

Valley Greene Apartments

REQUEST FOR PROPOSAL (RFP)

Wissahickon Avenue Sidewalk Replacement Project

SIDEWALK AND STEP REPLACEMENT PROJECT

Valley Greene Apartments
5720 Wissahickon Avenue
Philadelphia, Pennsylvania 19144
Phone: 215-844-7750 | Fax:
office@valleygreene.com

RFP ID: 20170402

Prepared By: Madeline Haggans

Date: May 1, 2017

REQUEST FOR PROPOSAL
SIDEWALK AND STEP REPLACEMENT PROJECT
Philadelphia - Pennsylvania

RFP ID: 20170402

SUBMISSION DEADLINE: May 29, 2017, 5:00 PM

QUESTION SUBMISSION DEADLINE: May 15, 2017

Questions may be submitted in written form no later than May 15, 2017 to:

RFP Contact Name: Madeline Haggans
Contact Address: 5720 Wissahickon Avenue
Philadelphia, Pennsylvania 19144
Telephone Number: 2674285430
Email Address: Themadhag@verizon.net

INTRODUCTION

Valley Greene Apartments invites and welcomes proposals for their Sidewalk and Step Replacement Project project. Based on your previous work experience, your firm has been selected to receive this RFP and is invited to submit a proposal. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time as specified above under the "SUBMISSION DEADLINE."

BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.

PROJECT AND LOCATION

The bid proposal is being requested for Sidewalk and Step Replacement Project which is or shall be located at 5720 Wissahickon Avenue, Philadelphia, Pennsylvania 19144.

PROJECT MANAGER CONTACT INFORMATION

The following individual(s) are the assigned contacts for the following:

For questions or information regarding Contract Financing, contact:

Name: Madeline Haggans
Title: Board President
Phone: 2674285430

Fax:

Email: Themadhag@verizon.net

For questions or information regarding Project Oversight, contact:

Name: Charles Fleming

Title: Maintenance Supervisor

Phone: 2158445570

Fax:

Email: Charles Fleming (cfj215@yahoo.com)

For questions or information regarding Onsite Oversight of Project, contact:

Name: Charles Plinton

Title: Board Member

Phone: (610) 715-5082

Fax:

Email: chap8@aol.com

PROJECT OBJECTIVE

The objective and ultimate goal for this project is replace 32 blocks 4' x 5' = 3300 ft.² cement block sidewalk at 5700 wissahickon avenue, 9-steps 3' x 5' =108 ft.² and exit driveway 17' x 7' (4 blocks) 119 ft.² .

PROJECT SCOPE AND SPECIFICATIONS

Project Scope and Specifications are detailed on an attached document.

SCHEDULED TIMELINE

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

MILESTONE

DATE

**Demolish existing Exit driveway 17' x 7' (4 blocks)
119 ft.² 32 blocks 4' x 5' = 3300 ft.² (total) and haul
away dibris :**

June 26, 2017

**Prepare surface and pour new cement in the
affected area.:**

June 27, 2017

Demolish 9-Steps 3' x 5' =108 ft.² and curb cut from Wissahickon Avenue to parking lot and haul away dibris. : June 28, 2017

Prepare the surface and pour new cement steps and curb cut : June 29, 2017

Project Inspection by Structural Design Engineering Firm: June 30, 2017

PROPOSAL BIDDING REQUIREMENTS

PROJECT PROPOSAL EXPECTATIONS

Valley Greene Apartments shall award the contract to the proposal that best accommodates the various project requirements. Valley Greene Apartments reserves the right to award any contract prior to the proposal deadline stated within the "Scheduled Timeline" or prior to the receipt of all proposals, award the contract to more than one Bidder, and refuse any proposal or contract without obligation to either Valley Greene Apartments or to any Bidder offering or submitting a proposal.

DEADLINE TO SUBMIT PROPOSAL

All proposals must be received by Valley Greene Apartments no later than 5:00 PM on May 29, 2017 for consideration in the project proposal selection process.

PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

- Proposals received by the stipulated deadline must be in the correct format.
- Bidder's alleged performance effectiveness of their proposal's solution regarding the Project Objective of Valley Greene Apartments.
- Bidder's performance history and alleged ability to timely deliver proposed services.
- Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
- Overall cost effectiveness of the proposal.

Valley Greene Apartments shall reserve the right to cancel, suspend, and/or discontinue any proposal at any time they deem necessary or fit without obligation or notice to the proposing bidder/contractor.

PROPOSAL SUBMISSION FORMAT

The following is a list of information that the Bidder should include in their proposal submission:

Summary of Bidder Background

- Bidder's Name(s)
- Bidder's Address
- Bidder's Contact Information (and preferred method of communication)
- Legal Form of Bidder (e.g. sole proprietor, partnership, corporation)
- Date Bidder's Company Formed
- Description of Bidder's company in terms of size, range and types of services offered and clientele.
- Bidder's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
- Bidder's Federal Employee Identification Number (FEIN)
- Evidence of legal authority to conduct business in Pennsylvania (e.g. business license number).
- Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.
- Organization chart showing key personnel that would provide services to Valley Greene Apartments

Financial Information

- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of Reorganization under the Bankruptcy Code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

Proposed Outcome

- Summary of timeline and work to be completed.

Equipment or Service

- List any and all equipment or services required for this proposed project and the number of each.
- Detailed estimated cost for each piece of equipment or service.
- List any or equipment or services required of a subcontractor, along with a brief explanation.

Cost Proposal Summary and Breakdown

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

Licensing and Bonding

- Provide details of licenses and bonds (if any) for any proposed services that the bidder/contractor may plan on providing for this project.

Insurance

- Details of any liability or other insurance provided with regard to the staff or project.

References

- Provide 3 references

Bidder agrees that Valley Greene Apartments may contact all submitted references to obtain any and all information regarding Bidder's performance.