

**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 SUPPLEMENTAL STAFFING 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.

OCP seeks talented individuals with extensive knowledge of the design and construction industry to join our team.

The Office of Capital Programs is seeking to engage the services of professional firms to provide OCP with professional supplemental staffing resources who are directly employed by the firm, or one of the firm's sub-consultants, and who shall be assigned to support the OCP management team, on an as-needed basis, for the Capital Improvement Plan (CIP).

The firm's general role in performing staffing services is to provide OCP with temporary employees to perform professional services as required by the OCP on an as-needed

basis. When the need for temporary staffing services arises, the OCP will perform an evaluation of available candidates and then select the candidate that will best serve the interests of the OCP. The OCP is under no obligation to order any particular number of assignments of employees. The OCP anticipates the potential need for Architects, Engineers, Estimators, Construction Schedulers, Claims Analysts, Project Managers, Assistant Project Managers, Technical Specification Writer, Clerical, and Analyst Programmers, or other positions required by the OCP to supplement OCP School District Staff.

The School Reform Commission (SRC) adopted the Capital Budget for the FY2016 on June 30, 2015. 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 Supplemental Staffing 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, April 22, 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, gcthompson@philasd.org The e-mail must include the name of the Project, “RFP /RFQ Professional Supplemental Staffing” **The deadline for all questions is 10:00 AM, Thursday, April 14, 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

The term of the contract shall be three years from the date of July 1, 2016 through June 30, 2019.

5.0 Proposal Requirements

- Cover letter including a brief understanding of the SDP needs and any other information relevant to the firm's qualifications.
- Describe the firm's success at placing supplemental staffing resources in design and construction organizations similar to the SDP through a brief summary of the firm's general relevant experience, type of positions filled and the scope of services provided.
- Resumes of all people that will be used to perform the required services.
- Resumes are to include two references from clients.
- Required Attachments:

Qualifications - Attachment A

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>

Agreement to Contract Terms and Conditions - Attachment B

All Prime Proposers must Acknowledge (sign and seal) that they are in agreement with the District's Professional Staffing Services Contract and no changes will be made to the Contract. Only the Prime Proposer needs to complete.

Tax Compliance with the City of Philadelphia - Attachment C

The proposer must include a copy of the firm's "Certificate of Tax Clearance" with the City of Philadelphia.

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

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

M/WBE Participation Plan - Attachment E

All Prime Proposer 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).

Fee Proposal- Attachment F

The proposer shall complete the Fee Proposal (**Attachment F**) as provided indicating the firm, person and the hourly rate for each position. The hourly rates must be fully-loaded (including benefits, overhead and profit), hourly billable, all inclusive wage rates for the individuals listed. **Please provide only one wage rate per position, ranges will not be accepted. 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.

It is not necessary to provide an hourly rate for all positions. The Proposer should include hourly rates for only those positions which your firm intends on providing.

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

General Role: The Consultant's general role in performing staffing services is to provide SDP with employees to perform Professional Staffing Services acceptable to the SDP pursuant to assignment to job titles established in the **Schedule of Job Descriptions (Attachment G)**, as amended from time to time. The SDP, however, is under no obligation to order any particular number of assignments of employees. The SDP may request Consultant(s) to propose multiple employees along with the employee hourly rate for any given title, and then select the employee that, in its sole judgment and discretion, will serve the best interests of the Capital Program.

Initial Assignment of Employees: Upon request from SDP, the Consultant shall make available the employees identified in the Fee Proposal to provide Professional Services in accordance with the applicable Job Descriptions, at the SDP location or at a Project site selected at the SDP's sole discretion.

Acceptance of Proposed Employees: The SDP shall review the qualifications of proposed employees and, at its sole option, may conduct interviews of the proposed employees. The SDP reserves the right to require substitutions as deemed appropriate and to replace an unacceptable proposed or assigned employee. The Consultant shall provide SDP with a resume of the proposed substitute or replacement.

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.

Schedule of Job Descriptions: The Consultant(s) shall be specifically assigned to provide Professional Services in a job title pursuant to the applicable Job Description set forth in “Attachment G” as it may be amended from time to time. Selected Job Descriptions including, but not limited to, Architect/Designer, HVAC Engineer, Plumbing Engineer, Electrical Engineer, Structural Engineer, Site/Civil Engineer, Cost Estimator, Claims Analyst, Database Analyst Programmer, Construction Scheduler, Project Manager, Assistant Project Manager, Technical Specification Writer, and Clerical.

7.0 Selection Procedures and Evaluation Criteria

Each Proposal shall be reviewed to determine responsiveness. Responsive proposals will be evaluated by a Selection Committee (“Committee”). Non-responsive Proposals will be rejected without evaluation.

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. The professional qualifications and experience of the proposed staff in the satisfactory performance of these services. The ability to perform the work as reflected by the technical training and education. Urban experience is preferred and personnel’s experience working in urban building environments should be clearly delineated.
2. Fee Proposal Hourly Rates.
3. The Proposer’s professional staffing experience for Design and Construction Departments similar to SDP’s Office of Capital Programs.
4. The quality of references from past or current clients for proposed staff.
5. Meeting of MBE/WBE goals.

8.0 Attachments:

Attachment A –Professional Service Qualifications Form

Attachment B - Agreement to Contract Terms and Conditions

Attachment C – Tax Compliance with the City of Philadelphia

Attachment D – Anti Discrimination Policy

Attachment E - M/WBE Participation

Attachment F - Fee Proposal

Attachment G – Schedule of Job Descriptions

ATTACHMENT A
STANDARD FORM 330
ARCHITECT - ENGINEER QUALIFICATIONS FORM

Standard Form 330 and related instructions can be downloaded by clicking on the following link:

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 SUPPLEMENTAL STAFFING CONTRACT

The “Professional Supplemental Staffing 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.

Need to create link

I have read the sample “*Professional Supplemental Staffing 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.

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 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 Sheet - Page 1 of 1
To Provide**

Professional Supplemental Staffing Services on an as-needed basis

PROPOSING FIRM: _____

Do not provide a range. Do not add positions. Include rates for positions shown.

Company	Person	Position	Hourly Rate
		Licensed Architect	
		Landscape Architect	
		Licensed HVAC Engineer	
		Licensed Plumbing Engineer	
		Licensed Electrical Engineer	
		Licensed Structural Engineer	
		Licensed Civil/Site Engineer	
		Technical Specification Writer	
		Cost Estimator	
		Claims Analyst	
		Project Manager	
		Assistant Project Manager	
		Construction Scheduler	
		Clerical	
		Database Analyst Programmer	

SCHEDULE OF JOB DESCRIPTIONS

Job Title: Licensed Architect

Reports to: Design Manager

The Architect will report to the Design Manager and support the School District Office of Capital Programs.

Job Essential Duties and Responsibilities:

The successful candidate will be a Registered Architect with the State of Pennsylvania with a bachelor's or master's degree from a NAAB Accredited college or university and with experience working in the school buildings and facilities' construction industry. Primarily, the position will involve projects at existing educational buildings and associated support facilities. Typical projects include Classroom Modernizations, CTE Improvements, and Major Renovations.

Responsibilities will include the following:

- Development of scope for Capital Projects –inspection, assessment, preliminary design, preparation of formal scope determination report
- Selection and management of outside Design Consultant – prepare RFP, approve design proposals, technical review of design documentation, approval of payment
- Execution of the permit, advertisement and bidding process – prepare bid specifications, meet prospective contractors, work through L&I and other agencies
- Design support during construction
- Work with other School District departments, such as Facilities, Maintenance and Environmental Services

Desired Skills and Experience:

- Working knowledge of Building Codes (City of Philadelphia, IBC) and material Codes (AISC, ACI)
- Experience with the Building Permit process in the City of Philadelphia
- Ability to write both technical documents for those experienced in the construction industry as well as to communicate technical concepts to professionals and decision makers outside of the industry
- Proficient in the use of AutoCAD Architecture 2014 or higher, Microsoft Office, Sketch-up, Adobe Creative Suite: Illustrator and Photoshop

Requirements :

- A bachelor's or master's degree in architecture from a NAAB accredited institution
- Architectural License in Pennsylvania
- A minimum of 7 years of paid professional experience in school buildings and facilities' design, construction and assessment

SCHEDULE OF JOB DESCRIPTIONS

Job Title: Landscape Architect

Reports to: Design Manager

The Landscape Architect will report to the Design Manager and support the School District Office of Capital Programs.

Job Essential Duties and Responsibilities:

The successful candidate will be a Registered Landscape Architect with the State of Pennsylvania with a bachelor's or master's degree from an accredited landscape architecture program and with experience working in the school buildings and facilities' construction industry. Primarily, the position will involve projects at existing educational buildings and associated support facilities. Typical projects include Stormwater management, pavement replacement, design of outdoor play areas, and landscape design.

Responsibilities will include the following:

- Development of scope for Capital Projects –inspection, assessment, preliminary design, preparation of formal scope determination report
- Selection and management of outside Design Consultant – prepare RFP, approve design proposals, technical review of design documentation, approval of payment
- Execution of the permit, advertisement and bidding process – prepare bid specifications, meet prospective contractors, work through L&I and other agencies
- Design support during construction
- Work with other School District departments, such as Facilities, Maintenance and Environmental Services

Desired Skills and Experience:

- Working knowledge of Building Codes (City of Philadelphia, IBC)
- Experience with the Building Permit process in the City of Philadelphia
- Ability to write both technical documents for those experienced in the construction industry as well as to communicate technical concepts to professionals and decision makers outside of the industry
- Proficient in the use of AutoCAD Architecture 2014 or higher, Microsoft Office, Sketch-up, Adobe Creative Suite: Illustrator and Photoshop

Requirements :

- A bachelor's or master's degree in Landscape architecture from a LAAB accredited institution
- Landscape Architectural License in Pennsylvania
- A minimum of 7 years of paid professional experience in school buildings and facilities' design, construction and assessment

SCHEDULE OF JOB DESCRIPTIONS

Job Title: Professional Engineer

Disciplines: Structural, Geotechnical, Mechanical, Plumbing, Electrical, and Civil/Site Engineering

Reports to: Design Manager

The Engineer will report to the Design Manager and support the School District Office of Capital Programs.

Job Essential Duties and Responsibilities:

The successful candidate will be a Licensed Engineer with experience working in the school buildings and facilities' construction industry. Primarily, the position will involve projects at existing educational buildings and associated support facilities, as well as some site work.

Structural: Typical projects will include building envelope restoration, structural repairs and/or modifications (either stand alone or as part of interior fit-out, new M/E/P systems, etc.), or building additions.

Civil/Site: Typical projects include storm water management systems, site erosion and sedimentation, site surveys, drainage systems, retaining walls repairs and reconstruction, site lighting and site utilities.

Mechanical, Electrical, Plumbing: Typical projects will include boiler/chiller plant replacement, fire alarm systems, electrical service, re-lighting, emergency generator and elevator replacements, and new HVAC, plumbing and electrical systems for classroom modifications.

Responsibilities will include the following:

- Development of scope for Capital Projects –inspection, assessment, preliminary design, preparation of formal scope determination report
- Selection and management of outside Design Consultant – prepare RFP, approve design proposals, technical review of design documentation, approval of payment
- Execution of the permit, advertisement and bidding process – prepare bid specifications, meet prospective contractors, work through L&I and other agencies
- Design support during construction
- Complete inspections and issue assessment reports and directives to other School District departments, such as Facilities, Maintenance and Environmental Services

Desired Skills and Experience:

SCHEDULE OF JOB DESCRIPTIONS

Job Title: Professional Engineer (continued)

- Design and Assessment experience in low to midrise commercial structures utilizing concrete, steel and masonry materials, and both shallow and deep foundations.
- Working knowledge of building envelope systems, both current and historical (1900-present) including roof systems, cavity walls, mass masonry walls, terra cotta, etc.
- Working knowledge of Building Codes (City of Philadelphia, IBC) and material Codes (AISC, ACI)
- Experience with the Building Permit process in the City of Philadelphia
- Ability to write both technical documents for those experienced in the construction industry as well as to communicate technical concepts to professionals and decision makers outside of the industry
- Ability to self-perform design and documentation of small structural projects, such as small façade repairs, mechanical dunnage, etc.
- Proficiency in Microsoft Office, Microsoft Project, Adobe Suite, and Autocad

Requirements :

- A bachelor's or master's degree in engineering
- Professional Engineer's License in Pennsylvania
- A minimum of 7 years of paid professional experience in school buildings and facilities' design, construction and assessment is required

SCHEDULE OF JOB DESCRIPTIONS

Job Title: Technical Specification Writer

Reports to: Design Manager

The Technical Spec Writer Consultant will report to the Design Manager and support the School District Office of Capital Programs.

Job Essential Duties and Responsibilities:

- Understands school design requirements and translates those requirements into materials, methods, equipment, procedures, installation, and certification testing necessary to provide the narrative descriptions which are used to procure, install and erect building components.
- Provides input and material substitution and selection for LEED certification. Provides project budget input related to product and system value choices regarding cost versus quality.
- Performs product research; assists the School District of Philadelphia (SDP) with setting material selection, system research, and design standards.
- Updating SDP's design standards to align with modern technology, resiliency, and sustainability resulting in extended life-cycle of existing and future schools.
- Provides development and improvement of SDP Master Specifications including its specialized content for project type or regional conditions as well as sustainable content
- Responsible for integration of specifications into the Design Standards.
- Takes personal responsibility for fostering a green workplace through sustainable work practices.

Teamwork:

- Assists design architects and construction project managers with material and system constructability analysis.
- Assists design architects with product substitution review.
- Coordinates and reviews consultant technical specifications for conformance with SDP standards.
- Participates in project life cycle cost analysis.
- Maintains technical resource library and list of technical resource contacts.
- Archives technical files to ensure consistent project milestone documentation.
- May conduct internal specifications training.
- Participates in developing and improving SDP document standards and best practice procedures.

SCHEDULE OF JOB DESCRIPTIONS

Job Title: Technical Specification Writer (continued)

Required Skills :

- Strong knowledge of architectural design, engineering coordination, design trends, products, construction methodology, building systems, material application, and manufacturer-supplier appropriateness.
- Strong knowledge of construction procedures.
- Advanced knowledge of building envelope components, interior plans and material requirements of school buildings, facilities, and campuses is required.
- Strong knowledge of building codes and ability to research and apply/incorporate into technical documents.
- Strong knowledge of sustainability, integrated design and LEED guidelines.
- Proficiency in specifications software programs such as MasterSpecs preferred.
- Proficiency in MS Office, including Word, Excel and Outlook.
- Ability to work on multiple projects simultaneously and produce results within deadline.
- Ability to work independently and in a team environment.
- Ability to communicate effectively both verbally and in writing.

Required Experience :

- Bachelor's degree in architecture or engineering or equivalent in education or experience required. Master's degree preferred.
- 5 years in architectural practice with prior experience in specifications development.
- LEED is preferred.
- Construction Specifications Institute Certification preferred.

SCHEDULE OF JOB DESCRIPTIONS

Job Title: Cost Estimator

Reports to: Contracts Manager

The Cost Estimating and Claims Analysis Consultant will report to the Contracts Manager and support the School District Office of Capital Programs.

Job Essential Duties and Responsibilities:

A. Design Development Phase

1. Develop and prepare Pre-Design Conceptual Budget Estimates and cost estimates at Design Development and Construction Document phases.
2. Implement necessary document, data, and communication tracking and filing system necessary for effective claims avoidance.
3. Review documents/drawings to ascertain whether the design is consistent with programming and construction budgets.
4. Provide constructability reviews of the drawings, specifications and Addendum.
5. Attend pre-bid meetings, bid openings, low bidder de-scope meetings, and make recommendations to the Contracts Manager regarding contract awards.

B. Construction Administration Phase

1. Prepare detailed "fair-price" estimates for change orders and assist in the negotiations with the contractor(s), reconcile proposed change order costs as may be provided by the contractor, the Architect, and/or the Construction Manager. Provide justifications and recommendations to SDP.
2. Review, and prepare cost and time impact analysis and provide recommendations with justifications to SDP on change orders for various construction contracts including new and major/minor renovations.
3. Analyze the merits of the Contractor's disputes or claims and provide recommendations on the justification, cost and time impacts to SDP Project Manager for disposition. Include recommended exceptions, denials and/or acceptance.
4. Assist in negotiations with the Contractor on disputes and claims to seek a fair and prompt settlement.
5. Provide expeditious review and analysis on all change orders, disputes, claims and modifications to the contracts so as not to delay project schedules and deliverables.

SCHEDULE OF JOB DESCRIPTIONS

Job Title: Claims Analyst

Reports to: Contracts Manager

The Claims Analyst will report to the Contracts Manager and support the School District Office of Capital Programs.

Job Essential Duties and Responsibilities

1. Review and Analyze construction claims and provide opinions, advice and reports necessary on contractual entitlement and quantification of damages suitable for use in dispute resolution proceedings including negotiation, mediation, arbitration and litigation.
2. Provide assistance, advice and recommendations to the Contracts Manager on contractual matters.
3. Conduct research and analysis

Required Skills:

- Ability to review and analyze issues and project documentation
- Analyze contracts and subcontracts to determine parties responsibilities in light of disputes
- CPM scheduling expertise and hands-on use of Primavera P6 software for project controls and evaluation of delays
- Report writing and preparation of charts and graphs to support and present analyses
- Strong oral and exceptional written presentation skills
- Strong knowledge of construction means and methods
- Working closely with the project team

Qualifications:

- Bachelor's degree in a related technical field such as Engineering, Construction Management, Law
- 15+ years of consulting experience in construction claims role
- Experience with public works construction projects
- Knowledge of the PA Public School Building Code a plus

SCHEDULE OF JOB DESCRIPTIONS

Job Title: Project Manager

Reports to: Construction Manager

The Project Manager will report to the Construction Manager and support the School District Office of Capital Programs.

Job Essential Duties and Responsibilities:

Under the general direction of the Director, Capital Programs, the Project Manager performs technical and supervisory construction management work involving the oversight of capital and general fund improvements and alterations to school buildings and other facilities operated by the School District of Philadelphia.

Typical duties include: reviewing construction plans and specifications to ensure compliance with contract requirements; supervising a team of contract compliance inspectors and construction managers, conducting and attending final inspections; preparing punch lists; organizing equipment and system demonstrations; coordinating the resolution of contract disputes; and providing substantiating information to supervisors regarding extension of contract time, change orders, final inspections, and other project related details.

The Project Manager; analyzes claims for change orders, evaluates contractor invoices relative to contract payment schedules, reviews construction schedules, certifies all contractor invoices for final payments and authorizes all final payment vouchers. In addition, she/he coordinates projects with design staff, appropriate maintenance and facilities departments and performs related work as required.

Essential Functions:

- Administers a comprehensive program of construction management, including construction budget development and cost control.
- Participates in and supervises the preparation, review, and processing of all construction related contracts
- Reviewing construction plans and specifications to ensure compliance with contract requirements
- Supervise compliance inspectors or assistant project managers in the management of construction projects.
- Provide weekly information to supervisors on the status of construction projects through narrative and written reports.
- Manage all phases of construction from pre-bid to final closeout including safety, local and national code compliance.
- Communicate and schedule meetings and activities with school based personnel, Principals, Regional Managers, Facilities, Maintenance and Environmental Departments.
- Knowledgeable and capable of utilizing Microsoft Office programs
- Performs related work as required.

SCHEDULE OF JOB DESCRIPTIONS

Job Title: Project Manager (continued)

Minimum Requirements

- Seven years of full time, paid, professional experience in Construction Management or Inspection.
- Bachelor's degree.

SCHEDULE OF JOB DESCRIPTIONS

Job Title: Assistant Project Manager

Reports to: Construction Area Coordinator/Project Manager

The Assistant Project Manager will report to the Construction Area Coordinator/project Manager and support the School District Office of Capital Program's Design and Construction Management Teams.

Job Essential Duties and Responsibilities:

Capital Programs will engage the services of Assistant Project Manager to provide pre-construction services, procurement support, field oversight and coordination, safety monitoring and building commissioning.

Conduct inspections of buildings and structures for the School District. Reviews construction work in progress and completed construction projects to ensure that work is in conformance with contract requirements and specifications. Conducts thorough inspections and reports any problems encountered by contractors and any findings of non-compliance to the project manager. Provides daily inspection reports.

Essential Functions:

- Inspects materials, methods and workmanship involved in the construction, alteration, and repair of school buildings and other School District facilities for strict compliance with approved construction plans and specifications.
- Ensures that construction activities are coordinated with school activities.
- Ensures that proper safety precautions are observed and conditions which are in violation of contract requirements, applicable building codes and construction standards are corrected.
- Maintains records of quantities of materials used and work performed as a basis for checking contractors' monthly payment requests; ensures that materials used conform to samples or specifications.
- Prepare meeting minutes for all meetings where construction is the lead.
- Prepare contractor change orders for submission to contract compliance for review.
- Maintains records of change orders; ensures that materials used conform to samples or specifications.
- Inspects buildings damaged by fire or catastrophes associated with the construction project and discusses phases for reconstruction or repair with the project manager and contractor.
- Prepares reports of inspections performed covering conditions found, action taken and recommendations for further action.

Minimum Requirements

- Seven years of full time, paid, professional experience in Construction Management or Inspection.
- High School diploma or equivalent.

SCHEDULE OF JOB DESCRIPTIONS

Job Title: Construction Scheduler

Reports to: Design Manager

The Construction Scheduler will report to the Design Manager and support the School District Office of Capital Programs.

Job Essential Duties and Responsibilities:

The project scheduler will be responsible for the development of CPM Schedules for facility improvements to various School District buildings.

1. Work closely with the Design Manager and Design Consultant during the Design Phase for various projects to develop well-defined and properly sequenced work activities.
2. Create a comprehensive and properly-linked CPM Schedule using Primavera construction schedule software.
3. Maintain the schedule, evaluate project construction progress and performance and identify developing problem areas.
4. Analyze critical path constraints to determine effect of changes to schedule and recommend work-around.
5. Develop and maintain periodic status reports.
6. Conduct analysis to determine alternative courses of action or recovery on slipped schedules.

SCHEDULE OF JOB DESCRIPTIONS

Job Title: Clerical

Reports to: Contracts Manager

The Clerical Person will report to the Contracts Manager and support the School District Office of Capital Programs.

Job Essential Duties and Responsibilities:

1. Advertisement of construction projects and requests for proposals to newspapers and the School District website
2. Participates in Public Bid Openings, collects document fees and bid fees for distribution to finance
3. Data entry of all bid documentation and preparation of draft Capital Award Resolutions
4. Assist in the preparation of construction contract documents
5. Reproduction and distribution of project documents including specifications, drawings, addenda and bidders list.

SCHEDULE OF JOB DESCRIPTIONS

Job Title: Database Analyst Programmer/Coordinator

Reports to: Contracts Manager

The Database Analyst Programmer/Coordinator will report to the Contracts Manager and support the School District Office of Capital Programs.

Job Essential Duties and Responsibilities:

Coordinates the on-going projects, analyses, reporting and maintenance of facilities data to support the office of Capital Programs. Assists in the oversight of a large database which maintains current information related to District facilities. Works with a variety of computer applications to maintain relevant data, perform analyses, and generate reports in many different formats. Acts as a liaison to internal and external entities.

Essential Functions

- Maintains relevant data associated with the office of Capital Programs and associated departments in operations.
- Analyzes data ensuring that derived information is relevant; uses standard and custom analysis programs to provide repeated analyses using different data; presents results to appropriate decision makers.
- Generates reports based on specific criteria and provides them in the requested format using various reporting packages and accessing diversified data sources.
- Works with and maintains the different systems used to store, collect and process information and reports including working with servers and backup procedures.
- Coordinates with District technology office as required in the exchange, interconnectivity and synchronization of data, as well as in the operation, maintenance and security of servers.
- Works collaboratively with other offices and outside agencies on the implementation of joint ventures.
- Assists office staff with various projects.
- Attends meetings with other District staff related to capital projects; gathers information and determines the feasibility of the District's participation; makes recommendations to superiors.
- Responds to internal and external inquiries.
- Works with a variety of District offices to assist in the development of long range plans.
- Works with enterprise level relational databases and local databases as well as data from many different applications.

Other Functions

- May conduct research on facilities and capital program related issues to the District's capital improvement program and policies as requested.
- May participate in the review and/or preparation of capital eligible proposals.
- May represent superior(s) at staff meetings.

Minimum Requirements

- Bachelor's degree from an accredited college or university.

SCHEDULE OF JOB DESCRIPTIONS

Title: Capital Program Database Analyst Programmer/Coordinator (Continued)

- Three years of full-time, paid, administrative or administrative support experience which has included managing enterprise level databases and conducting research, analyzing data and preparing reports using a personal computer and software applications.

Knowledge, Skills and Abilities

- **Demonstrated knowledge of:**
 - the principles, practices and methods of using relational database technology, including Structured Query Language, Microsoft SQL Server, Microsoft Access, Oracle Database Tools or other ODBC-compliant data containers.
 - of current reporting applications and a variety of reporting techniques, including list reports, graphing, report conversions, and mapping.
 - Microsoft-related data and file maintenance including backup procedures and Microsoft Windows-based server maintenance .
 - office principles, practices and procedures.
 - advanced research methods and techniques.
- **Ability to:**
 - prepare and interpret narrative and statistical reports.
 - learn construction fast tracking, critical path and related management methods commonly used in construction and facilities contract management.
 - learn the construction management and engineering trade.
 - learn the methods, materials, practices and procedures used in the installation, maintenance and repair of electrical, plumbing, heating, ventilation, air conditioning and related mechanical systems.
 - evaluate and make ongoing assessments of projects.
 - handle multiple projects through to completion.
 - operate a personal computer.
 - communicate effectively, both orally and in writing.
 - establish and maintain effective working relationships.