

**CITY OF PHILADELPHIA
DEPARTMENT OF FINANCE
RISK MANAGEMENT DIVISION**

**REQUEST FOR PROPOSAL FOR
OCCUPATIONAL HEALTH AND SAFETY AND ENVIRONMENTAL
HEALTH CONSULTANT SERVICES
FISCAL YEAR 2003**



DATE: May 28, 2002

PROPOSAL CONFERENCE: June 3, 2002 at 11:00 am

PROPOSALS DUE : July 1, 2002

at the RMD Office , 14th Floor, 1515 Arch Street, Philadelphia, PA 19102 (Attention: Diana Rivera)

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SECTION I - GENERAL INFORMATION

This Request for Proposal (“RFP”) provides information to enable professionals to submit a proposal for occupational and environmental health and safety, engineering and/or specialized consulting services for the Finance Department Risk Management Division (“RMD”) for the City of Philadelphia (“City”) for projects anticipated in the Fiscal 2003 Budget.

The RFP is issued by the RMD, which is to be the sole contact for the proposal request. The RMD's Project Directors and Project Coordinators will manage and coordinate all aspects of the projects, on behalf of the City. Submit all questions, inquiries, and requests for information concerning this proposal request, in writing by **June 10, 2002** to the RMD. Direct all questions to:

Ms. Diana Rivera
Divisional Deputy
City of Philadelphia
Finance Department
Risk Management Division, 14th Floor
1515 Arch Street
Philadelphia, PA 19102
Telephone: 215-683-1715
Fax: 215-683-1705
Diana.Rivera@phila.gov

In order to receive consideration deliver six (6) copies of the proposal by **July 1, 2002, 4:00 pm local time to the Risk Management Division, 1515 Arch Street, 14th Floor, Phila. PA 19102, Attention: Diana Rivera.** These submissions are not returnable. The City is not liable for any cost related to the development, preparation, transmittal or presentation of any proposal submitted in response to this RFP.

This RFP information packet contains instructions governing the proposals to be submitted and the material to be included therein; a description of the project and specific services to be provided; requirements which must be met by a proposer to receive consideration; general evaluation criteria; and other pertinent requirements. The submission of a proposal shall be considered evidence that the proposer has read and is in acceptance with this RFP.

Any modifications or changes made in this RFP will be made in writing in the form of an addendum issued by the RMD. All proposers will receive written notice of any changes or modifications, which may be made by the City. Oral communications from City personnel or others concerning this proposal request shall not be binding on the City and shall not in any way be considered as a commitment by the City.

Proposal Conference

The June 3, 2002 Proposal Conference will be held at 11:00 am in Room 18-017 on the 18th Floor of the One Parkway Building, located at 1515 Arch Street, Philadelphia, PA 19102. RMD representatives will be available to answer general questions about the RFP and contracting process.

Form of Proposal

Submit proposals in letter size, stapled, three-ring, or spiral-bound format. Conform the organization of your proposal to the following order and divisional sectioning, separated by index tabs for easy reference. Proposers are reminded to be clear and concise in their response. The proposal shall be of quality appropriate to level of the project for which you are proposing.

<u>Section</u>	<u>Description</u>
Letter of Transmittal	
Section 1	Understanding of the Project Requirements/Scope of Services/Schedule
Section 2	Project Team Organization and Team Resumes
Section 3	Related Project Experience
Section 4	Additional Required Statements
Separate Enclosure (one copy only)	Fee Proposal

In addition to a written proposal, prospective Occupational Health and Safety professionals and subconsultants may be required to give verbal presentations and to meet with the selection committee for interviews and discussion.

Form of Contract

The selected Occupational Health and Safety professional will execute a **Professional Services Contract**, which will consist of the Provider Agreement (“PA”) set forth in Appendix “C”, the General Provisions (“GP”) set forth in Appendix “D” and the Specific Project Requirements contained in Section II of this RFP. The Risk Management Director or designee shall have complete charge and management of the contract and shall be the source of authority, direction, and control of the project. Please review these items in detail as exceptions or waivers to these documents are discouraged and could affect the selection process.

Project Schedule and Budget

The schedule requirements are included in Section II of this RFP. The proposers shall thoroughly familiarize themselves with these requirements. It is expected that the contract term shall be for the period of 12 months or until completion of the work.

END OF SECTION I

SECTION II - PROJECT SUMMARY

A. Project Information

Sponsor Agency: The Finance Department Risk Management Division
Project Name: Environmental Consultant Services
Facility Names and Addresses: Various Citywide locations

Project Director: Diana Rivera, (215) 683-1715
Project Coordinator: Barry Scott, (215) 683-1720

Goals/Intent of Project

1. To provide occupational health and safety consultant services involving chemical, physical, biological and ergonomic hazards as required, including but not limited to:
 - a. Employee exposure assessments
 - b. Occupational Health and safety inspections
 - c. Indoor environmental assessments for facilities
 - d. Design of engineering exposure controls
 - e. Employee training and other presentations
 - f. Design of exposure control programs
 - g. Epidemiology and biostatistical evaluations
 - h. Compliance audits
 - i. Litigation support
 - j. Evaluation of building heating, ventilation and air-conditioning (HVAC) systems related to indoor air quality
 - k. Attendance at project meetings
2. To provide general environmental consultant services as required, including:
 - a. Environmental site assessments
 - b. Investigation of air, soil or water contamination
 - c. Environmental remediation design
 - d. Compliance audits
 - e. Review of construction projects designed by others for compliance with environmental regulations
 - f. Litigation support
3. To provide general engineering services as required

Existing Physical Conditions

Existing facilities at Citywide locations.

General Description of Work Required

Occupational health and safety for Environmental consultant services on an “as-required” basis as the need arises. Refer to Section 3, Part E, for Fee Proposal requirements.

Project Schedule

Expected Contract Award: **July 15, 2002**
Design Phase: As determined for each project

Project Financial

Consultant Budget: \$150,000 Contract Limit

B. Project Services Requirements

This section is intended only as an overview of specific services to be provided by the professional for this project(s). It should not be considered as an exhaustive list:

Proposal
Field Work
Discussion
Recommendations/Conclusions/Remediation/Follow-up

C. General Project Requirements

1. The vendor must have adequate numbers of appropriately qualified staffing to provide the required services including but not limited to certified industrial hygienists, certified safety professionals in a timely fashion.
2. All work shall be reviewed and checked prior to submission to the RMD. Qualified design professionals not involved in the design work shall perform reviews. It shall be the responsibility of the Design Professional to thoroughly coordinate drawings representing the work of different disciplines (architectural, mechanical, electrical, etc.).
3. All work shall be performed by or reviewed and approved by senior health, safety and environmental professionals, such as certified industrial hygienists or certified safety professionals approved to practice the appropriate discipline in this jurisdiction.
4. All work shall comply and be performed in accordance with appropriate federal, state and local regulations.
5. All project activities and recommendations to be made in accordance with relevant laws, regulations, codes and guidelines.
6. Periodic progress reports shall be prepared for projects lasting longer than 30 days, describing accomplishments, decisions, current status and overall progress made during that period.

END OF SECTION II

SECTION III - PROPOSAL REQUIREMENTS and EVALUATION CRITERIA

All proposals which meet the minimum respondent requirements, e.g. experience, financial capability, etc. and the minimum proposal submission requirements will be reviewed and evaluated for completeness and responsiveness according to standards and selection criteria determined by the RMD. Factors for consideration will be evaluated from information supplied in response to the RFP.

A. Proposal Section 1 - Understanding of the Project/Scope of Services/ Schedule

Section II of this RFP generally details the minimum requirements of the scope of services for this project. In the preparation of their proposal, the Professional is encouraged to expand or elaborate in a manner that reflects his understanding of the project and demonstrates his expertise and ability to perform all elements of the proposed scope of services.

The Occupational Health and Safety Professional shall provide a brief narrative that demonstrates his understanding of the project, i.e. project's goals and objectives, nature and scope of the work involved. Additionally, a brief description of the proposed project approach including work plan and strategy is required along with a description of monitoring instruments, analytical instrumentation and computer hardware and software to be utilized. The City encourages plans that incorporate the use of resource and energy efficient design alternatives. Any expanded narrative addressing alternative approaches, adequacy of budget allocation and/or key issues is encouraged and will be evaluated in its response to the stated project goals.

The Occupational Health and Safety Professional shall provide a proposed sequence of activities and schedule, which demonstrates how the firm's approach will meet the stated objectives of the project within the time allotted for the design phase. The schedule may include ideas and concepts not included in the scope of services, but which may be beneficial to the City. **The schedule should be in the form of a bar chart and include the entire design phase. Major deliverables key milestones and decision dates should be included in the schedule. City review periods should also be noted.**

B. Proposal Section 2 - Project Team Organization and Team Resumes

The Occupational Health and Safety Professional shall identify himself (including any joint venture partners or other associates) by listing the firm, address and telephone/fax numbers and contact person. If a joint venture or association between firms is proposed, describe the contractual relationship.

The proposal shall include a description of the proposed team in both narrative and chart form. The proposal should clearly indicate the relationship, roles and responsibilities of each organization and individual team member. **Key positions/individuals should be specifically identified by name and title, with narrative describing their respective areas of expertise, responsibility and reporting.**

For each key team member, describe prior experience as it relates to the technical requirements of this project and the individual's position on the project team. Describe all relevant professional

experience, academic degrees earned, professional licenses and awards, any special skills and supplementary training relevant to the requirements of this project.

Any proposed project staff who are not full-time employees of one of the corporate team members shall be clearly identified. Briefly describe their employment arrangement and availability for this project.

C. Proposal Section 3 - Related Project Experience

Provide narrative and visual descriptions (photographs and/or renderings) of projects designed by the Occupational Health and Safety Professional or other members of the Project Team which are **related** to the project for which the Proposal is being submitted. **Projects specifically relevant to the proposed project are much more important than quantity of experience.**

The following information (as a minimum) should be included for each related project (though omission will not disqualify your proposal):

1. Project Name
2. Client (corporation, public agency, etc)
3. General physical characteristics
4. Special features, accomplishments or problems
5. Specific services provided
6. Dates of service
7. Approximate consultant contract value
8. Individual references. Include contact addresses and telephone numbers. A minimum of one reference shall be included for each project.

D. Proposal Section 4 –Additional Required Statements

1. Philadelphia Tax Status and Clearance Statement-Appendix A sets forth the City's requirements with regard to this section.
2. Participation by Minority, Women, Disabled-owned Businesses-Appendix B sets forth the City's requirements with regard to this section
3. Certification of Site Visit- The Occupational Health and Safety professional shall certify that he has visited the site(s) of the proposed projects and understands the site specific issues, which will impact both design and construction.
4. Statement of Acceptance-This section must also include a statement verifying that the Occupational Health and Safety Professional has read and accepts the Professional Services Contract, General Provisions and Provider Agreement and this Request For Proposal. Any exceptions to these documents must be noted at this time.

E. Separate Enclosure – Fee Proposal

The Occupational Health and Safety professional shall submit with his proposal, in a separate envelope, a fee schedule including hourly rates for personnel and unit prices for laboratory services.

The fee schedule shall include a complete description of charges to be made in addition to professional services hourly rates, e. g. charges for reproduction or project management, if applicable. The fee schedule shall include a fee as follows:

Other professional services [*] X Direct Hourly Rate

where * signifies a multiplier for the hourly rate of professional services not included in the fee schedule.

The unit prices for laboratory services shall include rates for standard environmental services. The fee schedule shall include a fee as follows:

Other laboratory services [*] X Direct Cost

where * signifies a multiplier for the hourly rate of services not included in the fee schedule.

Copies of time sheets, laboratory analysis results, and receipts shall be submitted for reimbursement. No extra allowance will be permitted for travel or any type of travel expenses within the City or from the consultant's office to City offices or the job site.

F. Additional Factors Affecting Selection

- The project team's history and capability to provide effective, unique and innovative solutions to problems will be considered.
- The project team's demonstrated experience and capability to complete all work within established schedule and budget.
- The project team's history of producing work which can be built within the prescribed time and budget requirements may also be evaluated.
- The reputation of the Occupational Health and Safety professional, as determined by inquiries with previous and current clients and other references.
- Experience on prior City of Philadelphia projects.
- Local presence in the City of Philadelphia.
- Compensation/Fee Proposal

G. City Rights

The City reserves and may exercise the following rights and options with respect to this selection process:

1. To reject any and all proposals and reissue the RFP at any time prior to execution of a final contract.
2. To supplement, amend, or otherwise modify this RFP at any time prior to selection of one or more proposers for negotiation and to cancel this RFP with or without issuing another RFP.
3. To negotiate to accept or reject any or all of the items in any proposal and award the contract in whole or in part if it is deemed in the City's best interest to do so.
4. To reject the proposal of a proposer that, in the City's sole judgment, has been delinquent or unfaithful in the performance of any contract with the City, is financially or technically incapable or is otherwise not a responsible proposer.
5. To waive any minor informality, defect, or deviation from this RFP that is not material to the proposal.
6. To request that some or all of the proposers clarify, modify or supplement proposals.
7. As an aid in the selection process, the City may request interviews or oral presentations from one or more proposers prior to commencement of any contract negotiations.
8. As an aid in the selection process, the City may request to visit the proposer's local office as a means of verifying the consultant/ subconsultant's capability to perform the work.
9. The City may request to inspect projects referenced in the proposer's proposal.
9. The City may request recent financial statements from proposers as a means of verifying their capability to perform the work.
10. The City may conduct investigations with respect to the qualifications of each proposer and call upon references.
11. The City may require interviews or oral presentations from one or more proposers prior to commencement of contract negotiations.

END OF SECTION III

SECTION IV - CONTRACT REQUIREMENTS, AWARD AND NEGOTIATION

A. General Consultant Professional Service Contract, General Provisions and Provider Agreement

The Occupational Health and Safety Professional shall provide professional services in accordance with Appendix “C” and Appendix “D” . Please give close attention to the City’s indemnification and insurance requirements as set forth in Article IX of the GP.

B. Contract Preparation Fee

The successful proposer will be required to pay a contract preparation fee imposed by the City’s Law Department; the fee is waived for non-profit corporations. Section 17-701 of The Philadelphia Code establishes a fee schedule for contract preparation. Fees are based upon the amount of the contract. A copy of the fee schedule is attached as Appendix E.

C. The Philadelphia Tax Status and Clearance Statement

The Philadelphia Tax Status and Clearance Statement (Appendix “A”) must be executed and submitted with the proposal by the Occupational Health and Safety professional and subconsultants.

D. MBEC Requirement

This section informs respondents of Minority Business Enterprise Council participation on this contract. (See Appendix “B”)

E. Reservation of Rights and Contract Award

The City intends to enter into contract negotiations with the most qualified firm(s) based upon their response to this RFP. However, the City reserves the right to terminate any negotiations at any time or conduct simultaneous, competitive negotiations with multiple firms. The City reserves the right to negotiate acceptable terms in an otherwise unacceptable proposal. Such negotiations may result in changes in terms material to this RFP; in such event the City shall not be obligated to inform other proposers of the changes, or permit them to revise their proposals accordingly, unless the City, in its sole discretion, determines that doing so and permitting such is in the City’s best interest. Should negotiations not prove satisfactory with the recommended finalist(s), the City reserves the right to discontinue negotiations with the recommended finalist(s) and additional firms may be asked to enter into negotiations or the City may solicit new proposals.

The contract resulting from this RFP will be awarded to the qualified proposer whose proposal the RMD believes will be the most advantageous to the City, not necessarily the proposer presenting the lowest price. The City may condition an award on all required approvals and terms and conditions of the City, including, but not limited to, the City’s indemnification and insurance requirements.

END OF SECTION IV

To obtain copies of the Appendices, please contact Risk Management at the address indicated on page 3 of this Proposal.