REQUEST FOR PROPOSALS

Construction Project Management Services:

Filbert St Transformation Project

Proposal Deadline March 27, 2020

Introduction: Reading Terminal Market Corporation (RTMC) is a 501c3 non-profit organization tasked with maintaining the architectural and historical character and function of the Reading Terminal Market as a public market providing a wide variety of fresh and prepared foods. RTMC is undertaking a project to revitalize a portion of the 1100 to 1200 block of Filbert Street – a public, one-way thoroughfare fronting the south side of Reading Terminal Market.

The Filbert Street transformation project will reconstruct the block of Filbert Street between 11th and 12th Streets, which borders the south side of the Market, creating a dynamic and flexible space that can host temporary merchant stands, art installations, public programming, additional seating, and special events. The plan for the street, which was developed by Ground Reconsidered, based on their assessment of current traffic patterns and customer behavior, calls for removing the curb and widening the sidewalk along the Reading Terminal side of the street, and installing bollards at the perimeter of the seating area that can be collapsed in order to close down the street for large public events. The plan also includes grading the street as a traffic calming measure.

The expanded sidewalk will be utilized by the Reading Terminal Market for day to day street activation including mobile vendor carts, additional seating and performance space for local artists and musicians. When the Market selects to close the street for a larger festival, the space will offer a flush plaza, suitable for pedestrians. Funding for project construction has been raised from the William Penn Foundation, Knight Foundation, Commonwealth of Pennsylvania Multi-Modal transportation fund, the Pennsylvania Convention Center Authority and Reading Terminal Market Corporation (collectively, the “Funding Sources”). See attached 90 percent completion construction drawings for full project specifications.
**Project Schedule**

The RTMC seeks to complete this project in calendar year 2020, with construction likely to begin after July 1, 2020. Construction timing will ultimately depend upon a variety of variables including, but not limited to, City of Philadelphia permits and approvals, general contractor workflow proposals and estimates and the decision of the RTMC Board of Directors.

**Services Required**

**Pre-Construction**

Design Review – conduct a thorough review of all project documents to become familiar with project design requirements and to assess accuracy and completeness. Consultant shall inform Owner of any noticed inaccuracies, conflicts and/or constructability issues.

Construction Contract (“Contract”) – Consultant shall review the Contract and become familiar with the terms and conditions.

Budget – Consultant shall review the budget and become familiar with all items that are purchased under the Contract, items to be purchased by Owner, project contingency and all reporting and compliance requirements established by the Funding Sources.

Project Schedule – develop and maintain a detailed project schedule to be utilized by RTMC staff, the design team, general contractor and be available to other project stakeholders.

**Construction**

- Provide on-site project manager to liaison between general contractor, RTMC staff, Reading Terminal Market merchants, City of Philadelphia, the project design team and other affected stakeholders;
- Coordinate weekly project meetings with general contractor, RTMC and Pennsylvania Convention Center Authority staff and additional meetings as required with the same parties and other affected stakeholders;
- Walk the Project-site on a weekly basis and report findings to the RTMC staff and design team as necessary;
- Provide updates to monthly joint RTMC/Reading Terminal Market Merchant Association (RTMMA) Operations Committee about construction progress, issues, etc.;
- Assist RTMC with requests for change orders dealing with unforeseen conditions or RTMC directed changes;
- Maintain records of all construction documents including contracts, schedules, correspondence, meeting minutes, payment applications, etc.;
- Collect regular photographic documentation of construction progress and issues;
- Be available to provide project updates to other RTMMA meetings as necessary;
• Work with the RTMC controller to review monthly applications for payment submitted by Contractor, in conjunction with the Architect, and verify all payment requests;
• Prepare monthly RTMC requisition including approved payments to general contractor and other vendors under contract with RTMC;
• Monitor design schedule and inform RTMC of adverse impacts including non-performance by members of general contractor team;
• Prepare bi-weekly client report including status of design, budget and schedule;
• Identify issues that could potentially impact the design, schedule and budget and, in conjunction with the design team and general contractor, assess and present options and recommended solutions to the RTMC;
• Provide assistance to RTMC to facilitate the turnover/commissioning process;
• Review design team’s punch-list at completion of project and monitor progress for the completion of items;
• Provide RTMC with Project Close-Out report.

Proposal
Please submit a proposal including:

• Background of the firm.
• Relevant experience, with three references.
• Principal in charge, and other staff.
• Fee proposal including the hours/rates and assumed effort assumptions.
• Budget for expenses.
• Scope of Work.
• Demonstration of managing public space infrastructure projects involving government resources.

Qualifications

The responding firm(s) must demonstrate the following capacity/expertise in their submission:

1) Experience working with public infrastructure projects;
2) Where partnering with one or more firms to meet the scope of work requirements, a demonstrated ability to coordinate partner and/or subcontracted firms to produce the client’s desired results;
3) Experience with managing and complying with projects with diverse funding sources including state and/or local government support;
4) A track record of working on projects with multiple stakeholders and a demonstrated capacity for clear and consistent communication with the same;
5) A local presence that will allow for frequent interaction with Market staff and merchant owners/employees;
The RTMC reserves the right to accept or reject any or all parts of the responding firm(s)’s proposal.

**About The Reading Terminal Market**

One of America’s largest and oldest public food markets, Reading Terminal Market serves as a public trust providing a venue for independent local businesses to showcase the Philadelphia region’s culinary bounty and cultural diversity. Founded in 1892, the Market is located in downtown Philadelphia on the ground floor of a National Historic Landmark former railway terminal. It covers an entire city block. A large portion of its approximately 80 local independent merchants offer fresh produce, meat, fish, and groceries, while others sell prepared and served foods such as breakfast, lunch, desserts and snacks. A few merchants offer flowers, handicrafts, books and other merchandise. The Market is now the most visited site in Philadelphia with over 6.3 million visitors annually. The Market is managed by a not-for-profit management company that is a tenant of the Pennsylvania Convention Center Authority, owner of the historic Reading Terminal since 1990. The Market is open Sunday through Saturday from 8:00 AM until 6:00 PM.

To apply, send proposals to Anuj Gupta at a-gupta@readingterminalmarket.org (email submissions are acceptable)

Anuj Gupta – General Manager
Reading Terminal Market
51 North 12th Street
Philadelphia PA 19107

Deadline for submittals is close of business, March 27, 2020