

REQUEST FOR QUALIFICATIONS



Uptown EcoInnovation District Plan

The City of Pittsburgh, through the Department of City Planning, is seeking services of qualified consultants with expertise in land-use planning, multi-modal transportation system planning and development, transit systems/transit oriented development, urban design, urban ecology/stormwater management, energy systems, innovation and entrepreneurship, equity, economics, architecture, landscape architecture, and community processes.

This planning process will yield an array of deliverables that coincide with the four (4) major project phases. These phases are derived from the [EcoDistricts Protocol](#), which is a standard for district and neighborhood-scale sustainable development. These deliverables will constitute the complete Uptown EcoInnovation District plan. It is anticipated that the overall project duration will span an 18-24 month period.

Interested parties are requested to submit a detailed **Qualifications Package** that clearly defines the relevant experience of the proposed staff and sub-consultant team members required to achieve the results as outlined in the Qualifications Package Requirements section below. Specific requirements, qualifications package evaluation criteria, and remaining steps for consultant selection are included.

Attached is information relating to major project phases, sub-phases, tasks, and deliverables. Qualified teams will be invited to discuss a detailed Scope of Services with the Department of City Planning and the Uptown EcoInnovation District Steering Committee. Please direct all inquiries regarding the RFQ **via email** to the contact listed below.

One (1) electronic copy (Adobe PDF, 300dpi, character recognition, bookmarked, on USB drive or CD/DVD) of the **Qualifications Package** must be **received by the City before March 6, 2015 at 4:00PM (EST)**. Packages received after the deadline will not be accepted (**postmarks are not sufficient**). **Packages sent by email are not acceptable.**

Contact person for all queries and for receipt of packages:

Justin Miller, Senior Planner

City of Pittsburgh, Department of City Planning

200 Ross Street, 4th Floor

Pittsburgh, PA 15219

justin.miller@pittsburghpa.gov

The Department of City Planning will respond to the receipt of the **Qualifications Package** via email and provide an approximate schedule for the remaining steps of the selection process. That information will be provided within the week of **March 9, 2015**. Discussion of the detailed Scope of Services will only be afforded to those teams that are short-listed, following a review of their **Qualifications Package**.

Project Background and Context

The Uptown neighborhood of Pittsburgh presents unique conditions that serve to simultaneously inspire and frustrate those who see its true potential. While strategically located between the economically vibrant Downtown and Oakland areas (and across the river from the thriving South Side), the neighborhood has seen levels of disinvestment and deterioration that are not befitting such a well-connected neighborhood.

The population has dwindled to just over 800 residents (excluding institutional residents, which brings the total to over 4,000). The resulting empty lots and buildings have created severe losses in property values. The commensurate reduction in street activity has further fostered a perception of an unsafe environment. Many properties have moved through tax delinquency, abandonment, acquisition, and consolidation. In many cases, under-utilization of land has created a situation where the most profitable land use is surface parking.

A combination of factors has contributed to Uptown's current built environment:

- Automobile-centric uses create empty spaces that are impervious heat islands;
- Industrial uses, though they provide jobs, have many blank walls and chain link fences that don't create a welcoming urban experience;
- Many transportation options exist, though the street network isn't very friendly to pedestrians and bicyclists--fast moving traffic and unbuffered sidewalks make walking and biking unpleasant and dangerous. The limited-access highway condition along the Boulevard of the Allies contributes to lower property values and underutilized land.

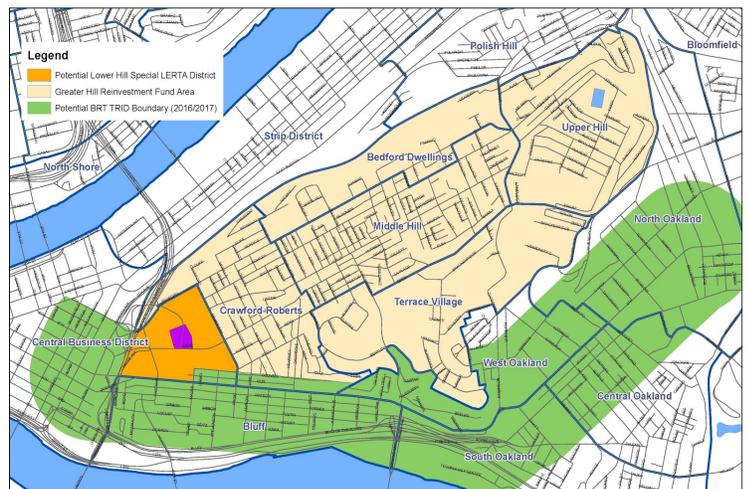
Uptown's future is in its hands. Trust is being built, and people are working together to build a new future together. The abandonment and demolition of the last several decades cannot be undone--the vacant lots must now be seen as an opportunity to build a new Uptown that is sustainable, economically viable, and ecologically sensitive--a competitive model for 21st Century urban development.

A Brighter Future

A local core group formed to undergo EcoDistricts training and will form much of the initial Steering Committee. The core group is comprised of members from [Uptown Partners of Pittsburgh](#), [Oakland Planning and Development Corp.](#), [Sustainable Pittsburgh](#), [Remaking Cities Institute \(Carnegie Mellon Univ.\)](#), City of Pittsburgh ([Dept. of Innovation and Performance](#), [Dept. of City Planning](#), and the [City Planning Commission](#)), [Center for Innovation and Entrepreneurship \(Urban Redevelopment Authority of Pittsburgh\)](#), [Port Authority of Allegheny County](#), and [Allegheny County Economic Development](#). A growing understanding of the [EcoDistricts Approach](#) to district-scale development and the notable success of [Innovation Districts](#) has spurred the desire to create an EcoInnovation District in the corridor. As the first EcoDistrict in the City, this project may be seen as an "Urban Lab," and may be replicated in other neighborhoods.

An analysis of mobility has begun in one segment of the corridor within a [Bus Rapid Transit](#) project. Additional work is necessary to integrate land use and transportation connections while introducing new systems and projects aligned with community goals. In addition to traditional economic development indicators, Uptown's goals include economic and equity issues, such as opportunities for wealth building, affordability and economic diversity, and ecological aspirations for improved air quality, resource efficiency, and green space connectivity.

EcoInnovation District boundaries will be determined via this planning process, but from a value capture (via [TRID](#) or other mechanisms) and new policy perspective, the district boundaries will extend beyond Uptown along the Fifth and Forbes Avenue corridor to include portions of Downtown and Oakland (area of green shading on the map--click the image for more detail. Adjacent to the potential TRID area is a special taxing district known as [LERTA](#) that [covers the Hill District](#), and for value capture purposes, will not be a part of this project).



Expected Project Phases, Tasks, and Deliverables

These project phases and tasks are anticipated to be part of a comprehensive process. The lead entity and exact roles will be discussed as part of the RFP process and final team formation is will be adjusted accordingly. Project phases are based on the EcoDistricts Toolkit, though somewhat modified to fit the unique context of this planning process.

Project Phase	Sub-Phase	Tasks	Deliverables
<i>Phase 1</i> District Organization	Engagement	Engage stakeholders <ul style="list-style-type: none"> Community Priorities Identify Partners 	Framework for partner and stakeholder engagement
		Create steering committee	Form steering committee and create inventory of community resources
		Develop vision and priorities	Vision and priorities statement
	Governance	Define stakeholder roles and responsibilities	Adopted governance structure
		Formalize governance structure	
	<i>Phase 2</i> District Assessment	Define Project Palette	Performance area strategies <ul style="list-style-type: none"> Goals, Targets, & Indicators Projects (buildings, infrastructure, programs)
Set Targets		Set baseline <ul style="list-style-type: none"> Develop measures of success Set targets based on growth projection / capacity study 	Report of performance areas with Goals, Objectives, and Measures of Success
Refine Project Palette		Match district character to opportunities	Refined project palette that best reflects long-term goals
		Screen strategies	
		Assess strategies	
Determine Priority Projects		Filter projects from refined project palette based on feasibility and goals	Project performance + feasibility matrix

Expected Project Phases, Tasks, and Deliverables, ctd.

Project Phase	Sub-Phase	Tasks	Deliverables
<i>Phase 3</i> Project Feasibility + Development	Buildings	Form and function	Urban design targets
	Infrastructure	Transportation, parking, and access	District mobility and access plan
		Ecology and energy	Energy and stormwater plans
	Community Action + Programs	Incentives	Summary of potential development incentives, both financial and regulatory
		Revenue and finance	Revenue policies: <ul style="list-style-type: none"> • Reallocation of existing revenue • New revenue • Creative sources of revenue • Application support
		Subsidy structure	Policy paper
		Fiscal, physical, and program boundaries	Report outlining the most efficient district boundaries based on all inputs
		District roadmap	Plan of action for implementing and financing projects, as well as the long-term management of the district
<i>Phase 4</i> District Management	Land Use Policy	Zoning	New zoning district for Uptown, integrate with existing citywide code
		Development review and approval process	Outline of new expedited review process for development projects meeting plan criteria
	District Management Strategy	Implementation strategy	District management framework
		Roles and responsibilities	Finalized governance structure
	Creation of District Authority	Approval & Adoption	Final Documents/Legislation

Qualifications Package Requirements

The City of Pittsburgh reserves the right to reject all submissions or to combine firms from different teams that in the City of Pittsburgh's judgment will result in the strongest consultant team.

Introduction and summary portions of the **Qualifications Package** must be limited to two (2) pages of text (each) with accompanying graphics. Additional information and graphics may be included as deemed appropriate in consideration of the quality of the submission.

A successful team will prepare a qualifications package of outstanding quality that is exemplary of the content, graphics, format, and readability that is to be delivered for the Uptown EcoInnovation District plan process.

The following must be included in the Qualifications Package:

1. **Relevant Project Experience** - Discuss the team's expertise in land-use planning, multimodal transportation system planning and development, transit systems/transit oriented development, urban design, urban ecology/stormwater management, energy systems, innovation and entrepreneurship, economics, architecture, landscape architecture, and community processes. Prior work with EcoDistricts and/or Innovation Districts should be highlighted, if applicable. Project examples shall be limited to three (3) projects per firm within the team. Project summaries will be limited to two (2) pages for each project.
2. **Local Knowledge and Experience** - Provide a strategy for incorporating local firms and professionals within a project team with national experience. Firm participation discussion should be limited to one (1) page per firm. A team organizational chart must also be provided - to include a Project Manager, representation of all discipline areas, and the prominence of local professionals within the team.
3. **Team Composition and Performance** - Detail personnel, roles, training, and relevant experience. Resumes are limited to two (2) pages per individual. Project experience examples are to relay the individual team member's experience and not be representative of individual firms.
4. **Innovation in Public Involvement** - Based on the experience and firm participation cited, highlight the innovative practices utilized to solicit, evaluate, and incorporate public comments into planning projects. Firms must demonstrate the ability to provide high quality graphics and materials in support of Uptown EcoInnovation District engagements.
5. **MBE and WBE Participation** - Include information concerning the estimated percentage of work to be performed by each firm relative to City of Pittsburgh goals of 18% Minority Business Enterprise (MBE) and 7% Women's Business Enterprise (WBE) participation. The inclusion of MBE/WBE firms should be estimated using the format shown below. This is a preliminary estimate at this stage--teams that are short-listed will be required to provide accurate figures. Current MBE/WBE firm certification will also be required at that time.

Firm Name	Percent MBE (%)	Percent WBE (%)
<i>Totals</i>	Total MBE %	Total WBE %

6. **References** - Based on the experience and firm participation cited, provide a minimum of three (3) references for each team participant. Include contact name, client name, project roles and responsibilities, address, phone and email information for someone whom we may contact.

Package Evaluation Criteria and Consultant Selection

All complete responses to this Request for Qualifications will be evaluated by representatives of the City of Pittsburgh Department of City Planning, assisted by the Uptown EcoInnovation District Steering Committee. A 100-point scale will be utilized to create a short list of firms. The factors and relative weight of each are as follows:

- | | |
|---|-----|
| 1. Team Composition and Performance | 20% |
| 2. Local Knowledge and Experience | 20% |
| 3. Relevant Project Experience | 20% |
| 4. Innovation in Public Involvement | 20% |
| 5. MBE/WBE Participation | 10% |
| 6. Quality of Submission and References | 10% |

Short listed teams will be invited to a pre-proposal meeting in order to discuss the Scope of Services. Following the discussion of the Scope of Services, teams will be provided a format and date for submission of their detailed project proposals along with a more detailed MBE and WBE Participation Plan and nondiscrimination certifications. At this time it is anticipated that the detailed project proposal will include (but not be limited to):

- A. Team approach and organization
- B. Proposal for public and stakeholder engagement
- C. Project Workplan and Schedule
- D. Summary list of deliverables
- E. Summary list of in-kind service requests
- F. Detailed price proposal
- G. MBE and WBE Participation Plan documentation and certification
- H. Nondiscrimination certification
- I. Compliance with the State Contractor Responsibility Program

Following a review of the detailed project proposals, a subsequent short list of firms will be invited to interview with the selection committee. Additional specific points to address will also be provided at that time. A final consultant team ranking will be compiled following the interviews, and the City will then select the consultant it wishes to contract with for the project.

Only the teams afforded the opportunity to interview will be provided with a debriefing following final selection.

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