

**REQUEST FOR QUALIFICATIONS
FOR
TECHNOLOGY SYSTEMS FACILITATOR

PENNSYLVANIA CONVENTION CENTER
EXPANSION PROJECT**

**CONTRACT 3– CONTRACTOR’S
GENERAL INFORMATION**

**Approved and Issued by the Pennsylvania Convention
Center Authority
Friday, December 18, 2009**

Contract 3– Technology Systems Facilitator

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I. DEFINITIONS

The following words and terms, when used in this document will have the following meanings, unless the context clearly indicates otherwise:

Applicant - Any individual, partnership, limited liability company, corporation, or joint venture submitting a Prequalification Statement for Prequalification as a Technology Systems Facilitator pursuant to this document. The Applicant will be referred to in the masculine gender.

Application- Means Prequalification Statement

Architect - shall mean Vitetta Group, Inc. (VG), a Pennsylvania corporation licensed to do business in the Commonwealth of Pennsylvania and, except where the context indicates otherwise, such term shall include Architect’s Consultants.

Contract - The contract; Technology Systems - Facilitator.

Construction Manager – The Pennsylvania Convention Center Authority has entered into a contract with Tishman/ Jingoli, JV, a joint venture of Tishman Construction Corporation of Pennsylvania and Joseph Jingoli & Son, Inc, to provide services associated with the administration and management of construction activities associated with the Expansion project. The Construction Manager shall serve as the Prequalification Officer.

Greater Philadelphia Urban Affairs Coalition (GPUAC)– the PCCA’s independent project Diversity and Inclusion program monitors.

Pennsylvania Convention Center Authority (PCCA) – the Authority which owns and operates the Pennsylvania Convention Center.

Prequalification Officer - An Employee of the Construction Management firm that administers the procedures set forth in this document.

Prequalification Statement- A fully completed response to this RFQ submittal by an Applicant.

Request for Qualifications (RFQ) - solicitation for prequalification of prospective bidders consisting of Technology Systems Facilitator’s General Information; Part 1 Contractor’s General Organization and Experience Statement; Part 2 Contractor’s Financial Statement; and Part 3 Contractor’s Anti-Discrimination Policy.

Review Committee for the Prequalification of Contract 3 - Technology Systems Facilitators (Committee) - This Committee will consist of four people: two representatives of the Pennsylvania Convention Center Authority (PCCA) – the Director of Design & Construction and the Chief Information Officer; one representative from the Construction Manager Tishman/Jingoli (JV) and one from Technology Designer Kling/Stubbins. The PCCA shall provide an Administrative Assistant to support the Committee as a non-voting member and to maintain a complete record of proceedings and decisions of the Committee.

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Kling/Stubbins - Technology Systems Designer retained by the PCCA to perform the design for the contract of the Network/Telephone, Security, Audio Visual & Communication Systems – Facilitator.

Vitetta – lead Architect for the Pennsylvania Convention Center Expansion and Renovation Project.

II. PURPOSE

A. The provisions of this document are intended to describe the method and manner for processing and evaluating the capacity and qualifications of Applicants proposing to perform the work described below for the Pennsylvania Convention Center Expansion and Renovation Project. This process consists of several separate and distinct steps as outlined in this document.

III. Project Description and Prequalification Process

A. Description of Work

The Pennsylvania Convention Center Authority (PCCA) with funding from the Commonwealth of Pennsylvania is undertaking a major expansion of the Pennsylvania Convention Center (PCC). The existing PCC in Downtown Philadelphia was completed in 1994 and consists of two major structures joined by a three level bridge over Arch Street. The Exhibition Building between 11th and 13th Streets extends from Arch Street north to Race Street. The Trainshed Building on the east side of 12th Street extends from Arch Street south to Market Street.

The Expansion Project is an extension of the existing 1.3 million sq. ft. PCC. The entire existing building is to remain in use during the construction. The Expansion Project consists of the construction of a new 6 level 935,000 GSF expansion to the existing Pennsylvania Convention Center. The expansion project is to include Grand Concourses, Meeting Rooms, Exhibit Halls, Ballroom, Central Plant, Loading Dock, and associated utility and support space. The expansion starts at the westerly wall at 13th Street of the existing Convention Center, and proceeds westward bordered by Arch and Race Streets to Broad Street. Construction is underway and the Expansion Project is scheduled for Substantial Completion in April 2011.

The work of this Request for Qualifications (RFQ) includes Network/Telephone, Security, Audio Visual and Communication Systems for the new structure, renovation areas and integration with existing or proposed systems for the existing building. Small scale drawings of the Expansion and the existing PCC are attached to this RFQ as **Exhibit A**, along with the Contract 1 & Contract 2 Construction Milestone Schedule, **Exhibit B**.

Network/Telephone Systems

The communications system backbone and horizontal cable plant for the Network/Telephone systems including cabling will be installed by the General Construction Contractor. The scope of this work is provided in the Contract 2 documents.

Systems elements will include but are not limited to:

TE-1: Backbone cabling between the existing Main Distribution Frame (MDF) and expansion MDF will consist of single mode (SM) fiber optic cable and multimode (MM) fiber optic cable, with a minimal copper backbone of unshielded twisted pair (UTP) for emergency telephones.

TE-2: Backbone cabling between expansion MDF and Intermediate Distribution Frames (IDFs) will consist of SM fiber optic cable, MM fiber optic cable. There will be no copper (multipair utp) backbone between MDF and IDF's.

TE-3: Exhibit hall floor boxes will include CAT 6 voice and data ports.

TE-4: Multimedia outlet assemblies in meeting rooms and ballrooms will include CAT 6 voice and data ports, duplex fiber ports and a number of active audiovisual connection devices.

TE-5: Telephone service will be provided via an NEC communication server installed in the expansion MDF and connected with the existing PBX via fiber backbone. The proprietary vendor is NEC in order to ensure full integration with the existing PBX, and to maintain all available features.

TE-6: Telephone service throughout the expansion (with the exception of a small number of emergency telephones in elevator machine rooms and similar locations) will be 100% CISCO digital Voice over Internet Protocol (VoIP), using the data network switches for transport.

TE-7: Analog telephone service, where required for meeting rooms and exhibit halls, will be provided using portable analog telephone adapters (ATAs) that interface analog telephone instruments to data network switches for transport back to the communication server.

TE-8: The new proprietary data network core switch will be 10 GB Cisco 6509 selected to match the existing switch located in the existing MDF. The new core switch will be located in the expansion MDF and interfaced to the existing Cisco core switch via fiber optic backbone cable. The existing switch will be expanded to accommodate additional fiber connections.

TE-9: Data network aggregation and edge switches will be Cisco 4506E and 3750 PoE switches, located in IDFs and exhibit hall column-mounted telecom enclosures. Where cost effective, the PCCA may permit substitution of CISCO 3560 series switches in place of 3750 switches for security system interface.

TE-10: Wireless network access will be provided in exhibit halls, ball rooms, meeting rooms and front of house prefunction, concourse and corridor areas using Cisco model 1250 802.11a/b/g/n Wireless Access Points (WAPs) controlled by a Cisco wireless control system for administration. Multiple WAPs will be provided in each meeting room and ball room, and WAPs will be provided at each exhibit hall column.

TE-11: Additional WAPs will be provided in back of house areas for wireless network access.

Audio/Visual Systems

The new Fire Alarm system for the Expansion will be integrated with new A/V System and existing Building fire alarm & A/V systems.

Systems elements will include but are not limited to:

AV-1: The new House Sound System will be a networked audio system with amplifiers and digital signal processors (DSP) located in the AV Master Control Room and Telecom Rooms (designated as Intermediate Distribution Frames or IDFs). Speakers will be provided in exhibit halls, ball rooms and meeting room. Interface between the existing and expansion house sound systems will be provided via the data network system using network converters. The existing house sound system is to be upgraded in future projects to match the expansion sound system.

AV-2: Elements of the new house sound system will interface with the new fire alarm system for audible notification in exhibit halls, ball rooms and meeting rooms. These elements will have an alternate power source and supervision trouble alarms for power failure, amplifier failure and circuit integrity failure. Evacuation message control and logic will be provided by the fire alarm system. Existing loudspeaker zones in the existing exhibit halls A, B & C will be connected to new networked audio system as part of this project for continuity in fire alarm notification.

AV-3: Digital signage will be provided in prefunction, concourse and corridor areas, and at entries to the exhibit hall, ball room and meeting rooms. Digital signage will be implemented as varying size LCD panels (Sharp or equal) driven by Digital Media Players (CISCO or equal). Interface between digital signage in existing and expansion areas will be provided via the data network.

AV-4: Digital signage will also include a 3x3 array of 46-inch LCD displays at the curved wall in the prefunction area east of the Broad Street entrance.

AV-5: All meeting rooms will have multimedia outlet assemblies on four walls providing inputs to the house sound system and transport for audio and video recording.

AV-6: All control functions will be accessible via laptop computer in meeting rooms for control of the house sound system volume control, source selection and room configuration presets such as combining adjacent room systems when movable walls are opened.

AV-7: Portable equipment will be used for projection screens or ceiling mounted projectors.

Security System

System elements will include but are not limited to:

Furnish and install per the requirements of the Contract Documents a security system that provides PCCA the ability to control access to the PCC, and visually monitor major areas throughout the center.

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SE-1: An enterprise access control and security monitoring system (the type of large-capacity system installed by large enterprises such as Fortune 500 companies) is to be included in the security system. Servers will be located in the MDF and workstations will be located in the Security Control Room. Access control panels will be located in Intermediate Distribution Frames (IDFs). Integration with the existing convention center will be achieved by replacing two existing TAC (TAC is a Schneider Electric business) access control panels, and the new panels will communicate with the servers via the data network.

SE-2: Standard card readers will be proximity type compatible with existing PCC cards at locations to be coordinated with PCC.

SE-3: Meeting room card readers will be dual technology proximity and contactless smart card readers. An additional workstation will be provided for use by PCC event management personnel in a location to be determined by PCC.

SE-4: In addition to card access control, the system will monitor magnetic door switches on all perimeter doors.

SE-5: The CCTV system will be a 100% digital system using Internet Protocol (IP) cameras and Network Video Recorders (NVRs) located in the MDF. Workstations will be located in the Security Control Room. Video encoders will interface existing cameras to the NVR network. Interface of existing cameras will be included in this project.

SE-6: Cameras will be provided at the building exterior, in passenger elevators, at service elevator landings, in the loading docks, exhibit halls, and general coverage throughout prefunction, concourse, public corridors and back of house corridors.

SE-7: Megapixel IP cameras will be provided in exhibit halls and other large areas where use of these high definition cameras allows reduction in the number of cameras. This project will also expand CCTV coverage in existing exhibit halls A, B & C.

B. Policy Objectives

The following basic policy objectives will govern the prequalification and selection of all contractors solicited to perform Contract 3 – Technology Systems Facilitator:

1. To institute a system which will permit an efficient operation and award of the Contract.
2. To minimize delays in the awarding of the Contract after selection.
3. To assure the integrity and competence of all contractors evaluated.

C. The Prequalification Process shall be as follows:

1. The Prequalification Officer will distribute copies of the Request-for-Qualifications to contractors that have requested distribution.

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2. All questions regarding this Request-for-Qualification shall be submitted no later than **2:00 P.M.** on **January 7, 2010** to Tishman/Jingoli (JV); 211 North 13th Street; Philadelphia, PA 19107, 215-568-3701. No telephonic questions or contacts are permitted. All questions must be submitted to Charles Silverman by E-Mail at csilverman@tishman.com.
3. A Community Outreach and Project Overview conference will be held **January 5, 2010** at the existing Pennsylvania Convention Center, beginning at **9:00AM** in room **102**. Each interested applicant and each member of a joint venture is invited to attend and may be individually represented by no more than two (2) representatives. **Please be advised attendance at this meeting is mandatory to be eligible for pre-qualification status.**
4. If you wish to be considered for pre-qualification for this project, Part 1- Contractor’s Experience Statement, Part 2- Contractor’s Financial Statement and Part 3- Contractor’s Affirmative Action Plans as made part of this solicitation, must be completed, notarized and returned to The Pennsylvania Convention Center Authority C/O Charles Silverman, Vice President; Project Director, Tishman/Jingoli (JV); 211 North 13th Street; Philadelphia, PA 19107 no later than **4:00 P.M.** on **January 14, 2010** to be eligible for review. No facsimile or electronic transmission will be accepted.
5. The Prequalification Officer will receive in sealed packages, envelopes and/or containers the required number of copies of the completed Prequalification Statement from the Applicants. These shall remain sealed and date and time stamped and distributed to the Review Committee for the Prequalification of Technology Systems Facilitator.
6. The members of the Committee shall review and evaluate each Prequalification Statement. A meeting/interview with the Committee will be held with each of the Applicants prior to a prequalification determination. Each applicant will be notified in writing of their interview time slot which will occur on or about **January 21, 2010**. Interviews will be limited to 45 minutes.
7. Upon conclusion of the RFQ review process, within approximately seven (7) calendar days, the Prequalification Officer shall issue letters notifying Applicants that have been pre-qualified to submit bids for Contract 3 – Technology Systems Facilitator for the Pennsylvania Convention Center Expansion Project. Applicants determined not to be qualified shall be notified in writing with the reason for non-qualification status.
8. Applicants who are notified that they have not been pre-qualified shall have seven (7) calendar days upon issuance of the notice to file a written appeal with the Prequalification Officer. The appeal request letter must be submitted no later than 4:00 PM on the seventh date following issuance of the disqualification letter, to Tishman/Jingoli (JV); 211 North 13th Street; Philadelphia, PA 19107, No telephonic appeals or contacts are permitted.

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All appeals should be submitted in writing or via internet e-mail addressed to csilverman@tishman.com or via facsimile at (215) 568-3707.

9. It is mandatory that all Applicants who intend to submit Pre-Qualifications Statement fully complete the statements required in Part V of the Technology Systems Facilitator’s General Information RFQ, and be approved by PCCA to be on the bidders list. No Application will be accepted from an Applicant who has failed to comply with these requirements.
10. If PCCA is not able to prequalify a sufficient number of Technology Systems Facilitators, PCCA reserves the right to drop the prequalification process as a prerequisite for bidding this project.
11. If two or more business entities expect to submit a bid as part of a joint venture, the majority entity within the joint venture must be separately qualified to bid (see Technology Systems Facilitator’s General Information - Section X), and the minority entity must meet 50% of the bonding capacity as noted in Part 2, Technology Systems Facilitator’s Organization and Experience Statement, page 2, item 2, Bonding Capacity and 50% of minimum value of construction experience as defined in Part 2, Technology Systems Facilitator’s Organization and Experience Statement page 2, item 6.
12. PCCA reserves the right to adjust, increase, limit, or suspend the Prequalification application based on subsequently learned information.
13. While it is the intent of the RFQ and documents required pursuant there to assist PCCA in determining bidder responsibility prior to bid and to aid PCCA in selecting the lowest responsible bidder, neither the fact of prequalification nor any prequalification rating will preclude PCCA from a post-bid consideration and determination of whether a bidder is responsible, i.e. has the competency, fitness, capacity and experience to satisfactorily perform the proposed work.
14. PCCA reserves the right to waive minor irregularities and omissions in the information contained in the application submitted.
15. All Applicants which in the sole discretion of the review Committee have been determined to meet or exceed the minimum qualifications necessary to perform the work thresholds after review and based upon all aspects on the Prequalification Statement shall be determined to be qualified to submit bids for Contract 3– Technology Systems Facilitator.
16. PCCA reserves the right to reject any proposed sub-contractor or sub-consultant after award.

IV. GENERAL REQUIREMENTS

A. Proof of competence and responsibility. Each Applicant proposing to perform the work describe in this RFQ for the Pennsylvania Convention Center Expansion Project will be required to establish proof of his competence and responsibility, as provided in Bidder’s Qualification Criteria of Part 1, Contractor’s Organization and Experience Statement before the Applicant is deemed prequalified to submit a bid for the Contract.

B. Submitting statements. For the purpose of this section, each Applicant will submit statements, under oath, on the forms provided , forms specially created and or requested which set forth the financial ability, organization, experience, equal employment opportunity, affirmative action program, and related pertinent and material information necessary to establish competency and responsibility. The Applicant may add the necessary extensions and supplementary information as attachments to the forms.

C. Expiration. This prequalification will be good for the Contract only.

D. Business through branch office. An Applicant who desires to do business on this Project through any of his branch offices will indicate in the application forms the address of the branch office and the address of the Applicant’s main office.

E. Contracting entities and individuals. Contracting corporations, limited partnerships and limited liability companies, which are chartered in a state other than the Commonwealth of Pennsylvania will register with and obtain a certificate from the Secretary of the Commonwealth authorizing them to do business in this Commonwealth before an award of the Contract will be made. An individual or a firm doing business under a fictitious name different than the formal legal name shall provide documentation of the fictitious name’s registration.

F. Additional Information. The Prequalification Officer may require that additional documents and information be provided in connection with the Application. Applicant shall provide all documents and information requested fully and promptly.

G. Request for Qualifications Expenses. PCCA is not responsible for expenses incurred by the Applicant in connection with the submission of the application or for any expenses incurred as part of the submission. All documents submitted in response to this RFQ will become the property of PCCA and will not be returned.

H. Bidder Qualification Criteria. The minimum criteria has been established in Part 1, Contractor’s Organization and Experience Statement, and will be utilized by the Prequalification Officer as part of the evaluation and pre-qualification of bidders for this project, Contract 3– “Technology Systems Facilitator”.

V. STATEMENTS TO BE FURNISHED UNDER OATH

A. General - Each Applicant shall:

1. Read this Technology Systems Facilitator’s General Information.
2. Read, fill out the information requested under oath on the forms provided and return, (a) Part 1, Contractor’s Organization and Experience Statement; (b) Part 2, Contractor’s Financial Statement; and (c) Part 3, Contractor’s Anti-Discrimination Policy..
3. The responses to Parts 1, 2 and 3 will be used in determining the qualifications and capacity of an Applicant. From the information provided, the Committee will establish whether the Applicant is entitled to be prequalified to receive the Bid Documents for Contract 3– Technology Systems Facilitator.
4. All questions are to be answered fully and the information requested shall be properly presented on the blank forms supplied. On all forms, Applicant shall fill in all blank space with a response. If a response is no, none, not applicable or \$0.00, then Applicant shall so state. Failure to fill in any portion of the forms provided will be taken as a negative response or a response of \$0.00, subject to the option of the Prequalification Officer to request additional documents and information.
5. The Applicant is not limited to the information requested on forms provided. If Applicant determines that any area has not been requested, Applicant is encouraged to supplement the forms in a manner that Applicant deems appropriate. Failure to do so will be interpreted as Applicant’s tacit agreement to information being requested as final and absolute to perform the services being requested.
6. Unless specifically referenced in the responses to Parts 1, 2 and 3, any information submitted on forms other than those supplied may not be reviewed and/or evaluated. If additional space is needed, copy the blank forms submitted and fill it in and attach it to the appropriate part. PCCA reserves the right to request completion or correction of incomplete forms. However, the submission of incomplete or incorrect forms could result in the Applicant’s application being rejected.
7. Six (6) sets of each form will be returned to Tishman/Jingoli on or before the date listed. The Prequalification Officer shall distribute one copy for each of the Committee Members (3) and three copies for the Committee’s Administrative Assistant. Additional copies, if needed, for the Committee and/or the Board of Directors will be made and distributed by the Prequalification Officer.
8. The forms submitted will be verified and sworn to in accordance with the directions provided.
9. Applications held by PCCA prior to an award of the Contract are not public records under the Right-to-Know Law.

B. C Part 1, Contractor’s Experience Statement - The following procedures will be followed in completing Part 1- Technology Systems Facilitator’s Organization and Experience Statement:

1. Applicant shall submit the information and data required by Part 1, Contractor’s Organization and Experience Statement. Each Applicant will be reviewed for its eligibility to bid, based in part upon past experience. Separate completed Part 1’s are required for each joint venture participant.

2. Each Applicant will furnish, under oath, on the supplied forms the statements and documents that follow. Applicants may supplement the organization and experience information requested with additional information supporting the applicants request for qualification. The Applicant shall first complete the blank form or submit the requested document. Applicant can then reference and attach any information that Applicant believes will assist the Committee in evaluating Applicant’s capabilities. Please provide the following

- (a) A statement as to your firm’s profile. General information about your firm, its structure and its officers (Part 1Section II).
- (b) Similar Projects: In this section the Applicant is required to demonstrate their firm’s Construction capabilities with projects similar in scope/complexity to this type of work (Part 1Section III).
- (c) Information relating to their firm’s current contracted commitments (Part 1 Section IV).
- (d) Statements setting forth any material facts of regulatory and legal information effecting your organization (Part 1Section V).
- (e) The Applicant shall list all Philadelphia experience within the last five years (Part 1 Section VI).
- (f) Statements as to your firm’s policy and program to promote the utilization of women and minorities in all phases of the construction. Part 3, Anti-Discrimination Policy, may be supplemented with additional company information (Part 1Section VII).
- (h) Applicant shall submit insurance and bonding capacity information (Part 1 Section VIII).
- (g) Prepare and attach a list of the key personnel (title) and a job description of each person that your firm will utilize to perform the work on the project, including but not limited to: Corporate Executive, Project Executive, Project Managers and General Superintendent. Applicant may attach the resumes of individuals proposed for specific classifications (Part 1Section IX).

3. It should be understood that the Applicant is not limited to the information requested. If Applicant determines that any relevant subject, area or item has not been requested, Applicant is encouraged to supplement the forms in a manner that Applicant deems appropriate. Failure to do

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so will be interpreted as Applicant’s agreement to information being requested as final and absolute in connection with the services being requested.

C. Part 2, Contractor’s Financial Statement - The following procedures will be complied with in completing Part 2.

1. Each Applicant is to complete Part 2-Technology Systems Facilitators Financial Statement and submit their most recent audited financial statement. The following procedures shall be complied with when submitting Financial Statements to be incorporated with this Qualification Statement.

2. Each Applicant whether a corporation, limited liability company, joint venture, partnership or individual, will complete under oath the applicable sections of Part 2, Technology Systems Facilitator’s Financial Statement, and will submit their statement as part of the Application for prequalification. Separate completed statements and Part 2’s are required for each joint venture participant.

Financial statements prepared in a state other than Pennsylvania will not be accepted unless they include certification by a certified public accountant.

3. No financial statement will be accepted which has been prepared by a certified public accountant, public accountant, or foreign accountant who is employed by or has a financial interest in the business of the Applicant submitting the statement.

4. The financial statement provided will be the most current available. Financial statements received more than six months after the balance sheet date must include an assurance by the Applicant that there are no material changes in the financial condition of the Applicant since the balance sheet date.

5. Financial statements will be reviewed in accordance with current accounting concepts as published by the American Institute of Certified Public Accountants. Accordingly, adjustments in the treatment of assets or liabilities may be made as deemed necessary.

6. Line-of-credit statements, if submitted from banks for the purpose of establishing financial qualifications in determining rating, will be furnished on the forms included in Part 2. If in the event that a line of credit statement is submitted on any other form then that included in Part 2, it will not be considered. A line-of-credit statement **must** be submitted for prequalification. The line of credit shall be designated in the name of the firm applying for pre-qualification.

7. Applicants will make certain their line-of-credit statements contain no restrictive qualifications and are valid for the entire Project. In cases where these statements expire before the prequalification expiration date the capacity rating will be correspondingly reduced when line-of-credit statements expire, unless renewed or extended.

D. Part 3 - Technology Systems Facilitator’s Anti-Discrimination Statement

Review Part 1 Section VIII, PCCA’s Anti-Discrimination Policy and Craft Labor Quality Assurance Agreement procedures below.

VI. FALSE CERTIFICATION

An Applicant making a false or misleading certification or statement may, in the discretion of the PCCA, be disqualified.

VII. PAST PERFORMANCE INFORMATION

In evaluating the past performance of the Applicant which will be considered in determining its qualification, statements and its responsibility as the Technology Systems Facilitator for this Contract, PCCA may use reports and information received from or prepared by outside entities. A poor or unsatisfactory performance record shall constitute justification for not prequalifying or selecting the Applicant. All reports and information will be maintained on a confidential basis by PCCA. Applicants may appeal any disqualification resulting from information received from outside entities according to the appeal process proscribed in Section III item C no. 8 of the General Information.

VIII. PCCA’s DIVERSITY AND INCLUSION PROGRAMS, i.e. PCCA ANTI-DISCRIMINATION POLICY AND CRAFT LABOR QUALITY ASSUANCE AGREEMENT – (CLQAA)

PART 3 is provided detailing the elements of each and are incorporated as part of the contract between the PCCA and the Technology Systems Facilitator.

Section 1. PROCEDURES FOR IMPLEMENTATION

A. Statement of Objectives - The objectives set forth in this Plan shall be articulated to the public in general, and to each Applicant, subcontractor, assignee, lessee, agent, vendor, supplier, and consultant doing business with PCCA. The objectives shall be included in all Requests for Proposals, Invitations to Bid and other private or public solicitations made by PCCA.

B. Bidding and Solicitation Requirements - Prior to the dissemination of any Invitation to Bid, Request for Proposal, or any other solicitation, PCCA shall determine what level of minority and/or female participation is “meaningful and substantial” in connection with the Invitation to Bid or Request for Proposal, and shall include with this information with the solicitation documents, along with the names and addresses of bona fide minority, women-owned business and disabled enterprises (M/W/DSDBE) or sources of potential minority and female employees that are available for contracting or hiring opportunities in the area. All Applicants will be required to submit with their bids, proposals or applications a detailed Anti-Discrimination Policy listing the names, addresses, dollar amounts and scope of work to be subcontracted to M/W/DSDBE s and the positions to be filled by minorities and females among the professional classifications and other areas of employment. If the level of M/W/DSDBE participation meets or exceeds the level determined by PCCA to be “meaningful and substantial”, there shall be a presumption of compliance with the Plan.

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If, however, the proposed level of M/W/DSDBE participation falls below the determined level, the Applicant must prove to the satisfaction of PCCA that, notwithstanding its “best efforts” its proposed level of M/W/DSDBE participation is the best that can be attained. Actions by a Applicant which demonstrate “best efforts” include:

- 1) Advertising in general circulation media, trade association publications, and minority-focused media concerning subcontracting opportunities.
- 2) Participating in conferences and seminars specifically for the promotion of the anti-discrimination portion of the project.
- 3) The timely notifying of minority and women business enterprises and soliciting their participation on this project.
- 4) Providing sufficient information about plans, specifications, and requirements of the contract to interested minority and women- owned businesses.
- 5) Providing evidence of reasonable efforts to negotiate with minority and women-owned businesses for specific sub-bids, including the names, addresses and telephone numbers of minority and women- owned businesses that were contacted.

The Anti-Discrimination Policy shall be a part of the contract between PCCA and a vendor/contractor, and shall be enforceable as any other term or condition of the contract. No contract shall be awarded which does not have an acceptable Anti-Discrimination Policy.

C. Workforce Utilization - PCCA obtained the cooperation of trade unions and labor organizations in seeking to encourage women and minorities to enter union apprentice programs. Where necessary, PCCA may require the development and implementation of employment and training programs to meet the policy objectives of the Plan. All contractors, sub-contractors/consultants and vendors under contract with PCCA shall be required to submit certified payroll records with minority and female designations on a weekly basis. The Craft Labor Quality Assurance Agreement (CLQAA) was executed February 5, 2008 in support of workforce utilization. The plan has been fully implemented and is incumbent upon all entities doing business with the PCCA to adhere to.

D. Monitoring - PCCA staff shall monitor all affirmative action activities, including workforce utilization, and shall give the Authority Board monthly reports on the levels of minority and female participation. The Director of Anti-Discrimination shall verify Technology Systems Facilitators’ Anti-Discrimination Policy and anti-discrimination action efforts on a quarterly basis. **Monitoring may include, among other things, visits to worksites and business offices to verify information given to the Authority.**

E. Sanctions – The Anti-Discrimination Policy and The Craft Labor Quality Assurance Agreement (CLQAA) shall be a part of each contract between PCCA and a contractor/vendor, and shall be enforceable as any other contractual term or condition. Sanctions for breach of each may include penalties, cancellation of the contract and/or disbarment from future contracting opportunities with PCCA.

Section 2. STAFFING

To implement this Plan, PCCA has developed a staffing structure to facilitate and assist the attainment of the objectives stated herein. That structure shall include:

F. Oversight Committee - This Committee shall consist of representatives from business and labor, minority and women-owned businesses, and the Authority, and shall oversee the implementation of this Plan. Such oversight shall include periodically reviewing the affirmative action activities and reporting to the Authority, interacting with the public (both to disseminate information and to receive suggestions and criticisms) using persuasive measures to accomplish desired objectives and coordinating all aspects of the Convention Center as they relate to this Plan.

G. Director of Construction Diversity - The Authority has a Director of Construction Diversity, who performs such duties as are delegated to him/her, to effectively implement this Plan.

H. Other Staff As Necessary - PCCA may hire other staff as necessary to implement this Plan.

Section 3. MISCELLANEOUS PROVISIONS

I. Statutory Authority – The PCCA Anti-Discrimination Policy is developed pursuant to the “Pennsylvania Convention Center Authority Act”, Act of February 5, 2004 (No. 3).

J. Scope - This Plan shall apply to all employment and contracting by PCCA including all contracts for professional services, and shall apply to all Technology Systems Facilitators, subcontractors, assignees, lessees, agents, vendors and suppliers of the PCCA.

K. Scheduling of Contract Opportunities - In order to facilitate the implementation of this Plan, PCCA shall make public all contracting or employment opportunities with as much advance notice as reasonably possible.

L. Certification - PCCA is committed to the utilization of bona fide minority, women-owned and disabled business enterprises, therefore, will require that each M/W-DSBE submitted in the initial compliance plan be certified at time of proposal. An M/W-DSBE may be decertified if, after investigation, it is determined that it is no longer a bona fide M/W-DSBE. Proposers shall provide copies of current certification letters and/or certificates of all M/W/DSBE with their Compliance Plans.

M. Use of Pennsylvania Firms - PCCA recognizes the importance of the Convention Center to the economics of the Philadelphia Metropolitan Area, as well as the Commonwealth of Pennsylvania. In implementing this Plan, consistent with applicable State and Federal laws and regulations, preference will be given to providing employment and contracting opportunities to firms and individuals based within these areas.

N. Promotion of Minority and Female Participation - PCCA recognizes the importance of having “meaningful and substantial” minority and female participation in all phases of design, development, construction, maintenance and operation of the Convention Center (including contracts for professional services), and will act in such manner as to promote minority and female participation. Such actions may include, but not be limited to, technical and management assistance including assistance in obtaining insurance and bonding, to minority and female firms as required; as well as developing the Invitations to Bid or Requests for Proposals in such a way as to promote, rather than discourage, responses from minority and women-owned businesses. PCCA is committed to the successful implementation of this Plan.

Section 4. DEFINITIONS

O. Bona Fide Disabled Business Enterprise - shall mean a proprietorship, partnership or corporation owned, operated and controlled by a person or group who are certified by medical professionals pursuant to the American with Disabled Act and have at least 51% ownership and control. The disabled individual or group must have operational and managerial control, interest in capital and earnings commensurate with the percentage of ownership. To qualify as a bona fide Disabled Business Enterprise, the business must be certified as a DSBE by a governmental entity whose certification is acceptable to PCCA.

P. Bona Fide Minority Business Enterprise - shall mean a sole proprietorship, partnership or corporation owned, operated and controlled by minorities who have at least 51% ownership. Minorities must have operational and managerial control, interest in capital and earnings commensurate with the percentage of ownership. To qualify as a bona fide Minority Business Enterprise, the business must be certified as a MBE by a governmental entity whose certification is acceptable to PCCA.

Q. Bona Fide Women’s Business Enterprise - shall mean a sole proprietorship, partnership or corporation owned, operated and controlled by women who have at least 51% ownership. Women must have operational and managerial control, interest in capital and earnings commensurate with the percentage of ownership. To qualify as a bona fide women’s business enterprise, the business must be certified as a WBE by a governmental entity whose certification is acceptable to PCCA.

R. Minority Group Members - shall mean United States citizens who are Black (all persons having origin in any of the Black African racial groups), Hispanic (all persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin), Asian and Pacific Island (all persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands); and American Indian (all persons having origins in any of the original peoples of North America and maintaining identifiable tribal affiliations through membership and participation or community identification).

S. The PCCA has retained the services of the Greater Philadelphia Urban Affairs Coalition, an independent organization to assist in the development, implementation, and monitoring of the project’s diversity programs.

IX. DISQUALIFICATION

The PCCA may disqualify any Applicant from being pre-qualified to bid on the Contract for the Technology Systems Facilitator for any of the following reasons:

- A. If in the sole judgment of the PCCA the best interests of the PCCA will be not be promoted by an award to the Applicant;
- B. If there have been developments subsequent to prequalification and/or selection which, in the sole judgment of the PCCA, would affect the responsibility of the Applicant adversely;
- C. If the Applicant was declared in default on a prior project;
- D. If a major change occurs in the management of its firm;
- E. If the Applicant has provided unsatisfactory past performance as a construction manager, general construction contractor, subcontractor or facilitator of technology projects.
- F. If the Applicant has submitted false statements or false payment applications;
- G. If the Applicant has misapplied or misappropriated funds;
- H. If the Applicant has given gratuities to PCCA employees or consultants;
- I. If the Applicant has engaged in other unlawful or improper activities that make Applicant a non-responsible Technology Systems Facilitator under applicable law; or
- J. If the Applicant has been suspended, debarred or otherwise declared ineligible by other Federal or State departments, agencies or other authorities from bidding or contracting to provide labor materials services or supplies.
- K. If in the sole judgment of PCCA, Applicant otherwise fails to meet the minimum qualifications necessary to perform the work.

X. JOINT VENTURE, LIMITED LIABILITY COMPANY, PARTNERSHIP AND OTHER SPECIAL APPLICATIONS

- A. The conditions of this section are being imposed to protect the interests of the PCCA against default of one of the participants of a joint venture and otherwise to anticipate issues that may arise when an Applicant is a Joint Venture, a LLC, a Partnership or another form of business entity (“Special Entity”) other than a corporation. PCCA reserves the right to impose additional requirements in the course of negotiating the Contract with a Special Entity, and not in any manner to discourage such Applications.
- B. Applicants submitting as a Special Entity **MUST** submit a statement explaining in detail any special requirements or limitations on the entity’s obligations to PCCA. The statement is to include as attachments, documents relevant to those requirements or limitations, and must be signed by individuals whose duties are implicated.

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C. Any Application that is submitted by a combination of separate entities, which combination will be limited to two participants unless otherwise approved, will be permitted if each entity is separately prequalified in accordance with the provisions of this document, or as defined in Technology Systems Facilitator’s General Information, page 9, item 11. By way of illustration, a Joint Venturer can be prequalified if each Joint Venturer would qualify separately, or if the minority entity meets 50% of the bonding and experience factors. Nothing herein requires the prequalification of DBEs or any other companies, where these companies serve as Sub-contractors rather than Joint Venturer.

D. Any Application that is submitted by a combination of separate entities, which combination will be limited to two participants unless otherwise approved, will be considered to be an application by each of the Joint Ventures. If ultimately selected for an award, the Joint Ventures’ will be fully obligated, jointly and severally, for the full and complete performance of the entire Contract in accordance with the terms and conditions of the Contract.

E. The formation of a Special Entity after the deadline for submission by Technology Systems Facilitator’s that have submitted Applications must be reevaluated by the PCCA before the Special Entity is permitted to proceed with the prequalification process.

XI. NOTIFICATION

An Applicant seeking to be prequalified for the Contract will be required to promptly notify in writing the PCCA of any changes affecting their capacity to provide the work described in this RFQ as well as changes in any of information required as a part of Prequalification. Failure to make such notification will be cause for suspension from the prequalification and for disqualification from participating in the bid process for the Contract.

XII. STATEMENT OF SERVICES

Each Applicant submitting RFQ Part 1, 2, and 3 for the Technology Systems Facilitator for the Pennsylvania Convention Center Expansion Project further attests that it is qualified to perform the construction work being sought.

END of the CONTRACTOR’S GENERAL INFORMATION