



Office of Capital Programs

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

REQUEST FOR PROPOSALS

to provide

PROFESSIONAL SERVICES

for

EDUCATIONAL SPECIFICATIONS, DESIGN GUIDELINES & STANDARDS

1.0 Subject

The School District of Philadelphia (SDP) is requesting proposals from professional consulting firms to develop new Educational Specifications, Design Standards and Guidelines which will provide SDP staff and consulting design firms with guidance on layouts, space adjacencies, minimum required areas, aesthetics, quality of construction, and building performance to afford the students with modern, sustainable, resilient, and adaptable learning environments.

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, the Office of Curriculum and Instruction, and the Office of General Counsel.

The School District of Philadelphia adopted the Capital budget for FY 2020 on May 30, 2019. 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 facility 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: "Professional Services for Educational Specifications, Design Guidelines & Standards – TECHNICAL PROPOSAL - Due 7/23/2019" and "Professional Services for Educational Specifications, Design Guidelines & Standards – FEE PROPOSAL - Due 7/23/2019", 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, July 23, 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: "Professional Services for Educational Specifications, Design Guidelines & Standards".

The deadline for all questions is 2:00 pm, Friday, July 12, 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 Selection Process Schedule

Milestone dates of the selection process are as follows:

RFP Issued	7/10/2019
Questions Due	7/12/2019 at 2:00 PM
Proposal Due	7/23/2019 at 2:00 PM
Final Selection of Firm	7/30/2019
Board of Education Approval	9/19/2019

5.0 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 proposed team and a description of the organizational structure.

C. Resumes

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

D. References

Provide two for each key team member.

E. 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 similar services to school districts that are comparable in size and urban environment to that of the SDP. Provide a maximum of 3 examples of relevant projects completed in the last 3 years. Examples must include a sample Ed Specs and Design Standard handbook as well as Tech Specs.

F. Project Schedule

Board Resolution	09/19/2019
NTP	09/20/2019
Development Plan and Schedule	10/18/2019
Department Chair Meeting Summary	11/18/2019
Draft Design Guidelines and Ed Specs	02/10/2020
Final Design Guidelines and Ed Specs	3/30/2020
Draft Technical Specs	5/01/2020
Final Technical Specs	9/25/2020

G. 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.

H. 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>.

I. 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.

J. 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.

K. 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.

L. 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 10%-15% sub-consultant participation with either a minority-owned business enterprise(s) and/or with a woman-owned business enterprise(s).

M. Fee Proposal - See Attachment “D”

The method of compensation shall be based on the Lump Sum Cost Method. 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.

Reimbursibles: 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.

N. 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.

6.0 Project Intent and Scope of Work

A. Goals

Educational Specifications, Design Guidelines, and Technical Standards are the key components that form the foundation for sound K-12 capital improvement planning and implementation. The successful proposer shall create model Educational Specifications, Design Guidelines, and Technical Specifications to serve as a basis for site-specific programming and implementation for capital projects.

1. Educational Specifications (Ed Specs):

Ed Specs are a document describing the spatial, quantitative and qualitative characteristics of school facilities. There are several purposes for Ed Specs, including the following:

- Provide modern educational spaces to all students that reflect current pedagogy around 21st century teaching and learning.
- Facilitate consensus within the School District around expectations and requirements for planned school facilities.
- Efficiently communicate between the SDP and consulting architects and engineers, to help guide architectural programming and building design for renovations, additions, and new schools.
- Serve as a framework to ensure equity across the SDP, with an articulated balance of consistency and customization as appropriate to best serve the students and the SDP.

The Ed Specs package will include a Program of Requirements worksheet with automated calculations for school size and cost for each capacity model.

2. Design Guidelines:

Design Guidelines are a companion volume to be developed simultaneously with the Ed Specs. The Guidelines shall provide direction and more detailed instructions about how to approach design for the SDP. They must provide technical recommendations and highlights for project development as well as explain the project development and review processes. Some of the Design Guidelines goals are listed below:

- Provide clear guidance to Architects and Engineers to generate school designs, for existing and new facilities, that promote the District's Action Plan.
- Establish efficient and clear design phase processes and procedures for Design Consultants and all SDP stakeholders from the Programming Phase through to Bidding, including coordination of the scope determination process, design consultant selection criteria, guidance for design phase submissions and reviews, recommended project timelines and design phase durations for various project types, contract document formatting conventions... and all associated form templates in Adobe PDF fillable form.
- Establish cost per square foot for new facilities.
- Establish 3 capacity models per grade organization type for new facilities.
- Establish site design guidelines for exterior grounds, including athletics, recreational, educational, play and general site design.

3. Design Standards (Tech Specs):

Tech Specs shall support uniformity of practice and a standardized quality of construction through the establishment of a uniform technical criteria. Some of the Tech Specs goals are as follows:

- Ensure durability and maintainability.
- Promote sustainability and wellness.
- Set standards that reflect contemporary technology, building science, and educational pedagogy in a cost effective manner.
- Synthesize the specs of various SDP departments including, but not limited to, Maintenance, Facilities, Transportation, Food Services, IT, School Safety, Education Technology, etc.
- Establish sets of interior packages, construction types, standardized major systems, etc. to simplify the project procurement process and ensure contractors can competitively bid the projects while maintaining desired construction quality.
- Establish exterior specifications and typical standard details for site-related elements, to include but not limited to: exterior stair and handrail, ADA ramps, pavement, playground, athletic and sports equipment and materials, fencing, landscaping, earthwork, and soils.

B. Scope of Work

The successful proposer shall:

- Create model Educational Specifications and Design Guidelines to serve as a basis for site-specific programming and implementation for major capital projects.
- Develop a workplan with milestones for the development of an overarching document as well as variations reflecting typical organizational models at a range of expected/desired enrollment capacities.
- Establish a participation plan to include a Core Group, an Advisory Committee, and a Focus Group.
- Develop an outreach plan to encompass appropriate stakeholder groups and incorporate the meetings, surveys, and other strategies into the workplan.
- Hold a Kick-Off Meeting to share the workplan for all deliverables with the Core Group and to assess existing standards and comparative needs to be addressed within the new Ed Specs, Design Guidelines, and Tech Specs.
- Work with the Core Team and Advisory Committee to establish high level goals and preconditions for success.
- Facilitate workshops for Ed Specs, Tech Specs, and Design Guidelines.
- Collaborate with focus groups consisting of key stakeholders, including departmental experts, facilities and operations staff, and others as appropriate.
- Develop Guiding Principles.
- Using actual and/or virtual tours and other planning/engagement strategies, the successful proposer shall guide the advisory Committee through a process of discernment in regard to key planning principles.

- Develop the Educational Specification Template and Spatial Types for approval by the SDP. Provide cost impact on construction using cost data supplied by the SDP applied to various models (based on additive GSF for each typology) in preliminary draft form so that the SDP can provide input as to acceptable cost ranges prior to finalization of models.
- Finalize the Ed Specs and Design Guidelines, including all illustrations and graphics of the interior and exterior environments of the schools.
- The successful proposer shall be prepared to present to the SDP leadership their findings and recommendations.
- Develop Tech Specs which promote quality, performance, and maintainability while allowing for competitive bidding and equal opportunity. The Technical Standards manual shall be organized and formatted according to MasterSpec and include all Divisions except 00 and 01. Each section shall include three parts: General, Products and Execution.
- The Final Ed Specs, Design Guidelines, and Design Standards/ Tech Specs shall be readily accessible in three volumes (with appendices as appropriate). They shall be formatted for hard copy and on-line versions. As part of this package, SDP expects an Appendix of typical design details for the interior building and exterior site elements. Design details must be provided as individual .pdf sheets with title blocks on 8.5x11" paper, to allow for easy upload to Office of Capital Programs' website for easy download, along with companion AutoCAD files.

7.0 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:

- a. 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;
- b. Technical competence and qualifications of the assigned personnel as evidenced by professional experience, registration, and certifications to perform the related scope of work;
 - c. The quality of references from past or current clients, preferably for the projects performing similar professional services;
 - d. 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.

8.0 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 10%-15% 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 _____



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 _____ Date: _____
Authorized Representative

ATTACHMENT “D”

Fee Proposal Cover Sheet – Page 1 of 3

School District of Philadelphia

PROFESSIONAL ARCHITECTURAL SERVICES

for

EDUCATIONAL SPECIFICATIONS, DESIGN GUIDELINES & STANDARDS

Please acknowledge the following by signing where indicated below.

Method of Compensation

The method of compensation for this project shall be based on the Lump Sum Cost Method, see the “Professional Services Sample Contract.” Hourly rates will be utilized for additional services.

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

The Proposer’s lump sum 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
EDUCATIONAL SPECIFICATIONS, DESIGN GUIDELINES & STANDARDS**

PRIME PROPOSER'S FIRM: _____

Provide the following:

Proposed Ed Specs Fee \$ _____

Proposed Design Guidelines Fee \$ _____

Proposed Technical Specs Fee \$ _____

Proposed Total Lump Sum Fee \$ _____

