



## **REQUEST FOR PROPOSALS (RFP)**

Civil Engineering & Surveying Services

Winter West Affordable Housing (WWA)

A PCDC Development at 227 N 11<sup>th</sup> St, Philadelphia, PA 19107

### **1. Introduction**

Winter West Affordable Housing (WWA), a project of Philadelphia Chinatown Development Corporation (PCDC), is seeking qualified civil engineering and land surveying firms to support a zoning and land development application for an affordable housing project located at:

**227 N 11th Street**

**Philadelphia, Pennsylvania**

### **2. Project Overview**

WWA is advancing a Low-Income Housing Tax Credit (LIHTC) multifamily rental housing project consisting of approximately 40 units in a six-story building.

The project will require zoning approval. The selected consultant will support survey, site planning, and preparation of materials for submission to the City of Philadelphia.

### **3. Scope of Services**

#### **Surveying**

- Boundary and topographic survey
- Identification of easements and encroachments
- Existing conditions plan

#### **Civil Engineering**

- Conceptual site layout
- Grading and drainage analysis
- Preliminary stormwater management approach
- Utility concepts (water, sewer, storm)
- Zoning/site plan preparation

#### **Zoning Support**

- Preparation of submission materials
- Coordination with project team



- Response to review comments
- Attendance at zoning meetings, as requested

#### **4. Deliverables**

- Survey drawings (signed and sealed, as required)
- Existing conditions plan
- Conceptual site plan
- Zoning submission drawings and exhibits
- Digital files

#### **5. Qualifications**

- Licensure in Pennsylvania (PE and/or PLS)
- Experience with Philadelphia zoning and site development
- Familiarity with local stormwater requirements
- Experience with multifamily or affordable housing projects
- Ability to coordinate with multidisciplinary teams

#### **6. Proposal Requirements**

- Firm overview
- Project team and resumes
- Relevant project experience
- Approach to the project
- Proposed schedule
- Fee proposal (with task breakdown)
- Three (3) references

#### **7. Evaluation Criteria**

- Relevant experience
- Understanding of project scope
- Proposal quality
- Fee and overall value
- Ability to meet schedule

#### **8. Schedule**



<i>Milestone</i>	<i>Date</i>
<i>RFP Issued</i>	May 12, 2026
<i>Questions Due</i>	May 18, 2026
<i>Proposals Due</i>	June 1, 2026
<i>Selection</i>	Within five (5) business days of proposal due date

**9. Submission Instructions**

Submit proposals in PDF format to:

**John Chin**

Jchin@chinatown-pcdc.org

Please CC **Daren Jin** (djin@chinatown-pcdc.org) on all submissions.

Subject line: **WWA Civil Engineering & Survey RFP**

**10. General Conditions**

**Competitive Procurement**

This RFP is issued as part of a competitive procurement process.

**Reservation of Rights**

WWA reserves the right to reject any or all proposals and select the proposal deemed most advantageous.

**Conflict of Interest**

Respondents must disclose any potential conflicts of interest.

**11. Point of Contact for Questions**

**Daren Jin**

Djin@chinatown-pcdc.org

(215) 922-6156

**FEE PROPOSAL FORM**  
**Civil Engineering & Surveying Services**  
**Winter West Affordable Housing (WWA)**  
**227 N 11<sup>th</sup> St, Philadelphia, PA 19107**

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

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

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**Fee Breakdown**

<i>Task</i>	<b>Description</b>	<b>Fee (\$)</b>
<i>Surveying</i>		
<i>Conceptual Site Plan</i>		
<i>Stormwater / Drainage</i>		
<i>Utility Design</i>		
<i>Zoning Submission Support</i>		
<i>Meetings / Hearings</i>		
<i>Other (Specify)</i>		

Total Lump Sum Fee: \$\_\_\_\_\_

**Hourly Rates (if applicable)**

<i>Role</i>	<b>Rate (\$/hr)</b>
<i>Principal</i>	
<i>Project Manager</i>	
<i>Engineer</i>	
<i>Surveyor</i>	
<i>Technician</i>	