

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
WATER TESTING PROGRAM MANAGEMENT SERVICES
Issued December 8, 2017

1.0 Subject

The School District of Philadelphia (District), through its Office of Capital Programs (OCP), is requesting proposals to provide Water Testing Program Management Services for five (5) fiscal years (April 1, 2018 through June 30, 2023).

The District 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)

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

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 each of the Technical Proposal and Fee Proposal shall be submitted in separate sealed envelopes clearly marked: “Water Testing Program Management Services RFP – **TECHNICAL PROPOSAL**” and “Water Testing Program Management Services – **FEE PROPOSAL**” 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 Tuesday, **January 16, 2018, 2:00pm**

The proposal shall be addressed to:

The School District Philadelphia
Office of Capital Programs,
Suite 371, Office 3165
440 North Broad Street, “Portal C” Third Floor

Philadelphia, PA 19130

Attn: Jerry Thompson, Capital Contracts Manager

It is the submitting firm's responsibility to ensure timely delivery of the RFP at the designated location. Proposals should be hand delivered to avoid delivery delays within the District's mail room. Failure to meet this deadline, unless extended by the District, will result in immediate disqualification. The District reserves the right to accept RFP responses received after this date and time if it is determined to be in the best interests of the School District to do so.

3.0 Questions and Communications

All questions must be submitted in writing via email to gcthompson@philasd.org The email subject line must include the name of the RFP "**Water Testing Program Management RFP.**"

The deadline for all questions is 2:00PM, Wednesday, January 3, 2018. All responses for every inquiry will be included in an addenda to this RFP and will be posted to the School District's website which can be accessed under the "Office of Capital Programs" - "Design Opportunities".

The District will not be bound by any oral communications. All responses, including addenda to the RFP, will be provided for every inquiry and posted on the District's 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 be no communication concerning the RFP between prospective respondents and/or their agents or staff with any District staff, except as provided in the RFP. Communication with other District staff is expressly prohibited. Any communication in violation of this provision will not be binding on the District and shall be grounds for immediate disqualification.

4.0 Schedule

Milestone Dates

Advertisement Date	December 8, 2017
Deadline for all RFP Questions	January 3, 2018, 2:00pm
Answers to questions posted online	January 9, 2018, 5:00pm
Due date for submission of proposals	January 16, 2018, 2:00pm
Anticipated date of recommendation for contract award	February 5, 2018
Anticipated date of contract award and SRC Meeting	March 15, 2018
Anticipated effective date of contract	April 1, 2018

5.0 Project Scope

The School District of Philadelphia (District) is requesting proposals from qualified firms to provide the following services for over 300 facilities as per the City of Philadelphia's Bill [No.160618](#) (the Ordinance), Amending Section A-703.1 of Title 4 of The Philadelphia Code, entitled "Special Certificate of Inspection," to require certification of water quality as a condition of occupancy for certain buildings used for education, all under certain terms and conditions:

1. Develop a written water testing management program containing the following minimum components:
 - a. critical milestones outline with timelines
 - b. water sample collection and laboratory analysis/testing methodologies
 - c. sample schedule for all 300 facilities (Attachment H)
 - d. root cause analysis protocol and communication for each outlet that is found to produce water above the action level of 10 ppb
 - e. outlet shut-off confirmation status and tracking plan
 - f. Ordinance compliance status verification for all schools
 - g. communications plan and other reporting deliverables as deemed appropriate by firm and the District.

2. Operationalization plan to include the following minimum components:
 - a. inspect water outlets for physical operability and aesthetic condition;
 - b. audit and inventory the number of operable water outlets at every school for compliance with the Ordinance (1 outlet per 100 students per floor) and make recommendations for outlets that should be taken out of service permanently;
 - c. test the water of over 3,000 outlets District wide on a 5 year cycle using the 10 ppb action level and using the approved EPA method and as per the Ordinance. Provide a logic model for where the testing will start, e.g., geographic, Learning Network, high schools, middle schools, size of school, etc.;
 - d. transport samples to approved laboratory with chain of custody protocol;
 - e. communicate results and generate and track action plans.

3. Reporting
 - a. Provide **weekly status** reports to the District containing the following information at a minimum:
 - i. water testing results sorted by school's ULCS number, school's name, Learning Network, alphabetically, outlet category, priority level, etc.
 - ii. water testing schedules and completion rates in relation to prescribed milestones
 - iii. percentage of outlets/schools above/below action level
 - iv. number of outlets/schools above/below action level
 - v. visual statistical analysis of data including outlets that pass, fail, need action

- plan, remediation status of complete or outstanding, etc.
- vi. tracking of specific outlet troubleshooting actions and root cause analysis results
- vii. description of action plan for each outlet tested above action level
- viii. description of remediation status for each outlet tested above action level

b. Provide **quarterly progress** reports to the District containing the following information:

- i. progress of prescribed milestones
- ii. progress and adherence to schedule
- iii. progress of supplying prescribed reports to District
- iv. progress of website updates with letters/results as per Ordinance requirements
- v. progress of compliance with City Ordinance in general
- vi. progress of overall water testing program

c. **Annual report**

- i. progress of prescribed milestones
- ii. progress and adherence to schedule
- iii. progress of supplying prescribed reports to District
- iv. progress of website updates with letters/results as per Ordinance requirements
- v. progress of compliance with City Ordinance in general
- vi. progress of overall water testing program

d. **5-year Cycle Report**

- i. progress of prescribed milestones
- ii. progress and adherence to schedule
- iii. progress of supplying prescribed reports to District
- iv. progress of website updates with letters/results as per Ordinance requirements
- v. progress of compliance with City Ordinance in general
- vi. final progress report for five year cycle

4. Data management

a. Manage all data with an innovative and efficient Information technology data management tool that is compatible with *Archibus* (the District's work order system); The data management tool must include at a minimum, the ability to report out on the following parameters:

- i. outlet inventory logs with unique identifiers for each outlet
- ii. outlet locations and descriptions of outlets
- iii. type and category of outlets

- iv. outlet physical conditions
- v. school-by-school reporting on compliance with the Ordinance
- vi. outlet test results
- vii. outlet action plan description
- viii. outlet on/off status
- ix. testing schedule
- x. outlet remediation status
- xi. outlet action plan status
- xii. outlet remediation and work orders for plumbing repairs, remediation, removal from service and labelling

5. Coordination and Communication

- a. Monitor posting of data on District website to ensure compliance with Ordinance;
- b. Notify the appropriate District departments of required remedial actions;
- c. Assist with troubleshooting and root cause analysis for outlets that exceed 10 ppb;
- d. Conduct a periodic review of water testing program for trends, challenges, milestones, successes and needs for improvements.
- e. Prepare Certificates of Completion and assist with obtaining approvals as required from the City of Philadelphia Department of Public Health, including a final report for each school and for the District as a whole;
- f. Prepare information in an efficient and compatible format to post for public view to District's website as required by Ordinance;
- g. Provide executive level presentations to Superintendent's Executive Leadership Team, School Reform Commission, at public meetings and as needed.

6. Other Tasks

- a. Provide recommendations for routine maintenance activities on all water fountains and all hydration stations currently installed throughout the District and provide recommendations for future installation as necessary;
- b. Conduct hydration station inspections and report out on digital bottle counter readings, filter change out records, and any other information deemed appropriate by the District and consultant.

The Water Testing Program Management firm shall be responsible for work as assigned by the Office of Environmental Management and Services (OEMS). A quarterly evaluation of consultant's work will be provided by OEMS using the parameters listed here.

6.0 Proposal Requirements

Technical proposals shall provide the following required information and adhere to the following organization in the proposal by providing **tabs** for sections listed below as noted.

Tab 1 – Cover Letter, Table of Contents and Legal Structure of Firm

- Provide a cover letter that references the RFP and confirms that all elements of the RFP have been read and understood and include a narrative as to why it is qualified to undertake the services described herein.
- Identification of the legal structure of the firm, or consortium of firms, making the proposal. Discuss the organizational structure for the project, the management approach and how each partner and major subcontractor in the structure fits into the overall team.
- Table of Contents

Tab 2 – Experience

- Prior water testing program management projects for similar organizations.
- Sample reports previously submitted for projects with similar scope of work.
- Sample public communication for website as per Ordinance.
- Prior successful work plan implemented for similar organization.

Tab 3 – Project Organization, Personnel Experience, and Qualifications

Define the key personnel who will perform the tasks outlined in the scope of this RFP, the decision-making ability in the process, and the qualifications of the key personnel. At a minimum, include the following:

- Project Manager’s qualifications and experience in developing and managing a water testing program, and the minimum educational requirements for this position.
- Organization Chart to include key personnel responsible for completing all tasks of this RFP as outlined in the Scope.
- Key personnel experience, resumes, and educational requirements.
- “Certificate of Authorization” from the State granting the authority of the proposing Laboratory firm to provide water testing and analytical services in the Commonwealth of Pennsylvania.
- Three references of Water Testing Program Management contracts similar to the requirements of this RFP with other school districts.

Tab 4 – Project Schedule and Plan

Provide a conceptual schedule and plan that includes the following:

- Sample schedule of milestones estimated for a “5 Year Water Testing Program” for 300 schools
- Outlet inventory and condition audit

- Water sample collection and transport to laboratory
- Laboratory analytical timeframes and reports
- Data Management and communication with District
- Data Reporting and public communication
- Final Report submission

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:

- Workers’ Compensation and Employees’ Liability Insurance
- Commercial General Liability Insurance
- Automobile Liability Insurance
- Professional Liability Insurance
- Excess Umbrella Insurance

Successful proposer(s) must provide evidence of current insurance coverage prior to the execution of the Contract for the Water Testing Management Services firm. The amounts and types of such insurance coverage are as followed and as indicated in the consulting services sample Contract that will be posted with this RFP.

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 contract 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:

1. Attachment A – Review and sign the Anti-Discrimination Policy.
2. Attachment B – MBE/WBE Participation Plan

The Prime Proposer must complete the MBE/WBE Participation Plan Form. Respondent to this RFP will include 15%-20% sub-consultant participation with either a minority-owned business enterprise(s) and/or with a women owned business enterprise(s). **Do not put TBD (to be determined) for M/WBE participation goals. Goals are scored by the % provided in Attachment “B”, M/WBE Participation Plan of your Proposal.**

3. Attachment C – Acceptance of Terms and Conditions of the Contract (to be posted W/E

12/15/2017).

4. In the event that the firm does not provide signed and sealed Attachment F, the District may deem the firm's proposal non-responsive to the RFP.
5. Attachment D – City of Philadelphia Tax Compliance Certificate

The District will not enter into a contract with a firm, business, or other legal entity that has not submitted a copy of its "Certificate of Tax Clearance" with the City of Philadelphia to the District. See the attachment for the City of Philadelphia website to obtain the certificate and the City of Philadelphia Department of Revenue Tax Clearance Unit phone number.

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.

7.0 Fee Proposal Attachment E

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.

If it is deemed to be in the best interest of the District, the District may select one or more vendors for these services. In addition, the District does not guarantee any amount or percentage of the work to any vendor.

All fees are to be provided on the "fee template" provided in this RFP. All fee line items must be completed and no changes, deletions or exceptions to the fee schedule will be accepted.

All proposed fees should cover all related overhead, profit, supplies, materials, travel, etc., for performance of work required.

FEE SCHEDULE – The information requested in this section is for THE SCHOOL DISTRICT OF PHILADELPHIA's use only. These schedules will be used for evaluation and not as the sole criteria for an award. This portion of the proposal must be bound and sealed separately from the remainder of the proposal and both are to be received by the submission deadline.

7.1 Personnel

List individuals from your company (with employment history) who will be working on District projects. For each individual, provide a brief resume that includes the following: Education, Experience, Certification(s), and the responsibilities each will be assigned. A copy of any Employee Certifications and all Laboratory Certifications should be included along with other documentation.

8.0 Evaluation Criteria

The selection committee will review all RFP submittals and assign a technical score based on the evaluation criteria and the weighting for each section described, including:

- a. Qualifications of the personnel and education of the key team members to provide the services being proposed.
- b. Proposer's ability to responsibly manage the completion of the proposed programs.
- c. Ability to support meeting M/WBE goals for the project as a whole.
- d. Extent and depth of experience specific to a "5 Year Water Testing Program Management" as outlined in the Scope section of this RFP.
- e. Level of client satisfaction determined from supplied references (5 minimum)
- f. Quality of proposal depth response to Section 5.0, Project Scope.

9.0 Selection Procedure

The District is following a two-stage qualifications-based-selection (QBS) process for this solicitation (sometimes referred to as the Brooks Act process).

The District may at any time terminate the RFP process provided for herein for any reason or no reason in the sole discretion of the School District. The receipt of proposals or other documents by proposers during any state of the RFP process will in no way obligate the School District to enter into any agreement with any proposer or make the District liable for any proposer costs.

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 District) with the highest rated technical proposals will be invited to interviews and oral presentations with the selection committee.

Step 3: The interview described below is an integral part of the evaluation process. The makeup of the proposed Water Testing Program Management team and their ability to communicate and work effectively with the rest of the team is of critical importance to the District.

Stage 2:

In the second stage, the fee proposal of the highest rated firm will be opened and the District 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 District 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 District 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 District reserves the right to reject any or all proposals when such rejection is in the best interest of the District. A responsible proposal is complete and addresses all requirements of the RFP. The District 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 District 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 District and that it will be liable for damages incurred by the District arising from the breach of this agreement including, but not limited to, the District's attorneys' fees and costs of defending such action.

The District may at any time terminate the RFP process provided for herein for any reason or no reason in the sole discretion of the District. The receipt of proposals or other documents by proposers during any state of the RFP process will in no way obligate the District to enter into any agreement with any proposer or make the District liable for any proposer costs. The District may alter these and any other procedures as it deems necessary and appropriate. The District will evaluate all proposals based on a number of factors to determine what is in the best interests of the District.

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

ATTACHMENT "A"

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.**
- (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.

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.

3. 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 "B"
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 "C"

**ACCEPTANCE OF TERMS AND CONDITIONS OF
CONTRACT FOR
WATER QUALITY COMPLIANCE,
SAMPLING AND CONSULTING SERVICES**

The "PROFESSIONAL WATER QUALITY COMPLIANCE, SAMPLING AND CONSULTING SERVICES CONTRACT" shall serve as a "sample" document for the Prime Proposer(s) to review and shall not be construed as a contract between the Prime Proposer and the District. The Sample Contract will be posted on the School District website below the RFP.

I have read the "PROFESSIONAL WATER QUALITY COMPLIANCE, SAMPLING AND CONSULTING 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.

Prime Proposer's Firm Name: _____

Corporate Seal:

Signature: _____
(Principal/Owner)

Title: _____

Date: _____

ATTACHMENT “D”
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 "E"

FEE PROPOSAL Page 1 of 3

Prime Proposer's Firm Name: _____

The Prime Proposer's lump sum not-to-exceed fee for completion of the five year Water Quality Compliance, Sampling and Consulting Services contract is:

\$ _____

A breakdown of this fee is as follows:

Development of written 5 Year
Water Quality Plan Cost \$ _____

Each water sample collection \$ _____

Each lab analysis (lead only)
(10 Day Turn -Around) \$ _____

Each Weekly Status Report \$ _____

Each Quarterly Progress Report \$ _____

Each Annual Report \$ _____

Each 5-year Cycle Report \$ _____

5 Year Data Management Costs \$ _____

SIGNATURE: _____

PRINT NAME: _____

TITLE: _____

DATE: _____

ATTACHMENT “E”

FEE PROPOSAL Page 2 of 3

Prime Proposer’s Firm Name: _____

COSTS TO BE USED FOR ADDITIONAL SCOPE ONLY

All fees for additional scope are to be based on each unit identified as Per Hour, Per Day, Per Week and/or Per Sample as listed in the below fee schedule.

Respondents are not permitted to place minimum or maximum values to any line item listed in the fee schedule. Only one (1) price per line item is permitted.

Rates and costs provided on the form(s) should cover all related overhead, profit, supplies, materials, travel, etc., for performance of work required. Request for compensation beyond that stated on the Cost Breakdown form will be rejected. Costs shown on the Cost Breakdown form(s) will remain firm and fixed for the duration of this contract

WATER QUALITY

A. Labor

- 1. Environmental Technician _____ per hour
- 2. Project Manager _____ per hour
- 3. Data Management Specialist _____ per hour
- 4. Technical Report Writer _____ per hour
- 5. Clerical _____ per hour

B. Minimum Water Quality Laboratory Analysis

Laboratory Analysis	Price for 24 Hour Turnaround Time	Price for 2 Day Turnaround Time	Price for 5 Day Turnaround Time	Price for 10 Day Turnaround Time
1. Lead	\$	\$	\$	\$
2. Copper	\$	\$	\$	\$
3. Turbidity	\$	\$	\$	\$
4. Manganese	\$	\$	\$	\$
5. Chlorine	\$	\$	\$	\$
6. Zinc	\$	\$	\$	\$
7. Iron	\$	\$	\$	\$
8. pH	\$	\$	\$	\$

ATTACHMENT "E"
FEE PROPOSAL PAGE 3 OF 3

Laboratory Analysis	Price for 24 Hour Turnaround Time	Price for 2 Day Turnaround Time	Price for 5 Day Turnaround Time	Price for 6-10 Day Turnaround Time
9. Legionella	\$	\$	\$	\$
10. Fecal Coliform	\$	\$	\$	\$
11. Total Coliforms (E.Coli, Fecal Streptococcus. Sewage Screen, Legionella sp. & Heterotrphic Plate Count)		\$ (Presence/Absence)	N/A (Not Available)	\$

All of the above sampling shall be based on the following laboratory analytical methods:

Turbidity: EPA 180.1 HPC: SM 9215 B

Total coliform/E-Coli (Presence/Absence) by SM 9223 Colilert

Lead: (ICP/MS) EPA 200.8

Zinc: (ICP) EPA 200.7

Manganese: (ICP) EPA 200.7

Iron: (ICP) EPA 200.7

Copper: (ICP) EPA 200.7

Color: EPA 110.2

pH: EPA 150.1 (Field Test)

SIGNATURE: _____

PRINT NAME: _____

TITLE: _____

DATE: _____