

October 18, 2022

To: All Bidders

From: Kate Bailey
Director of Procurement

Re: **ADDENDUM NO. 3**
22-074.0 - PAMT H6 & H7 Crane Electrification

This Addendum No. 3 is issued to:

1. Extend the Bid Submission Deadline from **Thursday, October 20, 2022 at 2:00 PM to Tuesday, October 25, 2022 at 2:00 PM.**
2. Provide a revised Diversity and Inclusion Plan for Construction. The revised plan removes references to EPA clauses and replaces with INFRA grant references. NOTE: These revisions do not impact the requirement to have at least a 20% Disadvantaged Business Enterprise (DBE) minimum participation level for this project. Revised plan attached.

All other terms and conditions remain unchanged.

Bidders shall acknowledge receipt of this addendum by immediately emailing a copy of the completed acknowledgment to Kate Bailey at procurement@philaport.com

ACKNOWLEDGMENT OF RECEIPT OF ADDENDUM NO. 3

Project #22-074.0
PAMT H6 & H7 Crane Electrification

Date _____

By _____

Company _____

Telephone _____

Fax _____

Email _____

**REVISED DIVERSITY AND INCLUSION PLAN FOR
CONSTRUCTION
(INFRA GRANT)**

**PHILADELPHIA REGIONAL PORT AUTHORITY
(PHILAPORT)**

**Diversity Inclusion Plan
(INFRA Grant Funded Construction)**

**THE DIVERSITY AND INCLUSION MINIMUM
PARTICIPATION LEVEL (MPL), FOR THIS PROJECT
HAS BEEN SET TO 20% DBE AND IS APPLICABLE TO
THE ENTIRE CONTRACT VALUE**

FEDERAL GRANT INFORMATION:

**FIXING AMERICA'S SURFACE TRANSPORTATION ACT
(FAST Act) (PUB. L. 114-94, SECTION 1105 (23 U.S.C. 117))
FOR THE NATIONALLY SIGNIFICANT FREIGHT AND
HIGHWAY PROJECTS PROGRAM (FY 2017-2018 INFRA
GRANTS)**

The Recipient, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

ACCEPTED CERTIFICATIONS

PhilaPort accepts approved third-party DBE certifications from the following entities or their certifying partners:

- **Unified Certification Program (UCP):**

<https://paucp.dbesystem.com/>

Every state has its own Unified Certification Program. The above links to the Pennsylvania Unified Certification Program.

10/18/22

PHILADELPHIA REGIONAL PORT AUTHORITY
Diversity Inclusion Plan (Construction)

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EXHIBITS

- Exhibit 1** HUB/DBE Solicitation and Commitment Statement
- Exhibit 2** Prime Contractor's HUB/DBE Monthly Reporting Form Summarizing Payments Made

I. POLICY STATEMENT

The Board of the Philadelphia Regional Port Authority, an independent agency of the Commonwealth of Pennsylvania, pursuant to Sections 697.4 and 697.6(c)(5) of the Philadelphia Regional Port Authority Act, has adopted a policy on diversity inclusion, set forth in Part X of the Contracting, Procurement, and Leasing Policies and Procedures, revised as of July 2017 (the “Diversity Inclusion Policy” or the “Policy”).

II. DIVERSITY INCLUSION PLAN

A. HUB Requirements

PHILAPORT shall take all necessary and appropriate steps to assure that its Prime Contractors do not discriminate and use HUBs in accordance with this Diversity Inclusion Plan (the “Diversity Inclusion Plan” or the “Plan”) for all project-related construction contract awards that exceed the bidding threshold established annually for authorities in Pennsylvania.¹

III. DEFINITIONS

- A. Bidder Responsiveness - Actions taken by a Prime Bidder to seek participation by Subcontractors as defined below who are HUBs, and documented in the bid. Responsiveness includes submission at the time of the bid of the HUB Solicitation and Commitment Statement (Exhibit 1), and, if needed, documentation providing an explanation for failure to achieve minimum levels of participation (MPLs). This documentation must demonstrate that the bidder has not engaged in discriminatory practices and may include a description of any barriers or impediments encountered despite the actions taken.
- B. Bidder Responsibility – Demonstration of non-discrimination in the selection of Subcontractors. Bidders are presumed to meet these responsibilities if minimum participation levels established for the project on the pertinent subcontract are

¹ Although the Plan is termed the “Diversity Inclusion Plan,” the intent of the Plan is to achieve both Diversity and Inclusion, as two distinct characteristics, with respect to its construction contracts.

achieved. Non-discrimination can also be demonstrated by submitting supplemental evidence that failure to achieve the MPLs was not motivated by consideration of race, gender or other impermissible criterion; that HUBs were not treated less favorably than others; and that solicitation and commitment decisions were not based upon policies which disparately affect HUBs.

C. Business Enterprise - Any legal entity that is organized in any form other than as a joint venture (e.g., sole proprietorship, partnership, corporation, etc.) to engage in lawful commercial transactions.

D. Contractor - An entity that contracts with the PHILAPORT to perform work in connection with a construction project.

E. Control - The exclusive, ultimate and sole control of a business including, but not limited to, capital investment and all other financial, property acquisition, contract negotiation, and legal matters, officer-director-employee selection and comprehensive hiring, operating responsibility, cost-control matters, income and dividend matters, financial transactions, and rights of other shareholders or partners. Control shall be real, substantial, and continuing, not merely pro forma. Control shall include the power to direct or cause the direction of the management and policies of the business and to make the day-to-day as well as major decisions in matters of policy, management, and operations. Control shall be exemplified by possession of the requisite knowledge and expertise to operate the particular business. Control shall not be vested in majority or absentee ownership. Control by a HUB defined herein shall not be deemed to exist in any case where any majority owner or employee of the business is disproportionately responsible for the operation of the firm.

F. Disadvantaged Business Enterprise (DBE)

DBEs are for-profit small business concerns where socially and economically disadvantaged individuals own at least a 51% interest and also control management and daily business operations. African Americans, Hispanics, Native Americans, Asian-Pacific and Subcontinent Asian Americans, and women are presumed to be socially and economically disadvantaged. Other individuals can also qualify as socially and economically disadvantaged on a case-by-case basis. (<https://www.transportation.gov/civil-rights/disadvantaged-business-enterprise/definition-disadvantaged-business-enterprise>, n.d.)

G. Historically Underutilized Business Enterprise (HUB) (HUB)

A Business Enterprise that is:

1. a DBE

H. Owner – PHILAPORT

I. Prime Bidder and Prime Contractor

For HUB purposes, the term, “Prime Bidder” means a Business Enterprise that submits a bid to PHILAPORT (e.g., general contractors, plumbing contractors). A Prime Contractor is a Prime Bidder that has received an award from PHILAPORT.

- J. Subcontractor. A Business Enterprise that has a contract with a Prime Contractor to supply labor, equipment, materials or supplies for a project as a manufacturer, vendor, supplier or subcontractor.

IV. CONTRACTOR COMPLIANCE GENERALLY

A. Minimum Participation Levels (MPLs)

PHILAPORT will establish minimum participation levels (MPLs) for the HUBs on a project-by-project basis. The MPLs will be established for each prime bid to be used solely as a guide in determining Prime Bidder responsibility. MPLs are applied to each bid category. The MPLs will vary based on the market availability of subcontracting opportunities for HUB's, on a project-by-project basis.

PHILAPORT shall endeavor to establish MPLs on the basis of actual market availability that matches the scope of work included in the project and available HUB firms, on a project-by-project basis with separate participation levels for the HUB categories.

B. Bidder's Submissions at Time of Bid

The Prime Bidder shall submit the HUB Solicitation and Commitment Statement attached as Exhibit 1 with its bid, showing efforts made to solicit HUB Subcontractors, and written confirmations of the intent to use the identified Subcontractors if awarded the prime contract. Prime Contractor's HUB Contact/Solicitation and Commitment Statement shall include the names of all companies and individuals contacted or solicited for participation in the project, the type of work, material, supplies or equipment involved in the solicitation, the total dollar amount of each quote received, the time of solicitation, the total HUB percentage of the total contract value, and, where applicable, the total dollar amount of each subcontract that would be awarded.

C. Safe Harbor and Compliance at Time of Bidding

In the absence of evidence to the contrary, compliance with the requirements under this Plan to demonstrate both bidder responsiveness and responsibility is presumed if MPLs are achieved.

If MPLs are not met, the Prime Bidder shall document why it was not feasible to meet the numerical levels by submitting evidence that failure to achieve MPLs was not motivated by consideration of race or gender, or other disadvantaged status; that HUBs were not treated less favorably than others; that solicitation and commitment decisions were not based upon policies which disparately affect HUBs. Justification for not meeting the MPLs may include impediments encountered despite actions taken.

D. Compliance Responsibilities – PHILAPORT and Prime Contractor

PHILAPORT has the responsibility to comply with the requirements under this Plan and ensure non-discrimination in the selection of Subcontractors, and in the administration of the project.

Prime Contractor has the responsibility to meet its commitments made during bidding by utilizing each Subcontractor it selected to the full extent of the subcontract value. The failure to meet minimum participation levels at the completion of two projects shall warrant Prime Contractor's disqualification from contracting with PHILAPORT for a period of six months and failure to meet minimum participation levels for one project may result in the imposition of liquidated damages in the amount of 10% of the dollar amount of the shortfall in the commitment to compensate PHILAPORT for the administrative costs of addressing the deficiency and not as a penalty.

E. Prime Contractor's Submissions during Project Administration

Prime Contractor shall submit monthly reports as specified in this Plan and in the Contract Documents. Specifically, Prime Contractor shall submit the Prime Contractor's HUB Monthly Reporting Form Summarizing Payments Made (Exhibit 2) for each project as well as proof of payment in the form of invoices from subcontractors. Both form and proof of payment to subcontractors should be submitted to the Finance Department along with the Prime Contractor's monthly invoicing. PhilaPort reserves the right to withhold payment to Prime Contractor until the HUB monthly reporting is up-to-date and in accordance with the MPLs submitted with the bid.

V. PROCEDURES – CLAUSES INCLUDED IN BIDDING AND CONTRACT DOCUMENTS

PHILAPORT shall insert the following in the appropriate contract document, establishing requirements applicable to the Prime Bidder:

A. Instructions to Bidders (ITB)

This contract shall have a minimum DBE participation level (MPL) of 20% of the total contract value.

MPLs are established for this project to be used solely as a threshold in determining Prime Bidder responsibility. Prime Bidders are presumed to meet their responsibilities under the Policy if the dollar commitments to the HUBs reflect these participation levels. A Prime Bidder will be rejected as non-responsible solely because it fails to reach the MPLs. To determine the participation level that has been reached, a Prime Bidder shall divide the total dollar amount of the commitments for the project by the total dollar amount of the Prime Bidder's contract award.

- a. HUB subcontracts will be credited toward the MPLs at 100%. HUB manufacturers are credited at 100%. HUB stocking suppliers, which are commonly and ordinarily the custom in the industry and a part of the industry's trade practices, are credited at 60%. Non-stockung suppliers, which are not commonly and ordinarily the custom in the industry nor a part of the industry's trade practice, are not credited.
- b. A HUB which is the Prime Bidder on a project with a contract valued at \$100,000 or less will receive full MPL credit for its own work effort for services provided. Such a business bidding as Prime Contractor should nonetheless attempt to hire and solicit

other, certified HUBs for participation in subcontracts.

- c. HUB Subcontractors providing labor must perform at least seventy-five percent (75%) of the cost of the subcontract, not including the cost of materials, with its own employees.
- d. HUB participation percentages must be inclusive of all project change order amounts

B. General Conditions

PHILAPORT will include following provisions in construction contracts, establishing requirements applicable to Prime Contractor.

1. Reporting Requirements After Award

- a. Prime contractors must provide PHILAPORT directly with the Prime Contractor's HUB Monthly Reporting Form Summarizing Payments Made (Exhibit 2) for each project that is underway and for which payment applications are being submitted. The report shall include the names of and the total dollar amount paid to all HUB Subcontractors utilized under this contract. PHILAPORT reserves the right to verify payments to subcontractors at any time.

2. Joint Ventures and Subcontracting

- a. Joint Venture.

Project-related contracts that involve a joint venture with a HUB firm must include the following clause:

If the joint venture relationship identified as the _____ is dissolved,

Joint Venture Firm Name
or otherwise discontinued, (_____),
Name of Prime Contractor or any successor Prime Contractor

Prime Contractor or any successor Prime Contractor, as the successor on the contract, shall continue this commitment by entering into contractual agreements with other appropriate firms to perform work on this contract. Replacement Prime Contractor must submit all requests for change orders to PHILAPORT for approval.

- b. Subcontracting.

Subcontracts with HUB firms must include the following clause: If the

subcontracting commitment made to the _____
Name of Subcontractor
is terminated or materially reduced, _____
Name of Prime Contractor

agrees that the termination or material reduction is subject to the approval of PHILAPORT, which approval shall not be withheld unreasonably.

VI. PROCEDURE TO SOLICIT PARTICIPATION

1. HUB Certification Prime Bidders will only be given credit for HUBs that are certified or accepted as certified HUBs by programs approved by, and in accordance with additional requirements set forth by, Board resolution.
2. Under the State Act of December 21, 1984, No. 230, P.L. 210, 18 PA. C.S.A. § 4107.2 a person commits a felony of the third degree if, in the course of business, he/she engages in deception relating to HUB certification.
3. To be credited, the certification relied upon must be for the category of labor, equipment, materials or supplies that would be used by Prime Contractor in the proposed subcontract with the Subcontractor. For example, a certification as a masonry contractor does not qualify as a certification to supply electrical equipment.

B. Notification to HUBs

The procedure for Prime Contractor to notify HUBs of contract shall be as follows:

1. Notice of ITBs

The Prime Bidder shall utilize available information regarding certified HUB firms capable of performing in the project's area. PHILAPORT shall provide reasonable assistance to the Prime Bidder. The Prime Bidder shall provide notice of the project to HUB firms so identified and to other qualified HUB firms and shall otherwise provide the same level of communication and interaction with prospective HUB Subcontractors as it would to other companies with which the Prime Bidder routinely contracts.

2. Other Notices - Notices of the HUB subcontracting opportunities will be sent by PHILAPORT to appropriate organizations, such as:

- a. local minority churches and civic organizations;
- b. appropriate (1) minority business technical assistance organizations and schools, (2) minority, women, small business contractor associations and appropriate trade organizations; and,
- c. other business assistance agencies, community organizations, and media organizations such as trade association papers and newsletters, community television networks, local newsletters, and radio advertising.

3. Plans and Specifications - Plans and specifications and all bidding documents on all projects will be made available to potential Subcontractors, and HUB contractor associations, and trade organizations, through Penn Bid and similar web-based databases, and otherwise as may be appropriate.

4. Lists of HUB's Businesses - PHILAPORT will provide each Prime Bidder obtaining plans and specifications for a project with any available lists of HUB firms.

VII. PROCEDURE TO EVALUATE BIDS

A. Responsiveness

1. The Prime Bidder must complete and submit the HUB Solicitation and Commitment Statement (Exhibit 1) with the bid.
2. The Prime Bidder should only solicit HUB Subcontractors whose labor, equipment, materials or supplies are within the scope of work and which the Prime Bidder reasonably believes it could choose to subcontract with or purchase from.
3. Prime Bidders failing to meet the MPLs must submit concurrently with the bid, an explanation of why the MPLs have not been met. This explanation must demonstrate that the Prime Bidder has not engaged in discriminatory practices in the solicitation and utilization of HUBs to perform as Subcontractors on the project. The evidence submitted by the Prime Bidder must demonstrate the following:
 - a. indicate whether HUB firms were solicited for each type of work the Prime Bidder expects to subcontract for and for all materials which the Prime Bidder expects to procure and, if not, the reason(s) why no such solicitation was made;
 - b. indicate the reason why commitments were not made to HUB firms for a type of subcontract labor, equipment, materials or supplies in any areas where quotes were received from such firms; and
 - c. in any case where no quotations are received from, nor commitments made to HUB firms, indicate on Exhibit 1 that no quotes were received, and if there is another reason for no commitments being made, the reason for the lack of commitments.
 - d. If the Prime Bidder fails to submit such evidence, the bid submission shall be considered non-responsive, and the bid shall be rejected.
4. Information related to the above shall be submitted on Exhibit 1 with the bid and on such additional materials as the Prime Bidder wishes to attach.

B. Responsibility

1. The submittals of each Prime Bidder are subject to review by PHILAPORT to determine whether the Prime Bidder has discriminated in the selection of Subcontractors.

Where the MPLs are not met, PHILAPORT will determine whether discrimination has occurred. If, after investigation including a review of Exhibit 1, other materials

submitted by the Prime Bidder, and such additional documents and information as PHILAPORT has secured, it is determined that discrimination has occurred, the Prime Bidder shall be deemed to be not responsible and the bid will be rejected.

2. Documentation submitted by the Prime Bidder should meet the following standards for review:
 - a. the Prime Bidder whose actions resulted in a limited or no commitment to HUB firms was not motivated by consideration of race or gender;
 - b. HUB firms were not treated less favorably than other businesses in the hiring and/or contract solicitation and commitment processes; and
 - c. solicitation and commitment decisions were not based upon policies that disparately affect HUB firms.
3. Commitments to HUB firms at the time of bidding must be maintained throughout the project unless a change in commitment is approved in advance by PHILAPORT. Such approval shall not unreasonably be withheld.

C. Access to Information

PHILAPORT may obtain documents and information from any Prime Bidder and any Subcontractor as may be required to ascertain Prime Bidder's contractor responsibility. Failure to provide requested information may result in the Prime Bidder's bid being declared non-responsive, the Prime Bidder being declared not responsible, or both.

VIII. PROCEDURES – RECORDS AND REPORTS

A. Records and Reports

1. PHILAPORT will review all reports received to determine if the commitments made by Prime Contractors in their bids are being met. This review is to be done contemporaneously with the receipt of payment applications, and in any event prior to final payment being made to Prime Contractor.
2. PHILAPORT will keep such records as are necessary to determine compliance with its HUB requirements. These records must be in sufficient detail to indicate the prime contract work performed, and the percentages of project-related work that is being performed by HUBs.
3. Prime Contractor must retain HUB records related to the construction period for a period of four years after final completion of the project. If any litigation, claim, negotiation, audit, or other action has been commenced before the previously mentioned record retention periods, the records must be retained until the completion of the action and resolution of all issues which arise from it or until the end of the previously referenced record retention period, whichever is later.

Exhibit 1

DBE Solicitation and Commitment Statement

Exhibit 1

HUB SOLICITATION AND COMMITMENT STATEMENT Instructions and Explanation of Columns

Project owners and all prime bidders will complete this form to document all businesses solicited and all businesses that provided solicited or unsolicited quotes for project-related contracts.

1. Provide your company name, address, telephone number.
2. Provide the project name, project number, bid opening date, contract award date, and a contact person's name.
3. For each business solicited and each quote/bid received, enter the firm name, Only the company's name is a mandatory item.
4. Indicate whether or not the firm is a DBE, by submitting Exhibit.
5. Add the identity of the certifying entity and the HUB's certification number.
6. Indicate the type of work to be performed and/or material to be supplied.
7. Enter the total dollar amount of the quote received and the total percentage of the quote received.
8. Enter the total dollar (\$) amount of the commitment which you have made to the DBE. If no amount is provided in this space, it will be presumed that your firm made no commitment to the DBE.
9. NOTE: You must include information on both solicited and unsolicited quotes. Failure to include a firm providing solicited or unsolicited quotes may result in the rejection of the bid or a determination that you are not a responsible contractor. Adequate time equivalent to that provided to other Subcontractor proposers must be provided for DBE Subcontractors and suppliers to respond to bids.
10. Indicate the name, telephone number and e-mail address of the person(s) who prepared the form.

**EXHIBIT 1 – DBE COMMITMENT
MINIMUM OF 20% DBE PARTICIPATION REQUIRED**

IMPORTANT: HUB subcontracts will be credited toward the MPLs at 100%. HUB manufacturers are credited at 100%. HUB stocking suppliers, which are commonly and ordinarily the custom in the industry and a part of the industry's trade practices, are credited at 60%. Non-stocking suppliers, which are not commonly and ordinarily the custom in the industry nor a part of the industry's trade practice, are not credited.

SOLICITATION AND COMMITMENT STATEMENT						
OWNER / PRIME BIDDER'S FIRM NAME (1)				PROJECT NAME (2)		
ADDRESS				BID OPENING DATE	CONTRACT AWARD DATE	
TELEPHONE NUMBER				CONTACT PERSON		
*(3)		(5)	(6)	(7)	(7)	*(8)
COMPANY NAME	DATE OF SOLICIT ATION	Certification Program and Number	TYPE OF WORK TO BE PERFORMED AND/OR MATERIAL TO BE SUPPLIED	DBE % of TOTAL DOLLAR AMOUNT	TOTAL DOLLAR AMOUNT OF QUOTE RECEIVED	TOTAL COMMITMENT DOLLAR AMOUNT
(8) Note: List those certified DBE Subcontractors from which you solicited quotes or which contacted you and gave you quotes in regard to this invitation to bid. Contact with DBE Subcontractors should be at least equivalent to the notice given to other subcontractor proposers.						
(9) PREPARED BY (please print)				TELEPHONE NUMBER	E-MAIL	

***DBE MUST HAVE A MINIMUM PARTICIPATION LEVEL OF 20% OF THE TOTAL CONTRACT VALUE FOR THIS PROJECT**

Exhibit 2

Prime Contractor's HUB/DBE Monthly Reporting Form
Summarizing Payments Made

EXHIBIT 2 – page 1

Mandatory S. Submit Monthly

(Page 1 of 2)

Prime Contractor’s Monthly HUB/DBE Payment Report

Name of Project _____

Contract No.: _____

Prime Original Contract Value: _____

Report for the Month of: _____

Change Orders (Overall Add/Deduct): _____

Notice to Proceed Date: _____

Total Contract Amount to Date: _____

Project Mgr. Name: _____

Total Payments Issued from _____ to _____ (date)

Assigned HUB Goal %: _____

Name of HUB Subcontractor	HUB Category	Work Task Performed	Original Contract Amount (\$)	Change Order Amount \$ (+/-)	Amount of Invoice Received this Month	Date of Invoice Received in this Month	Payments Made to HUB in this Month (\$)	Date(s) Payments Made this Month	Total HUB Payments Made to Date in \$	% Overall Work Finished	Final Payment (Y/N)
		Total(s) →	\$	\$	\$	Total(s)	\$	Total(s)	\$		

Itemize payments/invoices and dates if paid/received more than one payment/invoice between the 1st and 31st of this Month.

Prime Contractor Information:

Prime Firm Name: _____

Project Director Name: _____

Address: _____

Project Director Signature: _____

Telephone No.: _____ Date: _____

EIN # / TIN # _____

EXHIBIT 2

Prime's Past Due Invoice Information: List any invoice more than _____ days past due from the date **submitted** to _____ at the time you complete this form.

Invoice #	Invoice Date	Invoice Amount (\$)	No. of Days Past Due	Comments

Prime Contractor's Monthly HUB/DBE Payment Report

1. Have all HUB Subcontractors with executed subcontracts been paid amounts due from previous progress payments?

□ If Yes, skip the next section and go to Number 3.

□ If No, please complete fields in box below (use additional paper, if necessary)

Table with 6 columns: Subcontractor Name, Amount Withheld from Invoice (\$), Total of Invoice Amount (\$), Invoice No., Invoice Date, Specific Reason for Withholding

2. Have you notified the HUB Subcontractor(s) that you are withholding payment and the reason(s) why?

□ If Yes, provide a copy of written notification to the HUB Subcontractor with this form, indicating the date of notification.

□ If No, lack of prior written notification to the HUB(s) that you are withholding payment may violate the prompt payment clause guidelines.

Please contact the HUB immediately, and provide a copy of written notification to the Subcontractor with this form.

3. By signing this form, I certify that all of the above represent true and accurate information.

Project Director Name (Print)

Project Director (Signature)

Date

Additional Reasons/Comments for Withholding Payment:

DO NOT WRITE BELOW

This Form is Due on the ___ of each Month.

Please forward to: _____

□ Approved

□ Denied

