

REQUEST FOR PROPOSAL (RFP) NG10451


**THE SCHOOL DISTRICT OF PHILADELPHIA
OFFICE OF PROCUREMENT SERVICES
OFFICE OF MINORITY AND SMALL BUSINESS DEVELOPMENT**

Minority/Women-Owned Business Enterprise (M/WBE) Participation Plan**I. Information in this section refers to the Prime Contractor/Vendor.**

Company Name:	EwingCole			Federal Tax ID:	23-1891628	
Address:	100 N. 6th St.			Phone Number:	215.923.2020	
City:	Philadelphia	State:	PA	Zip Code:	19106	
DBA (if applicable):	100 N. 6th St.			Fax Number:	N/A	
Primary Contact Person:	Conrad Talley			Primary Contact Email:	ctalley@ewingcole.com	
Compliance Contact:	Peter Welsh			Compliance Contact Email:	pwelsh@ewingcole.com	
Solicitation Number: NG-	NG10451			Solicitation Submission Due Date:	April 16, 2024	
Contract Amount:	9.35% of Construction			Contract Overall M/WBE Goal:	35%	
<u>Diversity Business Certification(s): Check all that apply.</u> <input type="checkbox"/> Minority-Owned Business Enterprise (MBE) <input type="checkbox"/> Women-Owned Business Enterprise (WBE) <input type="checkbox"/> Federally Certified Disadvantaged Business Enterprise (DBE) <input type="checkbox"/> Small Business Enterprise (SBE) <input type="checkbox"/> Disabled Owned Business Enterprise (DSBE) <input type="checkbox"/> Veterans Business Enterprise (VBE)/Certified Service-Disabled Veterans Business Enterprise (SDVBE) <input type="checkbox"/> LGBT Business Enterprise (LGBTBE) <input checked="" type="checkbox"/> None – not applicable						
Authorized Representative Signature:						
Print Name:	Peter Welsh					
Title:	Director of Operations			Date:	May 22, 2024	
Certifying Agency	N/A			Certification No.	N/A	

REQUEST FOR PROPOSAL (RFP) NG10451

II. Information in this section refers to the subcontractors to be used throughout the entire performance of this contract (use Section II of this form multiple times for additional sub-contractors). Include copies of all applicable certification(s).

Company Name:	Ian Smith Design Group			Federal Tax ID:	45-4343503	
Address:	322 E. Thompson St.			Phone Number:	267-251-4272	
City:	Philadelphia	State:	PA	Zip Code:	19125	
DBA (if applicable):	N/A			Fax Number:	215-405-2936	
Primary Contact Person:	Ian Smith		Primary Contact Email:xx	ian.smith@is-dg.com		
Compliance Contact:	Ian Smith		Compliance Contact Email:	ian.smith@is-dg.com		
Description of Services Provided:	Architectural, Interior Design, Graphic Design					
Approximate \$ amount of Subcontract:	\$160,000		Subcontract % of Total Contract Amount:	13.5%		
<u>Diversity Business Certification(s): Check all that apply.</u> <input checked="" type="checkbox"/> Minority-Owned Business Enterprise (MBE) <input type="checkbox"/> Women-Owned Business Enterprise (WBE) <input checked="" type="checkbox"/> Federally Certified Disadvantaged Business Enterprise (DBE) <input type="checkbox"/> Small Business Enterprise (SBE) <input type="checkbox"/> Disabled Owned Business Enterprise (DSBE) <input type="checkbox"/> Veterans Business Enterprise (VBE)/Certified Service-Disabled Veterans Business Enterprise (SDVBE) <input type="checkbox"/> LGBT Business Enterprise (LGBTBE) <input type="checkbox"/> None – not applicable						
<u>Diversity Business Certification to be used on this contract (select one):</u> <input checked="" type="checkbox"/> Minority-Owned Business Enterprise (MBE) <input type="checkbox"/> Women-Owned Business Enterprise (WBE) <input checked="" type="checkbox"/> Federally Certified Disadvantaged Business Enterprise (DBE)						
Diversity Business Certifying Agency: <u>DBE: SEPTA / MBE: City of Philadelphia</u>						
Authorized Representative Signature:						
Print Name:	Ian Smith					
Title:	Principal			Date:	05/23/2024	

REQUEST FOR PROPOSAL (RFP) NG10451

II. Information in this section refers to the subcontractors to be used throughout the entire performance of this contract (use Section II of this form multiple times for additional sub-contractors). Include copies of all applicable certification(s).

Company Name:	David Mason + Associates, Inc.			Federal Tax ID:	43-1514955	
Address:	123 S. Broad Street, Suite 1130			Phone Number:	215-372-3400	
City:	Philadelphia	State:	PA	Zip Code:	19109	
DBA (if applicable):	N/A			Fax Number:	N/A	
Primary Contact Person:	James Gleaton, PE			Primary Contact Email:	jgleaton@davidmason.com	
Compliance Contact:	James Gleaton, PE			Compliance Contact Email:	jgleaton@davidmason.com	
Description of Services Provided:	Civil and Structural Engineering Services					
Approximate \$ amount of Subcontract:	\$183,000			Subcontract % of Total Contract Amount:	15.5%	

Diversity Business Certification(s): Check all that apply.

☒ Minority-Owned Business Enterprise (MBE)
☐ Women-Owned Business Enterprise (WBE)
☐ Federally Certified Disadvantaged Business Enterprise (DBE)
☐ Small Business Enterprise (SBE)
☐ Disabled Owned Business Enterprise (DSBE)
☐ Veterans Business Enterprise (VBE)/Certified Service-Disabled Veterans Business Enterprise (SDVBE)
☐ LGBT Business Enterprise (LGBTBE)
☐ None – not applicable

Diversity Business Certification to be used on this contract (select one):

☒ Minority-Owned Business Enterprise (MBE) Principal
☐ Women-Owned Business Enterprise (WBE)
☐ Federally Certified Disadvantaged Business Enterprise (DBE)

Diversity Business Certifying Agency: City of Philadelphia OEO Registry

Authorized Representative Signature:	James Gleaton <small>Digitally signed by James Gleaton DN: cn=US, E=jgleaton@davidmason.com, O="David Mason & Associates", OU="James Gleaton", Date: 2024.05.24.08:11:28-0400</small>		
Print Name:	James Gleaton		
Title:	Vice President	Date:	05/24/2024

REQUEST FOR PROPOSAL (RFP) NG10451

II. Information in this section refers to the subcontractors to be used throughout the entire performance of this contract (use Section II of this form multiple times for additional sub-contractors). Include copies of all applicable certification(s).

Company Name:	Becker + Frondorf			Federal Tax ID:	23-2959463	
Address:	1500 Walnut St., Ste. 1910			Phone Number:	215.772.1400	
City:	Philadelphia	State:	PA	Zip Code:	19102	
DBA (if applicable):	N/A			Fax Number:	215.772.0727	
Primary Contact Person:	Mike Zaidel			Primary Contact Email:	mzaidel@beckerfrondorf.com	
Compliance Contact:	Mike Zaidel			Compliance Contact Email:	mzaidel@beckerfrondorf.com	
Description of Services Provided:	Cost Estimating					
Approximate \$ amount of Subcontract:	\$32,000			Subcontract % of Total Contract Amount:	3%	
<u>Diversity Business Certification(s): Check all that apply.</u> <input type="checkbox"/> Minority-Owned Business Enterprise (MBE) <input type="checkbox"/> Women-Owned Business Enterprise (WBE) <input type="checkbox"/> Federally Certified Disadvantaged Business Enterprise (DBE) <input checked="" type="checkbox"/> Small Business Enterprise (SBE) <input type="checkbox"/> Disabled Owned Business Enterprise (DSBE) <input type="checkbox"/> Veterans Business Enterprise (VBE)/Certified Service-Disabled Veterans Business Enterprise (SDVBE) <input type="checkbox"/> LGBT Business Enterprise (LGBTBE) <input type="checkbox"/> None – not applicable						
<u>Diversity Business Certification to be used on this contract (select one):</u> <input type="checkbox"/> Minority-Owned Business Enterprise (MBE) <input type="checkbox"/> Women-Owned Business Enterprise (WBE) <input checked="" type="checkbox"/> Federally Certified Disadvantaged Business Enterprise (DBE)						
Diversity Business Certifying Agency: <u>Department of General Services</u>						
Authorized Representative Signature:						
Print Name:						
Title:				Date:		

M/WBE CONTRACTOR GOOD FAITH EFFORTS SUPPLEMENTAL FORM**RFP#:** NG10451**Project Title/Description:** Architectural and Engineering Design Services for
Major Renovations to Sayre Morris Recreation Center

Bidder/Proposer/Responder's Company:		EwingCole	
Authorized Representative:		Peter Welsh	Title: Director of Operations
Address:	100 N. 6th St.	Phone:	215.923.2020

The Proposer/Responder/Bidder or Prime Contractor has the burden to demonstrate "Good Faith Efforts" to meet the diverse contracting goals. I certify that the following certified Minority/Women Business Enterprises were contacted to obtain a quote for work to be performed on the above mentioned project/contract.

List of date, name of M/WBE firm, telephone/e-mail address of M/WBEs contacted, type of work requested, estimated budgeted amount for each quote requested.

Date Contacted	Certified Firm Name	Firm's Certification(s)	Firm's Contract Person	Method of Contact	Type of Work	Results of Contact (select a letter from below)
March 27, 2024	Viridian Landscape Studio, Ltd.	Small Business Woman Business Enterprise	Victor Trujillo	E-Mail	Design Services	C
March 27, 2024	JM Hunt Associates, Inc., dba Hunt Engineering Company	Small Business Woman Business Enterprise	Lori Piscopo	E-Mail	Design Services	C
March 29, 2024	SALT Design Studio	Certified Women's Business Enterprise	Sara Pevaroff Schuh	Phone	Design Services	C
March 29, 2024	Ground Reconsidered	Small Business Woman Business Enterprise	Julie Bush	Phone	Design Services	C

To the best of my knowledge and belief, said certified Minority/Women Business Enterprise contractor(s) was/were not selected, unavailable for work on this project, or unable to provide a quote for the following reasons:

Please give the appropriate reasons given by each MBE/WBE firm contacted above.

A. Firm agreed to sub-contract and will enter into a formal agreement with the Proposer/Responder/Bidder

B. Did not have the capability/capacity to perform the work

C. Contract too small

D. Remote location / No presence in that area

E. Received solicitation notices too late

F. Did not want to work with this contractor

G. Other (give reason)

PROCUREMENT VENDOR COMPLIANCE ACKNOWLEDGEMENT FORM

The Pennsylvania Public School Code authorizes the Board to adopt policies and procedures and to make rules and regulations to manage school affairs and fiscal well-being of the District, including with respect to competitive procurements and vendor responsibility. The School District of Philadelphia requires contracted vendors to comply with the policies and procedures adopted by the Board of Education. The School District of Philadelphia will maintain comprehensive records regarding the entire scope of the procurement process, post-award compliance, and administration of the M/WBE participation and compliance adherence process.

I, EwingCole _____ {Company Name}, do hereby acknowledge and agree to the following:

1. I have read, carefully reviewed this Invitation for Bid (IFB), RFQ, or RFP and understand the benchmarks and measurements to achieve diversity goals as outlined for M/WBE Participation. Board of Education Policy [612 Business Diversity in the Procurement of Materials and Contracted Services](#) further outlines Business Diversity Goal requirements.
2. I understand that the completion and submission of the M/WBE Participation Plan Form and the supplementary documentation to support if applicable is an element of responsiveness to this IFB, RFQ, or RFP. Failure to submit this documentation with the proposal and/or evidence of Good Faith Efforts will result in rejection of the IFB, RFQ, or RFP.
3. If awarded a contract, I understand and will comply with all contract monitoring, compliance, and enforcement guidelines, including but not limited to recordkeeping and ongoing reporting on contract diversity outcomes that offer the maximum practicable opportunity for qualified and certified M/WBEs and other disadvantaged enterprises to participate throughout all phases of the contract and any subsequent contract amendment. Such as:
 - Monthly and Quarterly post-award compliance reporting via the School District of Philadelphia Oracle Supplier Compliance System to ensure that the vendor meets diversity participation commitments and other contract requirements.
 - Ongoing monitoring of prime contractors' payments to M/WBEs and other contractors utilized through payment reporting and acceptance of payments by sub-contractors.
 - Participating in ongoing training related to vendor compliance and reporting requirements.
4. I understand that non-compliance with vendor compliance reporting and/or diversity participation commitments throughout the life of the contract may result in any of the following events, including but not limited to: withholding of payments, contract termination, suspension, disqualification, debarment, or other sanctions and penalties for failure to comply.
5. I agree to conduct business with the highest levels of ethical standards and agree to comply with all applicable requirements at all times.

Receipt and Acknowledgement

By signing below, I agree that I have read both this acknowledgement statement and the referenced policies in their entirety. I understand that I am subject to these policies whether or not the acknowledgement form is signed. Lack of confirmation of receipt of the acknowledgement form does not exempt a vendor or contractor from Board policy enforcement.

Company Name: EwingCole

Company Representative: Conrad Talley

Signature 

Title Principal

Date: May 24, 2024

Company's Compliance Officer:

Peter Welsh

Email Address of Company's Compliance Officer:

pwelsh@ewingcole.com



Dear Stakeholder:

You are receiving this letter because your agency may be utilizing Disadvantaged Business Enterprise (DBE) firms that are certified by the Pennsylvania Unified Certification Program (PA UCP). The PA UCP certifies all DBE firms in Pennsylvania in accordance with Title 49-Transportation Code of Federal Regulations (CFR) Part 26. The PA UCP is headed by an Oversight Committee which ensures certification procedures are being carried out and mitigates potential barriers to DBE firms seeking to compete on a level playing field.

It has come to the attention of the PA UCP Oversight Committee that many DBE firms are being required to provide expiration dates and physical copies of certification letters. Please note that DBE firms do not expire consistent with 49 CFR Part 26.87 and an expiration date should not be requested. Furthermore, physical certification letters should not be requested or required. All verification of DBE firms' eligibility should be done via the PA UCP database which can be found at www.paucp.com. The PA UCP database is updated in real time and represents the most accurate listing of certified DBEs in Pennsylvania. If your agency requires documentation of a DBE firm's eligibility, a dated screen shot of the applicable firm as it appears in the database should be utilized.

Should you have questions or concerns regarding this notice, please contact Kathleen R. Padilla, Chairperson of the PA UCP Oversight Committee, at (215) 937-1801 or kathleen.padilla@phl.org.

More information about the PA UCP and the DBE Program can be found at www.paucp.com.

Sincerely,

Kathleen R. Padilla,
Chair of the PA UCP Oversight Committee

Certifying Participants

Allegheny County
Department of Minority, Women and
Disadvantaged Business Enterprises

**Philadelphia
International Airport**
Office of Business Diversity

PENNDOT
Bureau of Equal
Opportunity

**Port Authority of
Allegheny County**
Office of Equal
Opportunity

SEPTA
DBE Program
Office



CITY OF PHILADELPHIA

COMMERCE DEPARTMENT

1515 Arch Street, 12th Floor
Philadelphia, PA 19102
P: 215-683-2055
F: 215-683-2085

IOLA HARPER

Deputy Commerce Director
Office of Economic Opportunity

April 12, 2021

Ian Smith
Ian Smith Design Group LLC
322 E. Thompson Street, Suite
Suite 3Q
Philadelphia, PA 19125-4272

RE: CERTIFICATION DATE: April 12, 2021
EXPIRATION DATE: April 6, 2022
CERTIFICATION STATUS: Minority Business Enterprise (MBE)
REGISTRATION NUMBER: 8765082CC

Dear Ian Smith:

This letter is to inform you that **Ian Smith Design Group LLC** has been placed in the City of Philadelphia Office of Economic Opportunity (OEO) Registry. **Ian Smith Design Group LLC** will remain on the City's Registry as long as you remain certified by one of the approved agencies listed on our website.

Your placement in the OEO Registry offers you the following competitive advantages:

1. Free Advertisement 365 days a year, your company's business profile information is listed in OEO's Registry, which is utilized by the City departments, for profit, nonprofit and public industries.
2. The Office of Business Services (OBS) is the City's one-stop-shop for all business related services. OBS can assist you with a wide range of issues, from navigating the permit process to identifying loan programs for which you may qualify. Please call 215-683-2100 for more information on how OBS may be of service.
3. Your firm's participation on City contracts can be counted towards MBE/ WBE participation ranges.
4. Contractors and professionals seeking vibrant MBE/WBE as joint venture partners and sub-contractors view the OEO Registry.

Please inform us if there are any material changes to your certification. These changes may include but are not limited to:

1. your company name;
2. contact information;
3. NAICS Codes/services that you are certified to provide; and/or
4. loss of certification

April 12, 2021
Ian Smith Design Group LLC
Page 2

Your company will be located in our OEO Registry under the following North American Industry Classification System (NAICS) Codes:

NAICS 5413: ARCHITECTURAL, ENGINEERING, AND RELATED SERVICES

NAICS 541310: ARCHITECTS' (EXCEPT LANDSCAPE) OFFICES

NAICS 541410: INTERIOR DESIGN SERVICES

NAICS 541430: COMMERCIAL ILLUSTRATION SERVICES

NAICS 541490: OTHER SPECIALIZED DESIGN SERVICES

For more information about what OEO and OBS can do for you, please visit our website at www.phila.gov/business. In addition, visit Procurement at <https://www.phlcontracts.phila.gov/bsol> and Finance at <https://secure.phila.gov/eContract/> for current City opportunities.

If you have any questions, feel free to give us a call at 215-683-2071.

Sincerely,



Alice Dungee-James, MCA
Director of Registration and Outreach

C: Nazaarah Sabree, Director of Field Operations, Office of Business Services (OBS)
LaShawnda Tompkins, Director of Administration, Procurement Department
Marla Hamilton, Vice President, Philadelphia Industrial Development Corporation (PIDC)



CITY OF PHILADELPHIA

COMMERCE DEPARTMENT

1515 Arch Street, 12th Floor
Philadelphia, PA 19102
P: 215-683-2055
F: 215-683-2085

LYNN T. NEWSOME

Deputy Commerce Director
Office of Economic Opportunity
Lynn.T.Newsone@phila.gov

March 7, 2024

Mr. David Mason
David Mason & Associates, Inc.
800 S. Vandeventer Ave.
Suite 1130
St. Louis, MO 63110

RE:

CERTIFICATION DATE: March 7, 2024
EXPIRATION DATE: March 31, 2025
CERTIFICATION STATUS: Minority Business Enterprise (MBE)
REGISTRATION NUMBER: 111641

Dear Mr. David Mason:

CONGRATULATIONS!!! We are pleased to inform you that David Mason & Associates, Inc. has been placed in the City of Philadelphia Office of Economic Opportunity (OEO) Registry. David Mason & Associates, Inc. will remain on the City's Registry as long as the certification is current and your firm remains in good standing. **Please note, it is imperative that the certification/registration be renewed no later than three months after the certification expires. OEO will deactivate your OEO Registry listing three months after the certification expires. (Example - certification/registration expires 1/1/22, on 4/1/22 your business profile will be deactivated from the OEO Registry).**

Your placement in the OEO Registry offers you the following competitive advantages:

1. Free Advertisement 365 days a year. Now that your company is part of the OEO Registry, your company will be viewed by over 50 City of Philadelphia departments, in addition to for-profit, non-profit and private industries.
2. The Office of Business Services (OBS) is the City's one-stop-shop for all business related services. OBS can assist you with a wide range of issues, from navigating the permit process to identifying loan programs for which you may qualify. Please call 215-683-2100 for more information on how OBS may be of service.
3. When your firm is competitively selected and utilized for City of Philadelphia contracts, based on how you are certified (either MBE, WBE or DSBF) your certification can be counted towards the MBE/ WBE/DSBFs participation ranges.
4. Contractors, subcontractors, and professionals who are seeking vibrant and capable MBE/WBE/DSBFs for contracting opportunities, use the OEO Registry. Being part of the OEO Registry increases your ability to compete for private and public procurement opportunities.

Please inform us if there are any material changes to your certification. These changes may include but are not limited to:

1. your company name;
2. contact information;
3. change in ownership, sale or dissolution of your business;
4. NAICS Codes/services that you are **certified** to provide; and/or
5. loss of certification

Please note that OEO will not list NAICS Codes for your firm unless those codes have been provided by your approved certifying entity. If you desire additional NAICS codes, you must obtain them from your approved certifying entity that will evaluate whether your firm has demonstrated requisite control and legitimate capacity for the additional type of work or supply effort. If your firm is identified for work or supply effort on a City bid without the corresponding NAICS Code in the OEO Registry, the work/supply effort will not receive credit.

In addition to being part of the OEO Registry, if your business is headquartered in Philadelphia, we strongly encourage you to apply to the City's Procurement Department to become a certified Local Business Entity (LBE) with the City of Philadelphia. Being a certified LBE provides Philadelphia based businesses with the advantage of as preferred vendor status and being eligible for a bid preference on some City contracts.

Your company will be located in our OEO Registry under the following North American Industry Classification System (NAICS) Codes:

NAICS 236220: COMMERCIAL AND INSTITUTIONAL BUILDING CONSTRUCTION

NAICS 237110: WATER AND SEWER LINE AND RELATED STRUCTURES CONSTRUCTION

NAICS 237310: HIGHWAY, STREET, AND BRIDGE CONSTRUCTION

NAICS 238910: SITE PREPARATION CONTRACTORS

NAICS 541310: ARCHITECTURAL SERVICES

NAICS 541330: ENGINEERING SERVICES

NAICS 541340: DRAFTING SERVICES

NAICS 541370: SURVEYING AND MAPPING (EXCEPT GEOPHYSICAL) SERVICES

NAICS 561990: ALL OTHER SUPPORT SERVICES

NAICS 562998: ALL OTHER MISCELLANEOUS WASTE MANAGEMENT SERVICES

For more information about what OEO and the Philadelphia Department of Commerce can do for you, please visit our website at www.phila.gov/business. Also, please visit the <https://contracts.phila.gov/#/> for current City of Philadelphia contracting opportunities.

If you have any questions, feel free to give us a call at 215-683-2071.

Sincerely,



Alice Dungee-James, MCA
Director of Registration and Outreach

C: Michelle Price, Director, Office of Business Services (OBS)
LaShawnda Tompkins, Director of Administration, Procurement Department
Marla Hamilton, Vice President, Philadelphia Industrial Development Corporation (PIDC)

NOTICE OF SMALL BUSINESS SELF-CERTIFICATION



The Department is pleased to announce that

BECKER & FRONDORF INC

has successfully completed the Pennsylvania Department of General Services' process for self-certification as a small business under the Commonwealth's Small Business Contracting Program, with the following designation:

BUSINESS TYPE(s):

Building Design Services

CERTIFICATION NUMBER: **332382-2024-01-SB**

CERTIFICATION TYPE: **SMALL BUSINESS**

ISSUE DATE: **01/30/2024**

EXPIRATION DATE: **01/30/2026**

RECERTIFIED DATE:

A handwritten signature in black ink that reads "Kerry L. Kirkland". The signature is written in a cursive style with a large, looped "K" and a long, sweeping underline.

Kerry L. Kirkland, Deputy Secretary
Bureau of Diversity, Inclusion & Small Business Opportunities