



Cherelle Parker, Mayor

Atif Saeed, Chief Executive Officer, Department of Aviation

REQUEST FOR PROPOSALS FOR **ON CALL SUSTAINABILITY CONSULTING – FEDERAL**

WORK SUMMARY:

The City of Philadelphia, Department of Aviation seeks qualified Applicants to provide comprehensive professional Sustainability Consulting Services for specific projects at Philadelphia International Airport ("PHL") and Northeast Philadelphia Airport ("PNE") or "Airport". **Note:** Aviation maintains contracts for similar services that are of an on-call/as-needed basis, however this opportunity includes projects that are planned in the Airport Capital Improvement Plan (ACIP) for potential Federal Grant funding, **see Appendix E.**

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: December 19, 2025

RESPONSE DEADLINE:

No later than 5 pm Philadelphia Time on **February 2, 2026**. 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 **January 9, 2026, at 11:00 am**, Philadelphia Time. It is highly recommended that all proposers attend.

OFFICIAL RFP CONTACT:

Shannon Clark
Shannon.clark@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 is committed to ensuring all businesses have access to contracting opportunities with the City and seeks to promote the economic development of small and local businesses.

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.
- ✓ 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.

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

[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 experience in the areas of Sustainability and Resiliency as the detailed in Section 3. Scope of Work. The proposed project staff shall have knowledge of the specialized practices and limitations associated with aviation construction.

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"), International Building Code ("IBC") and Department of Aviation Architectural and Engineering Standards

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 Development Officer (CDO), 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 2023 by Airports Council International – North America, PHL was ranked the twenty-first busiest airport in the United States, serving 28.1 million passengers; twenty-seventh busiest in the nation for aircraft operations; and eighteenth 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. The Airport System consists of the following:

Philadelphia International Airport

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.

Northeast Philadelphia Airport

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.

Problem Statement

To support Aviation's goals in the areas of sustainability, decarbonization, waste diversion and resilience, we require the services of professional firms to assist in data collection and management, industry research, infrastructure analysis, strategic planning, stakeholder engagement, capital project review and policy development and implementation. On-call contracts are in place, continually renewed, and aid the department in advancing 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.

Guidelines

The selection process will be carried out in compliance with the most current revised edition of U.S. Department, Federal Aviation Administration (FAA) Advisory Circular AC No. 150/5100-14E, "Architectural, Engineering and Planning Consultant Services for Airport Grant Projects." Selection will be based on qualifications, not costs. After ranking, a detailed scope of work will be developed with the highest ranked consultant. Consulting fees will then be negotiated. An independent fee estimate (IFE) for any and all services to be performed will be conducted prior to FAA grant award. IFE must be conducted on a reasonably detailed scope of work and utilized as a tool when negotiating with the consultant selected for each specific project, as referenced in the FAA Advisory Circular 150/5100-14E, Section 2.13, specifically Section 2.14.1. Any/all executed contracts will include the appropriate federal contract provisions. The Federal contract provisions are available on the FAA website at: <http://www.faa.gov/airports/aip/procurement/>.



2.3 RFP Schedule

RFP Posted	December 19, 2025
Pre-Proposal Meeting	A pre-proposal meeting will be held on January 9, 2026 at 11:00 am, Philadelphia Time. It is highly recommended that all proposers attend. PHL RFP SUSTAINABILITY PREPROPOSAL Meeting-Join Microsoft Teams
Applicant Questions Due	Applicants must submit questions regarding this opportunity by January 12, 2026 at 5:00 pm Philadelphia time. All questions must be submitted via email to Shannon.clark@phl.org .
Answers Posted on <u>eContract Philly</u>	January 15, 2026, 5pm Philadelphia time
Proposals Due	February 2, 2026, 5pm Philadelphia time
Applicant Interviews, Presentations (City Discretion)	March 25, 2026, virtual
Applicant Selection	May 1, 2026
Contract Execution	July 1, 2026
Commencement of Work	July 1, 2026

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 services and embedded staff to provide support in meeting Aviation and City of Philadelphia goals in sustainability, decarbonization, waste diversion and resilience.



2.5 Award Terms

Aviation reserves the right to have multiple awards.

Term	The term of this contract is expected to start on or about July 1, 2026 and end on or about June 30, 2027.
Compensation	Contract will state maximum compensation including all expenses.
Cost Proposal Type	Please reference Section 3.2 of this template for more information on cost proposal requirements.
Terms of Payment	Successful Applicant shall submit monthly invoices.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) NOTICE

Due to the U.S. Department of Transportation's Interim Final Rule (effective October 3, 2025), the DBE goal for this contract is set at 0% (zero percent).

DBE goal setting is on pause until the Pennsylvania Unified Certification Program (PA UCP) completes its reevaluation process under 49 CFR § 26.111. Once the reevaluation is complete, DBE goals may be established for future task orders issued under this contract.



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 must demonstrate extensive experience in airport sustainability, climate resilience, extreme weather preparedness, sustainable design and construction, waste diversion in the airport environment and sustainable airport operations.

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 and goals 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. The 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 subcontractors that, in total, have all the disciplines required to complete the project requirements. The proposed project team shall include personnel with the pertinent expertise required to undertake the work described and assist Aviation in meeting its decarbonization, waste diversion and resilience goals. The Applicant, in coordination with its subcontractors 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 data collection and management, industry research, infrastructure analysis, strategic planning, stakeholder engagement, capital project review and policy development and implementation to support airport sustainability. 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-contractors) 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, the Department of Aviation Architectural and Engineering Standards 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: See Appendix E.**
- 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. Applicants' proposed scope of work in response to this RFP should state how it will address each area within the scope of work and assist Aviation in meeting its sustainability goals. Applicants may propose additional services and activities but should explain why each is necessary to achieve the airport's objectives.
- 8) It is expected that the assignments will involve some or all of the following areas of concern:



a. Energy Management and Decarbonization

- Plan for decarbonization of Airport operations with the goal of net zero carbon by 2050.
- Energy management as it relates to maintaining and tracking energy usage data, energy efficiency project implementation, energy modeling, renewable energy feasibility studies, electrification of equipment, utility rebate support, building and systems commissioning, and building automation systems
- Energy and data management will require experience and proficiency with PowerBI and the City of Philadelphia's energy tracking software.
- Emissions inventories and other reporting and research efforts related to air quality, climate change, climate resiliency, and emission reductions tied to Aviation's sustainability goals and objectives.
- Greenhouse gas emissions inventories and documents for compliance with the Airport Carbon Accreditation (ACA) Program at multiple levels of ACA including Level 4. Proficiency with ACERT tool is preferred.
- Emission reduction initiatives required for Airport Carbon Accreditation including carbon offsets and renewable energy programs that PHL and PNE may need to undertake to work towards net zero carbon.
- Implementation of the PHL Decarbonization Plan, specifically in identifying decarbonized approaches to utility plants and low-emission fuels for vehicle fleet and natural gas replacement.
- Transition of fleet vehicles to electric models and alternative fuels including renewable diesel, compressed natural gas, hydrogen and others.
- Support in deployment of Sustainable Aviation Fuel at PHL, including research of industry standards and regional production, state tax incentive proposals, necessary infrastructure and stakeholder engagement.
- Strategic planning for the design, installation, operation and maintenance of solar power generation systems via a variety of financing options including Power Purchase Agreements, Energy as a Service, Guaranteed Energy Savings and others.
- Strategic planning and design for geothermal investments as a more efficient and low-emissions heating and cooling system for airport facilities and terminal.
- Energy resilience planning including analysis and strategy for grid upgrades, microgrid development and alternative power sources such as solar power with battery storage and cogeneration.
- Advising on alternative financing mechanisms for energy efficiency and renewable energy generation projects including Power Purchase Agreement, Guaranteed Energy Savings, Energy as a Service and green bonds.
- Economic analyses demonstrating the value of sustainable approaches to energy including fleet electrification and solar power generation amongst others.
- Assistance with citywide energy management programs such as facility benchmarking, demand response, peak load shaving, energy and fuel procurement, and other coordination efforts as needed with City of Philadelphia Energy Office staff.



- Tracking utility rebates for PHL and PNE including monthly meetings with PECO to provide project information needed for rebates.
- Support of Voluntary Airport Low Emission (VALE) grant applications and resulting projects with respect to energy data, emission reduction calculations and reporting.

b. Green Building and Sustainable Design

- Review of Airport capital projects and tenant-led projects for compliance with rating systems such as Leadership in Energy and Environmental Design (LEED), ParkSmart and Envision verification for sustainable infrastructure.
- Review of Airport capital projects and tenant-led projects for compliance with Airport sustainable design standards for project categories including concessions, (minor) architectural renovations, electrical and/or lighting projects and plumbing and/or mechanical projects.
- Review of airside and landside horizontal infrastructure projects for compliance with Airport sustainable design standards focused on paving. Upkeep and expansion of sustainable design standards for airfield projects, working with the airfield team to identify opportunities to pilot new paving materials and other approaches.
- Development of and updates to a master sustainability specifications document with language that can be applied to capital projects and tenant projects for sustainable construction materials, policies and methods.
- Regular review and updates to Airport Envision Guidance manual for horizontal infrastructure airfield projects based on lessons learned through Envision-verified projects.
- Review and updates to Airport sustainable design standards including language development, graphics and flowcharts to provide clear requirements and project pathways for Airport project managers and tenants
- Development and updates of required documentation for compliance with Airport sustainable design standards
- Development of schematic plans, concepts, or designs related to sustainability initiatives
- Development of language for including sustainability provisions in tenant contracts and leases
- Research and make recommendations regarding the use of alternative rating systems such as Green Globes, WELL, Living Building/Zero Energy, etc.

c. Climate Resilience and Extreme Weather Preparedness

- Implement and periodically update Airport Climate Adaptation and Resilience Plan, including providing updated data on climate change projections and advising on how to safeguard critical assets on airport properties from the impacts of climate change.
- Support comprehensive plan to increase the flood resilience of critical and vulnerable airport infrastructure assets through infrastructure surveys, risk calculations and flood protection solution recommendations.



- Manage and update the Airport's existing hydrologic and hydraulic model in the U.S. Army Corps of Engineers River Analysis System (HEC-RAS) to make projections about future flood risk considering sea level rise and climate change to Airport property and infrastructure.
- Make recommendations for green and grey infrastructure solutions to flood risk to Airport property and infrastructure, including temporary flood protection deployment for critical infrastructure systems.
- Update the Airport Flood Emergency Response Plan to continue to establish a comprehensive framework and guidelines for responding to and mitigating risks associated with flood events.
- Prepare and update the PHL Stormwater Management Plan on a regular interval to provide recommendations on stormwater management necessary to meet local, state and federal regulations for new proposed development.
- Manage and periodically update the Airport's StormWise (formerly ICPR4; by Streamline Technologies, Inc.) hydrologic and hydraulic model to guide airfield and landside drainage improvements which provide flood resilience in addition to local, state and federal regulations.
- Review Airport and tenant-led capital projects for adherence with floodplain elevation based on Airport design standards considering sea level rise out to the year 2070.
- Review stormwater management upgrade and expansion projects led by Airport and tenants for adherence with Airport design standards on design flood storm size.
- Review Airport capital projects and make recommendations on stormwater conveyance and storage infrastructure upsizing based on guidance from the PHL Stormwater Management Plan.
- Support development of program to repair, replace, maintain and expand stormwater management practices, conveyance system and outfalls.

d. Waste Diversion to Achieve Zero Waste

- Plan for waste diversion and reduction of contamination of the Airport recycling stream with the goal of zero waste (90% diversion) by 2035.
- Conduct research into waste diversion strategies utilized by other airports, outlining the benefits and concerns of each approach and including information on how waste diversion is calculated for each facility.
- Aid in the implementation of waste reduction strategies by Airport custodial staff and others, including but not limited to the following:
 - Waste Stream Composition Studies and Audits
 - Liquid collection stations for checkpoints
 - Centralization of the airport recycling program
 - Staff training and engagement
 - Expansion of recycling to non-secure areas
- Engage with Airport concessions, airlines and other tenants to support waste diversion strategies including but not limited to the following:
 - Staff training and engagement
 - Food waste composting, back of house and front of house



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- Maintain and expand food donation programs
- Green Tenant Program
- Waste Valet Program
- Transition to reusable pallets
- Donation program for paper products, baby gear, and luggage
- Track rates of waste and recycling streams, provide templates for tracking by Airport tenants and review waste diversion reports.
- Development of waste diversion policies and regulations.
- Review and periodic updates to the Airport's Waste Management Plan and Waste Diversion Plan.

e. Data Management

- Collection, management and interpretation of data on energy usage, emissions, waste diversion and other environmental metrics.
- Analysis, interpretation and communication of data from sources such as utility meters and bills, facility operations, tenant utility or GHG data, and public data.
- Development of greenhouse gas inventories using Airport Council International Airport Carbon Emissions Report Tool (ACERT) software for Scope 1, 2 and 3 emissions.
- Sustainability metrics tracking and benchmarking using various reporting systems established at PHL/PNE
- Consultant cannot use Personally Identifying Information (PII) for this project;
- Consultant is expected to process all data collected, used, and disclosed in a manner that will minimize potential risks of re-identification of individuals;
- PHL must review and approve Consultant data security, retention, and deletion protocols.

f. Airport Sustainability Management Support

- Advise, develop and/or assist with procedures and documentation to achieve compliance with FAA regulations and National Environmental Policy Act for Aviation operations and development.
- Briefings and/or preparation of materials to present to Airport staff, tenants and other stakeholders
- Management and interpretation of spatial data and map production via Arc GIS geospatial platform.
- Review and recommendations for establishing airport zoning regulations and airport compatibility policies
- Site analysis and selection for buildings, facilities and infrastructure
- Life Cycle Assessments and Benefit/Cost Analyses to justify implementation of sustainability initiatives
- Research and advise on various financing and contracting mechanisms including federal, state, and local grants, bonds, and other funding sources including green financing



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- Preparation of project schedules, cost estimates, invoices, and other project management tools
- Preparation and updates of a monthly master schedule for each active assignment, which shows projected milestones, duration and completion dates for the activities required
- Assistance with public outreach and community engagement as needed
- Development of graphs, charts and infographics as well as graphic layout for internal and external report.
- Environmental, Social and Governance (ESG) reporting for airports including materiality and impact assessments.

g. Sustainable Transportation

- Development of a sustainable transportation plan for multi-modal transportation routes to support safe bicycle and pedestrian routes within the airport campus and access roads as well as connectivity to the regional transportation system.
- Development of a program to encourage sustainable transportation modes amongst airport staff and passengers including biking, walking and public transit access to the airport.

h. Embedded Support Staff: (see 3.G Organization and Personnel Requirements)

i. 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, project managers, airport tenants contractors and sub-contractors. Aviation anticipates that the work required for the completion of the tasks included in this Request for Proposals will include the assignment and engagement of a variety of firms across a range of specialties. Aviation's intent is to bring new talent and varying backgrounds and experience to airport sustainability initiatives. The successful Applicant(s) will propose teaming that supports the Airport's intent, provides sub-contractors with mentoring and guidance, and closely monitors and reviews all project(s) work.

j. Project Schedule: The successful Applicant(s) shall prepare and update monthly, a master schedule for the awarded assigned project(s). The master schedule shall show the project phases, critical tasks and milestones for any of the planning, research, data collection, project review, documentation, procurement, and deliverables required. The successful Applicant(s) shall work diligently to complete the work in a timely manner.

k. 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.



City of

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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 subcontractor(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-contractor.
- Detailed listing and description of the teams responsible for each of the primary task areas listed in Section 3, Scope of Work.
- Identify the tools, software and equipment that are intended to be used in each task area.
- 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-contractor 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 subcontractors and indicate all other commitments of key staff;
- Note any professional registrations and/or certifications of applicable proposed staff
– **copies not required.**

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 Sustainability related areas, 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.

Embedded Support Staff:

As part of this contract, the Airport is requesting consultant support for the following tasks, in which the Airport requires a specific individual to fulfil the role on a regular basis and be available as embedded staff reporting to the Airport Sustainability Manager. These positions can be fulfilled remotely. However, hybrid or full-time in-person work is preferred, and desk space can be provided at Department of Aviation offices in Philadelphia.

1) Sustainability Metrics Tracking and Data Management:

This role will support the Airport's sustainability program and specifically annual greenhouse gas inventories for PHL and PNE; Airport Carbon Accreditation and Environmental, Social and Governance (ESG) reporting. The expectation is that this role will require approximately 25 hours per week, with a flexible schedule based on specific task deadlines.

Responsibilities:

- Collect, manage and interpret data on energy usage, emissions, waste diversion and other environmental metrics utilizing Microsoft Power BI.
- Conduct primary and secondary data collection. Compile and maintain databases such as inventory of buildings and assets utility accounts, energy and operational use, and ACERT submissions for ACA. Data types include: vehicle fuel consumption; on-site power generation; waste generation; de-icing; refrigerant/coolant usage; purchased electricity; natural gas usage; generator fuel consumption, energy savings calculations; grant requirement tracking; utility rebate program savings; energy use intensity.
- Analyze, interpret, and communicate data from sources such as utility meters and bills, facility operations, tenant utility or GHG data, and public data. This will require learning the City of Philadelphia's energy tracking software.
- Develop greenhouse gas inventories using Airport Council International Airport Carbon Emissions Report Tool (ACERT) software for Scope 1, 2 and 3 emissions.
- Engage with airlines and other airport tenants to collect Scope 3 emissions data, make recommendations for emissions reductions and assist in implementation.
- Produce graphs and data reports for quarterly and annual reporting documents. This includes City required Key Performance Indicator quarterly reports.
- Develop and manage online dashboards to visualize energy and environmental data for agency-wide access.
- Investigate software products that can improve data management and sharing for Environmental, Social and Governance (ESG) reporting.



City of

Philadelphia

- Evaluation of existing/baseline conditions and potential areas of improvement concerning social, economic, and environmental issues such as employee engagement, cost saving measures, energy, waste, water conservation, emissions reductions, noise, and community outreach.

Project examples include: analysis of facility energy and asset data to identify energy and cost-saving opportunities and/or the optimal location for distributed energy resources, analysis to assess energy efficiency potential across all airport facilities, and statistical modeling to estimate the energy and environmental impacts of alternative fuel vehicle adoption.

Skills and Experience:

- Excellent written and verbal communication skills.
- Strong organizational and analytical skills.
- Experience organizing, analyzing and manipulating large data sets.
- Experience with greenhouse gas inventories and/or energy conservation.
- Ability to effectively develop presentations highlighting data for various audiences of internal stakeholders.
- Comfortable and effective working both independently and on teams.
- Proficient in Microsoft Excel and PowerPoint.
- Experience and interest in energy efficiency and sustainability.

Preferred but Not Required:

- Experience with Microsoft Power BI.
- Understanding of building design and energy use concepts and metrics.
- LEED Leadership in Energy and Environmental Design credential.
- Experience tracking Scope 1, 2 and 3 emissions and producing and analyzing greenhouse gas inventories.
- Familiarity with building commissioning, HVAC controls, and/or building automation systems.
- Experience using web-based data management tools (e.g., Tableau, Power BI, D3, Google Charts).
- Experience with Airport Carbon Accreditation, Airport Carbon Emissions Reporting Tool, and ESG reporting
- Experience in airport sustainability.

Education:

- Bachelor's, master's, or other advanced degree in data science, computer science, economics, mathematics, statistics, engineering, environmental science, or related field.

2) Airside and Landside Sustainable Infrastructure Review



This role will support the Airport's sustainability program and specifically sustainable design and construction of airside and landside infrastructure. Typical project types include the following: taxiway rehabilitation, runway rehabilitation, development site preparation, road reconstruction and landscaping. This person will utilize the Airport Sustainable Design Standards to review airside and landside projects for compliance. The expectation is that this role will require approximately 15 hours per week, with a flexible schedule based on specific task deadlines.

Responsibilities:

- Coordinate with project managers and Engineering managers to review all airside and landside infrastructure projects. Provide feedback on areas where sustainable design and construction approaches can be applied.
- Review airside and landside infrastructure projects for compliance with Airport Stormwater Design Standards and provide feedback on evaluating feasibility.
- Regularly review and update sustainable design standards as new techniques and materials become available.
- Research best practices to expand current standards.
- Develop and maintain a master specification for sustainability in Airport infrastructure.
- Work with Airport Engineering to identify projects to pilot sustainable approaches such as sustainable paving materials or policies to reduce emission impacts of construction equipment.
- Document each review cycle for all projects and report on progress at monthly intervals.
- Support Envision verification of select infrastructure projects. Design teams are responsible for developing Envision submittals and tracking construction submittals. This role will support that effort.
- Maintain and provide annual updates to the Airport's Envision Guidance Document to document best practices through the Envision verification experience.

Preferred Experience:

- Background in planning, design and construction of airfield projects.
- Knowledge of sustainable aviation fields.
- Knowledge of the Envision verification process and experience verifying an infrastructure project via Envision.
- Certification as an Envision specialist.

Education:

- Bachelor's, master's, or other advanced degree in engineering, project management, environmental science or related field.

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. Subcontractors 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.

Subcontractors 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 subcontractors.

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. Subcontractors: 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 subcontractors or possibly a joint venture collaboration, as necessary to meet all the requirements.

All subcontractors 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 Contractors: When it is determined that an assignment requires the participation of other contractors, the Airport, at its sole discretion, may assign another contractor 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

Performance Metrics

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.

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.

How We Will Pay the Selected Applicant

Applicants must state hourly rates for all personnel, identified by education level, skill set, experience level, and job title, who will perform work under any contract resulting from this RFP. For each task necessary to perform a service, deliver a tangible work product, or, if included in this RFP, accomplish a milestone identified in this RFP and/or the Applicant's proposed scope of work, the Applicant must state an estimate of the number of hours required to complete that task for each hourly rate that applies to each level of personnel identified to perform that task. 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 sheet 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?

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. 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 Appendix D 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.

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. Indicate how past project experience translates to preparedness to serve the Airport's sustainability program.

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
- Percentage of total work allocated to each firm

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 B](#) 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).
a. (Not applicable for this opportunity)

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 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?	<input checked="" type="checkbox"/>
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?	<input checked="" type="checkbox"/>
Does your cost proposal meet the requirements under " Compensation "?	<input checked="" type="checkbox"/>
Does your service proposal meet the requirements under " Description of Services "?	<input checked="" type="checkbox"/>
Does your proposal meet the overall format and content requirements described in " What you must include in your proposal "?	<input checked="" type="checkbox"/>
If eligible, did you enroll with the City's Vendor Payment Portal to effortlessly submit electronic invoices and monitor payment progress 24/7?	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>
Was the proposal submitted electronically through eContract Philly ?	<input checked="" type="checkbox"/>
Did you complete the mandatory political contribution disclosures through the application?	<input checked="" type="checkbox"/>
Was the proposal submitted to the correct opportunity number?	<input checked="" type="checkbox"/>



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
2. Eligibility under Code provisions relating to campaign contributions
3. Superior prior experience of Applicant and staff
4. Superior quality, efficiency and fitness of proposed solution for City Department



5. Superior skill and reputation, including timeliness and demonstrable results
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, local, or small businesses
8. Lower cost
 - a. (Not applicable for this opportunity, (fee proposals will only be required and accepted at the time of contract negotiations and per 49 CFR Section 18.36, any fee awarded must be fair and reasonable.)
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.
 - a. (Not applicable for this opportunity)

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 B](#) 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 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.

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.

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.



6.4 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.

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 - 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 C - Insurance Requirements

(posted on Econtract Philly as a separate document)



Appendix D - Standard Form 330 Architect-Engineer Qualifications

(posted on Econtract Philly as a separate document)



Appendix E - Project List

(posted on Econtract Philly as a separate document)