

**THE SCHOOL DISTRICT OF PHILADELPHIA
OFFICE OF CAPITAL PROGRAMS
440 NORTH BROAD STREET, 3RD FLOOR
PHILADELPHIA, PENNSYLVANIA 19130-4015**



**REQUEST FOR PROPOSALS AND QUALIFICATIONS TO PROVIDE
PROFESSIONAL STRUCTURAL DESIGN SERVICES ON AN AS-NEEDED BASIS**

1.0 Subject

The Office of Capital Programs (OCP) is responsible for identifying and prioritizing capital work within the School District of Philadelphia. This includes maintaining the physical integrity of existing facilities, constructing new buildings, and renovating existing facilities to accommodate the educational needs of the District. OCP shares responsibility for the long term upkeep and replacement of critical building systems over 25.6 million square feet including 494 buildings, annexes, administrative buildings, athletic fields.

OCP works closely to coordinate our work with staff from the Office of Facilities and Maintenance, Office of Environmental Management Services, Office of Real Property, and Office of General Counsel.

The basis for the budget for the Office of Capital Programs is the sale of bonds usually repayable with interest over 30 years. The capital budget is also the basis for the multiyear Capital Improvement Program (CIP). Projects are selected for inclusion in the CIP using building condition assessment reports, work order and deferred maintenance data, field maintenance employee input and the priorities identified in the Superintendent's strategic Action Plan.

The Office of Capital Programs is seeking to engage the services of professional firms to provide OCP with professional structural design services on an as-needed basis to assist in the implementation and execution of the CIP. The projects include: Exterior Façade Preservation,

When the need for structural design services arises, the OCP will perform an evaluation of the qualified design firms and then select the company that will best serve the interests of the OCP. The OCP is under no obligation to assign the complete RFP program to any single design firm.

The School Reform Commission (SRC) adopted the Capital Budget for the FY2016 on

May 28, 2016. The Capital Improvement Plan (CIP) priorities include constructing new facilities and additions, renovation of existing facilities, life-cycle replacements and maintaining the physical integrity of existing buildings to meet code requirements and educational programming needs.

The School District of Philadelphia (SDP) was designated a distressed school district on December 21, 2001 pursuant to the Pennsylvania Public School Code (“PSC”), 24 P.S. §6-691(c). The School Reform Commission (“SRC”) has been established pursuant to PSC, 24 P.S. §6-696, and is responsible for the operation and management and educational program of the SDP pursuant to PSC, 24 P.S. §6-696(e)(1).

2.0 Place and Date of Submission

One (1) original, four (4) copies, and one (1) digital copy (flash drive or CD in PDF) of the Proposal shall be submitted in a sealed envelope clearly marked: “Professional Structural Design Services RFP” with the name of the proposing firm and their address.

Faxed and Electronically Transmitted Proposals will not be accepted.

Responses must be received by no later than 2:00 PM, Friday, June 17, 2016.

The Proposal shall be addressed to:

The School District of Philadelphia
Office of Capital Programs
440 North Broad Street
Suite 371, Office #3165
Philadelphia, PA 19130
Attn: Jerry Thompson

3.0 Questions and Communications

All questions must be submitted in writing via e-mail to Jerry Thompson, Contracts Manager, gthompson@philasd.org The e-mail must include the name of the Project, “RFP /RFQ Professional Structural Design Services” **The deadline for all questions is 10:00 AM, Tuesday, June 7, 2016.** All responses for every inquiry, including amendments to this RFP, will be provided and posted on the Office of Capital Programs website which can be accessed by clicking on the following link: <http://webgui.phila.k12.pa.us/offices/c/capital-program-bids/rfps>

The SDP will not be bound by any oral communications. From the date of the release of the RFP to the date of authorization of a contract, there shall be no communication concerning the RFP between prospective respondents and/or their agents or staff with any SDP staff, except as provided in the RFP. Communication with other SDP staff is expressly prohibited. Any communication in violation of this provision will not be binding on the SDP and shall be grounds for immediate disqualification.

4.0 Term of the Contract

We anticipate the term of the contract to be three years from the date of August 18, 2016 through August 18, 2019.

5.0 Proposal Requirements

All of the proposal requirements must be addressed in the same order as stated below:

1. Cover Letter

The Proposer shall include a narrative description of understanding of the Scope of services, and include a narrative as to why it is qualified to undertake the RFP services.

2. Proposer's Experience

The Proposer shall provide an overview of its qualification to perform the RFP services, including a description of the Proposer's work in performing structural design services for K through 12 construction projects.

3. Organizational Chart

Include an organization chart with all of the design team members, their titles and the firm they represent.

4. Budgeting Controls

Describe the firm's experience and ability to design a project with strict adherence to the proposed budget. Describe the firm's experience to perform value engineering and cite an example of value engineering performed on a K through 12 project.

5. Change Order Controls

Describe the firm's process and experience to minimize change orders and change order costs during construction.

6. Schedule Controls

Describe the firm's experience, ability and method to design a project to meet the design schedule and to assist in the construction administration to meet the construction completion dates.

7. Resumes of Team Members

The Proposer shall provide resumes of all design team members that will be used to perform the required services and shall include their professional education, registrations/licenses, relevant experience, and references.

8. Financial Statements

The Proposer must submit its most recent audited financial statement, which shall include, at a minimum, a balance sheet, related statements of income and retained earnings and cash flows and footnotes.

9. Required Attachments A, B, C, D, E, and F:

Attachment "A" - Professional Service Qualifications

All Prime Proposers must submit a completed Professional Service Qualifications form. The form and related Instructions can be found at the following website: <http://www.gsa.gov/portal/forms/download/116486>

Attachment "B" - Agreement to Contract Terms and Conditions

All Prime Proposers must Acknowledge (sign and seal) that they are in agreement with the District's Professional Structural Design Services Contract and no changes will be

made to the Contract. Only the Prime Proposer needs to complete.

Attachment “C” - Tax Compliance with the City of Philadelphia

The proposer must include a copy of the firm’s “Certificate of Tax Clearance” with the City of Philadelphia.

Attachment “D” -Anti Discrimination Policy & Equal Opportunity Non-Discrimination Notice

All Prime Proposers must acknowledge (sign and seal) and agree to adhere to the District’s Anti Discrimination Policy.

Attachment “E” - M/WBE Participation Plan

All Prime Proposers firms must complete the attached M/WBE Participation Plans. Respondent to this RFP will include 15%-20% sub-consultant participation with either a minority-owned business enterprise(s) and/or with a woman-owned business enterprise(s).

Attachment “F” – Fee Proposal

The method of Compensation for each individual project shall be determined by the SDP, at its option, as hourly rates, percentage of construction costs or a negotiated fee. The proposer shall complete all three pages of the Fee Proposal (**Attachment F**).

Insurance Certificate

Successful Proposer(s) must provide evidence of current insurance coverage prior to the execution of the Contract. The amounts and types of such insurance coverage are indicated in the Contract (See Sample Contract published on website.)

6.0 Scope of Services

Services shall be predominately Structural Engineering and Design in nature. The scope of design is anticipated to include analysis of existing structural conditions and remedial designs of structural systems of facilities owned by the School District of Philadelphia. These improvements will normally address elements of the facilities that have been identified as an immediate or critical need by the School District of Philadelphia. A substantial part of these services are expected to focus on masonry conditions, deteriorated reinforced concrete and corroded steel elements. Rehabilitation of deteriorated wood framing is also part of structural design services. In addition to Structural Design Services, the type of design services may include, but not necessarily be limited to, the other related disciplines of design services such as following:

- Architecture
- Civil Engineering
- HVAC Engineering
- Plumbing Engineering
- Electrical Engineering
- Technology Infrastructure Design

- Security Design
- Cost Estimating
- Landscape Architecture
- Planner

Consultant shall need to have staff available to facilitate rapid services associated with assigned projects. Although it is anticipated that most assigned projects will be small to medium in construction scope (construction cost under \$1,000,000), there is a potential that some will exceed this amount. There is also a potential that the consultant will be called on to provide services on a number of these projects at the same time. It is expected that design and documentation of each of these projects shall be completed according to the design schedule requested by Capital Programs. It is also expected that the consultant shall provide basic Construction Administration for the bulk of these projects. Construction Administration Services shall include (as dictated by the needs of the individual projects) submittal review and approvals by the City of Philadelphia governing authorities, construction site observation, response to Requests for Information, issuance of Proposal Requests, review of Proposals and providing recommendations for modifications. In general, for projects constructed by contractors, the consultant will be expected to provide Construction Administration consistent with industry standards.

Services provided shall meet standards established by the SDP. This shall include phase submissions to the SDP for review. Included with the phase submission is a mandatory electronic filing with the SDP of the Phase Review Check List which can be viewed by clicking on the following web link:

<http://webgui.phila.k12.pa.us/offices/c/capital-program-bids/policies--procedures/whats-new>

All relevant elements of the check list must be completed. Models and renderings shall not be required for this work.

Background Checks (Criminal, Child Abuse and FBI): The Consultant will be required to submit a criminal history record information report, child abuse history official clearance statement, and FBI federal criminal history record information.

7.0 Selection Procedures and Evaluation Criteria

Each Proposal shall be reviewed to determine responsiveness. A responsive proposal is complete and addresses all requirements of the RFP. Non-responsive Proposals will be rejected without evaluation. Responsive proposals will be evaluated by a Selection Committee (“Committee”) established for this purpose.

The members of the Committee will evaluate each responsive Proposal and may confer

with each other regarding the content of the submissions before scoring, but each Committee member will independently score each responsive Proposal in accordance with the following Evaluation Criteria:

1. Evaluation of the Professional Service Qualification form of the Prime proposer.
2. The professional qualifications and experience of the firm in the satisfactory past performance of structural design services for a K through 12 projects.
3. The ability of the firm to perform the work as reflected in the technical training and education of the design team members.
4. The firm's process and experience to control costs, change orders, and the design and construction schedule.
5. The fee proposal percentage of construction cost.
6. Meeting the goals of the MBE/WBE Participation.
7. References from past or current clients of the proposed team members.

Firms will receive a ranking based on the scoring of the "Committee." SDP will develop a short list of qualified firms, interviews may be conducted, and fees may be negotiated.

The Committee Chairperson will recommend the most qualified proposer(s) at compensation which is determined to be fair and reasonable. An Award Resolution will be prepared and submitted to the School Reform Commission for approval.

The SDP has no obligation to make an award and reserves the right to waive any non-material defects, reject all Proposals for any reason, and terminate the selection process at any time.

ATTACHMENT A

STANDARD FORM 330

ARCHITECT - ENGINEER QUALIFICATIONS FORM

The Professional Service Qualification Forms can be downloaded by clicking on the following link: <http://www.gsa.gov/portal/forms/download/116486>

It may take a few minutes for the file to open.

ATTACHMENT B

SAMPLE PROFESSIONAL STRUCTURAL DESIGN SERVICES CONTRACT

The “Professional Structural Design Services Contract” shall serve as a “sample” document for the firms to review. Said “sample” contract shall not be construed as a contract between the Firm and the SDP. The Sample Contract can be viewed by clicking on the following link.

<http://webgui.phila.k12.pa.us/offices/c/capital-program-bids/rfps>

I have read the sample “*Professional Structural Design Services Contract*” and agree to enter into a Contract for this Project under the Terms and Conditions of the Contract and will not take any exceptions to the Terms and Conditions.

Firm Name: _____ Corporate Seal: Affix Here

Signature: _____ Title: _____ Date: _____

(Principal/Owner)

ATTACHMENT C

City of Philadelphia Tax Compliance

Provide a copy of your firm's "Certificate of Tax Clearance" with the City of Philadelphia.

You can search your firm's tax compliance by clicking on the following web link:

<https://secure.phila.gov/revenue/TaxCompliance/>

If your firm is compliant, you can print out the "Certificate of Tax Clearance".

If your firm is not tax compliant, please contact the City Revenue Department Tax Clearance Unit at (215) 686-6565.

**of the
SCHOOL DISTRICT OF PHILADELPHIA
ADOPTED NOVEMBER 14, 2007**

SECTION 1. THE POLICY

It is the policy of the School District of Philadelphia (the "District") acting through and by the School Reform Commission (the "SRC") to ensure equal opportunity in all contracts let by the District (the "Contracts"). In light of this policy, the District has adopted this Anti-discrimination Policy (the "Policy") which is applicable to all Contracts, including but not limited to, Contracts for the design, development, construction, operation and maintenance of school buildings and other buildings and structures owned, leased or used by the District or its contractors, assignees, lessees and licensees (the "Facilities"); Contracts for professional services and Contracts for the purchase of goods, services, supplies and equipment for the District and the Facilities. The objective of the Policy is the promotion of prime contract and subcontract opportunities for minority and woman-owned business enterprises ("M/W/BEs") that are approved by the District or that are certified by the Minority Business Enterprise Council of the City of Philadelphia, Southeastern Pennsylvania Transportation Authority or any other certifying agency designated by the District in its discretion.

The fundamental requirement of the Policy is that all contractors, vendors and consultants that contract with the District (the "Contractors"), satisfy the District that they will: (1) not discriminate against any person in regard to race, color, religion, age, national origin, sex, ancestry, handicap or disability; and (ii) provide a full and fair opportunity for the participation of M/W/BEs in Contracts. Contractors must demonstrate that the participation of M/W/BEs is "meaningful and substantial" in all phases of a Contract under criteria adopted by the District. "Meaningful and substantial" shall be interpreted by the District as meaning the range of participation that reflects the availability of bona fide M/W/BEs in the Philadelphia Metropolitan Statistical Area. Participation shall be measured in terms of the actual dollars received by M/W/BEs.

As used in this Policy, the word "Contractors" includes any person, firm, partnership, non-profit corporation, for-profit corporation, limited liability company or other legal entity that contracts with the District. For purposes of this policy, "minority person" refers to the following: African American or Black (persons having origins in any of the Black racial groups of Africa); Hispanic American (persons of Mexican, Puerto Rican, Cuban, Dominican, Central or South American, or other Spanish or Portuguese culture or origin regardless of race); Asian American (persons having origins from Japan, China, Taiwan, Korea, Burma (Myanmar), Vietnam, Laos, Cambodia (Kampuchea), Thailand, Malaysia, Indonesia, the Philippines, Brunei, Samoa, Guam, the U.S. Trust Territories of the Pacific Islands (Republic of Palau), the Commonwealth of the Northern Marianas Islands, Macao, Fiji, Tonga, Kiribati, Juvalu, Nauru, Federated States of Micronesia, Hong Kong, India, Pakistan, Bangladesh, Bhutan, the Maldives Islands, Nepal or Sri Lanka); and Native Americans (which includes persons who are American Indians, Eskimos, Aleuts or Native Hawaiians).

SECTION 2. PROCEDURES FOR IMPLEMENTATION

1. Articulation of the Policy. Staffing and Reporting

The Office of General Counsel and Office of Small Business Development will develop language to be included in bid solicitations and requests for proposals that clearly sets forth the objective of the Policy (the "Solicitation Language"). District employees shall include the Solicitation Language in all bids, public solicitations, requests for proposals and all communications to potential Contractors, including those who wish to provide professional services to the District. The Policy shall be articulated to the public in general, and to each Contractor, assignee, lessee or licensee doing or seeking to do business with the District. The District may employ additional staff or contract with other public or private entities to assist in the implementation of the Policy. SBD shall provide the SRC with annual reports on the level of M/W/BE participation in all contracting activities.

2. Promotion of M/W/BEs

The District recognizes the importance of having meaningful and substantial M/W/BE participation in all Contracts. To that end, the District will take steps to ensure that M/W/BEs are afforded a fair and equal opportunity to participate. Those steps may include but are not limited to: (i) making public contracting opportunities; (ii) advertising in newspapers and periodicals published by community-based organizations and M/W/BEs; and (iii) designing bid packages in such a way as to promote rather than discourage M/W/BE participation.

3. Contracting Requirements

a. Bids, Request for Proposals and Public Solicitations

Prior to the dissemination of any bid, request for proposals or public solicitation (the "Solicitation"), the applicable contracting department of the District shall submit proposed ranges of M/W/BE participation in the area to be bid (the "Participation Range") to SBD for approval. The Participation Range, as approved by SBD, shall be included in each Solicitation and, if applicable, the Solicitation shall include the names and addresses of bona fide M/W/BEs that are available for contracting or joint-venture opportunities. Each bidder or respondent shall be required to submit: (i) a plan with its bid or proposal that meets the Participation Range set forth in the Solicitation and lists the names, addresses, dollar amounts and scope of work to be performed by M/W/BEs (the "Participation Plan"); or (ii) brief narrative explaining its reasons for not submitting a Plan that meets the Participation Range set forth in the Solicitation. Submission of the Participation Plan is an element of responsiveness. Failure to submit a completed Participation Plan or a narrative explaining the reasons that the Participation Ranges could not be met may result in the rejection of a bid or proposal. If the Participation Range in a bid or proposal meets or exceeds the level determined by the District to be meaningful and substantial, there shall be a presumption of compliance with the Policy. If, however, the proposed Participation Range falls below the level determined by the District to be meaningful and substantial, the bidder or respondent must prove to the satisfaction of the District that it did not discriminate in the solicitation of potential subcontractors and/or joint venture partners.

b. Contracts for Professional Services

Contracts for professional services that are not the subject of a Solicitation must also include approval Participation Plans. If a proposed Contract for professional services is subject to the approval of the Limited Contracts Authority Committee of the District (the "LCA"), the applicable contracting department shall submit a proposed Participation Plan for the written approval of SBD prior to the submission of the Contract to the LCA. In instances where proposed Contract for professional services must be approved by a Resolution adopted by the SRC, SBD's approval of the Participation Plan shall be incorporated into the on-line resolution process prior to the submission of Resolution to the SRC.

4.Sanctions

The Participation Plan shall be a part of each Contract between the District and a Contractor and shall be enforceable as any other contractual term or condition. Sanctions for breach of a Participation Plan may include suspension, cancellation of the Contract and/or disbarment from future contracting opportunities with the District.

EQUAL OPPORTUNITY

A. EQUAL OPPORTUNITY

The School District of Philadelphia (the "School District") is an Equal Opportunity Employer and demands no less of the companies with which it does business. The School District will not do business with companies or persons who unlawfully discriminate on the basis of race, color, national origin, sex, creed, disability, or any other impermissible ground in their hiring, promotion, subcontracting or procurement practices. By submitting any proposal to contract or entering into any contract with the School District, the Respondent (the "Respondent") represents and certifies that Respondent is an Equal Opportunity Employer; and conducts business affairs without improper regard to race, color, national origin, sex, creed, or disability, and has not been debarred, suspended, or declared ineligible to contract by any public or private agency or entity because of the Respondent's discriminatory practices. If the Respondent has been debarred or suspended, Respondent must submit a statement with the bid identifying the debarment or suspending entity and giving the date that the debarment or suspension was or is scheduled to be lifted. All certifications contained in a Respondent's proposal are material representations of fact upon which reliance will be placed if the School District awards a contract pursuant to this

Request for Proposals. If it is later discovered or determined that the Respondent knowingly rendered an erroneous certification, then the School District may pursue available remedies, including termination of the contract.

B. NON-DISCRIMINATION

1.Non-Discrimination in Hiring

The Respondent agrees that it will comply with provisions of the Philadelphia Fair Practices Ordinance administered by the Human Relations Commission of the City of Philadelphia, the Pennsylvania Human Relations Act. No. 222, October 27, 1955, as amended, 43 P.S. Section 951 et seq; Title 7 of the Civil Rights Act of 1964, 42 U.S.C. Section 2000 et seq., and all pertinent regulations adopted pursuant to the foregoing in providing equal employment opportunities in connection with all work performed by it pursuant to any contract awarded to Respondent, (the "Contract"). The Respondent, therefore agrees:

That it will not discriminate nor permit discrimination by its agents, servants or employees against any employee or applicant for employment with regard to hiring, tenure or employment, promotion, or any other terms, conditions or privileges of employment because of race, color, sex, religion, age, national origin, sex, ancestry, handicap or disability and will move aggressively as is hereinafter set forth to prevent same.

In all publications or advertisements for employees to work at the job site covered by the Contract placed by or on behalf of the Respondent, the Respondent will state that all qualified applicants will receive consideration for employment without regard to race, color, religion, age, national origin, sex, ancestry, handicap or disability.

The Respondent will notify each labor union or workers' representative from whom it seeks workers of the Respondent's commitment as set forth in its proposal, and request that each union or workers' representative include minority group members and women among its referrals.

The Respondent will hire minority and female workers for the skilled and unskilled jobs required to perform the Contract in proportion to their availability in the relevant labor pools in the Philadelphia Metropolitan Statistical Area, or to their availability in its qualified applicant pool, whichever is greater.

The Respondent will post in conspicuous places available to its employees and to applicants for employment, a notice of fair practices to be provided by the Philadelphia Human Relations Commission.

The Respondent will maintain a work environment free of harassment, intimidation and coercion, and will ensure that all on-site supervisory personnel are aware of and carry out Respondent's obligation to maintain such a working environment.

That it will identify on each certified payroll form submitted to the School District those of its employees who are minority group members and those who are female. As used here, "minority" means African American, Hispanic, Asian, or Native American. The School District shall at all times have access to work site and to the Respondent's employment records to assure compliance with this subsection.

That it will maintain on forms to be supplied by the School District, the name, race, sex, national origin, skill or craft, address, telephone number, and source of referral of each applicant for employment, which record shall show which applicants were hired.

That in the event apprentices are hired in any skilled craft area, the Respondent will endeavor to hire equal numbers of culturally diverse male and female trainees in each skill area.

2. NON-DISCRIMINATION IN CONTRACTING

It is the policy of the School District of Philadelphia, that business concerns owned and controlled by minority group members and women shall have full and fair opportunity to participate in performance of contracts let by the School District. A Respondent's plan to joint venture with or subcontract to minority and woman-owned firms (M/WBEs) and/or to utilize M/WBEs as sources of supplies, equipment, or services will be a significant part of the evaluation of the Respondent's responsibility.

The Respondent will consider all proposals from potential M/WBE firms and document on the forms supplied by the School District, the reasons for not entering into a joint venture or subcontract with a M/WBE.

Respondent to this RFP will include 15%-20% sub-consultant participation with either a minority-owned business enterprise(s) and/or with a woman-owned business enterprise(s).

Where the Respondent proposes to perform the total contract with its own work force without any joint venture or subcontracting, before the contract is awarded, the Respondent will submit to the School District, information sufficient for the School District to determine that the Respondent has made a good faith effort to attain meaningful and substantial participation of M/WBEs.

The Respondent's agreement to meet the requirements of the Section is a material representation of fact upon which reliance will be placed if a contract is awarded. If it is later determined that the Respondent has not made a good faith effort to comply, within the School District's sole judgment, the School District may pursue available remedies, including suspension or debarment of the Respondent from future School District work as non-responsible.

3. LIABILITY OF SUBCONTRACTORS

Any subcontractor of the Respondent shall have the same responsibilities and obligations as the Respondent to comply with the provisions of this Section and shall be subject to the same penalties for failure to comply as set forth below.

4. PENALTIES FOR FAILURE TO COMPLY

It is hereby agreed that failure to comply and demonstrate a good faith effort to comply with the foregoing requirements shall constitute a substantial breach of the Contract.

(Name of Firm)

(seal)

(Signature of Owner or Partner)

ATTACHEMENT E
SCHOOL DISTRICT OF PHILADELPHIA
OFFICE OF PROCUREMENT SERVICES

MINORITY/WOMAN-OWNED BUSINESS ENTERPRISE (MWBE) PARTICIPATION PLAN FORM

I. Information in this section refers to the Prime Contractor/Vendor.

Company Name _____ Contact Person: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Fax: _____ E-mail: _____

Owner: African-American, Hispanic, Asian, Native American, Woman, Non-Profit, Caucasian, Other

Federal Tax ID _____ Certifying Agency: _____ Certification No.: _____

Bid Number or Subject of Resolution: _____

II. Information in this section refers to MWBE firms to be used in the performance of this contract.

Company Name: _____ Owner: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Fax: _____ E-mail: _____

Owner: African-American, Hispanic, Asian, Native American, Woman, Non-Profit, Caucasian, Other

Federal Tax ID _____ Certifying Agency: _____ Certification No.: _____

Description of Work: _____

Dollar Value \$ _____ Percentage of Total Contract _____

Vendor Signature _____

If no commitment, give reasons and supporting documentation (e.g., evidence of contacting MWBEs).

I certify that the information provided is true and correct _____
Authorized Representative

Date: _____

ATTACHMENT “F”

Fee Proposal Cover Sheet – Page 1 of 3

School District of Philadelphia

Professional Structural Design Services

Method of Compensation

The method of compensation for each individual project shall be determined by the School District of Philadelphia, at its option, as hourly rates, percentage of construction cost or a negotiated fixed fee.

Project Design Team Personnel List with hourly rates Page 2

The listing must include the hourly billable, all-inclusive wage rates for all people listed as design team personnel. These wage rates will be used to invoice for services performed when the method of compensation is by hourly rates. These hourly rates shall be fully loaded including benefits, overhead and profit. **Please provide only one wage rate per position, ranges will not be accepted. If ranges are used, the lower rate will be used for evaluation and if selected, the contract rate. Do not add positions.**

Invoicing for services shall be limited to these individuals at the hourly rates indicated. Once the proposer enters a contract with the SDP, any revisions or additions require prior approval by the SDP.

Fee Schedule Based on % of Construction Value Page 3

Fee proposal shall include the percentage of construction cost that shall be billed for projects when the method of compensation is determined to be by percentage of construction cost.

Reimbursements:

The only reimbursements that will be paid to consultants shall be for actual cost of incidental materials and services authorized by the School District of Philadelphia. This would include reproduction of bidding documents, special presentation documents required for public meetings (such as zoning board) and testing services. Normal printing of documents for SDP approvals or consultant’s use, travel expenses and meals shall not be reimbursable.

Note: Successful Proposer(s) must provide evidence of insurance coverage prior to the execution of the “Supplemental Professional Structural Design Services Contract”. The amounts and types of such insurance coverage are indicated in the “Supplemental Professional Structural Design Services Contract.”

(Trade Name of Firm)

(Signature of Owner or Partner)

ATTACHMENT “F”

Fee Proposal Sheet - Page 2 of 3

Professional Structural Design Services

Project Key Personnel List with Hourly Rates

PROPOSING FIRM NAME: _____

Company	Person	Position	Hourly Rate
Key Personnel for Structural			
		Structural Principal In Charge	
		Registered or Licensed Structural Engineer	
		Drafter/CADD Operator	
		Clerical	
Key Personnel for Architectural			
		Architectural Designer, Principal In Charge	
		Project Manager	
		Registered or Licensed Architect	
		Construction Administrator	
		Drafter/CADD Operator	
		Clerical	
Key Personnel of MEP Engineering			
		MEP Principal In Charge	
		Registered or Licensed HVAC Engineer	
		Registered or Licensed Electrical Engineer	
		Registered or Licensed Plumbing Engineer	
		Drafter/CADD Operator	
		Clerical	
Key Personnel for Civil Engineering			
		Civil Principal In Charge	
		Registered or Licensed Civil Engineer	
		Drafter/CADD Operator	
		Clerical	
Key Personnel for Cost			
		Estimator	

ATTACHMENT “F”

Fee Proposal Sheet - Page 3 of 3

Professional Structural Design Services

Fee Schedule Based on % of Construction Value

PROPOSING FIRM NAME: _____

Fee proposal shall include the percentage of construction cost that shall be billed for projects when the method of compensation is determined to be by percentage of construction cost. Provide for the following:

<u>Project Construction Value</u>	<u>Proposed Fee</u>
Up to \$25,000	_____ %
\$25,001 to \$50,000	_____ %
\$50,001 to \$100,000	_____ %
\$100,001 to \$200,000	_____ %
\$200,001 to \$400,000	_____ %
\$400,001 to \$1,000,000	_____ %
Over \$1,000,000	_____ %

The Designer’s percentage of construction cost on this project shall be all-inclusive. The Proposer shall be entitled to payment on an individual project for the authorized reimbursable expenses provided in 6.8 of the “Professional Services Sample Contract”.