

Cherashore Playground Rebuild Project: Subsurface Utility Locating Request For Proposals (RFP)

Project Description

The City of Philadelphia's Cherashore Playground complex serves the Olney neighborhood and is located at 851 W. Olney Avenue, Philadelphia, PA. The five-acre parcel includes a 2,600 sf single-story brick building, a pool, basketball courts, tennis courts, baseball and soccer fields, and playground equipment. The complex has been selected for improvement under the City's Rebuild initiative, with Mt. Airy Community Development Corporation as the selected Project User overseeing the work. The Scope of Work for this project includes both site and building renovations.

Services Requested

Subsurface utility locating and mapping.

Description of Services

Mt. Airy CDC is seeking a subsurface utility locator to provide services for the Cherashore Playground Rebuild project. The site was previously surveyed and an existing conditions plan was prepared in .dwg format; however, the survey was unable to determine a few key items. Subsurface utility locating and mapping are requested to further investigate these key items, including the locations and diameters of the water/sewer/storm services to the existing building and their connection points to Philadelphia Water Department (PWD) infrastructure, the outfall location for the existing on-site drainage pipe, and whether there is any existing PWD infrastructure within the Chew Avenue right-of-way. Based on PA One Call design information, PWD infrastructure is not present within Chew Ave.; however, the scope of the requested services includes utility locating within Chew Avenue right-of-way to confirm. It is anticipated that electromagnetic and ground penetrating radar utility locating as well as robotic CCTV pipe inspection will be required.

Project Team

Mt Airy CDC serves as the Project Manager for the overall project. The selected applicant will coordinate and communicate with the project design team, led by Studio Sustena landscape architects.



Diversity & Inclusion

Mt. Airy CDC is committed to meeting or exceeding the Rebuild program's goals for diverse business participation (30-40% MBE, 20-30% WBE for professional services) for this project. Diverse applicants are encouraged to apply.

Budget Range: \$5,000-\$25,000. Competitive proposals within this cost range will be accepted.

RFP Process and Schedule

The deadline for applicants to submit their complete proposals to Mt. Airy CDC is Wednesday, May 1, 2024 at 11:59pm. It is the responsibility of the Applicant to assure and confirm receipt of delivery of the proposal. Responses will be evaluated promptly, with the goal of selecting an applicant as soon as possible. Responses to this RFP must be submitted as PDF files, size not to exceed 24MB. Applicants are reminded to be clear and concise in their responses.

Submissions should be sent to pdawson@mtairycdc.org by May 1, 2024 at 11:59pm.

Proposal Content

Qualification packages submitted in response to this RFP must include the following information, in the sections and order indicated:

1. Cover Letter of intent signed by a person authorized to issue proposals on behalf of the Applicant that addresses the following:
 - a. Why you are interested in being considered for this Project
 - b. Services / Disciplines your firm provides

2. Applicant Identification Info
 - a. Basic Information:
 - i. Firm name, address, website address
 - ii. Contact name, job title, email and telephone number
 - iii. Federal tax ID number or EIN
 - iv. Business status (i.e. corporation, partnership, LLC, for profit or not for profit, etc.)
 - v. Location of registration/license to complete work
 - vi. Country and state of business formation
 - vii. Number of years in business



- viii. Significant business experience
 - ix. MBE / WBE certifications
 - x. Other information about Applicant's business organization pertinent to this RFP
 - b. Include a brief history of the firm, including the overall firm organization and management structure, its goals and objectives.
 - c. List and explain the circumstances and outcome of any litigation, arbitration, or claims filed against your company in the last 5 years.
3. Cost Proposal: Submit a cost estimate for your services.
4. Statement of Qualifications and Relevant Experience: Provide a statement of qualifications and a description of relevant experience.
5. Team Organization and Key Staff Resumes: The Applicant shall include a description of the proposed team. The description should clearly indicate the relationship of all key staff by depicting the technical roles/disciplines and responsibilities required for anticipated projects of this type.
6. References: (one page maximum) Provide at least two references, preferably for projects that are described in the Statement of Qualifications and Relevant Experience section above. If applicable, Applicant should provide references for projects with other municipalities that are similar in size to the City of Philadelphia. For each reference, include the name, title, organization name, address, telephone number and email address.
7. Applicant Declarations: The Applicant(s) must certify that they are able to meet the licensing, insurance, and administrative requirements to work on a Rebuild project, including the following:
 - a. Professional licenses and registrations (as applicable)
 - b. Certificate of Insurance
 - c. Financial capacity to perform the work
 - d. Ability to provide a City of Philadelphia Department of Revenue Tax Clearance Certificate and Commercial Activity License
 - e. Active listing in the Office of Economic Opportunity Registry or participation in the Emerging Vendor Program (if applicable)



RFP Declarations

Mt. Airy CDC reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential professional.
- Accept other than the lowest priced offer.
- Award a contract based on initial offers received, without discussions or requests for best and final offers.
- Request best and final offers from one or more Applicants.

