



# **REQUEST FOR QUOTATIONS**

## **Architectural Drawings**

642 North Broad Street

Philadelphia, Pennsylvania 19130

**Responses Due By: December 2, 2024**

Release Date: November 4, 2024

# TABLE OF CONTENTS

## **PART A: GENERAL INFORMATION**

1.	Introduction .....	2
2.	Economic Inclusion.....	3
3.	Pre-Submission Questions .....	3
4.	Selection Process .....	3
5.	RFQ Schedule .....	4

## **PART B: PROJECT INFORMATION**

1.	Goals and Objectives .....	4
2.	Scope of Work .....	4

## **PART C: RFQ SUBMISSION REQUIREMENTS**

1.	Cover Letter, Practice Description, Approach, and Pricing .....	5
2.	Format of Submission .....	5

PHILADELPHIA CORPORATION FOR AGING  
REQUEST FOR QUALIFICATIONS  
**Architectural Drawings**

## **PART A. GENERAL INFORMATION**

### **1. Introduction**

PCA is a non-profit organization established in 1973 to serve as the Area Agency on Aging for Philadelphia. Its mission is to improve the quality of life for older Philadelphians and people with disabilities and to assist them in achieving their maximum level of health, independence, and productivity. PCA advocates for all older Philadelphians, while giving special consideration to assuring that services are provided to those with the greatest social, economic, and health needs. Founded on the principle that older persons have the ability and the right to plan and manage their own lives, PCA seeks ongoing input from older adults. PCA recognizes the dignity of all older people and respects their racial, religious, gender, sexual, and cultural differences. PCA's vision is to be a caring organization that values and supports people as they age. PCA stands for excellence, compassion, and dignity as realized through our responsive and nurturing culture.

PCA carries out its mission through 4 major functions: protection and advocacy, care at home, community connection administration, and responsible stewardship of public and private funds. PCA receives funding from the Older Americans Act, Medical Assistance and the Pennsylvania Lottery, and receives oversight from the Pennsylvania Department of Aging. In addition, PCA receives funding from federal sources, private foundations and individual donors. Guided by its Board and Advisory Council, PCA employs 400 people and contracts with over 150 community organizations and service providers to deliver a variety of services to more than 140,000 older Philadelphians and people with disabilities each year. These services include but are not limited to: Care at Home Services; Employment Assistance; Health and Wellness Programs; Home Repair; Information and Referral; Legal Assistance; Home-delivered Meals; Protective Services; Senior Community Centers; Congregate Meal Sites; and Transportation.

By helping to create positive social and physical environments, PCA's programs and services help promote good health and quality of life for older adults and people with disabilities. The PCA Helpline is the primary gateway to aging services in Philadelphia. In fiscal year 2024 the Helpline anticipates answering more than 97,000 calls. Also in fiscal year 2024, we anticipate 15,000 older adults to be connected to Senior Centers and serve 315,500 congregate meals.

PCA staff also plays an important role in helping consumers connect to a multitude of services in the long-term service and support continuum of care. In fiscal year 2024, 23,000 initial and follow-up assessments will be conducted to determine the level of care. Additionally, in fiscal year 2024 PCA's Older Adult Protective Services projects to receive 9,100 reports of need. PCA will continue to advocate for the needs of victims and work to increase awareness on risk factors for abuse, neglect, and exploitation.

## 2. Economic Inclusion

PCA is dedicated to providing opportunities for the local Philadelphia community, including fostering economic inclusion in hiring practices, promoting supplier diversity, and supporting construction initiatives. As a participant in various federal, state, and local grant-funded programs, PCA ensures alignment with its funders on matters of economic inclusion. Consequently, PCA strives to leverage its purchasing power to support businesses owned by individuals from marginalized groups such as minorities, veterans, women, people with disabilities, adults over 60 years of age, and Philadelphia residents, as well as those with diverse workforces.

## 3. Pre-submission Questions

Any questions or requests for additional information regarding this opportunity are to be directed to PCA's Business Administration Department:

**Patricia Vance**  
Business Administration Supervisor  
Philadelphia Corporation for Aging  
215-765-9000 x5635  
[patricia.vance@pcacares.org](mailto:patricia.vance@pcacares.org)

## 4. Selection Process

The materials submitted by interested individual parties will be reviewed by PCA. PCA will evaluate submissions and request interviews in view of the following criteria:

- a. Professional qualifications
- b. Length of experience
- c. Example(s) of recent completed architectural drawings
- d. References

Any party responding to this RFQ will be afforded a full opportunity to submit a proposal, and no party will be discriminated against on the basis of race, color, national origin, sex, age, disability, veteran status, or any other characteristic protected by federal, state, or local law.

This RFQ does not commit PCA to award a contract. PCA has the exclusive rights to accept or reject any or all responses received as a result of this RFQ and to cancel any or all of this RFQ.

PCA will not reimburse costs incurred by a party in (1) preparing or submitting a proposal in response to this RFQ; or (2) participating in an interview.

## 5. RFQ Schedule

Date/Time	Event
11/4/2024	Distribution of RFQ
11/20/2024	Site Visit
12/2/2024	Submissions due by noon
12/3/2024 – 12/6/2024	Review of submissions
12/9/2024 – 12/13/2024	Candidates should be prepared to discuss their (a) qualifications; (b) submissions, and (c) current insurance coverages
12/17/2024	Notification to candidates of selection or deselection

## PART B: PROJECT INFORMATION

### 1. Goals and Objectives

PCA seeks to enter into an agreement for the development of architectural drawings for its main building located at 642 N Broad Street, Philadelphia PA 19130. The building consists of seven floors and approximately 250,000 square feet. These drawings will be for PCA's general use and internal space planning but will not be utilized by external companies or outside construction entities.

### 2. Scope of Work

- a. Conduct a site visit at PCA to assess the building's existing structure and surroundings.
- b. Generate comprehensive architectural drawings encompassing floor plans, elevations and other areas as requested.
- c. Integrate any specific design requirements or modifications as necessary.
- d. Deliver created drawings in both digital and hard copy formats.
- e. Collaborate with Business Administration and Housing departments.

## **PART C: RFQ SUBMISSION REQUIREMENTS**

### **1. Cover Letter, Practice History, Approach, and Pricing**

General information including the party's history and background, values/principles, and pricing.

- a. An overview of the company that includes its history with developing architectural drawings for commercial buildings.
- b. A list of the certifications and qualifications of the team that will be generating the drawings.
- c. Quotations should include a detailed breakdown of costs, including fees for design, revisions, site visits, and any other relevant expenses.
- d. Please include your Diversity and Economic Inclusion Policy within your proposal. Also, provide a detailed plan on how you intend to assist PCA in advancing these objectives as well as how you will monitor and report on your efforts in engaging with and supporting under-represented populations through contracting, purchasing, recruitment, skill development, and other avenues for participation.

### **2. Format of Submission**

Email to PCA the submission in .pdf format to by the above-recited due date to PCA's Business Administration Department:

**Patricia Vance**  
Business Administration Supervisor  
Philadelphia Corporation for Aging  
215-765-9000 x5635  
[patricia.vance@pcacares.org](mailto:patricia.vance@pcacares.org)