

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

ALLEGHENY COUNTY, PA

REQUEST FOR CONSTRUCTION INSPECTION AND  
CONTRACT 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 for Construction Inspection and Contract Administration services until 4:00 p.m., on Friday, August 23, 2013, for the following:

CONSTRUCTION INSPECTION AND CONTRACT ADMINISTRATION  
FOR  
FORBES AVENUE - PHASE 1B (Wood to Smithfield)

(BTE Project No. 99401)  
MPMS No. 93907

**Mandatory Pre-Submission Meeting**

DATE: August 7, 2013 TIME: 1:30 p.m.

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

The City of Pittsburgh will be using the Modified Selection Process for securing the professional services.

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**Project Scope and Deliverables**

**Services Requested:** Construction Inspection and Contract Administration Services for Forbes Avenue – Phase 1B (Wood to Smithfield) Project

**Estimated Construction Value:** \$3,750,000 to \$4,000,000

**Services:** The City of Pittsburgh will retain an engineering firm to provide contract administration and construction inspection staff of approximately three inspection staff members and as-needed contract administrator/engineer and support staff for the **Forbes Avenue – Phase 1B Project**. Construction Inspection Services will include, but not be limited to, daily construction inspection to ensure compliance with contract documents, generating daily logs and tracking item quantities using PennDOT's CDS NextGen and ECMS contract management systems, preparation and justification of a City of Pittsburgh final payments book (Redbook), generation of periodic and final contractor pay estimates, monitoring MPT, inspection of materials, monitoring concrete/asphalt and compaction testing. Contract Administration Services will include, but not be limited to, review of the contractor's initial construction schedule and periodic schedule updates, monitoring the project construction schedule, drafting correspondence, tracking and responding to contractor submissions including shop drawings, correspondence, and RFI's, reviewing and providing recommendations on design and/or construction change requests, negotiation of change orders, generation and distribution of monthly summary reports, conducting of regular progress and special meetings, and supporting the City in its construction management functions. The City of Pittsburgh will provide construction management including managing the CI and construction contracts, approving all changes to the schedule, approving change orders, approving payment estimates, resolving disputes and negotiating claims.

**Project Description:** The Forbes Avenue – Phase 1B Project includes the replacement of existing pavement and underlying base course; construction of two new traffic signals with new mast arm poles at the intersections of Forbes and Smithfield and Forbes and Wood; construction of new storm sewer and associated drainage facilities; replacement of existing sidewalks and installations of ADA compliant curb ramps; installation of new street lighting, reconstruction or abandonment of existing vaults, planting of trees, installation of new waterline; upgrades to the existing sanitary sewer system. The project also includes the application of pavement markings and signage along the corridor.

It is anticipated that off peak work in addition to short term lane closures will be required during construction to maintain traffic. Anticipated Notice to Proceed is July of 2014 and anticipated construction completion is September 2015 (14 month duration).

**Staff Classification:** It is anticipated that the construction inspection staff for this assignment will include one full time supervisor (TCIS), one full time field inspector (TCI) and one part time inspector (TCI) with NeXtGen certification, as defined below. It is anticipated that the contract administration staff for this assignment will include a part-time contract administrator / part time engineer, and part time scheduler as defined below. The staffing is estimated for purposes of the selection process and the City reserves the right to adjust staffing and required classifications based on the actual needs of the project. The classification of TCIS includes TCIS-I or TCIS-2 and the classification of TCI includes TCI-3, TCI-2, or TCI-1.

<b>Classification</b>	<b>Number</b>	<b>Resumes</b>
Contract Administrator (part time)	1	1
Scheduler (part time)	1	1
Engineer (part time)	1	1
TCIS (full time)	1	1
TCI (full time)	1	1
TCI CDS NextGen Certified (part time)	1	1

### **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, and 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:

- Inspection procedures and/or elements that will ensure (1) a cost effective construction project and (2) a quality construction plan; and
- Inspection 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 Disadvantaged Enterprise and Women Disadvantaged Enterprise (MBE/WBE) goals for this Project will be 17% of the total price for MBE participation and 8% 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 cost 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.

### **Selection Process/Schedule**

A selection committee has been established consisting of the representatives from the City of Pittsburgh.

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

NAME: Fred Fischer, P.E.  
TITLE: Project Manager - Street Division  
ADDRESS: Department of Public Works  
Bureau of Transportation and Engineering  
Room 301, City-County Building  
414 Grant Street  
Pittsburgh, PA 15219  
Phone: 412-255-2472 Fax: 412-255-8847  
E-mail: Fred.Fischer@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.

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

Notification of top candidate is anticipated by November 2013. The anticipated Notice to Proceed date for these services is June 2014.

No.	Event	Date	Wks
1.	The City issues Advertisement/Posting of RFLOI	7/24/13	0
2.	Convene <b>MANDATORY</b> Pre-Submission Meeting (Scheduled for 10:00 am/pm, Room 301 city County Building)	8/7/13	+2
3.	Deadline for Written Queries ( <i>4:00 pm. date of Pre-submission Conference</i> )	8/14/13	0
4.	The City Issues Responses to Clarification Requests	8/16/13	+1
5.	Deadline for Submittal of Proposals ( <i>2 weeks from #3</i> )	8/23/13	+1
6.	Finalize ranking and submit to Director, DPW, for concurrence	8/30/13	+2
7.	Submit approved ranking to PennDOT for concurrence	10/11/13	+1
8.	Notify Top Ranked Firm/Request Detailed Tech/Price	11/13/13	+3
9.	Negotiate Scope/Price with Top Candidate ( <i>3 weeks from #6</i> ) including concurrence from MBE/WBE Committee	12/1/13	+3
10.	Submit Pre-award Audit to PennDOT for Concurrence	1/24/14	+3
11.	Anticipated Start Date of Contract ( <i>At least 6 weeks from #8</i> )	7/15/14	+6

### Submitting

Submit five (5) paper copies of the paper version of the Letter of Interest and one 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: Fred Fischer, P.E.

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., Friday, August 23, 2013. Paper 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.

Robert W. Kaczorowski, Director  
Department of Public Works  
City of Pittsburgh