



THE SCHOOL DISTRICT OF
PHILADELPHIA

Office of Capital Programs

440 North Broad Street, 3rd Floor
Philadelphia, PA 19130-4015

REQUEST FOR PROPOSALS

to provide

PROFESSIONAL ARCHITECTURAL SERVICES

for

KENSINGTON HIGH SCHOOL – BUILDING ENVELOPE RENOVATION

1.0 Subject

The School District of Philadelphia (SDP) is requesting proposals from professional firms for design services for a **Building Envelope Renovation Project at Kensington High School**, located at **2051 E. Cumberland Street, Philadelphia, PA 19125**.

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 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) hardcopies, plus one (1) digital copy (flash drive in PDF format) each of the Technical Proposal and Fee Proposal shall be submitted in separate sealed envelopes clearly marked: "Architectural Services for Kensington High School Building Envelope Renovation – TECHNICAL PROPOSAL - Due 6/17/2019" and "Architectural Services for Kensington High School Building Envelope Renovation – FEE PROPOSAL - Due 6/17/2019", 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, Friday, June 17, 2019.

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. The subject line must include the name of the Project: "Proposals for Façade Inspections".

The deadline for all questions is 2:00 pm, Monday, June 3, 2019. 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 Mandatory Walkthrough

A **mandatory** walk through of the project site for Proposers is scheduled for **Tuesday, May 28, 2019 at 10:00 am** at the following location:

Kensington High School
2051 E. Cumberland Street
Philadelphia, PA 19125

All Proposers shall assemble at the entrance lobby. Each firm is limited to a maximum of four (4) representatives. If a proposer requires a larger team, they are encouraged to request a separate walk through.

5.0 Selection Process Schedule

Milestone dates of the selection process are as follows:

RFP Issued	05/17/2019
Mandatory Walkthrough	05/28/2019 at 10:00 AM
Questions Due	06/03/2019 at 2:00 PM
Proposal Due	06/17/2019 at 2:00 PM
Final Selection of Firm	06/28/2019

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 be participating members of the project design team.

E. References

Provide two for each key team member.

F. Work Examples

The Prime Proposer shall provide an overview of its qualification to perform the RFP services, including a description of the Proposer's work in performing building envelope and facade rehabilitation services for structures similar to those owned by the School District of Philadelphia. Provide a maximum of 10 examples of relevant projects including the year completed.

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. Project Schedule and Respondent's Understanding of Schedule Controls

Utilize the milestones provided below to provide a summary-level Critical Path Method schedule from design through construction administration and project close-out. Integrate critical design activities as well as building permit and other reviewing authority applications. Illustrate and understanding of SDP processes, required project approvals, and duration for design reviews. Proposal shall include a summary level schedule illustrating how the Prime Proposer intends to manage the project, i.e., a CPM schedule that integrates critical activities.

Board Resolution	08/15/2019
Design NTP	09/16/2019
Schematic Design	11/01/2019
Design Development	12/30/2019
Construction Documents	2/10/2020
Bid Documents	3/23/2020
Advertisement	04/24/2020
Bid Opening	05/26/2020
Board Resolution	August 2020
Construction Start	September 2020
Construction End	August 2021

K. 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.

L. 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>.

M. 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.

N. 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.

O. 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.

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

The Prime Proposer must complete the M/WBE Participation Plan form. Respondents to this RFP shall include 15%-20% sub-consultant participation with either a minority-owned business enterprise(s) and/or with a woman-owned business enterprise(s).

Q. Fee Proposal - See Attachment "D"

The method of compensation shall be based on the Percentage of Construction Cost Method. The final fee shall be adjusted based on the actual low construction bid amount. Hourly rates will be utilized for additional services. The Proposer shall complete all pages of the fee proposal.

The hourly rates must be fully loaded (including benefits, overhead and profit), all-inclusive wage rates for the individuals. Only one hourly rate for the duration of the contract for each position will be accepted.

Reimbursable expenses to occur in the design phase of this project are anticipated to include the costs attributed to investigating the building masonry façade and roofing composition. The selected firm shall submit a proposal for reimbursable expenses to SDP for approval prior to commencement of the project design phase including three (3) price quotes related to the work of performing the probe investigation. Home office management and support services are deemed to be overhead costs and shall not be separately compensated. Printing of documents, travel expenses, and meals shall not be reimbursable.

R. 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) shall 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 Budget

The current estimated construction budget is \$4,500,000.00

The Project Budget has been established based on preliminary planning and cost estimates performed by the SDP Office of Capital Programs. It is the obligation of the selected firm to design the Project within the budget restrictions established for the Project.

8.0 Project Intent and Scope of Work

Goals

This building envelope renovation project includes upgrades to components of the existing building. The goals of the School District of Philadelphia in performing this work are as follows:

- Roofing materials at all building roof surfaces shall be removed to the structural deck level and receive new insulation and roofing systems;
- Masonry building façade walls shall be restored including repointing at all surfaces, replacing cracked brick units, and restoring or replacing steel lintels as necessary;
- All windows and exterior doors shall be removed and replaced with new units.

Background

Kensington High School is located at 2051 E. Cumberland Street in Philadelphia, PA. The three-story building with basement and attic (108,000 ft²) was originally constructed in 1917. The building has a basement partially above ground and a penthouse structure on the roof, with the roof surface occurring at multiple levels including a low roof at a one-story basement area. The southeast portion of the building is comprised of four stories.

Scope of Work

The scope of work for this project is located in the "Scope Determination Report" in Exhibit "A". The report is provided as a guide of anticipated scope items. The successful Proposer shall be fully responsible to verify existing conditions in the field and confirm the scope of work. Project construction activity will be phased such that school program will remain in operation through the duration of the work being performed.

9.0 Phases of Service

The following list provides an overview of deliverables. Phases of services and deliverables shall comply with the requirements described and detailed in the Sample Contract as noted in Attachment A. Documents shall be coordinated for bidding under separate contracts, as required, per Pennsylvania Public School Code.

- Survey of existing facility to confirm the scope of work;
- Schematic Development (25%) submission documenting schemes of proposed work in a drawing set. A construction cost estimate* shall be included with this and each submission;
- Design Development (60%) submission documenting selection and sizing of all building and construction components, as well as updated specifications and a detailed construction cost estimate*;

- Construction Documentation (90%) submission providing all project details with final specifications, phasing plan and detailed construction cost estimate;
- Bid Documentation (100%) submission providing a completed set that can be used for regulatory approvals, bidding and construction;
- Meeting minutes documentation and dissemination of minutes for all design meetings after kick-off;
- Budget reconciliation at all phases of design;
- Value Engineering services;
- Preparation and submission of all required permit applications including full participation during all agency reviews and prerequisite approvals;**
- Bidding and Construction Administration including meeting documentation and dissemination of minutes for all construction meetings;
- Participation in all closeout activities.

* All cost estimates at all phases shall be in CSI Masterformat. Please see Exhibit "C" for cost estimate cover sheet to accompany each detailed cost estimate.

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

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

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

The following are typical regulatory agency approvals required for SDP projects (This list does not necessarily include all required approvals):

- City of Philadelphia Water Department
- City of Philadelphia Streets Department
- City of Philadelphia Art Commission
- City of Philadelphia Historic Commission
- City of Philadelphia Planning Commission
- City of Philadelphia Zoning Commission
- City of Philadelphia Health Department
- City of Philadelphia Department of Licenses and Inspection
- City of Philadelphia Fire Department
- Philadelphia Parks and Recreation

- NPDES through the Pennsylvania Department of Environmental Protection
- Utility Companies such as PECO and Philadelphia Gas Works (PGW)

10.0 Selection Procedure & Evaluation Criteria

A responsive proposal is complete and addresses all requirements of the RFP. Each proposal shall be reviewed by the SDP selection committee to determine responsiveness. The SDP is following a Qualifications-Based-Selection (QBS) process for this solicitation.

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 document. 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.

A. Selection Procedure

Step 1: Technical Proposals of pre-qualified firms will be evaluated by the Selection Committee and ranked on the basis of their technical qualifications and suitability for this assignment based on the following evaluation criteria:

- Technical competence and qualifications of the Proposer as evidenced by professional experience of the Proposer in the satisfactory performance of professional design and construction administration services in building envelope renovation projects for structures of comparable size, age and construction;
- Technical competence and qualifications of the assigned personnel as evidenced by professional experience, registration, and certifications to perform the related scope of work;
- The quality of references from past or current clients, preferably for the projects performing similar professional services;
- Meeting of M/WBE goals required in Attachment "C".

Prime Proposer's firms will receive a ranking based on the selection committee's scores.

Step 2: A limited number of the firms (to be determined by the SDP) with the highest rated Technical Proposals may be invited to interviews and oral presentations with the Selection Committee, at the discretion of the SDP.

Step 3: The fee proposal of the highest rated firm will be opened and The SDP will enter into fee negotiations (Fee Proposals for the other firms will not be

opened until such time as the firm in question has been selected for fee negotiation.). If the SDP cannot reach agreement on fee with that firm, negotiations with that firm shall be terminated. The fee proposal of the next highest rated firm will be opened and fee negotiations with that firm commenced. The process will be repeated as necessary until agreement is reached or the SDP elects to terminate this solicitation.

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 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 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.

11.0 Notification of Award

Selected Prime Proposers 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 SERVICES CONTRACT

The “Professional 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 link provided on the website of the School District of Philadelphia associated with this RFP document at the page of current requests for proposals and awarded projects listed by the Office of Capital Programs at SDP.

I have read the sample “*Professional 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 “D”

Fee Proposal Cover Sheet – Page 1 of 3

School District of Philadelphia

PROFESSIONAL ARCHITECTURAL SERVICES

for

KENSINGTON HIGH SCHOOL – BUILDING ENVELOPE RENOVATION

Please acknowledge the following by signing where indicated below.

Method of Compensation

The method of compensation for this project shall be based on the Percentage of Construction Cost Method, see the “Professional Services Sample Contract.” The final fee shall be adjusted based on the actual low construction bid amount. Hourly rates will be utilized for additional services.

Fee Schedule Based on Percentage of Construction Value (page 2)

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

Team Personnel List with Hourly Rates (Page 3)

This listing shall include the hourly billable, all-inclusive wage rates for all people listed as inspection team personnel. These wage rates shall be used to invoice for services performed. 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 SDP.

(Trade Name of Firm)

(Signature of Owner or Partner)

ATTACHMENT “D”

Fee Proposal – Page 2 of 3

PROFESSIONAL ARCHITECTURAL SERVICES

for

KENSINGTON HIGH SCHOOL – BUILDING ENVELOPE RENOVATION

PRIME PROPOSER’S FIRM: _____

Provide the following:

Project Construction Value

\$4,500,000.00

Proposed Fee

_____ %

Proposed Not-to-Exceed Fee for Reimbursable
Costs Related to Design Phase of this Project:

\$ _____

ATTACHMENT “D”

Fee Proposal Sheet - Page 3 of 3

PROFESSIONAL ARCHITECTURAL SERVICES

for

KENSINGTON HIGH SCHOOL – BUILDING ENVELOPE RENOVATION

PROPOSER’S FIRM: _____

Key Personnel List with Hourly Rates

Name & Company	Position	Hourly Rate
Company	Key Personnel - Architectural	
	Principal in Charge	\$
	Project Manager	\$
	Licensed Architect	\$
	Architectural Designer	\$
	Specifications Writer	\$
	Construction Administrator	\$
	Draftsperson	\$
	Clerical	\$
Company	Key Personnel - Structural Engineering	
	Principal-In-Charge	\$
	Licensed Structural Engineer	\$
	Project Engineer	\$
	Clerical	\$
Company	Key Personnel - MEP Engineering	
	Principal-in-Charge	\$
	Project Manager	\$
	Licensed Mechanical Engineer	\$
	Licensed Electrical Engineer	\$
	Licensed Plumbing Engineer	\$
	Project Engineer	\$
	Clerical	\$
Company	Key Personnel – Cost Estimating	
	Senior Estimator	\$
	Estimator	\$



THE SCHOOL DISTRICT OF PHILADELPHIA

O F F I C E O F C A P I T A L P R O G R A M S

440 North Broad Street, 3rd Floor • Philadelphia, PA 19130

Kensington High School

2051 E. Cumberland Street, Philadelphia, PA 19125



SCOPE DETERMINATION REPORT

for

Building Envelope Renovation Project

March 29, 2019

Prepared By

Kenneth E. Rux, P.E.

1.0 Introduction

Kensington High School is located at 2051 E. Cumberland Street in Philadelphia, PA. The three-story building with basement and attic (108,000 ft²) was originally constructed in 1917. The building has a basement partially above ground and a penthouse structure on the roof, with the roof surface occurring at multiple levels including a low roof at a one-story basement area. The southeast portion of the building has four stories (see Figures 1 and 2).

The building typically rests on concrete foundations and bearing walls. The building structure consists of cast-in-place concrete columns, beams and one-way concrete slabs supported by bearing walls. Long slab spans are supported with steel truss girders. The floor slabs and superstructure, as well as the foundation substructure, are generally in good condition. The roof structure is typically similar to floor construction.



Figure 1: Aerial View of School Building Property



Figure 2: Aerial View of Rear of School Building Property

2.0 Background

A. Building Roof

The existing building roofing was replaced in the early 1990s. The existing roofing material generally consists of a two-ply modified bitumen membrane system. The overall roof horizontal surface area is approximately 61,000 ft². Roofing and flashing is typically in poor condition with deterioration of the roofing materials permitting water to pond that has led to soft spots and reports of leaks (refer to Figures 3, and 4).



Figure 3: Representative View at Main Roof Level of School Building Property



Figure 4: Representative Views of Roof Condition at Kensington H.S.

B. Masonry Façade

The building exterior walls consist of brick masonry including decorative stone friezes and quoining at main entrances doors. In general, the façade masonry is in fair to poor condition with deteriorated and missing mortar from joints. The chimney shows cracks below steel banding reinforcing that is installed at the top portion (see Figure 5).



Figure 5: Representative views of Masonry Façade Condition

C. Windows and Exterior Doors

The original building windows were retrofitted in late 1980s or early 1990s with extruded aluminum double hung windows single glazed with acrylic glazing. Original wood frames were left in place and are now deteriorating. Basement and first floor windows are fitted with galvanized steel security screens. All windows are generally in fair to poor condition and are not energy efficient. Exterior doors are typically hollow metal and in fair to poor condition with peeling paint and rust, beyond their useful service life (see Figures 6,7,8,9 and 10).



Figure 6: Front Building Elevation View from Original Architectural Drawing at Kensington H.S.

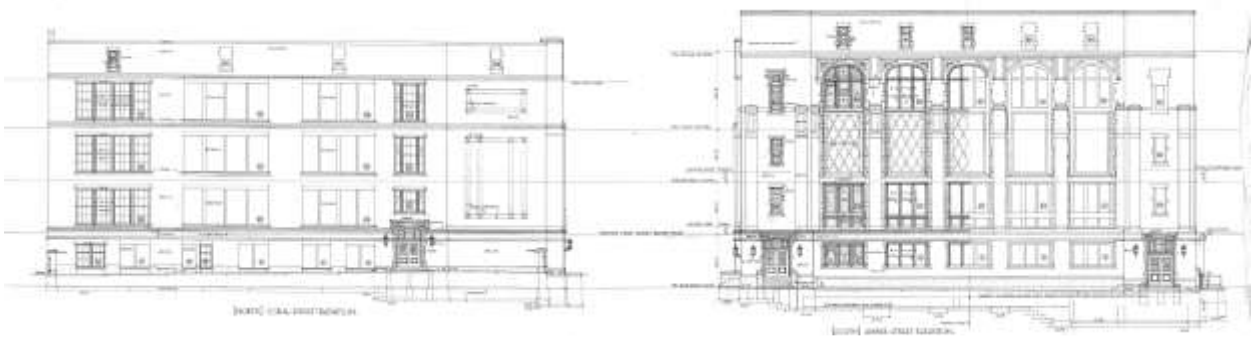


Figure 7: Side Building Elevation Views from Original Architectural Drawing at Kensington H.S.



Figure 8: Rear Building Elevation View from Original Architectural Drawing at Kensington H.S.



Figure 9: Representative Views of Existing Windows and Exterior Doors at Kensington H.S.



Figure 10: Representative Views of Existing Windows at Kensington H.S.

3.0 Scope of Work

The following scope of work is determined based on visual inspections and developed for an initial cost estimate by the SDP. The Design Consultant (DC) shall inspect existing conditions independently and verify the scope of work. In addition to the Design Consultant's services as required per the Professional Services Contract with the School District of Philadelphia, Section A summarizes specific tasks to be performed for this project during the Schematic Design phase.

A. Specific Tasks for the Design Consultant during the Schematic Design Phase

- 1) Take cores through the existing roof in order to determine the thickness and the composition. Original drawings show waterproofing installed on fiber board applied to the existing concrete structural slab at the roof; however, the existing condition must be verified by cores.
- 2) Perform selective exploratory probes through the existing building façade for the purpose of determining/verifying the composition of the building envelope for determining repair requirements at the façade.

B. Roof Replacement

The project scope shall include the full re-roofing of the school building. Details of the proposed roofing installation are as follows:

- 1) Remove the existing roofing assembly down to the concrete structural roof deck over the entire building.
- 2) Install all new 2-ply SBS modified bitumen roofing system including insulation; tear-down existing roofing; install flashing, counter flashing, reglets, and associated materials.
- 3) Remove the existing metal coping around the perimeter and install new metal coping. Install new wood blocking for new metal coping.
- 4) Coordinate roof replacement at existing roof top units and penetrations. The Design Consultant shall determine whether the existing units can remain in place or will need to be raised to allow for code compliant installation.

- 5) Remove and replace the existing roof drains down to the first joint.
- 6) Scope existing pipes down to the first elbow joint.
- 7) Clean and wire-brush all ferrous materials and paint with rust-inhibiting primer/paint. Do not paint louvers.
- 8) Remove and reinstall existing light fixtures.
- 9) Extend curbs at machine supports where necessary.

C. Masonry Façade Repairs

The masonry façade repair scope for this project shall include repairs to the building envelope to ensure that water infiltration is mitigated and to prevent further degradation of façade materials. All brick walls of the building, including the masonry chimney stack, should have all mortar joints repointed in accordance with NCMA standards. Joints should be cleaned and ground out prior to repointing. This should include all ornamental limestone areas as well as brick. At the areas of isolated brick distress described above, more significant repairs than basic repointing will be required. It is anticipated that complete reconstruction is not required; however, loose bricks may need to be pulled out and reset, and Helifix type anchors and/or crack stitching may be required. Movement joints shall be repaired including cleaning and replacement of sealant.

It is assumed that steel lintel angles will require refurbishment or replacement. For evaluating the required restoration scope for steel lintels at masonry openings on a case-by-case basis, the following shall be performed:

1. Remove existing masonry above affected window openings to expose existing steel angle lintels. Clean and paint steel angles with corrosion-resistant paint. Rebuild masonry to match existing.
2. Remove bowing out sections of masonry walls above window openings, where occurs. Clean and paint steel angles above window openings with corrosion-resistant paint. Rebuild masonry to match existing. The Design Consultant shall recommend an alternate option of stabilizing bowing out sections in lieu of replacement if applicable.
3. When existing steel angles are exposed for items 1 and 2 above, remove deteriorated steel angles beyond repair and install new galvanized steel angles.
4. Replace cracked or spalled masonry.

Additionally, the Design Consultant shall examine the condition of the roof-side face of the parapet walls along the perimeter roof areas in order to determine whether repointing of mortar joints or fully rebuilding the parapet walls shall be included in the project scope.

D. Window and Exterior Door Replacement

1. The scope of exterior door replacement shall be as follows:
 - a. Demolish all exterior doors and frames and replace with new hollow metal doors, hollow metal frames, panic hardware, closers, hinges, kick plates, locks, thresholds, vision panels, overhead weather stops, sweeps, etc. A total quantity of sixteen (16) opening locations (leafs) with twenty-five (25) leaves are understood to exist and be included in the scope of this project.

- New product shall be outswing hollow metal (HM) doors, frames, and hardware. Doors shall include metal vision frame and security grille on the outside and ¼-inch wire glass on the inside. Hardware at all new doors shall comply with the all applicable building codes and School District of Philadelphia standards. Do not use FRP doors.
 - b. Masonry at adjacent exterior wall areas shall be repaired/repointed and steel lintels occurring above door units shall be cleaned and painted, or otherwise refurbished, according to the “Masonry Façade Repairs” section of this report.
2. The scope of window replacement shall be as follows:
- a. Remove all existing metal security screens from the exterior of the building. Provide new metal security screens with infill of 10 x 10 x 0.047 inch diameter powder coat finished Type 304 stainless steel wire mesh. Security screens shall be installed at all ground level windows and windows accessible from low roofs.
 - b. Remove and store all existing window A/C units. Make provisions in new windows to re-install existing A/C units.
 - c. Remove all existing exterior windows.
 - d. Install new exterior windows to fit within the existing window openings. New windows to be projected, projected/fixed or fixed type as applicable. Single hung or double hung type windows are not acceptable as replacement windows. All new windows to be metal (finish coated aluminum).
 - e. Provide low-e glazing pane.
 - f. Provide all necessary carpentry for proper installation of the windows.
 - g. Provide all necessary sealant for a water-tight assembly.
 - h. Provide new classroom windows with lock inside feature and hardware.
 - i. Provide new metal insect screens.
 - j. Provide new window shades and hardware.
 - k. Replace all window hardware as required.
 - l. All new windows and hardware to comply with the local building code standards and School District of Philadelphia standards.
 - m. Masonry at adjacent exterior wall areas shall be repaired/repointed and steel lintels occurring above window units shall be cleaned and painted, or otherwise refurbished, according to the “Masonry Façade Repairs” section of this report.
 - n. The Consultant shall conduct a site survey to determine an accurate number of locations of all windows, louvers, and clerestory glazing units.
 - o. Retain and refurbish the existing stained glass transom window system.