

1501 Cherry Street  
Philadelphia, PA 19102-1403  
Tel: 215.564.6004  
Fax: 215.564.1865



## **Request for Proposals (RFP) for Architectural Services**

### **Rebuild: Lawncrest Library**

Community Ventures, is a non-profit, 501(c)(3) developer and has been selected as one of 21 non-profit organizations called “Project Users” to manage Rebuild projects. This RFP is to solicit proposals for architectural services for renovations to an existing library for inclusion in a proposal to the City of Philadelphia’s Rebuild program. Rebuilding Community Infrastructure (Rebuild) is a City of Philadelphia program to invest hundreds of millions of dollars to improve neighborhood parks, recreation centers, and libraries.

### Project Information

The intent of this RFP is to have architecture firms provide proposals to provide architectural services for the renovation of the Lawncrest Library. The work will include an existing building assessment, participation in community engagement process, community-informed design, design approvals including but not limited to submission to the Rebuild Design Excellence Sub-Committee, construction documents, permitting and construction administration. The design team’s work shall include all required documentation and submissions to obtain zoning permits and building permits, including all necessary prerequisites and requirements from the Philadelphia City Planning Commission, Philadelphia Historical Commission, Philadelphia Streets Department, Philadelphia Water Department, PA Department of Environmental Protection (PA DEP) regulations, Zoning Board of Adjustment, Board of Building Standards, Philadelphia Licenses + Inspections, Fairmount Park Commission, City survey district, utility companies and other relevant agencies. Community Ventures will contract with one architecture firm to lead the selected design team. Note that this is only a solicitation for the selection of an architecture firm. After architect selection, Community Ventures and the selected architecture firm will jointly solicit for sub-consultants including but not limited to MEP engineer and structural engineer.

Also Community Ventures intends to apply to Rebuild to manage both the Lawncrest Recreation Center and Lawncrest Library, and if awarded both projects by Rebuild plans to manage the projects concurrently with the same community engagement process and design timeline. Therefore, firms are highly encouraged to reply to both RFPs for the library and recreation center.

## Site Information & Project Scope

The project scope is not fully defined and will be developed by Community Ventures and the selected design team after a building and site assessment and community engagement process and the scope of work will be approved by Rebuild. The scope is anticipated to include a full structural, mechanical, electrical and plumbing evaluation. Needed improvements include landscaping; replacement of exterior building lighting, conversion of interior lighting to LED; upgrade of interior finishes and flooring; replacement of telecommunications system; new furnishings, upgraded audio visual systems, new RFID gates, upgraded and additional technology resources to support digital literacy services, ADA restroom upgrades; security camera System; and installation of HVAC controls integrated to library standard. The project must meet LEED Silver standards and Rebuild's Design Standards. The project will also include a Percent for Art Project. See *Exhibit A: Site Information for Lawncrest Library* and **note that this is the only information that Community Ventures currently has on the project. Respondents are asked to not contact site staff or visit the project site during non-public hours.**

The total project budget cannot exceed \$4,500,000 and includes design, construction, community engagement, equipment/furnishings and other fees. Community Ventures anticipates construction costs of approximately \$3,500,000 to \$3,750,000 in actual construction costs with 90% of construction costs for the building improvements and 10% for landscape improvements.

### Services included in RFP by architect or sub-consultant:

- Building and Site Assessment
- Participation in Community Engagement process including community meetings (assume participation in five meetings)
- Schematic design and Design development documents to be approved by Community Ventures, Free Library, Rebuild Design Excellence Sub-Committee and City of Philadelphia
- Construction Documents and Specifications to be approved by Community Ventures, Free Library and City of Philadelphia
- Preparation for submission to all required City departments required to acquire zoning and building permits
- Presentation materials including renderings (assume three), as required, to present design ideas/options to community, Free Library, Rebuild, Rebuild Design Excellence Sub-Committee and City of Philadelphia
- Attendance at design meetings with Community Ventures staff
- Construction Administration including site meetings at least twice per month during a 6 to 12-month construction period and regular inspections of construction site during construction up to twice per week, as needed.
- Coordination with MEP, Structural, Civil engineers and other consultants
- Coordination with Percent for Art program

## Rebuild Design Standards

*Sustainability Standards.* Consistent with standards for projects executed by the City of Philadelphia, Project Users implementing projects of 10,000 square feet or more are expected to design projects so that they would achieve at least LEED-silver certification. In addition, the City of Philadelphia Office of Sustainability (OOS) has identified the five values below as priorities for sustainable renovations:

- **Simplicity:** Buildings that are easy to operate and maintain.
- **Lifecycle Costs:** Buildings that minimize capital and operating costs over time.
- **Risk Management:** Buildings that are designed to withstand a hotter, wetter future.
- **Occupant Comfort:** Buildings that keep occupants comfortable.
- **Sustainable Construction Practices:** Buildings that are constructed with their surrounding environment and neighborhood in mind.

*PWD Requirements.* Green City, Clean Waters is Philadelphia’s long-term control plan for meeting the City’s Clean Water Act obligations through the use of green stormwater infrastructure (GSI) systems that reduce stormwater pollution and overflows in the combined sewer systems. It is expected that Rebuild projects will integrate green stormwater infrastructure as required, and as recommended whenever feasible. Respondents should assume that stormwater management will be required for this site and that the bulk of this design work will be carried out by the civil engineer.

## Project Design Team

The Project Design Team will include the selected Architect, the selected Civil Engineer (via a separate RFP), and the following sub-consultants including MEP Engineer, Structural Engineer, Landscape Architect, Cost Estimator, and other consultants, as needed. The sub-consultants will be solicited via Community Ventures and the selected Architect and Civil Engineer immediately following selection and before the Rebuild application deadline in compliance with Rebuild’s Vendor Selection Requirements.

Community Ventures will select a design team from the respondents and include the team in its proposal to the Rebuild program. Final award and contract signing is contingent upon Community Ventures’ selection by Rebuild to manage this project.

*Diversity & Inclusion.* A key aspect of Rebuild is diversity and inclusion. Community Ventures highly encourages architecture firms and consultants that are minority-owned, woman-owned and/or a local business to respond to this RFP. The MBE & WBE participation goals for professional services are included in *Exhibit A*. Businesses must be registered with the City of Philadelphia’s Office of Economic Opportunity (OEO) in order to count towards the project and Rebuild’s MBE & WBE participation goals. Minority or Woman-owned businesses that are not registered with the OEO, may get on the OEO Registry by completing a simple online application, available at

<https://www.phila.gov/services/business-self-employment/register-as-a-minority-woman-or-disabled-owned-business/>. The application takes roughly 30 minutes. Approval and registration normally occurs within days.

### Project Schedule

- a. December 5, 2018 – RFP Issued
- b. December 12, 2018 (12:00 pm) – Deadline for Submitting Questions
- c. December 14, 2018 – Responses to Questions posted at Community Ventures website ([www.community-ventures.org/rebuild](http://www.community-ventures.org/rebuild))
- d. December 19, 2018 (3:00 pm) – Proposals Due**
- e. December 20, 2018 – Finalists notified and interview time set up
- f. December 21, 2018 – Phone or In-person Interviews with finalists (Please make sure you are available 9am to 2pm) & Selection
- g. December 26, 2018 – Sub-consultant RFPs posted on CV website and Rebuild Contract Opportunities Portal (minimum 20 days)
- h. January 15, 2019 – Sub-consultant response due by Noon & Selection
- i. January 17, 2019 – Community Ventures Application to Rebuild due
- j. February 2019 – Rebuild selects Project User for project

If Community Ventures is selected by Rebuild (tentative):

- a. March 2019 – Community Ventures signs Rebuild agreement
- b. March 2019 – Contract negotiation with selected design team
- c. Early April 2019 – Building and Site Assessment & Revision of project scope
- d. April 2019 to September 2019 – Community Engagement process and Schematic Design development
- e. October 2019 – Design development
- f. December 2019 – Final design and permitting start
- g. December 2019 to February 2020 – Construction documentation
- h. March 2020 – General Contractor Solicitation
- i. May 2020 – Building Permits received
- j. July 2020 - Construction start
- k. June 2021 – Construction completion

### Proposal Submission

Proposals must be submitted via email to [rebuild@community-ventures.org](mailto:rebuild@community-ventures.org) in a single pdf document (maximum file size 10mb).

### Proposal Contents – (Proposals must follow the below order)

#### *1. Project Understanding*

- a. Provide a proposed scope of work for a site condition assessment and design work, including how the project will further sustainability goals (750 word limit).

- b. List of anticipated sub-consultants necessary

2. *Experience & Qualifications*

- a. Provide a General Statement of Qualifications that responds to the project background information given above, including the firm's specific experience with libraries, community engagement, renovations of existing buildings and demonstrated ability to work within and adhere to a budget.
- b. Provide information, examples and photos or renderings, if applicable, of projects demonstrating design excellence. Indicate the specific role of the team member on the project, and the contract amount.
- c. Provide information and examples of projects demonstrating sustainability goals/outcomes. Indicate the specific role of the team member on the project, and the contract amount
- d. Provide at least two references for each member of the design team: Include name, organization, title, phone number, and email address for each reference.
- e. Resumes of principals and staff assigned to project
- f. Copies of professional licenses and/or registrations

3. *Commitment to Diversity & Inclusion*

- a. Provide statement regarding the firm's commitment to diversity and inclusion including diversity of staff and other evidence of commitment to these principles in the practices and activities of the firm.
- b. Provide documentation of certification as a minority-owned business, woman-owned business, or disabled-owned business including OEO registration number, if applicable.
- c. Provide a list of previous and recommended minority-owned, woman-owned or disabled-owned business sub-consultants, if applicable.

4. *Other*

- a. Explain the circumstances and outcome of any litigation, arbitration or claims filed against your company by any client or any of the same you have filed in the last 5 years.
- b. Statement regarding size of staff; evidence of volume and size of projects that can be managed at one time; appropriate insurance coverage (See Exhibit B: Insurance Requirements) and financial stability.
- c. Completed City of Philadelphia Department of Revenue Tax Clearance Certification form (Exhibit C).

5. *Fee Proposal*

- a. Provide the fee structure based on the scope indicated above, including anticipated reimbursable costs. Note final fee will be negotiated if CV is selected by Rebuild to manage the project and after the scope of work is further defined.
- b. Provide an estimation of sub-consultant fees (for CV budgeting purposes)

- c. Submit a schedule of hourly rates by employee classification.

Selection Criteria – Selection will be based on the following criteria (in no particular order) and only complete proposals in accordance with this RFP will be considered.

- Design team qualifications
- Similar project experience
- Design team diversity including Minority and/or Woman-owned business participation
- Office Location – Firms based in Philadelphia will be given preference
- Experience with participation in a community design/engagement process
- Fee (Note: The award will not necessarily go to the low bidder and final fee will be negotiated if CV is selected by Rebuild to manage the project and after the scope of work is further defined.)

Submit RFP questions and proposals to:

Patrick Isaac, Program Associate  
215-564-6004 ext. 104  
[rebuild@community-ventures.org](mailto:rebuild@community-ventures.org)

List of Exhibits

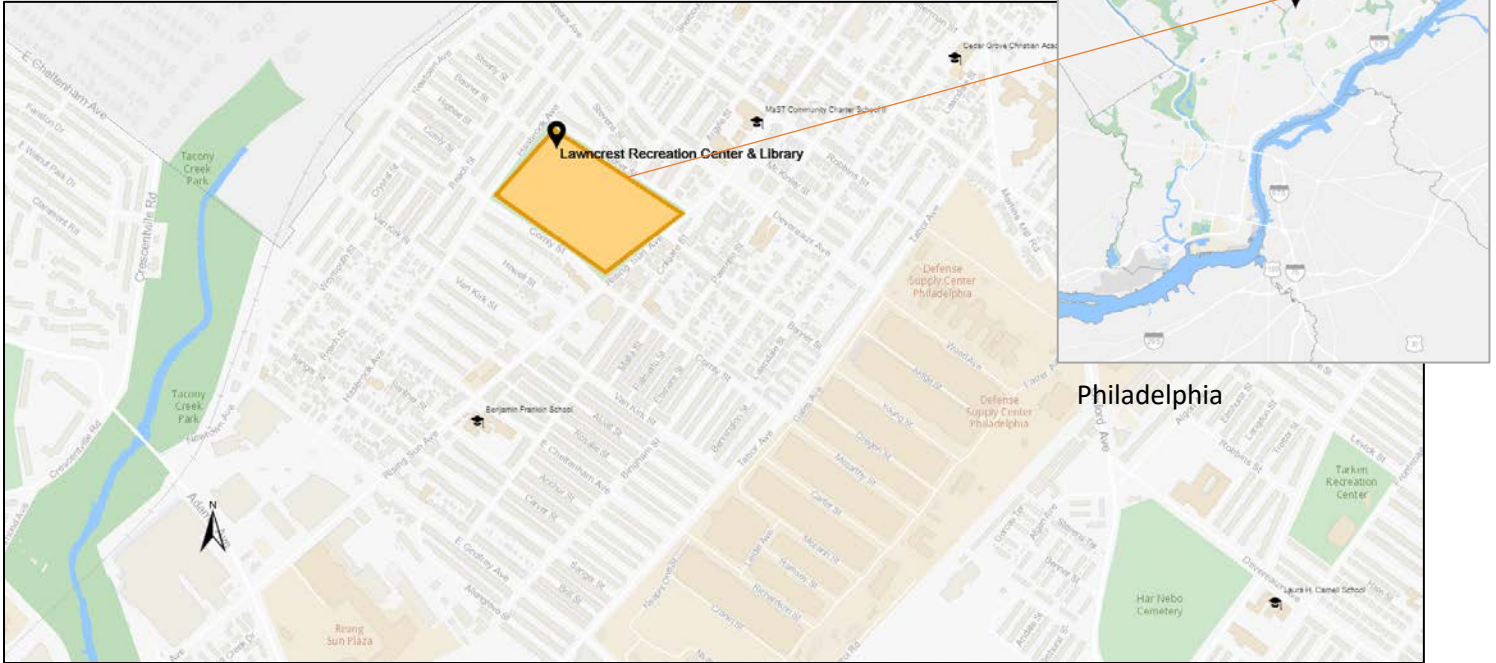
Exhibit A: Site Information for Lawncrest Library  
Exhibit B: Insurance Requirements  
Exhibit C: City of Philadelphia Tax Clearance Certification form



## APPLICANT SITE INFORMATION

LAWNCREST LIBRARY

NEIGHBORHOOD CONTEXT MAP



ADDRESS

6098 Rising Sun Avenue  
Philadelphia, PA 19111

COUNCIL DISTRICT

#9 – Councilwoman Cherelle Parker

NEIGHBORHOOD

Lawncrest, Crescentville

PLANNING DISTRICT

Lower Northeast – To view the complete Philly2015 District plan and technical memos, including information about current conditions, challenges and opportunities, visit <https://www.phila2035.org/lower-northeast>



## SITE PROGRAMMING

### ADULT

#### **Senior Health Series**

These programs, sponsored by Moss Rehab, will begin in the spring.

#### **Gardening Workshops**

Various gardening programs are held throughout the spring each year. The Water Department will be installing a rain garden where the sidewalk meets the main walkway.

### TEEN

#### **Teen Tuesdays**

This program provides a safe space for teens to express themselves and share their interests. It is currently on hiatus until a new adult/teen librarian arrives.

### CHILDREN'S

#### **Story Time - Mondays**

Children and caregivers hear stories from the library's collection and participating in singing, dancing and crafts.

#### **LEAP**

This free, drop-in program provides afterschool programming for school age children and assistance with homework, projects, and self-directed learning.

#### **SmART Reader Art Club**

PAEP (Philadelphia Arts in Education) is currently hosting this program, which began in September 2018 and runs through January 2019.

## SCOPE OF WORK

This Library requires a full structural, mechanical, electrical and plumbing evaluation. Needed improvements include landscaping; replacement of exterior building lighting, conversion of interior lighting to LED; upgrade of interior finishes and flooring; replace telecommunications system; new furnishings, upgraded audio visual systems, new RFID gates, upgraded and additional technology resources to support digital literacy services, ADA restroom upgrades; security camera System; and installation of HVAC controls integrated to library standard.

## INITIAL COST ESTIMATE

NOT TO EXCEED \$4,500,000

## REBUILD SITE WAGES

For reference, current wages and fringe benefits for construction are set forth on the Prevailing Wage Rate Schedule issued by the City's Office of Labor Standards issued on 11.8.18. Please see the section of the Rulebook called *Rebuild Site Wages and Working Conditions* for more information.

## PROJECT TRIGGERS PERCENT FOR ART REQUIREMENTS

YES

## REBUILD PARTICIPATION GOALS

**Contract Goals (% of Contract Value)**

	<b>Contract Category</b>	<b>Certification Type</b>	<b>Min</b>	<b>Goal</b>
1.a.	Professional Services	MBE	25-30%	30-40%
1.b.	Professional Services	WBE	15-20%	20-30%
2.a.	Construction	MBE	30-35%	35-45%
2.b.	Construction	WBE	15-20%	20-30%

**Workforce Goals (% of Construction Workforce Hours)**

	<b>Labor Category</b>	<b>Sub-Category</b>	<b>Min</b>	<b>Goal</b>
1.a.	Journeyman	African-American	27%	32%
1.b.	Journeyman	Hispanic	15%	20%
1.c.	<u>Journeyman</u>	<u>Asian</u>	<u>3%</u>	<u>8%</u>
1.d.	Journeyman	Minority - Total	45%	50%
2.a.	Laborers	Minority	60%	65%
2.b.	Skilled	Minority	40%	45%
3.a.	Laborers	Women	5%	10%
3.b.	Skilled	Women	5%	10%
4.	Local		50-60%	

## ZONING INFORMATION



For more information on zoning ordinances, please visit the city's Zoning Code Reference Manual

[http://www.phila.gov/CityPlanning/resources/Publications/Philadelphia Zoning Code Quick Reference Manual.pdf](http://www.phila.gov/CityPlanning/resources/Publications/Philadelphia_Zoning_Code_Quick_Reference_Manual.pdf)

## DEMOGRAPHIC DATA

Please visit the following links to explore demographic information on Statistical Atlas for the census tracts that intersect within a ¼ mile radius of the site, including information regarding race & ethnicity, age & sex, household types, ancestry, employment information, educational attainment, etc. Applicants wishing to apply for a Rebuild grant should note that these data tools are not intended to replace an intimate knowledge of the community or a quality community engagement plan.<sup>1</sup>

- **Census Tract 305.01, 305.02:**  
<https://statisticalatlas.com/neighborhood/Pennsylvania/Philadelphia/Lawndale/Overview>

## ATTACHMENTS AVAILABLE UPON GRANT APPROVAL

- Contact List for Relevant City Departments, "Friends of" Groups and/ or Advisory Councils

<sup>1</sup> Note: Statistical Atlas currently presents data from the US Census Bureau, specifically from the 2010 census, and from the 2009-2013 American Community Survey. You can also visit [Socialexplorer.com](http://www.socialexplorer.com), a demographic information tool with thousands of interactive data maps going back to 1790 that may help you get a deeper understanding of the site's context. You may also want to directly download the most current as well as historical data from [American Fact Finder](http://www.americanfactfinder.com), which includes access to Decennial Surveys, American Community Surveys, the American Housing Survey, Annual Economic Surveys, and more.

## Exhibit B: Insurance requirements

Insurance requirements for professional services as required by Rebuild are as follows:

- General Liability: \$1,000,000; PAID, the City and Community Ventures must be included as additional insureds
- Workers Compensation & Employers Liability: PA Statutory limits
- Automobile Liability: \$1,000,000
- Crime Insurance: To be determined by the City for each project; the coverage limit shall be based on the average amount of funds the Project User has on hand and should cover Project User's employees or staff who have financial responsibilities related to the receipt and/or disbursement of funds. City shall be "loss payee" under this insurance policy
- Professional Liability (for architectural, engineering, environmental testing services): \$1,000,000

# PHILADELPHIA TAX STATUS CERTIFICATION REQUEST

## CITY OF PHILADELPHIA DEPARTMENT OF REVENUE

REQUESTER:  PHA  PHDC  PIDC  PPA  PRA  OTHER \_\_\_\_\_

Taxpayer Name: \_\_\_\_\_ Date: \_\_\_\_\_

Taxpayer Trading As: \_\_\_\_\_

Home Address: \_\_\_\_\_

Business Address: \_\_\_\_\_ Business Phone # \_\_\_\_\_

1. Are you a Registered Taxpayer? Yes  No   
If so, provide your Federal Employer Identification Number here: > \_\_\_\_\_  
If so, provide your Philadelphia Business Tax Account Number here: > \_\_\_\_\_  
If so, provide your Social Security Number here: > \_\_\_\_\_

2. Are you presently delinquent in any City of Philadelphia or Philadelphia School District Taxes? Yes  No   
If so, what tax and amount owed: > \_\_\_\_\_

3. Are you presently delinquent in Water and Sewer charges? Yes  No   
If so, amount owed: > \$ \_\_\_\_\_

4. Have you ever been sued by the City of Philadelphia or the Philadelphia School District or have you declared bankruptcy? Yes  No   
If so, list date and nature of law suite or filing date of bankruptcy petition: > \_\_\_\_\_  
> \_\_\_\_\_

5. Are you involved in any other business activity? Yes  No   
If so, list company name(s) and account number(s) here: > \_\_\_\_\_  
> \_\_\_\_\_

6. Do you own real estate? Yes  No   
If so, list address(es) here or on the back of this form. > \_\_\_\_\_  
> \_\_\_\_\_

I hereby affirm that the information provided above is true and correct to the best of my knowledge, information and belief; said affirmation being made subject to the penalties prescribed by 18 Pa. C.S.A. Sec. 4904 relating to unsworn falsification to authorities.

Name: (Please Print) \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

