REQUEST FOR PROPOSALS
for
DESIGN OF
GREEN STORMWATER INFRASTRUCTURE
AT WISSINOMING PARK
FOR THE
CITY OF PHILADELPHIA

Issued by:
THE CITY OF PHILADELPHIA ("City")
Water Department

All proposals must be submitted electronically to the correct contract opportunity established for this RFP (identified by opportunity number), through the eContract Philly online application process at www.phila.gov/contracts, choose eContract Philly. Applicants who have failed to file complete applications through the eContract Philly online application process will not be considered for the contract.

Proposals must be received no later than 5:00 p.m. Philadelphia, PA, local time, on July 10, 2015.

Pre-Proposal Conference:
Date: June 17, 2015
Time: 9:30AM
Location: ARAMARK Tower, 11th Floor
Philadelphia Bar Association Conference Room

Michael Nutter, Mayor
Howard Neukrug, Commissioner, Water Department
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I. Project Overview

A. Introduction; Statement of Purpose
The City of Philadelphia (City) acting through its Water Department (Department) is seeking proposals, through this Request for Proposal (RFP), from qualified firms to provide services for the design development and preparation of construction documents for green stormwater infrastructure (GSI) at Wissinoming Park.

B. Department Overview
The Department serves the Greater Philadelphia region by providing integrated water, wastewater, and stormwater services. The Department's primary mission is to plan for, operate, and maintain both the infrastructure and the organization necessary to purvey high quality drinking water, to provide an adequate and reliable water supply for all household, commercial, and community needs, and to sustain and enhance the region's watersheds and quality of life by managing wastewater and stormwater effectively. In fulfilling its mission, the Department seeks to be customer-focused, delivering services in a fair, equitable, and cost-effective manner, with a commitment to public involvement. Having already served the City and region for nearly two centuries, the Department's commitment for the future includes an active role in the economic development of Greater Philadelphia and a legacy of environmental stewardship.

C. Project Background
Accepted by the Pennsylvania Department of Environmental Protection (PADEP) and the U.S. Environmental Protection Agency on June 1, 2011, the City of Philadelphia's Green City, Clean Waters plan is an ambitious plan to address the issue of combined sewer overflows in Philadelphia over the next 25 years through the management of runoff from more than a third of the impervious surfaces in the combined sewer system using GSI techniques. Compliance with the Green City, Clean Waters Plan requires the planning, design, construction, maintenance, and monitoring of Department-owned GSI on public lands and right-of-ways. A significant portion of the plan’s goals are to be achieved through these Department-led GSI projects.

Department-led GSI projects are typically installed on public lands and right-of-ways, may include components other than GSI such as additional site features and sewer system infrastructure, and frequently are coordinated with multiple partners, stakeholders, or other City agencies. The Department has increasing compliance targets for the annual planning, design and construction of PWD GSI projects to create Greened Acres (GA’s).

The purpose of this RFP is to provide professional engineering services to the Department, in partnership with Philadelphia Parks & Recreation (PP&R) for a GSI project at Wissinoming Park. Wissinoming Park is bounded by Frankford Avenue to the north, Comly Street to the east, Charles Street to the south, and Cheltenham Avenue to the west. The park is approximately 42 acres in size. The project is part of the Neighborhood Parks’ collaboration.

A concept design was previously prepared for the Department. The concept includes installation of an extensive GSI storm sewer system that would collect right-of-way runoff from the surrounding neighborhood and route it to several proposed stormwater management practices (SMPs) inside of the park. Further analysis conducted by the Department shows that there may
be potential to manage additional runoff from residential rooftops and alleyways within the surrounding neighborhood. **Appendices L through N** include the previously prepared concept, the study of additional drainage areas, and an existing conditions plan of on-site areas. These documents are provided for the Applicant’s reference.

On-site impervious areas are being managed separately through a park improvement partnership with Philadelphia Parks and Recreation. Management of on-site impervious areas is not a part of this RFP.

This RFP is to further develop the concept designs, investigate options for maximizing the contributing drainage area from within the study area, and prepare construction documents for the GSI storm sewers and SMPs within the park.

D. Request for Proposals
The Department will only consider proposals from Respondents that have experience designing GSI in the urban environment for the Department and/or other clients on a similar scale and capacity. Respondents must demonstrate that they have provided services for:

- At least five (5) built GSI projects including at least two (2) built GSI projects in the City of Philadelphia and at least two (2) built GSI projects in park settings,

This experience can be met either exclusively by the prime firm or cumulatively through a team of firms. Respondents should emphasize whether their experience qualifies them to plan and design GSI in park settings.

E. General Disclaimer of the City
This RFP does not commit the City of Philadelphia to award a contract. This RFP and the process it describes are proprietary to the City and are for the sole and exclusive benefit of the City. No other party, including any Applicant, is intended to be granted any rights hereunder. Any response, including written documents and verbal communication, by any Applicant to this RFP, shall become the property of the City and may be subject to public disclosure by the City, or any authorized agent of the City. The City is not liable for any costs incurred by Applicants in preparing and submitting a proposal in response to this RFP or for any costs and expenses incurred in meeting with, or making oral presentations to the City if so requested.

II. Scope of Work

A. Definitions
Unless specified otherwise, words, phrases, abbreviations and/or acronyms have the following meanings:

- Department – The Philadelphia Water Department
- PWD – Philadelphia Water Department
- OOW – Philadelphia Water Department Office of Watersheds
- PP&R – Philadelphia Parks & Recreation
- GSI – Green Stormwater Infrastructure. GSI techniques seek to decentralize stormwater management, stem runoff at the source, and promote infiltration and groundwater recharge to help restore a more natural hydrologic cycle. GSI manages stormwater using one or more of the source control processes of infiltration, evaporation, transpiration, decentralized storage, alternative stormwater routing, reuse, and other methods.

- GA – Greened Acre. A Greened Acre (GA) is an expression of the volume of stormwater, in acre-inches, managed by GSI. It is calculated by the equation: 
  \[ GA = IC * Wd, \]
  where
  - \( IC \) (acres) is the impervious cover (formerly tributary to the combined sewer system) utilizing green stormwater infrastructure. This quantity can include the area of the stormwater management feature itself, as well as the area that drains to it.
  - \( Wd \) (inches) is the depth of water over the IC that can be physically managed in the facility.

B. Project Details

The Department’s objectives for this project are to further develop the concept designs, investigate options for maximizing the contributing drainage area from within the study area, and prepare construction documents for the GSI storm sewers and SMPs within Wissininoming Park.

This Section II, Scope of Work states requirements for the project, including the services and the tangible work products to be delivered, and the tasks the Department has identified as necessary to meet those requirements. The Department reserves the right, however, to modify specific requirements, based on changed circumstances (such as a change in business or technical environments), the proposal selection process, and contract negotiations with the Applicant(s) selected for negotiations, and to do so with or without issuing a revised RFP. The Applicant must provide in its proposal a detailed proposed scope of work showing how it will meet the project requirements stated in this Section II.

C. Services and Tangible Work Products

1. Services

The scope of work outlined below is included to assist the Respondent in identifying the types of services the Department anticipates it may need. This list is not intended to be all inclusive. Specific scopes of work will be based on actual project needs as determined by the Department.

a) Project Planning and Engineering

1. Complete all work in accordance with PWD GSI Public Guidelines. See Section I and M for additional performance standards and links to available information.
   a. PWD GSI Design Process Workflows Packet (see the Track 3 workflow)
   b. PWD GSI Design Requirements & Guidelines
   c. PWD GSI Drawing Requirements
   d. OOW GSI CAD Standards
   e. PWD GSI Standard Details Catalogue
f. *PWD GSI Sewer Guidelines* (to be provided after contract conformance)

2. Prepare and submit a Baseplan & Concept Check Submission (PWD 30%).
   a. Visit project site to assess existing conditions and project parameters.
   b. Prepare a Survey Schematic depicting the proposed areas to be surveyed according to PWD’s GSI Survey Guidelines including tree surveys as appropriate to identify desirable species. Submit to PWD for approval.
   c. Perform a survey of the project area defined in the approved Survey Schematic, utilizing utility locators if necessary.
   d. Prepare a Geotechnical Test Location Map depicting the proposed locations and types of proposed geotechnical testing according to PWD’s GSI Geotechnical Testing Guidelines. Submit to PWD for approval.
   e. Perform geotechnical investigative testing in the approved locations according to PWD’s GSI Geotechnical Testing Guidelines, and prepare a brief report interpreting the results in the context of how they will affect the GSI design.
   f. Review concept design provided and modify as needed based on site survey and soil investigation results.
   g. Submit proposed concept approach to PWD. Concept approach should outline the proposed drainage areas for collection and proposed SMP footprints. Concept approach should be discussed with PWD and PP&R prior to development of the complete Concept Check Submission.
   h. Perform conceptual level engineering calculations, including hydrologic and hydraulic modeling, to appropriately size the proposed GSI.
   i. Develop conceptual level designs, including conceptual site layout and proposed landscaping, for approval by PWD, and its coordinating partners.
   j. Develop conceptual level estimate of probable construction costs.
   k. Submit complete Baseplan & Concept Check Submission to PWD for review. Label plans “Concept Submission.”
   l. Revise submission as needed, incorporating comments from PWD and PP&R, until PWD approves.

3. Prepare and submit a Substantially Complete Design Submission (PWD 70%)
   a. Engage in design development activities to transform concepts into detailed designs.
   b. Perform engineering calculations, including hydrologic and hydraulic modeling to appropriately size the proposed GSI and conveyance system.
   c. Develop engineering estimate of probable construction costs based on PWD historic costs for similar work.
   d. Submit Substantially Complete Design Submission to PWD for review. Until approved by PWD, label plans “Preliminary Design”. Upon PWD’s approval, label plans “Substantially Complete Design”.
   e. Revise submission as needed, incorporating comments from PWD and PP&R, until PWD approves.
   f. Upon PWD’s approval, identify and obtain all required agency approvals and permits. Based on previous PWD experience, the agencies listed below will likely be required.
      i. Utilities – Gas, Electric, Verizon, Comcast, SEPTA
ii. Philadelphia Parks & Recreation
iii. Philadelphia Streets Department
iv. PennDOT
v. Pennsylvania Department of Environmental Protection

4. Prepare and submit a Plans, Specs, and Estimate (PS&E) Submission (PWD 90%)
   a. Revise Substantially Complete Design per comments from the reviewing agencies and as directed by the PWD project manager.
   b. Develop Specifications and Bid Tabulation for Review by PWD with iterations as needed to provide a finalized submission.
   c. Develop the PWD Final Design Report for review by PWD with iterations as needed to provide a finalized submission.
   d. Develop the GPIS Spreadsheet for review by PWD with iterations as needed to provide a finalized submission.
   e. Submit complete Plans, Specs, and Estimate Submission to PWD for review. Label plans “Pre-Final Design Submission.”
   f. Revise submission as needed, incorporating comments from PWD and PP&R, until PWD approves.

5. Prepare and submit a Final Submission
   a. Submit all items on the Final Design Package Checklist, which can be found on the GSI Planning & Design Resources website (http://www.phillywatersheds.org/GSI_Design_Resources).

6. The following is a list of sheets that should be a part of the design plan set. Include in the proposal the plan sheets you expect to submit.
   a. Location Plan
   b. Existing Conditions and Proposed Demolition: Sheets showing the existing conditions and utilities with any existing features to be removed/impacted called out.
   c. Site Plan: Sheets showing proposed layout of site features with dimensions. Grading and subsurface features not shown.
   d. Proposed Grading/Utility: Sheets showing proposed features to be constructed overlaid on top of proposed grading.
   e. Erosion and Sediment Controls
   f. Proposed Landscaping: Sheets showing proposed landscaping overlaid on top of proposed grading and proposed surface features.
   g. Details
   h. Maintenance & Protection of Traffic

7. Prepare ADA Curb Ramp Designs for intersections that will trigger the Philadelphia’s ADA ramp replacement policy by the project. Designs should attempt to minimize required ramp replacements. Ramp designs must conform to all applicable PennDOT and Philadelphia Streets Department Standards. ADA ramp design can be prepared on a parallel track to the defined PWD Track 3 submission stages.
   a. Submit proposed ADA ramp replacement locations to PWD for review. PWD expects that the ramp replacement locations will generally align with the approved Baseplan & Concept Plan submission.
b. Upon PWD’s approval, submit proposed ADA ramp replacement locations to the Philadelphia Street’s Department in order to confirm ADA ramp locations and quantities.

c. Submit design drawings, inspection forms (PennDOT CS4401) and technically infeasible forms (if applicable) to the Philadelphia Streets Department for review of curb ramps to be constructed in City Streets. Submit drawings to PennDOT for review of curb ramps to be constructed in State Highways. Revise submission materials as necessary to obtain approvals.

d. Include approved curb ramp drawings as part of the final bid package for the GSI project. Curb ramp construction shall also be addressed in the proposal and specifications for the project.

e. Prepare an Engineer's Cost Estimate for the proposed curb ramp construction.

f. Prepare as-built drawings of constructed curb ramps when requested. The designer/engineer must perform an inspection to ensure full ADA compliancy. Submit as-built drawing and PennDOT CS4401 inspection form for each ramp to the Streets Department (City Streets) or PennDOT (State Highways) for final acceptance and record.

b) Stakeholder Coordination and Outreach

1. Assist with stakeholder coordination and outreach in conjunction with the Department’s Public Affairs group and PP&R.
2. Assist in presentations and meetings with project stakeholders.
3. Assist in meeting scheduling, preparation, and promotion.
4. Prepare drawings, graphics, visual aids, etc. for meetings or presentations. Applicant should assume that a set of renderings will be required with the Baseplan and Concept Check Submission and will include, at minimum: plan view, perspective view, and location plan with aerials. Applicants may propose other creative graphics in addition to the minimum specified above.
5. Prepare meeting agendas, minutes, and documents.
6. The Applicant should assume four (4) meetings/presentations, aligning with each of the design milestones: Baseplan and Concept Check Submission, Sustantially Complete Design Submission, PS&E Submission, and Final Design.

c) Project Management

1. Develop, monitor, and track project design budgets and prepare Project Status Reports (PSRs) per Department requirements. (See Appendices I and J.)
2. Develop, monitor, and track project schedule and prepare Project Monitoring Tables (PMTs) per Department requirements. (See Appendices I through K.)
3. Identify critical project issues and develop strategies to overcome such issues.
4. Ensure proper quality control for all project deliverables.
5. Allocate appropriate company resources to ensure that project deliverables are delivered on time and within budget.
6. Coordinate project team meetings as required.
7. Attend progress meetings with Department staff, if requested by the Department. The Applicant should assume five (5) progress meetings, aligning with each of the following designs milestones or tasks: Project Kick-off, Proposed Concept Approach, Baseplan and Concept Check Submission, Sustainably Complete Design Submission, and PS&E Submission.

8. Prepare invoices and all required documentation per Department requirements. (See Appendices G and H.)

2. Tangible Work Products
The Department requires completion and delivery of at least the tangible work products listed below. The proposed scope of work should state in detail how the Applicant will produce each work product, including the personnel/job titles (as identified in Section K, Organizational and Personnel Requirements), that will be responsible for delivering the work product. For each work product, the Applicant should propose criteria for satisfactory completion and delivery. Applicants may propose additional or revised tangible work products, but should explain why each is necessary to achieve the project objectives.
- Construction documents, including drawings, specifications, and construction cost estimate.
- Design reports and project metrics per Department requirements.
- Renderings and public friendly graphics (see Stakeholder Coordination and Outreach Services above.)

D. Milestones
The Department anticipates the work for this project will be organized into the following milestones (at a minimum), i.e. or groups of tasks, services and/or work products, listed below. For each milestone, the Applicant should propose criteria to determine when the milestone has been satisfactorily completed. Applicants may propose additional or revised milestones, or a project structure that does not rely on milestones, but should explain their reasons for the structure proposed and how it will facilitate completion of the work.

- Baseplan and Concept Check Submission (PWD 30%)
- Substantially Complete Design Submission (PWD 70%)
- Plans, Specs, and Estimate (PS&E) Submission (PWD 90%)
- Final Submission
- ADA Ramp Design

The Department reserves the right to condition payments on the satisfactory completion of the specified milestones, tasks, services and/or work products listed above. In addition to describing how each proposed milestone will be accomplished, the scope of work proposed by the Applicant should identify the milestones the Applicant proposes as payment milestones and the amount it proposes for each milestone payment. Applicants may propose alternative means of payment, but should explain their reasons for the alternative and how it will facilitate completion of the work.
E. Timetable
The Department anticipates that the work required under this RFP will be completed within 2 years after project start. The scope of work proposed by Applicant should include a detailed project schedule in the format of a Project Monitoring Table per Department requirements (See Section G and Appendix K). The project schedule should identify all tasks, activities, deliverables, and milestones the Applicant proposes to carry out for the project and a time of completion (measured from project start date) for each. The Applicant should state the number of days following the Department’s authorization to proceed under the City contract by which it will be ready to start the work, including any mobilization time. If the Applicant proposes a different overall time of performance, it should state its reasons.

F. Hours and Location of Work
Hours of operation for the Department are generally Monday through Friday, 9:00 a.m. to 5:00 p.m. All coordination with the Department and submission of deliverables should take place during these hours of operation.

G. Monitoring
Performance will be monitored through monthly Project Status Reports (PSRs) and Project Monitoring Tables (PMTs) per Department requirements. Templates and a specific protocol for project monitoring tables and progress status reports are provided in Appendices I through K. Performance will be assessed based on the vendor’s ability to prepare complete and accurate bid documents in an efficient manner to meet project deadlines within established design budgets. The City reserves the right to reject any item of work that does not meet the Department’s minimum standards of performance and quality, or that does not conform to the contract scope of work. The City shall not be obligated to pay for rejected work.

By submission of a proposal in response to this RFP, the Applicant agrees that it will comply with all contract monitoring and evaluation activities undertaken by the City of Philadelphia, and with all security policies and requirements of the City.

H. Reporting Requirements
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 through Project Status Reports (PSRs) and Project Monitoring Tables (PMTs), as discussed in Section G. Applicants will be required to report on strict compliance with the Office of Economic Opportunity’s requirements for participation of Minority (MBE), Woman (WBE), and Disabled (DSBE) Owned Business Enterprises in City contracts. Templates and a specific protocol for invoicing and progress status reports are provided in Appendices G through K. At a minimum, the successful Applicant shall submit an invoice at the completion of each milestone or task approval, as determined by the specific assignment. Invoices shall detail the services and/or products provided, the goals/tasks accomplished, and the associated costs.

I. Specific Performance Standards
The selected contractor(s) shall be knowledgeable of the following standards and perform his work in accordance with the most up-to-date version of each these standards as applicable. See Section M for links to PWD’s Planning & Design resources.
• PWD GSI Design Requirements & Guidelines Packet
• PWD GSI Design Process Workflow Packet
• PWD GSI Drawing Requirements Packet
• PWD OOW GSI CAD Standards
• PWD Green Infrastructure Standard Details
• PWD GSI Landscape Design Guidebook
• Philadelphia Water & Sewer Design Manual
• Philadelphia Water Department Standard Details and Standard Specifications for Sewers
• City of Philadelphia Standard Contract Specifications
• Philadelphia Streets Department ADA Ramp Design Policy
• Philadelphia Streets Department, Standard Specifications for Paving and Repaving
• Philadelphia Streets Department, Standard Construction Items
• Philadelphia Streets Department, Street Regulations (see Appendix V of the Water and Sewer Design Manual
• PennDOT 408, Construction Specifications
• PennDOT Publication 584, PennDOT Drainage Manual
• PennDOT Publication 68, Traffic Signs, Signals and Markings
• PennDOT Publication 203, Work Zone Traffic Control
• PennDOT Publication 72M, Roadway Construction Standards
• PennDOT Publication 13M Design Manual Part 2, Chapter 6 for ADA Ramp Design Policy and Procedures
• PennDOT Standard Drawing RC-67M, Curb Ramp and Sidewalk Construction Details
• Pennsylvania One Call Regulations
• Occupational Safety and Health Act (OSHA), as amended

J. Cost Proposal (See Appendix E and F)

K. 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:

• Organization structure: the management, administrative, or technical project staff structure; whether non-profit or for-profit.
• Organization history/experience: years of experience, experience with project of a similar size/scope
• Technical expertise of personnel: licenses, certifications, years of experience
• Financial capacity requirements
• Insurance requirements

The Applicants are expected to have expertise in the following areas:

• Landscape Architecture
- Green Stormwater Infrastructure
- Water Resources Engineering
- Stormwater and Storm Sewer Design
- Hydrologic and Hydraulic Modeling
- Transportation and Traffic Engineering
- Civil Site Design
- Graphic Design and Renderings
- Site and Geotechnical Investigations
- Ground Penetrating Radar Services
- ADA Curb Ramp Retrofit Design for Approval by Philadelphia Streets Dept.
- Meeting Facilitation and Stakeholder Engagement
- Permitting

L. Technology Capabilities
The successful Applicant will be responsible for having and using the following technology capabilities and resources in performing the work:
- AutoCAD 2008 or AutoCAD Civil 3D 2008, or later, to prepare drawings
- HydroCAD for modeling GSI systems
- Capability and technology to produce graphics and renderings

The City will provide the following technology capabilities and resources:
- GreenIT Data Entry Application, to prepare project metrics reports. The GreenIT Data Entry Application will be provided electronically by the PWD project manager upon request.

M. Available Information
Many of the Departments GSI standards and design resources are available for review and download at the following location:
http://www.phillywatersheds.org/GSI_Design_Resources

III. Proposal Format, Content, and Submission Requirements; Selection Process

A. Proposal Format
Respondents are encouraged to submit concise, clear responses to this RFP. Responses of excessive length or ornateness are discouraged. The Department reserves the right to include all or any part of submitted proposal responses in the final contract.

Respondents shall address all items as specified in this RFP. Proposals must conform to the procedures, format, and content requirements outlined in this RFP. Failure to adhere to this format or to address all items specified may disqualify a Respondent from further consideration. Respondents are encouraged to include any additional information they wish to be considered.

In order to expedite the evaluation of proposals, Respondents shall organize their proposal in the sequence specified below. Instructions regarding the scope and content are given in this section. These instructions are designed to ensure the submission of information essential to the
understanding and comprehensive evaluation of the proposal. Proposal sections and pages shall be appropriately numbered.

Proposals submitted in response to this RFP must include a cover letter signed by the person authorized to issue the proposal on behalf of the Applicant, and the following information.

The following sections and content are required in each proposal and should be sectioned as follows. Proposals sections should not exceed the page lengths where outlined below.

1. Table of Contents

2. Introduction/Executive Summary (2 pages maximum)
   Provide an overview of the services being sought and proposed scope of services. Summarize the major factors or features of the Proposal, including any conclusions, assumptions, and generalized recommendations the Respondent desires to make. It should be designed specifically for use by individuals that may not have a technical background.

3. Applicant Profile (1 page maximum)
   Provide a narrative description of the Applicant itself, including the following:
   a. Applicant’s business identification information, including name, business address, telephone number, website address, and federal taxpayer identification number or federal employer identification number;
   b. A primary contact for the Applicant, including name, job title, address, telephone and fax numbers, and email address;
   c. Address and telephone number of production facility(s) where the work is to be accomplished (if different than item “b” above). Also include the name, address, and telephone number of the project manager, if different than item “a” above.
   d. A description of Applicant’s business background, including, if not an individual, Applicant’s business organization (corporation, partnership, LLC, for profit or not for profit, etc.), whether registered to do business in Philadelphia and/or Pennsylvania, country and state of business formation, number of years in business, primary mission of business, significant business experience, whether registered as a minority-, woman-, or disabled-owned business or as a disadvantaged business and with which certifying agency, and any other information about Applicant’s business organization that Applicant deems pertinent to this RFP.

4. Staffing and Organization Structure (3 pages maximum)
   Describe how you anticipate organizing your staff for this project.
   a. Provide organization graphic or chart that outlines the proposed team structure.
   b. Provide a listing of key staff members that will be involved. List the principal office address of each employee. It will be required that the key people proposed for the project actually participate in this project. If, because of extenuating circumstances, a member must be replaced, the new member must possess comparable experience and be approved by the Department.
5. Proposed Subcontractors (2 pages maximum)
   State the intention to use subcontractors to perform any portion of the work sought by this RFP. For each such subcontractor, provide:
   a. The name and address of the subcontractor
   b. A description of the work Applicant intends the named subcontractor to provide
   c. Whether the subcontractor can assist with fulfilling goals for inclusion of minority, woman, or disabled-owned businesses or disadvantaged businesses as stated in Appendix B.
   Note that if subcontractors at any tier may perform services arising directly out of a City contract resulting from this RFP, Applicants must inform them of the City’s minimum wage and benefits requirements and must require them to comply with such requirements. (See Section III.E for more information.)

6. Project Approach (3 pages maximum)
   Provide a brief narrative statement that confirms the Applicant’s understanding of, and agreement to provide, the services and/or tangible work products necessary to achieve the objectives of the project that is the subject of this RFP. Include a summary of the Applicant’s proposed project approach, including how the project team will work together, and team roles and responsibilities. Applicant shall describe how the Applicant’s business experience and expertise will benefit the project.

7. Proposed Scope of Work (10 pages maximum)
   Provide a proposed scope of work, including cost proposals as provided in Appendices E and F, in accordance with Section II, “Scope of Work,” of this RFP. Include a Project Monitoring Table in PWD format depicting the proposed project schedule.

8. Statement of Qualifications; Example Projects; Relevant Experience
   Provide a statement of qualifications and capability to perform the services sought by this RFP. Include descriptions of example projects that meet the minimum experience defined in Section I.D of this RFP. Example projects should clearly state which of the minimum experience requirements are demonstrated and how the qualifications will benefit the Department.
   a. Include a reference for each project example. For each reference, include the name, address and telephone number of a contact person.

9. Key Staff Resume Summaries
   Provide resumes of the project manager and other key managerial and technical staff and technical information that include work experience, education, and any related publications. Resumes should not exceed 1 page per staff person.

10. Requested Exceptions to Contract Terms
    State exceptions, if any, to City Contract Terms that Applicant requests, including the reasons for the request and any proposed alternative language. (See Section III.B for more information.)

11. Office of Economic Opportunity - Solicitation for Participation and Commitment
    Form/Diversity Report of Nonprofit Organizations
As a separate document, Applicants must include a completed Solicitation for Participation and Commitment Form when responding to an RFP that contains ranges for the participation of M/W/DSBEs. The form is provided with Appendix B-1 to this RFP.

If Applicant is a nonprofit organization, such applicants must include a completed “Diversity Report of Nonprofit Organizations” on the form provided with Appendix B-2 of this RFP. If the Nonprofit Organization is responding to an RFP that contains ranges, in addition to the Diversity Report of Nonprofit Organizations, it must also submit a Solicitation for Participation and Commitment Form. (See Section III.C for more information.)

12. Tax and Regulatory Status and Clearance Statement
Include a statement, in the form requested in Appendix C, attesting to Applicant’s tax and regulatory compliance with the City. (See Section III.D for more information.)

13. Disclosure of Litigation; Disclosure of Administrative Proceedings
State, for the 5-year period preceding the date of this RFP, a description of any judicial or administrative proceeding that is material to Applicant’s business or financial capability or to the subject matter of this RFP, or that could interfere with Applicant’s performance of the work requested by this RFP, including, but not limited to, any civil, criminal or bankruptcy litigation; any debarment or suspension proceeding; any criminal conviction or indictment; and any order or agreement with or issued by a court or local, state or federal agency. For each such proceeding, state the name of the case or proceeding, the parties involved, the nature of the claims involved, its current status and the final disposition, if any. Provide the same information for any officer, director, principal, or partner of Applicant’s organization, and for any subcontractor Applicant plans to use to perform the services described in this RFP.

14. Statement of Financial Capacity
Provide documentation demonstrating fiscal solvency and financial capability to perform the work sought by this RFP. Consider providing one or more of the following:
- General statement of the Applicant’s financial condition;
- Applicant’s most recent audited or unaudited financial statements;
- Disclosure of any bankruptcy filings over the past five years;
- Most recent IRS Form 990 (for non-profit organizations only).

15. Local Business Entity or Local Impact Certification. (Optional if applicable to Applicant)
If applicable, Applicant may elect to provide the certification statement in the form of Appendix D as to Applicant’s status as a Local Business Entity or its local impact if awarded the contract. (See Section III.G for more information.)

16. Disclosure Requirements
Disclose all information required under Chapter 17-1400 of the Philadelphia Code, including any local and state political campaign contributions, on the forms provided through eContract Philly. (See Section III.H for more information.)
17. Defaults
Provide a description, in detail, of any situation occurring within the past five (5) years in which the Applicant, or a joint venture or partnership of which Applicant was a part, defaulted or was deemed to be in noncompliance of any contractual obligations, explaining the issues involved in the default, the outcome, the actions taken by Applicant to resolve the matter. Also provide the name, title and telephone number of the party to the contract who asserted the event of default or noncompliance or the individual who managed the contract for that party.

B. Notice to Applicants to State Requested Exceptions to Contract Terms in Proposal
The City’s standard contract terms and conditions for services of the type sought by this contracting opportunity (Contract Terms) are set forth in the General Provisions attached to this RFP as Appendix A. By submitting a proposal in response to this contract opportunity, the Applicant agrees that, except as provided herein, it will enter into a contract with the City containing substantially the Contract Terms.

Applicants must state clearly and conspicuously any modifications, waivers, objections or exceptions they seek (“Requested Exceptions”) to the Contract Terms in a separate section of the proposal entitled “Requested Exceptions to Contract Terms.” For each Requested Exception, the Applicant must identify the pertinent Contract Term by caption and section number and state the reasons for the request. The Applicant must also propose alternative language or terms for each Requested Exception. Requested Exceptions to the City’s Contract Terms will be approved only when the City determines in its sole discretion that a Requested Exception makes business sense, does not pose unacceptable risk to the City, and is in the best interest of the City. By submitting its proposal, the Applicant agrees to accept all Contract Terms to which it does not expressly seek a Requested Exception in its proposal. The City reserves the right, in its sole discretion, to evaluate and reject proposals based in part on whether the Applicant’s proposal contains Requested Exceptions to Contract Terms, and the number and type of such requests and alternative terms proposed.

If, after the City issues its Notice of Intent to Contract to an Applicant, the Applicant seeks Requested Exceptions to Contract Terms that were not stated in its proposal, the City may, in its sole discretion, deny the Requested Exceptions without consideration or reject the proposal.

The City reserves the right, in its sole discretion, (i) to waive any failure to comply with the terms of this Notice to Applicants if it determines it is in the best interest of the City to do so; and (ii) to require or negotiate terms and conditions different from and/or additional to the Contract Terms in any final contract resulting from this contract opportunity, without notice to other Applicants and without affording other Applicants any opportunity to revise their proposals based on such different or additional terms.

C. Office of Economic Opportunity – Participation Commitment/Diversity Reports
Each Applicant is subject to the provisions of Mayoral Executive Order 03-12, the City’s Antidiscrimination Policy, and is required to exercise its “Best and Good Faith Efforts” in
response to the ranges specified in the Appendix B, included with this RFP for participation by Minority Business Enterprises (“MBE”), Woman Business Enterprises (“WBE”) and Disabled Business Enterprises (“DSBE”) (collectively, “M/W/DSBE”) as those terms are defined in Executive Order 03-12. Forms, instructions and special contract provisions for the Antidiscrimination Policy explain these requirements in more detail and are included in Appendix B to this RFP. Applicants are required to complete and return with their proposals the “Solicitation for Participation and Commitment” form which is included in Appendix B-1. The City encourages proposals from M/W/DSBE Applicants. M/W/DSBE Applicants, like all other Applicants, are required to submit a proposal that is responsive to the Antidiscrimination Policy. The M/W/DSBE Applicant will receive credit towards the participation range for its certification category (i.e., MBE range, WBE range or DSBE range).

If Applicant is a nonprofit organization, Mayoral Executive Order 03-12 requires nonprofit Applicants to document their diversity policies. Applicants that are nonprofit organizations should refer to the special contract provisions and instructions attached to this RFP as Appendix B-2. Included in Appendix B-2 is the form, “Diversity Report of Nonprofit Organizations,” which should be completed and returned with proposals submitted by nonprofit Applicants in addition to the Solicitation for Participation and Commitment form.

D. The Philadelphia Tax and Regulatory Status and Clearance Statement

It is the policy of the City of Philadelphia to ensure that each contractor and subcontractor has all required licenses and permits and is 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 of other regulatory provisions contained in the Philadelphia Code. To assist the City, through its Department of Revenue and Department of Licenses and Inspections, in determining this status, each Applicant is required to submit with its proposal the certification statement entitled City of Philadelphia Tax and Regulatory Status and Clearance Statement which is attached to this RFP as Appendix C.

If the Applicant is not in compliance with the City’s tax and regulatory codes, an opportunity will be provided to enter into satisfactory arrangements with the City. If satisfactory arrangements cannot be made, Applicants will not be eligible for award of the contract contemplated by this RFP.

The selected Applicant will also be required to assist the City in obtaining the above information from its proposed subcontractors (if any). If a proposed subcontractor is not in compliance with City Codes and fails to enter into satisfactory arrangements with the City, the non-compliant subcontractor will be ineligible to participate in the contract contemplated by this RFP and the selected applicant may find it necessary to replace the non-compliant subcontractor with a compliant subcontractor. Applicants are advised to take these City policies into consideration when entering into their contractual relationships with proposed subcontractors.

If an Applicant or a proposed subcontractor is not currently in compliance with the City’s tax and regulatory codes, please contact the Revenue Department to make arrangements to come into compliance at 215-686-6600 or revenue@phila.gov.
Applicants need not have a City of Philadelphia Business Income and Receipts Tax Account Number (formerly Business Privilege Tax Account Number) and Commercial Activity License Number (formerly Business Privilege License Number) to respond to this RFP, but will, in most circumstances, be required to obtain one or both if selected for award of the contract contemplated by the RFP.\(^1\) Applications for a Business Income and Receipts Tax Account Number or a Commercial Activity License\(^2\) may be made online by visiting the City of Philadelphia Business Services Portal at [http://business.phila.gov/Pages/Home.aspx](http://business.phila.gov/Pages/Home.aspx) and clicking on “Register Now.” If you have specific questions, call the Department of Revenue at 215-686-6600 for questions related to City of Philadelphia Business Income and Receipts Tax Account Number or the Department of Licenses and Inspections at 215-686-2490 for questions related to the Commercial Activity License.

### E. Compliance with Philadelphia 21st Century Minimum Wage and Benefits Ordinance

Applicants are advised that any contract awarded pursuant to this RFP is a “Service Contract,” and the successful Applicant under such contract is a “Service Contractor,” as those terms are defined in Chapter 17-1300 of the Philadelphia Code (“Philadelphia 21st Century Minimum Wage and Benefits Standard Ordinance”). Any Subcontractor (as defined in the General Provisions attached as an Appendix to this RFP), and any sub-subcontractor at any tier proposed to perform services sought by this RFP, is also a “Service Contractor” for purposes of Chapter 17-1300. If any such Service Contractor (i.e. Applicant and subcontractors at any tier) is also an “Employer,” as that term is defined in Section 17-1302 (more than five employees), and is among the Employers listed in Section 17-1303 of the Code, then during the term of any resulting contract, it is subject to the minimum wage and benefits provisions set forth in Chapter 17-1300 unless it is granted a waiver or partial waiver under Section 17-1304. Absent a waiver, these minimum wage and benefits provisions, which include a minimum hourly wage that is adjusted annually based on the CPI, health care and sick leave benefits, are mandatory and must be provided to Applicant’s employees or the employees of any subcontractor at any tier who perform services related to the City contract resulting from this RFP. Applicants and any subcontractors at any tier proposed by Applicants are strongly encouraged to consult Chapter 17-1300 of the Philadelphia Code,\(^3\) the General Provisions, and the About/Minimum Wage and Equal Benefits Ordinances Impacting Some City Contractors links on the eContract Philly home page for further details concerning the applicability of this Chapter to, and obligations it imposes on certain City contractors and subcontractors at any tier. In addition to the enforcement provisions contained in Chapter 17-1300, the successful Applicant’s failure or the failure of any subcontractor at any tier to comply (absent an approved waiver) with the provisions of Chapter 17-1300, or any discrimination or retaliation by the successful Applicant or Applicant’s subcontractors at any tier against any of their employees on account of having claimed a violation of Chapter 17-1300, shall be a material breach of any Service Contract resulting from this RFP. By submitting a proposal in response to this RFP, Applicants acknowledge that they

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\(^1\) Applicants that have a Business Privilege Tax Number should use that number, as it is automatically their Commercial Activity License Number, and need not apply for a new Commercial Activity License Number. Similarly, Applicants with a Business Privilege Tax Account Number should use that number as their Business Income and Receipts Tax Account Number.

\(^2\) Commercial Activity Licenses are not typically required for non-profit organizations; however, Business Income and Receipts Tax Account Numbers typically are required.

\(^3\) A link to the Philadelphia Code is available on the City’s official web site, [www.phila.gov](http://www.phila.gov). Click on “City Code and Charter,” located to the bottom right of the Welcome page under the box “Transparency.”
understand, and will comply with the requirements of Chapter 17-1300, and will require the compliance of their subcontractors at any tier if awarded a contract pursuant to this RFP. Applicants further acknowledge that they will notify any subcontractors at any tier proposed to perform services related to this RFP of the requirements of Chapter 17-1300.

F. Certification of Compliance with Equal Benefits Ordinance
If this RFP is a solicitation for a “Service Contract” as that term is defined in Philadelphia Code Section 17-1901(4) (“A contract for the furnishing of services to or for the City, except where services are incidental to the delivery of goods. The term does not include any contract with a governmental agency.”), and will result in a Service Contract in an amount in excess of $250,000, pursuant to Chapter 17-1900 of the Philadelphia Code (see footnote 3 for online access to the Philadelphia Code), the successful Applicant shall, for any of its employees who reside in the City, or any of its employees who are non-residents subject to City wage tax under Philadelphia Code Section 19-1502(1)(b), be required to extend the same employment benefits the successful Applicant extends to spouses of its employees to life partners of such employees, absent a waiver by the City under Section 17-1904. By submission of their Proposals in response to this RFP, all Applicants so acknowledge and certify that, if awarded a Service Contract pursuant to this RFP, they will comply with the provisions of Chapter 17-1900 of the Philadelphia Code and will notify their employees of the employment benefits available to life partners pursuant to Chapter 17-1900. Following the award of a Service Contract subject to Chapter 17-1900 and prior to execution of the Service Contract by the City, the successful Applicant shall certify that its employees have received the required notification of the employment benefits available to life partners and that such employment benefits will actually be available, or that the successful Applicant does not provide employment benefits to the spouses of married employees. The successful Applicant’s failure to comply with the provisions of Chapter 17-1900 or any discrimination or retaliation by the successful Applicant against any employee on account of having claimed a violation of Chapter 17-1900 shall be a material breach of the any Service Contract resulting from this RFP. Further information concerning the applicability of the Equal Benefits Ordinance, and the obligations it imposes on certain City contractors is contained in the General Provisions attached to this RFP and the About/Minimum Wage and Equal Benefits Ordinances Impacting Some City Contractors links on the eContract Philly home page.

G. Local Business Entity or Local Impact Certification
Pursuant to Mayoral Executive Order No. 04 -12, the City Department will, in the selection of the successful Applicant, consider whether that Applicant has certified that either (1) Applicant meets the criteria stated in Section 17-109(3)(b) of the Philadelphia Code to qualify as a Local Business Entity or (2) in the performance of the resulting contract, Applicant will employ City residents, or perform the work in the City. Any Applicant who wishes to demonstrate its eligibility for this consideration shall do so by completing, executing and attaching to its application a completed Local Business Entity or Local Impact Certification, the form of which is attached to this RFP as Exhibit D. The Applicant shall then also include in a separate section of the application, labeled “Local Business Entity or Local Impact Certification,” a statement that the Applicant believes it has met the Local Business Entity or Local Impact criteria “as set forth in the attached Local Business Entity or Local Impact Certification.” The City Department
shall deem it a positive factor where the Applicant has, in the City’s sole discretion, met the Local Business Entity or Local Impact criteria.

H. Mandatory Online Application Requirements
You must apply online in order to be eligible for award of the non-competitively bid contract opportunity described in this RFP; proposals and any other related documents prepared in response to this RFP will not be considered unless they are filed to the correct contract opportunity established for this RFP (identified by opportunity number), within the prescribed time period, through eContract Philly, which can be accessed on the City’s website at www.phila.gov/contracts by clicking on eContract Philly. The posting of this RFP on eContract Philly is also referred to as a Notice of Contracting Opportunity.

The City requires that any Applicant who establishes an account on eContract Philly and utilizes that account for the purpose of responding to a particular contract opportunity is the same individual or business entity that, if awarded the contract, will enter into and perform the resulting contract with the City. Except in the case of joint ventures, applications posted on 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 comprise, or 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.

Pursuant to Chapter 17-1400 of the Philadelphia Code, Applicants are required to disclose their campaign contributions to political candidates and incumbents who are running for, or currently serving in, a local (Philadelphia) or state-wide elected office anywhere within the Commonwealth of Pennsylvania (federal campaign contributions are not included); any consultants used in responding to the RFP and contributions those consultants have made; prospective subcontractors; and whether Applicant or any representative of Applicant has received any requests for money or other items of value or advice on particular firms to satisfy minority-, woman- or disabled-owned business participation goals from City employees. This information, as well as a proposal or any other response document required, is part of the online

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4 The eContract Philly website is compatible with Internet Explorer, Google Chrome and Apple Safari; but the site is not presently compatible with Mozilla Firefox.
application. For more information, please consult the reference materials found on the website, e-mail econtractphilly@phila.gov or call 215-686-4914.

Applicants are advised that under Chapter 17-1400 individuals and businesses that make campaign contributions in excess of the amounts set forth in Section 17-1404(1), as periodically adjusted, are ineligible to enter into a City contract or subcontract at any tier. Applicants should take this into consideration in electing to apply for this opportunity or in selecting subcontractors if awarded a contract to perform the work sought by this RFP.

At their option, Applicants may require that their subcontractors disclose to the Applicants, the subcontractors’ campaign contributions to political candidates and incumbents who are running for, or currently serving in, a local (Philadelphia) or state-wide elected office anywhere within the Commonwealth of Pennsylvania (federal campaign contributions are not included). Disclosure forms may be found on the Disclosure/Eligibility – Subcontractor Disclosure tab on eContract Philly. Applicants are not required to submit these forms to the City.

**Applicants who have failed to file complete applications to the correct opportunity – including the online disclosure forms – through the eContract Philly online application process prior to the closing date and time will not be considered for the contract.**

You are encouraged to start and complete your online application on eContract Philly as early as possible. Please be aware that internet connection speed depends on a variety of factors including: configuration of your computer, configuration of your business or home network, the condition of the wiring at your location, network or internet congestion (available bandwidth). Please prepare and plan accordingly to ensure a timely submission. Your proposal and other application documents will not be considered submitted until you sign the application and click on the “submit” button at the conclusion of the eContract Philly process. It is your responsibility to make sure that you have signed and submitted your complete application to the correct contract opportunity established for this RFP.

You can begin uploading (or attaching) your proposal and other application materials at any time. It is especially prudent for you to start uploading your attachments earlier if you have a large number of attachments (e.g. over five documents) or larger-sized attachments (e.g. above 5 MB). Please be advised that the eContract Philly website will not accept documents larger than 8 MB. If you have documents larger than 8 MB, you must separate them into smaller documents in order to successfully upload them to the system. Until you sign and submit your application, your materials are not accessible to any staff with the City of Philadelphia. Once you have signed and submitted your application, your application is accessible only to appropriate contract staff within the City of Philadelphia.

You are advised that any individual who signs and submits an application on eContract Philly must be an authorized signatory of the Applicant, authorized to both bind the Applicant to its proposal and to make the disclosures required to complete the eContract Philly process. Therefore, in conjunction with their electronic signatures provided at the conclusion of the submission of their applications online, signatories will be required to certify that they are the Applicant or are employees or officers of the Applicant duly authorized to execute the
application and make disclosures on the Applicant’s behalf; and they represent and covenant that, to the best of their knowledge after appropriate inquiry, all of the information and disclosures provided are true and contain no material misstatement or omissions.

I. Selection Process
This RFP is not a competitive bid subject to the requirement of Section 8-200 of the Philadelphia Home Rule Charter that award be made to the lowest responsible bidder. Cost to the City is a material factor, but it is not the sole, or necessarily the determining factor, in proposal evaluation. The City may, at its sole discretion, award a contract resulting from this RFP to a person or entity other than the responsible Applicant submitting the lowest price. If the City chooses to award a contract, that contract will be awarded to the Applicant whose proposal the City determines, in its sole discretion, is the most advantageous to the City and in the City’s best interest.

The City will base its selection on criteria that 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. Ability to meet requirements includes a demonstrated ability to meet project deadlines.
   b. Ability to meet requirements includes specialized experience in GSI design.
2. Eligibility under Code provisions relating to campaign contributions
3. Superior prior experience of Applicant and staff
4. Superior quality, efficiency and fitness of proposed solution for City Department
5. Superior skill and reputation, including timeliness and demonstrable results
6. Special benefit to continuing services of incumbent, such as operational difficulties with transition or needs of population being served
7. Benefit of promoting long-term competitive development and allocation of experience to new or small businesses, including those owned by minority or disabled persons or by women
8. Lower cost
9. Administrative and operational efficiency, requiring less City oversight and administration
10. Anticipated long-term cost effectiveness
11. Meets prequalification requirements
12. Applicant’s certification of its Local Business Entity/Local Impact status pursuant to Executive Order 04-12

If a contract is awarded pursuant to this RFP, in compliance with Section 17-1402 (c) of the Philadelphia Code, a notice will be published on the City’s eContract Philly website (go to http://www.phila.gov/contracts and click on eContract Philly) listing the names of all Applicants and identifying the successful Applicant and the basis for the award to that Applicant. This notice will appear on the City’s website for at least one week before the contract is executed. In no event, however, shall the City Department or City Agency issuing this RFP be obligated to debrief unsuccessful Applicants as to the basis for its decision not to award a contract to them.
IV. Proposal Administration

A. Procurement Schedule

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP Posted</td>
<td>June 10, 2015</td>
</tr>
<tr>
<td>Pre-Proposal Meeting</td>
<td>June 17, 2015, 9:30-10:30AM,</td>
</tr>
<tr>
<td></td>
<td>ARAMARK 11th Floor,</td>
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<tr>
<td></td>
<td>Philadelphia Bar Association</td>
</tr>
<tr>
<td></td>
<td>Conference Room</td>
</tr>
<tr>
<td>Applicant Questions Due</td>
<td>June 19, 2015</td>
</tr>
<tr>
<td>Answers Posted on eContract Philly Website</td>
<td>June 23, 2015</td>
</tr>
<tr>
<td>Proposals Due</td>
<td>July 10, 2015</td>
</tr>
<tr>
<td>Applicant Interviews, Presentations</td>
<td>August 12-14, 2015</td>
</tr>
<tr>
<td>Applicant Selection</td>
<td>August 19, 2015</td>
</tr>
<tr>
<td>Contract Execution</td>
<td>January 1, 2016</td>
</tr>
<tr>
<td>Commencement of Work</td>
<td>January 1, 2016</td>
</tr>
</tbody>
</table>

The above dates are estimates only and the City reserves the right, in its sole discretion, to change this schedule. Notice of changes in the pre-proposal meeting date/time or location, the due date for Applicant questions, and the date for proposal submission will be posted on the City’s website at www.phila.gov\contracts (click on eContract Philly). The other dates/times listed may be changed without notice to prospective Applicants.

B. Questions Relating to the RFP

All questions concerning this RFP must be submitted in writing via email to:

Jessica K. Brooks, PE
GSI Implementation Program Manager
Office of Watersheds
Philadelphia Water Department
1101 Market St, 4th Floor
Philadelphia, PA 19107
(215) 685-6039
Jessica.K.Brooks@phila.gov

Questions must be submitted no later than June 19, 2015 at 5:00PM, and may not be considered if not received by then. The City will respond to questions it considers appropriate to the RFP and of interest to all Applicants, but reserves the right, in its discretion, not to respond to any question. Responses will be posted on the City’s website at www.phila.gov\contracts (click on eContract Philly and go to the Opportunity Details page for this notice of contracting opportunity). Responses posted on the City’s website become part of the RFP upon posting. The City reserves the right, in its discretion, to revise responses to questions after posting, by posting the modified response. No oral response to any Applicant question by any City employee or agent shall be binding on the City or in any way considered to be a commitment by the City.

C. Pre-Proposal Conference
A pre-proposal meeting to review the requirements of this RFP will be held in Philadelphia, Pennsylvania on:

- June 17, 2015
- Starting at 9:30AM
- ARAMARK Tower, 11th Floor
- Philadelphia Bar Association Conference Room
- 1101 E. Market Street
- Philadelphia, PA 19107

Attendance at the pre-proposal meeting is optional.

D. Interviews; Presentations
Selected Applicants may be invited to interviews/presentations at the discretion of the Department. The costs of interviews and presentations (including travel) are the responsibility of the Applicant. Interviews are tentatively scheduled for August 12-14, 2015.

E. Term of Contract
It is anticipated that the initial term of the Contract shall commence on January 1, 2016 (the “Initial Term”) and, unless sooner terminated by the City pursuant to the terms of the Contract, shall expire up to twelve months thereafter, on December 31, 2016. The City may, at its sole option, amend the Contract to add up to three (3) additional successive one-year terms (“Additional Terms”). Except as may be stated otherwise in such amendment, the terms and conditions of this Contract shall apply throughout each Additional Term.

V. General Rules Governing RFPs/Proposals; Reservation of Rights and Confidentiality

A. Revisions to RFP
The City reserves the right to change, modify or revise the RFP at any time. Any revision to this RFP will be posted on eContract Philly with the original Opportunity Details. It is the Applicant’s responsibility to check the eContract Philly website frequently to determine whether additional information has been released or requested.

B. 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.

C. Proposal Binding
By submitting its proposal, 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. An Applicant’s refusal to enter into a contract which reflects the terms and conditions of this RFP or
the Applicant’s proposal may, in the City’s sole discretion, result in rejection of Applicant’s proposal.

D. Contract Preparation Fee
Pursuant to Chapter 17-700 of the Philadelphia Code, the successful Applicant must generally pay a contract preparation fee. Regulations promulgated by the City Solicitor currently establish the following schedule of fees for preparation of the initial contract and subsequent amendments, based upon the amounts involved and whether the successful Applicant is a for-profit or nonprofit entity:

<table>
<thead>
<tr>
<th>Amount of Contract or Amendment</th>
<th>For-Profit Fees</th>
<th>Non-Profit Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Contract</td>
<td>Amendment</td>
</tr>
<tr>
<td>$0-$30,000</td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td>$30,001-$100,000</td>
<td>$200</td>
<td>$170</td>
</tr>
<tr>
<td>$100,001-$500,000</td>
<td>$500</td>
<td>$340</td>
</tr>
<tr>
<td>$500,001-$1,000,000</td>
<td>$900</td>
<td>$520</td>
</tr>
<tr>
<td>Over $1,000,000</td>
<td>$1,500</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

In its discretion, the Law Department may grant a full or partial waiver of any of the above fees in exceptional cases for good cause shown, such as violation of a grant covenant. Governmental entities are exempt from the fees. The Law Department reserves the right to collect up to twice the stated fee if extensive negotiation is required to reach a final contract with the successful Applicant.

E. Reservation of Rights
By submitting its response to this notice of contract opportunity as posted on the eContract Philly web site (“eContractPhilly”), the Applicant accepts and agrees to this Reservation of Rights. The term “notice of contract opportunity,” as used herein, means this RFP and includes all information posted on eContract Philly in relation to this “New Contract Opportunity” as published on eContract Philly, including, without limitation, the information posted for this opportunity on the “Detailed Information for Opportunity” page, in the eContractPhilly “Opportunity List,” and including in addition to this RFP, any other document linked to the Detailed Information for Opportunity Page or otherwise displayed on or linked to this notice of contract opportunity.

1. This Notice of Contract Opportunity
The City reserves and may, in its sole discretion, exercise any one or more of the following rights and options with respect to this notice of contract opportunity:
   (a) to reject any and all proposals and to reissue this notice of contract opportunity at any time prior to execution of a final contract;
   (b) to issue a new notice of contract opportunity with terms and conditions substantially different from those set forth in this or a previous notice of contract opportunity;
   (c) to issue a new notice of contract opportunity with terms and conditions that are the same or similar as those set forth in this or a previous notice of contract
opportunity in order to obtain additional proposals or for any other reason the City
determines to be in the City’s best interest;
(d) to extend this notice of contract opportunity in order to allow for time to obtain
additional proposals prior to the notice of contract opportunity application
deadline or for any other reason the City determines to be in the City’s best
interest;
(e) to supplement, amend, substitute or otherwise modify this notice of contract
opportunity at any time prior to issuing a notice of intent to contract to one or
more Applicants;
(f) to cancel this notice of contract opportunity at any time prior to the execution of a
final contract, whether or not a notice of intent to contract has been issued, with or
without issuing, in the City’s sole discretion, a new notice of contract opportunity
for the same or similar services;
(g) to do any of the foregoing without notice to Applicants or others, except such
notice as the City, in its sole discretion, elects to post on eContractPhilly.

2. Proposal Selection and Contract Negotiation
The City reserves and may, in its sole discretion, exercise any one or more of the following
rights and options with respect to proposal selection:
(a) to reject any proposal if the City, in its sole discretion, determines the proposal is
incomplete, deviates from or is not responsive to the requirements of this notice of
contract opportunity, does not comply with applicable law (including, without
limitation, Chapter 17-1400 of the Philadelphia Code), is conditioned in any way,
or contains ambiguities, alterations or items of work not called for by this notice
of contract opportunity, or if the City determines it is otherwise in the best interest
of the City to reject the proposal;
(b) to reject any proposal if, in the City’s sole judgment, the Applicant has been
delinquent or unfaithful in the performance of any contract with the City or with
others; is delinquent, and has not made arrangements satisfactory to the City, with
respect to the payment of City taxes or taxes collected by the City on behalf of the
School District of Philadelphia, or other indebtedness owed to the City; is not in
compliance with City regulatory codes applicable to Applicant; is financially or
technically incapable; or is otherwise not a responsible Applicant;
(c) to waive any defect or deficiency in any proposal, including, without limitation,
those identified in subsections(a) and (b) preceding, if, in the City’s sole
judgment, the defect or deficiency is not material to the proposal;
(d) to require, permit or reject, in the City’s sole discretion, amendments (including,
without limitation, information omitted), modifications, clarifying information,
and/or corrections to their proposals by some or all of the Applicants at any time
following proposal submission and before the execution of a final contract;
(e) to issue a notice of intent to contract and/or execute a contract for any or all of
the items in any proposal, in whole or in part, as the City, in its sole discretion,
determines to be in the City’s best interest;
(f) to enter into negotiations with any one or more Applicants regarding price, scope
of services, or any other term of their proposals, and such other contractual terms
as the City may require, at any time prior to execution of a final contract, whether
or not a notice of intent to contract has been issued to any Applicant and without reissuing this notice of contract opportunity;

(g) to enter into simultaneous, competitive negotiations with multiple Applicants or to negotiate with individual Applicants, either together or in sequence, and to permit or require, as a result of negotiations, the expansion or reduction of the scope of services or changes in any other terms of the submitted proposals, without informing other Applicants of the changes or affording them the opportunity to revise their proposals in light thereof, unless the City, in its sole discretion, determines that doing so is in the City’s best interest;

(h) to discontinue negotiations with any Applicant at any time prior to the execution of a final contract, whether or not a notice of intent to contract has been issued to the Applicant, and to enter into negotiations with any other Applicant, if the City, in its sole discretion, determines it is in the best interest of the City to do so;

(i) to rescind, at any time prior to the execution of a final contract, any notice of intent to contract issued to an Applicant, and to issue or not issue a notice of intent to contract to the same or a different Applicant and enter into negotiations with that Applicant, if the City, in its sole discretion, determines it is in the best interest of the City to do so;

(j) to elect not to enter into any contract with any Applicant, whether or not a notice of Intent to Contract has been issued and with or without the reissuing this notice of contract opportunity, if the City determines that it is in the City's best interest to do so;

(k) to require any one or more Applicants to make one or more presentations to the City at the City’s offices or other location as determined by the City, at the Applicant’s sole cost and expense, addressing the Applicant’s proposal and its ability to achieve the objectives of this notice of contract opportunity;

(l) to conduct on-site investigations of the facilities of any one or more Applicants (or the facilities where the Applicant performs its services);

(m) to inspect and otherwise investigate projects performed by the Applicant, whether or not referenced in the proposal, with or without consent of or notice to the Applicant;

(n) to conduct such investigations with respect to the financial, technical, and other qualifications of each Applicant as the City, in its sole discretion, deems necessary or appropriate; and,

(o) to do any of the foregoing without notice to Applicants or others, except such notice as the City, in its sole discretion, elects to post on eContractPhilly.

3. Miscellaneous

(a) Interpretation; Order of Precedence. In the event of conflict, inconsistency or variance between the terms of this Reservation of Rights and any term, condition or provision contained in any notice of contract opportunity, the terms of this Reservation of Rights shall govern.

(b) Headings. The headings used in this Reservation of Rights do not in any way define, limit, describe or amplify the provisions of this Reservation of Rights or the scope or intent of the provisions, and are not part of this Reservation of Rights.
F. Confidentiality and Public Disclosure
The successful Applicant shall treat all information obtained from the City which is not generally available to the public as confidential and/or proprietary to the City. The successful Applicant shall exercise all reasonable precautions to prevent any information derived from such sources from being disclosed to any other person. The successful 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.
APPENDIX A

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

ATTACHED AS SUPPORTING DOCUMENT
APPENDIX B
(CONSISTING OF APPENDIX B-1 AND APPENDIX B-2)

CITY OF PHILADELPHIA
OFFICE OF ECONOMIC OPPORTUNITY
ANTIDISCRIMINATION POLICY-MINORITY, WOMAN AND DISABLED
OWNED BUSINESS ENTERPRISES

SPECIAL CONTRACT PROVISIONS, INSTRUCTIONS AND FORMS

ATTACHED AS SUPPORTING DOCUMENT
APPENDIX B-1

ANTIDISCRIMINATION POLICY SOLICITATION FOR PARTICIPATION AND COMMITMENT FORM

ATTACHED AS SUPPORTING DOCUMENT
APPENDIX B-2

SPECIAL ANTIDISCRIMINATION CONTRACT PROVISIONS, INSTRUCTIONS AND FORMS FOR APPLICANTS THAT ARE NONPROFIT ORGANIZATIONS

In response to the objectives of Executive Order 03-12, Applicants that are nonprofit organizations will be required to submit the following information to the Office of Economic Opportunity (OEO):

1. identification of the race, gender, disability status, and ethnic composition of the nonprofit Applicant’s workforce;
2. identification of the race, gender, disability status, and ethnic composition of the nonprofit Applicant’s board of directors or trustees;
3. a list of the nonprofit Applicant’s five highest dollar value M/W/DSBE suppliers of products and services; and
4. the nonprofit Applicant’s statement explaining its efforts to maintain a diverse workforce, a diverse board of directors and operate a fair and effective supplier diversity program.

Please use the attached form, “Diversity Report of Nonprofit Organizations,” to submit this information, attaching additional pages as needed. This information should be submitted with the Applicant’s proposal, but the City, at its sole discretion, may allow applicants to submit or amend this form at any time prior to award.

If a nonprofit organization is responding to a contract opportunity where ranges have been established for M/W/DSBE participation, in addition to the “Diversity Report of Nonprofit Organizations” form, a nonprofit Applicant must also complete and submit with its proposal the “Solicitation for Participation and Commitment” form included in this Appendix.
### DEMOGRAPHIC BREAKDOWN OF WORKFORCE
Please provide the following demographic breakdown of your workforce by race/ethnicity/gender/disability:

<table>
<thead>
<tr>
<th>Race/Ethnicity/Gender/Disability</th>
<th>#</th>
<th>%</th>
<th>Males</th>
<th>%</th>
<th>Females</th>
<th>%</th>
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<tbody>
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<td>African American Males</td>
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<td>African American Females</td>
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<tr>
<td>Asian/Pacific Islander Males</td>
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<td>Asian/Pacific Islander Females</td>
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<td>Caucasian Males</td>
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<td>Caucasian Females</td>
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<tr>
<td>Disabled Males</td>
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<td>Disabled Females</td>
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<td>Hispanic Males</td>
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<td>Native American Males</td>
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<td>Other Males</td>
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<td>Other Females</td>
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<tr>
<td>Total Number of Employees</td>
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### DEMOGRAPHIC BREAKDOWN OF BOARD COMPOSITION
Please provide the following demographic breakdown of your Board of Directors or Trustees by race/ethnicity/gender/disability:

<table>
<thead>
<tr>
<th>Race/Ethnicity/Gender/Disability</th>
<th>#</th>
<th>%</th>
<th>Males</th>
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<th>Females</th>
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<td>African American Males</td>
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<td>Asian/Pacific Islander Males</td>
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<td>Hispanic Females</td>
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<td>Native American Males</td>
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<td>Native American Females</td>
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<td>Other Males</td>
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<td>Other Females</td>
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<tr>
<td>Total Number of Directors or Trustees</td>
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</table>

### SUPPLIER DIVERSITY
Please check the appropriate box to indicate if you have a supplier diversity policy. If “no,” please explain on your letterhead.

- Yes
- No

If you maintain a supplier diversity policy, please attach a copy of your supplier diversity policy.

Please identify below, your agency’s five (5) highest minority, woman, and/or disabled owned business suppliers of products or services, indicating your estimated annual expenditure(s) with the firm:

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Company Address</th>
<th>Company Telephone</th>
<th>Minority</th>
<th>Woman</th>
<th>Disabled</th>
<th>Annual Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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Signature:  
Date:  
Non-Profit Name:
APPENDIX C

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:

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Contact Name and Title</td>
<td></td>
</tr>
<tr>
<td>Street Address</td>
<td></td>
</tr>
<tr>
<td>City, State, Zip Code</td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Federal Employer Identification Number or Social Security Number:</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Philadelphia Business Income and Receipts Tax Account Number (f/k/a Business Privilege Tax) (if none, state “none”)*</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Commercial Activity License Number (f/k/a Business Privilege License) (if none, state “none”)*</th>
<th></th>
</tr>
</thead>
</table>

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

* You can apply for a City of Philadelphia Business Income and Receipts Tax Account Number or a Commercial Activity License on line after you have registered your business on the City’s Business Services website located at [http://business.phila.gov/Pages/Home.aspx](http://business.phila.gov/Pages/Home.aspx). Click on “Register” or “Register Now” to register your business.
APPENDIX D

LOCAL BUSINESS ENTITY OR LOCAL IMPACT CERTIFICATION

Instructions: Applicants who seek as a positive factor in the City’s consideration of their application that they meet the Local Business Entity or Local Impact criteria as provided in Mayoral Executive Order No. 04-12 should complete this Certification and return it with their application. Applicants providing this Certification should also include in a separate section of their application labeled “Local Business Entity or Local Impact Certification,” a statement that the Applicant believes it has met the Local Business Entity or Local Impact criteria “as set forth in the attached Local Business Entity or Local Impact Certification.” Check all appropriate certification options that are applicable to Applicant and sign below:

Applicant Name: ____________________________________________

Local Business Entity Certification

___ I certify that the Applicant named above is a Local Business Entity because Applicant complies with the following criteria set forth in Section 17-109(3)(b) of the Philadelphia Code:

I. During the preceding 12 months, Applicant has filed a Commercial Activity or Business Privilege tax return with the City establishing that Applicant conducted business within the City within the calendar year preceding the filing of the return; and

II. During the preceding 18 months, Applicant:

   A. Has continuously maintained a valid Commercial Activity or Business Privilege License and all other licenses and permits necessary to conduct business with the City;
   B. Has continuously occupied an office within the City, where business is conducted; and
   C. Satisfies at least one of the following requirements (Check those applicable to Applicant):

       (1) More than half of Applicant’s full-time employees work in the City at least 60% of the time;
       (2) More than 50 of Applicant’s full-time employees work in the City at least 60% of the time; or
       (3) Applicant’s principal place of business is located in the City.

Local Impact Certification

___ I certify that in the performance of a contract resulting from this RFP, the Applicant named above will employ City residents.

___ I certify that in the performance of a contract resulting from this RFP, the Applicant will perform the work in the City.

Authorized Signature ____________________________ Date __________________________

Print Name and Title

———
APPENDIX E

RATE PROPOSAL FORM
(HOURLY INVOICING)

Payment for the project shall be made based on **hourly rates (direct payroll) times a multiplier (overhead & profit factor)** not to exceed a negotiated amount. Hourly rates shall be the base rate (payroll rate), unfactored. **The Water Department generally will not accept multipliers that exceed 3.0 or a factored billing hourly rate greater than $240.00 per hour.**

Hourly rates should be provided as a range by position or title (e.g. Project Manager, Senior Engineer, Designer, etc.) rather than by employee name since employees with the same job title position within the company may not have the same hourly rate and the hourly rate ranges for some of the job titles/positions may overlap (e.g. Senior Engineer’s hourly rate may be higher than a Project Manager’s hourly rate).

For each task necessary to perform a service, deliver a tangible work product, or, if included in this RFP, accomplish a milestone identified in this RFP and/or the Applicant’s proposed scope of work, the Applicant must state a firm estimate of the number of hours required to complete that task for each hourly rate that applies to each level of personnel identified to perform that task. **Tasks should correspond to those identified in the Applicants Project Monitoring Table (PMT). (See Appendix K.)** Any contract resulting from this RFP will provide for a not-to-exceed amount in the compensation section of the contract.

Sub-Consultant Cost shall be calculated in the same manner as described above and shall not exceed the multiplier provided above. Proposed mark-ups on sub-Consultant services should be clearly specified in the Applicant’s response.

**Expenses**

Unless otherwise approved, billing for the following will **not** be permitted and is assumed to be included in the overhead factor. For unique projects where these services are required in a very inordinate amount, special provisions can be negotiated.

- Travel expenses (airfare, vehicles, mileage, gas, etc.)
- Hotel accommodations, meals
- CADD equipment
- Secretarial/administrative services
- Miscellaneous expenses such as reproduction, photography, mail, courier services, office computers, FAX transmittals, telephone usage, field equipment, etc.

Exceptions may be permitted at the City’s discretion if special experts and arrangements are required for extraordinary projects. Applicant may bill for such expenses with the Department’s prior authorization.
Special Services
Any special services requested by the Department (services that are not within the scope of work under this contract and which cannot be performed directly by the Applicant or its subcontractors, but are necessary in order to perform the work under the contract) will be treated as a billable expense. Applicant may bill for such special services with the Department’s prior authorization.

Such special services, including laboratory services, shall be paid as follows:
   a) Special services direct cost (Invoice) + 5% mark-up.
   b) Applicant must provide a detailed scope of work for the special services, cost proposal, with a total cost and cost breakdown consisting of personnel, number of hours and their hourly rate and/or fixed fee.

Applicant shall provide the information requested below:

For billing under this contract the multiplier will be____________ (Overhead & Profit Factor).

Provide the multiplier and the range of hourly rates by position or title for the employees in your company and all subcontractors in the table below. Add any additional positions/titles to the table as necessary.

<table>
<thead>
<tr>
<th>Position/Title</th>
<th>Hourly Rate Range (unfactored)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project/Contract Manager</td>
<td>____________________________</td>
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<tr>
<td>Senior Engineer</td>
<td>____________________________</td>
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<tr>
<td>Engineer</td>
<td>____________________________</td>
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<tr>
<td>Junior Engineer</td>
<td>____________________________</td>
</tr>
<tr>
<td>Designer</td>
<td>____________________________</td>
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<tr>
<td>Landscape Architect</td>
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<tr>
<td>Senior Planner</td>
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<tr>
<td>Planner</td>
<td>____________________________</td>
</tr>
<tr>
<td>Junior Planner</td>
<td>____________________________</td>
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<tr>
<td>GIS Specialist</td>
<td>____________________________</td>
</tr>
<tr>
<td>Technician/Drafter</td>
<td>____________________________</td>
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</tbody>
</table>

On a separate sheet, list any other fees or charges that are not included in the cost proposal.
APPENDIX F

RATE PROPOSAL FORM
(UNIT PRICE INVOICING)

Payment for services required for the Wissinoming Park GSI Project will be based either on the unit prices established below for Group I or on the hourly proposal outlined in Attachment E. Unit prices for Group II are requested for reference only should the Department expand the proposed catchment area beyond the study areas defined in Appendix L, Wissinoming Park Concept Report, and Appendix M, Wissinoming Park Additional Drainage Package. GSI Sewer design for the areas defined in Appendices L and M should be included in the Hourly Rate Proposal defined in Appendix E.

Group No. I - ADA Curb Ramp Design (payment made per the unit prices submitted by the selected contractor(s) as described below)

Group No. II. – GSI Sewer Design (Detailed Plans and Specifications)

Group No. I. – ADA (Americans with Disability Act) Curb Ramp Designs

Item No. I.-A
Design of ADA compliant curb ramps in accordance with Pennsylvania Department of Transportation (PennDOT) and Philadelphia Streets Department Standards, per each ..........................................................$________

*Item No. I.-A would be for a standard ramp design. For difficult locations where multiple design iterations are necessary, the Department may consider an hourly fee.

Item No. I.-B
Detailed Survey in the location of proposed curb ramps to obtain sufficient elevations to design a compliant ramp, per each ..........................................................$________

*Item No. I.-B would only be used in situations where a curb ramp must be replaced and there is not field-surveyed base plan information available for the location.

Item No. I.-C
As-built drawings for constructed ADA compliant curb ramps in accordance with PennDOT and Philadelphia Streets Department Standards, per each .............$________

Engineering Services for ADA Curb Ramp Designs (Group No. I.-C) where curb ramps are impacted by GSI designs and/or paving requirements shall include the following and all other pertinent work:
(a.) Field survey of curb ramp locations.
(b.) Prepare design drawings for the construction of ADA compliant curb ramps in accordance with PennDOT and Philadelphia Streets Department Standards.
(c.) Coordinate proposed ramp designs with other utilities in the vicinity of the ramp.
(d.) Submit design drawings, inspection forms (PennDOT CS4401) and technically infeasible forms (if applicable) to the Philadelphia Streets Department for review of curb ramps to be constructed in City Streets. Submit drawings to PennDOT for review of curb ramps to be constructed in State Highways. Revise submission materials as necessary to obtain approvals.

(e.) Include approved curb ramp drawings as part of the final bid package for the GSI project. Curb ramp construction shall also be addressed in the proposal and specifications for the project.

(f.) Prepare an Engineer's Cost Estimate for the proposed curb ramp construction.

(g.) Prepare as-built drawings of constructed curb ramps when requested. The designer/engineer must perform an inspection to ensure full ADA compliancy. Submit as-built drawing and PennDOT CS4401 inspection form for each ramp to the Streets Department (City Streets) or PennDOT (State Highways) for final acceptance and record.

**Group No. II. – GSI Sewer Design**

**Item No.I-A**
Design of GSI pipe storm sewers, per linear foot, as measured along the centerline of the proposed sewers .................................................................$________

The above Fee Schedule for Group II includes all associated design work including calculations, design drawings, preparation of cost estimates, and construction specificiation. The above does not include the survey and preparation of the baseplans. Measurement for payment for sewer designs shall include lateral, inlet, or vent piping.

* Unit prices for Group II are requested for reference only, should the Department expand the proposed catchment area beyond the study areas defined in Appendix L, Wissinoming Park Concept Report, and Appendix M, Wissinoming Park Additional Drainage Package. GSI Sewer design for the areas defined in Appendices L and M should be included in the Hourly Rate Proposal defined in Appendix E.