

**PHILADELPHIA GAS WORKS**

**REQUEST FOR PROPOSALS**

**FOR**

**GIS Road Map Professional Services**

Dated: May 17, 2018

**RFP NO.: 32452**

**Philadelphia Gas Works – Request For Proposals  
GIS Road Map Professional Services**

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## **1 The Solicitation – Notice to Proposers**

Notice is hereby given that Philadelphia Gas Works (“PGW”) will receive sealed proposals on or before June 14, 2018, 2:30 p.m. Eastern Time, at the PGW Supply Chain Department, 800 W. Montgomery Avenue, Philadelphia, Pennsylvania 19122, for a consultant to provide (i) an assessment of PGW’s Geographic Information System (“GIS”) and (ii) a complete gap analysis with a road map for further implementation.

This document outlines PGW’s objectives, describes the general characteristics of the services to be provided and, without being exhaustive, outlines the principal obligations of PGW and the selected Proposer.

Questions concerning this Request for Proposals shall be directed in writing towards Renju Kuruvilla, 215 – 684 - 6909, PGW Supply Chain Department, fax: 215-684-6163, e-mail: Renju.Kuruvilla@pgworks.com (with a copy to procurement@pgworks.com), or PGW Supply Chain Department, 800 W. Montgomery Avenue, Philadelphia, Pennsylvania 19122. **Proposers may not contact other PGW personnel regarding this RFP.**

### **1.1 Schedule of Events**

The projected schedule of events for this Request for Proposals is as follows:

Issue Date of the RFP ..... May 17, 2018

Questions and requests for clarification or information  
must be received, in writing, at the office of the person  
listed above by 5 p.m. (EST) ..... June 7, 2018

Mandatory Telephone Conference, 10:00 a.m..... May 31, 2018

Proposal Submission Due Date  
Must be received, in writing, at the office of the person  
listed above by 2:30 p.m. (EST) ..... June 14, 2018

Finalist Presentations ..... Week of June 25, 2018

Notification Date ..... June 9, 2018

Contract Start Date ..... August 6, 2018

The Mandatory Telephone Conference is scheduled for 10:00 a.m. on May 31, 2018 to answer questions and requests for clarification. Proposers should dial as follows:

Dial-In Number: (215) 684-6200

Access Code: 559244.

These dates are estimates only and PGW reserves the right to alter this schedule as it deems necessary or appropriate.

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## **1.2 Proposal Requirements**

Proposals shall be accepted only from respondents (“Proposers”) who have:

- 1.2.1 Obtained from PGW a complete set of Proposal Documents and any addenda thereto issued by PGW (sometimes referred to as the “RFP”), consisting of the following five (5) sections and three (3) attachments:

***Sections:***

- 1 The Solicitation – Notice to Proposers
- 2 Project Definition and Requirements
- 3 Instructions to Proposers
- 4 Proposer Information
- 5 Proposal Evaluation, Negotiation and Contract Award

***Attachments:***

- A General Questionnaire
  - B Demographic Survey
  - C Disclosure Form
- 1.2.2 Submitted a proposal pursuant to the instructions in this RFP as set forth in Section 3.

In evaluating the proposals, PGW will consider the demonstrated experience and ability of the Proposer to deliver the proposed services, the scope and value of the proposed services, and the financial proposal of each Proposer as described in this RFP.

PGW hereby solicits proposals in accordance with these Proposal Documents.

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## **2 Project Definition and Requirements**

### **2.1 Overview**

#### **2.1.1 Overview of PGW**

PGW is a municipally-owned utility operated by the Philadelphia Facilities Management Corporation (hereafter referred to as “PFMC”). The successful Proposer will enter into a negotiated contract with PGW by PFMC. PGW’s workforce is comprised of both Union and Non-Union covered employees and provides natural gas service to approximately 502,000 active accounts within the city of Philadelphia, using 6,000 miles of gas mains and services. PGW is the only utility currently distributing natural gas within the city of Philadelphia, and its mission is to provide safe, reliable natural gas service to the citizens of Philadelphia at a reasonable cost.

#### **2.1.2 Background Information**

##### **AutoCAD Conflation to GIS**

PGW is currently undergoing a conflation project in which all AutoCAD detail main maps are being migrated to an enterprise geodatabase using a modified version of the Utility and Pipeline Data Model (“UPDM”). The completion of this project is expected to occur late Spring 2018. PGW has entered into a 3-year maintenance agreement with the conflation vendor to update all of the as-built drawings as PGW transitions into a self-sustaining GIS operation.

##### **Current Field Collection / Drafting Process**

PGW currently performs all designs in the office using AutoCAD as the primary software. The as-built drawings are marked up in the field by a PGW inspector as the field work is completed. Once completed, a field drafter will go to the field and along with the inspector sketches and the drafter will then draft the field sketch on paper. This field sketch is brought back to PGW’s office where a senior drafter then reproduces the field sketch in AutoCAD and in the final step, inserts the new drawing into the source of record which is called a detail main map (“DMM”).

PGW currently uses referential dimensioning for placement of assets. The primary reference preferred to be used is the curb lines. When curb lines are unavailable, building lines are used.

##### **Work Management / Meter Management Software**

PGW currently utilizes an in-house developed mobile work management software referred to as “AIMS”. The software was developed and maintained by PGW developers and can be adapted to new needs as they arise. This software hosts the native database (Oracle) for all field operations assets including but not limited to services, regulators, and valves

PGW maintains all metering and customer data in a separate CIS software originally from SPL WorldGroup (now Oracle Corporation) named CIS++ or internally, BCCS (also an Oracle-based database). The BCCS software and the AIMS software packages are linked

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between the service and the premise (meter) which is a one-to-many relationship.

With these requirements in mind, PGW needs a third party vendor with extensive experience in both the gas industry and GIS to guide the path forward, leveraging GIS to its full potential. PGW envisions GIS to be the portal linking all business operations with the ability to perform spatial queries and analysis that will lead to improvements in current workflows and processes.

## **2.2 Services to be Provided: Scope of Work**

2.2.1 PGW is seeking proposals from firms with proven experience providing similar services for natural gas utilities to perform a detailed roadmap for the best practices of implementing a Geographic Information System for a modern gas utility.

More specifically, the selected proposer will:

- Conduct interviews and surveys to identify stakeholders and touchpoints in existing environment
- Assess existing technology stack
- Identify the strengths, weaknesses, risks, timelines and estimated costs associated with each of the suggestions for current and future use
- Present comprehensive study results in document form

This RFP considers a complete GAP Analysis and Road Map that includes the following components:

➤ Field Collection

- Provide name, cost, model and part number(s) of the proposed options for hardware used to collecting data from the field, as well as names of organizations that have successfully implemented each proposed solution
- Provide and rank (justification needed) options for software to be used to integrate with PGW systems for data collection and management, as well as names of organizations that have successfully implemented each proposed solution
- Provide methodology and industry best practices for field collection integration with PGW's work management system (AIMS)
- The recommended field collection strategy must comply with the proposed PHMSA rule *49 CFR Part 192 80 FR 29263 part A* (Plastic Pipe Tracking & Traceability)
- Provide detailed workflow from design to GIS for pipeline and service drawing records with suggested migration plan from current process that is completely integrated and does not contain any disjointed paper processes; Provide names of organizations which have successfully implemented each proposed solution if applicable

➤ GIS Software / Hardware

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- Recommend GIS enterprise implementation architecture, including but not limited to:
  - ArcGIS Server and its extensions
    - GeoAnalytics
    - GeoEvent
  - Spatiotemporal Data Store
  - Best practices to maximize performance of services published to the ArcGIS Server
  - Hardware requirements including but not limited to amount of RAM, the number of machines, number of cores per machine, processor, storage type (Disc/SSD) and capacity, GPU, redundancy, etc.
  - Database and maintenance support as well as best practices
  - Propose methodology to integrate PGW's work management system (AIMS) with GIS Process to bring all work orders and associated information into GIS in real-time
  - Workflow(s) to populate new GIS entities in Oracle EBS and vice versa -- new Oracle records to GIS entities
  - Method to programmatically update relationship classes as new GIS entities are being created
  - Best practices for editing against the enterprise geodatabase (e.g. versioning vs. staging geodatabase(s)) with recommended method and detailed process for maintaining updates
- Detailed process for synchronizing external data (e.g. municipal data) with PGW's geodatabase and work management system
- Propose plan and adoption of best practices to address and mitigate the large volume of data integrity issues which resulted from the conversion from AutoCAD/Oracle EBS to GIS

➤ GIS Tools

- Provide a detailed workflow of the tools and resources that will be needed to convert to ESRI's new utility network including connectivity rules and required geodatabase configuration(s)
- Recommend processes and workflows that will improve current PGW business practices using ArcMap, ArcGIS Pro, and ESRI extensions with detailed ranking of importance including but not limited to the following extensions:
  - Spatial Analyst
  - Geostatistical Analyst
  - Network Analyst
  - Data Reviewer
  - Schematics
  - Workflow Manager
- Provide recommendations for integrating GIS with main replacement and networking software (e.g. Synergi Gas), utilizing the recommended software package to its full capabilities including both desktop and web applications



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- In addition, provide guidance on how leveraging these tools can be incorporated to improve PGW's Distribution Integrity Management Program (DIMP) which is mandated by PHMSA rule *49 CFR Part 192, Subpart P 74 FR 63906*.
  - Provide a process for integrating leak data in GIS from PGW's work management system including a process for tracking both leak repairs and associated work orders that can be consumed in GIS web applications
- Business Roles
- Define specific business roles and responsibilities associated to GIS considering gas industry best practices with recommended quantity of employees in each position based on PGW's size and expected workload
  - Provide recommendations for the roles and responsibilities (including software and hardware requirements) for current AutoCAD drafting technicians as the source of record transitions from AutoCAD to GIS
  - Provide processes for developing new policies, training manuals, and user guides with templates
  - Define roles of subject matter experts in other PGW departments and how they may interact with GIS
- Gas Plants
- Provide guidance on how to handle gas plants (LNG/Meter & Regulating Stations) in GIS including additions and/or modifications to PGW's conflated enterprise geodatabase
- Gold Standard
- Provide multiple examples of gas utilities who have the best fully implemented GIS system

#### 2.2.2 Project Requirements

The selected Proposer will be required to deliver recommendations to all services listed in section 2.2.1 of the RFP with respect to all pertinent codes and regulations. The recommendations should be based on best practices within the natural gas industry. Where and if possible the Proposers shall provide additional suggestions that pertain to topics outside those listed in 2.2.1 of this RFP.

The selected Proposer shall also provide an implementation plan. The implementation plan shall include a priority status and logical order of implementation. This plan shall be accompanied by an itemized cost and hours estimated for implementation. The Proposer shall provide business justification for each proposed implementation.

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### **2.3 Term/Deadlines**

The project will commence as soon as possible after Proposer selection and negotiation of contract. Proposer will be required to complete the project, including requirements analysis, delivery of recommendations and any other deliverable identified herein, within 3 months.

### **2.4 Proposal Pricing**

Each proposal may be (i) a fixed cost proposal inclusive of all lodging, travel and related expenses; or (ii) a time and materials proposal specifying hourly rates and estimated number of hours to provide the scope of services described above.

All proposals must also specify completed identifiable milestones for progress payments, estimated number of hours to complete the project and applicable hourly rate(s).

### **2.5 Proposer/Personnel Minimum Requirements**

- Minimum 10 years of experience performing utility GIS assessments
- Must demonstrate experience working with gas utilities that have complex governance structures

Proposer's project personnel must have passed a current criminal background check (proof must be presented to PGW if Proposer is selected).

Proposer must complete the General Questionnaire attached hereto as Attachment A and submit with their proposal.

### **2.6 Licensing**

The Proposer will be authorized to do business in the Commonwealth of Pennsylvania and comply with all pertinent state and federal requirements, codes and regulations.

If Proposer is a "business" as defined in The Philadelphia Code, Section 19-2601, Proposer must have a valid commercial activities license, issued by the City of Philadelphia's Department of Licenses and Inspections, to do business in the City of Philadelphia, prior to entering into any contract with PGW.

### **2.7 Information/Product**

All reports, surveys, tables, charts, diagrams, design work, product recordings and other data (including electronic, audio and video) or documentation prepared or compiled by Proposer in connection with the performance of its obligations under the contract, shall be the sole and exclusive property of PGW. Proposer shall retain in its files, sufficiently detailed working papers relevant to its engagement with PGW. Proposer further agrees that its working papers will be held in the strictest confidence and will not be disclosed or otherwise made available to outside sources, except as required by law, without the written consent of PGW.

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## **2.8 Confidentiality**

Proposer must agree to keep confidential any and all information concerning the plans, operations or activities of PGW which may be divulged by PGW or ascertained by Proposer in the course of performing services under any contract with PGW. In the event Proposer is required to disclose confidential information pursuant to a subpoena, order of a court, or other legal process, Proposer shall, upon notice of such required disclosure and prior to disclosure, immediately notify PGW and allow PGW the opportunity to inspect the information subject to disclosure, and in the event such disclosure is objectionable under any standard or rule of the court, Proposer shall exhaust all legal means to prevent disclosure.

## **2.9 Minority Participation**

PGW has established an anti-discrimination policy relating to the participation of Government Registered Black, Minority, Women, and Disadvantaged businesses and persons (collectively, "DBEs") in contracts and in workforces which policy is designed to provide equal opportunity for all business and persons and to ensure that its funds are not used, directly or indirectly, to promote, reinforce or perpetuate discriminatory practices.

For this project, PGW has established a goal for Minority Business Enterprise participation at 15-20% and Women Business Enterprise participation at 10-15%. Each Proposer must use its best efforts to comply with or exceed such goals. In furtherance of such purpose, each Proposer shall employ some or all of the following methods:

- Contact DBEs that reasonably could be expected to submit a quote and are available in the OEO Directory of Certified Firms before the proposal date and notify them of the nature and scope of the work to be performed.
- Break down or combine elements of work into economically feasible units to facilitate DBE participation.
- Work with trade, community, or other organizations that provide assistance in recruitment of DBEs.

Proposer shall secure the prior approval of PGW, which approval shall not be unreasonably withheld, before making any changes or modifications to contract commitments made by Proposer that affect DBE participation, including, without limitation, substitutions for its DBE contractors and subcontractors, changes or reductions in services provided by its DBE contractors and subcontractors or changes or reductions in the percentage amounts of commitments with its DBE contractors and subcontractors. Proposers must complete and submit with their proposals Attachment D (Demographic Survey).

## **2.10 Insurance**

Proposer shall procure and maintain, at its sole cost and expense, insurance with companies carrying an A. M. Best's rating of not less than A- and acceptable to PGW, with coverage limits of not less than stipulated below.

Philadelphia Gas Works, Philadelphia Facilities Management Corporation and the City of Philadelphia and their respective officers, employees, directors, boards, commissions and agents, shall be included as Additional Insureds on the General Liability, Automobile Liability and Excess/Umbrella Liability Insurance policies. An endorsement is required stating that

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Proposer's policies affording Additional Insured status will be primary to any other coverage available to PGW, PFMC, and the City of Philadelphia and their respective officers, employees, directors, boards, commissions and agents and any insurance maintained by PGW will be excess and non-contributory. No act or omission of PGW, PFMC, and/or the City of Philadelphia and their respective officers, employees, directors, boards, commissions and agents shall invalidate the coverage.

- **WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY.** Workers' Compensation Insurance, as required by statute. Employers' Liability coverage is to be carried with minimum limits of \$1,000,000 each accident/\$1,000,000 disease-policy limit/\$1,000,000 disease-each employee.
- **GENERAL LIABILITY INSURANCE.** Commercial General Liability is required with limits of not less than \$1,000,000 for Bodily Injury and Property Damage Each Occurrence; \$2,000,000 General Aggregate; \$1,000,000 Products/Completed Operations Aggregate and \$1,000,000 Personal/Advertising Injury. The policy shall also cover liability arising from liability assumed under an insured contract (including the tort liability of another assumed in a business contract), and Personal Injury (including, but not limited to, coverage for discrimination, defamation, harassment, malicious prosecution, slander and mental anguish). Products/Completed Operations must be included and maintained for at least three (3) years beyond completion of the work required by contract in accordance with the terms thereof. ISO Contractual Liability Limitation Endorsement #CG21391093 shall not apply to this Agreement. Such policy must contain a "Severability of Interests" clause. This insurance shall be excess over any other insurance, whether primary, excess, contingent or on any other basis that is available to the Proposer or its subcontractor covering liability for damages because of Bodily Injury or Property Damage for which the Proposer has been included as an Additional Insured. Philadelphia Gas Works, Philadelphia Facilities Management Corporation and the City of Philadelphia and their respective officers, employees, directors, boards, commissions and agents shall be included as Additional Insureds. The Additional Insured Endorsement(s) should also include Products/Completed Operations and "your work". ISO Endorsement C20 37 07 04 or equivalent should be attached to policy. A copy of the actual Additional Insured Endorsement or policy wording is required.
- **AUTOMOBILE LIABILITY INSURANCE.** Business Automobile Liability covering all owned, non-owned and hired autos is required with limits of not less than \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage. Such policy must contain a "Severability of Interests" clause. Philadelphia Gas Works, Philadelphia Facilities Management Corporation and the City of Philadelphia and their respective officers, employees, directors, boards, commissions and agents shall be included as Additional Insureds. A copy of the actual Additional Insured Endorsement or policy wording is required.
- **EXCESS/UMBRELLA LIABILITY INSURANCE.** Proposer shall provide evidence of Excess/ Umbrella Liability Insurance with limits of not less than \$5,000,000 in any one claim or occurrence. The Excess/Umbrella Liability policy shall follow form and be excess of all underlying insurance required by this contract except Professional Liability/Errors & Omissions coverage as outlined below. Philadelphia Gas Works, Philadelphia Facilities Management Corporation and the City of Philadelphia and their respective officers, employees, directors, boards, commissions and agents shall

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be included as Additional Insureds. A copy of the actual Additional Insured Endorsement or policy wording is required.

- PROFESSIONAL LIABILITY/ERRORS & OMISSIONS COVERAGE. Evidence of Professional Liability/Errors & Omissions including Cyber Liability Insurance must also be provided with limits of not less than \$3,000,000 Per Occurrence/Aggregate or Per Claim or Loss/Aggregate with a deductible not to exceed \$100,000. Errors & Omissions Insurance shall be applicable to any occurrence arising out of the performance of services pursuant to any statement of work between the parties and shall cover liability arising from information technology services, including but not limited to, intellectual property infringement, privacy infringement software development services and computer or electronic information technology services. Under an occurrence form, coverage required shall be maintained in full force and effect under the policy for the duration of the contract period. Under a claims made form, continuous coverage is required. Should an Extended Discovery Period or "tail" coverage be required in the event coverage is terminated, such coverage must be maintained for a period of not less than three (3) years. This insurance shall be primary with respect to any other insurance or self-insurance programs afforded the Proposer.
- FIDELITY/BLANKET CRIME INSURANCE. Evidence of Fidelity/Blanket Crime Insurance with an Employee Dishonesty limit of not less than \$2,000,000 shall be submitted to PGW prior to the commencement of services. Vendor/Contractor must maintain third party property (includes money, securities and other properties) coverage under Crime policy.

#### **ADDITIONAL PROVISIONS**

Certificates of Insurance evidencing all required coverage shall be filed with PGW prior to the commencement of work. All certificates and policies shall contain a provision that coverage afforded will not be canceled or materially altered until at least thirty (30) days after prior written notice has been given to PGW.

It shall be the responsibility of the contractor to ensure that all subcontractors carry insurance of not less than coverage and limits specified herein, except to the extent that PGW's Director of Risk Management may agree to lower limits on a case by case basis depending on the nature of the subcontractor's work. Subcontractor must forward proper evidence of this compliance to Philadelphia Gas Works prior to the inception of any work.

Renewal certificates and policies, as required, shall be forwarded to Philadelphia Gas Works for as long as contractor performs the work as specified in this contract.

#### **2.11 Indemnification**

The Proposer will be required in the contract to indemnify, defend and hold harmless PGW, PPMC, the City of Philadelphia, and each of their respective officers, employees, directors, boards, commissions, and agents, from and against any and all losses, costs (including, but not limited to, litigation and settlement costs and counsel fees), claims, suits, actions, damages, liability and expenses, occasioned wholly or in part by Proposer's act or omission or negligence or fault or the act or omission or negligence or fault of Proposer's agents, subcontractors, suppliers, employees or servants in connection with this Agreement, including, but not limited to, those in connection with loss of life, bodily injury, personal injury, damage to property, contamination or adverse effects on the environment, intentional

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acts, failure to pay such subcontractors and suppliers, any breach of this Agreement, and any infringement or violation of any proprietary right (including, but not limited to, patent, copyright, trademark, service mark and trade secret), regardless of the negligence of PGW, PFMC, and/or the City of Philadelphia. In any and all claims, suits and actions against PGW, PFMC and the City of Philadelphia, and their respective officers, employees, directors, boards, commissions and agents, by any employee of Proposer, any subcontractor, or anyone for whose acts Proposer and its subcontractor is liable, the indemnification obligation set forth in this section shall not be limited in any way by any limitation on the amount or type of third party damages, compensation or benefits payable by or for Proposer or any subcontractor under workers' compensation acts, disability acts, or other employees' benefit acts.

PGW does not indemnify.

## **2.12 Certificate of Non-Indebtedness**

The Proposer will be required to certify and represent that Proposer and Proposer's parent company(ies) and subsidiary(ies) are not indebted (at the time of signing of the contract) to the City of Philadelphia, PGW or PFMC (collectively the "City"), and will not at any time during the term of the contract (including any extensions or renewals thereof) be indebted to the City, for or on account of any delinquent taxes (including, but not limited to, taxes collected by the City on behalf of the School District of Philadelphia), liens, judgments, fees or other debts for which no written agreement or payment plan satisfactory to the City has been established. In addition to any other rights or remedies available to PGW at law or in equity, Proposer acknowledges that upon any breach or failure to conform to such certification PGW shall have the right to, and may, at the option of PGW, withhold payments otherwise due to Proposer, and, if such breach or failure is not resolved to PGW's satisfaction within a reasonable time frame as specified by PGW in writing, this will offset any such indebtedness against said payments and/or terminate this Agreement for default (in which case Proposer shall be liable for all excess costs and other damages including reasonable attorney's fees resulting from the termination).

## **2.13 Non-Discrimination**

Proposer shall not discriminate or permit discrimination against any person because of race, color, religion, national origin, sex or sexual orientation. In the event of such discrimination, PGW may, in addition to any other rights or remedies available under the contract, at law or in equity, terminate any contract with Proposer forthwith.

Proposer shall comply with the provisions of Title VII of the Civil Rights Act of 1964 (42 U.S.C. §200d et seq.), §504 of the Federal Rehabilitation Act of 1973 (29 U.S.C. §794), The Age Discrimination Act of 1975, (42 U.S.C. §6101 et seq.), Title IX of the Education Amendments of 1972, (20 U.S.C. §1681), and 45 C.F.R. Part 92, as they may be amended from time to time, which together prohibit discrimination on the basis of race, color, national origin, sex, handicap, age and religion.

Proposer understands and agrees that no individual with a disability shall, on the basis of the disability, be excluded from participation in any contract of Proposer with PGW or from activities or services provided under such contract. As a condition of accepting and executing such contract, Proposer shall comply with all provisions of the Americans with Disabilities Act, 42 U.S.C. §12101 et seq., and all regulations promulgated thereunder, as

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the Act and regulations may be amended from time to time, which are applicable (a) to Proposer, (b) to the benefits, services, activities, facilities and programs provided in connection with this Agreement, (c) to PGW, or the Commonwealth of Pennsylvania, and (d) to the benefits, services, activities, facilities and programs of PGW or of the Commonwealth.

Without limiting the generality of the preceding sentence, Proposer shall comply with the “General Prohibitions Against Discrimination,” 28 C.F.R. §35.130, and all other regulations promulgated under Title II of “The Americans with Disabilities Act,” as they may be amended from time to time, which are applicable to the benefits, services, programs and activities provided by PGW through contracts with outsider contractors.

#### **2.14 MacBride Principles**

Proposer certifies and represents that, to the best of its knowledge, (i) Proposer (including any affiliates under its direct control) does not have, and will not have at anytime during the term of any contract with PGW (including any extension or renewal thereof), any investments, licenses, franchises, management agreements or operations in Northern Ireland and (ii) no product to be provided under any contract with PGW will originate in Northern Ireland, unless Proposer has implemented the fair employment principles embodied in the MacBride Principles.

In the performance of any contract with PGW, Proposer covenants that it will not utilize any suppliers, subcontractors at any tier (i) who have (or whose parent, subsidiary, exclusive distributor or affiliates have) any investments, licenses, franchises, management agreements or operations in Northern Ireland or (ii) who will provide products originating in Northern Ireland unless said supplier or subcontractor has implemented the fair employment principles embodied in the MacBride Principles. Proposer further covenants to include the provisions of this paragraph, with appropriate adjustments for the identity of the parties, in all subcontracts and supply agreements which are entered into in connection with the performance of any contract with PGW. Proposer covenants that it will cooperate with PGW and City’s Director of Finance in any manner which PGW and the said Director deem reasonable and necessary to carry out PGW’s and the Director’s responsibilities under Section 17-104 of the Philadelphia Code which embodies the requirements set forth in this section. Proposer understands and agrees that any false certification or representation in connection with this section and any failure to comply with the provisions of this section shall constitute a material breach of any contract with PGW entitling PGW to all rights and remedies provided therein or otherwise available in law (including, but not limited to, Section 17-104 of the Philadelphia Code) or equity. In addition, Proposer understands that false certification or representation in connection with this section is subject to prosecution under Title 18 Pa.C.S.A. Section 4904.

#### **2.15 Governing Laws**

Any contract entered into by PGW will be executed in and shall be governed by the laws of the Commonwealth of Pennsylvania.

#### **2.16 Certain Required Disclosures**

In accordance with The Philadelphia Code Title 17 Chapter 17-400, persons and entities who wish to provide goods and services to PGW must provide certain information about

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contributions they have made to elected City officials or candidates for City offices. All Proposers must therefore complete Attachment E and include such completed Attachment with their proposal. Please note that the selected Proposer will be required to update such disclosure during the term of its agreement with PGW and for one year thereafter.



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### **3 Instructions to Proposers**

#### **3.1 Proposal Preparation Requirements**

3.1.1 Proposals must be prepared in English on 8 ½ x 11 inch paper with tabbed indexes separating the following six (6) completed sections in the following order:

3.1.1.1 **Tab 1:** Scope of Work. Each Proposer shall provide a detailed outline of scope of work along with all necessary timelines. The scope of work shall include number of interviews to be expected, estimated duration of interviews, cross section of employees needed to be made available and the method for interviews (in person / phone calls). A detailed list of all documentation is required.

3.1.1.2 **Tab 2:** Proposal Pricing.

3.1.1.3 **Tab 3:** Completed Section 4 (Proposer Information) of this RFP. All Proposals must include the following information and be signed (at the end of Section 4) as follows:

3.1.1.3.1 If the Proposal is made by an individual, the Proposal must be signed by the individual, the individual's full name must be typed or printed under the signature line and the Proposal must include the individual's mailing address.

3.1.1.3.2 If the Proposal is made by a partnership, the Proposal must:

- a) be signed by at least one of the general partners with authority to bind the partnership and the name of the general partner must be typed or printed under the signature line;
- b) include the name and mailing address of the partnership; and
- c) attach a copy of the partnership agreement, or other document authorizing the general partner to sign the Proposal to bind the partnership;

3.1.1.3.3 If a corporation makes the Proposal, the Proposal must:

- a) be signed by the president or vice president of the corporation, and the secretary or treasurer must attest the signature and the names of the corporate officers must be typed or printed under the signature lines;
- b) include the name and mailing address of the corporation; and
- c) attach a copy of the corporation's by-laws or a corporate resolution authorizing the corporate officer signing the Proposal to bind the corporation.

3.1.1.3.4 If the Proposal is made by a joint venture, the Proposal must:

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- a) be signed by all joint venture partners and the names of the joint venture partners must be typed or printed under the signature lines;
- b) include the name and mailing address of the joint venture; and
- c) attach a copy of the joint venture agreement or other documentation signed by each member of the Joint Venture and, if applicable, any documentation necessary to show that the individuals signing on behalf of each joint venture partner are authorized to bind the joint venture.

3.1.1.4 **Tab 4:** Qualification and Experience of Proposer. Proposers are strongly encouraged to list experience providing similar services.

3.1.1.4.1 Provide the names and resumes of each person who would be participating in this project;

3.1.1.4.2 Indicate whether the individual is a full time employee of Proposer's organization (and if so for how long) or a subcontractor. If the individual is a subcontractor, list the engagements (and the particular responsibilities on each engagements) that the subcontractor has previously worked for Proposer;

3.1.1.4.3 Indicate the areas of the project that each individual will be involved with or have responsibility for;

3.1.1.4.4 For each such individual, provide a reference list with phone numbers.

3.1.1.5 **Tab 5:** Completed Attachments A, D and E, and any other attachments required to be completed under the RFP.

3.1.1.6 **Tab 6:** Prior Work Examples. Provide examples of the following documentation:

- Project Plan and Timeline
- Sample Assessment Report
- Sample Executive Presentation

3.1.2 One (1) original Proposal, one (1) copy and one (1) CD containing a searchable PDF readable by Adobe Reader 7.0 or higher of the proposal, must be submitted in a sealed envelope or envelopes addressed to PGW Supply Chain Department, Philadelphia Gas Works, 800 W. Montgomery Avenue, Philadelphia, Pennsylvania 19122. The name and address of the Proposer must also appear on the face of the envelope. The PDF file name should be as follows: PROPOSER\_RFP\_32452. PDF where Proposer is your company name and 32452 is the PGW RFP ID Number.

3.1.3 Failure to answer all questions completely and furnish all information required in these Proposal Documents may result in disqualification of the Proposer. PGW reserves the right to thoroughly investigate the financial status and experience of the Proposer.

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- 3.1.4 It shall be the responsibility of the Proposer to deliver the Proposal and all other required items to the location specified in Section 3.1.2 of these Proposal Documents on or before the due date and time set forth in Section 1.1.
- 3.1.5 Oral communications from PGW personnel or other persons shall not be binding on PGW and shall in no way modify the provisions of the Proposal Documents. Official responses of PGW to inquiries regarding these Proposal Documents shall be issued by PGW in writing as addenda, and only such written responses shall be binding on PGW as modifications to these Proposal Documents.

### **3.2 Duration of Proposal**

In consideration of PGW's evaluation of the submitted Proposals, each Proposer agrees that its Proposal shall be a firm offer to PGW, and shall remain open for acceptance by PGW for a period of at least one hundred and fifty (150) days beginning with the submission due date set forth in Section 1 of these Proposal Documents, as may be revised by addenda.

### **3.3 Proposer's Responsibility**

The Proposer shall carefully examine the terms of the Proposal Documents and shall judge for itself all of the circumstances and conditions affecting its Proposal. PGW will endeavor to present accurate information, but Proposers are advised to independently verify the accuracy of any information received.

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## **4 Proposer Information**

### **4.1 Proposer**

#### **Submitted by:**

[Please type or print]

Name: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

The undersigned Proposer hereby submits to PGW this Proposal as described herein and in the attached documents.

### **4.2 Qualifications Statement**

The Proposer represents and covenants that the Proposer is fully qualified to provide the requested services to PGW. The undersigned further swears and affirms that the information contained in this response is true, accurate and complete.

### **4.3 Business Experience**

- 4.3.1 The following describes other points of service by Proposer and the companies for whom the services were provided. Proposer should include a reference contact at the described companies, and this contact should have direct, specific responsibility for the oversight of the program. In particular, the Proposer should describe all experience with projects similar to this project.

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[illegible]

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**REFERENCE NO. 1**

**Name:** \_\_\_\_\_

**Firm:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Facsimile:** \_\_\_\_\_

**Nature of Association:** \_\_\_\_\_

**REFERENCE NO. 2**

**Name:** \_\_\_\_\_

**Firm:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Facsimile:** \_\_\_\_\_

**Nature of Association:** \_\_\_\_\_

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**REFERENCE NO. 3**

**Name:** \_\_\_\_\_

**Firm:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Facsimile:** \_\_\_\_\_

**Nature of Association:** \_\_\_\_\_

- 4.3.5 The Proposer has not had an agreement canceled or terminated due, in whole or in part, to the fault of Proposer, or a default or breach of contract on the part of the Proposer. (If a contract or agreement has been canceled, please explain.)

**4.4 Financial Information**

- 4.4.1 The Proposer has ( ) has never ( ) [check one] had a bond or surety canceled or forfeited. (If the Proposer has had a bond or surety canceled, state the name of the bonding company, date, amount of bond and reason for such cancellation or forfeiture.)

- 4.4.2 The Proposer has ( ) has never ( ) [check one] been adjudged bankrupt (Chapter 7), or petitioned the court for relief under the Bankruptcy Code or Act for either business reorganization (Chapter 11) or the Wage Earner's Plan (Chapter 13). If the response is in the affirmative, provide the following information:

4.4.2.1 Date petition filed

4.4.2.2 Case No. and jurisdiction

4.4.2.3 Amount of liabilities and debts

4.4.2.4 Date of discharge or successful completion of reorganization or wage earner's plan

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4.4.3 The Proposer's bank references are:

	Name	Address
4.4.4.1.	_____	_____
4.4.4.2.	_____	_____
4.4.4.3.	_____	_____

The undersigned herewith submits a letter from

\_\_\_\_\_ indicating that the Proposer has an  
(name of financial institution)

available working line of credit of no less than \_\_\_\_\_ Dollars  
(\$\_\_\_\_\_), or other evidence of Proposer's capital sufficient to permit it to meet  
the obligations contemplated by its Proposal.

4.4.4 The undersigned hereby affirms that the Proposer is authorized to conduct  
business in the Commonwealth of Pennsylvania, and City of Philadelphia, or will  
obtain proper authorization to do so before executing an agreement and  
furnishing the required bond or letter of credit, if any.

**4.5 General Litigation Disclosure**

Proposer must describe any pending, contemplated or ongoing administrative or judicial  
proceedings material to Proposer's business, finances or products including, but not limited  
to, any litigation, consent orders, debarment or contracts with any local, state or federal  
regulatory agency issued to Proposer or to any parent or subsidiary of  
Proposer:\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.



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**4.6 Business Organization Statement**

4.6.1 General Information

Name of Firm [Exactly as it would appear on an agreement; if operating under a fictitious name, so indicate.]

---

Principal Office Address:

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Telephone Number:

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Form of Business Entity [check one]

- ( ) Corporation
- ( ) Partnership
- ( ) Individual
- ( ) Joint Venture

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4.6.2 Corporation Statement

If a corporation, answer the following:

Date of incorporation: \_\_\_\_\_

Location of incorporation: \_\_\_\_\_

Is the corporation authorized to do business in Pennsylvania? Yes ( ) No ( )

If so, as of what date? \_\_\_\_\_

The corporation is held: Publicly ( ) Privately ( )

Furnish the name, title, and address of each director and officer of the corporation.

**DIRECTORS**

	<b>Name</b>	<b>Address</b>	<b>Principal Business Affiliation Other than Proposer's Directorship</b>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____

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**SHAREHOLDERS**

	<b>Name</b>	<b>Address</b>	<b>Number of Shares Owned</b>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____

**OFFICERS**

	<b>Name</b>	<b>Position</b>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

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**4.6.3 Partnership Statement**

If a partnership, answer the following:

Date of organization: \_\_\_\_\_  
General Partnership ( )      Limited Partnership ( )

Partnership Agreement recorded?    Yes ( )    No ( )

\_\_\_\_\_  
Date                      Book                      Page                      County                      State

Has the partnership done business in Pennsylvania?    Yes ( )    No ( )

When? \_\_\_\_\_

Name, address, and ownership share of each general partner owning more than five percent (5%) of the partnership:

	<b>Name</b>	<b>Address</b>	<b>% of Ownership</b>
1.	_____	_____	_____%
2.	_____	_____	_____%
3.	_____	_____	_____%
4.	_____	_____	_____%
5.	_____	_____	_____%
6.	_____	_____	_____%

**4.6.4 Joint Venture Statement**

If a Joint Venture, answer the following:

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Date of organization: \_\_\_\_\_

Joint Venture Agreement recorded? Yes ( ) No ( )

\_\_\_\_\_  
Date Book Page County State

Has the Joint Venture done business in Pennsylvania? Yes ( ) No ( )

When? \_\_\_\_\_

Name, address of each Joint Venturer and percent of ownership of each:

	<b>Name</b>	<b>Address</b>	<b>% of Ownership</b>
1.	_____	_____	_____%
2.	_____	_____	_____%
3.	_____	_____	_____%
4.	_____	_____	_____%
5.	_____	_____	_____%

**4.7 Warranties by Proposer**

- 4.7.1 The Proposer's Proposal has been completed to the best of the Proposer's ability, and the Proposer swears that all information contained herein is true, correct and complete to the best of the Proposer's knowledge, information and belief.
- 4.7.2 By submission of this Proposal, the Proposer acknowledges that PGW has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information contained in the Proposal, and Proposer authorizes the release to PGW of any and all information sought in such inquiry or investigation.

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- 4.7.3 Proposer expressly agrees and acknowledges that any response to this RFP, including written documents and verbal communication, regardless of how marked, is not confidential and may be subject to public disclosure by PGW, or any authorized agent of PGW, including but not limited to disclosure under the Pennsylvania Right to Know Law. Any materials submitted or ideas elicited in response to this RFP shall be the sole and absolute property of PGW, with PGW having title. By responding to this RFP, Proposer expressly waives any right to designate its response or parts thereof confidential, proprietary, a trade secret, or otherwise exempt from disclosure under any circumstance.
- 4.7.4 The Proposer declares by the submission of this Proposal that the Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the Proposal is genuine and not collusive or sham; that the Proposer has not directly or indirectly induced or solicited any other Proposer to put in a false or sham Proposal, and has not directly or indirectly colluded or agreed with any Proposer or anyone else to put in a sham Proposal or to refrain from proposing; that the Proposer has not directly or indirectly sought by agreement or communication to secure any advantage against PGW; anyone interested in the Proposal as principal are named within the Proposal; that all statements contained in the Proposal are true; that the Proposer has not directly or indirectly divulged information or data relative to the Proposer's Proposal to any other person, partnership, corporation, or association, except to such person or persons as have a direct financial interest in the Proposer's general business.

The foregoing Proposal is hereby submitted by the entity signing below in accordance with all terms and conditions as set forth in the Request for Proposals issued by PGW.

**PROPOSER:**

DATE: \_\_\_\_\_  
(Corporate Seal if Applicable)

\_\_\_\_\_  
Name of Proposer

By: \_\_\_\_\_  
(signature)

Name:  
Title:

Attest: \_\_\_\_\_  
(signature)

Name:  
Title:

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## **5 Proposal Evaluation, Negotiation and Contract Award**

### **5.1 Disqualification of Proposers**

- 5.1.1 If more than one Proposal is received from any individual, firm, partnership, corporation, or association, under the same or different names, said Proposals will not be considered. Reasonable grounds for believing that any Proposer has an interest in more than one Proposal will cause the rejection of all Proposals in which such Proposer is interested. If there is reason to believe that collusion exists among Proposers, none of the participants in such collusion will be considered. Similarly, unsolicited proposals may not be considered.
- 5.1.2 No Proposal shall be received from, or contract awarded to, any PGW or City employee or official who may have any direct or indirect interest in such submitted Proposal or contract.

### **5.2 Qualification of Proposers**

- 5.2.1 PGW will carefully consider the Proposer's qualifications, proposed financial consideration, experience, financial responsibility proposed scope of services, and timeline in evaluating each Proposal. In PGW's evaluation, the Proposal as a whole may bear more weight than the individual parts of the Proposal.
- 5.2.2 Following PGW's review of the submitted proposals, PGW may select one or more Proposers with which to negotiate. PGW shall notify Proposer(s) of selection for negotiations. The date that the Proposer's receipt of the notification is confirmed by PGW, is referred to herein as the "Notification Date."
- 5.2.3 Respondents to this RFP are subject to Philadelphia Code (Chapter 20-600) and the Pennsylvania Ethics Act (65 P.S. Section 401 et.seq.) All respondents are required to disclose any potential conflict caused by PGW or City employees having a financial interest in the entity entering into a contract or agreement with PGW.

### **5.3 General Reservation of Rights**

- 5.3.1 This RFP and the process it describes are proprietary to PGW and are for the sole and exclusive benefit of PGW. No other party, including any respondent to this RFP or future Proposer to any RFP which may be issued by PGW, is intended to be granted any rights hereunder.
- 5.3.2 PGW reserves the right to reject as informal or non-responsive any Proposal that, in PGW's sole judgment, is incomplete, is not in conformity with applicable law, is not responsive to this RFP, or contains ambiguities or services not called for by this RFP.

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- 5.3.3 Without limiting the generality of any other provision of this RFP, PGW reserves the right, at any time prior to execution of an agreement with the successful Proposer, to exercise all or any of the following rights and options, which rights and options PGW may exercise to the extent that PGW, in its sole discretion, deems to be in its best interests:
- 5.3.3.1 To request additional or supplemental information (including but not limited to information inadvertently omitted by any Proposer in response to this RFP) from any or all Proposers;
  - 5.3.3.2 To accept or reject, at any time prior to its execution of an agreement, any or all Proposals or any part thereof submitted in connection with this RFP;
  - 5.3.3.3 To accept or reject any or all of the items in any Proposal and award the contract in whole or in part if it is deemed in PGW's best interest to do so;
  - 5.3.3.4 To waive any informality, defect, non-responsiveness, or derivation from this RFP that is not, in PGW's sole judgment, material to the Proposal;
  - 5.3.3.5 To negotiate unacceptable provisions incorporated within an otherwise acceptable Proposal submitted in response to this RFP;
  - 5.3.3.6 To reject without evaluation any Proposal that is incomplete, unclear, conditional, or which contains irregularities of any kind;
  - 5.3.3.7 To reject any Proposal that in the sole discretion of PGW is not in the best interest of PGW;
  - 5.3.3.8 To re-issue this RFP without change or modification;
  - 5.3.3.9 To issue a subsequent RFP for this project with terms and conditions that are substantially different from the terms and conditions set forth in this RFP;
  - 5.3.3.10 To cancel this RFP with or without issuing another RFP;
  - 5.3.3.11 To supplement, amend, substitute, or otherwise modify this RFP at any time prior to execution of a final agreement with a Proposer;
  - 5.3.3.12 To reject the Proposal of a Proposer that, in PGW's sole judgment, has been delinquent or unfaithful in the performance of any contract with PGW, or is financially or technically incapable of performing the services required in this RFP, or is otherwise not a responsible Proposer;
  - 5.3.3.13 To permit or reject, at PGW's sole discretion, amendments (including information inadvertently omitted), modifications, alterations and/or corrections of Proposals by some or all of the Proposers following Proposal submission;
  - 5.3.3.14 To request that some or all of the Proposers modify Proposals or provide additional information following evaluation by PGW;



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- 5.3.3.15 To conduct such investigations as PGW considers appropriate with respect to the qualifications of any Proposer and/or any information contained in any Proposal;
  - 5.3.3.16 To request clarifications of any unclear Proposal;
  - 5.3.3.17 To negotiate simultaneously, or otherwise, with one or more Proposers;
  - 5.3.3.18 To discontinue and resume negotiations with one or more Proposers;
  - 5.3.3.19 To rescind its rejection of any Proposal(s) and negotiate (or resume negotiations) with a previously rejected Proposer;
  - 5.3.3.20 To not proceed with the process described in this RFP, or to change any time schedules set forth herein;
  - 5.3.3.21 To not enter into an agreement pursuant to this RFP.
- 5.3.4 PGW intends to enter into contract negotiations with the selected Proposer. However, PGW reserves the right to terminate any negotiations at any time or conduct simultaneous, competitive negotiations with multiple Proposers. PGW reserves the right to negotiate acceptable terms in an otherwise unacceptable Proposal. Such negotiations may result in changes to material terms of this RFP; in such event, PGW shall not be obligated to inform other Proposers of the changes, or permit them to revise their Proposals accordingly, unless PGW, in its sole discretion, determines that doing so and permitting such is in PGW's best interest. Should negotiations not prove satisfactory with the recommended Proposer(s), PGW reserves the right to discontinue negotiations with the recommended Proposer(s) and additional firms may be asked to enter into negotiations or PGW may solicit new Proposals or issue a new Request for Proposals.

#### **5.4 Award**

- 5.4.1 PGW intends to award the agreement to the Proposer whose Proposal best satisfies the scope of services described in Section 2 and is otherwise in the best interest of PGW. The determination of award shall be made by PGW, in its sole discretion, which decision shall be final. PGW may employ such analysis techniques and professional consultants for Proposal evaluation as it deems necessary. PGW may request submission of additional information to assist it in evaluating a Proposal, and the Proposer shall cooperate fully with such request. The contract resulting from this RFP will be awarded to the qualified Proposer whose Proposal PGW believes will be the most advantageous to PGW. PGW may condition an award on the successful Proposer's agreement to such terms and conditions as required by PGW including, but not limited to, PGW's indemnification.

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**ATTACHMENT A. GENERAL QUESTIONNAIRE**

**COMPANY OVERVIEW**

1. What is the name of your company and its main source of business revenue?
2. How many years have you been in business?
3. How many years have you been in the assessment and consulting field?
4. How many full time employees do you have?
5. State any certifications, authorizations, etc. that justifies the use of one vendor over another (authorized reseller, certified trainer, etc.).
6. What is the financial viability of your company? Please attach copies of the latest three annual reports.

**EXPERIENCE**

1. Provide primary industries served.
2. Provide number of years your company has been providing the services in questions to utilities.
3. Describe utility experience and the number of utility companies served.
4. Provide a general overview of your services.
5. How many customers have you developed a GIS Implementation Plan for?? How many of these customers are utilities?
6. Provide references -- including a solution overview and contact information -- for at least 3 similar utility clients with volumes similar to PGW for whom you provide services contemplated in this RFP.
7. What are the high level advantages to your assessment versus others in the industry?
8. Discuss any additional value-added services and concepts that we should consider in our evaluation process.
9. Supply a sample Gantt Chart Schedule applied to a prior engagement that is relevant to this RFP's scope.
10. Supply a sample assessment provided by your company to another client that is relevant to this RFP's scope.

**PROJECT MANAGEMENT**

1. Do you have a specific project management methodology that you follow? Please describe.
2. Do you provide a master Project Plan?
3. What is the typical time to deliver on your assessment?

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**ATTACHMENT B. DEMOGRAPHIC SURVEY**

A key tenet of PGW's practice of good corporate citizenship is its commitment to the use, non-discrimination against and development of qualified minority, disabled and women vendors and to non-discrimination in employment.

In an effort to insure the full inclusion of all segments of the American population, PGW is requesting that the following information be returned with your proposal:

- A. Does your organization have a written program which addresses the utilization of minority business enterprises (MBE), disabled business enterprises (DBE) and women enterprises (WBE) in the manufacturing, distribution of servicing of your product(s)? If so, please furnish a copy of your program. Please provide statistics of MBE, DBE and WBE in (1) manufacturing, (2) distribution, and (3) service for the past two years.
- |  |                          |                          |
|--|--------------------------|--------------------------|
|  | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> |

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- B. Does your organization foster economic growth and development by providing procurement opportunities to MBE/DBE/WBE firms as material suppliers, contractors, sub-contractors, etc? If so, please furnish a copy of your company policy or directive.
- |  |                          |                          |
|--|--------------------------|--------------------------|
|  | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> |

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- C. Does your organization have an Affirmative Action Equal Employment Opportunity Policy? If so, please furnish a copy of this policy.
- |  |                          |                          |
|--|--------------------------|--------------------------|
|  | YES                      | NO                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> |

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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- D. Please furnish data depicting the composition of your work force by ethnic group gender and their appropriate titles/job classifications.

# OF EMPLOYEES	TITLE CLASS	ETHNIC GROUP	GENDER

As a socially responsible entity, PGW seeks to insure that its business partners are committed and dedicated to the practice of including all segments of the American population in their business practices. Accordingly, the information requested above must be provided or your proposal may be rejected as non-responsive.

If the information was provided to PGW within the past twelve months, please check here: ☐

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

(Please Print)

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**ATTACHMENT C. REQUIRED 17-1400 DISCLOSURE**

In accordance with the City of Philadelphia's contract reform legislation, codified as The Philadelphia Code Title 17 Chapter 17-1400, persons and entities who wish to provide goods and services to PGW must provide certain information about contributions they have made to elected City officials or candidates for City offices. Please note that, if selected, you will be required to update such disclosure during the term of your agreement with PGW and for one year thereafter.

Therefore, the following information must be provided to PGW:

- |    |   |                                 |                                |
|----|---|---------------------------------|--------------------------------|
| 1. | Did you use any consultant with respect to this RFP or the contract at issue within the prior one year period? If so, you are required to list (in an attachment hereto) the following information for each such consultant: (i) name, (ii) business address, (iii) business phone number and (iv) amount paid or to be paid. | YES<br><input type="checkbox"/> | NO<br><input type="checkbox"/> |
|----|---|---------------------------------|--------------------------------|

As used herein, the term "consultant" means any person or entity used to assist you in obtaining a contract through direct or indirect communication with the City, PGW, any City Agency or any officer or employee of any of them, if such communication is undertaken by the person or entity for payment.

- |    |  |                                 |                                |
|----|--|---------------------------------|--------------------------------|
| 2. | Have you or any consultant disclosed above made any contributions of money or in-kind assistance within the prior two year period to (i) any candidate for nomination or election to any public office in Pennsylvania, (ii) any individual who holds any such office, (iii) any political committee or state party in Pennsylvania or (iv) any group, committee or association organized in support of any such candidate, office holder, political committee or state party in Pennsylvania? If so, you are required to list (in an attachment hereto) the date, amount and recipient of each such contribution. | YES<br><input type="checkbox"/> | NO<br><input type="checkbox"/> |
|----|--|---------------------------------|--------------------------------|

For purposes hereof, (i) contributions made by a person's immediate family shall be deemed contributions made by that person and (ii) contributions made by an entity's affiliate or an officer, director, controlling shareholder or partner of an entity's or such entity's affiliate shall be deemed contributions made by that entity.

**Philadelphia Gas Works – Request For Proposals  
GIS Road Map Professional Services**

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3. Do you intend to use any subcontractors on this contract? If so, you are required to list (in an attachment hereto) the following information for each such subcontractor: (i) name, (ii) business address, (iii) business phone number and (iv) amount or percentage to be paid. YES NO  
☐ ☐
4. Within the prior two year period, has any City or PGW officer or employee asked (i) you, (ii) any of your officers, directors or management employees or (iii) any person or entity representing you, to give money, services, or any other thing of value to any person or entity? If so, you are required to list (in an attachment hereto) the following information for each such officer or employee: (i) name, (ii) title, (iii) date of request, (iv) amount requested and (iv) amount of any payment made in response to request (other than contributions listed under (2) above). YES NO  
☐ ☐
5. Within the prior two year period, has any City or PGW officer or employee directly or indirectly advised (i) you, (ii) any of your officers, directors or management employees or (iii) any person or entity representing you, that a particular person or entity could be used by you to satisfy any goals in this RFP or contract for the participation of minority, women, disabled or disadvantaged business enterprises? If so, you are required to list (in an attachment hereto) the following information for each such officer or employee: (i) name, (ii) title, (iii) date of advice and (iv) name of person or entity they advised could be used to satisfy such goals. YES NO  
☐ ☐

The undersigned hereby certifies that the information provided herein is true and correct as of the date set forth below.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Name of Entity: \_\_\_\_\_

Date: \_\_\_\_\_  
(Please Print)