



REQUEST FOR PROPOSALS

and

BIDDING DOCUMENTS

for

Multi-Project/Multi-Phased Renovations Project #13070

7th Floor Restroom Renovations 7th, 10th, & 11th Floor Interlocking Entry Doors 10th Floor Renovations

at

Community Behavioral Health

801 Market Street
Philadelphia, PA 19107

Prepared by: Kitchen & Associates

Key Dates:

Voluntary Site Visit - Access to Building: December 8, 2021 at 9:00 AM

Questions: Questions must be in writing and should be sent to the attention of Danielle Sabatelli, Senior Interior Designer at Kitchen & Associates at email address dsabatelli@kitchenandassociates.com. Questions must be received by Tuesday, December 14, 2021 at **NOON EST.**

Bid Submission Deadline: General Contractors must submit an electronic version of the RFP response prepared as a PDF document and email to Danielle Sabatelli, Senior Interior Designer at Kitchen & Associates at email address dsabatelli@kitchenandassociates.com by Thursday, December 23, 2021 at **2:00 PM EST.**

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER – WOMEN,
MINORITY INDIVIDUALS AND PEOPLE WITH DISABILITIES ARE
ENCOURAGED TO RESPOND

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ADDITIONAL APPENDICES AND ATTACHMENTS (posted alongside this RFP)

APPENDIX 1: DRAWINGS (drawings posted separately)
APPENDIX 2: EXAMPLE OF DETAILED BID FORM

ATTACHMENT A: RESPONSE COVER SHEET
ATTACHMENT B: CITY OF PHILADELPHIA TAX/REGULATORY STATUS
ATTACHMENT C: CITY OF PHILADELPHIA DISCLOSURE PACKET
(forms posted separately)
ATTACHMENT D: CITY OF PHILADELPHIA DISCLOSURE OF LITIGATION
ATTACHMENT E: TERMS AND CONDITIONS
ATTACHMENT F: ATTESTATION OF QUALIFICATIONS
ATTACHMENT G: CONTRACTOR BID FORMS
ATTACHMENT H: USE OF SUBCONTRACTORS

1. Project Overview

1.1. Introduction/Statement of Purpose

Community Behavioral Health (CBH) is issuing this Request for Proposals (RFP) to contract with a qualified, independent General Contractor who specializes in Corporate Commercial Construction. It is the intent of this RFP to solicit proposals from all interested General Contractors possessing expertise in these services within the guidelines established in this RFP. The CBH Administrative Management department will be managing the contract.

1.2. Project Background

The purpose of this CBH Request for Proposal is to solicit proposals from interested “Union” Corporate Commercial Construction Companies with documented expertise performing renovations within a corporate office space, renovations with a multi-phased scope and schedule. All the requirements are specified in the scope of work section (Section 2.2. Services to be Provided/Required Tasks of this RFP).

1.3. Request for Proposals

CBH anticipates selecting one “Union” Commercial Construction Contractor to provide all the services specified in this multi-project and multi-phased RFP. **The referenced vendor, bidder, or applicant pertains to Owners Representatives and/or General Contractors submitting a proposal/bid for the project’s Scope of Work.** Performance Bond, Bid Bond, and/or Certificate of Insurance may be requested upon evaluation of bids, as determined by CBH.

1.4. General Disclaimer

This RFP does not commit CBH to award a contract. This RFP and the process it describes are proprietary and are for the sole and exclusive benefit of CBH. No other party, including any General Contractor, is intended to be granted any rights hereunder. Any response, including written documents and verbal communication, by any General Contractor to this RFP, shall become the property of CBH and may be subject to public disclosure by CBH.

2. Scope of Work

2.1. Project Details

The overall objective of this RFP is to identify one qualified General Contractor who can provide professional Corporate Commercial Construction services.

2.2. Services to be Provided/Required Tasks

More specifically, Community Behavioral Health is seeking a General Contractor to provide the following services/project deliverables:

General Contractor Services:

- Solicit bids from contractors
- Recommend subcontractors to owner's team
- Permit Acquisition
- Cost management
- Maintain construction schedule
- Quality/scope assurance
- Document control
- Implementation of safety procedures
- Manage and monitor the project site
- Building Inspections
- Operation and maintenance start up training
- Project closeout documentation

The selected General Contractor must also exhibit the capability and willingness to provide the above services on a broad scope, as well as for smaller, individualized projects.

2.3. Monitoring

The CBH Administrative Management department will be managing the contract. An individual from that unit will be identified as the point person for the work to be conducted under the contract that is developed through this RFP and will monitor those activities for the duration of the contract.

2.4. Reporting Requirements

Written progress reports will be required on a mutually agreed upon periodic basis to document the progress of the work to be performed. This will be no less frequent than twice a month. In addition, CBH may request additional reports over the course of the contract.

2.5. Compensation/Reimbursement

A fee schedule must be provided based upon your best understanding of the scope intent of the project and the services to be delivered. This should be presented as a detailed list of charges/cost for services, including hourly personnel rates for all staff assigned to this project, subcontractor fees, reimbursable expenses, and other miscellaneous costs and fees. Services for the proposed project will be reimbursed as they are incurred through submission of invoices to CBH on a monthly basis.

While CBH may award a contract based on the initial offer, a General Contractor should make its initial offer on the most favorable terms available. CBH reserves the right, however, to have discussions with those potential consultants falling within a competitive range, and to request revised pricing offers from them and to make an award or conduct negotiations thereafter.

2.6. Organization and Personnel Requirements

CBH is seeking a General Contractor with the requisite skills and abilities to perform the work/renovation/construction being sought through this RFP. The selected General Contractor must have at least ten years of experience completing projects of this type, and/or related work. General Contractors should include credentials from certifying organization(s) that attest to the capabilities of the organization or of any of the individuals employed by the organization that will be working on the proposed project.

2.7. Technology Capabilities

General Contractors must have the technology capabilities required to perform the proposed activities in this RFP.

3. Proposal Format, Content, and Submission Requirements; Selection Process

3.1. Required Proposal Format

3.1.1. Format Structure

3.1.1.1. Proposal Cover Sheet

The cover sheet (see Attachment A) should be completed with the General Contractor's information and included as the first page of the proposal.

3.1.1.2. Table of Contents

A table of contents should be included as the second page of the proposal with each section of the proposal identified and with a page number for the first page of each section.

3.1.1.3. Format Requirements

Proposals must be prepared simply and economically, providing a straightforward, concise description of the General Contractor's ability to meet the requirements of the RFP. Each proposal must provide all the information detailed in this RFP using the format described below. The narrative portion of the proposal must be presented in print size of 12, using a Times New Roman font, single spaced on 8.5" by 11" sheets of paper with minimum margins of 1". For each section where it is required, the General Contractor must fully answer all the listed questions in the outline form in which they are presented in the RFP. Answers to each question must be numbered/lettered and correspond to the numbered/lettered questions in this RFP. Failure to number and letter the questions or to respond to all questions may result in the proposal's being considered non-responsive. Each attachment, appendix or addendum must reference the corresponding section or subsection number.

3.12 Proposal Content

The proposal should follow the format below. Information should be complete and demonstrate that the General Contractor can perform the required work in a professional and quality workmanship manner.

3.12.1. General Contractor Profile/Statement of Qualification/Relevant Experience

Provide company contact information, including how long you have been in business, and the specific services you provide. Please provide a brief narrative description of the purpose, corporate status (profit or non-profit), and organizational structure of the company. Organizational charts may be used to support appropriate aspects of this narrative and included as an attachment to your proposal. Identify and briefly describe related work completed in the last three years (include construction cost of the project). Describe only work related to the proposed effort and include any examples of similar work in governmental, non-profit, or human services related organizations. Include evidence of satisfactory and timely completion of similar work performed for past projects.

3.12.2. Project Understanding and Proposed Scope of Work

Prepare a brief introduction including a general demonstration of understanding of the scope phasing and complexity of the required work. Provide a description of how the proposed services will be provided. Please include a description of each item identified in the scope of work section (Section 2.2.) and describe creative solutions and alternative approaches where feasible. Please describe how you would prefer work be developed, shared, mutually agreed upon, and assessed by CBH.

3.12.3. Personnel

Identify key personnel who will be assigned to this project. Detail their experience in work related to the proposed assignment. Specify the Project Manager who will serve as a contact person. Provide resumes and job descriptions for all individuals proposed to participate in the project. Provide copies of certifications of any individual whose job description requires a certification. In this section, also state the intention, if that is the case, to utilize subcontractors to perform any of the work for this project. For each subcontractor, provide the name and address of the subcontractor, a description of the work the subcontractor will provide, past projects that the General Contractor has used/contracted with the subcontractor and whether the subcontractor will assist in fulfilling the goals for inclusion of minority, woman, or disabled owned businesses.

3.12.4. References

Please include references with contact information from at least three organizations that have used your organization's services in the past three years and have been customers for a minimum of 12 months.

3.1.2.5. Fee Schedule

The fee schedule should include the provision of a detailed list of charges for services. The list of services should include, but not be limited to:

- a. Hourly personnel rates for all staff assigned to this project
- b. Fees for subcontractors
- c. Reimbursable rates for expenses such as printing, copies, etc.
- d. Other miscellaneous costs and fees

Final rates will be determined in negotiations with the qualified General Contractor after the proposal submissions have been reviewed and contract negotiations have begun. Although CBH may begin contract negotiations based on the submitted proposal, CBH reserves the right to have discussions with those General Contractor(s) falling within a competitive range and to request revised pricing offers from them and to make an award or conduct negotiations thereafter.

3.1.2.6. Operational Documentation and Requirements

Please make sure to include completed and signed (where applicable) attachments with your submission:

- Attachment A: CBH Administrative RFP Response Cover Sheet
- Attachment B: City of Philadelphia Tax and Regulatory Status and Clearance Statement
- Attachment C: City of Philadelphia Disclosure Forms (forms attached separately)
- Attachment D: City of Philadelphia Disclosure of Litigation form
- Attachment E: Acknowledgement of CBH Administrative Procurement Terms and Conditions
- Attachment F: Attestation of Qualifications
- Attachment G: Contractors Bid Form (Example provided in Appendix 1)
- Attachment H: Use of Subcontractors (if known at this time)

Additionally, in this section, please include the following information, either within the section itself or by reference to an attachment to your proposal:

- Tax Identification Number
- Letter attesting that all required federal, state, and local taxes (including payroll taxes) for the past 12 months have been paid
- In the case of for-profit organizations, group or individual practices, disclosure of any person or entity holding any shared ownership or controlling interest of 5% or more.
- MBE/WBE/DSBE Status – For-profit General Contractors

3.2. Selection Process

An application review committee will review all responses to this RFP. Based on the criteria detailed below, the committee will make recommendations concerning the submissions that are best able to meet the goals of the RFP.

Submissions will be reviewed based upon the merits of the written response to the RFP.

Specific scoring criteria upon which the review will be based include:

321. Threshold Requirements

Threshold requirements provide a baseline for all proposals, which means they provide basic information that all General Contractors must meet. Failure to meet all these requirements may disqualify a General Contractor from consideration through this RFP. Threshold requirements include timely submission of a complete application with all sections outlined in Section 3.2.1.6. completed. Threshold requirements include having the requisite experience and qualifications to implement the renovation(s) and being a General Contractor in good standing with the City (of Philadelphia) and CBH.

Threshold requirements also include consideration of the General Contractor's financial status, including any potential delinquencies to the City and CBH. Proposals may be rejected, if, in CBH's judgment, the General Contractor has failed to provide all information required by this RFP; has been delinquent or unfaithful in the performance of any contract with CBH or others; is delinquent, and has not made arrangements satisfactory to CBH with respect to the payment of City taxes or taxes collected by the City, or other indebtedness owed to the City or other taxing authorities; is not in compliance with regulatory codes applicable to General Contractor; is financially or technically incapable; or is otherwise not a responsible General Contractor.

CBH reserves the right to conduct investigations with respect to financial, technical, and other qualifications, and references without notice to the General Contractor.

322. Scoring by Review Committee

General Contractors that do not meet all the threshold requirements may have their proposals disqualified. For General Contractors meeting the threshold requirements, the scoring criteria for this RFP upon which the review will be based are as follows:

- Demonstrated qualifications and relevant similar experience
- Demonstrated understanding of the project as indicated by a description of each item in the scope of work section (see Bid Detail)
- As stated in the fee schedule section, likelihood that the bids will provide the best value compared to other submitted bids
- Appropriateness of staffing to complete the project

323 MBE-/WBE-/DSBE-owned and Local Businesses

Special consideration will be given for the following:

- Businesses owned and controlled by minorities, women, and disabled persons
- Philadelphia based General Contractors

4. Proposal Administration

4.1. Procurement Schedule

The anticipated procurement schedule is as follows:

RFP Event	Deadline Date
RFP Issued	December 3, 2021
Deadline to Submit Questions	December 14, 2021 by Noon
Answers to Questions on Website	December 17, 2021
General Contractor Submission Deadline	December 23, 2021 by 2:00 PM
General Contractor Identified for Contract Negotiations	January 3, 2022

CBH reserves the right to modify the schedule as circumstances warrant.

This RFP is issued on December 3, 2021. In order to be considered for selection, all responses must be delivered to the email address below **no later than 2:00 p.m. on December 23, 2021.**

- Application emails should be titled “CBH Multi-Project/Multi-Phased Renovations”. Applications submitted by any means other than submission to the email below will not be accepted.
- General Contractors must submit an electronic version of the application prepared as a PDF document – please email to dsabatelli@kitchenandassociates.com.
- Applications submitted after the deadline date and time will be returned.
- The individual General Contractor or an official of the submitting agency, authorized to bind the agency to all provisions noted in the application, must sign the cover sheet of the application (See Attachment A).

4.2. Questions Relating to the RFP

All questions concerning this RFP must be submitted in writing via email to Danielle Sabatelli, Senior Interior Designer of Kitchen & Associates at email dsabatelli@kitchenandassociates.com, by **Noon EST on December 14, 2021**. CBH will respond to questions it considers appropriate to the RFP and of interest to all General Contractors, but reserves the right, in its discretion, not to respond to any question. Responses will be posted on the CBH website by **December 17, 2021**. Responses posted on this website become part of the RFP upon posting. CBH reserves the right, in its discretion, to revise responses to questions after posting, by posting the modified response. No oral response to any General Contractor question by any CBH employee or agent shall be binding by CBH or in any way considered to be a commitment by CBH. *Contact regarding this RFP with CBH or related staff other than the individual named above, is not permitted and failure to comply with this restriction could result in disqualification.*

4.3. Interviews/Presentations

General Contractors may be required to make an oral presentation concerning various aspects of their bids to CBH and Kitchen & Associates. Such presentations provide an opportunity for General Contractors to clarify their bids to ensure a thorough and mutual understanding. CBH will schedule such presentations on an as-needed basis.