

REQUEST FOR QUALIFICATIONS

Market Street East Bus Shelter Renovations



PROJECT SCOPE

Background:

Market Street East historically has been the prime retail corridor of Center City. With the suburban migration in the mid-20th century Market East, Center city and Downton retail declined. In the 1980's and 1990's the City and CCD undertook improvements to the corridor to stimulate redevelopment. Some of the improvements at that time included: pedestrian lighting, sidewalk pavers, transit and landscaping.

Over the past 30 to 40 years these amenities have fallen victim to age and deferred maintenance.

With the 250th anniversary of the country, FIFA and other 2026 events, The City and the CCD have worked to develop a list of projects to revitalize this important corridor between Independence Mall, the Convention Center, City Hall, Benjamin Franklin Parkway and South Broad Street.

The bus shelter renovations are one key element of the renovations planned for 2026 and will need to be completed by March of next year.

Scope of Services:

The project may include, but not be limited to, the following activities and work:

1. Limited design services for new lighting and roof detail,
2. Shop drawings and other services necessary to detail the work,
3. Cleaning of all equipment, and preparation of all surfaces,
4. Evaluation of metal surfaces and conditions and recommend necessary repairs to the CCD,
5. Evaluate roof and drainage, clean, repair or refabricate or otherwise adjust as may be needed,
6. Evaluate and identify recoating options for metal surfaces with appropriate paints, primers, powder coating etc.,
7. Evaluate benches for refurbishment options,
8. Evaluate glass and filming on interior and exterior surfaces for improvement/refurbishment,
9. Protect all Septa signs,
10. Intersection advertising to remain in place and operable throughout renovation, and
11. Maintain all pedestrian traffic (CCD and contractor may develop this together with Septa and the City),

Process:

This is a multi-step process and includes:

1. Request for qualified contractors (this phase and RFQ),
2. The CCD shall select the most qualified contractors who will be invited to participate in the RFP/Bid process,
3. The CCD shall review the RFP/Bid proposals and select the contractor to provide services as identified in the RFP/Bid Proposal packet, and
4. Contractors with SEPTA and or City of Philadelphia experience are encouraged to submit RFQ packets.

RFQ Schedule:

RFQ Return Submittal Online - July 16, 2025 3:00 PM EST

Review and Selection of Qualified Contractors (to be invited to RFP) – July 18, 2025

RFP Schedule (Projected):

- Requests for Proposals (RFP's) will be issued to qualified contractors in Summer of 2025.
- Project start date projected for September 2025.
- Project completion will be firm and is the end of March 2026.

SUBMISSION FORMAT

To be considered complete, qualifications packets must include the following in this order with title sheets on each section:

1. Cover sheet with project identification title and date,
2. Cover letter dated and signed by an officer of the company,
3. Table of contents page inserted before the qualifications packet,
4. Overview of the submitters team and years in business,
5. The submitters approach to this project,
6. List of teams and team members including PM and team member resumes,
7. Proposed list and schedule of deliverables outlined in the scope,
8. List of not more than 5 representative projects with information on location, cost and scale,
9. A list of not more than 5 recent clients on similar projects, reference and contact information, and
10. Complete qualification form (the pages following), attach to the end of the RFQ submittal under a title sheet titled "Qualification Form", project name and date RFP submitted).

RFQ responses are limited to 35 pages.

Center City District

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CONTRACTOR QUALIFICATION FORM

Date: _____

Instructions: Elaboration of the following requested information or additional information deemed to be useful for evaluation of your firm's capabilities may be attached to this form. Your completed qualification form will be maintained and utilized by the Center City District as a basis for determining bid sources. Some CCD projects may require more current information and the resubmission of this form by your firm.

PLEASE ATTACH A COPY OF YOUR CURRENT CERTIFICATE OF INSURANCE INDICATING CURRENT LIMITS

More specific insurance requirements will be provided in the RFP packet when issued to contractors determined to be prequalified by the CCD. Some of the information below may be only applicable to union contractors, fabrication and installation work and not design and engineering. Please answer all questions according to your best knowledge.

Firm: _____
President: _____
Contact: _____
Address: _____
Phone: _____
Fax: _____
Federal ID: _____
Former Company Name: _____
Years performing work specialty: _____
Stockholder's Equity: _____
Bank Reference: _____
Work in Place Last Year: _____
Address: _____
Average Annual Sales Last 3 Years.: _____
Union: Y N Locals: _____
Merit Shop: Y N
Is Firm NOT In Compliance with all EEO Requirements? Y N
Has Firm Ever Failed to Complete a Contract? Y N
Has Firm Ever Been Involved in Bankruptcy or Re-organization? Y N
Are There Any Claims Against the Firm? Y N
Are There Any Pending Judgments Against the Firm? Y N
(IF THE ANSWER TO ANY OF THE ABOVE IS YES, DESCRIBE ON A SEPARATE SHEET)

Total Staff Employed: _____ In-house Engineering or Fabrication Capacity? Y N
Work Now Under Contract: \$ _____ % Of Work Completed by Own Forces: _____

EQUAL OPPORTUNITY:

Office of Equal Opportunity requirements may apply to the bidding process. More details will be provided in the forthcoming RFP.

SAFETY:

Does Your Firm Have a Written Safety Program? Y N

Do You Have an Orientation Program for New Hires? Y N

In The Previous 3 Years Has the Firm Been Cited for Any Serious (As Defined By OSHA) Violation?

If Yes, Please Explain (Use Separate Sheet If Necessary):

Attach Log and Summary of Occupational Injuries And Illnesses As Required By the U.S. Dept. Of Labor
for The Past 12 Months (OSHA Form No. 300)

OSHA Recordable Incident Rate (Current Year): _____ OSHA Lost Days Away Incident Rate (Current Year) _____

Does Your Firm Have A Drug Testing Program?	Y	N
1	1	1
2	1	1
3	1	1
4	1	1
5	1	1
6	1	1
7	1	1
8	1	1
9	1	1
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100	1	1

LIST THREE (3) SIGNIFICANT PROJECTS COMPLETED WITHIN THE LAST FIVE YEARS:

Project & Location	Architect/Designer	Contract With	Amount	Date Completed	Reference Contact & Phone Number

LIST THREE (3) OR MORE SIGNIFICANT PROJECTS PRESENTLY UNDER CONSTRUCTION:

Project & Location	Architect/Designer	Contract With	Amount	Date Completed	Reference Contact & Phone Number

KEY PROJECT MANAGEMENT FOR THIS PROJECT

Please provide a list of key individuals who will be performing on this contract:

Name	Position	Representative Projects	Contract Amount	Date Completed	Reference Contact & Phone Number

PLEASE SUPPLY FIVE RECENT PROJECT REFERENCES

Please provide company name, project, contact name, phone number and email) on similar types/scopes of projects below:

1.

2.

3.

4.

5.

RFQ EXHIBITS

Exhibit I – Map of 6 Headhouses & 21 Bus Shelters

- HEADHOUSES IN SCOPE
- BUS SHELTERS IN SCOPE

