



MAKING PHILADELPHIA BETTER, BLOCK BY BLOCK

Lower Germantown Properties, Public Engagement

Request for Proposals

June 16, 2021

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Application Process

PHDC, on behalf of the Philadelphia Redevelopment Authority ("PRA"), is pleased to issue this Request for Proposals ("RFP") to qualified professional firms (each, a "Respondent", and collectively, the "Respondents") to provide public engagement services for a portfolio of residential properties (each, a "Property", and collectively, the "Properties") in the Germantown section of Philadelphia which are owned by the PRA. This is NOT an RFP for the disposition or reuse of these properties.

Submission Deadline

Respondents must submit a proposal ("Response") no later than July 29, 2021 at 3:00 PM; absolutely no Response will be accepted after this time.

Related Parties

Respondents may only submit one (1) Response to this RFP. Individuals, businesses, or entities that are legally related to each other or to a common entity may not submit separate Responses. PHDC, in its sole and absolute discretion, retains the right to reject any Response where:

1. Respondents or principals of Respondents are substantially similar or substantially related parties; or
2. PHDC has determined that the Respondents have violated these conditions or the spirit of these conditions.

Pre-Bid Mandatory Virtual Meeting

All Applicants wishing to submit a Response to this RFP must attend a mandatory virtual pre-bid meeting on June 30 at 11:00 AM. If you are interested in this RFP and plan to attend the pre-bid meeting, please email RFP@phdc.phila.gov for the details with the subject line Lower Germantown Properties, Public Engagement. The names and contact information for all attendees at the pre-bid meeting will be posted on PHDC's website as public information a few days after the pre-bid meeting.

Questions

Questions and requests for additional information should be directed in writing to RFP@phdc.phila.gov and will be accepted until 3pm on 7/8/2021. Questions, responses, and additional information will be posted on the PHDC website within seven (7) business days after that date.

Submission Process

Responses will only be accepted in either of the following two formats:

1. Online submission through the electronic portal on PHDC's website [Click here](#).
2. Hard copy submission that includes three original print copies in addition to one digital copy saved as a PDF or within a Microsoft Word document on a USB Flash Drive. Hard copy submissions must be sent through registered mail to:

Victoria Engelstad

Community Investment Group, PHDC 1234 Market Street, 16th Floor Philadelphia PA, 19107

Disqualification

Responses will be disqualified if:

1. They are submitted after the specified deadline;
2. They are submitted by some means other than the two (2) formats listed above. Responses sent as an attachment to an email, through Dropbox, or any other electronic venue other than PHDC's online portal will not be accepted;
3. They are incomplete.

[Schedule](#)

RFP posted	6/16/2021
Pre-bid mandatory virtual meeting	6/30/2021 11:00am
Questions and requests for additional information due	7/8/2021 until 3pm
Responses due	7/29/2021 by 3pm
Commitment letters issued	August 2021

PHDC reserves the right, in its sole discretion, to alter this schedule as it deems necessary or appropriate.

Overview

After two (2) years of litigation to regain possession of the Properties, the PRA is now the title owner of the Properties, which have been a blight for years on their respective communities. The Properties exist in various stages of disrepair and consist of forty-five (45) buildings containing approximately one hundred forty (140) units total. Eighteen (18) of those units are currently occupied by tenants and are managed by DHC Management, LLC. The rest of the units are vacant and are being maintained in a sealed and safe condition to the greatest extent feasible.

PHDC, on behalf of the PRA, is pursuing a community engagement process prior to disposition of the Properties for redevelopment. PRA intends to dispose of the properties to be redeveloped as affordable housing; however, there are many types of affordable housing, degrees of affordability, structures for ensuring affordability and for building neighborhood wealth. This process will seek to engage community stakeholders in order to arrive at a more specific program for the reuse of the properties that is most responsible and responsive to the neighborhood's concerns and desires.

The purpose of this RFP is to solicit proposals from vendors to facilitate a community engagement process regarding Properties set forth in **Exhibit A**. The ideal firm(s) will have experience with community engagement and planning relating to physical development. Experience working with affordable housing and diverse community interests are beneficial.

Respondent(s) must submit a Response to carry out community engagement services as described in the Requested Services section below.

PHDC assumes meetings will be held virtually, but Respondents must include an add alternate in their Response and price proposal for in-person meetings including adequate, accessible meeting locations, a communications plan for promoting the meeting, and providing childcare and dinner for attendees.

[Requested Services & Timeline](#)

Baseline Products (weeks 1-2)

1. Printed Fact Sheet (Plain Language)
 - Map
 - Short history of properties
 - Short summary of Physical Conditions & Needs Assessment ("PCNA")
 - Public Engagement Plan
 - Contact and involvement information (Web page/social media/email)
2. Dedicated Web Site with similar content to above, links to full PCNA
3. DPD Social Media Posts Linking to Web Site
4. Set Up Dedicated Phone Number and Email Address for Accepting Comments

Steering Committee and Targeted Stakeholder Engagement (weeks 3-6)

1. Solicit Steering Committee Participation (PRA/PHDC and the City will provide a suggested list of participants)
2. Direct Door-to-Door Outreach to Residents – (PRA/PHDC and the City do not permit entering residents' homes and will provide a list of suggested geography for outreach)

First Public Meeting (week 7)

- **Goal: acknowledge problems and listen**
- Facebook Live and Zoom
- if in-person is possible, provide child care and dinner
- Listen and answer questions
- Publish meeting notes (print, web, social media)

Second Public Meeting and Feedback Period (weeks 8-11)

- **Goal: solicit ideas in the context of the PCNA**
- Facebook Live and Zoom
- If in-person is possible, provide child care and dinner
- Present PCNA and provide paper copies to attendees
- Listen and answer questions
- Small group brainstorm
- Publish meeting notes (print, web, social media)
- Solicit and acknowledge ideas and comments throughout the feedback period

Alternatives Development (week 12)

1. Steering Committee Identifies Alternatives Based on Second Meeting and Feedback
2. Range of Alternatives Approved by Steering Committee
3. Publish Alternatives (Print, Web, Social Media)

Third Public Meeting and Feedback Period (weeks 12-15)

- **Goal: narrow the field of alternatives**
- Facebook Live and Zoom
- If in-person is possible, provide child care and dinner
- Present alternatives
- Listen and answer questions
- Publish meeting notes (print, web, social media)
- Solicit and acknowledge ideas and comments throughout the feedback period

Final Recommendations Report (weeks 16-17)

1. Review Comments
2. Steering Committee Meeting to Select Alternative(s)
3. Produce and Publish Written Report
 - Background
 - Participants
 - Alternatives
 - Recommendations
4. Present to PHDC Board

Contract Length

The proposed Agreement for Professional Services ("**Agreement**") is expected to have a six (6) month term.

Eligible Respondents

Respondent(s) must be a corporation or company that is validly existing and permitted to do business in the Commonwealth of Pennsylvania ("**Commonwealth**") and City of Philadelphia ("**City**"). Respondent(s) must possess all necessary licensing under Commonwealth and City laws to provide the services specified in this RFP.

The Respondent(s) must clear the federal debarment list under the U.S. System for Award Management ("**SAM**"). Federal debarment is checked for both the company and principal(s) of the company.

The Respondent(s) must have a proven record of providing the services required.

The Respondent(s) must satisfy all conditions set forth below in the "Declarations & Other Information" section.

Response Submission Requirements

Cover Letter (not to exceed two (2) pages). Provide a cover letter that summarizes:

- a) the Respondent's interest in providing the requested service,
- b) a brief description of qualifications,
- c) statement of understanding of the services solicited by this RFP,
- d) identification of a primary contact person,
- e) a not-to-exceed price proposal
- f) whether the Respondent or any proposed subcontractors to the Respondent are certified Minority-owned, Women-owned, and/or Disabled-owned business enterprises (collectively "**M/W/DSBE**").

Description of Respondent. Provide a *one (1) page* concise description of the Respondent, the resumes and relevant certifications of all key personnel to perform the services solicited by this RFP.

Statement of Qualifications. (*not to exceed two (2) pages*) Explain the knowledge and experience that qualifies the Respondent's firm and personnel to perform the services solicited by this RFP.

Fee Proposal. Provide a proposed **schedule of compensation**.

A *narrative* describing the Respondent's track record of diverse hiring, workforce, and contracting (not to exceed two (2) pages).

Evaluation & Selection

PHDC, on behalf of PRA, intends to award this RFP to the Respondent that best demonstrates the level of experience, skill and competence required to perform the services called for in this RFP in the most efficient, cost-effective, and professional manner. Priority will be given to Respondents that demonstrate a commitment to diversity and inclusion in their workforce, hiring, contracting, and business practices.

Events of Disqualification or Default

Subsequent to the selection of Respondent(s), and before the execution of an Agreement, PHDC may treat any of the following as an event of disqualification or default:

1. Unilateral withdrawal by a selected Respondent;
2. Failure to proceed substantially in accordance with the Response as submitted;
3. Failure by a Respondent for any reason whatsoever to timely execute the Agreement when tendered;
4. Material misrepresentation, omission, or inaccuracy contained in any document submitted either as part of this RFP, or subsequent thereto; and/or
5. Failure to provide in a timely manner any additional materials required after selection.

Upon the happening of an event of disqualification or default by a Respondent, PHDC shall have the right, in its sole discretion, to:

1. Rescind its selection; or
2. Declare null and void an Agreement that may already have been executed.

Declarations & Other Information

[Economic Inclusion](#)

PHDC strongly encourages and promotes the employment of certified **M/W/DSBE** firms all aspects of its procurement of goods and services. If Respondent is a certified M/W/DSBE firm, please submit information to confirm certification with the Philadelphia Office of Economic Opportunity as part of the Response.

[Tax Clearance & Conflict of Interest Form](#)

Respondents must provide evidence satisfactory to PHDC that:

- all municipal taxes, including business taxes, real estate, school, water and sewer charges, if applicable, are current for both the individual contractor and a Respondent's firm and neither is currently indebted to the City; and
- will not at any time during the term of the Agreement be indebted to the City, for or on account of any delinquent taxes, liens, judgments, fees or other debts for which no written agreement or payment plan satisfactory to the City has been established.

Please complete the Philadelphia Tax Status Certification and Conflict of Interest form (**Exhibit B**) and submit it with your Response.

[Campaign Contribution Disclosure Forms](#)

Please complete the applicable disclosure forms and submit with your Response (**Exhibit C**).

[Insurance Requirements](#)

Please submit a certificate of insurance evidencing the required coverages as outlined in **Exhibit D** with your Response. If, for any reason, you cannot comply with the insurance requirements, please provide the reasons for your inability to do so and PHDC will consider any deviations from the insurance requirements on a case-by-case basis.

Terms and Conditions

By submitting a Response to this RFP, Respondents affirmatively acknowledge: (i) acceptance of the terms and conditions of this RFP; (ii) that PHDC and/or PRA may exercise in its sole discretion the following rights; and that PHDC and/or PRA may exercise the following rights at any time and without notice to any Respondent:

1. to reject any and all Responses;
2. to supplement, amend, substitute, modify, or re-issue the RFP with terms and conditions materially different from those set forth here;
3. to cancel this RFP with or without issuing another RFP;
4. to extend the time period for responding to this RFP;
5. to solicit new Responses;
6. to conduct personal interviews with Respondent(s) to assess compliance with the selection criteria;
7. to request additional material, clarification, confirmation, or modification of any information in any and all Responses;
8. to negotiate any aspect of Responses, including price;
9. to terminate negotiations regarding any and all Responses at any time;
10. to expressly waive any defect or technicality in Responses;
11. to rescind a selection prior to execution of the Agreement if PHDC and/or PRA determines that such Response does not conform to the specifications of this RFP;
12. to rescind a selection prior execution of the Agreement if PHDC and/or PRA determines that the specifications contained in this RFP are not in conformity with law or that the process in selection of Responses were not in conformity with law or with the legal obligations of PHDC and/or PRA;
13. in the event an Agreement is awarded, the successful Respondent(s) shall procure and maintain, during the life of the Agreement, liability insurance in an amount to be determined prior to the award of any Agreement;
14. in the event an Agreement is awarded, all Respondents agree to perform their services as an independent contractor and not as an employee or agent of PHDC and/or PRA;
15. in the event an Agreement is awarded, all Respondents agree that no portion of performance of the Agreement shall be subcontracted without the prior written approval of the PHDC and/or PRA; and
16. each Respondent agrees to indemnify, protect and hold harmless PHDC, PRA and the City from any and all losses, injuries, expenses, demands, and claims against PHDC, PRA or the City sustained or alleged to have been sustained in connection with or resulting from: (i) submission of a Response; (ii) the delivery by Respondents to PHDC of any documents or information; and (iii) any other conduct undertaken by the Respondents in furtherance of or in relation to the Response. Each Respondent agrees that its duty to indemnify and hold harmless shall not be limited to the terms of any liability insurance, if any, required under this RFP or subsequent contract.

Neither PHDC nor PRA is under any obligation whatsoever to any Respondent as a result of this RFP. The RFP does not represent any commitment on the part of PHDC and/or PRA. In no event shall PHDC and/or PRA be responsible for any cost, expense, or fee incurred by or on behalf of any Respondent in connection with this RFP. All Respondents shall be solely responsible for all such costs, expenses, and fees.

NOTICE: PHDC, PRA and/or the City reserve the right to disclose any information provided in your Response to this RFP to the public. Documents provided in your Response to this RFP may also be required to be disclosed by applicable law, including Pennsylvania's New Right to Know Law, subpoena and/or court order.