



CITY OF PITTSBURGH

REQUEST FOR PROPOSALS

For Legal Services Related To Labor and Employment
Collective Bargaining And Litigation For The City Of Pittsburgh

Deadline for Submission: April 25, 2014

All questions due: April 17, 2014

I. OBJECTIVE OF THIS REQUEST FOR PROPOSALS

The City of Pittsburgh ("City") is pleased to invite interested parties to respond to the following Request for Proposals ("RFP"). The City is not required to issue an RFP for consultants associated with anticipated or pending litigation or expert witnesses in accordance with the Pittsburgh Code §161.02A(c)(4) . The City seeks to hire professional legal Counsel to provide legal advice and assistance on labor and employment. These legal services include those related to 1.) collective bargaining matters; 2.) practice before the PA Labor Relations Board; 3.) labor arbitration matters; 4.) general labor matters between the City and various labor unions; and 5.) assist the City in case preparation and presentation in litigation.

II. CONFIDENTIALITY

1. The content of all Proposals will be kept confidential until selection of the Counsel is publicly announced. After the award of the contract, all Proposals will become public information and can be viewed in the Law Department by appointment only.
2. All materials submitted in response to this RFP will become property of the City of Pittsburgh. Counsels shall not retain any rights, including, but not limited to intellectual property rights, to the information and/or ideas contained within or accompanying their Proposals.
3. Counsels by responding to this RFP agrees to safeguard the details of this process.

III. SUBMISSION

1. It is the responsibility of all interested Counsel to carefully read the entire RFP which contains all provisions applicable to successful completion and submission of a Proposal.
2. City reserves the right to reject any and all Proposals and to waive any procedural formalities. Submission of a Proposal indicates acceptance by the Counsel of the terms and conditions contained in this RFP unless clearly and specifically noted otherwise in the Proposal.
3. City will not be responsible for any costs related or incidental to this solicitation and incurred by interested Counsels who respond. During the evaluation process, City reserves the right, to request additional information or clarification from potential Counsels.

IV. SELECTION CRITERIA

The evaluation committee will evaluate Counsels on the basis of their written responses to this RFP, additional written information that may be requested by the City and possibly oral interviews. The goal of the evaluation committee will be to select the Counsel which provides the best combination of qualifications, relevant positive experiences and costs. The evaluation committee will also consider the following non-exclusive factors in making that determination:

- Depth and quality of experience in representation of municipal governments in collective bargaining and other labor relations matters.
- Depth and quality of experience in public employee relations.
- Depth and quality of experience in bringing public employer labor relations matters to a cost-effective conclusion.
- Demonstrated ability to work closely and cooperatively with clients in meetings and negotiations sessions.
- Results of reference checking.
- Reasonableness of rates proposed.
- Record of compliance with all applicable ethical rules and rules of professional conduct.
- The completeness of the proposal, including the proposal's conformance to the standards and objectives set forth in this RFP.
- The quality of the proposal.
- MBE/WBE/Veteran participation.

V. PROPOSAL REQUIREMENTS

In order to be considered, Counsels must provide the following information:

- Cover letter.
- Detailed scope of services to be provided by your firm, including any proposed work not mentioned above. Additional proposed work shall be stated separately.
- A detailed history, including resumes or other similar documentation, for those to be assigned to this engagement. Submitted information should include the names of clients for which similar services have been performed, contact names and telephone numbers, and a brief description of services provided.
- Provide evidence of specific experience of labor negotiations under Act 195.
- The names, experience and qualifications of the individual(s) who would be primarily responsible for performing the services.
- An all inclusive fee proposal broken down by category.
- Complete the attached MBE/WBE/Veteran-Owned Solicitation and Commitment statement.
- A statement that Counsel is not currently involved with any litigation involving the City.

VI. QUESTIONS

1. Any requests for clarification or additional information regarding this RFP must be brought to the attention of the City Solicitor/Chief Legal Officer ("Solicitor"). The Solicitor must "receive" all requests for interpretations or corrections no later than 3:00 p.m. Eastern Daylight Time, April 17, 2014, prior to the deadline for submission and the requests must be in writing or electronic and sent to the following:

Lourdes Sanchez Ridge, City Solicitor/Chief Legal Officer
City of Pittsburgh Law Department
313 City-County Building
414 Grant Street
Pittsburgh, PA 15219
Phone: (412) 255-2015
Fax: (412) 255-2285

or lourdes.sanchezridge@pittsburghpa.gov

Only interpretations of or corrections to the RFP made in writing by the Solicitor will be binding.

2. Any Counsel believing that there is any ambiguity, inconsistency, or error in this RFP shall notify the City in writing by the above mentioned deadline. Failure to notify the City will constitute a waiver of claim of ambiguity, inconsistency, or error.
3. Unauthorized contact with City personnel other than the Solicitor regarding this RFP may be grounds for elimination from the selection process.

VII. PROPOSAL GUIDELINES

Three (3) hard copies and one (1) electronic copy of the proposal must be received no later than 3:00 p.m. Eastern Daylight Time, April 25, 2014. All hard copy submissions should be made to:

Lourdes Sanchez Ridge, City Solicitor/Chief Legal Officer
City of Pittsburgh Law Department
313 City-County Building
414 Grant Street
Pittsburgh, PA 15219

Hard copies may be mailed or delivered by hand. The City of Pittsburgh is not responsible for late delivery caused by the postal service, private carriers, traffic, weather conditions, or any other reason.

Electronic copies should be sent to lourdes.sanchezridge@pittsburghpa.gov

Any proposals received after the deadline will be rejected.

VIII. CONDITIONS

No Collusion or Conflict of Interest. By responding to this RFP, the Counsel shall be deemed to have represented and warranted that its submission was not made in connection with any competing Counsel submitting a separate response to this RFP, is in all respects fair, and was without collusion or fraud.

Pursuant to Section 161.36 of the City of Pittsburgh Code, the Counsel must include a disclosure of any finder's fees, fee splitting, firm affiliation or relationship with any broker-dealer, payments to Counsels, lobbyists, or commissioned representatives or other contractual arrangements of the firm that could present a real or perceived conflict of interest.

Fair Trade Certification. By responding to this RFP, the Counsel certifies that no attempt has been made, or will be made, by the Counsel to induce any other person or firm to submit or not to submit a submission for the purpose of restricting competition.

Debarment. This RFP is also subject to Section 161.22 of the City of Pittsburgh Code related to debarment from bidding on and participating in City contracts.

IX. MBE/WBE/VETERAN-OWNED SOLICITATION AND COMMITMENT

MBE/WBE SOLICITATION AND COMMITMENT

It is the city's current goal to encourage increased minority and women's participation in all City contracts. The City therefore requires that all bidders demonstrate a good faith effort to obtain the participation of Minority and Women's Business Enterprises in work to be performed under City contracts. In order to demonstrate this good faith commitment, all bidders are required to complete and submit with their bids either a MBE/WBE Solicitation and Commitment Statement, which details the efforts made by the bidder to obtain such participation, or an MBE/WBE Commitment Waiver request which details why no MBE/WBE participation could be obtained. The necessary form(s) are attached as Exhibit A. Failure to submit either a MBE/WBE Solicitation and Commitment Statement or a MBE/WBE Commitment Waiver request will result in rejection of the bid.

VETERAN'S-OWNED SMALL BUSINESS – The City has an annual goal of not less than five (5) percent participation by veteran-owned small businesses in all contracts. The participation goal shall apply to the overall dollar amount expended

with respect to contracts. The City, therefore, requires that all Proposers demonstrate good faith efforts to obtain the participation of veteran-owned small businesses in work to be performed under the contemplated City contract. In order to demonstrate this good faith commitment, all Proposers are required to complete and submit with their proposals an MBE/WBE/Veteran Owned Solicitation and Commitment Form, which details the efforts made by the Proposer to obtain such participation.

A. Veteran-owned small business is defined by the City as a business having one hundred (100) or fewer full-time employees and not less than fifty-one (51) percent of which is owned by one (1) or more veterans, or in the case of any publicly owned business, not less than fifty-one (51) percent of the stock of which is owned by one (1) or more veterans, and the management and daily business operations of which are controlled by one (1) or more veterans.

B. For contracts under one hundred thousand dollars (\$100,000.00), veteran-owned small businesses shall be exempt from all bonding requirements.

X. COUNSEL'S RESPONSIBILITY

1. All materials and work products prepared, developed or obtained through any contract with the City of Pittsburgh shall be promptly delivered to and become the property of the City of Pittsburgh and there shall be no limitation on the subsequent use of same by the City of Pittsburgh. Failure to comply with this provision shall, at the City of Pittsburgh's election, absolve the City of Pittsburgh for payment of any compensation to the Counsel in connection with the Agreement.
2. The Counsel's work shall be subject to monitoring and review by the City. Where the Counsel's work is determined to be unsatisfactory, it shall be corrected by the Counsel at the direction of the Law Department and at no additional cost to the City of Pittsburgh.

THIS CONCLUDES THE RFP FOR LEGAL SERVICES RELATED TO LABOR AND EMPLOYMENT COLLECTIVE BARGAINING AND LITIGATION FOR THE CITY OF PITTSBURGH; THE REST OF THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK.

CITY OF PITTSBURGH MBE / WBE / VETERAN OWNED SOLICITATION AND COMMITMENT FORM

SPECIFICATION NO.	DATE:	IS YOUR OWN BUSINESS ANY OF THE FOLLOWING?
COMPANY NAME:		· MINORITY OWNED
ADDRESS:		· WOMAN OWNED
CITY, STATE AND ZIP CODE:		· VETERAN OWNED OWNED . . .
FAX NUMBER AND E-MAIL ADDRESS:		(CHECK ALL THAT APPLY)
FOR ASSISTANCE REGARDING MBE / WBE BUSINESSES, CALL THE EQUAL OPPORTUNITY REVIEW COMMISSION AT 412-255-8804. FOR ASSISTANCE REGARDING VETERAN OWNED BUSINESSES, CALL THE BUREAU OF PROCUREMENT, FLEET AND ASSET SERVICES AT 412-255-2485		FAILURE TO COMPLETE FORM MAY BE SUFFICIENT CAUSE FOR BID REJECTION

PLEASE LIST ALL MBE / WBE VETERAN OWNED BUSINESSES SOLICITED FOR PARTICIPATION

SOLICITATED COMPANY'S NAME AND ADDRESS	PHONE	FAX NO	E-MAIL	MBE OR WBE	OR VETERAN	(CHECK ALL THAT APPLY)
1.				· · · · ·	· · ·	EST \$
2.				· · · · ·	· · ·	EST \$
3.				· · · · ·	· · ·	EST \$
4.				· · · · ·	· · ·	EST \$

MBE / WBE / VETERAN HISTORY	CONTRACT NO.	DESCRIPTION	MBE USED	WBE USED	VETERAN OWNED USED

CITY OF PITTSBURGH MBE / WBE / VETERAN OWNED SOLICITATION AND COMMITMENT FORM -- WAIVER REQUEST

COMPANY NAME:	
ADDRESS:	
CITY AND STATE:	
TELEPHONE, FAX NUMBER, E-MAIL ADDRESS:	

PLEASE EXPLAIN IN DETAIL WHY A WAIVER IS REQUESTED:

CITY OF PITTSBURGH MBE / WBE / VETERAN SOLICITATION AND COMMITMENT FORMS - TRADES			
NAME AND ADDRESS	PHONE	FAX	CIRCLE: <input type="checkbox"/> MM <input type="checkbox"/> MF <input type="checkbox"/> NMF <input type="checkbox"/> VETERAN WORK PERFORMED: _____ EST. PAYMENT: _____ PAYMENT % OF CONTRACT: _____ DATE STARTED: _____
NAME AND ADDRESS	PHONE	FAX	CIRCLE: <input type="checkbox"/> MM <input type="checkbox"/> MF <input type="checkbox"/> NMF <input type="checkbox"/> VETERAN WORK PERFORMED: _____ EST. PAYMENT: _____ PAYMENT % OF CONTRACT: _____ DATE STARTED: _____
NAME AND ADDRESS	PHONE	FAX	CIRCLE: <input type="checkbox"/> MM <input type="checkbox"/> MF <input type="checkbox"/> NMF <input type="checkbox"/> VETERAN WORK PERFORMED: _____ EST. PAYMENT: _____ PAYMENT % OF CONTRACT: _____ DATE STARTED: _____
NAME AND ADDRESS	PHONE	FAX	CIRCLE: <input type="checkbox"/> MM <input type="checkbox"/> MF <input type="checkbox"/> NMF <input type="checkbox"/> VETERAN WORK PERFORMED: _____ EST. PAYMENT: _____ PAYMENT % OF CONTRACT: _____ DATE STARTED: _____

I HEREBY ATTEST THAT ALL THE ABOVE FORMS HAVE BEEN FILLED OUT TO THE BEST OF MY KNOWLEDGE AND I ACKNOWLEDGE THAT THE DOCUMENTS SUBMITTED ARE THE MBE / WBE / VETERAN PARTICIPATION PLAN AS REQUIRED BY THE CITY OF PITTSBURGH.
 (TYPE NAME AND SS NO.):

SIGNED: _____ DATE: _____