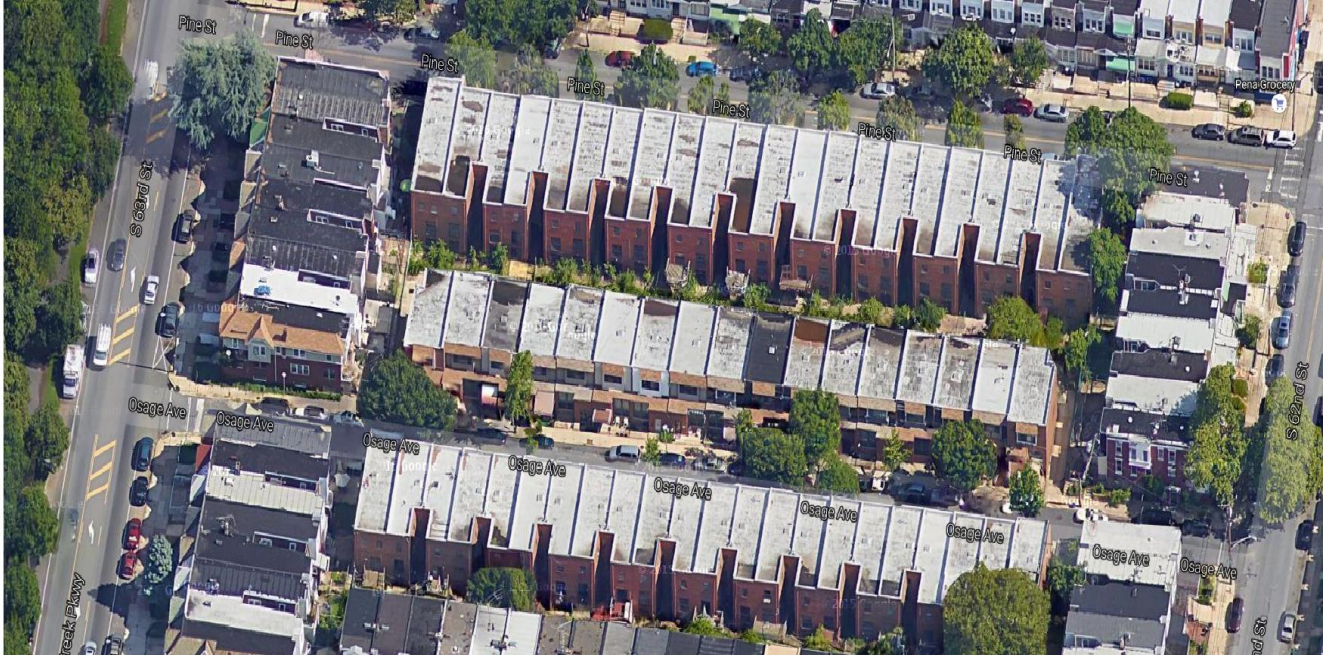


PHILADELPHIA REDEVELOPMENT AUTHORITY

REQUEST FOR PROPOSALS

SEPTEMBER 6, 2017



**Quality assurance/construction monitoring services  
for approximately 36 publicly-owned houses on the  
6200 blocks of Osage Avenue and Pine Street**

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- A. Map and List of Properties
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# 1. Application Process

The Philadelphia Redevelopment Authority ("PRA") is pleased to issue this Request for Proposals ("RFP") from a firm or individual (each, an "Applicant", and together, "Applicants") for quality assurance/construction monitoring services related to the redevelopment of approximately 36 publicly-owned houses on the 6200 blocks of Osage Avenue and Pine Street. Please note the property list is subject to change.

## **Submission Deadline**

Applicants must submit proposals no later than October 6, 2017 at 3:00 P.M.; absolutely no proposals will be accepted after that time.

## **Prebid Meeting**

A prebid meeting will be held at PRA's offices (1234 Market Street, 16th Floor) at 10:00 A.M. on September 15, 2017. This meeting is not mandatory; however, all Applicants must either attend this meeting or express their intention to submit by the deadline specified below.

## **Intention to Submit**

All firms wishing to submit a response to this RFP must either attend the prebid meeting or express their intention to submit either in hard copy mail or email to Robert.LaBrum@pra.phila.gov by 3:00 P.M. on September 15, 2017. The names and contact information for all attendees at the prebid meeting and those who responded with intention to submit will be posted on PRA's website as public information.

## **Questions**

All questions and requests for additional information should be directed in writing to Robert.LaBrum@pra.phila.gov. Questions will only be accepted until September 22, 2017. Questions and/or requests for additional information and the PRA's responses to them will be posted on the PRA website.

## **Related Parties**

An Applicant, whether an individual or 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 and City, in their sole and absolute discretion, retain the right to reject any proposal where: 1) Applicants or principals of Applicants are substantially similar or substantially related parties; or 2) the PRA and City have determined that the Applicant has violated these conditions or the spirit of these conditions.

## **Submission Process**

Proposal submission will only be accepted in either of the following:

1. Online Submission – via the electronic portal on PRA's website (<http://www.philadelphiaredevelopmentauthority.org/>); or



2. Hard Copy Submission – Submit 3 original copies of the proposal and one electronic copy on a USB Flash Drive to the PRA via hand delivery or registered mail. Files on the USB Flash Drive may only be in Microsoft Word or Adobe PDF. Applicants may hand deliver or send proposals via registered mail to: Robert LaBrum/Philadelphia Redevelopment Authority/1234 Market Street, 16th Floor/Philadelphia, PA 19107.

**Disqualification**

Bids will be disqualified if:

- 1) They are submitted after the specified deadline;
- 2) They are submitted by some means other than the two formats listed above. For electronic submissions, the PRA website portal is the only means that will be accepted. Submissions sent via email, Dropbox or other electronic venues will be disqualified;
- 3) If the bid package is incomplete.

**Bid Price**

The PRA will award this project to the response that scores the highest according to the criteria explained below. Bid price is one of these criteria, though the project will not necessarily be awarded to the lowest bidder.

**Schedule**

The timeline for this Development Opportunity is as follows:

|  |                                 |
|--|---------------------------------|
| Notice of RFP Opportunity Posted   | September 6, 2017               |
| Pre-Bid Meeting  | September 15, 2017 – 10:00 A.M. |
| Submission of Intention to Submit (if Applicant did not attend the prebid meeting) | September 15, 2017 – 3:00 P.M.  |
| Questions and/or Requests for Additional Information Due                           | September 22, 2017              |
| Proposals Due  | October 6, 2017 – 3:00 P.M.     |
| Applicant Selected - (Estimate Only)   | October 31, 2017                |

PRA reserves the right, in its sole discretion, to alter this schedule as it deems necessary or appropriate.

## 2. Background Information

The PRA is soliciting proposals for quality assurance services on approximately thirty six (36) properties located in the blocks of 6200 Osage Avenue and 6200 Pine Street (Attachment A) in the Cobbs Creek neighborhood in West Philadelphia.

These blocks have a tragic but significant history. In 1981, MOVE, an activist group had turned a row house at 6221 Osage Avenue into a fortified compound, and residents in the neighborhood complained to City officials about the group's aggressive presence on the block. On May 12, 1985, the City asked Osage Avenue residents to evacuate the block in preparation for the police to take action. On May 13, 1985, the police ordered MOVE to surrender their house. They refused to evacuate and a 90-minute gunfight ensued after which police dropped incendiary devices on the rooftop setting off a



fire that destroyed 6221 Osage Avenue, burned 52 surrounding homes and damaged eight units. The incident killed 11 people and left two MOVE survivors.

In 1985, at the direction of the City, the PRA condemned and acquired the site. The Department of Licenses and Inspections demolished the properties and the PRA bid for a developer. The Philadelphia Commercial Development Corporation provided financing and the project was contracted to construct sixty-one (61) new homes on the site. However, the new homeowners reported numerous issues with the construction quality of the new properties. The PRA entered into a contract for repairs in 1999, but in 2000, because of increased change orders, the new Administration ceased repairs and attempted to negotiate fair market value and relocation costs for all residents. All but sixteen (16) homeowners accepted the offer. The PRA took ownership of the thirty-six (36) properties which are the subject of this RFP and have been vacant since that time.

In 1996, at the Mayor's request, the PRA engaged the U.S. Army Corps of Engineers ("USACE") to investigate the condition of the structures. The USACE report, completed in December 1997 (Attachment B), found that while the structures had numerous deficiencies relating to quality of construction and materials, "None of the deficiencies raise concern as to the overall integrity of the building foundations or superstructures 'above ground.'" Further the USACE report stated that the scope of repairs necessary to address these issues "is relatively simple and inexpensive."

In November 2016, PRA issued an RFP for a developer to purchase and renovate these approximately thirty-six (36) properties and to sell them for homeownership (the "2016 RFP"). Based on the USACE report and further investigation by PRA, the 2016 RFP was issued under the assumption that the structures continue to be structurally sound. In April 2017, PRA selected a developer from the 2016 RFP process. PRA and the developer are currently under a Reservation Agreement while the developer carries out predevelopment diligence. The PRA will ultimately enter into a Redevelopment Agreement with that selected developer.

Before construction can commence, the developer must be approved by PRA's Board and by City Council, following which PRA and the developer will go to settlement on the approximately thirty-six (36) properties. After settlement, construction may commence, and is anticipated to take approximately eighteen (18) months. At present the developer has design-development stage drawings complete, a structural engineering assessment, and property-level budgets. We do not anticipate that the project will require any zoning changes or other entitlements.

### 3. Scope of Work

PRA invites competitive proposals from qualified and experienced firms or individuals to represent PRA's interests and to perform quality assurance services throughout the remainder of the predevelopment phase, and through the entirety of the construction phase. PRA will select an Applicant to carry out this work.

It is important to note that PRA will not be the owner at the time construction commences, as PRA will convey title to a selected developer; however, PRA will maintain a Redevelopment Agreement with that developer that provides PRA certain rights and privileges until the project receives a Certificate of Completion. It is in PRA's interest to ensure that the developer carries out the project in a manner that is in accordance with the Redevelopment Agreement, and that is built up to a high standard of quality.



The scope of work will include, but not be limited to:

**1. Preconstruction services:**

- Inspection of all PRA-owned structures and documentation of existing conditions. Visual inspection of existing conditions of the privately owned properties abutting or in the immediate vicinity of PRA-owned structures, as well as sidewalks, alleys, yards and right-of-ways, and documentation any visible existing damage to such privately owned properties, sidewalks, alleys, yards and right-of-ways with notes and photographs prior to construction start.
- Review all documents relevant to the development of the PRA-owned structures including, but not limited to, developer's drawings, scopes, schedules, preliminary and final architectural plans, reports (including engineering reports), permits, licenses, approvals and agreements (collectively, the "Construction Documents"), and present any issues or concerns to PRA.
- Review budgets and cost estimates against proposed scope of work and field conditions, and inform PRA as to whether costs appear reasonable and budget appears suitable.
- Participation in value-engineering ("VE") discussions (if relevant) and representation of PRA's interest in ensuring satisfactory quality of construction after VE exercises.
- Review and comment on developer timelines and critical path schedule.
- Attend project meetings as necessary.

**2. Inspections/construction monitoring:**

- Perform regular site inspections to monitor the quality of construction and evaluate the standard of workmanship. While construction is active, inspections should be daily, but, if there is a lag in the schedule, daily inspections may be waived by PRA.
- Document phases of construction with photographs and notes.
- Provide general statements as to whether or not in-place materials, workmanship and physical construction are in substantial compliance with the Construction Documents.
- Monitor change order requests.
- Monitor and document (with photographs and notes) any damage or disturbance caused to privately owned structures and property (if applicable). If such damage or disturbance is observed, the PRA shall be notified immediately.
- Alert PRA to any pending, known or proposed changes, conditions, or other circumstances affecting the Construction Documents, construction scope, budget or schedule.
- Alert PRA to any pending, known or proposed noncompliance with applicable building codes.
- Provide written weekly reports to PRA.

**Community Relations**

Due to the unique and sensitive nature of this project it is critical that the developer, their contractors and all of PRA's consultants take utmost effort to ease the impact of this project on the immediate neighbors. For this reason PRA will seek an Applicant who can demonstrate a track record of good public/community relations and sensitivity to community concerns.

**Contract Term**

This contract will be initially set at twenty-four (24) months with an option to extend if the project is still ongoing at that point.



## Oversight

Continual reporting to the PRA is required. The primary point of contact will be Robert LaBrum, Director of Design and Construction.

## General Responsibilities

- Develop a good working relationship with design team, contractors and subcontractors and PRA;
- Analyze, manage and mitigate current or potential problems and risks;
- Attend project meetings and report findings/results to PRA;
- Attend PRA meetings and be generally available by telephone or email regarding the project; and
- Prepare internal and external reports pertaining to project status as requested by PRA.

## 4. Proposal Submission Requirements

Responses to this RFP must contain the information described below and conform to the following format:

1. **Cover letter.** Please provide a cover letter no more than two (2) pages in length specifying the name of your firm, name of key individual(s) involved, the not-to-exceed cost proposed, and whether your firm is a certified Minority Business Enterprise ("MBE"), Woman Business Enterprise ("WBE"), or Disabled Business Enterprise ("DBE") (together "MWDBE") and/or a local business entity ("LBE").
2. **Personnel.** Provide resumes of key individual(s). If proposal is submitted by a firm, identify staff to be assigned and certify immediate availability for the requested design/pre-construction phase services. Provide evidence of successful completion of comparable projects. Indicate experience of the cost estimating and scheduling on similar projects.
3. **Approach to Project Delivery.** Describe your approach to providing the Services elements described above, and strategies that make you qualified to best perform these services. Indicate your approach to providing these services in the most cost-effective manner possible. Indicate local projects where you or our firm has successfully monitored project costs to meet budget.
4. **Fee for Services.** Provide a lump sum, not-to-exceed ("NTE"), fee proposal. Provide as much detail as possible to substantiate this fee proposal including hourly rates of individual(s) the estimated hours required to complete the process tasks, and a total other cost items included in your proposal. Include costs relating to all meetings, staff time, coordination, deliverables, and all required project expenses in your total cost proposal. It is anticipated that the selected Applicant will be based in the Philadelphia region, and so travel to and from the job site and other local meetings will not be considered an eligible cost.
5. **Economic Inclusion.** Please provide a narrative describing Applicant's past performance in engaging certified MWDBEs in subcontracting and in procuring goods and services. In addition please describe the Applicant's past performance in hiring diverse workforce, both in-house and with subcontractors.
6. **Declarations and Other Information.** Proposal must also include the completed forms identified below in Section 7.



## 5. Evaluation/Selection

PRA intends to award this contract to the Applicant that 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 PRA will initially review the proposals to determine compliance with the Proposal Submission Requirements. Only proposals that comply with these requirements will be considered for evaluation. If no proposal meets these requirements, the PRA may allow all Applicants to supplement their submissions to conform to these requirements.

PRA will evaluate Applicants based on the following factors:

- Qualifications, conformance with RFP requirements and relevant experience 50 points
- Cost Proposal 35 points
- Economic inclusion 15 points

## 6. Events of Disqualification or Default

Subsequent to the selection of a firm, and before execution of an Agreement, the PRA may treat any of the following as an event of disqualification or default:

1. Unilateral withdrawal by the selected Applicant;
2. Failure to proceed substantially in accordance with the proposal as submitted;
3. Failure by the Applicant for any reason whatsoever to timely execute the Agreement when tendered;
4. Material misrepresentation, omission, or inaccuracy contained in any document submitted either as part of the Request for Proposals, or subsequent thereto. For the purposes of this section, the PRA places particular importance on the information required by the Applicant's Statement of Qualifications and Financial Responsibility and the Applicant's Statement for Public Disclosure;
5. Failure to provide in a timely manner the additional material required after selection.

Upon the happening of an event of disqualification or default by the Applicant, PRA shall have the right, at its election, to:

1. Rescind its selection; or
2. Declare null and void an Agreement that may already have been executed.

## 7. Declarations and Other Information

Economic Inclusion: The PRA strongly encourages and promotes the employment of qualified MWDBE firms in all aspects of its procurement of goods and services. If Applicant is a Certified MWDBE; please submit information to confirm Certification as part of bid proposal.

Tax Clearance and Conflict of Interest Form: Applicants, 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 E) and submit it with your proposal.

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

Insurance Requirements: Please submit a certificate of insurance evidencing the required coverages as outlined in Attachment C with your proposal. If, for any reason, you cannot comply with the insurance requirements, please provide the reasons for your inability to do so and the PRA will consider any deviations from the insurance requirements on a case-by-case basis.

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.

**The Authority is under no obligation whatsoever to Applicant as a result of this RFP. The RFP does not represent any commitment on the part of the Authority to Applicant or the project. In no event shall the Authority be responsible for any cost, expense or fee incurred by or on behalf of Applicant in connection with the RFP. Applicant shall be solely responsible for all such costs, expenses and fees.**

**NOTICE: The Philadelphia Redevelopment Authority is subject to the Pennsylvania Right to Know Law. Any information provided in your response to this Request for Proposals may be subject to disclosure to the public.**

