
Cherrelle Parker, Mayor

Atif Saeed, Chief Executive Officer, Department of Aviation

REQUEST FOR PROPOSALS FOR ***ON CALL CIVIL ENGINEERING***

WORK SUMMARY:

The City of Philadelphia, Department of Aviation seeks qualified Applicants to provide comprehensive professional Civil Engineering Design and Consulting Services on an “as-needed” basis, at Philadelphia International Airport (“PHL”) and Northeast Philadelphia Airport (“PNE”) or “Airport”.

PROPOSED COMPENSATION:

It is expected that the successful Applicant will be awarded a cost-plus, fixed-fee contract(s). The maximum amount of the contract will be negotiated based on the estimated hours, rates, overhead, profit and direct expenses.

RFP ISSUE DATE:

March 26, 2024

RESPONSE DEADLINE:

No later than 5 pm Philadelphia Time on **April 30, 2024**. A complete proposal must be submitted by this time to be considered. Proposals in-process are incomplete.

PRE-PROPOSAL MEETING:

A pre-proposal meeting will be held on **April 2, 2024 at 10:00 am**, Philadelphia Time. It is not mandatory that all proposers attend.

[Join ZoomGov Meeting](#)

<https://phl-org.zoomgov.com/j/1612613654?pwd=eHhITDBiNkFDRG1nWkNmYWdSSkVKQT09>

OFFICIAL RFP CONTACT:

David Wilson, Procurement Specialist II
David.wilson@phl.org

SUBMISSION REQUIREMENTS:

All proposals must be submitted electronically to the correct contract opportunity established for this RFP (identified by opportunity number) through **eContract Philly** at <https://philawx.phila.gov/econtract/>

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1. INTRODUCTION

1.1 Values

The City of Philadelphia values **diversity, equity, and inclusion**, and seeks to provide increased access to contracting opportunities for certified local, Minority-, Woman- and Disabled-Owned Businesses (M/W/DSBE), Small Business Enterprises (SBEs), and alternative diverse businesses on registries recognized by the City.

IF ELIGIBLE, YOU ARE ENCOURAGED TO:

- ✓ Apply for [Local Business Entity \(LBE\) certification](#) with City's Procurement Department. If you provide your LBE status and/or promise to have a Local Impact, this must be used by the contracting department as a positive factor in evaluation and potential selection. Additionally, some opportunities are exclusively reserved for LBE certified businesses.
- ✓ Register as a [M/W/DSBE](#) certified business with the City's [Office of Economic Opportunity](#) (OEO) and be added to OEO's registry of certified businesses. The City and prime contractors use this registry to find and solicit diverse vendors for contracts and subcontracts.
- ✓ Get Paid Faster! Enroll on the [Vendor Payment Portal](#) to effortlessly submit electronic invoices and monitor payment progress 24/7. The process of submitting invoices through the Vendor Payment Portal is user-friendly, efficient, and free.

M/W/DSBEs, [alternative Diverse Businesses recognized by the City](#), vendors participating in the [Rebuild Emerging Vendors Program](#), and LBEs are encouraged to respond directly to this RFP.

1.2 Contracting with the City of Philadelphia

Consistent with our values, the City requires that all contractors and subcontractors comply with all applicable laws, regulations, and policies, including:

1

[City business licenses and permit requirements](#)

2

[Payment of City Business Taxes or other indebtedness owed to the City](#)

3

[Compliance with the City's Antidiscrimination Policy, Executive Order 01-21](#)

4

[CHAPTER 17-1300. PHILADELPHIA 21ST CENTURY MINIMUM WAGE AND BENEFITS STANDARD](#)

Please closely review the City's contract attachments including the standard terms and conditions found in the General Provisions under [Appendix A](#) of this RFP. Any contract resulting from this RFP will incorporate and be governed by these documents.

1.3 Contacting Us

For technical assistance with the eContract Philly website, email eContractPhilly@phila.gov or call (215) 686-4914.

- Please note the phone number provided is not a live helpline.
- Allow for two (2) business days prior to any application deadline to receive a response to your request. The City will not extend a deadline even if it has not responded to your question or request.
- All other questions regarding the RFP, including substantive questions, must be submitted in accordance with Section 2.3. Applicants are otherwise prohibited from contacting City representatives concerning this RFP or related matters.

1.4 Feedback about this RFP

The City recently updated the design of the RFP we use for Professional Services, and would like feedback from vendors. If you have feedback you would like to share, please complete [this voluntary survey](#). Thank you.

2. THE OPPORTUNITY

2.1 Summary

This opportunity is open to prime Applicants with a minimum of ten (10) years of direct and relevant civil engineering experience of comparable type and complexity and the proposed project staff shall have knowledge of the specialized practices and limitations associated with aviation construction.

Aviation encourages new or small businesses, including those owned by minority or by women, to propose as a prime Applicant or team with a prime.

The successful Applicant must be familiar with Transportation Security Administration (“TSA”) and Federal Aviation Administration (“FAA”) standards including Title 49 of the Code of Federal Regulations, and have a working knowledge of FAA advisory circulars and all other pertinent and relevant codes and standards, such as the Philadelphia Building Codes, and the latest edition of the applicable National Fire Protection Association (“NFPA”) Standards and Guidelines, National Electrical Code (“NEC”) and International Building Code (“IBC”).

2.2 Background

Department of Aviation Overview

The City administers the day-to-day operations of the Airport through Aviation, under the direction of its Chief Executive Officer (“CEO”). The Airport’s Chief of Capital Development, or her designee, will manage the work performed by the Applicant(s).

Project Background

Description of Philadelphia Airport System

PHL is classified by the Federal Aviation Administration (“FAA”) as a large air traffic hub (enplaning 1.0% or more of the total passengers enplaned in the U.S.). According to data reported for calendar year 2021 by Airports Council International – North America, PHL was ranked the twenty-first busiest airport in the United States, serving 19.6 million passengers; twenty-eighth busiest in the nation for aircraft operations; and fourteenth busiest in the nation for cargo tonnage. The Airport serves residents and visitors from a broad geographic area that includes eleven counties within four states: Pennsylvania, New Jersey, Delaware, and Maryland.

a. Philadelphia International Airport Background

PHL has approximately 2,598 acres located partly in the southwestern section of the City and partly in the eastern section of Delaware County, about 7.2 miles from Center City Philadelphia. The Airport’s runway system consists of parallel Runways 9L-27R and 9R-27L, crosswind Runway 17-35, commuter Runway 8- 26, and interconnecting taxiways. PHL’s terminal facilities consist of seven terminal units totaling approximately 3.3 million square feet and include ticketing areas, passenger and baggage screening areas, passenger hold rooms and other amenities, baggage claim areas, a variety of food, retail and service establishments, and other support areas. Outside of the PHL terminal area, PHL also has the following: six active cargo facilities; various support buildings; training areas; an air traffic

control tower; a fixed-base operator; corporate hangars; a fueling supply facility; two American Airlines aircraft maintenance hangars; a first-class office complex; a 14-story hotel; seven rental car facilities; a cell-phone lot; employee parking lots; and five public parking garages.

b. Northeast Philadelphia Airport Background

PNE is located on approximately 1,118 acres situated within the City limits, ten miles northeast of Center City Philadelphia. PNE serves as a reliever airport for PHL and provides for general aviation, air taxi, corporate, and occasional military use. The airport has no scheduled commercial service. There are presently 85 T-hangars, ten corporate hangars and six open hangars for general aviation activities.

Diversity, Equity and Inclusion Mission

The Department of Aviation believes that significant value can be derived from increasing the diversity of an airport's staff and workforce. A wider representation of viewpoints, backgrounds, experiences, and skill sets enhances the work environment. Aviation is committed to diversity, equity and inclusion. As such, it desires for its Applicants to prioritize diversity, equity and inclusion within their organization. Accordingly, we ask that upon entering a contract with the Department of Aviation, your company agrees to operate inclusively and to its best effort build a diverse team of qualified professionals that reflects the makeup of the community at large.

Problem Statement

Aviation has several planned capital improvement and stakeholder development projects. Consistent with Aviation's goals for recovery and economic growth, we require the services of professional engineering firms to assist us in civil engineering design and related construction. On-call contracts are in place, continually renewed, and aid the department in advancing and multiple overall projects.

Title VI Solicitation Notice

The Airport, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations issued thereunder (49 CFR Part 21), hereby notifies all Applicants that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

2.3 RFP Schedule

RFP Posted	March 26, 2024
Pre-Proposal Meeting	A pre-proposal meeting will be held on April 2, 2024 at 10:00 am, Philadelphia Time. It is not mandatory that all proposers attend.

	<p>Join ZoomGov meeting:</p> <p>https://phl-org.zoomgov.com/j/1612613654?pwd=eHhLTDBiNkFDRG1nWkNmYWdSSkVKQT09</p> <p>Meeting ID: 161 210 1188</p> <p>Passcode: 052309</p> <p>One tap mobile</p> <p>+16692545252,,1612101188# US (San Jose)</p> <p>+16468287666,,1612101188# US (New York)</p>
Applicant Questions Due	Applicants must submit questions regarding this opportunity by April 5, 2024 at 5:00 pm Philadelphia time. All questions must be submitted via email to susan.bailey@phl.org.
Answers Posted on <u>eContract Philly</u>	April 9, 2024, 5:00 pm Philadelphia time
Proposals Due	April 30, 2024 , 5:00 pm Philadelphia time
Applicant Interviews, Presentations (City Discretion)	May 30, 2024 Virtual
Applicant Selection	July 1, 2024
Contract Execution	July 1, 2024
Commencement of Work	July 1, 2024

The above dates are estimates only. Notice of changes in any pre-proposal meeting or site visit date, time or location, due date for Applicant questions, or proposal due date will be posted as a notice/Addendum with the original RFP on [eContract Philly](#) and will become a part of the RFP.

2.4 Outcome Goals

To provide Aviation with professional civil engineering services to assist with the design and construction of various, extensive, to-be-determined projects. To build and upgrade Airport infrastructure while maintaining critical airport operations and completing design assignments with efficiency. To provide opportunities and mentoring for new and small/disadvantaged firms. To realize the benefits of achieving environmental, social, and economic sustainability.

2.5 Award Terms

Aviation reserves the right to have multiple awards.

Term	<p>The term of this contract is expected to start on or about July 1, 2024, and end on or about June 30, 2025.</p> <p>The City may, at its sole option, amend the contract to add up to four (4) additional terms, each not to exceed one year.</p>
Compensation	<p>Contract(s) will state maximum compensation including all expenses.</p>
Cost Proposal Type	<p>Please reference Section 3.2 of this template for more information on cost proposal requirements.</p>
Terms of Payment	<p>Successful Applicant shall submit monthly invoices.</p>

3. SCOPE OF WORK

3.1 Description of Services

This *Section 3.1, Description of Services* includes the requirements for the project, including the services to be performed and the deliverables that must be met by the selected Applicant. The City reserves the right to change certain service requirements or deliverables based on changed circumstances, like a change in the business or technical environment or contract negotiations with Applicant(s) selected for negotiations, without issuing a revised RFP.

Applicants should read this section closely. An Applicant's proposed scope of work must detail how they will meet the service requirements or achieve the deliverables described in this section. Applicants may also propose additional or revised services or deliverables to achieve the outcomes described in *Section 2.3 Outcome Goals* of this RFP. However, Applicants must explain why each of these additional services or deliverables are necessary, and when and how they will be completed.

Service Requirements

Aviation requires at least the services listed below, including the specific tasks and work activities described. Applicant's proposed scope of work should state in detail how it will carry out each task, including the personnel/job titles (as identified in Section G, *Organizational and Personnel Requirements*) responsible for completing the task. For each service specified, the Applicant should propose criteria to determine when the tasks comprising the service are satisfactorily completed. Applicants may propose additional or revised tasks and activities but should explain why each is necessary to achieve the project objectives.

The Applicant shall propose a project team consisting of members of its staff and any subconsultants that, in total, have all the disciplines required to complete the project requirements. The proposed project team shall include engineers and/or design personnel and others with the pertinent expertise required to undertake and complete the work. The Applicant, in coordination with its subconsultants and project team, shall provide the services essential to completion of the project. These services shall include, but not be limited to:

- 1) The successful Applicant(s) is/are to provide assistance to Aviation with civil engineering design and consulting services. All assignments under this contract will include a detailed scope of work, cost estimate, and a required completion date.
- 2) All work shall be in accordance with FAA, Transportation Security Administration ("TSA") and PHL DOA Architectural and Engineering Design standards.
- 3) All plans shall be produced in accordance with the most updated version of the "Division of Aviation CAD Standards Manual," to be provided by the City. All plans, specifications, and associated documentation are 'instruments of service' and are the property of the City and may be requested for delivery at any time by the Airport. The successful

Applicant's project teams (prime and sub-consultants) are required to follow the provisions of [49 CFR Part 15](#) and [Part 1520](#) (Protection of Sensitive Security Information). The successful Applicant(s) shall submit for approval a plan showing how such documents will be handled and controlled.

- 4) All work shall comply with the latest TSA and FAA standards (i.e. FAA AC 150/5360-13 (or latest version) – Planning and Design Guidelines for Airport Terminal Facilities) and regulations and FAA advisory circulars and all other pertinent and relevant codes and standards, including but not limited to the Philadelphia Building Codes, the latest adopted edition of the applicable National Fire Protection Association (“NFPA”) Standards and Guidelines, International Building Codes (IBC, IMC, IPC), National Electrical Code (“NEC”), National Building Code (“NBC”), CABO ANSI 117.1-2003, and all applicable ADA regulations & universal accessibility design codes.
- 5) The services will be a variety of tasks and will require a wide range of capabilities. Specific assignments have not yet been determined but will be made by Aviation when and if consulting services are required and the scope of work for each assignment will be negotiated with the successful Applicant(s) as the need arises. Specific projects are subject to the availability of funding.
 - **Example projects:**
 - Roadside ADA Improvements
 - Landside pavement and grading.
 - Ramp Lighting Installation and Rehabilitation.
 - Passenger Boarding Bridges and Ancillary Equipment Assessment and Installation.
 - Roadway Signage Improvements.
 - Airport Security Fencing.
 - Tide Gate Replacement.
 - Utility Manhole Rehabilitation and Replacement.
 - Tunnel(s) Inspection and Rehab.
- 6) The successful Applicant(s) will be expected to respond to the Airport's assignment requests in writing within seven (7) calendar days, with submittal of estimate of the costs, time, work plan and other details necessary for the proper performance of the proposed services. Should the Airport determine the assignment to be either critical or urgent to the best interests of the Airport, the successful Applicant(s) shall work diligently to complete the work in a timely manner.
- 7) General Scope of Services: Each task assignment issued under this contract will include a detailed project scope of work, project budget and project duration for completion. Applicant's proposed scope of work in response to this RFP should state how it will carry out the design and consulting tasks. Applicants may propose additional services and activities but should explain why each is necessary to achieve the airport's objectives.

For each project assigned, required civil engineering services may include, but are not limited to, the following:

a) Planning:

- Prepare design studies, preliminary plans, economic comparisons, feasibility studies, and cost estimates for any proposed projects;
- Study designs to establish framework and detailed work programs;
- Collect airport data and facilities inventories;
- Review facilities requirements and utilities planning;
- Advise DOA regarding applicable standard codes;
- Plan, budget, and assist with the preparation of grant applications for FAA funded projects in connection with Airport Improvement Programs, and/or Pennsylvania Department of Transportation (“PennDOT”) funded projects;
- Render technical advisory and consulting expertise to Aviation on an as-needed basis in connection with site work;
- Review plans for proposed tenant facilities and analyze their impact on overall airport operations;
- Project control and scheduling;
- Pavement evaluation, non-destructive testing and reporting;
- Roadway, parking demand, bicycle/pedestrian circulation and transit planning studies;
- Stormwater management plans, including plans for stormwater capture and reuse systems
- Traffic and traffic planning studies; and
- Prepare engineering reports for bond issues
- Hydrologic and hydraulic studies
- Sustainability and climate change related studies and plans

b) Design:

Designs shall be produced to comply with current Philadelphia International Airport Architectural and Engineering Standards. All drawing documentation shall be produced in accordance with the current “PHL DOA CAD Standards Manual”. Standards and associated reference documents developed by PHL are available on <http://www.phl.org>, to be provided by the City. All design documentation shall become and remain the property of the City and may be requested for delivery at any time by Aviation.

The successful applicant's project team (prime and subcontractors) shall be required to follow the provisions of 49 CFR part 15 and 1520 (Protection of Sensitive Security Information). The successful Applicant shall submit for approval and confirmation of compliance with the set standards a plan showing how such documents will be handled and controlled.

At each design stage, Aviation will review submittals and provide comments to the applicant(s) for response.

i. Schematic Design Phase (30% Design Documents)

The successful Applicant(s)'s scope of work during this project phase shall be to provide Schematic Design documents based upon the approved programming, design and construction schedules and the construction budget established during the Planning phase. The successful Applicant(s) must first review the scope and program along with other supporting information and confirm that

the construction budget and project schedule is adequate to meet the project scope.

Based upon the agreed upon the agreed scope reconciliation, the successful applicant(s) will produce for review conceptual design options sufficient to show the range of suitable potential design solutions. The successful Applicant(s) shall conduct field surveys of existing facilities affected by planned work and coordinate project(s) with other planned or concurrent projects at the site.

The Schematic Design documents shall establish the preliminary design for all components of the project by means of drawings, lists of assumptions, updated programmatic criteria, Preliminary Design calculations, preliminary cost estimates, and project schedules. The Schematic Design documents shall validate the concepts illustrated in the Planning/Project Definition phase of the project.

Anticipated deliverables for the Schematic Design Phase include the following:

- Preliminary layout plans, diagrams, and details
- List of anticipated specifications
- Preliminary engineering calculations
- Engineer's Report detailing assumptions, the basis of design, and design decisions
- Cost estimates reflecting recent cost factors, cost of escalation impact factors and phasing schedules showing how the proposed facility must be integrated into operational, funding, and/or other project design and construction schedules.
- Cost/benefit and/or life cycle cost analysis
- Recommended preliminary sustainability and climate resiliency approach
- Project schedules reflecting the proposed design and construction time frames necessary to complete the project.

ii. **Design Development Phase (60% Design Documents)**

The purpose of this submittal is for Aviation to determine if the approach reflects a thorough understanding of the design task. All major design concepts, systems, materials and features will have been defined, plus costs, schedule and phasing (including interface with adjoining or impacted projects), to achieve project objectives, so that all critical, major design decisions are made, approved and documented. Based upon the approved Schematic Design Submittal and any adjustments authorized by Aviation in the program, budget, or schedule, the successful Applicant(s) shall provide Design Development documents that illustrate and describe the components of the project, establishing scope, cost, cost/benefit and/or life cycle cost analysis, relationships, forms, size, appearance and quality.

Anticipated deliverables for the Design Development Phase include the following:

- Layout plans, diagrams, and details

- Construction Safety and Phasing Plan (CSPP)
- Specifications including Pay Items
- Engineering calculations
- Cost/benefit and/or life cycle cost analysis
- Description of sustainability and climate resiliency approach to design and construction, including a construction waste management plan (i.e. plan for reducing, reusing, and recycling construction and demolition waste)
- Engineer's Report detailing assumptions, the basis of design, and design decisions
- Cost estimates reflecting recent cost factors, cost of escalation impact factors and phasing schedules showing how the proposed facility must be integrated into operational, funding, and/or other project design and construction schedules.
- Project schedules reflecting the proposed design and construction time frames necessary to complete the project.

iii. **Construction Documents Phase (90%)**

The purpose of progress submittals is to determine that all major features of design are progressing in accordance with prior direction, that major engineering decisions have been made, that most drawings and other documents are well advanced, and that general plans and sections of the drawings and calculations are appropriately advanced. This submittal is also to demonstrate agreement with the practices, policies, criteria, directives and standards that have been adopted and approved by Aviation for the project.

Based on the approved Design Development documents and any further adjustments in the scope or quality of the project or in the budget and schedule authorized by Aviation, the successful Applicant(s) shall prepare, for approval by Aviation, Construction Documents consisting of drawings and specifications setting forth in detail the requirements for the construction of the Project.

This submittal shall comprise completed construction documents, satisfying all previous review comments and suitable for public bidding and construction. Final quality control elements performed by the successful Applicant(s) such as inter-discipline coordination, peer reviews and document and calculation checking have been completed and incorporated. Any work remaining at this stage should be only minor corrections to resolve any discrepancies discovered during the final review.

Included as part of this design submittal shall be the following:

- Layout plans, diagrams, and details
- Construction Safety and Phasing Plan (CSPP)
- Specifications including Pay Items
- Engineering calculations
- Engineer's Report detailing assumptions, the basis of design, and design decisions made
- Cost estimates reflecting recent cost factors, cost of escalation impact factors and phasing schedules showing how the proposed facility must be integrated

into operational, funding, and/or other project design and construction schedules.

- Project schedules reflecting the proposed design and construction time frames necessary to complete the project.
- Construction submittal schedule that lists all items by specification section that are to be submitted by the construction contractor for review and approval.

iv. **Construction Documents: Final 100%:** This final submittal of all construction contract documents and all outstanding actions and work shall incorporate all review comments by the Final Review. This set shall be to demonstrate compliance with the comments.

c. Bid and Award Phase.

- Provide the required bid documents (i.e., plans, specifications, questionnaires, addenda, etc.) as directed by the Aviation Project Manager.
- Assist Aviation in preparing the construction contracts for the bid process. This assistance shall include attending pre-bid meeting; preparing meeting minutes, making necessary design revisions, issuing addenda and reviewing contractor's bid proposals.
- Respond to bidders' questions.
- The successful Applicant(s) shall provide bid analysis of bid documents furnished by the City and develop a report outlining bidding discrepancies and pricing differences from the engineer's estimate compared to bid/proposal estimates.

d. Construction Administration

In addition to the design requirements for each of these scope items, there will be construction administration efforts related to this work (shop drawings, RFIs, as-builts, etc.) to be undertaken by the successful firm.

- Review and comment on shop drawings and change orders.
- Attend periodic coordination meetings with the contractors.
- Respond to technical problems encountered during construction.
- Provide reports on quantifiable sustainable construction practices used such as waste diversion and emissions reduction initiatives.
- Confirm and deliver "as-built" drawings.

e. Project Close-Out

The Project Close-Out phase is initiated upon notice from the contractor that the work, or a designated portion which is acceptable to Aviation, is sufficiently complete, in accordance with the Contract Documents, to permit utilization for the use for which it is intended. The successful Applicant(s)'s basic services shall consist of:

- Review of general accuracy of information submitted and certified by the contractor.

- Preparation and submission of electronic AutoCAD record drawings, based on information furnished including significant changes in the work made during construction.
 - Transmittal of record drawings and general data, appropriately identified, to Aviation.
 - During final inspection, assisting Aviation in the development of the punch-list items to be completed by the Contractor.
 - Assisting Aviation with the determination of the amounts to be withheld until final inspection.
 - Assisting Aviation with the Provisional Acceptance Inspection to verify final completion of the punch-list items and the work.
- f. **Coordination:** Coordination is considered an ongoing task. The successful applicant(s) will coordinate with entities including but not limited to, Aviation, city departments, airport stakeholders, and consultants. Oversight of subconsultants will be necessary. Aviation anticipates that the work required for the completion of the selected project(s) included in this Request for Proposals will include the assignment and engagement of a variety of outside consultants, across a range of specialties. Aviation's intent is to bring new talent and varying backgrounds and experience to the airport projects. The successful Applicant(s) will propose teaming that supports the Airport's intent, provides sub-consultants with mentoring and guidance, and closely monitors and reviews all project(s) work.
- g. **Project Schedule:** The successful Applicant(s) shall prepare and update monthly, a master schedule for the awarded project(s). The master schedule shall show the project phases, critical tasks and milestones for any of the planning, programming design, documentation, procurement, and construction activities required. The successful Applicant(s) shall work diligently to complete the work in a timely manner.
- h. **Construction Contracts:** The construction contracts resulting from the on-call services of the selected applicant(s) will be competitively bid through the City of Philadelphia Procurement Department and the selected applicant(s) will not directly contract for any portion of the construction work.
- i. **Ownership of Materials:** The City shall maintain sole and absolute property rights to and unrestricted use of any and all materials, text, logos, documents, booklets, manuals, references, guides, brochures, advertisements, music, sketches, plans, drawings, prints, photographs, specifications, software, data, products, ideas, inventions, and any other deliverables or work or recorded information in preliminary or final forms and on any media (collectively, "Materials") created by the successful Applicant(s) or its subcontractor(s) and paid for by the City under a contract entered into pursuant to this RFP. The successful Applicant(s) or its subcontractor(s) shall be required to disclose all such items to Aviation.

To the extent that any Material developed by or for the successful Applicant(s) or its subconsultant(s) embodies a copyrightable work, including, but not limited to, a

“compilation” as that term is used in 17 U.S.C. § 101, as amended from time to time, such copyrightable material shall be considered as one or more “works made for hire” by the successful Applicant(s) or its subcontractor(s) for the City, as that term is used in 17 U.S.C. §§ 101 and 201(b), as amended from time to time. The successful Applicant will be required and will be required to cause its Subcontractor(s) to assign and execute instruments evidencing assignment, all copyrights in all of such works to the City.

The successful Applicant(s) and/or its subcontractors shall be required to provide the City with intellectual property indemnification and limitation of liability. The successful Applicant(s) shall be required to (i) defend Aviation against any third party claim that the design, work, or materials provided by the successful Applicant(s) to Aviation infringe upon any patent, copyright or other intellectual property right and (ii) assume the responsibility for the resulting costs and damages finally awarded against Aviation by a court of competent jurisdiction or the amount stated in a written settlement signed by the successful Applicant.

8. Detailed “Scope of Work” – to be provided:

a. Work Plan

- Organization Chart for the project team, indicating the names and titles of the prime Applicant and each proposed sub consultant.
- Detailed listing and description of all tasks expected to be performed by the project team and the division of responsibility for performing said tasks between the prime Applicant and sub consultants.
- Identify the tools that are intended to be used to manage the project elements.
- Fully describe how the project team will approach quality control; and

b. Staffing Plan

- A listing of the staff members for the prime Applicant and each sub consultant who are expected to be assigned to work under this contract, with title and description of each person’s duties. The list should clearly indicate the Airport’s contact and measures taken to maintain client service continuity and satisfaction. The list will also include specific owners and officers and/or partners authorized to bind the company to the provisions of the proposal;
- Resumes shall be included with Standard Form 330 Section E of all key staff listed for the prime Applicant and sub consultants and indicate all other commitments of key staff;
- Note any professional registrations and/or certifications of applicable proposed staff – **copies not required.**

c. Sustainability and Resiliency Integration

- Consistent with the City of Philadelphia’s and Aviation’s climate adaptation and sustainability plans, policies, and guidelines, including Aviation’s Architectural and Engineering Standards, it is the intent of Aviation to develop projects in a manner that is environmentally responsible, energy efficient, and resilient to climate change impacts.

- The Proposal shall describe the proposed approach to Sustainable Design and Construction. This approach should demonstrate integration of sustainability and resiliency into all phases of the planning, design and construction process whenever practically feasible. At a minimum, the Proposal should include a description of the approach to:
 - determining the level of sustainability certification (LEED® for buildings, Envision® for infrastructure or applicable certification) a project may be able to obtain;
 - life cycle cost analysis or other acceptable sustainability cost/benefit analysis;
 - resource conservation (water, energy, waste, fuel, soil and others);
 - consideration of innovative stormwater management practices;
 - protection of indoor and outdoor air quality, including efforts to reduce greenhouse gas emissions;
 - adaptability to anticipated climate change impacts (including sea level rise, flooding, extreme heat, and extreme storm events);
 - addressing other unique project-specific sustainability issues, such as consideration of the historic, cultural, and socioeconomic context of the project; and
 - compliance with local, state and federal (including FAA) environmental regulations and guidance.
- Any/all construction measures, materials, etc., must be in compliance with FAA advisory circulars for airport construction.
- The proposal approach shall also demonstrate how the prime Applicants and subconsultants conduct and/or promote sustainable operating practices within their own organizations such as environmentally preferable purchasing, sustainable travel, and waste minimization.
- Applicant must provide documentation of their organization's commitment to sustainability in both operations and work products, documented on letterhead and preferably posted on the organization's website.
- Project team must include one or more certified Envision Specialists, to support Envision verification of airside and landside projects through the Institute for Sustainable Infrastructure.

General Requirements

A. Hours and Location of Work

The tasks may involve any of the landside or airside facilities at PHL. It is possible that the successful Applicant(s) personnel may be required to work alternative shifts, including nights, weekends, and/or overtime depending upon the nature of the work, or as directed by Aviation. Access to all project areas by the successful Applicant's personnel shall be required to be coordinated with Aviation.

B. Monitoring; Security

By submission of a proposal in response to this RFP, Applicant agrees that it will comply with all contract monitoring and evaluation activities undertaken by the City, and with all security policies and requirements of the City and the Transportation Security Administration ("TSA"). Applicants are required to comply with Section 7 of the Airport Rules and Regulations regarding Airport Security. To review Section 7, contact Airport Security at 215-937-5452. The Applicant's personnel may be required to display in full view a specific identification badge to be issued by Aviation. Background

checks of personnel may be required. Background checks, fingerprinting (\$32), and badging (\$33) costs for each employee are the responsibility of the Applicant, if required. In the event that the Applicant is privy to any Airport security information, the Applicant and all of its personnel and subcontractors (if any) shall be subject to Title 49 Code of Federal Regulations (CFR) Part 1520. Security will be maintained in accordance with TSA Regulations under the provisions of 49 CFR Part 1542. Failure to comply with the City's and TSA's rules and regulations shall be a material breach to the contract and, in addition to all other rights and remedies of the City under the contract, at law or in equity, the City shall be entitled to terminate the contract without liability to the City, and upon such termination, the Applicant shall be liable to the City for all outstanding fees and charges and all costs, including attorney costs, expenses and damages arising out of such termination.

C. Organization and Personnel Requirements

The proposal must identify all personnel who will perform work on the project, by education level, skill set (described in detail), experience level, and job title. Resumes of all personnel so identified should be included in Applicant's proposal. The Department expects the following with respect to the successful Applicant's organizational structure and personnel:

The successful Applicant(s) shall have a minimum of ten (10) years substantial, direct and relevant experience in Civil Engineering, as well as other competencies as indicated herein. The Applicant must have provided services "doing business as" the legal name of the Applicant firm for a minimum of six years.

Aviation is promoting long-term competitive development and allocation of experience to new or small businesses, including those owned by minority or disabled persons or by women. Specifically, **Aviation is encouraging interest from small, diverse, and new to PHL Applicants** and is particularly interested in any established mentoring and/or newly fostered relationships amongst team members.

Applicants shall be prepared to employ on its staff permanent, experienced professionals to complete the work of the project. The proposal must identify all key personnel who will perform work on the project by education level, skill set (described in detail), experience level and job title, as well as a narrative as to the contribution each individual will bring to the success of the assignment. Resumes of all personnel so identified shall be included in the Applicant's proposal. The City reserves the right to approve all key personnel. The successful Applicant shall not change key personnel without the consent of the City's representative. Subconsultants may be used for a portion of the work. However, the Applicant must demonstrate the technical leadership and overall responsibility for the work.

Personnel shall be of high professional, personal and ethical integrity. They must avoid conflicts of interest and prevent the compromise of airport security standards. The reputation and caliber of the field personnel and their unbiased interaction with Airport tenants, construction contractors and others on behalf of Aviation is of the utmost importance. Personnel assigned to field inspection will be required to display in full view a specific identification badge to be issued by Aviation. Background checks of field personnel may be required to the extent necessary to assure that unescorted access to controlled areas of the airport do not compromise security. Security will be maintained in accordance with TSA Regulations under the provisions of [49 C.F.R. Part 1542](#).

Inspectors will be required to work nights, weekends, or overtime on certain projects as the nature of the construction work dictates, or as directed.

Subconsultants may be used for a portion of the work; however, the successful Applicant(s) must demonstrate technical leadership and overall responsibility for each assignment.

The proposal must identify all personnel who will perform work on the project, by education level, skill set (described in detail), experience level, and job title. Resumes of all personnel so identified should be included in Applicant's proposal.

The successful Applicant must be familiar with typical airport operations and provide a 24-hour emergency contact phone numbers for both the Applicant's key personnel as well as those of the Applicant's key subconsultants.

For the duration of the contract term, the project team shall provide those services essential to completion of the public works and tenant construction projects, as directed by Aviation. The support resources and clerical staff if needed will be based upon a pre-approved staffing plan. Aviation requires the successful Applicant to employ highly qualified staff capable of interpreting local, state and federal regulations. Support will include personnel with the disciplines and expertise required to provide services for projects of various types and magnitudes.

1. **Project Manager:** The successful Applicant(s) shall appoint a Project Manager who will be the point of contact for all Airport assignments and must provide a local 24-hour emergency contact phone number.
2. **Subconsultants:** The successful Applicant(s) under this contract are expected to assemble a project team that will have the necessary expertise to accomplish all of the types of work listed above, using staff from his/her own organization and qualified subconsultants or possibly a joint venture collaboration, as necessary to meet all the requirements.

All subconsultants will be subject to approval by the City, in the City's sole discretion. Prior to execution of the agreement, the Applicant will be required to furnish the corporate or company name and the names of the officers and principals of all subcontractors. Notwithstanding any such approval by the City, the Applicant shall itself be solely responsible for the performance of all work set forth in any agreement resulting from the RFP, and for compliance with the price and other terms provided in the Agreement. The Applicant shall cause the appropriate provisions of its response and the agreement to be inserted in all subcontractor agreements.

The City's consent to or approval of any subcontractor or subcontract agreement proposed by any Applicant shall not create or purport to create any obligation of the City to any such subcontract agreement or create any form of contractual relationship or relationship of privity between the City and the subcontractor. Any Applicant who obtains such approval or consent of the City shall be required to insert a clause so providing in all subcontract agreements.

3. **Other Consultants:** When it is determined that an assignment requires the participation of other consultants, the Airport, at its sole discretion, may assign another consultant who is under contract to the City. They will be expected to fully cooperate in any joint efforts that may be required. For any related specialized services for which the Engineer(s) are not qualified and for which the Airport does not have a qualified contractor under contract, the Engineer(s) may be asked to hire the appropriate contractors and subcontractors.

3.2 Performance Metrics, Contract Management & Payments

Contract Performance Monitoring

As part of the City of Philadelphia's commitment to improved outcomes, the City seeks to actively and regularly monitor service delivery to enhance contract management, improve results, and adjust service delivery based on learning what works. Reliable and relevant data is necessary to drive service improvements, ensure compliance, inform trends to be monitored, and evaluate results and performance. As such, the City reserves the right to request/collect other key data and metrics from providers related to the performance of the contract and to reject any item of work that does not meet the performance standards described in the contract.

The successful Applicant shall report to the City of Philadelphia on a regular basis regarding the status of the project and its progress in providing the contracted services and/or products. At a minimum, the successful Applicant shall submit a monthly invoice detailing the services and/or products provided, the goals/tasks accomplished, and the associated costs. If hourly rates are charged, the invoice must also detail the number of hours, the hourly rate, and the individual who performed the service. The successful Applicant(s) will be required to submit weekly updates regarding progress of assigned tasks in spreadsheet format detailing contract funding, tasks assigned, progress of phase of each task, etc.

How We Will Pay the Selected Applicant

It is expected that the successful Applicant(s) will be awarded a cost-plus, fixed-fee contract(s). The maximum amount of the contract will be negotiated based on the estimated hours, rates, overhead, profit and direct expenses. The following items will be considered costs for the prime Applicant and all subconsultants:

1. Wages paid to employees for documented hours worked on the contract.
2. Overhead is to be expressed as a percentage of the direct hourly wage rates. It is to be based on a recent statement prepared in accordance with Defense Contractors Audit Agency (DCAA) guidelines by a Certified Public Accountant (CPA) or a government agency. The maximum allowed rates will be negotiated with the successful applicant(s) and formalized in a final cost proposal.
3. Direct Non-salary Expenses.

The fixed fee for the selected Applicant's direct costs shall be based on a percentage of the actual cost and overhead, will be negotiated and formalized in a final cost proposal and will not vary. No fee or other mark-up will be allowed on direct expenses or sub consultant costs.

Vehicles, office supplies etc. for contractor staff will not be provided by Aviation and the costs of such items shall be reimbursed as direct expenses, based on prior Aviation approval. Any contract resulting from this RFP will provide for a not-to-exceed amount in the compensation section of the contract.

4. HOW TO SUBMIT YOUR RESPONSE

4.1 What You Must Include in Your Proposal

For your proposal to be considered, proposals must be submitted:

- a) electronically;
- b) through the City's designated system (not email);
- c) before the deadline; and,
- d) signed by an authorized representative of the Applicant.

Additionally, your proposal must include the information listed in the Proposal Requirements below and be organized in the order shown. Failure to submit your proposal in the manner and format required by this RFP may result in your proposal being rejected.

Proposal Requirements:

1. Table of Contents

2. Introduction/Executive Summary (Give a short description of your proposal.)

Provide an overview of your company, the goods or services you offer and how you plan to meet the City's needs.

3. Applicant Profile (Tell the City about yourself).

Please complete the Applicant information below and include it with your proposal submission.

Part 1. Please provide the following for the Applicant's Business:

1. Name of Business
2. Business Address
3. Telephone Number
4. Fax Number (if applicable)
5. E-mail Address
6. Website Address
7. Federal Taxpayer Identification Number or Federal Employer Identification Number

Part 2. Please provide the following for the Applicant's Primary Contact:

1. Name
2. Job Title
3. Address
4. Telephone Number
5. Fax Number (if applicable)
6. E-mail Address

Part 3. Please provide a description of the Applicant's business background by answering the following:

1. What is the Applicant's Business Organization type (i.e. corporation, partnership, LLC, for or not for profit, etc.)?
2. Is the Applicant's Business registered to do business in Philadelphia and/or Pennsylvania?
3. What is the country and state of the Applicant's business' formation?
4. How many years has the Applicant's business been operating?
5. What is the primary mission of the Applicant's business?
6. What is the Applicant's significant business experience?
7. Is the Applicant's business registered as a minority-, woman-, or disabled-owned business or disadvantaged business with which certifying agency?

4. Proposed Scope of Work (Tell the City what you propose to do).

Review Section 3 of this RFP, "Scope of Work" and directly state what services and materials you will provide to meet the City's described needs. Be specific, and, as necessary, describe your services and materials in plain language for the evaluation team to understand. Note: A cost proposal is not required at this time.

5. Statement of Qualifications; Relevant Experience (Tell the City why you are the best choice).

Provide a statement of your relevant qualifications and demonstrate how your experience meets or exceeds the City's requirements. Include a list and description of similar projects you have worked on, including the number of such projects and the amount of time spent on them.

Provide Standard Form 330 Part I for the prime Applicant and Standard Form 330 Part II for the prime Applicant AND each sub consultant. Standard Form 330 is provided with the appendices of the RFP. Please note that Aviation may reach out to contacts provided on Standard Form 330 for reference verification purposes. Please include email addresses of such individuals with their contact information.

6. Proposed Subcontractors (Tell the City who will work with you).

Please provide a complete list of prospective subcontractors with whom you plan to work on this project. Include:

- Company Name
- EIN
- Scope of Work
- Minority-, Women-, or Disabled-Business / Disadvantaged Business Entity Certification (if applicable)
- Percentage of total work allocated to each firm

In addition, as required by the Office of Economic Opportunity, please complete the Subcontractor Solicitation and Commitment Form referenced in [Appendix B](#) and attach it to your RFP. This captures all minority-, woman-, and disabled-owned firms you have asked to work on this project with you,

whether they have committed to do so, and the amount or percentage of the overall contract anticipated to be paid to each.

7. Requested Exceptions to Contract Terms (Tell the City any changes you would like to the contract).

In exceptional cases, a successful Applicant might be afforded exceptions to the City's Contract Terms. State if you would like to request exceptions to the City's Contract Terms, including those contained in this RFP, including [Appendix A](#) and any other documents incorporated by link or reference. Identify the location of the proposed change as well as possible (noting the document, section, heading, and page), the reason for the change request, and proposed alternative language. The City may consider your proposed changes or may disqualify your proposal at its option. However, please be aware that exceptions are not made often and so you should thoroughly explain why the change is necessary and appropriate for the contract. Any proposed exceptions to the City's Contract Terms are subject to various internal review procedures before they can be accepted. **Note:** Your proposal is a [binding offer](#) to contract and failure to propose exceptions binds you to the City's terms, if your proposal is accepted.

8. Tax and Regulatory Status and Clearance Statement (Certify that you do not owe the City).

Obtain a [Tax Clearance Certificate](#) and complete [Appendix C](#) attesting to Applicant's tax and regulatory compliance with the City.

9. Disclosure of Litigation, Administrative Proceedings, and Contract Defaults (Tell the City about any legal proceedings or contract disputes your company or its leaders were involved with).

Provide a description of any legal proceedings or contract disputes in the past five (5) years that might affect your business, finances, or ability to perform the work described by this RFP. Include all instances of litigation, bankruptcy, debarment, suspension, contract default claims, any criminal conviction or indictments, settlements, and court or administrative orders. For each matter, state the name and nature of the matter, the parties involved, and its current status. For contract disputes, provide the name and contact information for the opposing party. Provide the same information for any matter involving an officer, director, principal, partner, or affiliate of the Applicant, and for any intended subcontractor of the Applicant.

10. Statement of Financial Capacity (Demonstrate how stable your business is)

Provide documentation demonstrating fiscal solvency and financial capability to perform the work sought by this RFP. You may include any of the following:

- A general, independent statement of the Applicant's financial condition, prepared by an external auditor or accountant;
- Applicant's most recent audited or unaudited financial statements, including:
 - Balance Sheet,
 - Income Statement, or
 - Cashflow Statement;
- Most recent IRS Form 990 (for non-profit organizations only); or,

- Any other documentation that demonstrates your financial capacity to meet the requirements of this RFP.

11. Local Business Entity or Local Impact Certification (Tell the City if you are a local business or how you envision affecting the local economy).

The City is committed to leveraging its buying power to uplift and grow our local economy, which will result in more jobs for Philadelphians, including local and small, Minority-, Woman-, and Disabled-owned businesses and other diverse businesses. For this reason, the City will consider local impact as a significant factor in our proposal evaluation for this contracting opportunity. If you meet the requirements of a certified Local Business Entity (LBE), we strongly recommend that you get certified for free by following the steps found [HERE](#) and include a copy of your certification with your proposal and/or include a statement about how you envision impacting the local economy through this work.

12. Disclosure Requirements (Tell the City about your political contributions).

Excess political contributions to City candidates and incumbents can disqualify you from a City contract. Complete the mandatory [disclosures](#) required as part of the electronic application process in eContract Philly, including any local political campaign contributions, by selecting “[Apply for Contract](#)” from the opportunity information screen (where this RFP was located). Additional information and instructions are located under the “[Disclosure/Eligibility](#)” tab on the top of the [eContract Philly](#) homepage. Please make sure to review these requirements closely before completing these disclosure forms.

4.2 How To Submit Your Application

Online Submission Required by the Application Deadline

You must **complete your application through [eContract Philly](#) before the deadline** to be considered for this contract opportunity. Proposals may be changed at any time up until the submission deadline and the City will not review your proposal until after the deadline. The proposal is not considered submitted until the “submit” button is pressed at the conclusion of the eContract Philly submission process. You will receive a confirmation email that your Application was submitted.

Applicants are encouraged to allow sufficient time to complete the application process in order to become familiar with the requirements of the eContract Philly interface, upload all required documents, and resolve any technical issues prior to the submission deadline. The City need not accept, and may discard, responses that are incomplete, late, or submitted in any other format.

Electronic File Limitations

[eContract Philly](#) accepts attachments up to 8MB of the following file types: Microsoft Word, Microsoft Excel, Microsoft Project, Adobe PDF or in a compressed zip file. Larger attachments must be split into smaller attachments to accommodate this file size limitation. There is no limit to the number of attachments that may be uploaded.

Every Entity Applies for Itself

Except in the case of [Joint Ventures](#), which follow special rules described below, **every entity must apply for itself**. If the prospective applicant is not already registered with [eContract Philly](#), you must first register for an account before you can apply to this opportunity. Note that each legal entity must have a separate account; you may not utilize or repurpose another entity's account for this application. To identify each legal entity, the eContract Philly application system uses an entity's Taxpayer Identification Number, either a Social Security Number (SSN) or Employer Identification Number (EIN). Make sure the Tax Identification Number associated with your profile matches the Tax Identification Number of the company that is applying. Applications from an affiliated entity or made on another entity's behalf will cause the City to reject the proposal.

See the [Joint Venture](#) rules if you are applying on behalf of a Joint Venture.

Use the Submission Checklist Below

This is a tool to help you to submit a complete, accurate, responsive, and on time application.

DOES MY RESPONSE MEET THE PROPOSAL REQUIREMENTS?

Did you submit the proposal before the stated deadline of this RFP?	✓
Did the proposal explain how Applicant meets the goals and objectives, tasks, milestones, and deliverables, and other requirements described by the Department in the Opportunity and Scope of Work sections?	✓
Does your cost proposal meet the requirements under " Compensation "?	✓
Does your service proposal meet the requirements under " Description of Services "?	✓
Does your proposal meet the overall format and content requirements described in " What you must include in your proposal "?	✓
If eligible, did you register with the Office of Economic Opportunity as a M/W/DSBE, alternative Diverse Business recognized by the City, and/or with the Rebuild Emerging Vendors Program ?	✓
If eligible, did you enroll with the City's Vendor Payment Portal to effortlessly submit electronic invoices and monitor payment progress 24/7?	✓
Did you review the entire RFP and contract attachments, including the Contract Terms and Conditions, and request any exceptions? You must propose contract language changes with your proposal or the City's terms are deemed accepted.	✓
Was the proposal submitted electronically through eContract Philly ?	✓

Did you complete the mandatory political contribution disclosures through the application?	✓
Was the proposal submitted to the correct opportunity number?	✓
Was the application signed by clicking on the “submit” button at the conclusion of the eContract Philly submission process? The proposal is not considered submitted until this button is pressed, regardless of when you started to complete the proposal. You will receive an email acknowledgment of your submission.	✓
Was the individual who signed the application authorized to sign on behalf of the Applicant? For more information on who is authorized to sign your application, please see page 32 of the sample application found on eContract Philly here . You must be logged in to eContract Philly to access the document.	✓
Does the Applicant’s eContract Philly Profile match the Applicant information provided in the proposal? Do the Taxpayer Identification Numbers match? (Do not use the SSN of the person filling out the proposal, unless the contract will be with that actual person; use the number of the entity applying and on its eContract Philly profile.)	✓
Special Rule for Joint Ventures	✓

4.3 Proposal Binding

Your proposal is a binding offer to contract for what you propose. Each Applicant agrees that it will be bound by the terms of its proposal for a minimum of 180 calendar days from the application deadline for this RFP and will enter a contract containing the same terms. If the City accepts your proposal as submitted, the City need not negotiate additional or different terms. Applicants must state clearly and conspicuously any modifications, waivers, objections, or exceptions they seek in a separate section of the proposal entitled “[Requested Exceptions to Contract Terms](#).”

The City reserves the right, in its sole discretion, to negotiate terms and conditions different from and/or additional to the Contract Terms without notice to other Applicants.

5. HOW WE CHOOSE

The City will consider many factors, including cost, when evaluating proposals submitted to this RFP. While cost is an important factor, it is not the sole, or necessarily the deciding factor. The City may choose to award the contract resulting from this RFP to an Applicant whose proposal is the most advantageous to the City and in the City's best interest even if the Applicant is not offering the lowest price.

The City will base its selection on criteria that may include, but are not limited to:

1. Superior ability or capacity to meet particular requirements of contract and needs of City Department and those it serves
 - a. Demonstrated satisfactory completion of relatable work including comparable details, innovative solutions used and management control techniques.
2. Eligibility under Code provisions relating to campaign contributions
3. Superior prior experience of Applicant and staff
 - a. Relevance of verifiable experience and expertise in projects of a similar scope and scale, as evidenced by project descriptions, emphasis on airport work.
4. Superior quality, efficiency and fitness of proposed solution for City Department
 - a. Consultant team qualifications provide necessary project support and availability to efficiently perform the work and provide appropriate expertise.
5. Superior skill and reputation, including timeliness and demonstrable results
 - a. Demonstrate solid understanding of the project requirements and desired result and crafted a superior and efficient process for accomplishing those requirements.
 - b. Documented use of new and innovative approaches or technology such as (CAD, BIM, GIS, other)
 - o Tools intended to manage project elements
 - o Project team approach to quality control
6. Special benefit to continuing services of incumbent, such as operational difficulties with transition or needs of population being served
7. Benefit of promoting long-term competitive development and allocation of experience to new or small businesses, including those owned by minority or disabled persons or by women
 - a. The quality of M/W/DSBE subconsultant opportunities made available.
 - b. The scope and breadth of M/W/DSBE participation sought by the Applicant.
 - c. The level of integration of M/W/DSBE subconsultants into the overall project team.
 - d. The overall M/W/DSBE participation level to be reasonably achieved, as a result of the Applicant's good faith efforts.
 - e. Applicant's prior history of promoting development and allocating experience to M/W/DSBE firms.
8. Lower cost
9. Administrative and operational efficiency, requiring less City oversight and administration
10. Anticipated long-term cost effectiveness
11. Meets prequalification requirements
12. Applicant's certification of its Local Business Entity/Local Impact status.

If a contract is awarded from this RFP, a notice will be published on the City's [eContract Philly](#) website identifying the name of the selected Applicant and the basis for award to that Applicant, as well as the names of all other Applicants to this RFP. To access this notice, select the button that says "Notice of Intent to Contract" and search for your opportunity number.

6. GENERAL RULES GOVERNING RFPs/PROPOSALS

WHAT ARE MY RESPONSIBILITIES IF I'M AWARDED THE CONTRACT?

Maintain an active Business Income and Receipts Tax (BIRT) Account Number.

REGISTER [HERE](#).

Maintain an active Commercial Activity License (CAL) Number

REGISTER [HERE](#)

Obtain a Philadelphia Tax and Regulatory Status Clearance and return [Appendix C](#) and stay current with all City and School District taxes and fees or payment plans.

OBTAIN A TAX CLEARANCE CERTIFICATE [HERE](#)

Continuously disclose your political contributions and stay under the [contribution limits](#) that allow you to be awarded a contract.

SEE THE "DISCLOSURE/ELIGIBILITY" TAB ON ECONTRACT PHILLY [HERE](#) FOR MORE INFORMATION

Submit all Contracting Disclosures requirements. Provide demographic information about your workforce and your work for the City in the past five years (This is only required once an organization is awarded a contract with the City of Philadelphia).

CONTRACTING DISCLOSURE AND FILING INSTRUCTIONS ARE [HERE](#)

Pay a Contract Preparation Fee

SEE AND PAY THE FEE [HERE](#)

Contracts resulting from this RFP are "Service Contracts" and awarded Applicants, along with their subcontractors at any level, are "Service Contractors" who must comply with the 21st Century Minimum Wage and Benefits Standard found in Philadelphia Code Sec. 17-1300.

THE CURRENT LIVING WAGE RATE AND BENEFITS REQUIREMENTS AND

APPLICABILITY CAN BE LOCATED [HERE](#)

If the awarded contract is valued at or over \$250,000, you must extend Equal Benefits to life partners of employees that are extended to spouses of its employees, under 17-1900 of the Philadelphia Code.

INFORMATION REGARDING EQUAL BENEFITS IS LOCATED [HERE](#)

Register for electronic payments

INSTRUCTIONS FOR REGISTRATION CAN BE FOUND [HERE](#)

Comply with Diversity and Inclusion Standards

SEE [APPENDIX B](#)

Comply with federal Health Insurance Portability and Accountability Act (HIPAA) if applicable.

SEE [HIPAA](#) SECTION BELOW

6.1 Health Insurance Portability and Accountability Act (HIPAA)

The work to be provided under any contract entered into pursuant to this RFP may be subject to the federal Health Insurance Portability and Accountability Act (HIPAA) or other state or federal laws or regulations governing the privacy and security of health information.

If the contract is with any of the "[Covered Units](#)" designated by the City or the chosen provider is otherwise a "Business Associate" under HIPAA, the selected Applicant must comply with the "[Terms and Conditions Relating to Protected Health Information](#)" which are posted on [eContract Philly](#) under the "[About](#)" section and which will be incorporated into the contract by reference.

6.2 Special Rules Applicable to Joint Ventures

Generally, applications submitted through eContract Philly from Applicants that purport to be filing an application on behalf of another individual or business entity will not be considered, even if the other business entity is an affiliate of the Applicant. In the case of multiple business entities that, if awarded a contract, have formed, or intend to form a joint venture to perform the contract, a single business entity *may* file an application on behalf of all such business entities, so long as: (i) the filing business entity is or will be a member of the joint venture, (ii) the application is made in the name of the existing or proposed joint venture, (iii) documentation is submitted with the application identifying all business entities that will comprise the joint venture, and demonstrating a binding agreement among those business entities to perform the contract as the joint venture identified in the application (for a joint venture that has not yet been formed, documentation signed by each identified business entity evidencing a commitment to form the joint venture if awarded the contract is sufficient), and (iv) the non-filing business entities are eligible for award of a City contract and make the [disclosures](#) required by [Chapter 17-1400](#) of the Philadelphia Code (described in

greater detail below) within fourteen (14) days after the joint venture receives notice that it has been awarded the contract.

6.3 Mandatory Political Contribution Disclosures and Penalties

Pursuant to [Chapter 17-1400](#) of the Philadelphia Code, Applicants are required to disclose the following as part of their required online application:

- their direct and indirect campaign contributions to:
 - political candidates and incumbents who are nominated for, running for, or serving in, a local Philadelphia elected office; and
 - political committees/parties that are operating in Philadelphia¹
- any consultants used in responding to the RFP and political contributions those consultants have made as described above; and
- whether the Applicant or any representative of the Applicant has received from any City employee a request for money or other items of value, or advice as to specific entities that can satisfy minority, woman, or disabled-owned business participation goals.

Applicants who make material misstatements or omissions in required disclosures may be prohibited from entering into contracts resulting from this or any other RFP of the City for one to three years and subjected to fines of up to three-times (3x) the amount that a contribution exceeded the [political contribution limits](#), up to \$2,000 for each contribution, pursuant to [Section 20-1302](#) of the Philadelphia Code

For more information, please consult the text of [Chapter 17-1400](#), the “[Disclosure/Eligibility](#)” tab on [eContract Philly](#), e-mail econtractphilly@phila.gov, or call 215-686-4914.

6.4 Political Contribution Limits for City Contractors

The current contribution limits are adjusted every four years (starting in 2008) and are posted on the [eContract Philly](#) home page. The limits are established by law, apply continuously throughout the life of an awarded contract and for as long as the official benefiting is in office. Applicants are advised that individuals and businesses that make campaign contributions in excess of the amounts set forth in [Section 17-1404\(1\)](#) of the Philadelphia Code are ineligible to enter into a City contract or subcontract at any tier in excess of \$10,000 for individuals or \$25,000 for businesses. Contributions are attributed according to [Section 17-1405](#) of the Philadelphia Code and Applicants should take this into consideration in electing to apply for this opportunity and in selecting subcontractors, if any.

Applicants certify that their subcontractors are eligible to work on City contracts and will be responsible for any consequence if that later proves untrue. To assist Applicants, the City has provided disclosure forms under the “[Disclosure/Eligibility](#)” “[Subcontractor Disclosure](#)” tab on [eContract Philly](#) for subcontractors to complete and provide to the Applicant at their option. These forms do not need to be submitted to the City.

¹ State and federal campaign contributions do not have to be disclosed unless the subject/candidate in the campaign is also running for, or currently serving in a local Philadelphia elected office.

6.5 City Employee Conflict Provision

City of Philadelphia employees and officials are prohibited from submitting a proposal in response to this RFP. No proposal will be considered in which a City employee or official has a direct or indirect interest.

6.6 Reservation of Rights

By submitting a response to this contract opportunity, the Applicant accepts and agrees to the [City's Standard Reservation of Rights](#), linked and incorporated in this document by reference, and to the terms of this contract opportunity, including all information contained in this RFP and information posted or accessible by link from the [eContract Philly "Opportunity List"](#) page, accessible under the "[New Contract Opportunities](#)" tab on the [eContract Philly](#) homepage.

6.7 Confidentiality and Public Disclosure

Each Applicant shall treat all information obtained from the City as a result of this opportunity or any resultant contract, which information is not generally available to the public, as confidential and/or proprietary to the City in accordance with the terms of any resultant contract. The Applicant shall exercise all reasonable precautions to prevent any information derived from such sources from being disclosed to any other person. The Applicant agrees to indemnify and hold harmless the City, its officials and employees, from and against all liability, demands, claims, suits, losses, damages, causes of action, fines and judgments (including attorney's fees) resulting from any use or disclosure of such confidential and/or proprietary information by the successful Applicant or any person acquiring such information, directly or indirectly, from the successful Applicant.

By submission of a proposal, Applicants acknowledge and agree that the City, as a municipal corporation, is subject to state and local public disclosure laws and, as such, is legally obligated to disclose to the public documents, including proposals, to the extent required thereunder. Without limiting the foregoing sentence, the City's legal obligations shall not be limited or expanded in any way by an Applicant's assertion of confidentiality and/or proprietary data.

APPENDICES

Appendix A – General Provisions

THE CITY OF PHILADELPHIA PROFESSIONAL SERVICES CONTRACT GENERAL PROVISIONS
FOR ARCHITECT/ENGINEER SERVICES.

(Posted as a separate document with this Opportunity on eContract Philly)

Appendix A-1 – Provider Agreement “SAMPLE”

(Posted as a separate document with this Opportunity on eContract Philly)

Appendix A-2 – Exhibit PA-3 Airport Requirements

(Posted as a separate document with this Opportunity on eContract Philly)

Appendix B – Subcontracting and Antidiscrimination Policy

CITY OF PHILADELPHIA OFFICE OF ECONOMIC OPPORTUNITY

ANTIDISCRIMINATION POLICY - MINORITY, WOMAN AND DISABLED OWNED BUSINESS
ENTERPRISES

SPECIAL CONTRACT PROVISIONS, INSTRUCTIONS AND FORMS

(Posted as a separate document with this Opportunity on eContract Philly)

Appendix C - City of Philadelphia Tax and Regulatory Status and Clearance Statement

CITY OF PHILADELPHIA TAX AND REGULATORY STATUS AND CLEARANCE STATEMENT FOR APPLICANTS

THIS IS A CONFIDENTIAL TAX DOCUMENT NOT FOR PUBLIC DISCLOSURE

This form must be completed and returned with Applicant’s proposal in order for Applicant to be eligible for award of a contract with the City. Failure to return this form will disqualify Applicant’s proposal from further consideration by the contracting department. Please provide the information requested in the table, check the appropriate certification option and sign below:

Applicant Name		
Contact Name and Title		
Street Address		
City, State, Zip Code		
Phone Number		
Federal Employer Identification Number or Social Security Number:		
Philadelphia Business Income and Receipts Tax Account Number (if none, state “none”)		
Commercial Activity License Number (if none, state “none”)		

___ I certify that the Applicant named above has all required licenses and permits and is current, or has made satisfactory arrangements with the City to become current with respect to the payment of City taxes or other indebtedness owed to the City (including, but not limited to, taxes collected by the City on behalf of the School District of Philadelphia), and is not in violation, or has made satisfactory arrangements to cure any violation, or other regulatory provisions applicable to Applicant contained in the Philadelphia Code.

___ I certify that the Applicant named above does not currently do business, or otherwise have an economic presence in Philadelphia. If Applicant is awarded a contract with the City, it promptly will take all steps necessary to bring it into compliance with the City’s tax and other regulatory requirements.

Authorized Signature

Date

Print Name and Title

APPENDIX D

LOCAL Business Entity or Local Impact Certification

(Posted as a separate document on Econtract Philly)



Appendix E

Insurance Requirements

(posted on Econtract Philly as a separate document)

Appendix F

Standard Form 330 Architect-Engineer Qualifications

(posted on Econtract Philly as a separate document)