



# PHILADELPHIA REDEVELOPMENT AUTHORITY

## REQUEST FOR BIDS

**General Contractor for the Rehabilitation of Three Scattered Site Homes  
for Homeownership in Point Breeze, Philadelphia**

**July 1, 2015**

Owner: Philadelphia Redevelopment Authority  
1234 Market Street, Floor 16  
Philadelphia, PA 19107

Architect: Cicada Architecture/Planning, Inc.  
40 W Evergreen Avenue, Suite 104  
Philadelphia, PA 19118

# Request for Bids

## General Contractor for Six Scattered Site Homes for Homeownership Point Breeze Neighborhood, Philadelphia

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**Request for Bids**  
**General Contractor for the Rehabilitation of Three (3) Scattered Site Homes**  
**for Homeownership in Point Breeze, Philadelphia**

The Philadelphia Redevelopment Authority (PRA) is soliciting bids for the rehabilitation of three publicly-owned vacant scattered site structures for affordable homeownership in the Point Breeze neighborhood, (the "Project"). Addresses of the vacant structures are listed below.

2325 Watkins St.	1637 S 24 <sup>th</sup> St.	1734 S 24 <sup>th</sup> St.
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Completed homes will be fully rehabilitated to market-quality, contemporary, and Energy Star for New Homes standards. The Project will be designed and built with the revitalization of the neighborhood in mind and ensure longevity, cost-effective operating efficiency.

Plans and specifications are available for viewing and printing by prospective bidders and subcontractors from the Philadelphia Redevelopment Authority's website at [www.philadelphiaredevelopmentauthority.org](http://www.philadelphiaredevelopmentauthority.org)

Hard copies of plans and specs may also be obtained at the Philadelphia Redevelopment Authority, 1234 Market Street, 16<sup>th</sup> Floor, Philadelphia, PA 19107.

All work shall be completed 160 working days from the date of Notice to Proceed (NTP).

Bid deadline: Submit bids before 4:00 PM on July 27, 2015

**NO LATE PROPOSALS WILL BE ACCEPTED**

Bids are to be submitted to:

Michael K Maenner  
Philadelphia Redevelopment Authority  
1234 Market Street, 16<sup>th</sup> Floor  
Philadelphia, PA 19107

**Mandatory Pre-Bid Conference/Site walk thru:** A mandatory Pre-Bid Meeting will be held on July 13th, 2015 at 10:00 AM starting at 1637 S 24<sup>th</sup> Street and will provide potential bidders with an opportunity to visit the subject properties, observe the interior of units, and review bidding procedures. Response to any questions posed at this meeting will be issued in the form of an Addendum, issued to all known bidders.

**Prevailing Wages:** This project is funded with City of Philadelphia Qualified Redevelopment Bond (QRB) proceeds and is therefore subject to Prevailing Wage requirements. The Contractor awarded this contract and subcontractors of any tier shall not pay less than the minimum prevailing wage rate per diem wages for each craft, classification, or type of worker needed to execute this contract.

## 1 General Information

The PRA is seeking a General Contractor (GC) with experience in the substantial rehabilitation of single family properties. Must be licensed as a GC in the State of Pennsylvania; Bidder shall be thoroughly competent and capable of satisfactorily performing the work covered under this Bid.

The work required is fully described in the Bidding Documents consisting of the Construction Drawings, Point Breeze Scattered Site Specifications 7-28-2014, Material and Finish Recommendations, PRA's Basis of Design and Prevailing Wage Rates (dated 2015, to be used as reference for informational purposes only). The official wage rates will be issued at the preconstruction meeting. The successful bidder is required to provide satisfactory Performance and Payment Bonds prior to execution of the Agreement. Bidders must be bondable.

## 2 Submittal Requirements

Please be sure to address all Tabs as directed. Incomplete submittals will not be reviewed. The proposal must be submitted in the following order. Please be sure to address all Tabs as directed. Incomplete proposals will not be reviewed.

- 2.1 **Letter of Authorization:** Provide a letter documenting authority of individual to bind and represent the GC and provide full and complete contact information. This includes name, mailing address, phone, fax, email and website address.
- 2.2 **Bidder's Proposal:** All prices submitted will be considered as including any and all sales or use taxes. The quantities shown on the Bid Documents are approximations only. The GC will be paid for the actual quantities of work based on field measurements as provided for in the Specifications.
- 2.3 **Aggregate Bid Form:** Complete attached Aggregate Bid Form for proposed fees and unit costs to estimate total hard costs. Construction rates should reflect PA State Prevailing Wage. Please refer to the Basis of Design and the City of Philadelphia Small Building Specification to base cost estimate.
- 2.4 **Evidence of the respondent's ability to perform the required services:** Outline experience on the scope of work required, overall approach and work tasks necessary to complete the work and quality control process. Provide a list of all single-family rehabilitation projects completed. Also, include similar projects constructed under prevailing wage guidelines.
- 2.5 **Project Approach and Schedule:** Describe approach to schedule, quality control, and problem-resolution.
- 2.6 **MBE/WBE/DBE Section 3 Requirements:** Refer to attached Economic Opportunity Policy. Describe prior experience with MBE/WBE/DBE and Section 3 participation and reporting, as well as the job specific approach to addressing participation goal. Provide a narrative description of GC's experience in obtaining MBE/WBE participation as contractors, consultants, or suppliers. Include innovative or successful measures employed on prior projects to identify and employ MBE/WBE/local/community hires. A participation plan should outline:
  - a. Expected levels in percentages of MBE/WBE/DBE and local/community participation;

- b.** Identification of meaningful subcontracting opportunities for MBE/MBE and Section 3 subcontractors.
  - c.** Detailed outreach strategy to engage and notify the Point Breeze community of opportunities.
- 2.7 Years Most Recent Financial Statements:** Provide one copy only of GC's two most recent years financial statements (audited, if available). The one copy is to be provided with original proposal, in unbound form. At a minimum, the financial statements must include the balance sheet, statement of income and retained earnings and footnotes, if applicable.
- 2.8 Three (3) References:** Include contact information for three (3) professional references. Please include name, title, organization, mailing address, telephone number and email address. With this submission, the GC grants the PRA and the PRA's Owner Representative permission to contact the references and perform background checks as deemed appropriate.
- 2.9 Tax Clearance Form:** Respondent must complete a Tax Clearance Form (Exhibit A). Team members must provide evidence satisfactory to the PRA that all municipal taxes, including business taxes, real estate, school, water and sewer charges are current and are not currently indebted to the City; and will not 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.
- 2.10 PRA Disclosure Forms:** The respondent must complete the attached PRA Disclosure form (Exhibit B). This includes a conflict of interest statement, which identifies any past, current or anticipated contractual or financial relationship the PRA, it staff or board members as well as the City of Philadelphia or any other contractual or financial relationship that may give the appearance of a conflict of interest

### 3 Submittal Instructions

- 3.1 Mandatory Scheduled Walk-through:** The PRA have arranged a walk-through of the three (3) properties on July 13, 2015 at 10:00 AM beginning at 1637 S 24<sup>th</sup> Street. Due to space limitations, interested parties may only bring two representatives. **If applicants do not attend this mandatory walk-through, a proposal cannot be submitted.**
- 3.2 Due Date and Time:** An original, unbound proposal plus four (4) copies (no more than 12 pages, not including exhibits) and an electronic copy must be received by the **PRA on or before July 27, 2015.** Late submittals will not be accepted. Incomplete proposals will not be reviewed, without exception. Applicants may hand deliver or send proposals via registered mail to:  
  

Michael K Maenner  
Philadelphia Redevelopment Authority  
1234 Market Street, 16<sup>th</sup> Floor  
Philadelphia, PA 19107
- 3.3 Presentations/Interview:** At the discretion of the Authority, applicants may be asked to participate in interviews. If interviews are held, only those proposals determined by the selection committee to be in the competitive range will be considered for an interview.

**3.4 Questions/Inquiries:** All questions shall be directed in writing to Michael K Maenner at [michael.maenner@pra.phila.gov](mailto:michael.maenner@pra.phila.gov)

#### **4 Evaluation Criteria**

Bid must be valid for sixty (60) calendar work days from the date of the award of the contract. The PRA anticipates that construction be completed within 160 days of NTP.

The PRA intends to award a contract to the General Contractor who best demonstrates the level of experience, skill and competence required to perform the services called for in the most efficient, cost-effective, and professional manner. The GC must 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 requirements and the 221 (d) 3 limits. The PRA also reserves the right not to award funding as a result of this Request for Bids, or to award funding in part.

#### **5 Reservation of Rights**

By submitting a proposal in response to this RFQ, an Respondent affirmatively acknowledges: (i) its acceptance of the terms and conditions of this RFQ; (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 responses;
2. to supplement, amend, substitute, modify or re-issue the RFQ with terms and conditions materially different from those set forth here;
3. to cancel this RFQ with or without issuing another RFQ;
4. to extend the time period for responding to this RFQ;
5. to solicit new proposals;
6. to conduct personal interviews with any Respondent to access 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 RFQ;
12. to rescind a selection prior to contract execution if the PRA determines that the specifications contained in this RFQ 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 all 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.

#### **Exhibits**

- A.** Tax Clearance Form
- B.** PRA Disclosure Forms
- C.** Insurance Requirements