

CITY WEBSITE POSTING

CITY OF PITTSBURGH
DEPARTMENT OF PUBLIC WORKS
BUREAU OF TRANSPORTATION AND ENGINEERING
ALLEGHENY COUNTY, PA

REQUEST FOR
PROJECT MANAGEMENT AND ADMINISTRATION SERVICES
LETTER OF INTEREST

The Office of the Director of the DEPARTMENT OF PUBLIC WORKS OF THE CITY OF PITTSBURGH will receive Letters of Interest with a current SF 330 form until 4:00 p.m., EDST, on **July 11, 2014** for the following:

PROJECT MANAGEMENT AND ADMINISTRATION SERVICES

FOR

ENGINEERING AND CONSTRUCTION OF FEDERAL, STATE AND LOCAL
FUNDED CITY OF PITTSBURGH INFRASTRUCTURE PROJECTS

BTE No. 14101

Mandatory Pre-Submission Meeting

DATE: June 26, 2014 TIME: 10:00 AM

PLACE: Bureau of Transportation and Engineering
Department of Public Works
Room 301, City/County Building
414 Grant Street
Pittsburgh, PA 15219

The City of Pittsburgh will be using the Modified Selection Process to secure these professional services.

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PROJECT SCOPE AND DELIVERABLES

1.0 Scope of Services

The City of Pittsburgh Department of Public Works, Bureau of Transportation and Engineering, has been utilizing consultants for Project Management and Administrative Services (PMAS) to assist in advancing the timely reconstruction and rehabilitation of its major roadways and bridges that are funded with Federal Highway Administration (FHWA) funds, State Bridge Bill funds, and/or City Capital Improvement funds. The City's limited number of engineers to manage and coordinate these types of projects requires the assistance of an outside engineering firm, experienced in the management of federal-aid and state Bridge Bill projects of larger size to supplement the current staff and meet the schedules established by the City of Pittsburgh.

The City is in need of initiating, and/or completing the design and construction phases for several major projects as listed below. Many of these projects are in various stages of implementation. Some projects have begun corridor studies and Preliminary Engineering. Others have been authorized for final design and are progressing toward, or are in construction. Others are only identified in outer years of the region's four year TIP, PennDOT's Twelve Year Program, or the region's long range plan. For all of these projects, the City is in need of varying levels of assistance in directing and expediting them through the project development process. The list of the City of Pittsburgh's current federal and state funded projects that are eligible for project management and administrative services are listed below with their status and current let dates:

Traffic:

- CBD Signal Upgrades Phase 2

Status: Construction Pending

Anticipated Notice-to-Proceed: July 23, 2014

- CBD Signal Upgrades Phase 3

Status: Preliminary Engineering 95% complete.

Final Design anticipated to be complete in 2015.

Let date: anticipated in 2016

- City PGH Signal Updates – Phase 2

Status: 2015: Programming for Preliminary Engineering

Anticipated Let date: To be determined

Construction duration: to be determined

- City Signal System Update – Phase 1

Software procurement & installation: Fall 2014

- Pittsburgh Bike Share Pilot:

Status: The project to be bid in Fall of 2014

Procurement/Installation: Winter/Spring 2015

Streets:

• Forbes Avenue – Phase 1B – Wood to Smithfield
Status: Construction Pending
Anticipated Notice-to-Proceed: September 2, 2014

• Wenzell Avenue / Carnahan Intersection:
Status: Final Design 50% complete.
Let date: July 16, 2015
Anticipated Notice-to-Proceed: December 24, 2014

• Forbes Avenue Phase 2A – Smithfield to Grant Streets:
Status: To be initiated.
Let Date: TBD

• Penn Avenue Reconstruction Phase 2
Status: anticipate programming Preliminary Engineering in 2015
Let date: TBD

Bridges:

• West Ohio Street/Ridge Avenue Bridges
Design Status: Design Field View approved. Final design pending.
Let Date: TBD
Anticipated Notice-to-Proceed: TBD

• Greenfield Bridge:
Status: Final Design 50% complete.
Let Date: 3/26/2015
Anticipated Notice-to-Proceed: June 24, 2015

• Second Avenue Bridge (to become McFarren Street Bridge)
Status: Preliminary Engineering.
Let Date: 02/04/2016

• S. Negley Avenue Bridge
Status: Designer's Agreement being initiated.
Let Date: To be determined

• Twenty Eighth Street Bridge
Status: 2015 programming for Preliminary Engineering
2016 programming for Final Design
Anticipated Let Date: 2018

- Swinburne Bridge

Status: 2015 programming for Preliminary Engineering

2016 programming for Final Design

Anticipated Let Date: 2018

Through the TIP process, additional projects may be added to this list either every 2 years (beginning in 2015) or as funding becomes available.

1.01 Contract Term

The duration of this PMAS contract will be four (4) years. Anticipated Notice to Proceed is January 1, 2015.

1.02 PMAS Goals and Objectives

The goal of these services is to assist City Professional Engineering staff with the advancement of federal, state and local funded infrastructure projects through the project development process in a cost effective and timely manner so as to minimize design and construction schedules and costs. Specific objectives include:

- 1) meeting established bid dates,
- 2) generating quality submissions,
- 3) timely submission reviews and approvals,
- 4) effective interagency communication and coordination,
- 5) accurate and timely project funding and programming, and
- 6) compliance with applicable federal, state and local rules, regulations and policies.

Candidates are asked in their LOI to suggest various metrics for measuring the attainment of the above stated goal and objectives.

1.03 PMAS Funding

There are two significant changes from past practices that will affect this Request for Letters of Interest to provide Project Management and Administration Services. The first is that the ultimate agreement for these services will no longer be a hard copy agreement executed under the normal City of Pittsburgh procedures. Instead, the Agreement will be written and executed in PennDOT's Engineering and Construction Management System (ECMS). The second is that funds for these services will come from funds allocated for each eligible project as opposed to a separate dedicated PMAS source. The process to add an additional project will be execution of a supplemental in ECMS.

The vast majority of projects will be primarily financed with State and/or Federal funds, so PennDOT's Publication 93, dated November 2013 will govern the administration of consultant agreements. PennDOT is obligated to provide oversight on how the funds are expended. As a result of said oversight, if PennDOT determines that a cost on an invoice is non-reimbursable, then the cost will be considered non-billable. The amount of the non-reimbursable, and thus non-billable, cost will be offset from the next payable invoice. Some of the most common causes for a cost to be considered non-reimbursable are: **Costs incurred by a consultant prior to a fully executed Reimbursement Agreement or NTP for an executed Engineering Agreement cannot be reimbursed. Costs incurred by a**

consultant after expiration of the agreement cannot be reimbursed. Costs incurred after depleting the applicable funds available in the Agreement (as supplemented). Funds made available by a legal supplement will be considered available as of the execution date of the supplement.

1.03.01 Project Programming/Funding Assistance

In order to be eligible for federal and state funding, projects must be programmed on the region's four year Transportation Improvement Program (TIP), the region's Long Range Plan, and the state's Twelve year Program (TYP). In addition, appropriate city budgeting legislation is needed to secure local matching funds. Program management and administrative assistance for insuring programming and budgetary compliance of City projects would include:

- Assistance in identifying, pursuing, programming, amending and tracking federal and state transportation funding programs, Enhancement/Hometown Streets, Federal Earmarks, State Bridge Bill, etc.
- Developing and reviewing project specific costs.
- Tracking project costs and expenditures relative to contracted scopes and budgets.
- Compiling accurate project specific funding information/reports to the City, SPC, PennDOT and FHWA.

1.04 Preliminary Engineering Assistance

Program Management and Administrative Services would include, but not be limited to, the following.

1.04.1 Project Development

The Management Consultant (MC) may be involved in the early stages of project development as the City meets with community leaders, general public, etc. to lay the basic framework for what is desired of a particular project. Some of the projects listed in this RFLOI have already passed through this stage; others have not. It is important that the MC gets involved early in this process to understand what the end result of the project should be so that the Requests for Letters of Interest or Requests for Proposals can be prepared accordingly and the project managed in a fashion to accomplish the original goals.

1.04.2 Consultant Selection Assistance

The design start-up stage includes, as its major element, the procurement of the engineering consultant to provide the basic design services for the project. The MC, while excluded from the actual selection of that consultant, may perform all other related administrative tasks, including;

- (a.) Prepare Project Profile and/or Scoping documentation;
- (b.) Conduct the pre-proposal/scope meeting and organize comments from the City and PennDOT;
- (c.) Prepare the Draft Request for Letter of Interest (RFLOI) or Request for Proposal

- (RFP);
- (d.) Conduct a Pre-Proposal Meeting with the short listed design consultants;
 - (e.) Prepare independent man-hour analysis for design tasks;
 - (f.) Review the RFLOI or proposals for conformance with requirements;
 - (g.) Prepare a summary of the RFLOI's or proposals for use by the City of Pittsburgh Consultant Selection Committee;
 - (h.) Prepare the selection meeting minutes;
 - (i.) Assist the City in negotiating with the successful consultant;
 - (j.) Prepare the Consultant's Draft Design Agreement for review by the City;
 - (k.) Conduct the start-up meeting.

1.04.3 Design Authorization Assistance

This includes activities necessary to initiate a project with outside reimbursement funding (FHWA or Bridge Bill). For the typical federally-funded or bridge bill-funded capital projects such assistance may include:

- (a.) Preparing draft D-4232 (Corridor Study, Preliminary and Final) for the design phases (FHWA funding)
- (b.) Preparing and processing reimbursement agreements with PennDOT for execution for both federal and state funding types.
- (c.) Preparing and submitting Planning & Programming forms.

1.04.4 Administration of the Design Contracts

Throughout the life of the project, the MC's responsibilities can include numerous on-going contract administration tasks such as;

- (a.) Review consultant invoices for conformance with contract terms and project progress.
- (b.) Recommend consultant invoices for payment to the City.
- (c.) Track changes to the original scope of work.
- (d.) Review requests for amendments and/or change orders to design consultant agreements.
- (e.) Prepare draft supplemental agreements to design consultant agreement, including services to be performed during construction.

1.04.5 Type, Size, and Location / Design Field View Stage

The objective of the TS&L/Design Field View Stage is to determine the final capacity, type, size and location as well as Design Field View requirements with necessary supporting survey and geological data. This stage may take several forms depending upon the nature of the project (e.g. bridge inspection report/bridge rehabilitation; type, size, and location/bridge replacement, or line and grade/roadway relocation/reconstruction). This is a particularly critical stage in that it results in the definitive drawings of the facility to be designed as well as detailed and accurate cost estimate and schedule. Specific tasks of the MC may include:

- (a.) Review/assist in submission of the following products as required:

- Environmental report;
 - Hydrologic report;
 - Soil erosion/sedimentation control report
 - Structure type study;
 - Type, Size, and Location (TS&L) submission;
 - Line and grade submission;
 - Pavement design analysis;
 - Preliminary soils report;
 - Vault investigation reports;
 - Utility requirements, including Subsurface Utility Engineering investigation submissions;
 - Water Obstruction Permit Applications,
 - Design Field View, including attendance at the preliminary safety review meeting and review of any design exception submittals.
- (b.) Attend and/or facilitate public meetings;
- (c.) Prepare/review petition for PUC Order, if necessary;
- (d.) Prepare/review for submission documents for Corps of Engineers and/or Coast Guard approvals, if necessary;
- (e.) Prepare/review for submission preliminary engineering work products (i.e., TS&L; line and grade; design field view, environmental document, etc.) to administering agency for approval;
- (f.) Submit/distribute the final preliminary design stage work projects for approval of preliminary design stage to proceed to Final Design.

1.05 Final Design Assistance

Program Management and Administrative Services would include, but not be limited to, the following.

1.05.1 65% Design Stage – Constructability Review

The objective of the 65% Design Stage is the development of plans, specifications and estimates (PS&E) to 65% completion. The role of the MC at this stage is primarily that of design review to ensure compliance with the project requirements established in the previous stages; and with established/accepted design practices; and to ensure that the project construction sequence and logic are feasible, given the constraints associated with the project. The principal elements of the preliminary stage to be reviewed by the MC may include as required:

- (a.) Review (65%) drawings:
- Title/index sheet;
 - Typical sections;

- General notes sheets;
 - Roadway plan and profile sheets;
 - Drainage and Hydrology sheets;
 - Traffic control plans and sequencing;
 - Lighting sheets;
 - Traffic signal sheets;
 - Signing and pavement marking sheets;
 - Structure design including foundations, vaults, etc.
 - Miscellaneous details.
- (b.) Review 65% specifications;
- (c.) Review 65% cost estimate.

1.05.2 95% Design Stage – Pre PS&E Submission

The objective of the 95% design stage is to develop complete (95%) PS&E for the facility, including all utility data, as well as supporting Right-of-Way drawings (see Right-of Way and Utility stages). Like the 65% stage, the MC is primarily responsible for review of the designer's work products. However, this stage initiates more detailed design review(s) by the administering agency; hence, the MC's responsibilities may also include more liaison with the administering agency. The MC's tasks at the 95% Design Stage could include the following:

- (a.) Review all 95% drawings, including Also Plans;
- (b.) Review detailed specifications;
- (c.) Review cost estimates;
- (d.) Assemble complete project manual including general conditions and specifications as well as special provisions (both standard and non-standard), proposal, bidding schedule, etc.
- (e.) Prepare design review submissions to administering agency for approval including:
- Lighting plans;
 - Drainage plans;
 - Traffic signal plans;
 - Signing and pavement marking plans;
 - Structure plans;
 - Foundation design;
 - Safety review and Final Plan Check Submissions.
- (f.) Attend Safety Review / ADA Committee Review meeting and ensure comments are addressed.
- (g.) Attend the Final Plan Check and ensure comments are addressed.

1.05.3 100% Design Stage – PS&E Submission

The objective of the 100% design stage is to assemble and reproduce the bidding documents (i.e., drawings and bid package). The principal tasks of the MC may include:

- (a.) Assemble the bid package.
- (b.) Review the engineer's final construction schedule and cost estimate.
- (c.) Prepare the final submission to the administering agency for authorization to advertise including:
 - Utility clearance forms;
 - Right-of-way clearance forms;
 - Subsurface Utility Engineering clearance forms; and
 - Form D-4232 for authorization of construction (Federal funds only).
- (d.) Request for applicable wage rates.
- (e.) Pursue agency approval of the drawings and bid package.
- (f.) Direct design consultant to revise drawings as necessary to conform to final submission review comments.

1.06 Utility Stage Assistance

Program Management and Administrative Services would include, but not be limited to, the following.

The objective of the utility stage is to ascertain and show existing and/or proposed utilities on the construction drawings. The principal tasks of the MC could include:

- (a.) Ensure utility verification by design consultant.
- (b.) Attend utility meetings.
- (c.) Verification of presence of appropriate utilities on drawings;
- (d.) Collect/submit utility clearance forms to administering agency.
- (e.) Prepare PUC petition (where required).
- (f.) Attend PUC field views and hearings (if required).
- (g.) Submit drawings to the PUC for approval (if required).
- (h.) Prepare Utility Reimbursement Agreements for approval (if required).

1.07 Right-of-Way Stage Assistance

Program Management and Administrative Services would include, but not be limited to, the following.

The objective of the Right-of-Way stage is to provide Right-of-Way documents and drawings necessary to insure proper control of real estate being affected by a given project. The principal tasks of the MC could include:

- (a.) Review of preliminary Right-of-Way drawings;
- (b.) Attendance at the preliminary Right-of-Way plan review meeting (if required);
- (c.) Review of final Right-of-Way drawings;
- (d.) Preparation of final Right-of-Way submission to the administering agency including:
 - Final Drawings;

- Form D-4232 for Right-of-Way authorization (FHWA);
 - Form RW-971 Right-of-Way estimate.
- (e.) Distribution of the approved Right-of-Way drawings; and
- (f.) Technical assistance to the City's Urban Redevelopment Authority (URA) during appraisal and acquisition.
- (g.) Perform appraisals or (PennDOT approved) right-of-way acquisition services.

1.08 Construction Services/Assistance

Program Management and Administrative Services would include, but not be limited to, the following.

1.08.1 Consultant Selection Assistance for Construction Inspection / Construction Administration Services

- (a.) The construction start-up stage includes, as its major element, the procurement of the engineering consultant to provide construction inspection and construction administration (CI/CA) services for the project. The MC, while excluded from the selection of the consultant, may perform all other related administrative tasks, including:
- (b.) Prepare the draft Request for Letters of Interest (RFLOI) or Request for Proposal (RFP);
- (c.) Conduct a Pre-Proposal Meeting , if required, with the shortlisted CI/CA consultants;
- (d.) Prepare independent man-hour analysis for inspection/administration tasks;
- (e.) Review the RFLOIs or proposals for conformance with requirements;
- (f.) Prepare a summary of the RFLOIs or proposals for use by the City of Pittsburgh Consultant Selection Committee;
- (g.) Prepare the selection meeting minutes;
- (h.) Assist the City in negotiating with the successful consultant;
- (i.) Prepare the draft Construction Inspection / Construction Administration Agreement for review by the City;
- (j.) Conduct the start-up meeting.

1.08.2 Design Authorization Assistance

This includes activities necessary to initiate a project to advertisement with outside reimbursement funding (FHWA or Bridge Bill). For the typical federally-funded or bridge-bill-funded capital projects, such assistance may include:

- (a.) Preparing draft D-4232 for the Construction phases (FHWA funding)
- (b.) Preparing and processing reimbursement agreements with PennDOT for execution for both federal and state funding types.

1.08.3 Project Bidding

The objective of the bidding stage is the solicitation, and letting of bids and awarding of construction contracts. The principal tasks of MC could include:

- (a.) Conduct the pre-bid meeting, including preparation of minutes of meeting;
- (b.) Prepare and secure approval of pre-bid addenda (if any) from the administering agency;
- (c.) Assist City in evaluating bids;
- (d.) Prepare the concurrence to award request to the administering agency;
- (e.) Review the contract documents for compliance and completeness;
- (f.) Conduct the pre-construction meeting, including preparation of minutes of meeting; and
- (g.) Process construction reimbursement agreement(s) with PennDOT for execution.

1.08.4 Construction Stage

The objective of the construction stage is to ensure that the project is completed in accordance with the design intent of the construction drawings and specifications and the contract between the City and Contractor. The MC could serve as the representative of the City to expedite, troubleshoot and maintain quality assurance. In that capacity, the MC would oversee and coordinate the activities of the Construction Manager and/or inspectors reporting to the Department of Public Works.

1.08.4.1 Construction Administration Assistance

- (a.) Establish and maintain lines of communication and procedures for coordination among the owner, designer, contractor(s), and City's Project Manager and inspectors.
- (b.) Monitor adherence to the administrative and compliance requirements of the construction contract.
- (c.) Conduct pre-construction meetings, if required, including preparation of minutes of meeting.
- (d.) Monitor/track/review: Contractor's progress reports and schedule updates against the established baseline schedule and established time of completion milestones.

1.08.4.2 Construction Tracking and Program Monitoring

- (a.) Monitor/track/review: Contractor's pay requests, pending work authorizations and approved work orders against the established construction programming and reimbursement amounts established for the project.
- (b.) Monitor/track/review: CI/CA expenditures, SDC expenditures, and Agency review costs against the established construction programming and reimbursement amounts established for the project. Prepare/process any valid supplemental agreement requests as required.
- (c.) Monitor/track/review any potential problems related to schedule and funding amounts – Prepare Fiscal Constraint Tables and update reimbursement agreement to address any required programming updates as required.
- (d.) Attend all field progress meetings and special meetings as the City's designated representative and present monitoring/tracking and review updates and/or potential issues to members of construction team, if required.

- (e.) If required, attend and provide minutes/agendas for monthly meetings with PennDOT Construction representatives.
- (f.) Establish and maintain lines of communication and procedures for coordinating among the owner, designer, contractors, and the City's Construction Manager and inspectors.

1.08.4.3 Field Inspections

- (a.) Monitor the Construction Inspector's inspection and the work of contractors to ensure quality control of construction work and compliance with the contract documents.
- (b.) Confirm the need and monitor the services of technical specialty firms as required (i.e., geotechnical, testing, etc.).
- (c.) Monitor the Construction Inspector's source documentation including:
 - Field Inspector's diary;
 - Item and calculation book;
 - Master diary;
 - Material file;
 - Record drawings; and
 - Project correspondence file.

1.08.5 Close-Out Stage

The objective of the close-out stage is to ensure completion of the project in accordance with the project special provisions and applicable standards for the purpose of final acceptance. The principal tasks of the MC may include:

- (a.) Attending all pre-final and final inspections.
- (b.) Confirming completeness of source documentation (i.e., record drawings, inspector's diary, item/calculation book, etc.).
- (c.) Reviewing as-built drawings.
- (d.) Assisting the City's Construction Manager in resolving any claims as presented by the Contractor.
- (e.) Prepare final close-out documents required to be submitted by the City to PennDOT (i.e., Final Settlement Certificate, time extension request, etc.).

1.09 MISCELLANEOUS SERVICES

Program Management and Administrative Services would include but not be limited to the following.

1.09.1 Web Based/Computerized Tracking System

A web based tracking system is to be developed for tracking the status of all the various submittals, milestones, etc. for each of the projects. The purpose of this task is to provide the City, public officials and the public access to up-to-date status information on the projects. In addition, the system should provide project staff with an interactive management tool for tracking and coordinating project submissions and outstanding

tasks. The MC will work with the City in further defining system parameters and outputs.

1.09.2 Monthly Program Development Status Review Meetings

The MC will be responsible for scheduling, setting the agendas, facilitating, taking minutes, and coordinating any follow up regarding bi-monthly Program Development Status Review meetings with City, PennDOT, and Federal Highway staff. The purpose of these meetings will be to coordinate the project development process including individual project submissions and their timely review, as well as address any outstanding submission or review issues.

1.09.3 100% City-Funded Project Management Services

Although the bulk of this contract is to manage the City's federally funded and state bridge bill funded project, the City may have the need from time to time for management assistance on a design project that is not part of the federal or state system or not eligible for federal/state reimbursements. When those instances occur, the City will request a proposal from the selected firm based on the specific need and a change order will be issued to the contract. in keeping with the specific scope items listed above. These costs are to be kept separate from all other projects and billed separately.

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INSTRUCTIONS FOR PROSPECTIVE FIRMS

All candidates must be a current registered Business Partner with the Pennsylvania Department of Transportation (PennDOT) with approved hourly and overhead rates.

Prospective firms are required to review and acknowledge such, the City's [*General Consultant Candidate Requirements and Information for City of Pittsburgh Sponsored Federally Funded Transportation Projects*](#). These guidelines outline eligibility, submission and contractual requirements as well as evaluation criteria for prospective firms wishing to submit a Letter of Interest.

The Letters of Interest will be reviewed first for eligibility and completeness. Those found eligible will then be evaluated and rated in accordance Project Personnel, Past Firm Performance, Submission Quality, Quality Assurance and Control Plan, Subconsultant Qualifications and Roles. The Letter of Interest should specifically address each of the above criteria. The Quality Assurance and Control Plan should address the following:

- Design/construction procedures and/or elements that will ensure (1) a cost effective construction project and (2) a quality construction plan; and
- Design/construction procedures and/or elements that will minimize future maintenance costs and ensure meeting design and construction schedules.

The top rated firm will be fully briefed on the project and asked to submit a full technical and price proposal. If the technical and price proposal is found acceptable, the firm will

be awarded the contract. If not acceptable, the City will enter into negotiations with the firm. If negotiations are not successful, the selected firm will be dismissed and the second rated firm will be invited to submit a full technical and price proposal for consideration.

The Director may reject any Letters of Interest if the submitting firm is found to be ineligible or the submission incomplete and may waive any irregularity in the submission of Letters of Interest.

The City encourages responses from small firms, minority and women owned firms, and firms that have not previously worked for the City. The City's Minority Business Enterprise and Women Business Enterprise (MBE/WBE) goals for this Project will be 18% of the total price for MBE participation and 7% of the total price for WBE participation, 25% of the total price for MBE/WBE participation.

Conflict of Interest: By submission of a proposal to this RFLOI, respondent agrees that it presently has no interest and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of the services required under this RFLOI.

No proposal shall be accepted from, or contract awarded to, any individual or firm in which any City employee, director or official has a direct or indirect financial interest in violation of applicable City and State ethics rules. Entities that are legally related to each other or to a common entity which seek to submit separate and competing proposals must disclose the nature of their relatedness.

The City is not liable for any costs associated with the development, transmittal, or presentation of any proposal or material submitted in response to this RFLOI. It shall be the responder's responsibility to review and verify the completeness of its proposal. Prior to entering into any Professional Services Agreement with a selected respondent, if any is selected, the City must obtain authorization from City Council.

Modified Selection Process / Schedule

A selection committee will be established consisting of the representatives from the City of Pittsburgh, and if needed, the Pennsylvania Department of Transportation and Federal Highway Administration.

All respondent communications, including queries, concerning this solicitation must be directed to the RFQ Coordinator at the following points of contact:

NAME: Patrick Hassett
TITLE: Assistant Director
ADDRESS: Bureau of Transportation and Engineering
Department of Public Works
Room 301, City/County Building
414 Grant Street

Pittsburgh, PA 15219
 Phone: 412-255-2883 Fax: 412-255-8847
 E-Mail: pat.hassett@pittsburghpa.gov

All official communications should be in writing to the RFQ Coordinator. Any verbal communications will be considered unofficial and non-binding on the City.

Written questions and requests for clarification must be received no later than the date as set forth below. The City shall respond to written questions and requests for clarification in writing, and shall post them on the City website.

Once a selection is made, the top rated firm will be fully briefed on the project and asked to submit a full technical and price proposal. If the technical and price proposal is found acceptable, the firm will be awarded the contract. If not acceptable, the City will enter into negotiations with the firm. If negotiations are not successful, the selected firm will be dismissed and the second rated firm will be invited to submit a full technical and price proposal for consideration.

Notification of top candidate is anticipated by September 12, 2014. The anticipated Notice to Proceed date is January 1, 2015.

No.	Event	Date	
1	The City issues Advertisement/Posting of RFLOI	6/11/2014	
2	Convene MANDATORY Pre-Submission Meeting (scheduled for 10:00 am, Room 301 City-County Building)	6/26/2014	
3	Deadline for Written Queries (4:00 pm. date of Pre-submission Conference)	6/26/2014	
4	The City Issues Responses to Clarification Requests	7/25/2014	
5	Deadline for Submittal of Proposals	7/11/2014	
6	Finalize ranking and submit to Director, DPW, for concurrence	8/5/2014	
7	Submit approved ranking to PennDOT for concurrence	8/20/2014	
8	Notify Top Ranked Firm / Request Detailed Tech & Price	9/12/2014	
9	Negotiate Scope/Price with Top Candidate, including concurrence from MBE/WBE Committee	10/3/2014	
10	Submit Pre-award Audit to PennDOT for Concurrence	11/3/2014	
11	Anticipated Start Date of Contract	1/02/2015	

Submitting

Submit five paper (5) copies of the Letter of Interest and a single current SF 330 form to:

City of Pittsburgh Department of Public Works
 Bureau of Transportation and Engineering
 Room 301, City-County Building
 414 Grant Street

Pittsburgh, PA 15219

Attn: Beverly Ochs-Pobicki

Guidelines for submissions as outlined in *General Consultant Candidate Requirements and Information for City of Pittsburgh Sponsored Federally Funded Transportation Projects* are to be strictly followed. **All submissions are due by 4:00 p.m., July 11, 2014.** Submissions will be date stamped upon receipt.

The Director will receive Letters of Interest with accompanying SF 330 until the day and hour stated above. The Director will not consider any Letter of Interest received after the set day and hour and will return it to the addressee unopened. The firm is responsible for ensuring that the Director receives its Letter of Interest by the set day and hour.

Michael Gable, Director
Department of Public Works
City of Pittsburgh