

Philadelphia International Airport
Division of Aviation
Guidelines for Professional Services Contracting

The City of Philadelphia (“City”), Department of Commerce, Division of Aviation (“Aviation”) at Philadelphia International Airport (“PHL”) and Northeast Philadelphia Airport (“PNE”), collectively the “Airport” has established a selection process to be followed for entering into contracts for professional services in support of Aviation capital and operating budget programs. This process is consistent with the intent of the FAA’s Advisory Circular AC 150/5100-14E, “Architectural, Engineering, and Planning Consultant Contracts for Airport Grant Projects.” The process described below complies with all applicable sections of the Philadelphia Code and is continually evaluated for appropriateness and effectiveness in meeting the professional services procurement goals of the Airport:

A. Solicitation Phase

- Advertise New Contract Opportunity (Solicitation) as a Request for Proposals (RFP), or Request for Qualifications (RFQ). The Solicitation, including “Selection Criteria,” containing pertinent information about the contract scope and City requirements is assembled by Airport staff and posted on eContract Philly (www.phila.gov/contracts) for a minimum of fourteen days. The Solicitation may be advertised locally and nationally via print or internet media. The Airport maintains a database of service providers listed by specialty, which the Airport may use to notify via email about the available new contract opportunities. Companies may request to be added to this database by sending an email to rfp@phl.org.
- Distribute Solicitation.
The main method of document distribution is by direct download from the City’s eContract Philly web site (www.phila.gov/contracts). The Solicitation is also emailed to applicants requesting such.
- Conduct Pre-submission Meeting
Some solicitations benefit from a structured meeting, often held at the Airport, at which service providers interested in proposing may learn additional background, possibly view the project site and network to enable effective teaming. If held, the meeting may be optional or mandatory.
- Respond to Proposer Questions.
Applicants must submit their questions and/or requests for clarifications in writing to the City’s Primary Contact for the RFP by the date listed in the Solicitation. The questions are answered as part of an addendum to the Solicitation, which is posted to the eContract Philly website.

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- Submit Proposal.

Applicants submit their proposals electronically, and hard copies if required, to the eContract Philly website by the date listed in the Solicitation. Applicants must complete the application form provided on the website. The application form includes all disclosures as required by [Code Section 17-1402 \(1\) \(b\)](#) of the Philadelphia Code.

B. Selection Phase

- Evaluate Proposals.

Representatives from different Airport departments may be invited to be part of the proposal Evaluation Committee. All proposals that are timely and complete are reviewed and rated by this committee. The Evaluation Committee serves a very important role in the overall selection of qualified applicants to perform work for the Airport. The committee members' ratings are the foundation for a fair and unbiased selection of applicants who are responsive to the Airport's Solicitation. Members of the pool of evaluators are provided with training in evaluation procedures. The review of the submittals, in accordance with predefined evaluation criteria from the Solicitation, will result in the determination of which applicant(s) can proceed to the next step in the selection process.

Each member of the evaluation committee is provided a copy of all proposals, the Solicitation and blank rating forms. The rating form is customized to the requirements of each particular Solicitation. The packages are distributed at a kickoff committee meeting.

The evaluators are advised to commence the evaluation process as follows:

- a) Review the Solicitation to obtain an understanding of the Airport's overall goals and the selection criteria.
- b) Review the proposals as objectively as possible and check references in preparation for the final "wrap-up" meeting. Evaluators are asked to review the proposals during a time when few interruptions are expected, in an effort to keep the Evaluator's focus on the content and quality of each proposal. The Evaluators' work must be unbiased so that the proposers are treated fairly.
- c) The Rating Form typically contains the following three scoring categories:
 - Above expectations
 - Meets expectations

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- Below expectations

The Evaluator must choose one of these categories for each of the selection criteria, keeping in mind the contents of the proposal. If the proposer's information is well presented, comprehensive, and includes value-added ideas, "Above Expectations" should be chosen. If the submittal presents an adequate effort, e.g., addresses the requirements of the Solicitation, "Meets Expectations" should be chosen. If the proposal is poorly presented or if information is missing, "Below Expectations" should be chosen.

The scoring is subjective but, typically, independent reviews by three to five evaluators will yield similar results. The Evaluator should provide comments on the reasons for choosing a particular score. These comments are useful for the Selection Committee in making a final choice.

- d) Attend a short Evaluation Committee "wrap-up" meeting, at which evaluators may discuss the proposals, comments from references contacted and proposer ratings. The intent of this meeting is to help clarify any issues among the evaluators relating to the criteria or actual proposals, thereby reducing the possibility of some proposals being penalized unnecessarily.
 - e) When the Evaluator has finished reviewing all submittals, he/she forwards the completed Rating Forms to the PHL Purchasing Administration Unit (PAU) to tabulate the results.
- Tabulate Results.
The ratings from the evaluation committee are compiled and summarized and forwarded to the Chairperson as an Evaluation Package for their review.
 - Select Consultant(s).
The responsible Chairperson, along with the PAU Manager, presents the summarized results to a Selection Committee composed of the Chief Financial Officer, pertinent senior staff, and contract manager, with a recommendation to select one or more of the proposers for contract negotiations, or to offer high-ranking proposers the opportunity to make formal presentations.

The optional formal presentation process, as explained in each Solicitation, may be used to clarify issues addressed in the written proposal and allow the Selection Committee to meet proposed key project team members, in order to make a fully informed selection.

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- Approve Selected Consultant(s).
The Chief Executive Officer approves the selected proposer(s) prior to notification of the City's intention to contract.

C. Contract Processing Phase

- Award Contract.
All Applicants are notified via email whether they have been selected or not selected at this time.
- Negotiate Final Contract.
Aviation, assisted by the PAU, enters into contract negotiations with the successful applicant(s), to finalize such matters as task definition, deliverables, man-hours, insurance and compensation. The final cost proposal is then reviewed for inclusion of all necessary information.
- Enter Contract in City's Automated Contract Information System (ACIS).
Upon approval of final cost proposal, a notice of intent to award is posted for at least seven days on the eContract Philly and contract information is entered into both ACIS and the Airport's Program Management System (APMS) databases.

In cases where accelerated work is required, a "Notice to Proceed" may be issued upon agreement of the successful applicant's final proposal.