

REQUEST FOR QUALIFICATIONS

Market Street East Landscape Improvements

Center City District

08.08 2025



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 downtown 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, transit access, furnishings 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 landscape improvements 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:

Construction

1. Remove approximately fifty (50) existing street trees
2. Provide and install approximately fifty (50) street trees
3. Procure and install approximately twenty (20) specified sidewalk planters, including drainage, soil and plant materials
4. Fabricate and install approximately twenty (20) 5 ft x 5 ft metal planters as specified
5. Procure and install approximately one hundred (100) specified hanging baskets on seventy-five (75) existing light poles. Service includes installing hardware, baskets, planting soil and plant material
6. Provide one year maintenance services for all three programs identified above.

Note: The scope of service listed above is subject to change. Some scope may be reduced or eliminated. The Request for Proposal Phase will clarify scope for bidding.

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 City of Philadelphia experience are encouraged to submit RFQ packets.

RFQ Schedule:

RFQ Packets Available Online - August 8, 2025

RFQ Advertisement Run – August 11, 2025

RFQ Return Submittal Online - 3 pm EST September 3, 2025

RFQ Return Submittal to CCD office – 3 pm EST September 3, 2025

RFP Schedule (Projected):

- Requests for Proposals (RFP's) will be issued to qualified contractors in Fall of 2025.
- Contract selection will take place Fall, 2025.
- Project start date projected for Fall, 2025.
- Project completion will be firm and is April 1, 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 RFQ submitted.

Submission requirements:

Format: Single PDF document, maximum 25 pages

Full Size : Maximum 25 MB

Delivery : rfp@centercityphila.org

and

Deliver two (2) hard copies to:

Center City District Attention James Burke

100 South Broad Street, Suite 1N

Philadelphia PA 19110

Deadline: 3:00 EST September 3, 2025

RFQ's qualification packets are limited to 25 pages.

NO PHONE CALLS PLEASE



Center City District

08.08. 2025

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Project Location

The project is in the center of Philadelphia in the Market Street Right of Way between Independence Park and City Hall. Contractors are strongly encouraged to visit the location to become familiar with existing conditions and site considerations that may impact on service.

CONTRACTOR QUALIFICATION FORM

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

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

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

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.

Project Area Map



STREET TREES | LOCATION PLAN
MARKET STREET EAST IMPROVEMENTS