REQUEST FOR PROPOSALS

Construction Project Management Services: Filbert St Transformation Project

Proposal Deadline: May 17, 2021 5PM EST via email to: RFP@readingterminalmarket.org

Questions/request for information to: RFP@readingterminalmarket.org by May 7, 2021 5PM EST

Responses will be posted by EOD May 12, 2021.

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 2021, with construction likely to begin after July 1, 2021. 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 and record and issue minutes from such meetings;
- 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; Evaluate all Change Order requests and negotiate all Change Orders with the Contractors (with respect to quantities of added or deleted work, costs of added or deleted work, and the additional time needed, if any, to perform added work);
- Maintain records of all construction documents including contracts, schedules, correspondence, meeting minutes, payment applications, etc.;
- Confirm that the safety program submittal is made per the requirements of the Contract Documents by each Contractor.
- 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 complex public space infrastructure projects involving government and foundation 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;
Specific experience with City of Philadelphia, DCED, RACP and private foundations will be highly valued.

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-profits 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 Annie Allman at below address or submit via email:
RFP@readingterminalmarket.org

Annie Allman – General Manager/CEO
Reading Terminal Market Corporation
51 North 12th Street Philadelphia PA 19107

Deadline for submittals is Monday May 17th 2021 at 5PM EST
## Reading Terminal Market

### Filbert Street Improvements

**Client:** Reading Terminal Market  
51 N 12th St  
Philadelphia, PA 19107

**Landscape Architect:**  
230 South Broad Street, Suite 604  
Philadelphia, PA 19102  
215.790.0727

**Engineer:**  
530 Walnut St,  
Philadelphia, PA 19106  
215.922.8080

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ROW Log #2020-9063  
ADA Log #D-975  
PWD Private Cost Work #90161

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FOR REFERENCE ONLY  
NOT FOR CONSTRUCTION

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DEMO NOTES:
1. PRIOR TO START OF WORK NOTIFY THE OWNER AND LANDSCAPE ARCHITECT OF ANY CONFLICTS OR DISCREPANCIES PRIOR TO COMMENCING WORK.
2. DRAWINGS FOR DESIGN INTENT ONLY. FIELD ADJUSTMENTS MAY BE REQUIRED WITH WRITTEN AUTHORIZATION BY OWNER.
3. PROVIDE AND MAINTAIN PROTECTION FOR PEDESTRIAN AND VEHICULAR TRAFFIC.
4. SAW CUT ALL PAVEMENT AND CURBS AT THE LIMIT OF REMOVAL.
5. PROVIDE AND PROTECT ALL EXISTING FEATURES TO REMAIN AGAINST DAMAGE AND SOILING FROM CONSTRUCTION WORK: STRUCTURES, LIGHTING, SURFACE MATERIALS, ABOVE AND BELOW GRADE UTILITIES, FOOTING AND VEGETATION WITHIN AND ADJACENT TO CONSTRUCTION AREA DURING ALL PHASES OF DEMOLITION AND CONSTRUCTION.
6. OWNER WILL OCCUPY PORTIONS OF BUILDING IMMEDIATELY ADJACENT TO REMOVAL AND DISMANTLING AREA. CONDUCT REMOVAL AND DISMANTLING WORK SO OWNER'S OPERATIONS WILL NOT BE DISRUPTED AND ACCORDING TO MAINTENANCE AND PROTECTION OF TRAFFIC PLAN.
1. All lines are parallel or perpendicular unless otherwise shown.
2. All dimensions are shown to center of materials unless shown otherwise.
3. V.I.F. = Verified in Field: Verify all dimensions from field measurements. Verify layout of all proposed work with existing conditions. Notify landscape architect of any discrepancies before proceeding with any work.
4. POB #1: Verify in field.
5. Provide staked layout for review and approval by landscape architect prior to commencing work.
6. Refer to L200 for concrete control joint layout.
CONVENTION CENTER

READING TERMINAL MARKET

LOADING DOCK

LAYOUT NOTES
1. ALL LINES ARE PARALLEL OR PERPENDICULAR UNLESS OTHERWISE SHOWN.
2. ALL DIMENSIONS ARE SHOWN TO CENTER OF MATERIALS, UNLESS SHOWN OTHERWISE.
3. V.I.F. = VERIFIED IN FIELD: VERIFY ALL DIMENSIONS FROM FIELD MEASUREMENTS. VERIFY LAYOUT OF ALL PROPOSED WORK WITH EXISTING CONDITIONS. NOTIFY LANDSCAPE ARCHITECT OF ANY DISCREPANCIES BEFORE PROCEEDING WITH ANY WORK.
4. POB #1: VERIFY IN FIELD.
5. PROVIDE STAKED LAYOUT FOR REVIEW AND APPROVAL BY LANDSCAPE ARCHITECT PRIOR TO COMMENCING WORK.
6. REFER TO L200 FOR CONCRETE CONTROL JOINT LAYOUT.

LAYOUT LEGEND
- 10'-0" LINEAR DIMENSION
- 1'-0" REFERENCE LINE
- 0' POINT OF BEGINNING

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Reading Terminal Market
51 N 12th St
Philadelphia, PA 19107

PROJECT NO.: 1602

SCALE: 1/4" = 1' - 0"

DATE: 04.03.2020

Engineer:
530 Walnut St,
Philadelphia, PA 19106
215.922.8080

Landscape Architect:
230 South Broad Street, Suite 604
Philadelphia, PA 19102
215.790.0727

Reading Terminal Market
51 N 12th St
Philadelphia, PA 19107

PAVING ENLARGEMENTS

FILBERT STREET IMPROVEMENTS
READING TERMINAL
MARKET

JEFFERSON
STATION

FIELD
HOUSE

LAYOUT NOTES
1. ALL LINES ARE PARALLEL OR PERPENDICULAR UNLESS OTHERWISE SHOWN.
2. ALL DIMENSIONS ARE SHOWN TO CENTER OF MATERIALS, UNLESS SHOWN OTHERWISE.
3. V.I.F. = VERIFIED IN FIELD. VERIFY ALL DIMENSIONS FROM FIELD MEASUREMENTS. VERIFY LAYOUT OF ALL PROPOSED WORK WITH EXISTING CONDITIONS. NOTIFY LANDSCAPE ARCHITECT OF ANY DISCREPANCIES BEFORE PROCEEDING WITH ANY WORK.
4. PROVIDE STAKED LAYOUT FOR REVIEW AND APPROVAL BY LANDSCAPE ARCHITECT PRIOR TO COMMENCING WORK.
5. REFER TO L200 FOR CONCRETE CONTROL JOINT LAYOUT.

LAYOUT LEGEND
- LINEAR DIMENSION
- REFERENCE LINE
- POINT OF BEGINNING

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CONVENTION CENTER

LOADING DOCK

LOADING DOCK

FOR REFERENCE ONLY
NOT FOR CONSTRUCTION
Reading Terminal Market
51 N 12th St
Philadelphia, PA 19107

PROJECT NO:...
SCALE:...
DATE:...

DATE REVISION No. 1602
READING TERMINAL MARKET

Landscape Architect:
230 South Broad Street, Suite 604
Philadelphia, PA 19102
215.790.0727

Engineer:
530 Walnut St,
Philadelphia, PA 19106
215.922.8080

Issued for Bid - March 06, 2020

Reconsidered

Ground

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NOTICE:
PURSUANT TO THE REQUIREMENTS OF PENNSYLVANIA ACT 121 OF 2008,
THE CONTRACTOR SHALL CONTACT THE PENNSYLVANIA ONE CALL SYSTEM AT 1-800-242-1776 OR 811,
AT LEAST 3 DAYS PRIOR TO EXCAVATION.

PRIVATE COST SEWER RECONSTRUCTION PROJECT
FILBERT STREET
FROM
11TH STREET TO 12TH STREET

DESIGN PLAN PREPARED FOR:
READING TERMINAL MARKET
1136 ARCH STREET
UNIT 400
PHILADELPHIA, PA 19107

BY:
URBAN ENGINEERS, INC.
530 WALNUT STREET
PHILADELPHIA, PA 19106

APPROVED
PE, URBAN ENGINEERS, INC.
GENERAL MANAGER, PLANNING AND ENGINEERING
WATER COMMISSIONER
CITY OF PHILADELPHIA
WATER DEPARTMENT

APPROVED

SCALES:
WORK NO.
SHEET NO.
DRAWN BY
PROJECT ENGR.
SUPERVISOR
DATE
PLAN
PROFILE
HORZ.
VERT.
1" = 10'
1" = 10'
1" = 5'

FOR INFORMATION ONLY
NOT FOR CONSTRUCTION

90161
S-1

3/6/2020
1/23/2020

G2020-00482
NOTICE:

PURSUANT TO THE REQUIREMENTS OF PENNSYLVANIA ACT 121 OF 2008, THE CONTRACTOR SHALL CONTACT THE PENNSYLVANIA ONE CALL SYSTEM AT 1-800-242-1776 OR 811, AT LEAST 3 DAYS PRIOR TO EXCAVATION.

HIGHWAY DISTRICT NO.____________ WARD NO.____________
SURVEY DISTRICT NO.____________ DRAINAGE PLAT NO.____________ OUTFALL NO.________
ONE CALL SERIAL NO.__________________ GPIS NO.__________________

PRIVATE COST SEWER RECONSTRUCTION PROJECT
FILBERT STREET
FROM 11TH STREET TO 12TH STREET

APPROVED
PE, URBAN ENGINEERS, INC.
GENERAL MANAGER, PLANNING AND ENGINEERING
WATER COMMISSIONER
CITY OF PHILADELPHIA
WATER DEPARTMENT

APPROVED

3/6/2020

WORK NO. 90161
SHEET NO. S-2