

REQUEST FOR PROPOSAL
Facilitator and Project Manager

Issued by:
The Mayor's Fund for Philadelphia
On behalf of the City of Philadelphia, Department of Planning and Development

Questions about this RFP should be submitted to martha.cross@phila.gov by February 9, 2018.
Responses to this RFP must be emailed as a single .pdf by 5:00pm February 20, 2018 to martha.cross@phila.gov and mayorsfund@phila.gov.

Introduction- Statement of Purpose

The Mayor's Fund for Philadelphia (the Fund) and the Department of Planning and Development (DPD) seek a qualified firm that can provide facilitation and project management services (herein referred to as consultant) to support Mayor Kenney's Historic Preservation Task Force. The consultant will work in concert with the National Trust for Historic Preservation (NTHP) to analyze both local and national strategies in the context of Philadelphia's real estate market and frame strategies for deliberation. Over eleven months, the consultant will be responsible for managing the Task Force and ensuring it produces two reports available to the public for review. The reports will draw from the research provided by the NTHP and the specific strategies selected by the Task Force as most viable for Philadelphia.

Department Overview

The Fund works in close partnership with the City of Philadelphia and private sector partners to develop and run initiatives that reflect Mayoral priorities and seek to improve the quality of life for all Philadelphians. The Fund will serve as the fiscal administrator for this contract opportunity. The DPD will serve as the project manager for this effort on behalf of the Fund.

The DPD coordinates the city's planning, zoning, preservation, and housing functions to promote the economic health of all neighborhoods and the city. Within Planning and Development, the Division of Planning and Zoning is a bridge between the public and government, balancing long-term goals and public input to create healthy, equitable and resilient communities that are affordable and desirable. The Division of Planning and Zoning includes the Philadelphia City Planning Commission (PCPC), the Zoning Board of Adjustment (ZBA), the Art Commission, and the Philadelphia Historical Commission (PHC). Together the agencies contribute technical and design expertise to guide public investment to preserve and improve the quality of life for all Philadelphians.

Project Background

Philadelphia's current historic preservation regulatory environment was developed in the early 1980s and its existing preservation ordinance became effective in 1985. While that historic preservation ordinance has served the City well over the intervening three decades, it merits reconsideration and integration into a broader, more holistic system for managing the historic built environment. Stoking the sense of urgency to reconsider Philadelphia's current historic preservation regulatory environment, the city is enjoying its first sustained population growth in decades. Significant preservation challenges accompany that growth and concomitant building boom. For decades, Philadelphia's planners and preservationists managed a city in decline. Today, we are quickly shifting gears, seeking the tools and strategies to manage a city in growth. However, not all areas of the city have seen new development and the continued disinvestment poses other unique challenges for preservation. To lead the conversation at a citywide level, the Mayor engaged a diverse group of stakeholders to serve on the Task Force. Task Force members are working to produce a specific set of recommendations to provide to Philadelphia City Council and Mayor Kenney on how to improve the management and preservation of the city's historic built environment.

Launched in June 2017 and supported by a grant from the William Penn Foundation, the Task Force is currently engaged in public conversations on historic preservation in Philadelphia. The 33 Task Force

members represent: preservation advocates, developers, builders, architects, residents, foundation and civic leaders, academics, policy and government officials and representatives of professional organizations from planning, design, and construction. The National Trust for Historic Preservation is providing technical assistance, specifically around best practices. Since Fall 2017, the group has met monthly as a full Task Force and in four subcommittees that focus on Regulations, Incentives, Outreach & Education, and Surveying. More information on the work and discussions of the Task Force can be found at: <https://www.phlpreservation.org/> The selected consultant will support the Task Force to summarize its recommendations to the Mayor.

Project Management

There are several parties that serve to provide leadership and guidance to the Task Force. While the consultant will contract with the Mayor's Fund, they will report to a representative of the Department of Planning and Development (DPD). The DPD representative will review progress, deliverables, and invoices and authorize the Mayor's Fund to release payments.

An executive committee comprised of representatives from DPD, William Penn, the National Trust, and the Task Force co-chairs will help to guide the consultant's efforts. A larger steering committee that includes the executive committee and the chairs of the subcommittees helps to provide input and disseminate information to the subcommittees.

General Disclaimer

This RFP does not commit the Fund or the City of Philadelphia to award a contract. This RFP and the process it describes are proprietary to the Fund and the City and are for the sole and exclusive benefit of the Fund/City. No other party, including any Applicant, is intended to be granted any rights hereunder. Any response, including written documents and verbal communication, by any Applicant to this RFP, shall become the property of the Fund/City and may be subject to public disclosure by the Fund/City, or any authorized agent of the Fund/City.

Scope of Work

Essential Functions

Below is a description of the various roles that the consultant, National Trust, Task Force, and DPD staff will fulfill to move the process along. Note that some of this work has already been completed or is in progress currently.

The National Trust for Historic Preservation (NTHP) will:

- Provide and prepare research and present on 6-8 topics throughout the life of the Task Force. These research findings will be delivered as both PowerPoint presentations and written analysis that will build up as a library of information for the various Task Force reports including the: baseline white paper, interim report and for the final report. NTHP will provide staff with specific expertise in the area to support this work.
- Work with the consultant to assemble and distribute background information and advanced reading materials for the Task Force Members.

- Work with the consultant to gather interviews from experts and stakeholders in peer cities with best practices.

The **DPD will** assist in the operations of the Task Force and perform the following:

- Manage meeting logistics, meeting locations, space rental contracts, public notification of meetings, audio visual needs and record and distribute official Task Force meeting minutes
- Manage communication with the public and relationship with Mayor's Office and City Councilmembers
- Support Task Force Chairs in communication with the press
- Maintain Philadelphia Preservation website with updated information regarding the Task Force and its activities

Task Force Chair and Vice Chair will:

- Chair all Task Force meetings and lead all public conversations
- Encourage and ensure Task Force members remain engaged in the process and focused on assignments
- Represent the Task Force with press
- Ensure that the range of perspectives are considered during the process and final recommendations are responsive to issues
- Review the release of all public reports in concert with the DPD
- Work with consultant to develop content for meetings and format for discussion

The **Consultant will** report to the DPD and work closely with the Executive Committee to:

- Manage a project timeline that ensures the Task Force and Committees are advancing discussions and decisions to meet project deadlines
- Prepare for, and attend meetings, and conference calls (see description in next section)
- Provide and disseminate information to Task Force members including subcommittee notes, public comments, and other communication
- Produce the Best Practices Report (first of two reports):
 - Frame issues for discussions among the Task Force and at the Committee level
 - Create a process or processes to assist the Chairs in bringing the Task Force to agreement on issues and appropriate best practices
 - Collaborate with the National Trust to analyze the applicability of adopting national strategies for Philadelphia
 - Draft a report that frames the primary issues identified by the Task Force, garnered from discussions, and relevant Best Practices, utilizing research material from the National Trust
 - Create a process for efficient, transparent, and timely review of the draft report by Task Force members
 - Draft a final report to be accepted by DPD
- Produce an Implementation Plan (second of two reports):
 - Frame issues for discussions among the Task Force and at the Committee level
 - Create a process or processes to assist the Chairs in bringing the Task Force to agreement on proposed solutions and priorities

- Draft an Implementation Plan that includes required resources, identified roles of the public, the private and the nonprofit sectors, anticipated outcomes, and a timeline for launching the proposed recommendations and activities.
- Create a process for efficient, transparent, and timely review of the draft report by Task Force members
- Draft a final report to be accepted by DPD
- Both reports will be released to the Task Force (first) and public for comment before these are released as final documents.

Meetings and Conference Calls

The following section highlights the existing structure of meetings and conference calls that has been in place since the start of the project (and some that have been modified). While the consultant may suggest an alternate structure, be advised that the participation and feedback from Task Force members is largely done during these interactions. Reducing the number of meetings will likely reduce the interaction and feedback of the Task Force members. On the other hand, Task Force members are volunteers and trying to increase the number of meetings or calls may not improve participation. It will be important for the consultant to determine how to accomplish the scope of work largely within the opportunities for interaction listed below:

- Full Task Force meetings, open to the public, are held every other month (March, May, July, September, November), although the Task Force is starting to hold closed, optional meetings on the off months (April, June, August, October) to host discussions and working sessions across committees. Meetings are two hours in length and are primarily held at 1515 Arch St, 18th Floor. Two Task Force meetings will be held in Philadelphia neighborhoods outside of Center City. The consultant will work with the Executive Committee to set an agenda for these meetings. The consultant shall also take meeting notes and distribute a short meeting summary.
- Steering Committee conference calls are held every month. The consultant shall manage the schedule, agenda, and meeting notes for these calls. (Moving ahead, these calls could occur bi-monthly if the Task Force continues to meet every month.)
- Executive Committee conference calls are held monthly, either in advance of the Steering Committee conference calls or the non-public Task Force meetings, as appropriate. The consultant shall manage the schedule, agenda, and meeting notes for these calls.
- Each of four subcommittees holds monthly meetings that are generally scheduled for two hours in length. It is not required that the consultant attend every subcommittee meeting due to amount of time this would consume. However, a combination of attendance (in person or by phone) and review of subcommittee meeting notes will be necessary to understand the progress of each subcommittee.
- The consultant should assume that additional meetings and/or calls with DPD, Task Force co-chairs, or other steering committee members will be needed throughout the project in order to advance the project and coordinate efforts among subcommittees. The consultant may also propose an alternate meeting/call schedule that they feel is beneficial to the project.

Consultant Competencies and Skills

- Organizational Agility - Knowledgeable about how to organize, synthesize and manage groups and multiple competing demands
- Project Management – Ability to accurately scope length and difficulty of tasks and projects; set objectives and goals; measure performance against goals; and evaluate results and adapt to ensure success
- Communication - Clear and effective communicator with strong writing skills, able to make information accessible, digestible, and actionable
- Transparency - Experience managing projects in the public realm and capacity to work collaboratively with the DPD to increase public awareness and engagement throughout the process
- Professional Experience - Expertise in planning or development fields required, preference for firm with experience in historic preservation

Budget

This is a fixed price contract not to exceed \$60,000. The consultant may bill no more frequently than monthly and should bill by percent complete of each task. Proposals should outline specific tasks and milestones and their associated cost. Payment for completion of milestones will be contingent on the product being accepted by DPD.

Proposal Timeline

Proposals received	February 20, 2018
Interviews	February 22-23, 2018
Final Selection	February 26, 2018
Kick-off Meeting	March 12, 2018

Project Timeline

Next Taskforce Meeting	March 15, 2018
Draft Best Practices Report	July 2018
Final Best Practices Report	September 2018
Draft Recommendations Report	December 2018
Final Recommendations Report	February 2019

Insurance Requirements

The standard minimum insurance policy requirements to be maintained by consultants of The Mayor’s Fund are listed below:

1. Workers’ compensation (or similar) insurance as required by the jurisdiction where the Services are performed
2. Commercial general liability insurance (including products liability, completed operations and contractual liability coverage) with minimum limits applicable to bodily injury and property damage of \$1,000,000 per occurrence, and \$2,000,000, and containing a waiver of subrogation against The Fund
3. Excess or umbrella insurance with minimum limits of \$1,000,000 per each occurrence and in the aggregate and containing a waiver of subrogation against The Fund

4. Errors and omissions insurance with minimum limits of \$1,000,000 combined single limit

Such policies must (a) be in Vendor's name unless agreed upon in writing by The Fund, (b) include The Fund and its employees as additional insureds, (c) not have a deductible exceeding \$25,000 per claim, and (d) be placed with insurers reasonably acceptable to The Fund, having a Best's rating of no less than "A-". These minimum insurance amounts are not to be construed as limiting a Contractor's right to obtain additional coverage and higher liability limits at Contractor's discretion. Contractor may be required to provide proof of insurance at the Fund's discretion.

Background Check

After final selection, the chosen applicant will be subject to a background check that shall include, but may not be limited to: criminal records (County and State Criminal Felony and Misdemeanor, National Criminal Database, Federal Criminal) and the National Sex Offender Registry.

Submission Requirements

- 1. Organization & Personnel Qualifications:**

The proposal must identify the applicant's qualifications by education level, skill set (described in detail), experience level, and job title. Resumes of all personnel so identified should be included in Applicant's proposal. Experience with "like" projects should be cited.

- 2. Scope of Work Description:**

The scope of work proposed by consultant should include a general project schedule that identifies estimated time for all tasks, activities, deliverables, and milestones. The consultant should state the number of days following the Fund's authorization to proceed by which it will be ready to start the work, including any mobilization time.

- 3. Cost Proposal:**

Consultant must provide a detailed cost proposal, which must include 1) a line-item breakdown of the costs for specific services and work products proposed, and 2) a statement of staff hourly rates. The proposed price must include all costs that will be charged to the Fund for the services and tangible work products the Consultant proposes to perform and deliver to complete the project. Any contract resulting from this RFP will provide for a not-to-exceed amount in the compensation section of the contract.

- 4. References:**

Include contact information for a minimum of two (2) references who can speak to the applicant or firm's experience with similar types of work as that described in this RFP.

- 5. MBE/WBE/DBE:**

The DPD seeks to promote opportunities for disadvantaged business. For all contracting efforts, each prime consultant and contractor shall use its good faith and nondiscriminatory efforts to provide joint venture partnerships, sub-consulting and subcontracting opportunities for

minority, women, disabled, and/or disadvantageded business enterprises (collectively, M/W/DS-BE and/or DBE) registered in the City of Philadelphia's Office of Economic Opportunity ("OEO") and/or any agency that the City of Philadelphia recognizes as having bona fide certifying program. The Department's OEO goal is 35% for all contracting activities.

6. Deadline for Submission:

Responses to this RFP must be emailed as a single .pdf by 5:00pm February 20, 2018 to martha.cross@phila.gov and mayorsfund@phila.gov.

Proposal Review and Selection Process:

Due to the shortened timeframe to execute a contract, it is expected that proposals will be reviewed and a limited number of interviews will be held on February 22-23, 2018.

The successful applicant will be chosen based on a demonstration of knowledge, experience, ability and capacity to perform the work effectively.

Per the Fund's contracting policies, the term of the contract between the Fund and the winning applicant will be one (1) year.