

## **City of Pittsburgh answers to written queries regarding the 2013 Architecture and Landscape Architecture Request for Letters of Interest (RFLOI)**

Queries and answers for the Landscape Architect and Architect RFLOI have been combined because of their similarity; however they are two separate RFLOI's. Answers are in bold text.

### **Query and Answers 1**

1. Are there incumbent firms providing these services under current or prior contracts? **There are 3-On Call Architects currently under contract, whose 3-year contracts will end in November and Dec 2013. They are free to submit RFLOI's for the next 3-year term.** Can you provide the number of firms and their identity? **3-Firms: Lami-Grubb Architects, Moshier Studio, and CDM Smith.**
2. If multiple firms are awarded contracts under this solicitation, will those firms compete for task orders? **Yes if the project scope, cost, funding source, and complexity necessitates, but not always as some projects are quite simple in nature. We would also look at the design products and style and past performance of each firm as related to our project.** What criteria will be used to award task orders if there are competing firms? **Typically schedule, fee, and expertise offered for that particular project. Other factors may contribute as well, such as the firm's apparent work load.**
3. Are there dollar limits placed on projects or on fees that can be earned under this contract? **Yes for the projects, and No for the contract.**
4. Can you describe the pending projects to be performed under this contract? **Please see the RFLOI for project types. Specific projects are under consideration at this time.** Do you have an estimated value for those pending projects? **No**
5. Can you describe the projects performed under current or prior contracts, with approximate dollar values? **Projects using our On-Call Architects or their sub-consultants, in the past 3-years, ranged from as little as \$200K to as much as \$4.6M. Rarely are they higher than \$4.6M. For example, we renovated the First Floor and Mezzanine, City side of the City County Building using an Obama Stimulus Grant of approximately 3.5M. Cost includes consultant fees and construction costs. We replaced roofs of our various municipal buildings in packages of 5-8 buildings at a time. Re-roofing can range from \$150K to \$800K per roof.**

### **Query and Answers 2**

I am working on our submission for the Landscape Architecture RFLOI. We were wondering if you could clarify the instructions for proposal preparation. We weren't sure if there were two separate requirements: a letter of interest (not longer than 9 pages) and then the SF330 forms (no page limit indicated other than 2 pages for resumes). Any direction you can send would be greatly appreciated!

**There are two separate requirements. 1) the letter of interest and 2) the standard SF330 Forms.**

### Query and Answers 3

I was wondering if you were looking for an SF 330 from both the prime (architect) and subs, or from just the prime. The RFP language doesn't really spell it out.

I don't want to provide multiple SF 330's if that's not what the City is looking for. Please advise.

**There should be one (1) SF 330 submitted and it will include your firm as well as your subs. A separate SF 330 is not required for each sub.**

### Query and Answers 4

Are Attachments C through G available from the City as a pdf?

**The attachments C through G are included in the RFLOI on the City website . Please feel free to convert them to pdf format as you see necessary.**

### Query and Answers 5

Good afternoon. After reviewing and considering the RFLOI, I have two questions for clarification:

1. Please provide examples of "Perform other duties that may be required for the projects." As listed in Section 1 – Scope?

**Any other duties that are within the realm of the Architecture or Landscape Architecture Profession that is not included in the Responsibilities scope. One example that is too detailed for the purposed of this RFLOI, but could occur, might be for the architect or landscape architect to coordinate and/or organize a site visit with say a specialty fabricator or nursery for the various staff of DPW to attend.**

2. Please clarify if the digital requirements regarding Autodesk Revit® 2010 and AutoCAD® 2010 are concrete during the duration of the on-call agreement, or are more recent versions of the same applicable?

**The Division of Architecture wants to be able to open and manipulate your firm's base documents. Currently we are using AutoCAD 2011 and Revit 2011. It is up to the firm to be able to provide drawings that are compatible and usable with these two 2011 programs.**

### Query and Answers 6

Specifically, I am wondering about the maximum number of resumes. It states that the Letter of Interest (LOI) portion of the proposal requires an Org Chart and a maximum of seven resumes for key individuals. Does this include Sub-consultants, as well?

**The resumes in the LOI need not use the SF 300 resume template / format, but rather, could be a paragraph description, for example. Who you choose to represent your best team for the City in the LOI is up to you. You are not limited to number as you are in the SF300, but you are limited to nine (9) pages total for the LOI (excluding the cover page/letter, organization chart, etc... as described in "2.0 Instruction for Proposal Preparation".**

Also, does the same resume requirement apply to the SF 300 portion of the proposal? And will you need a separate Org Chart for the 330? I guess you would, if the resumes are different from what is shown in the LOI.

**Resumes for the SF 300 should follow the template and not exceed two pages per individual. You must decide who are the best of seven individuals to represent your team. They can be from your firm only or your firm and your consultants, but no more than seven.**

### **Query and Answers 7**

I haven't been able to find the response to questions for the Landscape Architectural RFLOI. Have they been posted yet?

**Response to queries is Wednesday June 12 and is posted on the City Website.**

### **Query and Answers 8**

1. The RFP states: "*Letter of Interest Document Letters of Interest should be a maximum of nine (9) pages (8 1/2" x 11"), typed using 12 font size or larger excluding cover page/letter, organization chart, resumes, Statement of Affiliation (ATTACHMENT E), Price Proposal Form (ATTACHMENT C), MBE/WBE Solicitation and Commitment Form (ATTACHMENT D), City Contract Form (ATTACHMENT F), Debarment Affidavit (ATTACHMENT G) and Standard Form 330.*"

Does this mean we have a LOI document that is 9 pages in addition to all of the ATTACHMENTS listed, or does that 9 page limit include all of them?

**2.0 Instruction for Proposal Preparation explains the various documents that are not to be included in the nine (page) limit.**

**END OF ANSWERS TO QUERIES FOR 2013 ARCHITECTURE AND LANDSCAPE  
ARCHITECTURE RFLOI**