

**THE ELLEN PHILLIPS SAMUEL MEMORIAL
CENTRAL TERRACE – MASONRY REPAIR AND CONSERVATION
REQUEST FOR PROPOSALS**

*** DEADLINE 4:00 PM SEPTEMBER 27, 2007 ***

PURPOSE

The City of Philadelphia Department of Public Property, Public Art Division seeks to retain a consultant team to undertake the repair and restoration of the architectural elements of the Ellen Phillips Samuel Memorial – **Central Terrace**.

BACKGROUND

The Ellen Phillips Samuel Memorial, located on Kelly Drive between Boat House Row and the Girard Avenue Bridge, was commissioned between 1933 and 1961 by the Fairmount Park Art Association through the bequest of philanthropist Ellen Phillip Samuel. Samuel's wish was to create a series of sculptures along the Schuylkill River to commemorate the history of America and the people and aspirations that have formed it. The Memorial consists of three terraces and seventeen sculptures; the architectural terraces are constructed of Pennsylvania sandstone and Indiana limestone.

PROJECT DESCRIPTION

The scope of this project pertains to the repair and conservation of the sandstone and limestone architectural elements of the central terrace and includes landscape/drainage design, repointing, cleaning, patching, filling cracks, stone replacement, and resetting of steps where warranted. **The team assembled should include a landscape architect, masonry conservator, structural engineer (if deemed necessary) and design professional or other project manager and/or those professions necessary to address the conditions indicated in the attached documents and to provide adequate protection of the sculptures and the landscape materials.** See attached *Conditions Assessment and Masonry Specifications* for detailed project description.

GENERAL PROJECT REQUIREMENTS

Note: Since February 2006 Section 17-1400 of the Philadelphia Code has required the City of Philadelphia to obtain certain disclosures from applicants to advertised non-bid contract opportunities and vendors who are awarded contracts. The initial disclosures are captured through the eContract Philly website either during the online application process or before the contract is processed. All applications must be submitted electronically through the eContract Philly online application process at www.phila.gov/contracts, choose eContract Philly.

The following additional requirements apply to all professional service contracts.

1. The contractors shall perform all services in an expeditious manner consistent with the interests of the City and of the highest professional quality. All work shall be in conformance with all applicable City of Philadelphia standards and requirements.
2. The City's Public Art Director or her designee shall chair all construction progress meetings with administrative support by the Design Professional. Minutes shall be prepared by the Design Professional and distributed to all attendees. Design Professional shall provide and keep logs of all submittals and developments and shall be cognizant of all schedule and budget updates.
3. Periodic progress reports may be required describing accomplishments, decisions and overall progress made during the period. It shall contain an updated project schedule and budget information and shall specifically include information regarding any changes or submittals as well as the consultant's invoice status. Progress reports will be submitted with each payment request, or monthly, whichever represents the shorter duration.
4. The design professional should provide all services necessary for City agencies having jurisdiction over project, and obtain all approvals required. The Design Professional will be required to complete all paperwork (including applications) necessary for municipal, state and/or federal approvals and/or permits, prior to start of work. Provide a list of all permits and approvals required for the projects to the Project Coordinator in writing.
5. Design Professional shall obtain sign-off of all utilities, government agencies having jurisdiction, using agencies, and coordinate with and/or present work to, related or affected City agencies including the Fairmount Park Commission (property owner), as required by this specific project.
6. It shall be the responsibility of the Design Professional to thoroughly coordinate the work of the different disciplines.

PROJECT TEAM

The consultant team should include, at a minimum, the disciplines of:

Architectural or Masonry Conservation
Structural Engineering, if deemed necessary
Architecture or other Design Professional to perform Project Management
Landscape Architecture

Teams are encouraged to include additional disciplines, if, in their estimation, such discipline would benefit the project. The Department of Public Property strongly encourages the inclusion of City of Philadelphia MBEC-certified firms (M-DBEs, W-DBEs and D-DBEs) as part of the project team.

All questions concerning this RFP must be via email no later than September 13, 2007 to the Department of Public Property at margot.berg@phila.gov. Written responses to all inquiries will be posted with answers and the RFP on the **eContract Philly website**. Oral responses by any City employee or agent of the City are not binding and shall not in any way be considered a commitment by the City.

SUBMITTAL REQUIREMENTS

Each proposer must review the attached **Conditions Assessment and Masonry Specifications** and submit a proposal to address the conditions indicated therein and according to specifications also therein. Proposer may suggest changes or additions to those specifications with justification. Each proposer is required to submit the following information for consideration:

- 1) A description of the history, size and type of work undertaken by each of the project team members.
- 2) Resumes of key personnel from each firm to be directly involved in this project, including the identification of the team's project manager.
- 3) Descriptions of a minimum of three projects of a type similar to the Ellen Phillips Samuel Memorial Central Terrace Restoration. Each reference should include the name and phone number of a contact person directly familiar with the firm's work.
- 4) A proposed work program, including a detailed project schedule.
- 5) Proposed deliverables, including types and quantities of submittals.
- 6) An explanation as to how the management of the consultant team will be structured internally.
- 7) An explanation as to how communications between the consultant team and the Department of Public Property will be facilitated. This should include the quantity and schedule for both internal and external project meetings included in the proposed scope.
- 8) Total project fee presented as a lump sum, including all reimbursable expenses, represented as a not-to-exceed figure. The fee is to be broken down by each team member and by each project task.
- 9) Documentation of M/W/D – DBE team members, if any.

SUBMISSION PROCESS AND SCHEDULE

The deadline for submitting a proposal in response to this RFP is 4:00 PM September 27, 2007.

Applicants must apply online in order to be eligible for award of the posted contract opportunity; proposals or any other response to a Notice of Contracting Opportunity will not be considered unless you have filed, within the prescribed time period, an application through eContract Philly for the posted opportunity. All applications must be submitted electronically through the eContract Philly online application process at www.phila.gov/contracts, choose eContract Philly.

Applicants and contractors are now required to disclose their campaign contributions, any consultants used and contributions the consultants have made, prospective subcontractors, and whether they have received any requests or advice on satisfying minority owned business participation goals from City employees. This information, as well as a proposal or any other response document required, are part of the online application. For more information, please consult the reference materials found on the website, e-mail econtractphilly@phila.gov or call 215-686-4914.

Applicants who have failed to file complete applications through the eContract Philly online application process prior to the closing date and time will not be considered for the contract.

eContract Philly Mandatory Online Application Process

You must apply online in order to be eligible for award of the posted non-competitively bid contract opportunity; proposals or any other response to a Notice of Contracting Opportunity will not be considered unless you have filed, within the prescribed time period, an application through eContract Philly for the posted opportunity. All applications must be submitted electronically through the eContract Philly online application process at www.phila.gov/contracts, choose eContract Philly.

Applicants and contractors are now required to disclose their campaign contributions, any consultants used and contributions the consultants have made, prospective subcontractors, and whether they have received any requests or advice on satisfying minority owned business participation goals from City employees. This information, as well as a proposal or any other response document required, are part of the online application. For more information, please consult the reference materials found on the website, e-mail econtractphilly@phila.gov or call 215-686-4914.

Applicants who have failed to file complete applications through the eContract Philly online application process prior to the closing date and time will not be considered for the contract.

eContract Philly encourages applicants to start and complete their online applications as early as possible. Please be aware that internet connection speed depends on a variety of factors including: configuration of your computer, configuration of your business or home network, the condition of the wiring at your location, network or internet congestion (available bandwidth). Please prepare and plan accordingly to ensure a timely submission.

You can begin uploading (or attaching) your application materials at any time. It is especially prudent for you to start uploading your attachments earlier if you have a large number of attachments (e.g. over five documents) or larger-sized attachments (e.g. above 5 MB). Until you sign and submit your application, your materials are not accessible to any staff with the City of Philadelphia. Once you have signed and submitted your

application, your application is accessible only to appropriate contract staff within the City of Philadelphia.

CONTRACT REQUIREMENTS

The Contractor shall provide professional services in accordance with the Contract Provisions applicable. 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. The "Philadelphia Tax Status and Clearance Statement" must be executed and submitted with the proposal by the design professional and subconsultants.

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.

PROPOSAL EVALUATION/SELECTION

Eligible consultant teams must have demonstrated past success in projects of a similar nature. Proposals will be evaluated by the Department of Public Property and the Conservation Advisory Committee including a member of the Fairmount Park Art Association (Project Committee) on the following factors:

- Specialized experience and technical competence of the proposed team members.
- The record of past performance on similar projects.
- The specific experience of individuals who will be working on the project.
- Description of the techniques and approaches to be used in executing the scope of work.
- Description of proposed work program and deliverables.
- Quantity of meetings and description of the methods of interaction with City staff and Project Committee.
- Proposed total project fee and distribution between disciplines and phases.
- Extent of participation by MBEC certified firms as evidenced by proposed scope of work and percent of project fee.
- Other factors, if any, specific to this effort or deemed appropriate.

It is the intent that the assignment of the above services will be made to one of the consultant teams that responds to this Request for Proposal. However, the City of Philadelphia reserves the right to reject any and all proposals for any reason whatsoever, to cancel this Request for Proposal and/or to re-solicit these services at a future date.

The awarding of this project to a consultant team or individual team member does not preclude, or guarantee consideration of, any of the team members from submitting proposals for future City projects.

Consultants with out-of-state headquarters, or corporations not incorporated in Pennsylvania, must include a copy of their registration to do business in the Commonwealth as provided by the Pennsylvania Department of State.

OTHER INFORMATION

1. The City reserves the right to revise the RFP at any time. Revisions will be posted on the eContract Philly website.
2. This RFP is subject to the reservation of rights as outlined in the Reservation of Rights on the eContract Philly website. The Applicant agrees to the Reservation of Rights by virtue of submitting its application to the City.
3. The City is not liable for any costs associated with the development, preparation, transmittal, or presentation of any proposal or material submitted in response to this RFP.
4. It is expected that the successful Contractor will complete the Work in a timely manner within a schedule agreed-upon by the City of Philadelphia.
5. After review of the submitted proposals by the Project Committee, the successful Contractor may be invited to discuss the proposal.
6. Work outside the negotiated scope of services will be reviewed and, if necessary, modified by way of a signed contract addendum.
7. The City reserves the right to require the Contractor(s) to attend regularly scheduled meetings with the Project Committee to discuss the status of the Work.
8. The City will examine the selected project proposal for conformance with City requirements prior to a issuing a contract for the Work (see attached sample contract and requirements indicated on eContract Philly website).

ATTACHMENTS:

Condition Assessment and Masonry Specifications (prepared by the Fairmount Park Historic Preservation Trust)

Sample City of Philadelphia General Provisions for General Consulting Services