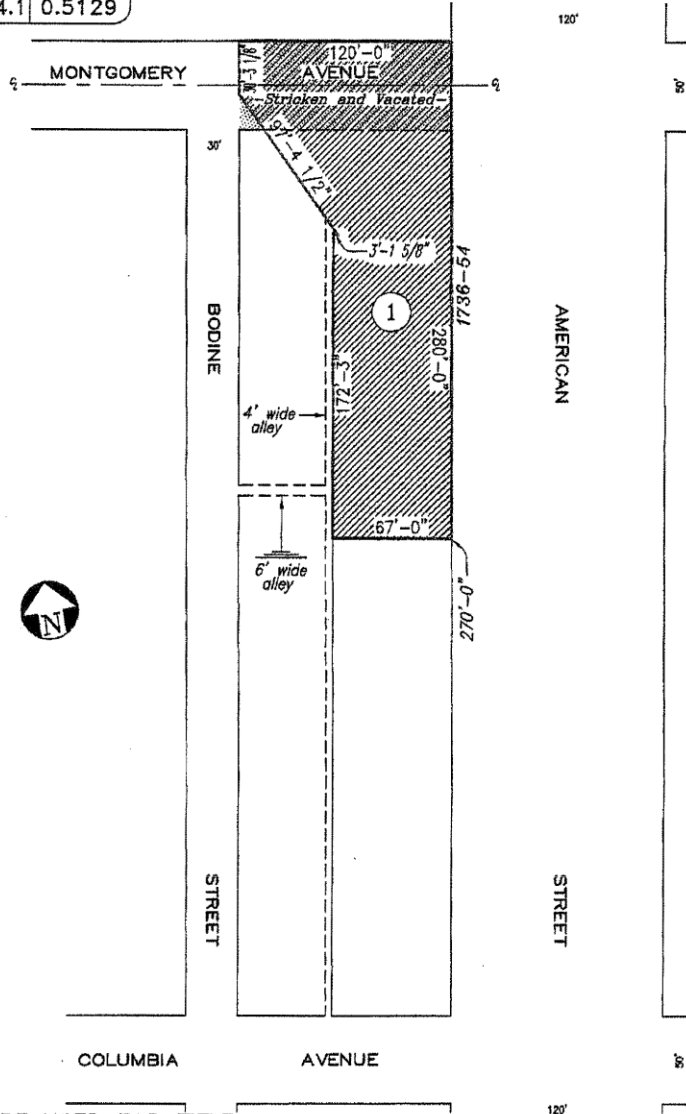
**BEING KNOWN AS: 1736-54 N. AMERICAN STREET  
CONTAINING IN AREA: 22,344.1 Sq. Ft. or 0.5129 Acres**

**Condemnation No. 4, Parcel #1**

- 1). **BEING** the same (1736 N. American Street) premises which Arthur M. Soll; Martin Orlovitz and John Kanas, Trustees under the will of Morris Orlovitz, deceased, by Deed dated 06/16/1969 and recorded 06/25/1969 in The Department of Records of the City of Philadelphia in deed Book JRS441, Page #437, granted and conveyed unto Harry Caplen, in fee.
- 2). **BEING** the same (1738 N. American Street) premises which Arthur M. Soll; Martin Orlovitz and John Kanas, Trustees under the will of Morris Orlovitz, deceased, by Deed dated 06/16/1969 and recorded 06/25/1969 in The Department of Records of the City of Philadelphia in deed Book JRS441, Page #437, granted and conveyed unto Harry Caplen, in fee.
- 3). **BEING** the same (1740 N. American Street) premises which Arthur M. Soll; Martin Orlovitz and John Kanas, Trustees under the will of Morris Orlovitz, deceased, by Deed dated 06/16/1969 and recorded 06/25/1969 in The Department of Records of the City of Philadelphia in deed Book JRS441, Page #437, granted and conveyed unto Harry Caplen, in fee.
- 4 **BEING** the same (1742 N. American Street) premises which Arthur M. Soll; Martin Orlovitz and John Kanas, Trustees under the will of Morris Orlovitz, deceased, by Deed dated 06/16/1969 and recorded 06/25/1969 in The Department of Records of the City of Philadelphia in deed Book JRS441, Page #437, granted and conveyed unto Harry Caplen, in fee.
- 5). **BEING** the same (1744 N. American Street) premises which Arthur M. Soll; Martin Orlovitz and John Kanas, Trustees under the will of Morris Orlovitz, deceased, by Deed dated 06/16/1969 and recorded 06/25/1969 in The Department of Records of the City of Philadelphia in deed Book JRS441, Page #437, granted and conveyed unto Harry Caplen, in fee.
- 6). **BEING** the same (1746 N. American Street) premises which Arthur M. Soll; Martin Orlovitz and John Kanas, Trustees under the will of Morris Orlovitz, deceased, by Deed dated 06/16/1969 and recorded 06/25/1969 in The Department of Records of the City of Philadelphia in deed Book JRS441, Page #437, granted and conveyed unto Harry Caplen, in fee.
- 7). **BEING** the same (1748 N. American Street) premises which Arthur M. Soll; Martin Orlovitz and John Kanas, Trustees under the will of Morris Orlovitz, deceased, by Deed dated 06/16/1969 and recorded 06/25/1969 in The Department of Records of the City of Philadelphia in deed Book JRS441, Page #437, granted and conveyed unto Harry Caplen, in fee.
- 8). **BEING** the same (1750 N. American Street) premises which Arthur M. Soll; Martin Orlovitz and John Kanas, Trustees under the will of Morris Orlovitz, deceased, by Deed dated 06/16/1969 and recorded 06/25/1969 in The Department of Records of the City of Philadelphia in deed Book JRS441, Page #437, granted and conveyed unto Harry Caplen, in fee.
- 9). **BEING** the same (1752 N. American Street) premises which Arthur M. Soll; Martin Orlovitz and John Kanas, Trustees under the will of Morris Orlovitz, deceased, by Deed dated 06/16/1969 and recorded 06/25/1969 in The Department of Records of the City of Philadelphia in deed Book JRS441, Page #437, granted and conveyed unto Harry Caplen, in fee.
- 10). **BEING** the same (1754 N. American Street) premises which Arthur M. Soll; Martin Orlovitz and John Kanas, Trustees under the will of Morris Orlovitz, deceased, by Deed dated 06/16/1969 and recorded 06/25/1969 in The Department of Records of the City of Philadelphia in deed Book JRS441, Page #437, granted and conveyed unto Harry Caplen, in fee.



NO.	SQ. FT.	ACRES
001	22,344.1	0.5129



NOT TO BE USED FOR TITLE OR CONSTRUCTION PURPOSES

REDEVELOPMENT AUTHORITY of the CITY OF PHILADELPHIA

AMERICAN STREET INDUSTRIAL CORRIDOR URA - CONDEMNATION No. 4

REDEVELOPMENT ENGINEERING SERVICES	Project Manager	Drawn by: RJM	Date: 2-2-11
	RML	Checked:	Parcel: 1
		Scale: N.T.S.	

Exhibit C

**ALL THAT CERTAIN** lot or piece of ground with the buildings and appurtenances thereto, if any, situated in the 31<sup>st</sup> Ward of the City of Philadelphia and described as follows:

**BEGINNING** at a point on the Northwestern side of Frankford Avenue (60 feet wide) at the distance of 100 feet Northeasterly from the Northeast side of E. Norris Street (50 feet wide);

**THENCE** extending Northeastward along the Northwest side of said Frankford Avenue, 73 feet 8 inches, to a point;

**THENCE** extending Westward at right angles to said Frankford Avenue, 77 feet 0 inches, to a point;

**THENCE** extending Northeastward parallel to said Frankford Avenue, 1 foot 6 inches to a point;

**THENCE** extending Westward at right angles to said Frankford Avenue, 43 feet 0 inches, to a point on the Southeasterly side of Blair Street (40 feet wide);

**THENCE** extending Southwestward along the said side of said Blair Street, 75 feet 2 inches to a point;

**THENCE** extending Eastward at right angles to said Blair Street, 120 feet, to a point on the Northwestern side of said Frankford Avenue being the first mentioned point and place of beginning.

Encompassing an area of 8,904.30 square feet (0.2044 acres) more or less.

**BEING KNOWN AS: 2012-18 FRANKFORD AVENUE**

SQ.FT.	Acres
8904.30	0.2044



NOT TO BE USED FOR TITLE OR  
CONSTRUCTION PURPOSES

2012-18 Frankford Avenue

PHILADELPHIA REDEVELOPMENT AUTHORITY

Scale: 1" = 40'

DISPOSITION