



## Request for Proposals DATA CENTER RENOVATION

Deadline to Submit Questions for Response: August 1, 2014 by  
4:00 pm

Deadline for Proposal Submissions: August 15, 2014 by 4:00 pm

# REQUEST FOR PROPOSALS FOR DATA CENTER RENOVATION

## I. General Information

### A. Purpose

Philadelphia Works Inc. is requesting a proposal from vendors to provide construction management, general construction and design services to include mechanical, electrical, and structured cabling for the renovation of an existing 270 sq. ft. data center located at 1617 JFK Blvd. 13<sup>th</sup> Floor, Philadelphia, PA 19103.

### B. Who May Respond

Only Philadelphia PA Union Associated, Licensed/Certified General Construction, Mechanical, Electrical, and Structured Cabling providers may respond to this RFP.

### C. Instructions on Proposal Submission

#### 1. Closing Submission Date

Proposals must be submitted no later than 4:00 p.m. on Friday August 15, 2014.

#### 2. Inquiries

Inquiries concerning this RFP should be directed to [info@philaworks.org](mailto:info@philaworks.org)

Deadline for questions is August 1, 2014 by 4:00 p.m.

Questions & Answers will be posted on the Philadelphia Works website at: <http://www.philaworks.org/about-us/procurement-opportunities>

#### 3. Conditions on Proposal

All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by Philadelphia Works.

#### 4. Instructions to Prospective Contractors

Your proposal should be addressed as follows:

Name: Adrian Jezierski  
Title: Manager of Information Technology  
Entity: Philadelphia Works, Inc.  
Address: 1617 JFK Blvd. 13<sup>th</sup> Floor, Philadelphia PA 19103

5. It is important that the offeror's proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

Request for Proposal  
SEALED PROPOSAL  
FOR DATA CENTER RENOVATION

Failure to do so may result in disqualification of your proposal.

6. It is the responsibility of the Offeror to insure that the proposal is received by Philadelphia Works by the date and time specified above.

Late Proposals will not be considered.

7. **Right to Reject**  
Philadelphia Works reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based upon the factors described in this RFP.

8. **Small and/or Minority-Owned Businesses**  
Efforts will be made by Philadelphia Works to utilize small and minority-owned businesses.

An Offeror qualifies as a small business firm, if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201), by having average annual receipts for the last three year of less than six million dollars.

9. **Notification of Award**  
It is expected that a decision selecting the successful Offeror will be made within four weeks of the closing date for receipt of the proposals. Upon conclusion of final negotiations with the successful Offeror, all other Offerors submitting proposals in response to this RFP will be notified, in writing, of the name of the successful Offeror.

**D. BACKGROUND / PROJECT UNDERSTANDING**

Philadelphia Works has a legacy data center of approximately 270 sq. ft. located within leased space on the thirteenth floor of a multi-tenant high-rise building. Philadelphia Works is experiencing a number of issues resulting from age, current configuration, cabling and equipment. Philadelphia Works has a strategy to address those issues which involves a combination of virtualizing their existing technology and reworking their existing infrastructure within the existing data center.

Requested work is to take place in an active data center / workplace environment where sensitivity to the existing operations and coordination of work activity is imperative so as to minimize impact to the existing operations and avoid unplanned outages. Therefore some of this will occur outside of normal business hours/days.

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E. Description of Work Required

1. Removal of the existing 6 inch raised floor and installation of new anti-static vinyl floor tiles.
2. Removal of existing drop-ceiling and installation of new non-particulating dropped ceiling and cable management trays within the room.
3. Reconfigure existing power infrastructure to support new layout and installation of a new uninterruptible power supply (UPS) system (supplied by Philadelphia Works) for the existing IT equipment.
4. Reconfiguration of the room to a Hot Aisle/Cold Aisle (HA/CA) configuration with an Aisle Containment system. The existing mechanical systems will remain and the associated supply distribution ductwork will be re-configured to accommodate the new HA/CA arrangement.

**II. Specification Schedule**

A. Delivery Schedule

B. Price

The Offeror's proposed price should include information indicating how the price was determined. For example, the Offeror should indicate the estimated number of hours by staff level and hourly rates. Any out-of-pocket expenses should also be indicated.

C. Payment

Payment will be made by Philadelphia Works when work has been satisfactorily completed as determined by Philadelphia Works and an agreed upon payment schedule. Should Philadelphia Works reject any part of the project; an authorized representative will notify the Offeror in writing of such rejection giving the reason(s). The right to reject shall extend throughout the term of this contract and for ninety (90) days after the Offeror submits the final invoice for payment.

D. Final Walkthrough

An exit walkthrough with Philadelphia Works representatives and the Offeror's representatives will be held upon completion of the work. Observations and recommendations will be summarized in writing and discussed.

### III. OFFEROR'S TECHNICAL QUALIFICATIONS

The Offeror, in its proposal, shall, as a minimum, include the following:

- A. **COMPANY BACKGROUND / PROJECT EXPERIENCE**  
The Offeror should describe its prior construction management, general construction, mechanical, electrical, and structured cabling service experience including the names, addresses, contact persons, and telephone numbers of prior organizations where similar work was performed.
- B. **Organization, Size, and Structure**  
The Offeror should describe its organization, size and structure. Indicate, if appropriate, if the company is a small or minority-owned business.
- D. **Understanding of Work to be Performed**  
The Offeror should describe its understanding of work to be performed, estimated hours, scope/phases of work, and other pertinent information.
- E. **Certifications**  
The Offeror must include as an attachment to its proposal, Philadelphia PA Union association, Certifications and Licenses to perform such work in the city of Philadelphia PA, and proof of Liability Insurance enclosed with this RFP.

### IV. PROPOSAL EVALUATION

- A. **Submission of Proposals**  
  
All proposals shall include five bound copies of the Offeror's and staff qualifications, five copies of the pricing information, and five copies of the signed Certifications. These documents will become part of the contract.
- B. **Nonresponsive Proposals**  
  
Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:
  - 1. The proposal is not received timely in accordance with the terms of this RFP
  - 2. The proposal does not follow the specified format.
  - 3. The proposal does not include Certifications.
- C. **Evaluation**

The RFP responses will be evaluated by an Evaluation Team consisting of staff and consultants. That team will make the final recommendation to the Chief Financial Officer. The Evaluation Team and / or Chief Financial Officer reserve the right to:

1. Contact any proponent to clarify responses; shortlisted candidates may be interviewed as part of the evaluation process.
2. Contact current or past customers of the Offeror.
3. Select the Offeror it feels best meets the needs of the project, regardless of whether the proposal has the lowest cost.
4. Reject any proposal that the evaluation team and / or Chief Financial Officer believes is not in the best interests of Philadelphia Works.
5. Waive any defects in an Offeror’s proposal provided that it is in the best interests of Philadelphia Works to do so, and that action will not cause any material unfairness to other Offerors.
6. Accept or reject all or any part of any response, waive minor technicalities, and select an Offeror that best serves the goals of the project.
7. Use any or all of the ideas presented in the proposals without limitation.
8. Request a Best and Final Offer (BAFO) from selected Offerors if the Evaluation Team and / or Chief Financial Officer believes it to be in the best interest of Philadelphia Works to do so.

Finally, the Committee may cancel this RFP, reject all proposals and select a proponent through a new RFP or other means.

**D. Evaluation Process**

1. The Evaluation Team will initially evaluate submissions to determine compliance with the RFP requirements. Any submission failing to meet the compliance criteria will be deemed unresponsive, and may be excluded from further consideration.
2. The remaining submissions will be evaluated according to the basic criteria listed below. Details of the criteria used are presented in Appendix B.

Criteria	Weighting
Proposed solution quality and fit:	25%
Cost	20%
Anticipated timeline	20%
Experience in comparable projects (including reference checks)	15%
Expertise and availability of key personnel	10%
Project management plan	<u>10%</u>
Total:	100%

3. Philadelphia Works may request that Offerors participate in interviews and / or presentations. Philadelphia Works may, at its sole discretion, offer Offerors the opportunity to provide a BAFO if it feels that the results of Offeror interviews or

presentations warrant such. Offerors are under no obligation to submit a BAFO. In such a case, the original submission will be treated as their BAFO.

E. Review Process

Philadelphia Works may, at its discretion, request presentations by or meetings with any or all Offerors, to clarify or negotiate modifications to the Offeror's proposals.

However, Philadelphia Works reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Offeror can propose.

Philadelphia Works contemplates award of the contract to the responsible Offeror with the highest total points.

## CERTIFICATIONS

On behalf of the Offeror:

- A. The individual signing certifies that he/she is authorized to contract on behalf of the Offeror
- B. The individual signing certifies that the Offeror is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Offeror.
- C. The individual signing certifies that the prices quoted in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.
- D. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Offeror prior to an award to any other Offeror or potential Offeror.
- E. The individual signing certifies that there has been no attempt by the Offeror to discourage any potential Offeror from submitting a proposal.
- F. The individual signing certifies that he/she has read and understands all of the information in this Request for Proposal.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2014

\_\_\_\_\_  
(Offeror's Company Name)

\_\_\_\_\_  
(Signature of Offeror's Representative)

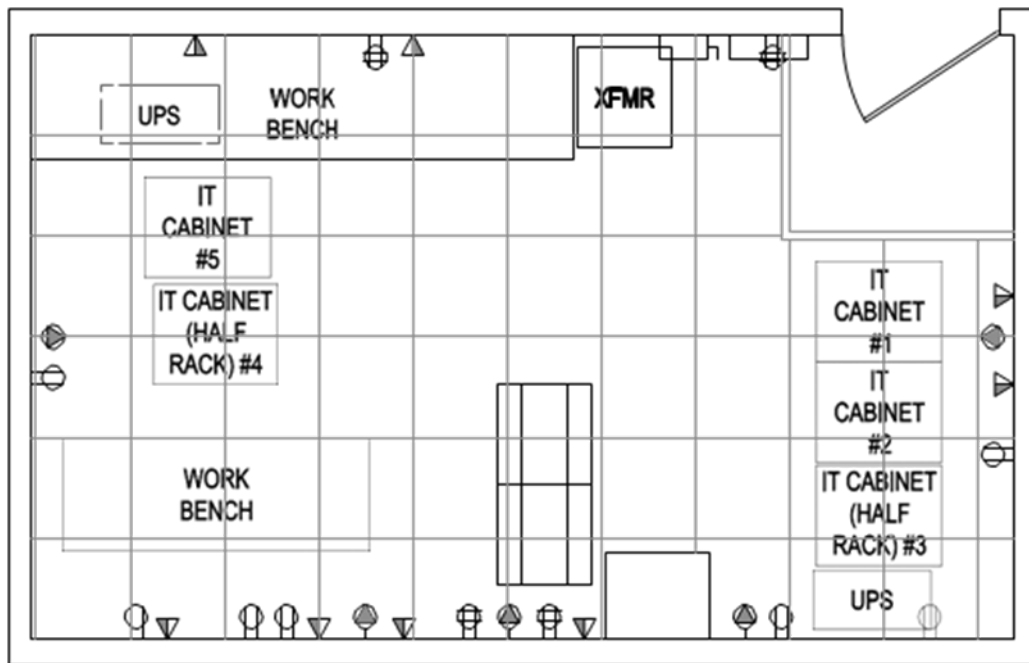
\_\_\_\_\_  
(Printed Name and Title of Individual Signing)



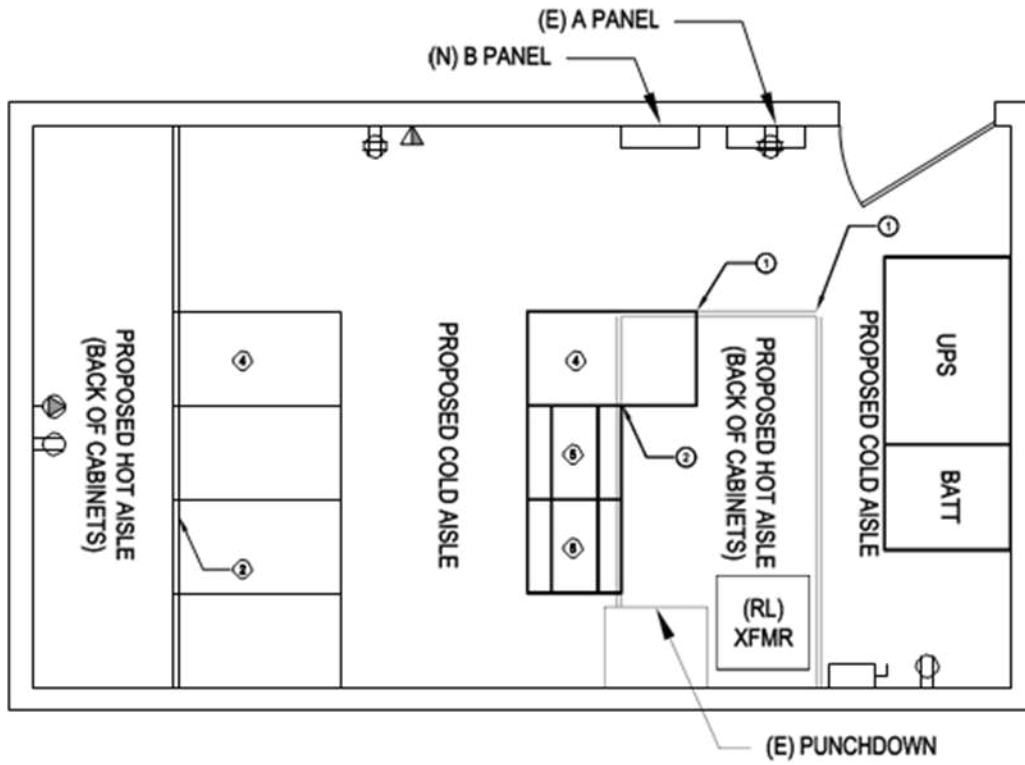
# APPENDIX A: FLOORPLAN OF PHI DOWNTOWN OFFICES

The drawing below is roughly to scale.

## CURRENT FLOORPLAN



### PROJECTED FLOORPLAN



## APPENDIX B: RFP EVALUATION CRITERIA

### Points Criteria:

- A. Proposed solution quality and fit with PWI - 25%
    - 1. The proposal discussion demonstrates an understanding of the working environment at PWI.
    - 2. The proposed solution includes a complete testing and certification plan for cabling.
    - 3. The proposed equipment meets or exceeds network needs.
    - 4. Any proposed physical environment changes are appropriate to the needs of the proposed solution.
  
  - B. Cost – 20%
    - 1. PWI will calculate total cost of ownership (TCO) for each proposal based on the implementation costs from labor, supplies, and materials.
    - 2. Each proponent’s score will then be mathematically derived based on the calculated TCO.
  
  - C. Anticipated timeline – 20%
    - 1. The proposed timelines appear to be attainable and realistic.
    - 2. The proposed timelines demonstrate an understanding of the need for a speedy implementation to reduce the current risk levels.
    - 3. The proposed timelines are consistent with suggested payment schedules and project management plan.
  
  - D. Experience in comparable projects (including reference checks) – 15%
    - 1. Relevant proponent certifications and / or partnerships.
    - 2. Past Mission Critical Construction Management, subcontracted General Construction, Mechanical, Electrical, and Structured Cabling experience.
    - 3. Technical quality of work (as reported by references).
    - 4. Effectiveness of communications (as reported by references).
    - 5. Adherence to schedule (as reported by references).
    - 6. Adherence to budget (as reported by references).
    - 7. Quality of support provided during project implementation (as reported by references).
    - 8. Quality of support provided after project closeout (as reported by references).
  
  - E. Expertise and availability of key personnel – 10%
    - 1. Relevant key personnel experience.
  
  - F. Project management plan – 10%
    - 1. Clarity and correctness of milestones and deliverables.
    - 2. Clearly defined responsibilities.
    - 3. Appropriate risk management procedures.
4. Appropriate change management procedures.
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[www.philaworks.org](http://www.philaworks.org)

