



# THE SCHOOL DISTRICT OF PHILADELPHIA

## Office of Capital Programs

440 North Broad Street, 3<sup>rd</sup> Floor  
Philadelphia, PA 19130-4015

### REQUEST FOR PROPOSALS

to provide

### STRUCTURAL ENGINEERING DESIGN SERVICES

### ON AN AS-NEEDED BASIS

#### 1.0 Subject

The School District of Philadelphia (SDP) is requesting proposals from professional firms for structural engineering design on an as-needed basis for maintenance work and repair work projects for the care, repair and maintenance of existing facilities owned and/or operated by the School District. Design services include, but are not limited to: modifications to building frame and foundation structure to facilitate in the installation of new mechanical equipment, masonry façade rehabilitation, building frame repair and restoration, and building additions.

The Office of Capital Programs ("OCP") is responsible for identifying and prioritizing capital work within the SDP. OCP shares responsibility for the long term upkeep and replacement of critical building systems over 25.6 million square feet including nearly 500 buildings, annexes, administrative buildings and athletic fields. OCP works closely with the Office of Facilities and Maintenance, the Office of Environmental Management Services, the Office of Real Property, and the Office of General Counsel.

The School District of Philadelphia adopted the Capital budget for FY 2019 on May 24, 2018. The basis for the budget is the sale of bonds usually repayable with interest over 30 years. The Capital budget is the basis for the multi-year Capital Improvement Program ("CIP"). Projects are selected for inclusion in the CIP using building condition assessment reports, work order and deferred maintenance data, input from field maintenance employees and school administrators, and the priorities identified in the Superintendent's Strategic Action Plan. CIP priorities include maintaining the physical integrity of existing facilities, upgrading existing facilities to meet code requirements and educational

program needs, replacing systems that have exceeded their lifecycle, and constructing new facilities and building additions.

The projected construction costs for projects classified under the category of structural engineering design services on an as-needed basis will be between \$800,000 and \$2,000,000.

The Board of Education (hereinafter referred to as "Board") is the governing body of the School District of Philadelphia pursuant to the Public School Code, 24 P.S. §21-2102 and §3-301.

## **2.0 Place and Date of Submission**

One (1) original and four (4) copies of the Proposal, plus one (1) electronic copy (flash drive in PDF format), shall be submitted in a sealed envelope clearly marked: "Structural Engineering Design Services RFP Due 8/21/2018" with the name of the Prime Proposer's firm and their address.

**Faxed and Electronically Transmitted Proposals shall not be accepted.**

**Responses must be received no later than 2:00 pm, Tuesday, August 21, 2018.**

The Proposal shall be addressed to:

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

## **3.0 Communications**

All questions must be submitted in writing via e-mail to Jesse Jones, Contracts Manager, [capitalbids@philasd.org](mailto:capitalbids@philasd.org). The subject line must include the name of the Project: "Proposals for Structural Engineering Design Services."

**The deadline for all questions is 2:00 pm, Friday, August 10, 2018.** 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:

<https://www.philasd.org/capitalprograms/programsservices/contracts/current-rfps-requests-for-proposals/>

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 or to the date that the maximum amount of fee has been expended, whichever occurs first.

Option to Renew: The SDP may, at its sole discretion, renew this Contract for up to one (1) additional successive one (1)-year (12 months) period ("Additional Term"). Pricing shall be subject to renegotiation between the parties at the time the SDP exercises its option to renew. The Prime Proposer only guarantees the quoted pricing for the Initial Term. Except as expressly stated otherwise in an Amendment, the terms and conditions of this Contract shall apply throughout the Additional Term.

#### **5.0 Amount of the Contract**

The maximum Not to Exceed Aggregate amount of the Contract is \$2,400,000.00 to be invoiced over the term of the contract. The SDP reserves the right to limit the amount of the award and shall not guarantee that the selected Prime Proposer(s) will receive project assignments.

#### **6.0 Proposal Requirements**

All of the proposal requirements shall be included in the same order as described below.

**A. Cover letter**

A narrative explaining the Prime Proposer's understanding of the Scope of Services and a narrative as to why it is qualified to undertake the services described herein.

**B. Organizational Chart**

Graphical chart depicting the team proposed and a description of the organizational structure.

**C. Resumes**

Resumes of all key people that will perform the required services.

**D. Proof of Registration**

Provide copies of certificates demonstrating professional registration in the Commonwealth of Pennsylvania for all staff and consultants whom will sign and seal the contract documents.

**E. References**

Provide two for each key team member.

**F. Work Examples**

Completed projects (10 maximum) of comparable type, scope, and complexity. Include the year completed, construction budget, and construction cost. Include description of the Prime Proposer's firm's experience with phased projects in occupied existing buildings.

**G. Budget Controls**

Description of the Prime Proposer's firm's experience and ability to design a project with strict adherence to the proposed budget. Description of Prime

Proposer's firm's approach to and experience with performing value engineering.

**H. Change Order Controls**

Description of the Prime Proposer's firm's experience with and process to minimize change orders and change order costs during construction.

**I. Schedule Controls**

Description of the Prime Proposer's firm's experience and ability to meet or reduce proposed schedules; any techniques that may be used to reduce proposed schedules should be explained in detail. Description of Prime Proposer's firm's method to assist in construction administration to meet the construction completion dates.

**J. Financial Statements**

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

**K. Architect-Engineer Qualifications Form**

The Prime Proposer must submit a completed SF 330 Architect-Engineer Qualifications form. Standard Form 330 and related instructions can be downloaded here: <https://www.gsa.gov/portal/forms/download/116486>.

**L. Agreement to Contract Terms and Conditions- See Attachment "A"**

The Prime Proposer shall review the sample contract and complete the form below acknowledging that they are in agreement with SDP's Professional Services Contract and no changes will be made to the Contract.

**M. City of Philadelphia Tax Compliance**

Provide a copy of the Prime Proposer's "Certificate of Tax Clearance" with the City of Philadelphia. Search for the firm's tax compliance status at this link: <https://secure.phila.gov/revenue/TaxCompliance>. If the firm is compliant, print and attach the certificate. If the firm is not compliant, please contact the City Revenue Department Tax Clearance Unit at (215) 686-6565.

**N. Anti-Discrimination Policy & Equal Opportunity Non-Discrimination Notice-See Attachment "B"**

The Prime Proposer must sign the form below acknowledging and agreeing to adhere to the District's Anti-Discrimination Policy.

**O. M/WBE Participation Plan Form-See Attachment "C"**

The Prime Proposer must complete the M/WBE Participation Plan form below. 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).

**P. Fee Proposal-See Attachment "D"**

The method of compensation for each individual project shall be determined by the SDP, at its option, as hourly rates, percentage of construction costs or a negotiated fee. The Prime Proposer shall complete all three pages of the fee proposal.

**Q. Proof of Insurance**

Provide Certificate(s) of Insurance reflecting current insurance coverage of the Prime Proposer's firm for the following:

1. Workers' Compensation and Employers' Liability Insurance
2. Commercial General Liability Insurance
3. Automobile Liability Insurance
4. Professional Liability Insurance
5. Excess Umbrella Insurance

Successful Prime Proposer(s) must provide evidence of current insurance coverage prior to execution of the contract. The amounts and types of such insurance coverages will be indicated in the contract.

**7.0 Scope of Services**

**Design and Documentation** of each project shall be completed in an expeditious manner according to the schedule set by the Office of Capital Programs. Services shall be predominately Structural Engineering and Design in nature. The scope of design is anticipated to include analysis of existing structural conditions and remedial designs of structural systems of facilities owned by the School District of Philadelphia. These improvements will normally address elements of the facilities that have been identified as an immediate or critical need by the school district. Substantial portions of the services in question are expected to focus on masonry conditions, deteriorated reinforced concrete, and corroded structural steel elements. Rehabilitation of deteriorated wood framing is also included as part of the design services scope. In addition, where major scope services create a need for collateral improvements, professional design services may encompass each or any of the following additional disciplines:

- Architecture
- Civil Engineering
- HVAC Engineering
- Plumbing Engineering
- Electrical Engineering
- Technology Infrastructure Design
- Security Design
- Cost Estimating
- Landscape Architecture
- Facility Planning

**Construction Administration** services shall be provided for all assigned projects in accordance with the requirements listed in the sample contract. The scope of construction administration services shall include, but may not be limited to, the following:

- Obtain approvals from City of Philadelphia governing authorities;
- Review submittals and respond RFIs;
- Conduct construction site observations;
- Review change orders;
- Participate in construction meetings and record / distribute meeting minutes.

Prime Proposer shall have staff available to provide all services associated with assigned projects in an expeditious manner to comply with schedule to be provided by the SDP. The Prime Proposer may be called upon to provide services on a number of these projects at the same time.

## **8.0 Selection Procedure & Evaluation Criteria**

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

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

Proposals shall be evaluated by a selection committee. Each member of the selection committee will assign a score to the proposal based on the following evaluation criteria:

- A. Technical competence and qualifications of the Prime Proposer's firm as evidenced by professional experience in the satisfactory performance of design services for projects of comparable size, building type and complexity;
- B. Technical competence and qualifications of the assigned personnel as evidenced by the education and experience of key team members in providing the services described herein;
- C. The quality of references from past or current clients, preferably regarding projects of comparable type, size, and complexity to the projects described herein;
- D. History of Prime Proposer(s) in successfully meeting schedules and budgets with special consideration for minimizing change orders and coordinating phased construction in occupied buildings;
- E. Meeting of M/WBE goals required in Attachment "C".

Prime Proposer's firms will receive a ranking based on the selection committee's scores. The SDP will develop a short list of qualified firms, interviews may be conducted and fees may be negotiated.

The Chairperson of the selection committee will recommend the most qualified Prime Proposer(s) at compensation which is determined to be fair and reasonable. An Award Resolution will be prepared and submitted to the School District of Philadelphia Board of Education for approval. The SDP may at any time terminate the RFP process provided herein for any reason or no reason at the sole discretion of the SDP. The receipt of proposals or other documents by proposers during any state of the RFP process shall in

no way obligate the SDP to enter into any agreement with any proposer or make the SDP liable for any proposer costs. The SDP may alter these and any other procedures as it deems necessary and appropriate.

**Notification of Award**

Selected Prime Proposer(s) shall be approved by the School District of Philadelphia Board of Education, after which the SDP will notify the successful Prime Proposer(s) of the award and prepare and distribute the necessary documents for execution. The unsuccessful Prime Proposers will be notified by letter after the awarding of the contract.

**ATTACHMENT "A"**

**SAMPLE PROFESSIONAL DESIGN SERVICES CONTRACT**

The "Professional Design Services Contract" shall serve as a "sample" document for the Prime Proposer(s) to review. Said "sample" contract shall not be construed as a contract between the Prime Proposer and the SDP. The Sample Contract can be viewed by clicking on the following link:

<https://www.philasd.org/capitalprograms/programsservices/contracts/current-rfps-requests-for-proposals/>

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

Prime Proposer's Firm Name: \_\_\_\_\_

Corporate Seal:           Affix Here

Signature: \_\_\_\_\_ (Principal / Owner)

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**ATTACHMENT "B"**

**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") 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/WBEs") 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/WBEs in Contracts. Contractors must demonstrate that the participation of M/WBEs 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/WBEs in the Philadelphia Metropolitan Statistical Area. Participation shall be measured in terms of the actual dollars received by M/WBEs.

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, Tuvalu, 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/WBE participation in all contracting activities.

### **2. Promotion of M/WBEs**

The District recognizes the importance of having meaningful and substantial M/WBE participation in all Contracts. To that end, the District will take steps to ensure that M/WBEs 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/WBEs; and (iii) designing bid packages in such a way as to promote rather than discourage M/WBE 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/WBE 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/WBEs 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/WBEs (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:

- 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)

ATTACHMENT C  
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: \_\_\_\_\_

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**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 \_\_\_\_\_

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

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I certify that the information provided is true and correct \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized Representative

**ATTACHMENT “D”**

**Fee Proposal Cover Sheet – Page 1 of 3**

**School District of Philadelphia**

**Structural Engineering Design Services on an As-Needed Basis**

Please acknowledge the following by signing where indicated below.

**Method of Compensation**

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

**Project Design Team Personnel List with Hourly Rates (Page 2)**

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

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

**Fee Schedule Based on Percent (%) of Construction Value (Page 3)**

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

**Reimbursements**

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

\_\_\_\_\_  
(Trade Name of Firm)

\_\_\_\_\_  
(Signature of Owner or Partner)

**ATTACHMENT “D”**

**Fee Proposal – Page 2 of 3**

**To Provide  
Structural Engineering Design Services on an As-Needed Basis**

**PRIME PROPOSER’S FIRM:** \_\_\_\_\_

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

Provide for the following:

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

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



**ATTACHMENT "D"**

**Fee Proposal Sheet - Page 3 of 3**

**To Provide  
Structural Engineering Design Services on an As-Needed Basis**

**PRIME PROPOSER'S FIRM:** \_\_\_\_\_

**Hourly rates will be utilized for any authorized and approved additional services, see the "Sample Professional Design Services Contract."**

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

<b>Name &amp; Company</b>		<b>Position</b>	<b>Hourly Rate</b>
<b>Company</b>	<b>Key Personnel</b>	<b>Structural Engineering Design</b>	
		Structural Principal-In-Charge	\$
		Licensed Professional Engineer (Structural)	\$
		CAD Technician	\$
		Clerical	\$
<b>Company</b>	<b>Key Personnel</b>	<b>Architectural</b>	
		Principal-In-Charge	\$
		Project Manager	\$
		Registered/Licensed Architect	\$
		Construction Administrator	\$
		CAD Technician	\$
		Clerical	\$
<b>Company</b>	<b>Key Personnel</b>	<b>M/E/P Engineering Design</b>	
		M/E/P Principal-In-Charge	\$
		Licensed Professional Engineer (Mechanical)	\$
		Licensed Professional Engineer (Electrical)	\$
		Licensed Professional Engineer (Plumbing)	\$
		CAD Technician	\$
		Clerical	\$
<b>Company</b>	<b>Key Personnel</b>	<b>Civil Engineering</b>	
		Civil Principal-In-Charge	\$
		Licensed Professional Engineer (Civil)	\$
		CAD Technician	\$
		Clerical	\$
<b>Company</b>	<b>Key Personnel</b>	<b>Cost Estimating/Analysis</b>	
		Estimator	\$