

Microsoft Teams

# Capital Access Fund and Bonding Pilot Program RFP Pre-Bid Meeting

2026-05-07 15:01 UTC

Recorded by

Abigail Hughes

Organized by

Samantha Lopez

# Capital Access Fund & Bonding Program

## Pre-Proposal Meeting

May 7, 2026



Office of  
Transportation and  
Infrastructure Systems

# Opportunity Overview

The City of Philadelphia, through PIDC, is seeking a **Fund Manager and Program Administer (FMPA)** to develop and implement the **Capital Access Fund and Bonding Program**.

The FMPA will be responsible for the day-to-day management, administration, and operation of the pilot phase of the program.

At the completion of the pilot phase, the City will consider an expansion of the program to cover additional initiatives.

# FMIPA services to include:

## Project Management

- Act as project manager
- Relationship management and coordination
- Monthly reporting

## Outreach & Assessment

- Outreach campaign
- Creation of online intake portal
- Assessment of capital access and bonding needs

## Bonding Education, Prequal, and Underwriting

- Create an educational bonding program
- Prequalify firms for bonding
- Underwrite bid, performance, and payment bonds

## Capital Access Administration

- Recommend firms in Bonding Program for the City's Capital Access Fund
- Introduce firms to other friendly lenders

## Funds Control Management

- Act as an escrow manager of all funds distributed
- Teach firms best practices for project financial management

## Loan Repayment

- Repayment of loans through the City's Capital Access Fund

# Payment and Repayment Explained

## *At start of contract*

PIDC releases one lump sum payment of **\$1,078,000** to FMPA



FMPA to place payment in an insured bank account & draw down funds via a draw down schedule

A portion of the total \$1,078,000 will be used for Capital Access Fund loans.

## *Upon loan repayment*

FMPA to repay PIDC in one lump sum payment

### **Including:**

- Remaining balance in the fund account at the FMPA's preferred and insured bank
- Any interest collected in the fund account at the FMPA's preferred and insured bank
- 3% interest collected on the loans administered through the pilot phase

### **Excluding:**

- Operational costs for the FMPA to design, build, and implement the services
- Any fees per loan designated to the FMPA to administer funds control management

**The FMPA is legally liable for returning payment to PIDC**

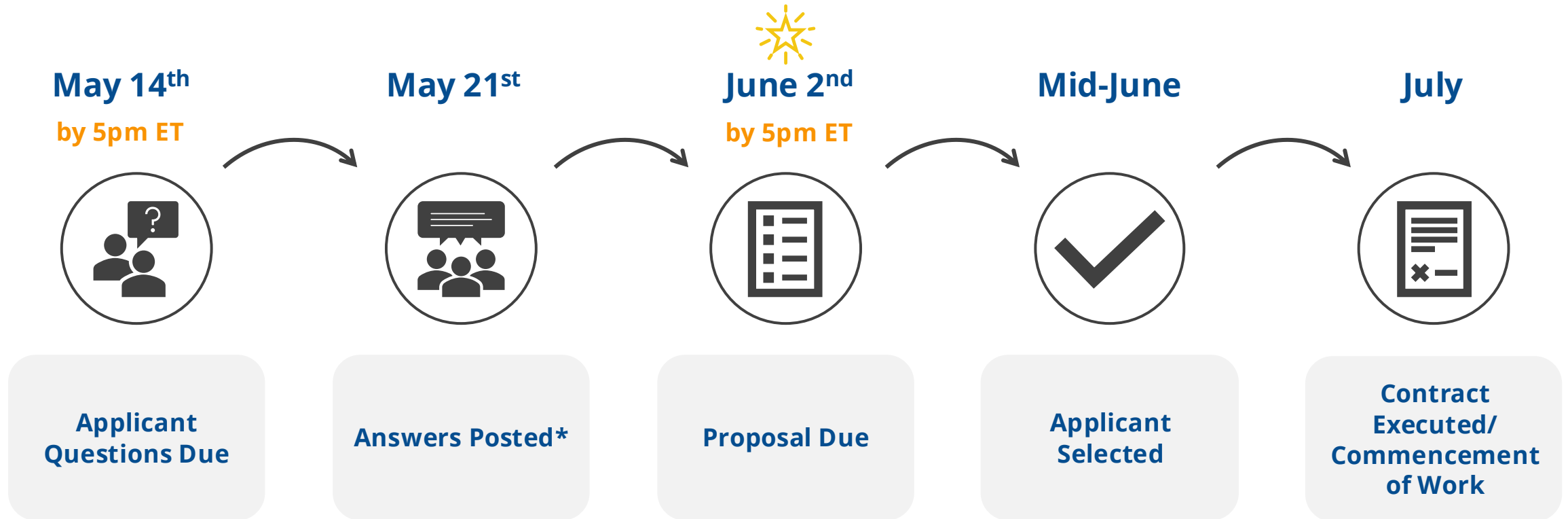
# Proposal Elements

- Introduction/Executive Summary
- Applicant Profile
- Proposed Scope of Work
- Statement of Qualifications
- Requested Expectations to Contract Terms
- Disclosure of Litigation
- Local Business Impact
- Disclosure Requirements
- Appendix Documents
  - Tax and Regulatory Status and Clearance Statement
  - Statement of Financial Capacity

## Make sure your proposal includes:

- ✓ Proposed budget for operational costs
- ✓ Proposed draw down schedule
- ✓ Estimated number of firms to receive bonding services
- ✓ Proposed budget for working capital loans
- ✓ Estimated number of loans to be administered

# Anticipated Timeline



**Contract Terms:** One year with additional one-year renewal options at the City and PIDC's discretion

\*Answers will be posted on the following webpage: [Capital Access Fund & Bonding Program - PIDC](#)



Office of  
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Infrastructure Systems**

**Questions?**

**Email [samantha.lopez@phila.gov](mailto:samantha.lopez@phila.gov) by 5pm on May 14<sup>th</sup>**