

Tracy Borda, Interim Chief Executive Officer, Department of Aviation

**REQUEST FOR PROPOSALS FOR
PROJECT/CONSTRUCTION MANAGEMENT - FEDERAL****WORK SUMMARY:**

The City of Philadelphia, Department of Aviation seeks qualified Applicants to provide comprehensive professional Project Management and Construction Management 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: June 12, 2026**RESPONSE DEADLINE:**

No later than 5 pm Philadelphia Time on **July 15, 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 **June 24, 2026, at 10:00 am**, Philadelphia Time. It is highly recommended that all proposers attend.

ZOOM LINK:

<https://phl-org.zoomgov.com/j/1653611642?pwd=eb8ma1vdizaT7GXaAPehlpDM0bA7dp.1>**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/>

TABLE OF CONTENTS

| | |
|----------------------------------------------------------------------|-----------|
| 1. INTRODUCTION..... | 4 |
| 1.1 Values..... | 4 |
| 1.2 Contracting with the City of Philadelphia | 4 |
| 1.3 Contacting Us | 4 |
| 1.4 Feedback about this RFP..... | 5 |
| 2. THE OPPORTUNITY..... | 6 |
| 2.1 Summary | 6 |
| 2.2 Background | 6 |
| 2.3 RFP Schedule..... | 8 |
| 2.4 Outcome Goals | 9 |
| 2.5 Award Terms | 9 |
| 3. SCOPE OF WORK..... | 10 |
| 3.1 Description of Services | 10 |
| 3.2 Performance Metrics, Contract Management & Payments..... | 32 |
| 4. HOW TO SUBMIT YOUR RESPONSE | 32 |
| 4.1 What You Must Include in Your Proposal | 33 |
| 4.2 How To Submit Your Application..... | 36 |
| 4.3 Proposal Binding..... | 38 |
| 5. HOW WE CHOOSE..... | 38 |
| 6. GENERAL RULES GOVERNING RFPs/PROPOSALS..... | 39 |
| 6.1 Health Insurance Portability and Accountability Act (HIPAA)..... | 41 |
| 6.2 Special Rules Applicable to Joint Ventures..... | 41 |
| 6.3 Mandatory Political Contribution Disclosures and Penalties..... | 41 |
| 6.4 Political Contribution Limits for City Contractors | 42 |
| 6.5 City Employee Conflict Provision | 42 |
| 6.6 Reservation of Rights..... | 43 |

6.7 Confidentiality and Public Disclosure 43

APPENDICES..... 44

Appendix A – General Provisions..... 44

Appendix B - City of Philadelphia Tax and Regulatory Status and Clearance Statement
45

Appendix C - Insurance Requirements 46

Appendix D - Standard Form 330 Architect-Engineer Qualifications 47

Appendix E - Project List..... 48

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 as 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 2024 by Airports Council International – North America, PHL was ranked the twenty-first busiest airport in the United States, serving 30.9 million passengers; twenty-fifth busiest in the nation for aircraft operations; and twentieth 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

Aviation requires assistance in managing the projects and related construction in connection with the development and improvement of the Airport. Aviation is prepared to advance multiple airfield/non-airfield projects through 2026. The Airport operations are on a reliable increase, and several significant projects are/will be ready for immediate construction. These improvements, as Aviation partners with the airlines and the cargo operators, will position PHL for important growth and long-term success. Consistent with Aviation's goals for recovery and economic growth, on-call PM/CM work is needed to improve the airfield and non-airfield conditions, to promptly address emergency response needs, and to assist Aviation to move projects through smooth closeout periods.

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 | June 12, 2026 |
| Pre-Proposal Meeting | <p>A pre-proposal meeting will be held on June 24, 2026 at 10:00 am, Philadelphia Time. It is highly recommended that all proposers attend.</p> <p>ZOOM LINK: https://phl-org.zoomgov.com/j/1653611642?pwd=eb8ma1vdizaT7GXaAPehlPDM0bA7dp.1</p> <p>Meeting ID: 165 361 1642 Passcode: 654171</p> |
| Applicant Questions Due | Applicants must submit questions regarding this opportunity by June 25, 2026 at 5:00 pm Philadelphia time. All questions must be submitted via email to Shannon.clark@phl.org. |
| Answers Posted on eContract Philly | June 29, 2026, 5:00 pm Philadelphia time |
| Proposals Due | July 15, 2026, 5:00 pm Philadelphia time |
| Applicant Interviews, Presentations (City Discretion) | August 1, 2026, virtual |
| Applicant Selection | August 15, 2026 |
| Contract Execution | September 1, 2026 |
| Commencement of Work | September 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 ensure that the various, extensive, to-be-determined construction projects at the Airport are managed and completed in a safe, professional manner.

Assist Aviation by providing a team, including PM/CM staff to be based at PHL, that will include, but not be limited to:

- Prior experience and familiarity with the proposed scope of work for this on-call contract including construction professionals thoroughly versed in each facet of airport construction.
- Team must understand the intricacies of regulations that must be met to gain project permits and approvals.
- The everyday attention-to-detail and stakeholder coordination that can ensure projects finish on time and significantly under budget.
- Bring commitment and responsiveness to partnering with the Airport staff to conduct thorough design reviews, move projects to construction NTP, and oversee the everyday Contractor operations.
- Ensure the Airport will maintain critical airport operations while safely completing each construction assignment with efficiency and high-quality work, responsiveness, and customer service.
- Will address Aviation’s plan for Sustainability and Resiliency.
- Will provide top notch expertise with innovative solutions.

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 September 1, 2026 and end on or about August 31, 2027. The City may, at its sole option, amend the contract to add up to four (4) additional terms, each not to exceed one year. |
| 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.

This solicitation is in accordance with the U.S. Department, Federal Aviation Administration (FAA) Advisory Circular AC No. 150/5100-14E, "Architectural, Engineering and Planning Consultant Services for Airport Grant Projects." As such, the following projects are planned and approved – see Appendix E, Project List.

The services are limited to those specific projects that are expected to initiate within five (5) years of the effective date of this contract. Upon mutual and written agreement between Aviation and the FAA, unforeseen or additional projects or work elements may be added if all conditions as noted in the circular under Section 2.7.2 are met.

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 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:



City of
Philadelphia

- 1) The successful Applicant(s) is/are to provide assistance to Aviation with project management, construction management and construction administration services for various, to-be-determined projects at the Airport. 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 may propose additional services and activities but should explain why each is necessary to achieve the airport's objectives. It is expected that the assignments will involve some or all the following areas of concern:

a. **Project Management Services:** The successful applicant(s) may be required to provide assistance in the planning, design, and construction of specified projects to be determined. The level and form of the assistance may vary and range from professional advice and counsel to the use of specialized personnel. Accordingly, the successful applicant(s) are required to designate and provide a Project Manager in order to assist the Airports Engineering Manager in completing specific projects. Comprehensive project management tasks may include, but are not limited to the following:

1. Strategic Advice & Planning: Provide advice to Aviation on issues involved in the planning, design and construction of capital improvement projects. Determine the extent of potential problems and recommend a course of action to clear all obstacles and to obtain required approvals and permits.
2. Agency Liaison: Act as liaison to state, federal and local regulatory agencies, and provide the following services:
 - Interpretation of regulations
 - Previews of pending legislation and/or regulations
 - Scheduling of actions necessary to receive approvals
 - Preparation of permit applications
 - Follow-up to obtain prompt approvals
 - Preparation of all necessary correspondence
3. Procedures: Develop written procedures to be used by Aviation in administering its Capital Program projects, and in conducting its day-to-day operations. Successful applicants may be required to utilize project management software, i.e., Primavera.
4. Oversight of Other Contractors: Aviation anticipates planning and design work on its Capital program projects being assigned to a variety of outside contractors, with varying backgrounds and experience in aviation issues. The successful applicant(s) are to give guidance and review the findings of the contractors working on the Capital Program projects.

b. **Preconstruction Phase Services:**

1. Construction Policies and Procedures: Review existing policies and procedures related to construction contract administration, quality assurance/quality control, construction security, design reviews, cost estimating, scheduling, permit requirements etc. and recommend updates or variances as appropriate.
2. Site Investigation: Coordinate and schedule comprehensive site investigation services. Identify and report on constraints.
3. Cost Estimating: Provide detailed project alternative, extra work or other specific estimates as requested by Aviation.

4. Quality Assurance: Develop a written, project-specific quality assurance plan detailing the specific measurable goals to be achieved in construction.
 5. Scheduling: Review schedule and milestones prepared by others and assist in developing final schedule.
 6. Value Engineering/Constructability Reviews: Provide constructability and value engineering reviews at the request of Aviation.
 7. Bid and Award: At the direction of Aviation, assist in conducting pre-bid conferences, site visits, pre-construction meetings and preparing and distributing minutes of such. Coordinate communications related to bidder inquiries, seek resolution from the appropriate party and forward responses to bidders. Review and comment on addenda. Review the Certificates of Insurance of the successful bidders to ensure that the terms and limits of insurance coverage meet the requirements. Evaluate bids; provide technical analysis and recommendations to Aviation.
 8. Permit Compliance: Review National Pollution Discharge Elimination System (NPDES) and other permits and become familiar with specific requirements for each assigned project.
- c. **Construction Phase**: Provide project/construction management services during construction as defined herein and/or as directed by Aviation.
1. Project Control: The project/construction manager shall monitor and oversee the work of the trade contractors and oversee the coordination of construction work with the activities of Aviation, Airport concession tenants, designer, other contractors, affected agencies and utilities, construction contractors on other Aviation projects, and other parties as necessary.
 2. Maintain Adequate Staff: Maintain a competent full-time staff to perform all the project/construction management services as listed herein.
 3. On-Site Organization: Establish lines of authority and standard and consistent communication procedures in order to carry out the overall project.
 4. Meetings: Participate in weekly project status meetings at which Aviation; designer and project manager can discuss jointly such matters as job progress, procedures, cost, disputes/claims and scheduling. Such meetings may be called or scheduled more or less frequently, or on an emergency basis if necessary, as determined by Aviation. Keep and distribute minutes of such meetings. Schedule and conduct meetings with a principal and/or the project manager for each of the prime trade contractors and keep and distribute minutes of such meetings. Meetings shall be held at least weekly.
 5. Labor Compliance: Assist Aviation to enforce the Labor Standards provisions of the construction contracts.
 6. Critical Path Method (CPM) Scheduling: At the direction of Aviation, review and comment on contractors' submitted CPM schedules and updates.
 7. Reports: Provide consistent and coordinated reporting and administrative documentation. Keep accurate and detailed written records of project progress during all stages of construction and prepare progress reports in the format and frequency required by Aviation. Prepare and submit focused monthly construction progress reports including photographic, analytical and brief

narrative descriptions of progress, issues, and a 90-day look-ahead schedule of activities. Descriptions of progress will include analytical reporting of actual progress against work planned for the month in the previous month's progress reports; forecast of work for the next month; and a 90-day forecast of activities including coordination requirements, issues and decision requirements. Include recommendations regarding keeping project(s) on schedule and under budget. Submit weekly status reports, attaching updated copies of all logs for change orders, claims, submittals, etc. Maintain on file daily resident engineer's report and individual inspectors' daily reports.

8. Cost Control: Develop, implement and maintain an effective system of project cost reporting, to maintain the project budget, incorporating approved change orders as they occur. Identify variances between actual and estimated costs and advise Aviation.
9. Requests for Information/Design Revisions/Contract Change Orders (CO): In conjunction with Aviation and designers, develop and implement a system for tracking, review and processing of RFI's, design changes and CO's. Review each in a timely matter and respond and process accordingly. Submit written recommendations to Aviation and negotiate change orders, with final terms and price subject to Aviation approval.
10. Contractor Payments: Review and evaluate contractors' requests for payment. Prepare and process progress, semi-final and final pay estimates in accordance with standard procedures and contract requirements.
11. Potential Claims/Disputes: Notify Aviation project engineer upon receipt of notification of potential claim or dispute. Investigate circumstances and recommend merit or resolution to Aviation. Maintain files on each potential claim or dispute, resolved and unresolved.
12. Permits: Assist Aviation in obtaining all permits, excluding permits for inspection or temporary facilities required to be obtained directly by the various contractors. Assist Aviation in obtaining approvals from the authorities having jurisdiction. Monitor contractors' conformance to permit requirements. Identify permit activities in the project schedule.
13. Construction Security: Review existing terminal, parking garages and airfield construction security procedures and ensure adherence from PM/CM and construction contractors' personnel.
14. Inspection: Monitor and oversee the work of the contractors and the quality of materials installed to determine conformity with their respective contract requirements and/or specifications.
 - i. Provide full-time on-site administration of the project without assuming the contractor's obligations pertaining to means, methods, quality and progress of work or safety.
 - ii. Inspect the materials and equipment being incorporated into the work. Review materials to visually verify that they are handled, stored and installed properly and that they are in compliance with the plans and specifications of the project.
 - iii. Verify that all authorized changes are properly incorporated into the work.

- iv. Identify problems encountered in the progress of the work and undertake appropriate action to resolve these problems keeping in mind the impact on timely completion of the project.
 - v. If necessary, review contractor's submitted "Erosion & Sedimentation Prevention Plan," and monitor adherence to the plan. Report deficiencies to Aviation and the contractor.
 - vi. Maintain daily reports by each inspector, recording work performed and significant happenings on the project.
 - vii. Observe quality control testing performance by the contractor. Maintain testing records, including corrective actions taken regarding failed tests.
 - viii. Coordinate testing and survey services necessary to verify the contractor's work.
 - ix. Provide Aviation with assistance in surveying to verify the contractors' work.
15. Safety Program: Review the contractors' submitted safety program and monitor the implementation of such. Report deficiencies to the contractor and Aviation. Cooperate fully with officials of other agencies (Federal and/or State) who are vested with authority to enforce requirements of the Occupational Safety and Health Act. Conduct periodic safety reviews of job site(s) and advise the contractor(s) and Aviation of deficiencies.
16. Submittals/Shop Drawing Review: Assist in implementing procedures for tracking, expediting the processing, and approval of submittals, shop drawings and materials samples.
17. Project Site Documents: Maintain project site records in accordance with established Aviation guidelines. Maintain at the project site for Aviation one record copy of all contracts, drawings, specifications, addenda, contract change orders and other modifications, in good order, and in addition, approved shop drawings, product data, samples and similar required submittals. Upon completion of the project, deliver this complete to Aviation.
18. Test Systems: With Aviation Engineering and Maintenance representatives, schedule and observe the contractor(s)' final testing and start-up of utilities, operational systems and equipment.
19. Punch list: Upon substantial completion of the contractors' work, prepare, jointly with the contractor(s) and designer(s), a list of incomplete or unsatisfactory items and a schedule for their completion. Monitor the correction and completion of the work. Assist Aviation in conducting inspections to determine if the work is substantially complete.
20. Completion: Secure and transmit to Aviation warranties and similar submittals required by the contract. Deliver all keys, manuals, and maintenance stocks to Aviation.
21. Record Drawings: Monitor the maintenance of record drawings by the contractors. Determine that record drawings are complete and accurate and transmit approved record drawings at the direction of Aviation for preparation of as-built drawings.

d. **Post-Construction Phase**

1. **As-builts:** The successful Applicant will ensure the completeness of as-built plans from the record drawings, for Aviation acceptance and approval.
 2. **Claims/Disputes:** At the direction of Aviation, assemble pertinent background information, analyze the merits of the claim or dispute, and recommend to Aviation merit or entitlement, if any. Prepare estimates of entitlement, if appropriate, and assist Aviation in negotiating settlement.
 3. **Closeout Support:** The successful Applicant shall monitor contract closeouts to ensure receipt of all deliverables, completion of all contract modifications and ascertain final quantities necessary to invoice remaining payments. Prepare and process certificates of final inspection/acceptance certificates of completion where required, and final payment releases. The successful Applicant shall recommend closeout of the contract and final payment after determining that all contract requirements have been satisfied.
 4. **Performance Standards.** The successful Applicant's performance will be assessed based on the ability to meet the project schedule; the quality of work performed; effective implementation of planned strategies; communication with the project team; communication of the project status; and the ability to develop and maintain productive working relationships with Aviation.
- e. **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.
- f. **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.
- g. **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.
- h. **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-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.**

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 Project and Construction Management Engineering 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.

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 PM/CM contract term, the project team shall provide project management services and those services essential to completion of the public works and tenant construction projects, including pre- and post- construction phase duties, as directed by Aviation. The support resources and clerical staff will be based upon a pre-approved staffing plan.

For the preconstruction phase, Aviation requires the successful Applicant to employ highly qualified staff capable of cost estimating, construction scheduling and logistics planning. Construction phase support will include personnel with the disciplines and expertise required to provide PM/CM services for projects of various types and magnitudes. Personnel shall have knowledge of project/construction management for airfield runway and taxiway systems; NAVAIDS; airport structures; relocation and reinstallation of utilities; site work; and mechanical, electrical, plumbing and specialty trades associated with the needs of an operating airport. Staffing may be reduced as field activities draw to a close, with the core staff remaining to continue post-construction phase duties as approved by Aviation.

- 1. Program Manager (Full Time / Embedded Position):**

The successful Applicant shall appoint a qualified program manager who will be the point of contact for the team. The project team will be supervised by the program manager, who shall be the operational point of contact with Aviation.

1.1 Corporate Qualifications

- Minimum 15 years of airport program management experience
- Experience at large hub or medium hub commercial service airports
- Demonstrated experience securing FAA discretionary grants
- Experience with federally funded aviation projects exceeding \$250M cumulative value
- Knowledge of FAA Advisory Circulars, AIP Handbook, and NEPA requirements
- Experience with airport operational continuity during construction

1.2 Key Personnel Qualifications

- Program Executive with 15+ years' airport Program Management experience
- Experience managing multi-project capital programs
- Funding/Grant Lead with direct FAA grant experience
- Airfield engineering expertise
- Terminal/building systems expertise
- Cost estimating and scheduling capability
- Quality assurance/quality control (QA/QC) for design and construction processes.
- Federal procurement compliance expertise

1.3 Scope of Services Criteria

A. Capital Program Planning

Evaluation Criteria

- Ability to develop airport-wide capital implementation strategies
- Experience prioritizing projects for grant eligibility and sequencing
- Understanding of operational phasing constraints
- Ability to align projects with Airport Master Plan and ALP

Required Capabilities

- CIP development
- Multi-year cash flow forecasting
- Funding strategy development
- Asset prioritization
- Risk-based project sequencing
- Stakeholder coordination
- Integrated master scheduling
- Critical path analysis
- Operational outage coordination
- Milestone tracking

Reporting

- Executive dashboards
- FAA reporting
- Grant reporting
- KPI development

2. **Project Managers (Full Time / Embedded Position):**

The project managers will be experienced and highly qualified in PM/CM for airport construction, including terminal, parking garages and airfield work; resident engineering staff will have experience in managing terminal, parking garages and airfield contracts on an operating airfield; field inspectors (certified), schedulers, cost estimators and others will have the expertise to monitor the progress and quality of the work performed at the Airport. Full-time, embedded Project Managers will report directly to the Airport Engineering Manager or their designee.

Minimum qualifications required for this position:

- 15+ years' experience in managing design and construction projects (large hub airport experience preferred)
- Driven & motivated individual, does not need prompting
- Experience with supervising staff
- Provide leadership
- Collaborative
- Organize, assign, and direct the work of other consultant staff
- Organize and prioritize multiple projects of various sizes and complexity with deadlines
- Analyze complex design and construction problems and reach sound conclusions
- Present ideas effectively in oral, written, or graphic form
- Review plans and proposals

Relevant Experience:

- Terminal modernization
- Airfield rehabilitation
- Passenger facility renovations
- Utility infrastructure projects
- Complex phasing and sequencing
- Passenger Boarding Bridge Replacements
- Baggage Handling and Makeup Systems
- Vertical Transportation Modernization
- Environmental permitting support, SWPPP compliance, Hazardous materials coordination
- Sustainability reporting
- Quality assurance/quality control (QA/QC) for design and construction processes.

2.1 Project Team Overview

The Airport seeks qualified Project Management and Construction Management (PMCM) services to support the planning, coordination, administration, inspection, and delivery of capital improvement projects involving but not limited to:

- Airfield infrastructure
- Landside roadways and utilities

- Terminal buildings and passenger facilities
- Central utility and thermal plants
- Building systems modernization
- Passenger Processing Systems
- Vertical Transportation Systems
- Specialized airport operational systems

The Consultant shall provide experienced personnel with demonstrated aviation and large-scale infrastructure expertise capable of supporting active airport operations while maintaining safety, security, regulatory compliance, and operational continuity.

The Consultant shall maintain sufficient staffing depth and technical expertise to support multiple concurrent projects across varying delivery methods, including:

- Conventional Design-Bid-Build
- Best Value Design-Bid-Build

2.2 Staffing Philosophy

The PMCM team shall provide:

- Continuous coordination with Airport Operations
- Multi-disciplinary technical oversight
- Construction administration
- Quality assurance/quality control (QA/QC)
- Safety oversight
- Schedule and cost management
- Regulatory compliance
- Systems integration coordination
- Phasing and operational continuity planning

The Consultant shall provide scalable staffing resources capable of supporting:

- Day and night shifts
- Weekend work
- Phased construction
- Emergency response activities
- Operationally constrained work windows

2.3 Project Delivery Staff

2.3.1 Resident Engineers (Full Time / Embedded Position)

Responsibilities

- Daily field management
- Technical oversight
- Coordination among contractor, designer, and Airport
- RFI and submittal review

- Verification of construction compliance
- Inspection oversight
- Electronic records management
- As-built documentation

Preferred Platforms

- e-Builder
- Procore

Minimum Qualifications

- Licensed Professional Engineer (PE) preferred
- 10+ years construction administration experience
- Aviation construction experience preferred

Disciplines

- Civil/Airfield
- Structural
- Mechanical
- Electrical
- Architectural
- Systems Integration

2.3.2 Subject Matter Experts (SMEs)**➤ Building Envelope SME****Expertise**

- Roofing systems
- Curtainwall systems
- Waterproofing
- Exterior wall assemblies
- Thermal/moisture protection
- Air infiltration testing

Qualifications

- Registered Architect or PE preferred
- 15+ years building envelope experience
- Airport terminal experience preferred

➤ Structural Engineering SME**Expertise**

- Existing structure evaluation
- Terminal expansion support
- Structural rehabilitation
- Temporary support systems

- Construction means and methods review

Qualifications

- Structural Engineer (SE) license preferred
- 15+ years structural engineering experience
- Aviation structure experience preferred

➤ **Building Power Systems SME (Full Time / Embedded Position)**

Expertise

- Medium-voltage distribution
- Emergency power systems
- UPS systems
- Electrical redundancy and resiliency
- Arc flash studies
- Load coordination

Qualifications

- Electrical PE preferred
- 15+ years large-facility electrical infrastructure experience
- Airport experience preferred

➤ **Thermal Plant / Central Utility Plant SME**

Expertise

- Chilled water plants
- Steam/hot water systems
- Central utility distribution
- Plant optimization
- Building automation systems

Qualifications

- Mechanical PE preferred
- 15+ years thermal plant experience

➤ **Fire Protection SME**

Expertise

- NFPA compliance
- Fire suppression systems
- Smoke control systems
- Hazard analysis
- Integrated life safety systems

Qualifications

- Fire Protection PE preferred
- NICET certifications preferred
- Airport terminal experience preferred

➤ **Fire Alarm & Life Safety Systems SME**

Expertise

- Fire alarm systems
- Mass notification
- Smoke control integration
- Sequence of operations verification
- System commissioning

Qualifications

- NICET Level III/IV preferred
- Large-facility integrated systems experience

➤ **Passenger Boarding Bridge SME**

Expertise

- Passenger boarding bridge systems
- Gate electrification systems
- PCA and 400Hz coordination
- Aircraft compatibility analysis
- Operational safety coordination
- Integrated gate systems testing

Qualifications

- Aviation gate systems experience required
- Manufacturer certifications preferred

➤ **Baggage Handling & Makeup Systems SME**

Expertise

- Conveyor systems
- Baggage makeup devices
- PLC and controls integration
- TSA screening coordination
- SCADA integration
- Operational readiness activation and transition (ORAT)
- System commissioning and throughput testing

Qualifications

- 10+ years airport baggage systems experience
- Experience with active terminal operations preferred

Special Systems Subject Matter Experts (Full Time / Embedded Position)

➤ **Access Control & Security Systems SME**

Expertise

- Access control systems
- Credentialing integration
- Security door hardware
- TSA compliance
- Security monitoring systems

Qualifications

- Aviation security systems experience preferred

➤ **CCTV & Video Surveillance SME**

Expertise

- IP-based surveillance systems
- Video management systems
- Camera analytics
- Security integration platforms

Qualifications

- Experience with enterprise security systems
- Airport security operations experience preferred

➤ **Parking Guidance Systems SME**

Expertise

- Parking occupancy systems
- Revenue integration
- Wayfinding systems
- Vehicle detection technologies

Qualifications

- Parking technology implementation experience

➤ **Automated Exit Lane SME**

Expertise

- TSA exit lane technology
- Passenger flow integration
- Security coordination
- System testing and commissioning

Qualifications

- Airport passenger screening systems experience preferred

➤ **FIDS (Flight Information Display Systems) SME**

Expertise

- Passenger information systems

- Display integration
- Data communications
- Airport operational systems coordination

Qualifications

- Airport operational technology experience preferred

➤ **Special Systems Integration SME**

Expertise

- Systems interoperability
- Network infrastructure coordination
- Integrated testing and commissioning
- Technology migration planning

Qualifications

- Large-facility systems integration experience
- Aviation systems experience preferred

3. Inspection Staff - Specific requirements for the caliber of inspection staff**follows:**

- 3.1 A Bachelor of Science degree in civil, mechanical or electrical engineering and one year experience in field inspections;**

OR

- 3.2 A two year associates degree in Civil/Mechanical/Electrical Engineering Technology and three years experience in field inspections and the proposed inspector shall be able to get either of the following within two years:**

3.2.1 A NICET Level 3 Certification in one or more of the following fields:

- 3.2.2 Building Construction;
- 3.2.3 Construction Material Testing;
- 3.2.4 Geotechnical;
- 3.2.5 Transportation;
- 3.2.6 Fire Protection;
- 3.2.7 Industrial Instrumentation;
- 3.2.8 Low voltage communication systems;
- 3.2.9 Security Systems;
- 3.2.10 Land Management and Water Control; or
- 3.2.11 Underground Utilities Construction.

OR

3.3 ICC Certification in one or more of the following fields:

- 3.3.1 B2 Commercial Building Inspector;
- 3.3.2 E2 Commercial Electrical Inspector;

- 3.3.3 M2 Commercial Mechanical Inspector;
- 3.3.4 P2 Commercial Plumbing Inspector; or
- 3.3.5 66 Fire Inspector

OR

3.4 A high school diploma or GED and 5 years experience in field inspections and any one certification of the following:

3.5 A NICET Level 3 Certification in one or more of the following fields:

- 3.5.1 Building Construction;
- 3.5.2 Construction Material Testing;
- 3.5.3 Geotechnical;
- 3.5.4 Transportation;
- 3.5.5 Fire Protection;
- 3.5.6 Industrial Instrumentation;
- 3.5.7 Low voltage communication systems;
- 3.5.8 Security Systems;
- 3.5.9 Land Management and Water Control; or
- 3.5.10 Underground Utilities Construction.

OR

3.6 ICC Certification in one or more of the following fields:

- 3.6.1 B2 Commercial Building Inspector;
- 3.6.2 E2 Commercial Electrical Inspector;
- 3.6.3 M2 Commercial Mechanical Inspector;
- 3.6.4 P2 Commercial Plumbing Inspector; or
- 3.6.5 66 Fire Inspector 1.

4. Project / Program Schedule Support

Responsibilities

- Capital Program / Portfolio Schedule
- CPM scheduling oversight
- Cost forecasting
- Change order analysis
- Earned value management
- Reporting and dashboards

Qualifications

- Primavera P6 proficiency
- 10+ years project controls experience

5. Safety Managers

Responsibilities

- Site safety oversight
- OSHA compliance
- Airside safety coordination
- Contractor safety audits

Qualifications

- OSHA 30/500
- CHST or CSP preferred
- Aviation safety experience preferred

6. **Airfield Safety Officer (ASO)**

- Serves as an extension of the Owner's Construction Management (CM) team
- Primary mission: protect the airport's safety, operational continuity, and regulatory compliance during construction
- Sole responsibility: monitor and control all contractor and subcontractor activity within the Air Operations Area (AOA)
- Ensures strict adherence to:
 - Contract plans and technical specifications
 - FAA Advisory Circulars
 - Construction Safety and Phasing Plan (CSPP)
 - Safety Plan Compliance Document (SPCD)
- Holds full authority to take immediate corrective action to maintain 14 CFR Part 139 compliance
- Works in close coordination with:
 - Airport Operations
 - Resident Project Representative (RPR)

7. **Staffing Scalability**

The Consultant shall maintain the capability to:

- Mobilize additional staff rapidly
- Support concurrent projects
- Provide 24/7 operational coverage as required
- Provide specialized technical experts on-demand
- Support phased and operationally constrained work

Staffing levels shall be adjusted throughout project phases while maintaining continuity of key personnel.

8. **Aviation Experience Requirements**

The Consultant team shall demonstrate experience with:

- Commercial service airports
- FAA-funded projects
- Active airfield operations
- Terminal renovations and expansions
- Passenger-facing construction
- Secure area construction
- Complex MEP infrastructure upgrades
- Operational technology systems integration
- Experience at medium-hub or large-hub airports is strongly preferred.



9. **Desired Consultant Team Attributes**

The Airport seeks a Consultant team demonstrating:

- Strong aviation construction experience
- Technical depth across multiple disciplines
- Operational awareness in active airport environments
- Excellent communication and coordination skills
- Proven systems integration experience
- Commitment to safety and quality
- Ability to minimize operational and passenger impacts
- Experience delivering complex phased construction projects

10. **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.

11. **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. The Project Team will be expected to fully cooperate in any joint efforts that may be required. For any related specialized services for which the Project Team is not qualified and for which the Airport does not have a qualified contractor under contract, the team 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.

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:

- Wages paid to employees for documented hours worked on the contract.
- 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.
- 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, materials sampling and on-site testing supplies, 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 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. . 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 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.

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).

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?

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 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.
 - b. Project Manager qualifications
 - c. Key personnel qualifications; including the inspection staff
 - d. Proposed work plan meets the requirements.
 - e. Proposed staffing plan meets the requirements
 - f. Sustainability – demonstrate sustainable operating practices; commitment to sustainability
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. Past record of performance on similar projects including quality of work, timeliness and cost control
 - c. Aviation/Industry Recognition
 - d. Documented use of new and innovative approaches or technology such as (CAD, BIM, GIS, other)
 - i. Tools intended to manage project elements
 - ii. 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, 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](#)

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.

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.

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.

6.6 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)