

REQUEST FOR QUALIFICATIONS/ PROPOSAL

CITY OF PHILADELPHIA
CAPITAL PROGRAM OFFICE
ONE PARKWAY, 1515 ARCH STREET
PHILADELPHIA, PA 19102



**CITY OF PHILADELPHIA
THE CAPITAL PROGRAM OFFICE**

REQUEST FOR QUALIFICATIONS/ PROPOSAL FOR
DESIGN/ PROJECT-RELATED PROFESSIONAL SERVICES
FOR
COST ESTIMATION & PROJECT MANAGEMENT SERVICES
ON-CALL BASIS

FISCAL YEAR 2007 CAPITAL PROGRAM

CPO PROJECT NO. 07-07-4119-99



DATE: **November 30, 2006**

POSTING PERIOD FOR OPPORTUNITY: **December 4, 2006 to January 5, 2007**

NON-MANDATORY PRE-PROPOSAL SUBMISSION MEETING: **Thursday December 14, 2006 at 10:00am at the CPO Office, 1515 Arch Street, 11th Floor**

PROPOSALS ARE DUE BY 5:00 PM Friday January 5, 2007 and MUST be submitted online. In addition to the online submission, proposers MUST submit six (6) hardcopies to the CPO Office, 11th Floor, 1515 Arch Street, Philadelphia, PA 19102 (Attn. James Lowe, Project Manager)

CONTENTS

<u>Section I</u>	<u>General Information on the Proposal Process</u>
<u>Section II</u>	<u>Summary of the Work</u>
A	Introduction
B	Scope of Services
C	General Requirements
<u>Section III</u>	<u>Proposal Requirements and Selection Criteria</u>
A	Understanding the Work/ Scope of Services
B	Organization & Profile
C	Related Contract/ Project Experience
D	Miscellaneous Statements
E	Fee
F	Additional Factors Affecting Selection
G	City Rights
<u>Section IV</u>	<u>Contract Requirements, Award and Negotiation</u>
A	Design/Project-Related Professional Service Contract-(General Consultant Service Contract, General Provisions and Provider Agreement)
B	The Philadelphia Tax Status and Clearance Statement Contract
C	Contract Preparation Fee
D	MBEC Requirements
E	Reservation of Rights and Contract Award
<u>Appendices (separately attached)</u>	
Appendix “A”	Philadelphia Tax Status and Clearance Statement
Appendix “B”	MBEC Requirements
Appendix “C”	City of Philadelphia Provider Agreement (General Services)
Appendix “D”	City of Philadelphia Contract General Provisions (General Services)
Appendix “E”	Contract Preparation Fee Schedule
Appendix “F”	Selection Criteria
Appendix “G”	Cost Proposal Response Form

SECTION I – GENERAL INFORMATION on the PROPOSAL PROCESS

Effective February 1, 2006, eContract Philly is the new program for businesses to perform work with the City of Philadelphia on non-bid contract opportunities. The City is advertising non-bid contract opportunities on www.phila.gov/contracts for businesses to learn about contract opportunities and to manage the entire non-bid contracting process electronically.

eContract Philly Mandatory Online Application Process

You must apply online in order to be eligible for award of the posted non-competitively bid contract opportunity; proposals or any other response to a Notice of Contracting Opportunity will not be considered unless you have filed, within the prescribed time period, an application through eContract Philly for the posted opportunity. All applications must be submitted electronically through the eContract Philly online application process at www.phila.gov/contracts, choose eContract Philly.

Applicants and contractors are now required to disclose their campaign contributions, any consultants used and contributions the consultants have made, prospective subcontractors, and whether they have received any requests or advice on satisfying minority owned business participation goals from City employees. This information, as well as a proposal or any other response document required, are part of the online application. For more information, please consult the reference materials found on the website, e-mail econtractphilly@phila.gov or call 215-686-4914.

Applicants who have failed to file complete applications through the eContract Philly online application process prior to the closing date and time will not be considered for the contract.

Request For Proposal

This Request for Qualifications/ Proposal (“RFQ/P”) provides information to enable design/project-related professionals to electronically submit online through the City’s website, www.phila.gov/contracts, a proposal for architectural, engineering and/or specialized consulting services for the Capital Program Office (“CPO”) for the City of Philadelphia (“City”).

The RFQ/P is issued by the CPO, which is to be the sole contact for the proposal request. The CPO's Project Directors and Project Coordinators will manage and coordinate all aspects of the projects, on behalf of the City. Submit all questions, inquiries, and requests for information concerning this proposal request, in writing, by **December 21, 2006** to the CPO. Direct all questions to:

Name of Contact – James Lowe	Telephone: (215) 683-683-4422
City of Philadelphia	Fax: (215) 683-4499
Capital Program Office, 11 th Floor	
1515 Arch Street	
Philadelphia, PA 19102	

For a firm's proposal to receive consideration, the interested firm must register on-line and receive a secured identification number, file a completed disclosure form, file their proposal on-line and deliver six (6) hardcopies of the proposal by 5:00 P.M. local time, **Friday, January 5, 2007** to the CPO located on the 11th Floor, 1515 Arch Street, Phila., PA 19102. Attention: James Lowe, Project Manager. These hardcopy submissions will not be returned. The City is not liable for any cost related to the development, preparation, transmittal or presentation of any proposal submitted in response to this RFQ/P. Although attendance at the non-mandatory pre-proposal submission meeting is not required it is highly recommended that you attend this meeting if you have any questions about this solicitation.

This RFQ/P information packet contains instructions governing the proposals to be submitted and the material to be included therein; a description of the types of projects, task and specific services to be provided; requirements which must be met by a proposer to receive consideration; general evaluation criteria; and other pertinent requirements. The submission of a proposal shall be considered evidence that the proposer has read and is in acceptance with this RFQ/P.

Any modifications or changes made in this RFQ/P will be posted on the City's website. Oral communications from City personnel or others concerning this proposal request shall not be binding on the City and shall not in any way be considered as a commitment by the City.

Pre-Proposal Submission Meeting

A **non-mandatory** pre-proposal submission meeting will be held on **Thursday, December 14, 2006** at 10:00am at 1515 Arch Street, 11th floor, Capital Conference Room to clarify the intent and approach to the work and answer respondent's questions. Any questions regarding the scope of work should be addressed to the Project Manager, James Lowe (215) 683-4422.

Form of Proposal

Proposals must be submitted both electronically via **on-line to our website, and through the delivery of six (6) hardcopies** in letter size, stapled, three-ring, or spiral-bound format. Conform the organization of your proposal to the following order and divisional sectioning, separated by index tabs for easy reference. Proposers are reminded to be clear and concise in their response. The proposal shall be of a quality appropriate to the level of the project for which you are proposing.

<u>Section</u>	<u>Description</u>
Letter of Transmittal	
Section 1	Understanding of the Work/ Scope of Services
Section 2	Organization and Resumes
Section 3	Related Contract/ Project Experience
Section 4	Additional Required Statements
Separate Enclosure (one copy only)	Fee Proposal

In addition to electronic and written proposals, prospective design/ project-related professionals and subconsultants may be required to give verbal presentations and to meet with the selection committee for interviews and discussion.

Form of Contract

The selected design/ project-related professional will execute a General Consultant Services Contract, which will consist of the Provider Agreement (“PA”) set forth in Appendix “C”, the General Provisions (“GP”) set forth in Appendix “D” and the Specific Project Requirements contained in Section II of this RFQ/P. The Capital Program Director or designee shall have complete charge and management of the contract and shall be the source of authority, direction, and control of the contract. Please review these items in detail as exceptions or waivers to these documents are discouraged and could affect the selection process.

Contract Timeline and Budget

The contract timeline for design and construction services of specific projects and/or on-call services are included in Section II of this RFQ/P. The proposers shall thoroughly familiarize themselves with these requirements. Regardless of the actual project(s) or task(s) it is expected that the term defined by the contract shall be for the period of 24 months or until completion of the work.

END OF SECTION I

SECTION II - SUMMARY of the WORK

A. Introduction

Project Number: 07-07-4119-99
Sponsor Agency: Capital Program Office
Contract Name: Cost Estimation & Project Management On-Call Services
Facility Names and Addresses: Various Citywide Locations
Project Manager: James Lowe (215) 683-4422

Purpose of the Request

The Capital Program is the City's financing and implementation plan for the construction and renovation of City-owned buildings, public facilities and infrastructure. The Capital Program Office works to improve and enhance the ability of City-owned buildings, public facilities and infrastructure to better serve their users. Cost estimating & project management services will be needed on a number of repairs and modification projects, additions and a variety of feasibility studies for various project teams within the Capital Program Office including Central Facilities, Fairmount Park, Health and Human Services, Public Safety and Recreation.

The CPO' objective is to complete the projects and task on time and under budget, while maintaining the City's longstanding commitment to quality, efficiency, value, and responsiveness to using agency needs and compliance with all applicable regulatory requirements

Site Conditions

Existing citywide locations or proposed new sites.

General Description of the Work

CPO seeks the services of a qualified Construction Cost Estimation and Project Management firm with expertise in all phases of design and construction of public buildings. It is anticipated that the contract will be issued to a single Service Provider. The Service Provider will enter into contract with the CPO and may be assigned various projects and task as may arise. Because the scope and number of projects and tasks are unknown at the time of contract execution, the contract is considered as an Indefinite Delivery/ Indefinite Quantity contract. The Service Provider may be called upon to provide services that include, cost estimating, bid evaluation, special cost reports, cost-benefit analysis, value engineering and claims analysis. Working with the CPO Project Managers and Project Coordinators the Services Provider may be called upon to provide project management services during the design and construction phases of a specific project. Those services may include administrating small design and construction contracts by performing preconstruction services with emphasis on project requirements, cost estimating, review and commentary of the design, constructability reviews, bid packaging and project scheduling. During the construction phase the services may consist of efficiently administrating the construction contracts and processing paperwork and change orders, request for information, review of inspector's reports through to the closeout of the project and commissioning of the facility. **(Note: The primary requirement of this solicitation is to engage a service provider for cost estimation purposes. Although, the successful service provider will be required to be proficient in both areas of this request.)**

Contract Schedule

Expected Notice to Proceed: 2/1/2007
Project Design & Construction Phase: As determined for each project
Term of Contract: Approximately 24 months

Contract Financial

Estimated Construction Cost/Budget: To be determined for each specific project or task
Consultant Budget: Up to \$50,000 (Although this amount is considered the Contract Limit, CPO may consider supplementing the amount of this contract for project management services should the need arise.)

Fee Proposal shall be submitted with a list of hourly costs (detailed with benefits and markup) for each specialty and/or professional staff assigned to this contract. See Appendix "G" – Cost Proposal Response Form.

B. Scope of Services

This section is intended only as an overview of specific services to be provided by the design/ project-related professional for this contract. The scope of services required by this RFP/Q includes some or all of the following services. It should not be considered as an exhaustive list.

B.1 Basic Services

B.1.1 Cost Estimation Services

Service Provider shall provide cost estimation services on various types of city facility projects in locations throughout the city on an as-needed basis. These projects may involve new construction, renovation to existing structures or city-wide projects. The Service Provider may be called upon to provide services that include, but not limited to,

- Review of Feasibility Studies,
- Cost estimating,
- Bid evaluation,
- Special cost reports,
- Cost benefit analyses,
- Value engineering,
- Life cycle cost analyses and
- Claims analysis.

B.1.2 Project Management Services

Service Provider shall be prepared to provide project management services on small and limited amount of projects sponsored by the CPO. The Service Provider will oversee, coordinate and manage the delivery of such a project on behalf of the CPO. The Service

Provider must provide leadership to manage the project team formed or designated by the City to complete the project. The Service Provider may be called upon to provide services that include, but not limited to,

Preconstruction Phase

- Review project requirements and budget with CPO,
- Monitor progress, review and commentary of the design,
- Review designer invoices,
- Evaluate design elements for constructability, maintenance, life cycle value and cost; conduct value engineering and track adjustments against the budget,
- Coordinate and attend meetings involving city commissions and regulatory agencies,
- Review construction documents for coordination of trade work,
- Edit accordingly the City's Division 0 and Division 1 master specification that is frequently revised and updated,
- Work with CPO and using agency on planning logistics for construction,
- Provide cost and quality control,
- Provide monthly project schedule and reports.

Bid and Award Phase

- Assist in the review and assessment of bidder qualifications,
- Assist CPO with coordination of the bidding process,
- Assist City in reviewing the bid tabulations and reports as necessary.
- Evaluation of Bid Differential (required if not within 10% of estimate)

Construction/ Closeout Phase

- Administer design and construction contracts,
- Review designer invoices,
- Review and approve contractor schedule of values, and invoices,
- Analyze change orders in conjunction with CPO and make written recommendation for payment or nonpayment,
- Oversee designer's and contractor's work for quality and compliance with contract,
- Expedite the review of submissions, shop drawing and RFI's,
- Maintain project records,
- Schedule, chair and document monthly progress meetings,
- Expedite and participate in inspections for substantial completion with designer,
- Expedite creation and completion of punchlist work,
- Facilitate the turnover of operating manuals and attic stock,
- Coordinate operations and maintenance training with using agency,
- Coordinate all documents for final payment and closeout,
- Provide monthly project schedule and reports.

B.2 Provision of the Work

Work shall be provided in accordance with the Work Orders to be issued by the CPO under the agreement resulting for this solicitation, and shall be subject to the provisions of the Agreement accompanying this RFQ/P, including any additional provisions specified in the Work Orders with regard to schedule, key personnel and subconsultants.

B.3 Compensation

The method of compensation will vary on a Work Order by Work Order basis, and compensation may be based on a Time and Materials Not to Exceed or on a Fixed Price basis and will be subject to all of the provisions of the provider agreement (PA).

C. General Requirements (for all Consultants)

The following requirements apply to all architectural, engineering and related professional service contracts. Please note that if this RFQ/P is for specific design related services only, many of these items may not apply on certain projects or task, however, it is important that all consultants understand their roles, responsibilities and expectations.

1. The Design/ Project-Related Professional and all other consultants shall perform all services in an expeditious manner consistent with the interests of the City and of the highest professional quality. All work shall be in conformance with all applicable City of Philadelphia standards and requirements.
2. All drawings for design submissions shall be prepared using AutoCAD Systems. All submissions to the CPO shall be compatible with AutoCAD LT Version 2000 and in accordance with the AIA "CAD Layer Guidelines" and CSI guidelines for page numbering format (only). Milestone submissions should be provided for City review (8 sets maximum). The City shall provide any further additional printing of bid packages. Final drawings shall be provided on mylar (not paper) as well as electronically.
3. All project schedule reports shall be prepared using Microsoft Systems. All submissions to the CPO shall be compatible with Microsoft Office Project Standard 2003. Milestone submissions should be provided for City review in both print and electronic format.
4. The CPO Project Coordinator shall chair all design review meetings and construction progress meetings with administrative support by the Design Professional. Minutes shall be prepared by the Design Professional and distributed to all attendees. Design Professional shall provide and keep logs of all submittals, RFIs, and change orders and shall be cognizant of all schedule and budget updates.
5. Periodic progress reports shall be prepared describing accomplishments, decisions and overall progress made during the period. It shall contain an updated project schedule and budget information and shall specifically include information regarding RFIs, change orders, and submittals as well as the Design/ Project-Related Professional's invoice status. Progress reports will be submitted with each payment request, or monthly, whichever represents the shorter duration.

6. The Design Professional shall provide all services necessary for design review by the Licenses & Inspections Department and other agencies having jurisdiction over project. The Design Professional will be required to complete all paperwork (including applications) necessary for municipal, state and/or federal approvals and/or permits, prior to bid opening. Provide a list of all permits and approvals required for the projects to the Project Coordinator in writing.
7. As part of this contract, the Design Professional shall provide a minimum of four (4) sealed sets of plans (per site) for permitting purposes for the Licenses & Inspections Department and will be required to complete all paperwork (including applications) necessary for City of Philadelphia approvals and/or permits. Unless noted otherwise in Section II of this RFP, the CPO agrees to serve as the applicant for the L&I process, and any application or expediting fees relating to the approvals will be the responsibility of the CPO. Any supplementary (optional) reviews requested by the Design Professional will be the Design Professional's responsibility.
8. Design Professional shall obtain sign-off of all utilities, government agencies having jurisdiction, using agencies, and coordinate with and/or present work to related or affected City agencies including the Office of Public Art (Art Commission), as required by the specific project(s).
9. Construction cost estimates shall be provided as described in the Scope of Services of this RFP. Estimates shall be organized in accordance with CSI format and incorporate contingencies and escalation appropriate to the project schedule. Estimates must be presented for each Prime contract and for each Alternate (if applicable).
10. The Design Professional shall accomplish the design services required under the contract so as to permit the award of a contract, pursuant to standard CPO practices, for the construction of the facilities designed at a price which does not exceed the estimate set forth in Section II.A or as otherwise determined during schematic design. If bids or proposals for the construction contract are received that exceed the estimated cost by more than 10%, the Design Professional may be required to perform such redesign and other services as are necessary to permit contract award within the estimated cost. These additional services shall be performed at no increase in the price of this contract. The Design Professional shall not be required to perform such services at no additional cost when the unfavorable proposals or bids are the result of conditions beyond the Design Professional's reasonable control. (Lack of knowledge regarding bid climate does NOT constitute beyond reasonable control.)
11. The CPO has a Division 0 and Division 1 master specification that is frequently revised and updated. The current version (available in Microsoft Word) will be provided by the CPO at the start of the Construction Documentation phase. The Master Specs must be fully coordinated and incorporated with the technical sections by the Design Professional as a complete Project Manual and resubmitted in Microsoft Word (without exception).
12. The City of Philadelphia is required to competitively bid all jobs under the Pennsylvania State Separations Act. Therefore, Design Professionals must completely and accurately define construction documents into clear scopes of work for each required discipline. **All work described in the specifications must be non-proprietary unless specific approval from the Procurement Department has been obtained.**

13. All work shall be reviewed and checked prior to submission to the CPO. Qualified design professionals not involved in the design work shall perform reviews. It shall be the responsibility of the Design Professional to thoroughly coordinate drawings representing the work of different disciplines (architectural, mechanical, electrical, etc.).
14. All work shall be performed by or reviewed and approved by architects and engineers registered to practice the appropriate discipline in the State of Pennsylvania.
15. No asbestos abatement design is required unless specifically noted in Section II.C or part of a future Work Order. If required, environmental reviews must be coordinated through the CPO Project Coordinator with the CPO's Environmental Liaison. No asbestos containing materials of any kind may be specified or approved for any project.
16. It is the City's intention to incorporate the latest developments in energy conservation and resource efficiency, as well as improve indoor air quality and minimizes environmental impacts in its design program wherever appropriate. The overall goals for sustainable materials and systems may include minimizing unwanted building or atmospheric emissions and/or non-reusable or recyclable waste. The Philadelphia High-Performance Building Renovation Guidelines will be available for your reference upon contract award.
17. All designs produced under this program must be in accordance with the Americans with Disabilities Act, Title II.
18. If property line delineation or survey is required, these services shall be provided by the City through the Streets Department unless specified otherwise in this RFQ/P.

END OF SECTION II

SECTION III - PROPOSAL REQUIREMENTS and SELECTION CRITERIA

All proposals which meet the minimum respondent requirements, e.g. experience, financial capability, etc. and the minimum proposal submission requirements will be reviewed and evaluated for completeness and responsiveness according to standards and selection criteria determined by the CPO. Factors for consideration will be evaluated from information supplied in response to the RFQ/P.

A. Proposal Section 1 - Understanding the Work /Scope of Services

Section II of this RFQ/P generally details the minimum requirements of the scope of services for this initiative. In the preparation of their proposal, the Design/ Project-Related Professional is encouraged to expand or elaborate in a manner that reflects his/her understanding of the service and demonstrates his/her expertise and ability to perform all elements of the proposed scope of services.

The Design/ Project-Related Professional shall provide a brief narrative that demonstrates his/her understanding of the service, i.e. nature and scope of the work involved. Additionally, a brief description of the proposed service and task approach including work plan and strategy is required along with a description of computer hardware and software to be utilized.

The Design/ Project-Related Professional shall provide a proposed sequence of activities and schedule, which demonstrates how the firm's approach will meet the anticipated objectives of potential projects and tasks. The schedule may include ideas and concepts not included in the scope of services, but which may be beneficial to the City. The schedule should be in the form of a bar chart for a typical project or task. Major deliverables key milestones and decision dates should be included in the schedule. City review periods should also be noted. Finally, describe your quality assurance / quality control plan and cite examples of successful implementation of the plan.

B. Proposal Section 2 - Organization and Resumes

The Design Project-Related Professional shall identify itself (including any joint venture partners or other associates) by listing the firm, all corporate officers, address and telephone/fax numbers and contact persons. If a joint venture or association between firms is proposed, describe the contractual relationship and provide a copy of the joint venture resolution.

The proposal shall include a description of the firm or proposed team in both narrative and chart form. The proposal should clearly indicate the relationship, roles and responsibilities of each organization and individual team member. **Key positions/individuals should be specifically identified by name and title, with narrative describing their respective areas of expertise, responsibility and reporting.**

For each key team member, describe prior experience as it relates to the technical requirements of this contract and the individual's position in the firm or on anticipated project team. Describe all relevant professional experience, academic degrees earned, professional licenses and awards, any

special skills and supplementary training relevant to the requirements of this contract and project(s).

Any proposed project staff that are not full-time employees of one of the corporate team members shall be clearly identified. Briefly describe their employment arrangement and availability for this project.

C. Proposal Section 3 - Related Project Experience

C.3.a Cost Estimating Experience

Accuracy of Cost Estimating: To demonstrate the accuracy of your performance in the area of cost estimating from schematics through construction, submit recent history of your design and construction cost estimates for your last ten (10 projects) illustrating comparisons to actual bid results of those projects. Provide name of project, location, and *current* names addresses and telephone numbers of references for each project you list.

C.3.b. Project Management Experience

Provide narrative and visual descriptions (photographs and/or renderings) of projects managed by your firm or members of your project team, which demonstrates your firm or teams' experience and expertise in this area of design and construction services. **Projects specifically relevant to the proposed on-call project/ task service are much more important than quantity of experience.** The Design/ Project-Related Professional must document at least three (3) year's experience and within the last three (3) years, indicate three (3) or more projects of comparable scope and magnitude.

The following information (as a minimum) should be included for each related project (though omission will not disqualify your proposal):

1. Project name and location
2. Client (corporation, public agency, etc)
3. General physical characteristics – square footage, construction type, building type
4. Special features, accomplishments or problems
5. Overall construction value and project schedule
6. Value of your firm's contract
7. Approximate prime consultant contract value
8. Specific services provided
9. Dates of service
10. Names of key individuals who worked on the project and their roles
11. Individual references. Include *current* names addresses and telephone numbers. A minimum of one reference shall be included for each project.

D. Proposal Section 4 –Additional Required Statements

1. Philadelphia Tax Status and Clearance Statement- Appendix A sets forth the City's requirements with regard to this section.

2. Participation by Minority, Women, Disabled-owned Businesses- Appendix B sets forth the City's requirements with regard to this section
3. Statement of Acceptance- This section must also include a statement verifying that the Design/ Project-Related Professional has read and accepts the General Consultant Services Contract, General Provisions and Provider Agreement and this Request For Proposal. Any exceptions to these documents must be noted at this time.

E. Separate Enclosure – Fee Proposal

The Design/Project-Related Professional shall submit his/her fee proposal as a separate section with his/her proposals. In the electronic submission, the fee proposal should be a separate document labeled "Fee Proposal". Use the "Cost Proposal Response Form" found in Appendix "G". For the paper submission, the fee proposal should be enclosed in a single, separate envelope, clearly marked as such, a Fee Proposal for performing its scope of services for the contract. This Fee Proposal shall be comprised of direct labor and associated direct overhead cost as hourly rate fees, which is to include all incidental costs relating to the contract i.e. telephone, copies, faxes, mailing, courier service, technology (computer) related overhead, photographs and transportation, as well as printing and duplication of drawings and specs or reports as is generally required by the project(s) or task(s) as deliverables. An allowance can be made for any specialized direct costs, which must be authorized by the CPO and will be reimbursed on the basis of actual expenses incurred. Five (5%) percent of the contract will be reserved for special reimbursable expenses. These extra expenses may include specially requested multiple printings of drawings sized 24"X 36" or above, binding and copying of multiple specifications, specialized testing and/or specialized subconsultants. Copies of receipts must be submitted for reimbursement. No extra allowance will be permitted for travel or any type of travel or transportation expenses, within the City or from the Design/ Project Professional's office to City offices or the job site. Hourly Rate fees must cover all phases of the project(s) or task(s) as described in Section II, unless noted otherwise by the City of Philadelphia. To support and justify the hourly rate quotations and for information purposes, include a breakdown of hours and hourly rates for all personnel, including subconsultants, proposed for the contract. The City reserves the right to utilize this information for the purpose of (I) developing a payment schedule that fairly allocates the applicable hourly rates of the Design/ Project-Related Professional selected for contract award and (ii) setting fees for any additional services (i.e., beyond the scope of the executed contract) that may be requested by the City. An adjustment in rates will not be considered unless the project runs past the contract limit.

F. Additional Factors Affecting Selection

- The service provider's history and capability to provide unique and innovative solutions to problems will be considered.
- The service provider's demonstrated experience and capability to complete all cost estimation and project management work within established schedule and budget.

- The service provider's history of producing projects, which can be built within the prescribed time and budget requirements, may also be evaluated.
- Demonstrated results of accurate cost estimates.
- The reputation of the design/ project-related professional, as determined by inquiries with previous and current clients and other references.
- Experience on prior City of Philadelphia projects.
- Local presence in the City of Philadelphia.
- Compensation/Fee Proposal

G. City Rights

The City reserves and may exercise the following rights and options with respect to this selection process:

1. To reject any and all proposals and reissue the RFQ/P at any time prior to execution of a final contract.
2. To supplement, amend, or otherwise modify this RFQ/P at any time prior to selection of one or more proposers for negotiation and to cancel this RFQ/P with or without issuing another RFQ/P.
3. To negotiate to accept or reject any or all of the items in any proposal and award the contract in whole or in part if it is deemed in the City's best interest to do so.
4. To reject the proposal of a proposer that, in the City's sole judgment, has been delinquent or unfaithful in the performance of any contract with the City, is financially or technically incapable or is otherwise not a responsible proposer.
5. To waive any minor informality, defect, or deviation from this RFQ/P that is not material to the proposal.
6. To request that some or all of the proposers clarify modify or supplement proposals.
7. As an aid in the selection process, the City may request interviews or oral presentations from one or more proposers prior to commencement of any contract negotiations.
8. As an aid in the selection process, the City may request to visit the proposer's local office as a means of verifying the Design/ Project-Related Professional's and/or subconsultant's capability to perform the work.
9. The City may request to inspect projects referenced in the proposer's proposal.

10. The City may request recent financial statements from proposers as a means of verifying their capability to perform the work.
11. The City may conduct investigations with respect to the qualifications of each proposer and call upon references.

END OF SECTION III

SECTION IV - CONTRACT REQUIREMENTS, AWARD AND NEGOTIATION

A. Design/Project-Related Professional Service Contract, General Provisions and Provider Agreement

The Design/ Project-Related Professional shall provide professional services in accordance with Appendix "C" entitled "Provider Agreement (General Consultant Services)" and Appendix "D" entitled "City of Philadelphia, General Consultant Services Contract, General Provisions". Please give close attention to the City's indemnification and insurance requirements as set forth in Article IX of the GP.

B. Contract Preparation Fee

The successful proposer will be required to pay a contract preparation fee imposed by the City's Law Department; the fee is waived for non-profit corporations. Section 17-701 of The Philadelphia Code establishes a fee schedule for contract preparation. Fees are based upon the amount of the contract. A copy of the fee schedule is attached as Appendix E.

C. The Philadelphia Tax Status and Clearance Statement

The Philadelphia Tax Status and Clearance Statement (Appendix "A") must be executed and submitted with the proposal by the design/project-related professional and subconsultants.

D. MBEC Requirement

This section informs respondents of Minority Business Enterprise Council participation on this contract. (See Appendix "B")

E. Reservation of Rights and Contract Award

The City intends to enter into contract negotiations with the most qualified firm(s) based upon their response to this RFQ/P. However, the City reserves the right to terminate any negotiations at any time or conduct simultaneous, competitive negotiations with multiple firms. The City reserves the right to negotiate acceptable terms in an otherwise unacceptable proposal. Such negotiations may result in changes in terms material to this RFQ/P; in such event the City shall not be obligated to inform other proposers of the changes, or permit them to revise their proposals accordingly, unless the City, in its sole discretion, determines that doing so and permitting such is in the City's best interest. Should negotiations not prove satisfactory with the recommended finalist(s), the City reserves the right to discontinue negotiations with the recommended finalist(s) and additional firms may be asked to enter into negotiations or the City may solicit new proposals.

The contract resulting from this RFQ/P will be awarded to the qualified proposer whose proposal the CPO believes will be the most advantageous to the City, not necessarily the proposer presenting the lowest price. The City may condition an award on all required approvals and terms and conditions of the City, including, but not limited to, the City's indemnification and insurance requirements.

END OF SECTION IV