

THE SCHOOL DISTRICT OF PHILADELPHIA OFFICE OF CAPITAL PROGRAMS
440 NORTH BROAD STREET, 3RD FLOOR
PHILADELPHIA, PENNSYLVANIA 19130-4015
TELEPHONE (215) 400-4730 / FAX (215) 400-4731



Request for Proposal
Professional Architectural Services
for
New Solomon Solis Cohen Elementary School

1.0 Subject

The School District of Philadelphia's Office of Capital Programs (OCP) is requesting proposals from qualified architectural firms to provide professional architectural services for the New Solomon Solis Cohen Elementary School project. The existing Solomon Solis Cohen Elementary School is located at 7001 Horrocks Street and has a current enrollment of approximately 1300 students servicing students in grades K through 5. The project consists of a New Replacement School in the same location as the existing school.

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, management, and educational program of the School District pursuant to PSC, 24 P.S. §6-696(e)(1).

2.0 Place and Date of Submission

One (1) original and four (4) copies each of the Technical Proposal and Fee Proposal shall be submitted in separate sealed envelopes clearly marked: "Architectural Services for the New Solomon Solis Cohen ES – TECHNICAL PROPOSAL" and "Architectural Services for the New Solomon Solis Cohen ES – FEE PROPOSAL" with the name of the proposing firm and their address.

Faxed and electronically transmitted proposals shall not be accepted.
Responses must be received by **Tuesday, March 21, 2017 at 2:00 PM.**

The proposal shall be addressed to:

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

It is the submitting firm's responsibility to ensure timely delivery of the proposal at the designated location. We strongly urge that proposals be hand delivered to avoid delivery delays within the SDP's mail room. Failure to meet this deadline, unless extended by SDP, will result in immediate disqualification. The School District of Philadelphia reserves the right to accept proposals received after this date and time if it is determined to be in the best interest of the School District to do so.

3.0 Walk-Through

A walk through of the project site for prospective proposers is scheduled for **Tuesday, February 28, 2017 at 9:00 AM** and **Tuesday March 7, 2017 at 9:00 AM** at the following location:

Solomon Solis Cohen Elementary School
7001 Horrocks Street
Philadelphia, PA 19149

All proposers shall assemble at the entrance lobby. Each firm is limited to a maximum of four (4) representatives.

4.0 Questions and Communications

All questions must be submitted in writing via e-mail to Gerald C. Thompson, Contracts Manager, gcthompson@philasd.org. The e-mail must include "New Solomon Solis Cohen ES Architectural Services." Deadline for all questions is **Friday, March 10, 2017 at 3:00 PM.**

The School District shall not be bound by any oral communications. All responses, including addenda to the RFP, shall be provided for every inquiry and posted on the SDP website just below the advertisement of the RFP. From the date of release of the RFP to the date of authorization of a contract, there shall not be any communication concerning the RFP between prospective respondents and/or their agents or staff with any School District staff, except as provided in the RFP. Communication with other School District's staff is expressly prohibited. Any communication in violation of this provision shall not be binding on the School District and shall be grounds for immediate disqualification.

5.0 Schedule

Milestone Dates

Notification of Finalists	March 23, 2017
Design Team Presentations	March 27, 2017
Final Selection of Architectural Firm	April 4, 2017
School Reform Commission Approval	April 27, 2017
Notice to Proceed	May 1, 2017
Schematic Design and updated Cost Estimate Submission	July 14, 2017
Design Development and updated Cost Estimate Submission	October 13, 2017
Construction Documents and updated Cost Estimate Submission	January 12, 2018
Bid Documents and Final Cost Estimate Submission	March 12, 2018
Procurement and SRC Approval	March 23, 2018 – May 30, 2018
Construction Duration	June 2018 – September 2020 (28 months)

6.0 Budget

The current estimated construction budget is approximately \$50,000,000.

This information is provided solely to give proposers a “ball park” estimate of the construction cost of this project. The Project Budget has been established based on preliminary planning and cost estimates performed by the OCP. It is the obligation of the selected firm to design the Project within the budget restrictions established for the Project.

The budget will be finalized upon determination or confirmation of program of requirements. The selected firm shall provide alternate approach to the project during the planning phase of the project, which may include retaining portions of the existing building, or confirm demolition of the existing facility and construction of a new school on the same site. Alternate approaches should provide for an Opinion of Probable Cost to assist SDP with the decision making process.

7.0 Project Introduction, Intent and Scope

The School District of Philadelphia intends to build a new elementary school at the existing Solomon Solis Cohen Elementary School’s site requiring the employment of a design professional to design the Project:

Project Name: New Solomon Solis Cohen Elementary School

Project Address: 7001 Horrocks Street, Philadelphia, Pa. 19139

Type of Project: New Construction

Total Construction Budget: \$50,000,000

Projected Enrollment: 1400 students

Proposed Building Area: 110,000 Square Feet or less pending selected firm’s approach to the project during planning phase of the project.

This facility is located in the lower Northeast section of the city in the Castor Gardens neighborhood. The property is bounded by Princeton Avenue to the north, Tyson Avenue to the south, Bustleton Avenue to the east and Horrocks Street to the west. The schools entrance and bus loop face Horrocks Street.

There are two separate structures on this 12 Acre site: **1) The existing Solis Cohen Elementary School**; approximately 91,000 SF, was constructed between 1948 and 1954, consists of 8 mostly one story wings organized around a central spine and presently serves grades 3-5. **2) The Primary Education Center (PEC)**; a stand-alone, one story structure, approximately 24,325 SF, presently serves Kindergarten through Grade 2.

The PEC facility does not require any work. It will continue in operation during the construction of the New Solis Cohen E.S. With the construction of the new facility, the 1st and 2nd grade programs at the PEC will be relocated to the new Solis Cohen E.S. while a new pre-kindergarten program will be housed in the PEC in its place.

When the new Solis Cohen E.S. is completed, the PEC facility will serve students from Pre-Kindergarten to Kindergarten while the New Solis Cohen E.S. will serve students from grades 1 through 5.

The School District of Philadelphia seeks to:

- Reduce the overall building footprint to improve student management and supervision and to minimize transition time between classes.
- Provide continuity into the existing PEC through a connecting corridor or other structure.
- Optimize site circulation, alleviate congestion during morning drop-off and afternoon pick-up and provide safe access for both students and bus drivers.
- Provide passive security through eyes-on-the-site approach and elimination of blind spots.
- Provide security cameras, site lighting, fencing, etc. to enhance site security.
- Define an assembly area for student line-up and appropriate outdoor recreational space.
- Increase lunch seating capacity in the cafeteria and improve kitchen service allowing for freshly prepared meals to be offered to students.
- Provide optimum daylighting and ventilation through proper site orientation.
- The facility could be multi-story not to exceed three stories in height. Classroom wings could be multi-storied, if required by site constraints, arranged by grade level with large, one story volume spaces, such as gymnasium and auditorium serving as anchors and easily accessible to the classroom wing(s).

The Architectural Firm (firm) selected for this project shall provide all services necessary for a complete and integrated design for a new elementary school with a total student enrollment of 1400 distributed between grades 1 to 5. The total gross building area shall be determined at the conclusion of the planning phase of the project. ***Refer to the Educational Program of Requirements (POR) contained herein in Appendix A for a detail of programmed spaces for this building.***

The selected firm shall provide, as part of its basic services, the design of every component that is necessary for a new educational building including technology and security infrastructure. The selected firm shall also be responsible for the layout of loose furnishings, although the specification and procurement for these furnishings shall be developed by the SDP.

The selected firm and its consultants shall lead the process to obtain approvals of agencies with jurisdiction over the project. History has shown that obtaining some of the required approvals requires extraordinary effort by Architects and Engineers, and this effort shall be considered as part of the basic services provided by the selected firm.

The selected firm shall perform professional design services and make submissions to the Office of Capital Programs (OCP) based on OCP's requirements to achieve Phase completion. The requirement for Phase completion and meeting the standards of the OCP is aggressive. In general, the functional and aesthetic design shall be complete and documented (including renderings and models) at the completion of Schematic Design Phase, and all design work shall be completed (selection and sizing of all building and construction components) at the completion of Design Development Phase. The Construction Documents Phase is intended only to properly document design that has already been completed into a format that can be used for obtaining required agency approvals, bidders can base their bids and contractors can construct from. Architectural firms are encouraged to review a copy of the Phase Submission Checklist prior to submitting a proposal for this Project.

8.0 Regulatory Agency Approvals:

Except as specifically indicated otherwise, the selected firm shall be responsible for all research, documentation and filing for approvals required of regulatory agencies for the Project. The design developed by the selected firm and its consultants shall be in compliance with all required codes and regulations, and the design documents shall clearly indicate the code requirements that affect the design and the method in which the design complies with the code and regulatory requirements. When code and regulatory requirements are vague, are subject to interpretation or conflict with other code and regulatory requirements, the selected firm shall be responsible for obtaining and documenting interpretations and decisions from the proper regulatory agencies in a timely manner so that the interpretations and decisions will not adversely affect the progress of the design.

A number of approvals may require presentations made to public commissions, and the selected firm shall properly prepare for such presentations including practice (day run) sessions of the presentation made to SDP and OCP's representatives.

The selected firm shall schedule consultations and meetings with regulatory agencies as soon as possible in the design process. Required changes to designs that result from reviews by these agencies shall not be considered as grounds for extension of time to the Project Schedule or modification to the selected firm's compensation for the design.

The following are typical regulatory agency approvals required for SDP projects (This list does not necessary include all required approval requirements:

- City of Philadelphia Water Department
- City of Philadelphia Streets Department
- City of Philadelphia Art Commission
- City of Philadelphia Historic Commission
- City of Philadelphia Planning Commission
- City of Philadelphia Zoning Commission
- City of Philadelphia Health Department

- City of Philadelphia Department of Licenses and Inspection
- City of Philadelphia Fire Department
- Philadelphia Parks and Recreation
- NPDES through the Pennsylvania Department of Environmental Protection
- Utility Companies such as PECO and Philadelphia Gas Works (PGW)

In addition, the School District of Philadelphia has a person assigned to coordinate PlanCon approvals through the Pennsylvania Department of Education, and the selected firm shall work with, and furnish data and information to, this person. The selected firm shall attend review meetings at the Department of Education related to this process.

9.0 Phases of Services:

Phases of services and deliverables shall comply with the requirements described and detailed in the Sample Contract attached to this solicitation as Attachment “F”, the Phase Submission Checklist attached as Attachment “G”, and Submission Deliverable Requirements attached as Attachment “H”. All cost estimates at all phases shall be in CSI Masterformat and shall be submitted with applicable phase drawings in order for submission to be considered complete.

The selected firm shall provide:

- a. Planning Services and Program Definition or Confirmation which shall include enhancement of the educational program and recommendation to achieve program efficiency through observation of school operation, utilization of, and instruction in, the existing classroom; study of student arrival and dismissal, parking capacity, egress, ADA and code compliance, a conceptual design, and an estimate of probable costs.
- b. Schematic Design documentation with a preliminary detailed construction estimate.
- c. Design Development submission with an updated detailed construction estimate.
- d. Construction Documentation submission with an updated detailed construction estimate.
- e. Budget reconciliation at all phases of design.
- f. Value Engineering services.
- g. Preparation of bid documents with an updated detailed construction estimate.
- h. Preparation and submission of all required permits including full participation during all city, state and federal government agency reviews and prerequisite approvals.
- i. Bidding and Construction Administration.
- j. Participation in all closeout activities including commissioning and start-up of major building systems and equipment.
- k. Participation in one-year post construction and warranty reviews.

10.0 Fee Proposal

Firms responding to the RFP shall complete and return a separate fee proposal in a separate sealed envelope at the same time as their technical proposals however, the proposer’s fee proposal will not be opened unless and until that firm has been selected for fee negotiation.

The Final Fee shall be adjusted based on the actual low construction bid amount. Hourly rates will be utilized for additional services

11.0 Evaluation Criteria

Firms will receive a technical score based on their responses to RFP questions, past experience, and quality of references. If a firm does not meet the minimum technical score threshold they are omitted from further evaluation. The selection committee will review all RFP submittals in accordance with the following criteria:

- A. Technical competence and qualifications of the assigned personnel: Qualification of personnel will be measured by the technical experience, education and certification/licenses of the key team members to provide the services being proposed. Specific experience in delivering the required services shall be critical.
- B. Technical competence and qualifications of the Proposer(s) to provide Professional Design services as evidenced by: 1) the professional experience and qualifications of the Proposer in the satisfactory performance of design services for projects of comparable size, building type and complexity. 2) The quality of references from past or current clients, preferably in size and building type, similar to the projects described herein. 3) History of Proposer(s) in meeting deadlines.
- C. Meeting of MBE and WBE goals required in Attachment "E".

11.0 Selection Procedure

The SDP is following a Qualifications-Based-Selection (QBS) process for this solicitation (sometimes referred to as the Brooks Act process). The SDP may at any time terminate the RFP process provided for herein for any reason or no reason at the sole discretion of the SDP. The receipt of proposals or other documents by proposers during any state of the RFP process shall in no way obligate the SDP to enter into any agreement with any proposer or make the SDP liable for any proposer costs. The SDP may alter these and any other procedures as it deems necessary and appropriate. The SDP will evaluate all proposals based on a number of factors to determine what is in the best interests of the SDP.

Stage 1:

Step 1: Technical proposals of firms will be evaluated by the selection committee and ranked on the basis of their technical qualifications and suitability for this assignment.

Step 2: A limited number of firms (to be determined by the SDP) with the highest rated technical proposals will be selected as finalists and will be notified and invited to interviews and presentations with the selection committee. The selected finalists shall be prepared to present innovative ideas, possible programmatic design, potential building placement, architectural and major systems approach, and a schedule to complete the design within the allotted timeline as described in **Section 5.0 Schedule** of this solicitation.

The Architectural Firm's interview and presentation should focus on the following:

- 1. Unique and innovative ideas the design team is planning for the new school and how it can benefit the education of elementary-age students and provide the School District of Philadelphia with healthful, durable, maintainable, sustainable and resilient facilities.
- 2. Include illustrative drawings of floor plans along with renderings of proposed ideas.
- 3. Include any other information that would aid in the evaluation of the designs, such as costs, durability, energy efficiency, etc.
- 4. Include enough material to be illustrative and informative, not complete sets of drawings.

Stage 2:

In the second stage, the fee proposal of the highest rated firm will be opened and the SDP will enter into fee negotiations. (Fee proposals for the other firms will not be opened until such time as the firm in question has been selected for fee negotiation.)

If the SDP cannot reach an agreement on fee with that firm, negotiations with that firm shall be terminated. The fee proposal of the next highest rated firm will be opened and fee negotiations with that firm commenced.

The process will be repeated as necessary until agreement is reached or the SDP elects to terminate this solicitation.

Each technical proposal will be reviewed by a selection committee to determine responsiveness. Proposals deemed non-responsive will be rejected without evaluation. The SDP reserves the right to reject any or all proposals when such rejection is in the best interest of the SDP. A responsible proposal is complete and addresses all requirements of the RFP. The SDP reserves the right to waive any informalities and technicalities in the RFP process or any non-material defects in proposals.

If for any reason whatsoever the SDP rejects the proposer's proposal, the proposer agrees that it will not seek to recover lost profits on work not performed nor will it seek to recover its proposal preparation costs. By submitting its proposal, the proposer expressly states that it intends to be legally bound and accepts the limitation of remedies set forth in this paragraph. By submitting its proposal, the proposer further expressly states that should it file, initiate, or persuade another to file, initiate or in any other manner pursue or encourage any lawsuit or that such filing, initiating, or other pursuit constitutes a breach of its agreement with the SDP and that it will be liable for damages incurred by the SDP arising from the breach of this agreement including, but not limited to, the SDP's attorneys' fees and costs of defending such action.

If the selected firm(s) are approved by the School Reform Commission, the SDP will notify the successful proposer(s) of the award and prepare and distribute the necessary documents for execution. The unsuccessful proposers will be notified by letter after the awarding of the contract.

12.0 Proposal Requirements

Technical proposals shall provide the following required information. Technical proposals shall provide all required information, and a comprehensive, but concise, summary of qualification and capabilities to satisfy the requirements of the RFP.

Adhere to the following organization in the proposal by providing tabs for sections listed below as noted.

No tab required for introduction section.

- Cover Letter: Provide a cover letter that references the RFP and confirms that all elements of the RFP have been read and understood. The cover letter shall be signed by an individual authorized to contractually bind the proposer.
- Table of Contents

Tab 1 – Firm Project Experience

Provide information for no more than three (3) projects from \$30 - \$50 million in size and scope performed for the SDP or other educational institutions with building owner references, or related experience that have been completed within the last five (5) years and include, preferably, projects with multi-phase construction.

- A. A project description in summary form showing key data for each project submitted.
- B. Project photos of interiors and exteriors, renderings, sample floor plans, summary of innovations applied and length of design period.
- C. A narrative project description and include a description of the processes that were used to:
 - a. Minimize change orders.
 - b. Meet the budget.
 - c. Achieve phasing goals and on time project completion.

Tab 2 – Project Organization, Personnel Experience, and Qualifications

Provide information for the organization of the project staff that will be used to successfully deliver this project. Define the key personnel of each team component and how the team will be managed, the decision-making ability in the process, and the qualifications of the key personnel. At a minimum, include the following:

- A. Project Organization – Provide an organization chart that defines the project design and management staff plan, key personnel, for the design and construction administration portions of the project and include:
 - a. Each position within the project organization and the role and responsibilities of the individuals.
 - b. The individual team members/position within the organization that will be assigned to the project for the entire duration of the design. Highlight the specific positions not required for the entire project.
 - c. The list of consultants the selected firm is intending to include in the project team complete with the list of individual team members/position assigned to the project for the entire length of the project.
 - d. Personnel Experience – Each proposer shall submit resumes demonstrating the qualifications of the key personnel defined on the organization chart for this project. Key personnel are defined as, but not limited to, the following:
 - 1. Principal
 - 2. Project Manager
 - 3. Project Architect
 - 4. Construction Administrator
 - 5. Interior Designer
 - 6. Educational Planner
 - 7. Landscape Architect
 - 8. Civil Engineer
 - 9. Mechanical Engineer

10. Plumbing Engineer
11. Electrical Engineer
12. Structural Engineer
13. Fire Detection and Fire Protection Engineer
14. Specification Writer
15. Cost Estimator
16. Food Services Consultant
17. Vertical Transportation/Elevator Consultant

- B. Resumes shall include but not be limited to:
- a. Experience on projects of similar size, scope, complexity, and budget.
 - b. Professional certifications and technical expertise.
 - c. Three (3) references for all key personnel including current telephone numbers for persons with whom they have had professional dealings within the last three years.
- C. In-house Capabilities – Identify those specialties within the company and describe how they may be implemented on this project.

Tab 3 – Project Approach

Provide a narrative of your approach and work plan for the project for each phase. Indicate a clear understanding of the objectives of the services to be provided by the firm and its consultants and include at a minimum:

- A. Narrative for project approach including design innovation and educational benefits.
- B. This project will require stormwater management in compliance with PWD requirements. Proposer shall highlight their experience in stormwater management practices within the city and state.
- C. Proposer’s ability to meet or reduce the schedule defined in the Scope of Work. This must include a narrative and bar chart. Any techniques that may be used to meet or reduce the proposed schedule should be explained in detail.
- D. The factors that differentiate the proposing firm from the other firms. What makes your firm uniquely qualified to design this project?
- E. Highlight any areas of the Architectural Firm’s proposal that warrant the special attention of the evaluation team, especially projects that the team has completed together in the local area that demonstrate their ability to successfully complete the project.
- F. Accessibility of the Architectural firm and its consultants to the School District and the Office of Capital Programs.
- G. Familiarity and experience in the permitting process in the City of Philadelphia.
- H. Previous experience with CM as owner’s advisor and firm’s plan to successfully work and coordinate activities with selected CM.

Tab 4 – Project Schedule and Plan

Proposal shall include a summary level schedule illustrating how Design Professional intends to manage the project. Utilizing the milestones provided above, provide a schedule and narrative for the design

phase leading to the construction phase services and include at a minimum the following:

- A. CPM schedule that integrates critical design activities and building and zoning permits applications.
- B. Illustrate an understanding of the SDP processes, required project approvals, and duration for design reviews.
- C. Coordination of the project milestones with critical approval, review, and activity links.

The project schedule and plan is intended to show the proposer understands the overall process and sequencing of activities starting with preconstruction through the end of construction.

Tab 5 – Proof of Current Insurance Coverages

The firm shall provide a Certificate(s) of Insurance reflecting current insurance coverage of the firm for the following:

- A. Workers’ Compensation and Employees’ Liability Insurance
- B. Commercial General Liability Insurance
- C. Automobile Liability Insurance
- D. Professional Liability Insurance
- E. Excess Umbrella Insurance

Successful proposer(s) must provide evidence of current insurance coverage prior to the execution of the Contract for Professional Design Services. The amounts and types of such insurance coverage are indicated in the Professional Design Services Contract (See sample Contract published on the School District of Philadelphia’s website).

Tab 6 – Good Standing or Subsistence Certificate

All firms must submit a copy of their firm’s Good Standing or Subsistence Certificate issued by the Pennsylvania Department of State, Corporation Bureau. You can contact the Corporation Bureau at (717) 787-1057 or you can go online and order the Certificate. You may have to register your company before ordering.

Tab 7 – Completed Executed Attachments

The RFP proposing firm shall complete attachments as follows:

Attachment “A” – Professional Service Qualifications Forms. All prime proposers must complete the Professional Qualification Forms in Attachment “A”. Fillable forms for Attachment “A” are available at the website: <http://webgui.phil.k12.pa.us/offices/c/capital-program-bids/rfp/current-rfps>

Attachment “B” – Agreement to Contract Terms and Conditions All prime Proposers must acknowledge that they are in agreement with the District’s Professional Service Contract and no changes will be made to the contract. Only the Prime consultant needs to complete the Acknowledgement. See Attachment “B”.

Attachment “C” – Tax Compliance with the City of Philadelphia Provide a copy of your firm’s

“Certificate of Tax Clearance” with the City of Philadelphia. See Attachment “C”.

Attachment “D” – Anti Discrimination Policy & Equal Opportunity Non-Discrimination Notice All prime proposers must acknowledge and agree to adhere to the District’s Anti-Discrimination Policy. See Attachment “D”.

Attachment “E” – M/WBE Participation All Prime Proposer firms must complete the attached M/WBE. See Attachment “E”.

Attachment “F” – Sample Contract for Professional Services.

Attachment “G” – Fee Proposal

Attachment “H” – Phase Submission Checklist.

Attachment “I” – Phase Deliverables Requirements.

Tab 8 – Acknowledgement of Receipt of Addenda (if any)

The firm will acknowledge and list the number of addenda received.

Tab 9 – Company’s Financial Statements

The proposing firm must provide a copy of the most current financial statement. Audited financial statements are preferred. If not available, provide reviewed financial statements or compilation.

Appendix A

Educational Program of Requirements

The below Program of Requirement shall be evaluated by the selected firm and shall be improved during the planning phase of the project.

Academic Core Spaces				
Space Required	S.F. Standard/Space	No. Rooms Required	Total S.F. Required	Totals
General Education Classrooms				
1st Grade	800	9	7,200	
2 nd Grade	800	9	7,200	
3 rd Grade	800	9	7,200	
4 th Grade	800	9	7,200	
5 th Grade	800	9	7,200	
English to Speakers of Other Languages (ESOL) Classrooms	660	8	5,280	
Special Education:				
Small Group Instruction	660	5	3,300	
Autistic Support	660	3	1,980	
Emotional Support	660	1	660	
Specialties/Prep:				
Vocal Music CR	1,200	2	2,400	
Science Classroom	1,200	1	4,800	
Computer Lab	800	1	800	
Art Classroom	1,200	2	2,400	

Sub Total Academic Core Spaces				57,620
Student Assembly Spaces				
Cafeteria	7,000	1	7,000	
Teacher Dining Room/Lounge	400	1	400	
Table & Chair Storage	700	1	700	
Auditorium	7,000	1	7,000	
Stage	1,250	1	1,250	
Stage Storage	150	1	150	
Gymnasium	7,360	1	7,360	
Physical Education (PE) Storage	300	1	300	
PE Office Locker/ Room	250	2	500	
Sub Total Assembly Spaces				24,660
Instructional Media Center (IMC)				
Reading/Stacks/Circulation	2,000	1	2,000	
Office/Workroom	250	1	250	
Sub Total IMC				2,250
Food Service/Kitchen Area-Full Service				
Kitchen Serving Area	1,666	1	1,666	
Kitchen-Full Service	3,234	1	3,234	
Cooks Lockers	50	1	50	
Cooks Toilet	50	1	50	
Kitchen Office	70	1	70	
Sub Total Food Service				5,070

Administration Spaces				
Space Required	S.F. Standard/Spaces	No. Rooms Required	Total S. F. Required	Totals
Principal Office	200	1	200	
Principal's Rest Room	50	1	50	
Reception/Waiting Room	300	1	300	
Clerical Office	600	1	600	
Assistant Principal	120	1	120	
Dean of students	120	1	120	
Special Ed Liaison	120	1	120	
Counselor Office	120	2	120	
Clerical Office for Substitute Teacher Services staff	600	1	600	
Social Worker	120	1	120	
Middle Grade Support Office	120	1	120	
Home & School Room	150	1	150	
Workroom/Copy Mail	250	1	250	
Records (Vault)	120	1	120	
Conference Room	200	1	200	
Storage	150	1	150	
Sub Total Administrative Spaces				3,340
Clinic/Nurse's Suite				
Nurse's Office	150	1	150	
Exam Room	100	1	100	

Speech & Hearing/Psychologist	250	1	250	
Toilet room	50	1	50	
Waiting Room	100	1	100	
Sub Total Clinic/Nurse's Suite				650
Building Support Spaces				
Building Corridors/ Stairs/Elevators			12,608	
Building Storage	1,200	1	1,200	
Building Receiving	600	1	600	
Outdoor Equipment Storage	500	1	500	
Custodial Office	150	1	150	
Maintenance Workshop	150	1	150	
Staff Lockers	100	2	200	
Technology Closets	100	4	400	
Janitor Closets	20	4	80	
Electrical Closets	50	7	350	
Waiting Room	100	1	100	
Sub Total Building Support Spaces				16,338
Total Building Area (110,000 sq. ft.)			109,928	

ATTACHMENT “A”

PROFESSIONAL SERVICES QUALIFICATION 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"

**ACCEPTANCE OF TERMS AND CONDITIONS OF CONTRACT
FOR
PROFESSIONAL DESIGN SERVICES
FOR THE NEW SOLOMON SOLIS COHEN ELEMENTARY SCHOOL
PROJECT**

I have read the "PROFESSIONAL DESIGN SERVICES CONTRACT FOR THE NEW SOLOMON SOLIS COHEN ELEMENTARY SCHOOL PROJECT 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”

TAX COMPLIANCE
WITH THE CITY OF PHILADELPHIA

Provide a copy of your firm’s “Certificate of Tax Clearance” with the City of Philadelphia.

You can search your firm’s tax compliance at the following website:

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

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.

ATTACHMENT "D"

**EQUAL OPPORTUNITY
NON-DISCRIMINATION IN HIRING
NON-DISCRIMINATION IN CONTRACTING**

NOTICE

1) The successful Proposer shall not discriminate nor permit discrimination against any person because of race, color, religion, age, national origin, ancestry, creed, handicap, sexual orientation, union membership, disabled or Vietnam era veteran status, in the performance of the contract including but not limited to, preparation, manufacturer, fabrication, installation, erection and delivery of all supplies and equipment. In the event of receipt of such evidence of such discrimination by the successful Proposer or its agents, employees or representatives, SDP shall have the right to terminate the Contract. In the event of the continued refusal on the part of the Proposer to comply with this anti-discrimination provision, the Proposer may be removed from the list of approved bidders of SDP

2) The successful Proposer agrees to include subparagraph (1) above with appropriate adjustments for the identity of the parties in all subcontracts, which are entered into for work to be performed pursuant to the Contract.

_____ (seal)
(Trade Name of Firm)

_____ (seal)
(Signature of Owner or Partner)

(Date)

ATTACHMENT "D"

ANTI-DISCRIMINATION POLICY 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 debarring 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:

- (a) 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.
 - (i) 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.
 - (ii) 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.

- (iii) 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.
 - (iv) 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.
 - (v) 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.
- (b) 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.
 - (c) 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.
 - (d) (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.

- (a) 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.
- (b) **Respondent to this RFP shall employ the services of Sub-consultant(s), as necessary, to achieve combined Minority Owned Business Enterprise (MBE) and Woman Owned Business Enterprise (WBE) participation goals in a range of 15%-20% of the total amount of services provided. If the Firm is a MBE or WBE firm, then the Firm will have achieved the goal for that category. A non-MBE or WBE firm shall employ a MBE or WBE firm to achieve these goals.**
- (c) 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.

_____ (seal)
(Trade Name of Firm)

_____ (seal)
(Signature of Owner or Partner)

(Date)

ATTACHMENT "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 _____ 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.: _____

Description of Work: _____
Dollar Value \$ _____ Percentage of Total Contract _____
Vendor Signature _____

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

I certify that the information provided is true and correct _____ Date: _____

Authorized Representative

ATTACHMENT "F"

SAMPLE PROFESSIONAL DESIGN SERVICES CONTRACT

The "Professional 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/uploads/9j/HK/9jHKQxZWJSSMnbxOsFlo8g/Dobbi ns-CTE-High-SchoolMajor-Renovations-FINAL-Professional-Design-Services-Contract-Rev--9-15.pdf>

I have read the "Professional 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: _____
Affix Here

Corporate Seal:

Signature: _____

Title: _____

Date:

(Principal/Owner)

ATTACHMENT "G"
FEE PROPOSAL – Page 1 of 2

PROPOSING FIRM: _____

Fee for this project will be based on Percentage of Construction Cost Method, see section 6.2.1 of the "Professional Services Sample Contract".

Project Construction Value	Maximum of \$50,000,000
Proposed Fee	_____ %

The Proposer's percentage of construction cost on this project shall be all-inclusive. The Proposer shall be entitled to payment for the authorized reimbursable expenses provided in 6.8 of the "Professional Services Sample Contract".

**ATTACHMENT “G”
FEE PROPOSAL – Page 2 of 2**

Company	Name	Position	Hourly Rate
Key Personnel for Architectural			
		Principal in Charge	
		Project Manager	
		PA Licensed Project Architect	
		Architect	
		Specifications Writer	
		Construction Administrator	
		Clerical	
Key Personnel for Interior Design			
		Interior Designer	
Key Educational Planner Personnel			
		Educational Planner	
Key Personnel for Civil Engineering			
		Principal in Charge	
		PA Licensed Civil Engineer	
		PA Licensed Landscape Architect	
Key Personnel for Structural Engineering			
		Principal in Charge	
		PA Licensed Structural Engineer	
Key Personnel for MEP Engineering			
		MEP Principal	
		PA Licensed Mechanical	
		PA Licensed Electrical Engineer	
		PA Licensed Plumbing Engineer	
		Fire Detection Engineer	
		Fire Protection Engineer	
		Drafter	
Key Personnel for Cost Estimating			
		Senior Estimator	
		Estimator	
Key Personnel Kitchen Consultant			
		Kitchen Consultant	
Key Personnel Elevator Consultant			

ATTACHMENT "H"
PHASE SUBMISSION CHECKLIST

ATTACHMENT "I"
PHASE DELIVERABLES CHECKLIST

