

**ATTACHMENT A**

**STANDARD FORM 330**

**ARCHITECT - ENGINEER QUALIFICATIONS FORM**

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

**The Professional Service Qualification Forms can be downloaded by clicking on the following link:** <http://www.gsa.gov/portal/forms/download/116486>

**It may take a few minutes for the file to open.**

## **ATTACHMENT B**

### **SAMPLE PROFESSIONAL SUPPLEMENTAL STAFFING CONTRACT**

**The “Professional Supplemental Staffing Contract” shall serve as a “sample” document for the firms to review. Said “sample” contract shall not be construed as a contract between the Firm and the SDP. The Sample Contract can be viewed by clicking on the following link.**

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

**I have read the sample “*Professional Supplemental Staffing Contract*” and agree to enter into a Contract for this Project under the Terms and Conditions of the Contract and will not take any exceptions to the Terms and Conditions.**

**Firm Name: \_\_\_\_\_ Corporate Seal:      Affix Here**

**Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date:**

**(Principal/Owner)**

## **ATTACHMENT C**

### **City of Philadelphia Tax Compliance**

Provide a copy of your firm's "Certificate of Tax Clearance" with the City of Philadelphia.

You can search your firm's tax compliance by clicking on the following web link:

<https://secure.phila.gov/revenue/TaxCompliance/>

If your firm is compliant, you can print out the "Certificate of Tax Clearance".

If your firm is not tax compliant, please contact the City Revenue Department Tax Clearance Unit at (215) 686-6565.

**ATTACHMENT D**  
**ANTI-DISCRIMINATION POLICY**  
**of the**  
**SCHOOL DISTRICT OF PHILADELPHIA**  
**ADOPTED NOVEMBER 14, 2007**

**SECTION 1. THE POLICY**

It is the policy of the School District of Philadelphia (the "District") acting through and by the School Reform Commission (the "SRC") to ensure equal opportunity in all contracts let by the District (the "Contracts"). In light of this policy, the District has adopted this Anti-discrimination Policy (the "Policy") which is applicable to all Contracts, including but not limited to, Contracts for the design, development, construction, operation and maintenance of school buildings and other buildings and structures owned, leased or used by the District or its contractors, assignees, lessees and licensees (the "Facilities"); Contracts for professional services and Contracts for the purchase of goods, services, supplies and equipment for the District and the Facilities. The objective of the Policy is the promotion of prime contract and subcontract opportunities for minority and woman-owned business enterprises ("M/W/BEs") that are approved by the District or that are certified by the Minority Business Enterprise Council of the City of Philadelphia, Southeastern Pennsylvania Transportation Authority or any other certifying agency designated by the District in its discretion.

The fundamental requirement of the Policy is that all contractors, vendors and consultants that contract with the District (the "Contractors"), satisfy the District that they will: (1) not discriminate against any person in regard to race, color, religion, age, national origin, sex, ancestry, handicap or disability; and (ii) provide a full and fair opportunity for the participation of M/W/BEs in Contracts. Contractors must demonstrate that the participation of M/W/BEs is "meaningful and substantial" in all phases of a Contract under criteria adopted by the District. "Meaningful and substantial" shall be interpreted by the District as meaning the range of participation that reflects the availability of bona fide M/W/BEs in the Philadelphia Metropolitan Statistical Area. Participation shall be measured in terms of the actual dollars received by M/W/BEs.

As used in this Policy, the word "Contractors" includes any person, firm, partnership, non-profit corporation, for-profit corporation, limited liability company or other legal entity that contracts with the District. For purposes of this policy, "minority person" refers to the following: African American or Black (persons having origins in any of the Black racial groups of Africa); Hispanic American (persons of Mexican, Puerto Rican, Cuban, Dominican, Central or South American, or other Spanish or Portuguese culture or origin regardless of race); Asian American (persons having origins from Japan, China, Taiwan, Korea, Burma (Myanmar), Vietnam, Laos, Cambodia (Kampuchea), Thailand, Malaysia, Indonesia, the

Philippines, Brunei, Samoa, Guam, the U.S. Trust Territories of the Pacific Islands (Republic of Palau), the Commonwealth of the Northern Marianas Islands, Macao, Fiji, Tonga, Kiribati, Juvalu, Nauru, Federated States of Micronesia, Hong Kong, India, Pakistan, Bangladesh, Bhutan, the Maldives Islands, Nepal or Sri Lanka); and Native Americans (which includes persons who are American Indians, Eskimos, Aleuts or Native Hawaiians).

## **SECTION 2. PROCEDURES FOR IMPLEMENTATION**

### **1. Articulation of the Policy. Staffing and Reporting**

The Office of General Counsel and Office of Small Business Development will develop language to be included in bid solicitations and requests for proposals that clearly sets forth the objective of the Policy (the "Solicitation Language"). District employees shall include the Solicitation Language in all bids, public solicitations, requests for proposals and all communications to potential Contractors, including those who wish to provide professional services to the District. The Policy shall be articulated to the public in general, and to each Contractor, assignee, lessee or licensee doing or seeking to do business with the District. The District may employ additional staff or contract with other public or private entities to assist in the implementation of the Policy. SBD shall provide the SRC with annual reports on the level of M/W/BE participation in all contracting activities.

### **2. Promotion of M/W/BEs**

The District recognizes the importance of having meaningful and substantial M/W/BE participation in all Contracts. To that end, the District will take steps to ensure that M/W/BEs are afforded a fair and equal opportunity to participate. Those steps may include but are not limited to: (i) making public contracting opportunities; (ii) advertising in newspapers and periodicals published by community-based organizations and M/W/BEs; and (iii) designing bid packages in such a way as to promote rather than discourage M/W/BE participation.

### **3. Contracting Requirements**

#### ***a. Bids, Request for Proposals and Public Solicitations***

Prior to the dissemination of any bid, request for proposals or public solicitation (the "Solicitation"), the applicable contracting department of the District shall submit proposed ranges of M/W/BE participation in the area to be bid (the "Participation Range") to SBD for approval. The Participation Range, as approved by SBD, shall be included in each Solicitation and, if applicable, the Solicitation shall include the names and addresses of bona fide M/W/BEs that are available for contracting or joint-venture opportunities. Each bidder or respondent shall be required to submit: (i) a plan with its bid or proposal that meets the Participation Range set forth in the Solicitation and lists the names, addresses, dollar amounts and scope of work to be performed by M/W/BEs (the "Participation Plan"); or (ii) brief narrative explaining its reasons for not submitting a Plan that meets the Participation Range set forth in the Solicitation. Submission of the Participation Plan is an element of responsiveness. Failure to submit a completed Participation Plan or a narrative explaining the reasons that the Participation Ranges could not be met may result in the rejection of a bid or proposal. If the Participation Range in a bid or proposal meets or exceeds the level determined by the District to be meaningful and substantial, there shall be a presumption of compliance with the Policy. If, however, the proposed Participation Range falls below the level determined by the District to be meaningful and substantial, the bidder or respondent must prove to the satisfaction of the District that it did

not discriminate in the solicitation of potential subcontractors and/or joint venture partners.

***b. Contracts for Professional Services***

Contracts for professional services that are not the subject of a Solicitation must also include approval Participation Plans. If a proposed Contract for professional services is subject to the approval of the Limited Contracts Authority Committee of the District (the "LCA"), the applicable contracting department shall submit a proposed Participation Plan for the written approval of SBD prior to the submission of the Contract to the LCA. In instances where proposed Contract for professional services must be approved by a Resolution adopted by the SRC, SBD's approval of the Participation Plan shall be incorporated into the on-line resolution process prior to the submission of Resolution to the SRC.

**4.Sanctions**

The Participation Plan shall be a part of each Contract between the District and a Contractor and shall be enforceable as any other contractual term or condition. Sanctions for breach of a Participation Plan may include suspension, cancellation of the Contract and/or disbarment from future contracting opportunities with the District.

## **EQUAL OPPORTUNITY**

### **A. EQUAL OPPORTUNITY**

The School District of Philadelphia (the "School District") is an Equal Opportunity Employer and demands no less of the companies with which it does business. The School District will not do business with companies or persons who unlawfully discriminate on the basis of race, color, national origin, sex, creed, disability, or any other impermissible ground in their hiring, promotion, subcontracting or procurement practices. By submitting any proposal to contract or entering into any contract with the School District, the Respondent (the "Respondent") represents and certifies that Respondent is an Equal Opportunity Employer; and conducts business affairs without improper regard to race, color, national origin, sex, creed, or disability, and has not been debarred, suspended, or declared ineligible to contract by any public or private agency or entity because of the Respondent's discriminatory practices. If the Respondent has been debarred or suspended, Respondent must submit a statement with the bid identifying the debarment or suspending entity and giving the date that the debarment or suspension was or is scheduled to be lifted. All certifications contained in a Respondent's proposal are material representations of fact upon which reliance will be placed if the School District awards a contract pursuant to this Request for Proposals. If it is later discovered or determined that the Respondent knowingly rendered an erroneous certification, then the School District may pursue available remedies, including termination of the contract.

### **B. NON-DISCRIMINATION**

#### **1. Non-Discrimination in Hiring**

The Respondent agrees that it will comply with provisions of the Philadelphia Fair Practices Ordinance administered by the Human Relations Commission of the City of Philadelphia, the Pennsylvania Human Relations Act. No. 222, October 27, 1955, as amended, 43 P.S. Section 951 et seq; Title 7 of the Civil Rights Act of 1964, 42 U.S.C. Section 2000 et seq., and all pertinent regulations adopted pursuant to the foregoing in providing equal employment opportunities in connection with all work performed by it pursuant to any contract awarded to Respondent, ( the "Contract"). The Respondent, therefore agrees:

That it will not discriminate nor permit discrimination by its agents, servants or employees against any employee or applicant for employment with regard to hiring, tenure or employment, promotion, or any other terms, conditions or privileges of employment because of race, color, sex, religion, age, national origin, sex, ancestry, handicap or disability and will move aggressively as is hereinafter set forth to prevent same.

In all publications or advertisements for employees to work at the job site covered by the Contract placed by or on behalf of the Respondent, the Respondent will state that all qualified applicants will receive consideration for employment without regard to race, color, religion, age, national origin, sex, ancestry, handicap or disability.

The Respondent will notify each labor union or workers' representative from whom it seeks

workers of the Respondent's commitment as set forth in its proposal, and request that each union or workers' representative include minority group members and women among its referrals.

The Respondent will hire minority and female workers for the skilled and unskilled jobs required to perform the Contract in proportion to their availability in the relevant labor pools in the Philadelphia Metropolitan Statistical Area, or to their availability in its qualified applicant pool, whichever is greater.

The Respondent will post in conspicuous places available to its employees and to applicants for employment, a notice of fair practices to be provided by the Philadelphia Human Relations Commission.

The Respondent will maintain a work environment free of harassment, intimidation and coercion, and will ensure that all on-site supervisory personnel are aware of and carry out Respondent's obligation to maintain such a working environment.

That it will identify on each certified payroll form submitted to the School District those of its employees who are minority group members and those who are female. As used here, "minority" means African American, Hispanic, Asian, or Native American. The School District shall at all times have access to work site and to the Respondent's employment records to assure compliance with this subsection.

That it will maintain on forms to be supplied by the School District, the name, race, sex, national origin, skill or craft, address, telephone number, and source of referral of each applicant for employment, which record shall show which applicants were hired.

That in the event apprentices are hired in any skilled craft area, the Respondent will endeavor to hire equal numbers of culturally diverse male and female trainees in each skill area.

## **2. NON-DISCRIMINATION IN CONTRACTING**

It is the policy of the School District of Philadelphia, that business concerns owned and controlled by minority group members and women shall have full and fair opportunity to participate in performance of contracts let by the School District. A Respondent's plan to joint venture with or subcontract to minority and woman-owned firms (M/WBEs) and/or to utilize M/WBEs as sources of supplies, equipment, or services will be a significant part of the evaluation of the Respondent's responsibility.

The Respondent will consider all proposals from potential M/WBE firms and document on the forms supplied by the School District, the reasons for not entering into a joint venture or subcontract with a M/WBE.

**Respondent to this RFP will include 15%-20% sub-consultant participation with either a minority-owned business enterprise(s) and/or with a woman-owned business enterprise(s).**

Where the Respondent proposes to perform the total contract with its own work force without any joint venture or subcontracting, before the contract is awarded, the Respondent will submit to the School District, information sufficient for the School District to determine that the Respondent has made a good faith effort to attain meaningful and substantial participation of M/WBEs.

The Respondent's agreement to meet the requirements of the Section is a material representation of fact upon which reliance will be placed if a contract is awarded. If it is later determined that the Respondent has not made a good faith effort to comply, within the School District's sole judgment, the School District may pursue available remedies, including suspension or debarment



of the Respondent from future School District work as non-responsible.

### **3. LIABILITY OF SUBCONTRACTORS**

Any subcontractor of the Respondent shall have the same responsibilities and obligations as the Respondent to comply with the provisions of this Section and shall be subject to the same penalties for failure to comply as set forth below.

### **4. PENALTIES FOR FAILURE TO COMPLY**

It is hereby agreed that failure to comply and demonstrate a good faith effort to comply with the foregoing requirements shall constitute a substantial breach of the Contract.

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

(seal)

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

## MINORITY/WOMAN-OWNED BUSINESS ENTERPRISE (MWBE) PARTICIPATION PLAN FORM

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins or other markings on the paper.

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

**ATTACHMENT F**

**Fee Proposal Sheet - Page 1 of 1  
To Provide**

**Professional Supplemental Staffing Services on an as-needed basis**

**PROPOSING FIRM:** \_\_\_\_\_

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

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

## **ATTACHMENT G**

### **SCHEDULE OF JOB DESCRIPTIONS**

Job Title: Licensed Architect

Reports to: Design Manager

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

#### **Job Essential Duties and Responsibilities:**

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

Responsibilities will include the following:

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

#### **Desired Skills and Experience:**

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

#### **Requirements :**

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

## **ATTACHMENT G**

### **SCHEDULE OF JOB DESCRIPTIONS**

Job Title: Landscape Architect

Reports to: Design Manager

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

#### **Job Essential Duties and Responsibilities:**

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

Responsibilities will include the following:

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

#### **Desired Skills and Experience:**

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

#### **Requirements :**

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

**ATTACHMENT G**  
**SCHEDULE OF JOB DESCRIPTIONS**

Job Title: Professional Engineer

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

Reports to: Design Manager

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

**Job Essential Duties and Responsibilities:**

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

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

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

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

Responsibilities will include the following:

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

**Desired Skills and Experience:**

**ATTACHMENT G**

**SCHEDULE OF JOB DESCRIPTIONS**

Job Title: Professional Engineer (continued)

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

**Requirements :**

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

## **ATTACHMENT G**

### **SCHEDULE OF JOB DESCRIPTIONS**

Job Title: Technical Specification Writer

Reports to: Design Manager

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

#### **Job Essential Duties and Responsibilities:**

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

#### **Teamwork:**

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



**ATTACHMENT G**  
**SCHEDULE OF JOB DESCRIPTIONS**

Job Title: Technical Specification Writer (continued)

**Required Skills :**

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

**Required Experience :**

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

**ATTACHMENT G**  
**SCHEDULE OF JOB DESCRIPTIONS**

Job Title: Cost Estimator

Reports to: Contracts Manager

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

**Job Essential Duties and Responsibilities:**

**A. Design Development Phase**

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

**B. Construction Administration Phase**

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

**ATTACHMENT G**  
**SCHEDULE OF JOB DESCRIPTIONS**

Job Title: Claims Analyst

Reports to: Contracts Manager

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

**Job Essential Duties and Responsibilities**

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

**Required Skills:**

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

**Qualifications:**

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

**ATTACHMENT G**  
**SCHEDULE OF JOB DESCRIPTIONS**

Job Title: Project Manager

Reports to: Construction Manager

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

**Job Essential Duties and Responsibilities:**

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

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

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

**Essential Functions:**

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

**ATTACHMENT G**  
**SCHEDULE OF JOB DESCRIPTIONS**

Job Title: Project Manager (continued)

Minimum Requirements

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

## **ATTACHMENT G**

### **SCHEDULE OF JOB DESCRIPTIONS**

Job Title: Assistant Project Manager

Reports to: Project Manager

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

#### **Job Essential Duties and Responsibilities:**

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

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

#### **Essential Functions:**

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

#### **Minimum Requirements**

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

## **ATTACHMENT G**

### **SCHEDULE OF JOB DESCRIPTIONS**

**Job Title: Environmental Project Manager**

**Department: Capital Programs**

**Reports To: Environmental Director**

#### **Job Summary**

This is supervisory work managing the activities of supervisory staff and journeyman level workers engaged in asbestos abatement, lead stabilization, mold remediation and oil and soil projects at various locations throughout the District. Work involves oversight as a Project Manager on various Capital Improvement Projects that involve Environmental Coordination and/or that involve Asbestos Abatement, Lead Paint Stabilization, Mold Remediation and/or a Soils Management Plan. In addition, this work involves coordinating the activities of a group of asbestos workers through the assignment of work projects by the abatement supervisor and Asbestos Abatement Work assignments of Asbestos Abatement Contractors. Work is scheduled for the night shift or as specified. Work is performed under the direction of the Environmental Director. An employee in this class supervises subordinate technical staff, and implements departmental and contracted asbestos, lead and mold remediation programs, policies and procedures. The work must include responsibility for the management of local and state mandated compliance programs and analyses of abatement work practices for compliance with health standards, policies and procedures.

#### **Essential Functions**

- Reviews work orders and requisitions and determines priorities; estimates project completion time and costs; provides information for regulatory paperwork/notifications completion indicating scope of work description and anticipated date of completion; ensures that regulatory notifications do not expire.
- Assigns work projects to supervisor; communicates with supervisor to determine the status of projects and any anticipated hurdles that may delay the job; inspects completed work projects for conformance with accepted asbestos abatement standards.
- Makes estimates of materials necessary for the completion of projects; contacts vendors as necessary to obtain supplies.
- Schedules the activities of outside consultants for project design and/or quality assurance work.
- Schedules the activities of outside contractors for remediation activities per the project design and/or quality assurance work.
- Ensures that asbestos samples are sent to state accredited labs for testing; reviews and analyzes data/results supplied by outside labs and consultants; may make adjustments to project specifications depending upon lab results.
- Coordinates the activities of asbestos abatement personnel; monitors employee sick and vacation time; maintains necessary personnel records.
- Performs related work as required.

## **Minimum Requirements**

### **EDUCATION**

Education equivalent to the completion of a Bachelor's degree program at an accredited college, university, or technical institute which has included at least twenty (20) semester hours of coursework in science, engineering, public health, environmental science or related field.

AND

### **GENERAL EXPERIENCE**

Two years of experience in the asbestos abatement field.

AND

### **SPECIFIC EXPERIENCE**

Two years of experience supervising employees in an asbestos removal compliance program.

## **Knowledge, Skills and Abilities**

### **Knowledge of:**

- the principles and practices of asbestos abatement, Lead Stabilization and Mold Remediation
- all applicable laws and regulations for asbestos abatement, Lead Paint Stabilization., Mold Remediation and associated activities of containment, removal and disposal of each discipline
- the applicable laws and regulations for the licensing and certification of asbestos, Lead Paint Stabilization (Abatement and US EPA Renovation, Repair and Painting (RRP) workers and consultants
- current developments and trends in the field of asbestos abatement, lead stabilization and mold remediation
- research methods and measurement techniques relating to the identification and removal of asbestos hazards
- supervisory methods and techniques

### **Ability to:**

- direct a supervisory staff and contracted off-site and on-site professional service personnel
- resolve complex asbestos abatement, lead stabilization and mold remediation problems
- develop operational goals to achieve desired output
- assign and direct a large variety of work projects
- prepare clear, concise, and technically sound evaluation reports
- express ideas effectively, both orally and in writing
- establish and maintain effective relationships with associates, asbestos contractors and workers, firm owners and their representatives, governmental agencies, and members of the School District of Philadelphia and its stakeholders
- interpret and implement ordinances and statutory requirements related to asbestos, lead based paint, lead in water, mold and all associated state of art removal, remediation and control



### **SPECIAL MEDICAL REQUIREMENTS**

- Before a candidate can be employed for this position, he/she must successfully pass a physical examination for Respiratory Clearance as legally required by the regulations of OSHA, the EPA and the state of Pennsylvania.

### **REQUIRED LICENSE**

- Possession of a proper class license valid to operate a motor vehicle in the Commonwealth of Pennsylvania prior to appointment and during tenure of appointment.
- Possession of a valid EPA approved Asbestos Worker/Supervisor Certificate.
- Possession of a valid Asbestos Worker/Supervisor license as issued by the state of Pennsylvania and the city of Philadelphia.
- Possession of a valid EPA approved Building Inspector and Management Planner Certificate.
- Possession of a valid Asbestos Building Inspector and Management Planner license as issued by the state of Pennsylvania and the city of Philadelphia.

**ATTACHMENT G**  
**SCHEDULE OF JOB DESCRIPTIONS**

Job Title: Construction Scheduler

Reports to: Design Manager

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

**Job Essential Duties and Responsibilities:**

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

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

**ATTACHMENT G**  
**SCHEDULE OF JOB DESCRIPTIONS**

Job Title: Clerical

Reports to: Contracts Manager

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

**Job Essential Duties and Responsibilities:**

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

## **ATTACHMENT G**

### **SCHEDULE OF JOB DESCRIPTIONS**

Job Title: Database Analyst Programmer/Coordinator

Reports to: Contracts Manager

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

#### **Job Essential Duties and Responsibilities:**

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

#### **Essential Functions**

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

#### **Other Functions**

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

#### **Minimum Requirements**

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

## **ATTACHMENT G**

### **SCHEDULE OF JOB DESCRIPTIONS**

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

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

#### **Knowledge, Skills and Abilities**

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