



**REQUEST FOR PROPOSALS**  
for  
HVAC at Frankford High School Solar Lab  
for the Philadelphia Energy Authority

**Released: March 29, 2021**

**Response Deadline: April 30, 2021**

Issued by:  
**THE PHILADELPHIA ENERGY AUTHORITY (PEA)**

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ALL ATTACHMENTS ARE SEPARATE LINKS ON PHILAENERGY.ORG AND ARE NOT INCLUDED HEREIN

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### 1. Purpose

PEA requests proposals for performing renovations to Frankford High School’s Solar Lab (referred to as “Solar Lab” and includes Room 10 and attached rooms (flex lab/seating area, storage and office)) on the ground level of the school, located at 5000 Oxford Ave., Philadelphia, PA 19124. PEA is supporting the renovation and procurement of equipment for the School District of Philadelphia (SDP) in order to create a solar energy lab for the District’s new Solar Energy Program, a three-year Career and Technical Education program, the first such solar program in Pennsylvania.

The Respondent, if any, selected by PEA to provide the services shall be referred to as “Successful Respondent.”

## **2. Background**

### **2.1. About the Philadelphia Energy Authority**

The Philadelphia Energy Authority (PEA) was established by Philadelphia City Council and the Mayor of Philadelphia in 2010. PEA seeks systemic solutions to our city's energy challenges, supporting the work of a robust community of energy experts, advocates, and champions citywide. In 2016, PEA launched the Philadelphia Energy Campaign with the leadership of City Council President Darrell Clarke. The Energy Campaign is a \$1 billion, 10-year investment in clean energy and energy efficiency projects which will create 10,000 jobs. In the first three years, PEA spurred the deployment of \$133 million and created 1,300 jobs. Learn more about the Philadelphia Energy Campaign at <http://www.philaenergy.org/>.

PEA is a municipal authority and political subdivision of the Commonwealth of Pennsylvania, formed by the City of Philadelphia under the Pennsylvania Municipality Authorities Act, 53 Pa.C.S. § 5601 et.seq. ("the Act") for the purposes described in the Charter and included below:

*The Authority's purposes and responsibilities shall be limited to actions for and concerning (i) the development, facilitation and/or financing of energy storage and/or generation projects, (ii) the development, facilitation and/or financing of energy efficiency projects, and (iii) the purchase or facilitation of energy supply and energy services on behalf of the City of Philadelphia, government agencies, institutions and businesses, as well as the education of consumers regarding choices available in the marketplace, and (iv) the promotion of a vital clean energy sector of the Philadelphia economy and increased employment in the sector by undertaking efforts to strengthen the markets for energy efficiency and energy storage and generation projects. The Authority shall have and may exercise all of the powers set forth in the Act that are necessary or convenient for carrying out its purposes and responsibilities.*

### **2.2. Project Background**

PEA was selected for funding by the U.S. Department of Energy Solar Energy Technologies Office (SETO) for a three-year award for the Bright Solar Futures (BSF) program. Bright Solar Futures prepares Pennsylvania's young people for jobs in the solar energy industry, diversifying the solar sector while meeting employer demand for a trained workforce. The Solar Energy Program includes in-depth instruction on solar photovoltaics and energy efficiency with the desired outcome of preparing students for positions in the solar industry. Frankford High School has been selected by SDP to host the Program and the first class began remotely in September 2020.

## **3. Request for Proposals**

PEA seeks a HVAC contractor to install HVAC equipment in the Solar Lab at Frankford High School. All bids must assume use of union labor.

### 3.1. General Disclaimer and Public Disclosure and Confidential Information

This RFP does not commit PEA to award a contract. PEA is not liable for any costs incurred by Respondents in preparing and submitting a proposal in response to this RFP or for any costs and expenses incurred in meeting with or making oral presentations to PEA if so requested.

This RFP and the process it describes are proprietary to PEA and are for the sole and exclusive benefit of PEA and SDP. No other party, including any Respondent, is intended to be granted any rights hereunder. Any response, including written documents and verbal communication, by any Respondent to this RFP, shall become the property of PEA and may be subject to public disclosure by PEA.

All Responses, Exhibits, and other information submitted in response to this RFP are subject to the public disclosure requirements of applicable law, including the Pennsylvania Right to Know Law. To the extent permitted by applicable law, the Administrator will use its best efforts to keep from public access the specific information that is identified by the Proposer as confidential. If a Proposer claims an exception to public disclosure requirements and desires that PEA keep certain information from public disclosure, then the Proposal must include a notice in the Proposal as follows:

**“Confidential Information Notice** The information on pages\_of this Proposal, identified by a bold vertical line along the right hand margin, contains information that is excluded from public disclosure under applicable law. Proposer requests that such marked information be utilized by the Administrator only for evaluation of this Proposal, but Proposer understands that the Administrator is bound by applicable law and that such information may be disclosed in accordance with such law. The legal basis for the claim for protection of the marked information from public disclosure is set forth as follows: [Proposer to provide basis]”.

Notwithstanding any such notice, however, PEA may disclose such marked information to individuals participating in the review or evaluation of Proposals, including members of the Selection Committee, other PEA employees, and advisors, attorneys, and consultants.

### 3.2. Solar Lab Requests for Proposals

PEA is simultaneously issuing three Requests for Proposals for prime contractors for the following:

- HVAC. *The HVAC contractor will be the lead prime contractor for purposes of scheduling and coordination*
- Electrical
- Window installation

Respondents may respond to one, two or three RFPs but each must be a separate proposal and if Respondent is selected for more than one project, separate contracts may be issued.

### **3.3. Scope of Work**

#### **A. Project Details**

PEA is seeking proposals from HVAC contractors to:

- Manage all tasks per “*Practical Energy Solutions: HVAC CS, M-1.0, M-2.0*” in Appendix A associated with upgrading the HVAC system in the Solar Lab.
- Each contractor is responsible for all tasks included in their trade wherever shown on any of the drawings in Appendix A
- Work to be performed per Appendix A includes the following tasks
  1. Obtain all permits required to perform activities listed in mechanical drawings
  2. Purchase, install and commission equipment
  3. Arrange for inspection as required
- Serve as Lead Prime Contractor for HVAC (this Scope of Work), ELECTRICAL and WINDOW contractors

#### **B. Timetable**

The successful Respondent (if any is selected) will be ready to provide services beginning June 16, 2021. All activities must be scheduled and completed between June 16, 2021 and July 30, 2021 in coordination with all Contractors awarded contracts for Solar Lab construction.

#### **C. Hours and Location of Work**

All work will take place at Frankford High School.

#### **D. Cost Proposal**

Respondents must provide a line item cost breakdown and total project cost and list hourly rates for all personnel who will perform work under any contract resulting from this RFP.

#### **E. Minimum Wage and Benefits and Prevailing Wage**

This bid is for the furnishing of services, and it is subject to Chapter 17-1300 of The Philadelphia Code and Mayoral Executive Order 03-14 which establish minimum benefits (health benefits and sick leave) and wages for employees.

#### **F. Qualifications of Proposer**

- Respondents or their subcontractors must have all required licenses to conduct the work described in Section 3.3.A.
- Respondents shall have a minimum of three (3) years previous experience providing similar services for similar sized projects prior to the date the proposal is submitted.
- Qualifications apply to subcontractors
- Respondents must be pre-qualified with SDP to respond to this bid. The SDP’s Pre-qualification Application can be found here:  
<https://www.philasd.org/capitalprograms/wp->

[content/uploads/sites/18/2020/05/Prime-Contractor-Prequalification-Application-5.13.20-1.pdf](#)). Turnaround of applications is typically under one business week.

The successful Respondent will be required to obtain “Right of Entry” approval from SDP which includes federal and state background checks and child abuse clearances for all personnel working in the facility and insurance coverage listed in Appendix D (AIA 105-2017 Template Contract Attachment I).

**4. Submission Requirements and Selection Process**

**A. Questions, Proposal Format and Submission**

- 1) Site visit: Contractors will have access to the Frankford High School solar lab on **4/7/21**. Specific times and building access instructions will be posted on the PEA solar lab RFP website, [https://philaenergy.org/public\\_bids/solarlab](https://philaenergy.org/public_bids/solarlab).
- 2) Questions: All questions regarding this RFP are to be sent by email to [info@philaenergy.org](mailto:info@philaenergy.org) with the subject line “Solar Lab HVAC RFP” no later than 3:00 p.m. on **4/16/21**. The answers to all questions, regardless of the company submitting them, will be posted on the PEA RFP website no later than 3 p.m. on **4/21/21**.

Companies responding to this RFP are urged to check the website for the responses to questions and clarifications or updates regarding this solicitation. Individuals wishing to register to be included in email notifications regarding this RFP may do so by emailing [info@philaenergy.org](mailto:info@philaenergy.org) with the subject line Solar Lab HVAC RFP.

- 3) Proposal Deadline: Responses to this RFP must be delivered via email to the Philadelphia Energy Authority at [info@philaenergy.org](mailto:info@philaenergy.org) no later than **3:00 PM ET 4/30/21**. Responses received after the deadline will not be considered.
- 4) Anticipated project timeline:

<b>Step</b>	<b>Date</b>
RFP released	03/29/21
Site visit for Respondents at Frankford High School	04/07/21
Deadline to submit RFP questions (optional)	04/16/21
Response to questions available	4/21/21
<b><i>Deadline to submit proposals</i></b>	04/30/21

Interviews (if needed)	05/05/21-05/12/21
Respondent selected	Week of 05/17/21
Contract execution	Week of 05/31/21
Commencement of work	No earlier than 06/16/21
Completion of work	No later than 07/30/21

**B. Selection Criteria**

PEA will select the Lowest Price responsive proposal. To be responsive the Respondent must demonstrate relevant experience, implementation capacity, provide a high quality proposal and must provide a thoughtful diversity statement that will be considered in determining capacity. Respondent must additionally meet all qualifications listed in Section 3.3.F. PEA may invite Respondents for an interview. Proposals in response to this RFP will be evaluated by PEA. Exceptions to contract terms may be cause for elimination.

**C. Diversity Statement**

PEA encourages firms which are certified Minority, Woman or Disabled-owned Businesses to respond to this Request For Proposals. PEA requires submission of a statement outlining the ways in which Respondents are committed to local and diverse workforce development. Equity and inclusion are core principles of the work of the Philadelphia Energy Authority and are of paramount importance to the City of Philadelphia.

**D. Proposal Format**

Proposals should include:

- 1) *Email* to [info@philaenergy.org](mailto:info@philaenergy.org) with subject line “HVAC Proposal from Name Of Firm” and attached proposal including
- 2) *Cover Letter* addressed to Laura Rigell, Director of Development, Policy, and Workforce Initiatives, Philadelphia Energy Authority, signed by the person authorized to issue the proposal on behalf of the Respondent
- 3) *Respondent Profile*. Provide a narrative description of the Respondent, including the following:
  1. Respondent’s business identification information, including name, business address, telephone number, website address, and federal taxpayer identification number or federal employer identification number
  2. A primary contact for the Respondent, including name, job title, address, telephone numbers, and email address
  3. A description of Respondent’s business background, including, if not an individual, Respondent’s business organization (corporation, partnership, LLC, for profit or not for profit, etc.), whether registered to do business in Philadelphia and/or

Pennsylvania, country and state of business formation, number of years in business, primary mission of business, significant business experience, whether registered as a minority-, woman-, or disabled-owned business and with which certifying agency, and any other information about Respondent's business organization that Respondent deems pertinent to this RFP.

- 4) *Statement of Qualifications & Relevant Experience.* Provide a statement of qualifications and capability to perform the services sought by this RFP, including a description of relevant experience with projects that are similar in nature, size and scope to that which is the subject of this RFP. Include CVs of key personnel who will be involved.
- 5) *Diversity Statement*
- 6) *Cost proposal* including line item cost breakdown and total project cost and list of hourly rates including rates for all personnel and subcontractors
- 7) *Contact list of three references*
- 8) *Disclosure of Litigation; Disclosure of Administrative Proceeding (if applicable).* State, for the 5-year period preceding the date of this RFP, a description of any judicial or administrative proceeding that is material to Respondent's business or financial capability or to the subject matter of this RFP, or that could interfere with Respondent's performance of the work requested by this RFP, including, but not limited to, any civil, criminal or bankruptcy litigation; any debarment or suspension proceeding; any criminal conviction or indictment; and any order or agreement with or issued by a court or local, state or federal agency. For each such proceeding, state the name of the case or proceeding, the parties involved, the nature of the claims involved, its current status and the final disposition, if any. Provide the same information for any officer, director, principal, or partner of Respondent's organization, and for any subcontractor Respondent plans to use to perform the services described in this RFP.
- 9) *Requested Exceptions to Standard Contract Terms and/or AIA contract template (optional)*
- 10) *City of Philadelphia Tax and Regulatory Status and Clearance Statement*

## 5. Notes on Submission

### A. Procurement Process

PEA may, but is not obligated to, conduct oral interviews with any or all Respondents prior to selection and will not be liable for costs incurred by Respondents in connection with such interview. PEA reserves the right to request clarification of information submitted and to request additional information from one or more Respondents. PEA is under no obligation to procure services under this document. PEA reserves the right to reject any and all proposals received as a result of this request and is not liable for any costs incurred by any firm or individual in responding to this opportunity. PEA reserves the right to waive informalities and minor irregularities in proposals received and to accept any portion of a proposal if deemed in the best interest of PEA. PEA reserves the right to amend or cancel this RFP at any time. PEA reserves the right to expand and extend services beyond what is initially sought in this document to the selected



proposer without issuing additional public procurement.

**B. Standard Contract Terms**

PEA's Standard Contract Terms for services of the type sought by this contracting opportunity are attached to this RFP as Appendix B. PEA's contract template modified from AIA's Document A105-2017 is attached to this RFP as Appendix D (to be referred to as "AIA template.") By submitting a proposal in response to this contract opportunity, the Respondent agrees that, except as provided herein, it will enter into a contract with PEA containing substantially the Standard Contract Terms in Appendix B and the AIA template. If the Respondent wishes to take exception to the Standard Terms and/or AIA template, it must be stated in the RFP response.

PEA reserves the right to require or negotiate terms and conditions different from and/or additional to the Standard Contract Terms in any final contract resulting from this RFP.

**C. The Philadelphia Tax and Regulatory Status and Clearance Statement**

It is the policy of the City of Philadelphia and PEA to ensure that each contractor and subcontractor has all required licenses and permits and is current with respect to the payment of City taxes or other indebtedness owed to the City (including, but not limited to, taxes collected by the City on behalf of the School District of Philadelphia), and is not in violation of other regulatory provisions contained in the Philadelphia Code. To assist PEA, through the City of Philadelphia Department of Revenue and Department of Licenses and Inspections, in determining this status, each Respondent is required to submit with its proposal the certification statement entitled City of Philadelphia Tax and Regulatory Status and Clearance Statement which is attached to this RFP as Appendix C and a Tax Compliance Certificate from the City of Philadelphia which can be requested at <https://rev.phila.gov/taxcompliance/>.

If the Respondent is not in compliance with the City's tax and regulatory codes, an opportunity will be provided to enter into satisfactory arrangements with the City to achieve compliance. If satisfactory arrangements cannot be made, Respondents will not be eligible for award of the contract contemplated by this RFP.

The selected Respondent will also be required to assist PEA in obtaining the above information from its proposed subcontractors (if any). If a proposed subcontractor is not in compliance with City Codes and fails to enter into satisfactory arrangements with the City, the non-compliant subcontractor will be ineligible to participate in the contract contemplated by this RFP and the selected Respondent may find it necessary to replace the non-compliant subcontractor with a compliant subcontractor. Respondents are advised to take these PEA policies into consideration when entering into their contractual relationships with proposed subcontractors.

If a Respondent or a proposed subcontractor is not currently in compliance with the City's tax and regulatory codes, please contact the Revenue Department to make arrangements to come into compliance at 215-686-6600 or [revenue@phila.gov](mailto:revenue@phila.gov).

Respondents need not have a City of Philadelphia Business Income and Receipts Tax Account Number (formerly Business Privilege Tax Account Number) and Commercial Activity License Number (formerly Business Privilege License Number) to respond to this RFP, but will be required to obtain both prior to commencing work if selected for award of the contract contemplated by the RFP.<sup>1</sup> Applications for a Business Income and Receipts Tax Account Number or a Commercial Activity License<sup>2</sup> may be made online by visiting the City of Philadelphia Business Services Portal at <http://business.phila.gov/Pages/Home.aspx> and click on "Launch." If you have specific questions, call the Department of Revenue at 215-686-6600 for questions related to City of Philadelphia Business Income and Receipts Tax Account Number or the Department of Licenses and Inspections at 215-686-2490 for questions related to the Commercial Activity License.

ALL ATTACHMENTS ARE SEPARATE LINKS ON PHILAENERGY.ORG AND ARE NOT INCLUDED HEREIN

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<sup>1</sup> Respondents that have a Business Privilege Tax Number should use that number, as it is automatically their Commercial Activity License Number, and need not apply for a new Commercial Activity License Number. Similarly, Respondents with a Business Privilege Tax Account Number should use that number as their Business Income and Receipts Tax Account Number.

<sup>2</sup> Commercial Activity Licenses are not typically required for non-profit organizations; however, Business Income and Receipts Tax Account Numbers typically are required.