



REQUEST FOR QUOTATIONS

Office Space Consolidation Planning & Implementation

642 North Broad Street

Philadelphia, Pennsylvania 19130

Responses Due By: March 5, 2025

Release Date: February 18, 2025

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PHILADELPHIA CORPORATION FOR AGING
REQUEST FOR QUOTATIONS
Office Space Consolidation Planning & Implementation

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.

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. 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:

Christina Romero
Contract Manager
Philadelphia Corporation for Aging
215-765-9000 x5631
christina.romero@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. Vendor's proficiency in office space design projects, encompassing pertinent experience and successful outcomes.
- b. Proposed strategy for evaluating and consolidating office spaces for its ingenuity and efficacy.
- c. Review of comprehensive cost breakdown to ensure competitive pricing for services and materials while upholding quality standards.
- d. Consideration of proposed schedule for project finalization, ensuring it aligns with PCA's requirements and anticipations.

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
2/18/2025	Distribution of RFQ
2/26/2025	Site Visit at 11:00 am
3/5/2025	Submissions due by noon
3/5/2025 – 3/19/2025	Review of submissions
3/20/2025 – 3/21/2025	Candidates should be prepared to discuss their (a) qualifications; (b) submissions, and (c) current insurance coverages
3/24/2025	Notification to candidates

PART B: PROJECT INFORMATION

1. Goals and Objectives

PCA seeks to enter into an agreement for the space consolidation of various office and conference room spaces – currently spread from floors 1-5 – to floors 4 and 5, as well as the relocation of its reception area from the fifth floor to the main lobby area.

2. Scope of Work

- a. **Assess Current Space and Employee Needs:** Evaluate how floors are currently being utilized, identifying underused areas, excess meeting rooms, and unused desks. Assess how many floors are necessary, considering staffing patterns, remote work arrangements, and future growth. Determine employee spatial needs for workstations, meeting rooms, consultation rooms, and communal areas.
- b. **Engage Stakeholders:** Collaborate with leadership, department directors and other identified staff to align consolidation efforts with agency goals like cost savings and improved collaboration. Gather feedback on workspace preferences and concerns; and involve facilities and IT teams early to address logistics, infrastructure, and technology requirements.
- c. **Analyze Costs and Benefits:** Estimate potential savings in utilities, maintenance, and cleaning costs from reducing the number of active floors. Factor in transition costs such as moving departments, reconfiguring spaces, or upgrading infrastructure. Evaluate long-term benefits, such as enhanced efficiency and employee experience from a more centralized office space.

- d. **Design a Consolidated Floor Plan:** Develop a detailed floor plan for the consolidated floors, optimizing the layout for both private work areas and collaborative spaces. Plan for flexible areas like hot-desking, hoteling, and reservable meeting spaces to accommodate hybrid work models. Ensure that the technology infrastructure is in place to support seamless connectivity across the new office space. Confirm new layouts for workspaces and reception area comply with all health, safety, and comfort standards, including accessibility for individuals with disabilities.
- e. **Communicate and Plan the Transition:** Maintain open communication with identified staff throughout the consolidation process, sharing the timeline and the benefits of the change. Develop a phased transition strategy to minimize disruption and address concerns proactively.
- f. **Prioritize Employee Experience and Well-Being:** Ensure that the new office space includes amenities that support employee satisfaction, such as break areas, wellness rooms, and ergonomic workstations.
- g. **Test, Monitor, and Adjust:** Pilot the new office layout on a single floor before completing the consolidation. Track space usage and gather employee feedback post-consolidation to make necessary adjustments.
- h. **Promote Collaboration and Sustainability:** Foster collaboration by including dedicated meeting areas, while maintaining a balance between collaborative and quiet workspaces. Implement sustainable practices, such as energy-efficient lighting, recycling programs, and eco-friendly office supplies, to minimize environmental impact.
- i. **Continuous Feedback and Flexibility:** Establish ongoing feedback mechanisms like surveys or suggestion boxes to gather insights from employees on the functionality and satisfaction with the new space. Stay flexible to adapt the office as workplace trends and company needs evolve.

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 space consolidation design plans for commercial buildings.
- b. A list of the certifications and qualifications of the team that will be generating the design plans.
- 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:

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Contract Manager
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christina.romero@pcacares.org