

Request for Qualifications

**Philadelphia City Planning
Commission**

1515 Arch Street, 13th Floor
Philadelphia, PA 19102

Philadelphia City Planning Commission

Request for Qualifications for

On-Call Planning Services to Support Work of the Zoning Code Commission



April 2008

Posting Period for Opportunity: **April 22, 2008 to May 23, 2008**

MANDATORY Pre-submission Meeting: **Tuesday, May 6, 2008 1:00 PM**, 1515 Arch Street, 18th Floor
Planning Commission Meeting Room

Deadline for Written (e-mailed) Questions About the RFQ: **Thursday, May 8, 2008, 5:00 PM**

Qualifications Packages Due: **Friday, May 23, 2008, 5:00 PM** and must be submitted online. In addition to the online submission, Consultant Teams must submit fifteen (15) hardcopies and an electronic PDF to the PCPC Office, 1515 Arch Street, 13th Floor, Philadelphia, PA 19102 (Attn. Paula Brumbelow, AICP)

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SECTION I – GENERAL INFORMATION ON THE PROPOSAL PROCESS

Effective February 1, 2006, eContract Philly is the new program for businesses to perform work with the City of Philadelphia on non-bid contract opportunities. The City is advertising non-bid contract opportunities on www.phila.gov/contracts for businesses to learn about contract opportunities and to manage the entire non-bid contracting process electronically.

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.

Request For Qualifications

This Request for Qualifications (RFQ) provides information to enable teams of planning firms and associated professionals to electronically submit online through the City's website, www.phila.gov/contracts, a qualifications package for planning services to support the work of the Zoning Code Commission.

The RFQ is issued by the PCPC, which is to be the sole contact for the proposal request. The PCPC's project manager or their designee will manage and coordinate all aspects of the projects, on behalf of the City. Submit all questions, inquiries, and requests for information concerning this RFQ, in writing, via e-mail, by close of business **Thursday, May 8, 2008** to the PCPC. Direct all questions to:

Shari Cooper
Philadelphia City Planning Commission
1515 Arch St, 13th Floor
Philadelphia, PA 19102
Shari.cooper@phila.gov

Answers to all questions will be posted on the same eContract Philly website as this RFQ on **Monday, May 12, 2008**.

For a team's proposal to receive consideration, the lead firm must register on-line and receive a secured identification number, file a completed disclosure form, file the qualifications package on-line and deliver fifteen (15) hardcopies and an electronic PDF of the package by 5:00 P.M. local time, **Friday, May 23, 2008** to the PCPC located on the 13th Floor, 1515 Arch Street, Philadelphia, PA 19102. Attention: Paula Brumbelow, AICP. These hardcopy submissions will not be returned. The City is not liable for any cost related to the development, preparation, transmittal, or presentation of any content submitted in response to this RFQ.

This RFQ information packet contains instructions governing the proposals to be submitted and the material to be included therein; a description of the types of projects, task 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 qualifications package shall be considered evidence that the proposer has read and is in acceptance with this RFQ.

Any modifications or changes made in this RFQ will be posted on the City's website. 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.

Pre- Submission Meeting

A **mandatory** pre-submission meeting will be held on **Tuesday, May 6, 2008 at 1:00 PM** at 1515 Arch Street, 18th floor, City Planning Commission Meeting Room. Teams that submit qualifications in response to this RFQ must include at least one firm that was represented at the pre-submission meeting. The purpose of the meeting is to clarify the intent and approach to the potential services, answer respondents' questions, and allow for networking among interested firms.

Form of Qualifications Package

Qualifications packages must be submitted both electronically via **on-line to the eContract Philly website, and through the delivery of fifteen (15) hardcopies (in bound letter size format) as well as an electronic PDF file of the submission.** Conform the organization of your proposal to the following order and divisional sectioning, separated by index tabs for easy reference. Consultant Teams are reminded to be clear and concise in their response. The proposal shall be of a quality appropriate to the level of the project for which you are proposing.

<u>Section</u>	<u>Description</u>
Letter of Transmittal	
Section 1	Understanding of the Assignment
Section 2	Team Description and Organization
Section 3	Key Staff
Section 4	Relevant Project Experience
Section 5	Additional Required Statements
Separate Enclosure (one copy only)	Fee Proposal

In addition to electronic and written qualifications packages, prospective Consultant Teams may be required to give verbal presentations and to meet with the selection committee for interviews and discussion.

Form of Contract

The selected team will execute a General Consultant 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 RFQ. The executive director of the PCPC or designee shall have complete charge and management of the contract and shall be the source of authority, direction, and control of the contract. Please review these items in detail as exceptions or waivers to these documents are discouraged and could affect the selection process.

Contract Timeline and Budget

The contract timeline for on-call planning and urban-design services is included in Section II of this RFQ. The Consultant Teams shall thoroughly familiarize themselves with these requirements. Regardless of the actual project(s) or task(s) it is expected that the term defined by the contract shall be for the period of one year with potential for option to renew.

END OF SECTION I

SECTION II - SUMMARY OF THE WORK

A. Introduction

Sponsor Agency: The Philadelphia City Planning Commission (PCPC)
Contract Name: On-Call Planning Services to Support the Work of the Zoning Code Commission (ZCC)
Project Location: Citywide
Project Manager: Paula Brumbelow, AICP

Purpose Of The Request

On May 15, 2007, the voters of Philadelphia authorized the City to amend the Philadelphia Home Rule Charter to provide for the creation, appointment, powers, and duties of a Zoning Code Commission (ZCC). This commission is charged with reforming the Philadelphia Zoning Code. In order to meet the charge, the ZCC may contract with a consultant to render services.

ZCC Organization

The Zoning Code Commission consists of the following 31 members:

- 3 City Agency leaders: City Planning Commission Director, who serves as Chair; L&I Commissioner; and, the Zoning Board of Adjustments Chairman;
- 10 community leaders, one appointed by each District Councilmember;
- 3 Councilmembers (one from the minority party);
- 5 members appointed by the Mayor and 5 members appointed by the Council President (including a zoning attorney, urban planner, architect, real estate developer and building trades leader); and
- One representative from the Greater Philadelphia Chamber of Commerce, Greater Northeast Chamber, African-American Chamber, Hispanic Chamber and Asian-American Chamber.

Timeline

The work of the Zoning Code Commission will follow this schedule:

- The Commission must hold at least two hearings to receive input from the public.
- The Commission will issue a preliminary report by June 30, 2008 (though, Council may extend this date by a 2/3 vote).

Action

An open and public process will lead to final action by City Council:

- City Council must hold public hearings on the preliminary report within 45 days
- The ZCC will release a final report and City Council must take action on the final report's recommendations.

Further Sources

A full text of the Philadelphia City Council resolution (No. 060716-AA) is available at the following website: <http://webapps.phila.gov/council/attachments/3307.pdf>. **Note that the schedule for the work of the Zoning Code Commission may be extended by action of City Council.**

The Philadelphia City Planning Commission's (PCPC) (www.philaplanning.org) Executive Director will serve as the chairperson of the Zoning Code Commission. In this capacity, the PCPC is seeking qualifications from firms and teams of firms to support the Zoning Code Commission during its tenure, anticipated to be from June 11, 2008 to June 10, 2009. **Note that depending on the decisions made by the Zoning Code Commission, the schedule for the consultants work may change.**

General Description of the Work

The PCPC seeks the services of a qualified team of planning firms and associated professionals with expertise in areas of zoning, planning, urban design, and civic engagement. It is anticipated that the contract will be issued to a single consulting team. The prime consultant on the team will enter into contract with the City of Philadelphia and may be assigned various projects and tasks as may arise. Because the scope and number of projects and tasks are unknown at the time of contract execution, the contract is considered as an *Indefinite Delivery/ Indefinite Quantity Contract*.

The consultant team may be called upon to provide services that include those listed in Section B1, below.

Contract Schedule

Expected Notice to Proceed:	June 2008
Project Duration:	As determined for each project
Term of Contract:	1 year with potential for option to renew

Contract Financial

Project Budget:	To be determined for each specific project or task
Consultant Team Budget:	Up to \$200,000 has been allocated and will likely be supplemented by other public and private funding sources.

Fee Proposal shall be submitted with a list of hourly billing rates for each specialty and/or professional staff assigned to this contract. See Appendix "F" – Cost Proposal Response Form.

B. Potential Scope of Services

B.1 Background

Although the Philadelphia City Planning Commission has not prepared a comprehensive plan in several decades, it has worked with other City departments and the public to carry out its planning responsibilities in many other ways. For example, The PCPC has prepared numerous community plans. However, some critics argue these plans do not possess coordinated implementation strategies and fail to incorporate the zoning remapping process.

Additionally, non-profits, community organizations, and local institutions have taken on increasing responsibility for preparing community plans, with little or no coordination for an overall physical development framework.

Recently, The City has focused its planning efforts on the revitalization of abandoned neighborhoods, neighborhood greening and open-space planning, waterfront revitalization, and commercial-corridor revitalization. Simultaneously, The City has invested in technology and information systems related to property ownership, sales, and land use, which creates a new opportunity to do large-scale planning using advanced GIS and other web-based technology tools.

During this period, ten-year tax abatement on new and rehabilitation residential development has spurred growth in selected neighborhoods and Center City. Some land parcels have been rezoned on a piecemeal basis. This unplanned development has promoted an increase in zoning variance applications. Consequently, in 2006, 40% of all zoning permits were appealed to the Philadelphia Zoning Board of Adjustment. Approximately, 80% of all of these applications were granted.

The creation of the Zoning Code Commission represents a widespread realization that a broader strategy for land-use policy and neighborhood preservation is needed. This new strategy seeks to 1) increase predictability, 2) streamline the approval process, and 3) build on Philadelphia's heritage as a walkable city of distinct and interesting neighborhoods.

Concurrent with the work of the Zoning Code Commission, the Philadelphia City Planning Commission is working on a parallel comprehensive-planning process. This work should also help to inform the Zoning Code Commission and provide an objective basis for re-mapping The City once a revision to code language has been completed.

The zoning reform process has taken many years in other cities. Therefore, the intent of this contract is to provide initial start-up services that will yield results, both in a concrete work product and in public perception and political acceptance.

In responding to this RFQ, teams are encouraged to describe their experiences related to successful zoning-reform efforts, with an emphasis on lessons learned and effective initial strategies.

B.2 Basic Services

I. Civic Engagement

- 1) Facilitate a civic-engagement process and document public concern on zoning issues;
- 2) Communicate complex regulatory concepts and language using simple terms, illustrations, etc., in order to ensure that the public fully understands zoning and the impact zoning has on neighborhoods and development;
- 3) Convene meetings with stakeholder groups;
- 4) Outline a strategic process for gaining public input and support;
- 5) Create diverse community participation strategies to maximize outreach and public input.

II. Public Conclusions

- 1) Present findings from all of the meetings and report back and the Zoning Code Commission;
- 2) Summarize the public feedback and determine next steps;
- 3) Compare the intent of the existing code with the results from the discussion issues.

III. Evaluation

- 1) Research, prepare, and present “Best Practices” from other large cities’ zoning code, the development approval process, etc.;
- 2) Evaluate existing zoning code and zoning districts;
- 3) Identify challenges and opportunities for reform.

IV. Application and Approval Process Review

- 1) Analyze the process for development within the city;
- 2) Make recommendations to create a more responsive and resident-friendly process.

V. Urban Sustainability

- 1) Research and make recommendations on how Philadelphia can incorporate effective and proven sustainable zoning techniques;
- 2) Make recommendations on how Philadelphia can legally incorporate sustainable techniques into the development process.

VI. Alternative Code Scenarios

- 1) Prepare alternative code scenarios (i.e. form-based, performance-based, Euclidean, etc.);
- 2) Make recommendations to apply one particular type of code, or a hybrid code scenario.

VII. Course of Action

- 1) Work with the Zoning Code Commission to identify critical issues with the Philadelphia Zoning Code;
- 2) Facilitate the ZCC in creating consensus for an action plan;
- 3) Prepare a recommend course of action and key decision points for the future.

VIII. Report Preparation

- 1) Develop recommendations regarding zoning reform in Philadelphia;

B.3 Provision of the Work

Work shall be provided in accordance with Work Orders to be issued by the PCPC under the agreement resulting for this solicitation, and shall be subject to the provisions of the Agreement accompanying this RFQ, including any additional provisions specified in the Work Orders with regard to schedule, key personnel, and subconsultants.

B.4 Compensation

The method of compensation will vary on a work-order-by-work-order basis, and compensation may be based on time-and-materials, not-to-exceed or on a fixed-price basis and will be subject to all of the provisions of the provider agreement (PA).

C. General Requirements (for all Consultants)

The following requirements apply to all architectural, engineering and related professional service contracts. Please note that this RFQ is for specific planning and urban-design related services only, and many of these items may not apply on certain projects or tasks. However, it is important that all consultants understand their roles, responsibilities, and expectations.

1. The consultant team 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 PCPC project manager or designee shall chair all project meetings with administrative support by the consultant team. Minutes shall be prepared by the consultant team and distributed to all attendees. The consultant team shall provide and keep logs of all submittals, RFIs, and change orders and shall be cognizant of all schedule and budget updates.
3. Periodic progress reports shall be prepared describing accomplishments, decisions and overall progress made during the period. It shall contain updated project schedule and budget information and shall specifically include information regarding Requests For Information, change orders, and submittals as well as the consultant team's invoice status. Progress reports will be submitted with each payment request, or monthly, whichever represents the shorter duration.
4. The consultant team shall provide all services necessary for review by other agencies having jurisdiction over project.
5. Consultant team shall obtain sign-off of government agencies having jurisdiction, using agencies, and coordinate with and/or present work to related or affected City agencies as required by the specific project(s).

6. All plans produced under this program must be in accordance with the Americans with Disabilities Act, Title II.
7. If property line delineation or survey is required, these services shall be provided by the City through the Streets Department unless specified otherwise in this RFQ.

END OF SECTION II

SECTION III - PROPOSAL REQUIREMENTS and SELECTION 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 PCPC. Factors for consideration will be evaluated from information supplied in response to the RFQ.

A. Proposal Section 1 - Understanding the Assignment

Section II of this RFQ generally describes several potential services for this initiative. In the first section of your submission, elaborate in a manner that reflects your understanding of the service and demonstrates your team's expertise and ability to perform the essential elements of the proposed services. Please include:

1. Description of recommended approaches to the work, or if appropriate, alternate approaches.
2. Observations on the process as outlined in the Zoning Code legislation, as well as your team's recommendations on successfully conducting and supporting zoning-reform efforts in other cities with similar issues.
3. Unique or innovative approaches to modernizing zoning codes, including any observations your team may have on the unique issues facing Philadelphia.
4. Suggestion on how the City's project manager can administer the contract to ensure that limited resources can achieve the best possible results for the City.
5. Commentary on the adequacy of the proposed budget, if desired.

B. Proposal Section 2 – Team Description and Organization

The consultant team shall identify its members (including any joint venture partners or other associates) by listing the firms, all corporate officers, and contact information. If a joint venture or association between firms is proposed, describe the contractual relationship and provide a copy of the joint venture resolution.

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.**

Describe team-member firms' responsibilities and experience, as well as prior working relationships between firms.

C. Proposal Section 3 – Key Staff

For each key staff member, describe prior experience as it relates to the technical requirements of this contract and the individual's position in the firm and on project team. Include resumes that describe all relevant professional experience, academic degrees earned, professional licenses and awards, any special skills and supplementary training relevant to the requirements of this contract and project(s).

Due to the wide range of planning services possible under this contract, the role of project manager for the team will be important to fulfilling the requirements of the work. Identify the team's overall project manager as well as key project managers of member firms.

Any proposed project staff that 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.

D. Proposal Section 4 – Relevant Project Experience

Provide narrative and illustrative descriptions of the range of projects managed by your firm or members of your project team, which demonstrate your team's experience and expertise in the potential planning and urban-design services. **Projects specifically relevant to the proposed on-call services are much more important than quantity of experience.**

Individual references. Include *current* names, addresses, and telephone numbers for five references for the projects included in this section of the qualifications package.

E. Proposal Section 5 –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- Addendum A and Appendix B sets forth the City's requirements with regard to this section
3. Statement of Acceptance- This section must also include a statement verifying that the Design/Project-Related Professional has read and accepts the General Consultant Services Contract, General Provisions and Provider Agreement and this Request for Qualifications. Any exceptions to these documents must be noted at this time.

F. Separate Enclosure – Fee Proposal

The consulting team shall submit a fee proposal as a separate section from the qualifications package. In the electronic submission, the fee proposal should be a separate document labeled “Fee Proposal”. Please use the “Cost Proposal Response Form” found in Appendix “F”. For the paper submission, the fee proposal should be enclosed in a single, separate envelope, clearly marked as such. The Fee Proposal shall be comprised of direct labor and associated direct overhead cost as hourly rate fees, as well as an explanation of anticipated incidental costs relating to the contract (e.g., telephone, copies, faxes, mailing, courier service, technology (computer) related overhead, photographs and transportation, printing and duplication of drawings or reports as is generally required by the project(s) or task(s), as deliverables. An allowance can be made for any specialized direct costs, which must be authorized by the PCPC and will be reimbursed based on actual expenses incurred. Five percent (5%) of the contract will be reserved for special reimbursable expenses. These extra expenses may include specially requested multiple printings of maps, graphics, or illustrations, binding and copying of multiple reports, or specialized subconsultants. Copies of receipts must be submitted for reimbursement. Hourly Rate fees must cover all potential project(s) or task(s) as described in Section II, unless noted otherwise by the City of Philadelphia. To support and justify the hourly rate quotations and for information purposes, please include a breakdown of hours and hourly rates for all personnel, including subconsultants, proposed for the contract. The City reserves the right to utilize this information for the purpose of developing a payment schedule that fairly allocates the applicable hourly rates of the consulting team selected for contract award and setting fees for any additional services (i.e., beyond the scope of the executed contract) that may be requested by the City. An adjustment in rates will not be considered unless the project runs past the contract limit.

G. Additional Factors Affecting Selection

In addition to the qualifications submitted as part of the package, the PCPC will evaluate proposals using the following additional factors:

- The team’s history and capability to provide unique and innovative solutions to problems.
- The professional reputation of the consulting team’s firms and personnel, as determined by inquiries with previous and current clients and other references.
- Experience on prior, relevant planning and zoning projects.
- Local presence in the City of Philadelphia.

H. 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 RFQ at any time prior to execution of a final contract.

2. To supplement, amend, or otherwise modify this RFQ at any time prior to selection of one or more Consultant Teams for negotiation and to cancel this RFQ with or without issuing another RFQ.
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 RFQ that is not material to the proposal.
6. To request that some or all of the Consultant Teams 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 Consultant Teams prior to commencement of any contract negotiations.
8. As an aid in the selection process, the City may request to visit the proposer's office as a means of verifying the team's capability to perform the work.
9. The City may request to inspect projects referenced in the proposer's proposal.
10. The City may request recent financial statements from Consultant Teams as a means of verifying their capability to perform the work.
11. The City may conduct investigations with respect to the qualifications of each proposer and call upon references.

END OF SECTION III

SECTION IV - CONTRACT REQUIREMENTS, AWARD AND NEGOTIATION

A. Professional Service Contract, General Provisions and Provider Agreement

The consultant team shall provide professional services in accordance with Appendix “C” entitled “Provider Agreement (General Consultant Services)” and Appendix “D” entitled “City of Philadelphia, General Consultant Services Contract, General Provisions”. 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 design/project-related professional and subconsultants. For Consultant Teams who have not previously worked for the City of Philadelphia, please submit a statement of that fact in lieu of Appendix A. If selected, you will need to obtain a Philadelphia Tax ID number and business privilege license.

D. MBEC Requirement

This section informs respondents of Minority Business Enterprise Council participation on this contract. **The MBEC Requirements will be posted as Addendum A no later than two days after the pre-bid meeting.**

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 RFQ. 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 RFQ/P; in such event the City shall not be obligated to inform other Consultant Teams 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 RFQ will be awarded to the qualified proposer whose proposal the PCPC 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

ATTACHMENTS

APPENDIX A

See Attachments: Attachment A “Philadelphia Tax Status and Clearance Statement”

APPENDIX B

See Attachments: Attachment B MBEC Requirements & “S&C Form”

APPENDIX C

City of Philadelphia Provider Agreement (General Services)

APPENDIX D

City of Philadelphia, General Consultant Services Contract, General Provisions

APPENDIX E

Contract Preparation Fee Schedule

APPENDIX F

Cost Proposal Response Form

ADDENDUM A

MBEC Requirements (to be posted no later than two days after pre-bid meeting)