

ATTACHMENT "A"

Certificate Of Non-Indebtedness To The City Of Philadelphia (“City”)

Contractor and Contractor’s parent company(ies) and subsidiary(ies) are not currently indebted to the City, and will not at any time during the term of any contract for work financed by the Philadelphia Redevelopment Authority (“PRA”) (including any extensions or renewals thereof) be indebted to the City, for or on account of any delinquent taxes (including, but not limited to, taxes collected by the City on behalf of the School District of Philadelphia), liens, judgments, fees or other debts for which no written agreement or payment plan satisfactory to the City has been established. In addition to any other rights or remedies available to the PRA at law or in equity, Contractor acknowledges that any breach or failure to conform to this certification may, at the option of the PRA, result in the withholding of payments otherwise due to Contractor and, if such breach or failure is not resolved to the PRA’s satisfaction within a reasonable time frame specified by the PRA in writing, may result in the offset of any such indebtedness against such payments.

Contractor:

ATTACHMENT "B"

PHILADELPHIA TAX STATUS CERTIFICATION REQUEST

CITY OF PHILADELPHIA DEPARTMENT OF REVENUE

REQUESTER: PHA PHDC PIDC PPA PRA OTHER _____

Taxpayer Name: _____ Date: _____

Taxpayer Trading As: _____

Home Address: _____

Business Address: _____ Business Phone #: _____

1. Are you a Registered Taxpayer? YES NO

If so, provide your Federal Employer Identification Number here: _____

If so, provide your Philadelphia Business Tax Account Number here: _____

If so, provide your Social Security Number here: _____

2. Are you presently delinquent in any City of Philadelphia or Philadelphia School District taxes? YES NO

If so, what tax and amount owed? _____

3. Are you presently delinquent in Water and Sewer charges? YES NO

If so, amount owed: \$ _____

4. Have you ever been sued by the City of Philadelphia or the Philadelphia School District? YES NO

Have you declared bankruptcy? YES NO

If so, list date and nature of lawsuit or filing date of bankruptcy petition: _____

5. Are you involved in any other business activity? YES NO

If so, list company name(s) and account number(s) here: _____

6. Do you own real estate? YES NO

If so, list address(es) here, or on the back of this form: _____

I hereby affirm that the information provided above is true and correct to the best of my knowledge, information and belief; said affirmation being made subject to the penalties prescribed by 18 Pa. C.S.A. Sec. 4904 relating to unsworn falsification to authorities.

Name: (Please Print) _____

Title: _____

Signature: _____

Date: _____

CONFLICT OF INTEREST

All applicants are required to comply with federal, state and local regulations prohibiting conflicts of interest. The regulations concern the following groups of people:

- A. Employees, consultants, officers, or elected or appointed officials of the City of Philadelphia or Philadelphia Redevelopment Authority.
- B. Employees, consultants, or officers of any organization or business receiving federal, state or local funds or participating in a government housing program (including, but not limited to, Philadelphia Housing Development Corporation, Philadelphia Industrial Development Corporation and city-funded non-profits housing entities).

1. Are you now, or have you been during the preceding year, in one of the categories (A or B) described above?

YES

NO

2. Is any member of your family or your spouse's family now, or have they been during the preceding year, in one of the categories (A or B) described above?

(Family members include spouses, parents, brothers, sisters, or children).

YES

NO

If yes, please state the nature of your relationship and briefly describe your family member's duties or title with respect to the organization or business.

3. Is any person with whom you have a business relationship, or with whom you have had a business relationship during the preceding year, in one of the categories (A or B) described above?

(A person with whom you have a business relationship includes your employees, partners, shareholders, officers or directors).

YES

NO

If yes, please state the nature of your relationship and briefly describe that person's duties or title with respect to the organization or business.

CONFLICT OF INTEREST

4. Does or will any person in one of the categories (A or B) described above have any interest in any contract for materials or services related to the project or property for which you are applying?

YES NO

Briefly describe the nature of that person's interest in the contract for materials or services.

ADDITIONAL DISCLOSURES

1. Do you own any property that is subject to any significant unresolved violation of City codes and ordinances?

YES NO

2. As a property owner, have you been involved in Philadelphia tax foreclosure proceeding in the last five years?

YES NO

3. Have you or any member of your development team been convicted of any felony within the past five years?

YES NO

4. Are you listed as an owner of record on the Philadelphia District Attorney's list of land that has been confiscated due to criminal activity?

YES NO

5. Has the developer or its principals been a developer, stockholder, officer, director, trustee, or partner (LLC) in any other development projects with the Philadelphia Redevelopment Authority, or the City of Philadelphia, or the Philadelphia Housing Development Corporation?

YES NO

If yes, provide the following information:

Project Name	Date	City Agency	Agency Role
1.			
2.			
3.			
4.			
5.			

Please include any additional projects on a separate sheet.

CERTIFICATION

I do hereby declare that I have filed the foregoing Statement of Interest and do hereby certify that the statements made in the foregoing Statement are true and correct to the best of my knowledge, information, and belief. I understand that false statements made herein are subject to the penalties of the Act of December 6, 1972, PLI 1482, No. 334, as amended, 18 PA. C. A 4904, relating to unsworn falsification to authorities.

Signature _____

Print/Type Name _____

Date _____

NOTICE: The Philadelphia Redevelopment Authority is subject to the Pennsylvania Right to Know Law. Any information provided in any of the foregoing documents may be subject to disclosure to the public.

[Click here to submit your form via email.](#)

INTERNAL USE ONLY

Check for outstanding License & Inspection violations:

No outstanding violations

Outstanding violations _____

ATTACHMENT "C"

PHILADELPHIA REDEVELOPMENT AUTHORITY

INSURANCE REQUIREMENTS

The individual or entity seeking to enter into a contract with the Philadelphia Redevelopment Authority or who is entering into a contract with such individual or entity (collectively, the "**Contracting Party**") will procure and maintain during the entire period of the contract, the insurance described below. All coverages must be provided by an insurance company authorized to do business in the Commonwealth of Pennsylvania and with a minimum A.M. Best Rating of A- Class VIII. All insurance, except Professional Liability, must be written on an "Occurrence Basis" and not a "Claims-Made Basis."

The insurance policies must provide for at least thirty (30) days prior written notice to be given to the Philadelphia Redevelopment Authority (the "**PRA**") in the event that coverage is materially changed, cancelled or non-renewed or once any policy limits have been exhausted by fifty percent (50%). In the event of material change, cancellation or non-renewal of coverage(s), the Contracting Party must replace the coverage(s) to comply with the contract requirements to prevent a lapse of coverage for any time period during the term of the contract.

The Contracting Party will provide the PRA with the provisions from each of the required insurance policies or endorsements for each of the required insurance policies stating the following:

- 1) Contracting Party's insurance coverage is on a primary and non-contributory basis with any insurance carried or administered by the PRA;
- 2) includes coverage for ongoing operations and completed operations;
- 3) Philadelphia Redevelopment Authority, the City of Philadelphia (the "**City**") and their respective officers, directors, employees and agents are named as additional insured on a primary and non-contributory basis on all of the insurance policies, except for workers' compensation and professional liability insurance policies, even for claims regarding their partial negligence;
- 4) includes a waiver of subrogation in favor of the PRA and all of the other aforementioned additional insureds;
- 5) coverage is applicable separately to each insured against whom a claim is made or suit is brought and there is no "Cross Liability" exclusion on the insurance policies that preclude coverage for suits or claims between the Contracting Party and the PRA or between the PRA and any other insured or additional insured under the insurance policies; and
- 6) no act or omission of the PRA, the City, or their respective officers, directors, employees or agents will invalidate coverage.
- 7) Contracting Party shall not have a Self Insured Retention ("**SIR**") on any policy greater than \$50,000, which is the responsibility of the Contracting Party. If Contracting Party's policy(ies) has a SIR exceeding this amount, approval must be received from PRA prior to starting work. In the event any policy includes an SIR, the Contracting Party is solely responsible for payment within the SIR of their policy(ies) and the Additional Insured requirements specified herein shall be provided within the SIR amount(s).

Endorsement forms required include CG 20 01, CG 20 10 and CG 20 37 as published by the Insurance Services Office ("**ISO**") or on equivalent forms that are satisfactory to the PRA.

If the contract pertains to a specific property, the property address must be identified on the Certificate of Insurance. Otherwise a contract/work order number or project reference should be included.

Certificates of Insurance must be addressed to: Philadelphia Redevelopment Authority, 1234 Market Street, 16th floor, Philadelphia, PA 19107.

The PRA reserves the right to request and obtain complete copies of the Contracting Party's insurance policies.

I. Insurance Review - Insurance requirements are subject to the periodic review by the PRA. Any failure, actual or alleged, on the part of the PRA to monitor or enforce compliance with any of the insurance requirements will not be deemed as a waiver of any rights on the part of the PRA. The PRA may require additional types of insurance or higher limits if, in its sole discretion, the potential risk warrants it. The amount of insurance provided in the required insurance coverages outlined below, shall not be construed to be a limitation of the liability on the part of the Contracting Party.

II. Without in any way affecting the indemnity obligations of the Contracting Party pursuant to its contract with the PRA and in addition thereto, the insurance coverage required by all Contracting Parties is as follows:

- a. **Commercial General Liability:** The policy will include a "Cross Liability" endorsement, name the PRA, the City, and their respective officers, directors, employees and agents as **Additional Insured** and include coverage for all operations performed by or on behalf of the Contracting Party for bodily injury and property damage arising out of:

- Products and Completed Operations
- Premises Operations and Mobile Equipment
- Independent Contractors
- Employees and Volunteers as Additional Insured
- Elevators and/or Escalators (if applicable)
- Blanket Contractual Liability (written and oral and must include liability for employee injury assumed under a contract as provided in the standard ISO policy form)
- No amendment to the definition of an "Insured Contract"
- No sexual abuse and molestation exclusion
- Broad Form Property Damage (including completed operations)
- Coverage for Resulting Damage (Expanded Definition of Occurrence-Property Damage)
- Explosion, Collapse and Underground Hazards
- Personal Injury and Advertising Injury
- No Exclusions for development, construction, building conversion, etc. (if applicable)
- No Exclusions for residential construction with respect to the work to be completed by the Contracting Party (if applicable)

- The following minimum limits will be provided:

\$1,000,000	Each Occurrence (combined single limit for bodily injury (including death) and property damage)
\$1,000,000	Personal and Advertising Injury
\$2,000,000	General Aggregate (other than Products/Completed Operations)
\$1,000,000	Products/Completed Operations Aggregate

- The General Aggregate Limit must apply on a Per Project basis.
- The definition of "occurrence" must be expanded via endorsement to state the following:

"Occurrence" means an accident, including continuous or repeated exposure to substantially the same general harmful conditions. Faulty workmanship in "your work" is not an "occurrence" but "property damage" that is ancillary and accidental damage caused by faulty workmanship in "your work" is considered an "occurrence" if the following conditions are met:

- 1) faulty workmanship in "your work" causes "property damage" to property other than "your work;" and
- 2) such "property damage" was not expected or intended by you or the persons performing "your work."

- b. **Workers' Compensation and Employer's Liability Insurance:** The Contracting Party will obtain a workers' compensation policy which provides benefits in accordance with the statutory requirements of the Commonwealth of Pennsylvania and includes "all states" coverage or at least coverage in all other states in which the Contracting Party performs work or through which the Contracting Party's employees travel. This policy will also include coverage for United States Longshoremen and Harbor Workers (if applicable) and employer's liability. The following minimum employer's liability limits will be provided:

\$100,000 Each Accident	Bodily Injury by Accident
\$100,000 Each Employee	Bodily Injury by Disease
\$500,000 Policy Limit	Bodily Injury by Disease

- Coverage should cover all individuals, including volunteers, providing services on behalf of the Contracting Party.

- c. **Automobile Liability Insurance:** The policy will name the PRA, the City, and their respective officers, directors, employees and agents as **Additional Insured** and cover liability arising out of the use of all owned, non-owned and hired automobiles (or symbol 1 - Any Auto) with the following minimum coverages:

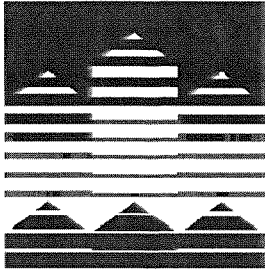
\$1,000,000 Per Occurrence (combined single limit for bodily injury (including death) and property damage)

- For Contractor(s) involved in the transportation of hazardous material, include the following endorsements: MCS-90 and ISO-9948
- Contractual Liability Coverage (including liability for employee injury assumed under a contract as provided in the standard ISO policy form)
- Coverage for all owned automobiles will be waived if the Contracting Party does not own any automobiles so long as the Contracting Party provides the PRA with a letter stating that the Contracting Party does not own any automobiles. The letter must be on company letterhead and executed by an individual authorized to make such a representation on behalf of the Contracting Party. When the Contracting Party does not own any automobiles, coverage for non-owned and hired automobiles must be endorsed to the commercial general liability policy or provided under a separate non-owned and hired automobile liability policy.

- d. **Professional Liability:** Where services provided involve inspection, design, consulting and/or other professional services such as construction management, the Contracting Party is required to obtain Professional Liability Insurance with a minimum policy limit of \$1,000,000 per claim and aggregate with a deductible not to exceed \$50,000. This insurance shall extend to the Contracting Party and its legal representatives in the event of death, dissolution or bankruptcy, and cover provided will cover all actual or alleged acts, errors and omissions arising out of the professional services rendered by the Contracting Party's agents, employees or any person for whom the Contracting Party is responsible in the performances of the services under the contract as well as liability assumed under the contract. The retroactive date must be on or prior to the contract date. The Contracting Party will also obtain tail coverage, an extended reporting period, or maintain its current coverage for occurrences happening during the performance of the contract for at least 2 years after completion of the contract.

- III. The PRA may require additional types of insurance or higher limits if, in its sole discretion, the potential risk warrants it.

ATTACHMENT "D"



**PHILADELPHIA REDEVELOPMENT
AUTHORITY**

**PRE-QUALIFICATION APPLICATION FOR HOUSING CONSTRUCTION
CONTRACTORS AND MANAGERS**

1234 Market Street, 16th Floor
Philadelphia, PA 19107
REVISED February 4, 2019

PRE-QUALIFICATION APPLICATION INSTRUCTIONS

Overview

The Philadelphia Redevelopment Authority (PRA) maintains a list of pre-qualified general contractors and construction management firms interested in performing work for residential projects funded by the PRA through the City of Philadelphia's Division of Housing and Community Development. Firms who wish to pre-qualify for PRA-financed construction projects are required to complete a Pre-qualification Application.

Projects may range from the rehabilitation of existing row houses, to new construction of twin townhouses, new or rehabilitated handicapped accessible residential construction, and conversions of schools or commercial buildings into residential units. Developers, under certain circumstances, will be required to notify pre-qualified contractors and/or construction managers to competitively bid on projects. Developers will award contracts on a competitive bid basis.

Application Process

The PRA will review complete applications only and contact the applicant if additional information is needed. Failure to respond to the PRA's request for additional information within thirty (30) days of notification or if the additional information is inadequate, the application will be considered inactive and not be processed.

The terms "firm", and "contractor" are used interchangeably in the application. An officer of the firm who is knowledgeable about past and current operations, policies, and practices must complete the application. If there is a question that does not apply, please mark as "not applicable" or "N/A". Applications that contain missing or incomplete answers will not be processed.

Answers may be expanded upon by attaching additional pages. Use 8 1/2"x11" paper and mark each additional page with the firm name and referenced question.

Pre-Qualification

The PRA pre-qualification status will extend two (2) years from the date of notification. Once pre-qualified, the PRA will place firms on the Cost Containment Policy Bid List. Pre-qualification is a condition of bid submission. Firms must renew status every two years by submitting a new application. The category and per project capacity rating assigned by the PRA is based upon:

- (1) Licenses or certifications held by the applicant firm;
- (2) Single and aggregate bonding capacity;
- (3) Financial capability;
- (4) Self-performing capability;
- (5) Number of employees;
- (6) Size and complexity of your largest successfully completed projects;
- (7) Past performance on PRA projects, which includes MBE/WBE and Wage Compliance
- (8) Past performance on non-PRA projects- commercial, institutional or residential.

If firms would like to request an increase in capacity rating, a written request must be submitted. The request must be accompanied by a newly completed Experience on Completed or Ongoing Projects and PRA Performance Report, which is included on Page 13 of this application.

Bid Process

Pre-qualification in no way ensures the award of contract work. The PRA will monitor the bid process. The sponsoring developer will forward to the PRA the list of firms solicited, the list of the bids received and the bid award recommendation.

The information provided within this application is for PRA pre-qualification purposes only. Additional or different standards are required for each project approved by the PRA. Those standards and requirements are set forth in the Invitation for Bid.

Application Submission

Please submit application to: RFP@PRA.phila.gov:

APPLICATION ATTACHMENTS:

➤ FINANCIAL

Include a copy of the firm's three (3) most recent annual (audited, if available) financial statements. At a minimum, the financial statements must include the balance sheet, statement of income and retained earnings and footnotes, if applicable. If the applicant has been in business less than three years, the application must include all available statements.

➤ INSURANCE

Applicant must provide proof of insurance equal to the minimum requirements. Insurance requirements are in Section 4. Disciplines other than construction may have additional insurance requirements such as errors and omissions, professional liability and environmental or pollution liability coverage. Please refer to Exhibit "A".

➤ BOND CAPACITY

Please provide a letter from your Surety Company verifying the information stated in Section 5 of the application.

➤ LICENSES

Copies of all applicable and current trade licenses issued to the applicant firm that legally allow the firm to perform the work it does. This includes City of Philadelphia or State Contractor License. The firm is required to obtain and submit a current City of Philadelphia Business Activity License.

➤ PRA PERFORMANCE HISTORY

The application requires firms to self-disclose performance on past PRA-financed projects. The firm must list all work performed within the last three years with PRA. This includes budget and schedule performance, M/W/DSBE and wage compliance. Use the attached form to complete the required information.

➤ PREVIOUS WORK HISTORY-NON-PRA PROJECTS

The application contains a form titled "Experience on Completed or Ongoing Projects". Please use this form to detail the non-PRA work that the firm has performed within the last three years. Firms must list a minimum of five (5) projects. Use one page per project and reproduce copies of the form as necessary.

➤ OSHA VIOLATIONS

If at any time within the past five (5) years the applicant firm received a serious OSHA violation, you must provide copy(s) of the Citation and Notification of Penalty, signed Settlement Agreement and narrative which details the specific issue(s) cited, remedial action required and taken by your firm, amount of fine initially imposed and ultimate resolution.

➤ RESUMES AND ORGANIZATIONAL CHART

The applicant must include current resumes for each Principal and Key individual identified in Question 8a. The application must also include a copy of the firm's current Organizational Chart.

➤ DUNS (Data Universal Numbering System) NUMBER

The DUNS number is a distinctive nine-digit identification number assigned to the firm by Dun & Bradstreet Information services. If the applicant does not have a DUNS number, it should contact Dun & Bradstreet directly to obtain one. A DUNS number will be provided for the firm within seven to ten business days. For information on obtaining a DUNS number, the firm, if located in the United States, should call Dun & Bradstreet at 1-800-333-0505.

➤ APPLICATION CERTIFICATION AND AUTHORIZATION FORM

Please be sure to complete the certification and authorization form. Applications will not be processed without it.

CERTIFICATE OF NON-INDEBTEDNESS Please refer to Exhibit "B".

CONFLICT OF INTEREST AND TAX CERTIFICATION FORM Please refer to Exhibit "C".

PRA PRE-QUALIFICATION APPLICATION FOR HOUSING CONSTRUCTION CONTRACTORS AND MANAGERS

PLEASE TYPE ALL INFORMATION

1. **NAME OF FIRM:** _____

Tax ID No: _____

DUNS NO. (See Instructions): _____

D/B/A Name (if any): _____

Applicant's Address _____

City _____

State _____

Zip _____

Mailing Address (if different) _____

City _____

State _____

Zip _____

Telephone No. _____

Fax No. _____

Corporate E-mail Address _____

Contact Person _____

Title _____

2. **BUSINESS ORGANIZATION**

Date applicant firm formed _____

Type of Organization _____

Corporation

State in which incorporated _____

Year _____

Partnership

General

Limited

State and County where partnership filed _____

Sole Proprietorship

Owner _____

Not-for-Profit

Joint Venture

3. **DIVERSITY BUSINESS STATUS**

- a. Is the applicant firm certified as a Minority Business Enterprise (MBE), Women Business Enterprise (WBE) or Disabled Business Enterprise (DSBE)?
 Yes No

(If "Yes", attach Certification Letter)

- b. Within the past five (5) years has the applicant firm had an MBE, WBE or DSBE Certification revoked or denied?
 Yes No

4. **INSURANCE INFORMATION**

The PRA requires evidence of insurance coverage in effect during the term of any contract approved by the PRA. Please see attached Exhibit "A" for the PRA's insurance requirements.

5. **BONDING INFORMATION**

Name of Bonding Agent _____

Address _____

Telephone No.: _____

Fax No.: _____

Name of Bonding Company	Bonding Capacity (Single)	Bonding Capacity (Aggregate)

6. **LICENSES AND CERTIFICATES:** Provide information on licenses and certificates necessary for the type of work applicant firm will perform. Attach copies, including City of Philadelphia Business Activity License and/or Certificate of Authority to conduct Business in the Commonwealth of Pennsylvania (if applicable).

Type of License or Certificate	Firm or Individual's Name	License No.	Expiration Date

7. **CURRENT NUMBER OF EMPLOYEES**

	Full Time	Part Time
Office		
Field		

8. **PRINCIPALS AND KEY PERSONNEL**

On the chart below, complete the required information. "Principals" and "Key Personnel" include any of the following:

- Proprietors, partners, directors, officers
- Any manager or individual who participates in overall policy-making or financial decisions for the firm
- Any person in a position to control and direct the firm's overall operations or any significant part of its operation

Applicant firms that are publicly held corporations should list the president, treasurer, **AND** only those officers and managers who will have direct responsibility for PRA approved contracts.

Please attach organizational chart and resumes for Principals and Key Personnel.

a. Principals and Key Personnel (use additional paper if necessary)

	Person 1	Person 2	Person 3
Name			
Title			
% of Ownership			
No. of shares owned			

b. At present, do any of the Principals or Key Personnel listed in Question No. 8a own 25% or more of any other firm:

Yes No

If "Yes", list below:

Person	Firm Name	Address	Firm Tax ID No.	% Owned

c. Is any Principal or Key Personnel listed in Question No. 8a a current employee or related by blood or marriage to any current employee of the PRA.

Yes No If "Yes", list below

Name of Principal or Key Person	Name of PRA Relative	Relationship

d. Are any of the Principals or Key People listed in Question No. 8a related by blood or marriage to any owner or other key person in a firm that currently does work for the PRA?

Yes No If "Yes", list below

Name of Principal or Key Person	Name of PRA Relative	Relationship

9. **PREVAILING WAGE EXPERIENCE:** Labor required to complete manpower requirements for PRA projects may be performed requiring Federal, State or Local Prevailing Wage rates.

a. In the last five (5) years, has the applicant firm participated in jobs that Prevailing Wage was a requirement?

Yes No

b. In the last five (5) years, has the applicant firm participated in a state-approved apprenticeship program?

Yes No

10. **FINANCIAL INFORMATION**

a. Identify name of credit services and Account No.

Name of Credit Service	Account No.

b. For each line of credit, unsecured loan or secured loan provided by a lending institution, list the following:

Amount of Credit	Outstanding Balance	Termination Date	Name/Address of Lending Institution

c. Are there any judgments or liens outstanding against the applicant firm?
 Yes No

If "Yes", provide a detailed explanation with this application

d. Has the applicant firm or any of its current Principals or Key Personnel been a party to a bankruptcy or reorganization proceeding within the last five (5) years?
 Yes No

If "Yes", provide a detailed explanation with this application

e. Annual sales dollar volume of firm _____

11. **FIRM INTEGRITY:** If applicant has answered "Yes" to any question below, a separate explanation must be supplied with this application.

During the past five (5) years, has the applicant ever:

a. Been the subject of judgment or claim of \$25,000 or more by a subcontractor or supplier?
 Yes No

b. Failed to complete a contract?
 Yes No

c. Been suspended, debarred, disqualified or otherwise been declared ineligible to bid?
 Yes No

d. Defaulted on any contract?
 Yes No

e. Had a contract terminated?
 Yes No

f. Had liquidated damages assessed against it upon completion of a contract?
 Yes No

During the past five (5) years, has the applicant firm or any of its Principals or Key Personnel:

- a. Been convicted after trial or by plea of any felony under state or federal law?
Yes No
- b. Entered a plea of nolo contendere to a charge of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property or violation of antitrust laws?
Yes No
- c. Been the subject of an investigation of any alleged violation of a federal, state, or local regulation by a public agency including, but not limited to federal regulatory agencies such as EPA or SEC?
Yes No
- d. Been found to have committed a violation of any labor law or regulation including prevailing wage rates and fair labor practices?
Yes No
- e. Been found to have committed an OSHA "serious violation"?
Yes No
- f. Been found to have committed a construction-related violation of federal, state, or local environmental law or regulations?
Yes No

12. **BIDDING CAPABILITY AND PREVIOUS EXPERIENCE**

Indicate below the categories in which the applicant firm has previous experience. Previous experience in a particular trade or activity by the firm is a prerequisite to prequalification in that category. The applicant must provide a separate narration for each category selected indicating the applicant firm's experience and involvement with that work.

A. Specialty (check all appropriate)

- | | |
|---|--|
| <input type="checkbox"/> 1. Research, Laboratories, Medical | <input type="checkbox"/> 8. Paving |
| <input type="checkbox"/> 2. Commercial, Retail | <input type="checkbox"/> 9. Construction Management |
| <input type="checkbox"/> 3. Residential | <input type="checkbox"/> 10. Utilities |
| <input type="checkbox"/> 4. Office | <input type="checkbox"/> 11. Exterior Restoration (non-historic) |
| <input type="checkbox"/> 5. Classroom | <input type="checkbox"/> 12. Demolition |
| <input type="checkbox"/> 6. Historic Preservation | <input type="checkbox"/> 13. Asbestos Abatement |
| <input type="checkbox"/> 7. Landscape | <input type="checkbox"/> 14. Materials Testing |

B. CSI Division Specialty (check all appropriate). Applicant firm must have self-performing capability for each specialty selected.

- Division 00 - Procurement and Contracting Requirements
- Division 01 - General Requirements
- Division 02 - Existing Conditions
- Division 03 - Concrete
- Division 04 - Masonry
- Division 05 - Metals
- Division 06 - Wood, Plastics, Composites
- Division 07 - Thermal and Moisture Protection
- Division 08 - Openings
- Division 09 - Finishes
- Division 10 - Specialties
- Division 11 - Equipment
- Division 12 - Furnishings
- Division 13 - Special Construction

- Division 14 - Conveying Equipment
- Division 21 - Fire Suppression
- Division 22 - Plumbing
- Division 23 - Heating, Ventilating, and Air Conditioning (HVAC)
- Division 25 - Integrated Automation
- Division 26 - Electrical
- Division 27 - Communications
- Division 28 - Electronic Safety and Security
- Division 31 - Earthwork
- Division 32 - Exterior Improvements
- Division 33 - Utilities

C. Contract Capability (determined by size of previous work and bonding capacity)

- \$0-\$100,000
- up to \$500,000
- up to \$1,000,000
- up to \$5,000,000
- up to \$1,000,000
- up to \$15,000,000
- up to \$20,000,000
- up to \$25,000,000 and above

If offered, are you willing to participate in projects less than \$250,000?

Yes No

13. PERFORMANCE HISTORY: Using the format below, list a maximum of five PRA financed projects that the firm has completed in the last three years that were financed by the Philadelphia Redevelopment Authority using City funds (such as CDBG, HOME, NSP, HTF, etc). In addition, list a maximum of five non-PRA finance projects that you have completed in the last three years. Each project must have its own form on a separate page.

Facility/Project Name _____ Address of Project _____ Owner _____

PRA Projects Non-PRA Projects

Project Complete Work in Progress

Prime Contractor Subcontractor Joint Venture Partner

Is project LEED Certified? Yes No
 If yes, LEED Level: Silver Gold Platinum

Contract Amount (Applicant's share) _____

Was this project bonded? Yes No

Were you required to obtain a Performance and/or Payment Bond? Yes No

Start Date _____
 Scheduled Completion Date _____
 Actual Completion Date _____
 Construction Manager _____
 Architect _____

14. SUSTAINABILITY/GREEN BUILDING CERTIFICATIONS

Is firm an Energy Star Certified Partner? Yes No

List all sustainable building groups in which firm holds active membership. Include initial year of membership.

Organization/Affiliation	Member Since

Please list members of staff certified as "Sustainable Building Specialist", such as LEEP AP, BPI, Passive House, etc. Include name, certifying body and certification date.

Staff Name	Type of Certification	Certifying Body	Cert. Date

**PRA PRE-QUALIFICATION APPLICATION
CERTIFICATION AND AUTHORIZATION**

I _____, being duly sworn, state that I am
(print full name)
_____ of _____
(print title) *(print firm name)*

Moreover, that I have read and understand the questions and responses contained in the attached application and its appendices.

I certify that to the best of my knowledge the information given in response to each question and the appendices is full, complete and accurate.

I acknowledge that the Philadelphia Redevelopment Authority may, by means it deems appropriate, determined the accuracy and truth of the statements made in the application.

I recognize that all the information submitted is for the express purpose of allowing the PRA to determine capability. The information to be provided and the requirements necessary to meet the standards for prequalification are for prequalification purposes only. Additional or different standards or requirements are set forth in each invitation for bid. Prequalification in no way insures the award of contract work.

I authorize the PRA to contact any entity named in the application for purposes of verifying the information supplied by the applicant. A copy of this authorization shall have the same force and effect as the original.

A MATERIAL FALSE STATEMENT OR OMISSION MADE IN CONNECTION WITH THIS APPLICATION IS SUFFICIENT CAUSE FOR DENIAL OF THE APPLICATION. IN ADDITION, IF FRAUDULENT INFORMATION CONTAINED IN THE APPLICATION IS USED BY THE PRA TO MAKE A DETERMINATION OF THE APPLICANT'S "RESPONSIBILITY", THE APPLICANT MAY BE HELD LIABLE FOR ANY COSTS RESULTING FROM THE TERMINATION OF ANY CONTRACT AWARDED TO THE APPLICANT.

Print Name _____ Date _____

Print Title _____

Signature _____

GUIDELINES FOR JOINT VENTURE

Joint Venture partnership(s) with a certified MBE/WBE/DSBE must meet the following criteria in order to meet participation goals:

1. The MBE/WBE/DSBE partner(s) must be certified by the State and be registered with the Office Economic Opportunity authorized by law to certify such enterprises, prior to proposal submission.
2. The MBE/WBE/DSBE partner(s) must be substantially involved in significant phases of the contract including, but not limited to, the performance, with its own work force, of a portion of the onsite work, and of administrative responsibilities such as bidding, planning, staffing and daily management.
3. The business arrangements must be customary (i.e. each partner shares in the risk and profits of the joint venture commensurate with their respective ownership interests).

If you intend to receive credit towards the minimum participation goals by entering into a joint venture partnership with a certified MBE/WBE/DSBE, you must complete this questionnaire and submit it with your bid/proposal. Please attach a copy of the Joint Venture Agreement.

1. Name of Joint Venture: _____
2. Address of Joint Venture: _____
3. Contact Person for Joint Venture
Name: _____
Title: _____
Telephone: _____ Email Address: _____

Please identify all of the firms which comprise the Joint Venture partnership. Identify whether the firm is a certified MBE/WBE/DSBE. Include the following information FOR EACH FIRM in the partnership, regardless of ownership:

- a. Name of Firm
- b. Address of Firm
- c. Telephone Number of Firm
- d. Email Address of Firm
- e. IRS ID No.
- f. Type of Certification, if applicable – MBE, WBE, DSBE
- g. Certifying Agency and Certification Number
- h. Percentage of Ownership in Joint Venture

Describe, in detail, the business purpose of the Joint Venture partnership and role of each firm in the Joint Venture. Include information regarding daily management, bidding, planning, and on-site work and staffing to be provided. Attach supplemental pages if necessary.
