

**CITY OF PITTSBURGH
DEPARTMENT OF PUBLIC WORKS
BUREAU OF TRANSPORTATION AND ENGINEERING**

**REQUEST FOR ON-CALL PROFESSIONAL GEOTECHNICAL 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 at its offices in Room 301, City County Building, 414 Grant Street, Pittsburgh, PA, from qualified firms to provide on a retainer basis engineering services until **4:00 p.m., on Wednesday, February 19, 2014**, for the following:

**ON-CALL PROFESSIONAL GEOTECHNICAL ENGINEERING SERVICES
BTE PROJECT NO. 14250**

The Consultant shall submit five (5) bound paper copies of their proposal in a sealed envelope clearly marked: **“PROFESSIONAL GEOTECHNICAL ENGINEERING SERVICES - DEPARTMENT OF PUBLIC WORKS - CONSULTANT PROPOSAL - BTE Project No. 14250.”**

Submit proposals to the Director of the Department addressed as shown:

Robert W. Kaczorowski, Director
Department of Public Works
City of Pittsburgh
Room 301, City-County Building
414 Grant Street
Pittsburgh, Pennsylvania 15219-2455

A **mandatory pre-submission conference** will be held Thursday, February 13, 2014, at 10:00 a.m., prevailing local time, with City of Pittsburgh personnel and all prospective candidates and other interested parties to discuss this project. The meeting will take place in the large conference room of the Department of Public Works, Room 301, City-County Building in downtown Pittsburgh.

The anticipated start date of this contract is May 1, 2014. The term of the contract will be three years.

Robert W. Kaczorowski, Director
Department of Public Works

ON CALL PROFESSIONAL GEOTECHNICAL SERVICES

1.0 GENERAL SCOPE OF SERVICES:

Professional Geotechnical Engineering services shall include, but not limited to, the following.

- A. Investigation and remediation of earth movement
- B. Investigation and design of foundations and structures
- C. Inspection of excavations or fill operations
- D. PA DEP permitting and issues

2.0 INSTRUCTIONS FOR PROPOSAL PREPARATION

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), and Standard Form 330. The Letter of Interest should make specific reference to and discuss the firm's proposal in terms of the criteria that will be used to evaluate the Letters of Interest (See Attachment B), including project personnel qualifications and past firm performance in providing like services, and WBE/MBE participation/commitment.

Organizational Chart The firm's organization chart for providing the services shall be one (1) page.

Resumés Resumés must use the resumé template from the SF 330 and must not exceed two pages per individual. The maximum number of resumes included with your Letter of Interest shall be up to seven individuals you believe to be key to the project success. You are to include and attach to your LOI resumés tailored to this project needs for individuals even if your SF 330 includes a resumé for that individual. The Letter of Interest should specify the role of key individuals in the services to be provided.

Standard Forms 330 The firm's Standard Form 330 document shall be bound under separate cover. ONLY ONE COPY IS TO BE SUBMITTED.

3.0 COMMUNICATIONS REGARDING THE RFQ

Upon release of this RFLOI, all Respondent communications concerning this solicitation must be directed to the RFLOI Coordinator at the following points of contact:

NAME: Charles S. McClain, P.E.

TITLE: Project Manager, Division of Bridges and Structures

ADDRESS: Bureau of Transportation and Engineering

Department of Public Works

Room 301, City-County Building

414 Grant Street

Pittsburgh, PA 15219

Phone: 412 255-2034 Fax: 412 255-8847

E-Mail: charles.mcclain@pittsburghpa.gov

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

4.0 CONSULTANT SELECTION PROCESS/SCHEDULE

- A. Selection Committee - The City will set up a Selection Committee to review proposals. The Committee will include the appropriate professional and managerial staff of the Bureau. Staff from other departments may also be included.
- B. Advertisement - The City will advertise one time in the Pittsburgh Post Gazette and Pittsburgh Courier and post the RFLOI continuously on its website for the period from Advertisement to submission due date.
- C. Request for Qualifications - The RFLOI will be available on line only.
- D. Pre-Submission Meeting and Queries -

The City will convene a pre-submission meeting and receive written questions and requests for clarifications from candidates up to the close of the pre-submission meeting day and respond in writing to all candidates within one week of the pre-submission. The pre-submission meeting will be **mandatory** and will be held at the following date and time and at the following location:

DATE: Thursday, February 13, 2014 TIME: 10:00 a.m.

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

- E. Submission Evaluation - The Selection Committee shall review and evaluate the candidates' proposals based on the attached Submission Evaluation Form. (See ATTACHMENT B.)

- F. Interview/Selection of Top Candidates - The City has elected not to schedule interviews with the top three candidates before finalizing scores. The final recommendation will be made based on the highest scoring firm.

- G. Notification of top candidate is anticipated by March 21, 2014. The anticipated Notice to Proceed date for these services is May 1, 2014. The term of this contract will be three years.

- H. Concurrence by EORC Committee
The Selection Committee's recommendation must be forwarded to the Director for approval and the EORC Committee for MBE/WBE/VOB concurrence. In the event that the recommendation does not receive the approval of the EORC Committee, the firm will be asked to increase the MBE/WBE/VOB participation, and if such is not forthcoming, the City will continue the selection process by considering the next ranked firm.

- I. The City reserves and may exercise the following rights and options with respect to this selection process:
 - (a) To reject any and all proposals and reissue the RFLOI at any time prior to execution of a final contract, if, in the City's opinion, it is in the City's best interest to do so.
 - (b) To supplement, amend, substitute, or otherwise modify this RFLOI at any time prior to selection of one or more respondents for negotiation and to cancel this RFLOI with or without issuing another RFLOI.
 - (c) The City may revise a published advertisement. If the City revises a published advertisement less than ten days before the Letter of Interest due date, the due date will be extended to maintain the minimum ten-day advertisement duration if the revision alters the project scope or selection criteria. Candidate firms are responsible to monitor advertisements to assure your Letter of Interest complies with any changes in the published advertisement.
 - (d) To accept or reject any or all of the items in any proposal and award the contract in whole or in part if it is deemed in the City's best interest to do so.
 - (e) To reject the proposal of any respondent who, in the City's sole judgment, has been delinquent or unfaithful in the performance of any contract with the City, is financially or technically incapable or is otherwise not a responsible respondent.
 - (f) To reject as informal or non-responsive, any proposal which, in the City's sole judgment, is incomplete, is not in conformity with applicable law, is conditional in any way, or deviates from the mandated requirements of the RFLOI.
 - (g) To waive any informality, defect, non-responsiveness and/or deviation from this RFLOI that is not, in the City's sole judgment, material to the proposal.

5.0 General Conditions/Requirements

Firm/Personnel Qualifications By submitting a Letter of Interest for a project that requests engineering services, the consulting firm is certifying that the firm is qualified to perform engineering services in accordance with the laws of the City of Pittsburgh and the Commonwealth of Pennsylvania. The firm is also certifying that it has the available staff, given current work loads, to provide the services.

Disadvantage Business Enterprise (DBE) and Veteran Owned Businesses (VOB) Participation DBE/VOB participation is desired in all City of Pittsburgh contracts. Such participation may be demonstrated by utilization of DBE/VOB firms through the use of subcontracts with such firms in Support, Services, Supplies, etc. The goals suggested by the City of Pittsburgh for the DBE utilization are 18% MBE and 7% WBE of the dollar volume of the contract and for VOB utilization 5%.

Candidate firms expressing interest in the advertised services must agree to ensure that Disadvantaged Business Enterprise (DBE) firms, as defined in the Transportation Equity Act for the 21st Century (TEA-21) and currently "certified" by the Department of Transportation, shall have the opportunity to participate in any subcontracting or furnishing supplies or services approved under Form 442, Section 1.10(a). Responding firms shall make good faith efforts to meet the DBE goal using DBE firms certified by any of the following agencies: Allegheny County, Office of Minority, Women and Disadvantaged Business Enterprises; Pennsylvania Department of Transportation, Bureau of Equal Opportunity; or Port Authority of Allegheny County, Office of Equal Opportunity. Small firms, Disadvantaged Business Enterprise (DBE) firms, and other firms who have not previously performed work for the City of Pittsburgh are encouraged to submit. Candidate firms shall submit with their Letter of Interest an MBE/WBE/VOB Solicitation and Commitment form included in ATTACHMENT D

Statement of Affiliation: Candidate firms shall submit a Statement of Affiliations (see ATTACHMENT E) with the City per Section 197.08(c) of the Pittsburgh Code, including:

- A. A description of any contractual or other business relationship with the City or any of its departments, agencies, boards, commissions or authorities, including the value of any contract or business relationship entered into during the three (3) calendar years previous to the execution of this contract;
- B. The firm's qualifications and experience for the performance of services to be rendered under the contract;
- C. An identification of the firm's principals, including the names and addresses of all owners or partners or shareholders and officers, or, if the firm is a public corporation, the officers, the members of the board of directors, and shareholders holding more than three (3) percent of the corporate stock.

Miscellaneous.

- A. Conflict of Interest. By submission of a proposal to this RFQ, 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 RFQ.
- B. 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.
- C. The City is not liable for any cost associated with the development, transmittal, or presentation of any proposal or material submitted in response to this RFQ. It shall be the responder's responsibility to review and verify the completeness of its proposal.
- D. Prior to entering into any Contract with a selected respondent, if any is selected, the City must obtain authorization from City Council.

6.0 CONTRACTUAL REQUIREMENTS (For Information Only.)

The following will be required of the successful firm in order to enter into contract with the City of Pittsburgh. Additional terms may apply and will be presented at contract negotiations.

Minority and Women Business Enterprise and Veteran Owned Business Participation: It will be a term of the contract that final payment shall be conditioned on receipt by the City of a report from the firm detailing:

1. The dollar amount of the contract paid to MBEs along with the names and addresses of those MBEs.
2. The dollar amount of the contract paid to WBEs along with the names and addresses of those WBEs and,
3. The dollar amount of the contract paid to VOBs along with the names and addresses of those VOBs and,
4. An explanation of any failure to achieve the goals represented prior to award of the contract.

Debarment: The firm will have to warrant that it is not prohibited from entering into contract with the City by reason of disqualification under subsection (b) of Section 161.22 of the Pittsburgh Code.

Insurance: Prior to the beginning of any work, the firm is to provide to the City certificates of insurance, duly executed by the officers or authorized representatives of a responsible and non-assessable insurance company, evidencing the following minimum coverages for the benefit of the City. The said insurance policy shall be non-cancelable, except upon thirty (30)-day prior written notice to the City. The City shall be named an additional insured as pertains to the Public Liability (General Liability) policy:

	<u>Individual Occurrence</u>	<u>Aggregate</u>
<u>Public Liability</u>		
Bodily injury, including death and property damage combined	\$500,000	\$1,000,000
<u>Automobile Liability</u>		

Bodily injury, including death and property damage combined	\$500,000	\$1,000,000
<u>Professional Liability</u>	\$1,000,000	\$1,000,000
<u>Workers' Compensation</u>	Statutory	

All premiums shall be at the expense of the firm. The Public Liability (General Liability) and Auto Liability certificates must state that the policy is an "Occurrence" policy and include the City as an additional insured. "Claims Made" policies are not acceptable. In the event that the term of said insurance shall expire prior to the expiration of the term of the contract or the completion of all services required hereunder, whichever shall occur later, the firm shall renew said insurance in a timely manner and shall promptly cause a certificate of insurance evidencing such renewal, also with the City named an additional insured, to be forwarded to the Director of Public Works.

Worker's Compensation: The firm will have to certify that it has accepted the provisions of the Pennsylvania Workers' Compensation and Occupational Disease Acts, as amended and supplemented, insofar as work covered by the contract is concerned, and that it has insured its liability thereunder in accordance with the terms of said acts, or has duly filed a proper certificate of exemption from insurance with the Pennsylvania Department of Labor and Industry.

Anti Discrimination: The firm is not to discriminate in its employment on the basis of race, color, religion, ancestry, national origin, place of birth, sex, age, disability, non-job related handicap, or sexual orientation. The firm will have to comply with the applicable provisions of the Pittsburgh Code, Title Six - Conduct, Article V - Discrimination, and any amendments thereto. The firm will also comply with the applicable provisions of Title I and Title II of the Americans with Disabilities Act, any amendments thereto and any regulations issued thereunder. The firm is to incorporate in any contracts with subcontractors, which may be permitted under the terms of the contract, a requirement that said subcontractors also comply with the provisions of this Article.

Compliance with Laws: The firm is to fully obey and comply with all federal, state and local laws, ordinances and administrative regulations applicable to the work done under the contract.

**ATTACHMENT A
PROPOSED SELECTION PROCESS SCHEDULE**

No.	Event	Date
	The City issues Request to advertise to Finance	1/22/14
1.	Advertisement/Posting of RFQ.	1/29/14
2.	Convene MANDATORY Pre-Submission Meeting (Scheduled for 10:00 a.m., Room 301 City-County Building)	2/13/14
3.	Deadline for Written Queries	N/A
4.	The City Issues Responses to Clarification Requests	N/A
5.	Deadline for Submittal of Proposals	2/19/14
6.	OPTIONAL: Top Three Candidate Interviews	N/A
7.	Finalize rankings and submit rankings/recommendation to DPW Director for comment/concurrence.	3/5/14
8.	Notification of Top Candidate	3/21/14
9.	Concurrence from MBE/WBE Committee	3/28/14
10.	Anticipated Start Date of Contract	5/1/14

**ATTACHMENT B – EVALUATION FORM
- FOR INFORMATION ONLY -**

**CITY OF PITTSBURGH
DEPARTMENT OF PUBLIC WORKS
Bureau of Transportation and Engineering
SUBMISSION EVALUATION FORM – REQUESTS FOR QUALIFICATIONS**

PROJECT TITLE: ON CALL
GEOTECHNICAL
ENGINEERING
SERVICES PROJECT NO: 14250
CONSULTANT: _____

EVALUATION CRITERIA

Rational for Scores to be provided in lines below.

	MAXIMUM VALUE	POINTS AWARDED
1. <u>Prime/Subs Project personnel to be Assigned:</u> Engineering experience, disciplines, project, managerial experience, etc. _____ _____	25	_____
2. <u>Performance:</u> Performance history of firms on similar type projects/Service _____ _____	25	_____
3. <u>Rate Structure (Hourly, overhead and Profit)</u> _____ _____	15	_____
4. <u>Submission Quality: (Clarity, Completeness, Grammar)</u> _____ _____	10	_____
5. <u>MBE/WBE/VOB Participation/Commitment</u> _____ _____	15	_____
6. <u>Location of Office:</u> Within City - 10 pts / County - 6 pts. / State – 3 pts / Other - 0 pts	10	_____
TOTAL:	100	_____

GENERAL COMMENTS: _____

EVALUATOR: Sign: _____ DATE: _____
Print: _____

3. SUBCONSULTANTS	Role/Tasks
(specify company name/Certifications if any)	

ATTACHMENT D MBE/WBE/VOB SOLICITATION AND COMMITMENT STATEMENT

CITY OF PITTSBURGH MBE/WBE/Veteran SOLICITATION AND COMMITMENT FORM									
COMPANY NAME:					USE ADDITIONAL SHEETS IF NECESSARY				
ADDRESS:					DATE NO-PROJECT TITLE FROM COVER PAGE				
CITY, STATE:									
PHONE - BUSINESS - EMERGENCY:									
EMAIL - FAX:									
FOR ASSISTANCE CALL THE EQUAL OPPORTUNITY REVIEW COMMISSION (412) - 205-0004 - FAX (412) - 205-4794									
PLEASE LIST ALL MBE, WBE AND OR Veteran SUBCONTRACTORS CONTACTED:									
NAME	ADDRESS	PHONE	FAX	MOBILE	WORK TO BE PERFORMED	EST. AMOUNT	EST. PERCENTAGE	ALL	WBL
MEMBER/Veteran CONTRACTING HISTORY WITH THE CITY OF PITTSBURGH									
CONTRACT NO.	DESCRIPTION	CITY DEPARTMENT	WBE	MBE	VBE	AMOUNT			
SIGNATURE: X _____							DATE: _____		

REVISED 11-12-04 EXHIBIT 11.1
"SEE OTHER SIDE"

CITY OF PITTSBURGH MBEMBE/Veteran SOLICITATION AND COMMITMENT FORM-WAIVER

COMPANY NAME:		USE ADDITIONAL SHEETS IF NECESSARY	
ADDRESS:		BTE NO./PROJECT TITLE	
CITY, STATE:		FROM COVER PAGE	
PHONE-BUSINESS - EMERGENCY:			
E-MAIL - FAX:			
FOR ASSISTANCE CALL THE EQUAL OPPORTUNITY REVIEW COMMISSION (412) 252-8804 - FAX (412) 252-4794		<ol style="list-style-type: none"> 1. FAILURE TO COMPLETE AND SUBMIT FORM MAY BE SUFFICIENT CAUSE FOR BID REJECTION 2. APPLICABLE FORM MUST BE RETURNED SIGNED 	
PLEASE EXPLAIN IN DETAIL WHY A WAIVER IS REQUESTED.			
SIGNATURE: x		DATE	

ATTACHMENT E: STATEMENT OF AFILIATIONS

**City of Pittsburgh
Department of Public Works
Bureau of Transportation and Engineering
Project: ON CALL PROFESSIONAL GEOTECHNICAL ENGINEERING
SERVICES**

Statement of Affiliations

1. _____
Name of Contractor

2. _____
Office Address and Phone Number
2. List your qualifications and experience for performance of the contract.

3. Please give a brief description of any contractual or business relationships you have had with the City within the past three years. Please include the dollar value of the contract or business relationship.

4. Please identify by name and address the contractor principals including all owners, partners, or shareholders and officers. If the contractor is a public corporation identify by name and address the officers, members of the board of directors, and shareholders holding more than three (3) percent of the corporate stock.

Additional pages may be attached to complete the information.

**ATTACHMENT F
CITY OF PITTSBURGH CONTRACTS**

**City of Pittsburgh
Department of Public Works
Bureau of transportation and Engineering
Project: ON CALL PROFESSIONAL GEOTECHNICAL ENGINEERING
SERVICES**

PREVIOUS HISTORY FIRM NAME:

ADDRESS:

TELEPHONE:

CONTACT PERSON:

PROPOSAL FOR:

List below all contracts held with the City of Pittsburgh during the past three years **not listed in Attachment D.**

Contract Title	Contract Date	Amount	Scope/Comments