

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

**REQUEST FOR ON-CALL PROFESSIONAL TRAFFIC ENGINEERING
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 August 28, 2013 for the following:

**ON-CALL TRAFFIC ENGINEERING PROFESSIONAL SERVICES
BUREAU PROJECT NO. 13502**

The Consultant shall submit four (4) bound paper copies of their proposal in a sealed envelope clearly marked: "TRAFFIC ENGINEERING PROFESSIONAL SERVICES - DEPARTMENT OF PUBLIC WORKS - CONSULTANT PROPOSAL - BTE Project No. 13502"

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 *Friday*, August 16, 2013, 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 December 2, 2013. The term of the contract will be three years.

Robert W. Kaczorowski, Director
Department of Public Works

ON CALL TRAFFIC ENGINEERING PROFESSIONAL SERVICES

1.0 GENERAL SCOPE OF SERVICES:

This project is to provide professional traffic engineering services to the City of Pittsburgh. The successful consultant shall be staffed with registered engineers who specialize in traffic engineering.

The intent of this contract is to provide traffic engineering support in an on-call manner. Work orders shall be written for each project to be completed under this contract. Services provided in each work order may range from speed studies to signal warrant studies, multi-way stop warrant studies to full intersection redesign. When needed, the City can provide traffic signal drawings and timings. Deliverables will vary per work order, but at a minimum will include a narrative in letter format describing the work task and procedure.

Consultant should be staffed and available upon receipt of approved work orders to perform the following services for the City of Pittsburgh

1.1 Data Collection

A. ATR Counts

Conduct Automatic Traffic Recorder (ATR) counts at the times and locations directed by the City. Inclusive of vehicle classification and speed measurements. ATR data is to be transferred into a personnel computer using TRAXPro traffic analysis software.

B. Manual Turning Movement Counts

Utilize hand held intersection data collectors (IDC) to collect manual turn movement counts at times and locations directed by the City including pedestrian flows and vehicle classifications. The IDC data is to be transferred into a personal computer and tabulated in 15-minute intervals using Professional Engineers Traffic Reporting and Analysis (PETRA) software.

C. Origin-Destination Surveys

Conduct origin-destination surveys as directed by the City to identify traffic patterns on specific roadways, bridges or neighborhood networks. These surveys are to be done by recording and comparing vehicle license plates on specific roadways during a specific time period or by using other methodologies or techniques which may work better for individual locations.

D. Field Surveys

Perform field survey work for each project in accordance with the City's scope of work, and PennDOT Publication 122M, Form 445, and Strike-off letter 430-99-20. Offset baselines and reflectorless survey equipment are to be used while establishing the existing right-of-way centerline, obtaining topographic and utility information, and cross sections. All survey information is to be collected in a

data collector for easy translation to a MicroStation design file for preparation of the background drawings.

E. Background Drawings/Information

Prepare background drawings in accordance with the BTE scope from the survey information with a horizontal scale of 1"=20', and a vertical scale of 1"=5', in a MicroStation design file. Cross sections are to be plotted at 25' intervals, and at a scale of 1"=5'. A Professional Land Surveyor is to seal the base plans.

F. Utility Investigations

Perform utility investigation for each project in accordance with the BTE scope of work and will begin by placing a PA One Call to initiate contact with the various utility companies. All existing utility evidence (including opening manholes and locating conduit banks for underground power and communication facilities) are to be located during field survey, and sent to utility companies for verification after completion of the background drawings. In instances where the location of the existing underground utility is critical, test pits are to be dug to accurately horizontally and vertically locate the facility. Utility locations are to be shown on base plans, cross-sections, and other drawings where utility locations effect design.

1.2 Traffic Engineering Studies

A. Signal Warrant Analysis

Conduct signal warrant analyses as directed in accordance with PennDOT Publication 46 – “Traffic Engineering Manual” and the MUTCD. These analyses are to be based on traffic and pedestrian volumes, accident history and site conditions. If it is determined that warrants are met, analyze whether installing a traffic signal at the location is appropriate and recommended.

Also conduct warrants for the removal of traffic signals as directed by the City. If it is determined that signal removal warrants are met, provide intersection designs for non signalized traffic control.

B. Stop Sign Warrant Analysis

Conduct stop sign warrant analyses as directed in accordance with PennDOT Publication 46 – “Traffic Engineering Manual” and the MUTCD. These analyses are to be based on traffic and pedestrian volumes, accident history and site conditions. Determine whether stop control is warranted, and if it is, whether it is appropriate or desirable at the studied location.

C. Speed Limit Studies

Measure and determine appropriate speed limits as directed in accordance with PennDOT Publication 46 – “Traffic Engineering Manual” and the MUTCD using ATR's or an alternate approved method for obtaining running speeds and roadway geometric reviews.

D. Sight Distance Analysis

Conduct sight distance analyses at driveways, intersections, curves or other geometric features as directed by the City and in accordance with the applicable PennDOT standards.

1.3 Traffic Analysis

A. Traffic Analysis

Conduct traffic analyses as directed using the applicable PennDOT guidelines. Analysis can include intersection, roadway and ramp capacity and level of service evaluations using the current version of Highway Capacity Software (HCS). Existing traffic counts, data obtained in previous subtasks of this scope or forecasted traffic volumes obtained through this scope or from approved third parties are to be utilized in the analyses as approved. Peak periods identified by the City are to be used in the traffic analyses and the levels of service are to be determined based on intersection delays. For systems of adjacent intersections, the current version of Synchro, Traffic Signal Coordination Software is to be used to evaluate the capacity and level of service.

When a project that will change the current roadway configuration or roadway network, is analyzed, the traffic volumes are to be grown to the expected project completion date and to the design year 20 years later. Growth rates are to come from SPC and/or PennDOT and approved by City. Consider all changes necessary to integrate the proposed design into the existing street network including such things as lane configurations, traffic signal phasing, bus movements, and pedestrian and bicycle traffic.

B. Traffic Impact Studies

Conduct traffic impact studies as directed with consideration of pedestrians, bicycles and buses in addition to vehicular traffic. Trip generation, travel forecasting, travel mode estimation, trip assignment and reassignment, traffic analysis and computer simulation are to be included, as appropriate, in the traffic impact studies. In addition to HCS and Synchro, SimTraffic software is to be used to show computer simulations of traffic scenarios.

1.4 Traffic Signal Design and Operation

A. Traffic Signal Retiming

Develop new or revised signal timing plans for intersections or networks as directed utilizing available data and visual observations of the existing traffic flow to develop the new timing plans. Utilize the appropriate analysis tools (HCS, Synchro, and SimTraffic) to develop the signal timings.

B. Traffic Signal Design

Design new traffic signals as required in accordance with the City of Pittsburgh Standards and the nine (9) step process provided in PennDOT Publication 149 “Traffic Signal Design Handbook” and Design Manual 1A, Chapter 7, Section 4. The signal plans are to include all quantities, special provisions and cost estimates and are to be submitted to PennDOT and the City for review as required and revised as necessary. Bid and construction documents are then to be prepared to take the project to construction. All signal plans are to include all poles, mast arms, foundations, underground conduit, junction boxes, controller bases, controller cabinets, splice boxes and loop detectors. Special details are to be developed, as needed, for foundations and other subsurface equipment located in, or near, vaults. One signal drawing is to be prepared per intersection with tab sheets, legend and conduit schematic.

Design traffic signal interconnect systems, when required, with fiber-optic cable interconnecting all intersections within the project limit and connected with fiber-optic cable to the nearest available intersection. If directed, the new systems are to be designed for incorporation into the City’s Computerized Traffic Responsive Traffic Control System (CTRACS).

Traffic signal plans are to be prepared for all other traffic signals which require modification due to changed traffic patterns in the study area. The existing equipment in these signals are to be used to the greatest extent possible. All of the new equipment at these existing signals are to be designed to be compatible with and to a level consistent to the design of the existing signal equipment.

New timing plans including phasing, signal splits and offsets are to be provided for all new or modified intersections. Cross flows on the side streets are to be taken into consideration when optimizing timing and offsets. Cycle length, side street delay and pedestrian issues are also to be taken into consideration when developing timing plans.

C. Traffic Signal Upgrades or Modifications

Design upgraded or modified traffic signals as directed in accordance with the City of Pittsburgh Standards and the nine (9) step process provided in PennDOT Publication 149 “Traffic Signal Design Handbook” and Design Manual 1A, Chapter 7, Section 4. The new plans are to include quantities, special provisions and a cost estimate and make maximum use of the existing traffic signal equipment. Any designs or permit drawings are to be prepared for PennDOT and City reviews as necessary. Required bid or construction documents are to be completed.

D. Temporary Traffic Signal Modifications

Design temporary traffic signal modifications as directed in accordance with the City of Pittsburgh Standards and the nine (9) step process provided in PennDOT Publication 149 “Traffic Signal Design Handbook” and Design Manual 1A, Chapter 7, Section 4. All design or permit drawings are to include quantities,

special provisions and a cost estimate and be prepared for PennDOT and City reviews as necessary.

1.5 Signage Plans

A. Work Orders

Prepare City compliant work orders as directed and per City practice based upon City approved plans. These work orders will give direction to the DPW Traffic Division for sign or pavement marking installation or act as documentation for others who install signs or pavement markings utilizing approved plans.

B. Parking Plans

Develop parking plans as directed in the scope of work; considering such things as statutory restrictions on parking, traffic flow, sight distance impacts, parking duration, the appropriateness of parking meters to increase turnover, the need for loading zones, handicap parking and the accommodation of any other special needs.

C. Wayfinder Signage

Develop plans to add or modify new signs to the City's Wayfinder directional sign system and prepare work orders for their installation. Any new signs developed are to be integrated into the existing system of signs. Consultant is to develop artwork for the signs utilizing Corel Draw. This artwork is to be consistent with the City's Wayfinder standards.

D. Pavement Marking Plan

Prepare pavement-marking plans as directed in accordance with the City and PennDOT standards. In addition, Consultant should anticipate using the MUTCD, as references, as required. All lane markings, crosswalks, etc. within the study area requiring modification are to be shown along with other features such as drainage structures, pole foundations, handicap ramps, islands, stop bars, parking meter posts, parking spaces and lane widths. Pavement marking widths, materials used and quantities are also to be shown on the plans.

E. Regulatory Signage Plan

Consultant will prepare regulatory and warning signing drawings as directed by the City which show installations within the limits of the work on a project. Signs on Traffic Signal Plans are also to be shown on the drawings. Any sign located on intersecting streets to the project which is new or relocated are to be shown in addition to signs on streets which are outside the limit of work which are required to change due to the changed traffic pattern within the project. Prior to completing the new drawings, the existing signs are to be inventoried and documented on a plan for review by the City. Sign sizes, types and quantities are also to be shown on the plans.

F. Parking Signage Plan

Based upon current and future adjacent land uses, recommend the placement of parking restrictions, parking meters and loading zones and prepare drawings showing their location. Use existing poles to hang these signs to the greatest extent possible in order to minimize the necessity for new posts.

G. Bus Stops and Routes

As directed, recommendations as to the locations for bus stops within the study area are to be assessed, taking into consideration adjacent land uses, sidewalk capacity constraints traffic flow, restrictions on bus turning movements, and pedestrian safety. Consultant to work/coordinate with the City and the Port Authority to identify any traffic control measures needed on existing or proposed bus routes to provide for convenient and safe bus and pedestrian maneuvers.

H. Bicycle Lane Analysis, Markings and Signings

As directed, prepare in accordance to the City's of Pittsburgh's Bicycle Facilities Guidelines and Policies report recommendations for bikes lanes on City streets. Where bike lanes are recommended, the consultant is to prepare the necessary work orders for pavement markings and signs.

I. Bicycle/Pedestrian Trail Improvements

As directed, evaluate and prepare the necessary work orders for on-road and off road (trail) bicycle improvements as well as pedestrian improvements.

1.6 Traffic Control Plans

A. Maintenance and Protection of Traffic/Traffic Control Plans

Develop Maintenance and Protection of Traffic (MPT) plans as directed for various types of roadway projects. These plans are to be developed in accordance with PennDOT Publication 213 – “Work Zone Traffic Control” (modified as appropriate for urban conditions) at a scale of 1”= 40’. Special attention is to be paid to bus traffic, truck traffic, pedestrians, bicycles and any other urban conditions on the project.

Generate a complete and comprehensive set of Traffic Control Plans (TCP) for maintaining vehicular, transit, bicycle and pedestrian traffic during construction. The TCP's are to be developed based on PennDOT Publication 213 – “Work Zone Traffic Control” (modified as appropriate for urban conditions per City's Municipal Traffic Engineer). Separate plans are to be provided as required depending on the number of phases on the project. The TCP will include all signalized intersections and analysis of the following elements:

MPT for Construction Plans Including Auto, Bus, EMS, Delivery, Pedestrian and Bicycle Accommodations.

External Detour Signing Plans

Internal Signing/Lane Control/Pavement Marking Plans

Transit, Delivery, EMS Access
Pedestrian and Bicycle Accommodations
Consideration to Buildings and Business Access
Temporary Signals During Construction

B. Event Traffic Management Plans

Review or provide traffic control plans which insure that directions are given to contractors on the procedures to be followed before and after special events or projects. Meet with PennDOT, the Pittsburgh Police, the City's Special Events Committee or other individuals (i.e., Pirates, Steelers, Cultural Trust, etc) as necessary to determine their plans and requirements so that special provisions are written into the contract for the contractor to follow.

1.7 Computerized Traffic Control Support

If needed, provide assistance with software or hardware issues with the City's Computerized Traffic Control system including completing studies to provide information which will be put into the MIST servers to update or revise the CRTCS. Also complete any traffic services necessary to support the new system.

1.8 Design of Traffic Improvements

Design traffic improvements or modifications as directed by the City using applicable City, State or Federal standards. Improvements may range from simple signing or pavement marking changes to a redesigned intersection. Provide plans or drawings depending on whether or not the improvement is going to be completed by City forces or it is going to be completed by a contractor who will need a complete PS&E package. If a bid package is required, assist the City by attending pre-bid meetings or pre-construction meetings and also assist during construction with construction personnel.

1.9 Traffic Engineering Review

A. Review of Traffic Studies

Review traffic studies submitted to the City by others for accuracy and determine the reasonableness of their recommendations for mitigation measures. Convey to City opinion on whether or not the recommendations are acceptable or propose/evaluate alternatives.

B. Review of Signal Design

Review traffic signal designs submitted to the City as directed to assure that they conform with Publication 149 – "Traffic Signal Design Handbook" and Design Manual 1A, Chapter 7, Section 4. Also review submissions to make sure that the

proposed designs are appropriate for the existing site condition and adhere to City policies.

1.10 Public and Agency Participation

Assist the City in developing overall public involvement efforts as directed. Advertise, convene and conduct public officials meetings and community meetings as directed by the City. Assistance to include providing key project personnel to lead and attend meetings, provide presentation materials as appropriate, and develop/provide graphic/information material to supplement meeting materials (e.g. notices, newsletters, mailers, etc.).

Develop the public and agency participation program utilizing the PennDOT *Public Involvement Handbook*, PennDOT Publication 295, September 1995. In addition, when necessary, include those activities required to comply with Section 106 of the National Historic Preservation Act (NHPA). Coordinate with the various agencies to insure that each project's public and agency participation program will also meet both environmental justice and Americans with Disabilities Act (ADA) requirements. Approval from BTE to be obtained prior to initiation of public involvement activities.

1.11 Project Management and Meetings

A. Project Management

Provide a Project Manager/Point of Contact for these contractual services to ensure that projects/work orders are completed on schedule, within budget and to the satisfaction of the BTE. PM to lead/supervise all traffic engineering tasks and will assist in the public involvement effort. PM is also to be responsible for all coordination with subconsultants, agencies, stakeholders, etc.

B. Meetings

This task is to include meeting preparation, attendance (as needed) and documentation in the form of minutes. Meetings to include but will not be limited to:

- Project Status Meetings
- Design Review Meetings
- Special Purpose Meetings (e.g., Kick-off Meeting, Field Views, etc.)
- Public Meetings

Preparation for meetings to include notices, an agenda and any visual aids necessary to conduct the meeting. Meeting minutes are to be prepared in a timely and accurate manner, and be submitted a maximum of one week from the meeting date. The number of meetings necessary will be a function of the duration and complexity of the each work order and will be agreed upon with the City.

C. Project Schedule Development and Maintenance

As appropriate and directed develop an initial individual project schedule for each project utilizing Welcom Open Plan Version 2 software. The schedule is to be developed to provide an assessment of the time required to complete design, and will identify the critical path for project completion, including all major project milestones, as well as areas requiring concentrated and accelerated effort to keep the project on track. The Welcom schedule will also be heavily utilized to evaluate project status, to monitor Consultant, the City, and sub-consultant status, and to prioritize key tasks necessary to keep each project on schedule.

Review and update Welcome schedules as needed. Based upon the results of the review, highlight activities (design, BTE review/approval, agency review/approval) which are behind schedule, discuss those activities with the appropriate personnel, and initiate appropriate action. Submit the updated schedule along with an action list of activities which must be completed to keep the project/work order on schedule.

In addition to schedule updates, submit regular status reports addressing the status of active work order and budgets. A summary of tasks completed in the previous month and tasks anticipated in the following month are to be provided. Also provide a list of actions and reviews required by the BTE. A summary is to be provided for each work order assignment which will indicate percentage of funds used to date and actual percentage completion of each task.

1.12 Final Design

After all approvals of the preliminary design information and plans, prepare and submit finalized plans for review and approval, prior to submission of the final PS&E package. These plans are to be prepared in accordance with City's scope of work, DPW standards, PennDOT publications (including Publication 14M, Design Manual Part 3), and AASHTO criteria. Comments from a pre-final submission are to be addressed, prior to attendance of any Final Design Office Meeting and completion of the final plans by the consultant. Prepare and summarize all quantities and provide to BTE for review. The final plans are to be corrected in accordance with comments received from BTE and the Final Design Office Meeting.

1.13 Roadway Plans and Profiles

Prepare plans and profiles for all anticipated work to indicate the location and depths of items to be constructed, and details for use during construction. Develop construction items in accordance with City of Pittsburgh standards, and PennDOT Publication 72, roadway construction standards. Utilize AUTOCADD or Microstation CADD for all plan preparations.

A. Profiles

Prepare profiles in accordance with the City's scope of work for all construction baselines, curb lines, for all radii, and along the face of buildings/property lines. Insure proper drainage away from buildings and required sidewalk slopes.

B. Plan View

Prepare plan views to show the locations of proposed work, and associated geometry. Plans to show existing conditions (buildings, entrances, utilities, vaults, etc.), and include control points for curbs, handicap ramps, traffic signal pole locations, light pole locations, proposed drainage structures, and other proposed work.

C. Contour Plans

Prepare contour plans for each intersection, at a scale of 1"=10', and a contour interval of 1' or otherwise necessary to accurately depict the pavement surface.

D. Typical Roadway Cross-Sections

Prepare typical sections for each roadway and condition encountered on a project. The sections to show pavement widths and cross slopes, vertical and horizontal control points, pavement depths, sidewalk widths and typical vault locations.

E. Construction Cross-Sections

Prepare cross sections 25' intervals showing existing and proposed conditions of roadways, sidewalks, utilities, and drainage.

F. Special Designs-Vaults and Utilities

Provide special designs and details where required due to vaults and/or utility obstructions for such items as traffic pole foundations, light pole foundations, junction boxes, splice boxes for loop detectors, controller/terminal cabinet foundations, special roadway sections due to vault/utility interference, fiber optic cable details and any other items which may require special designs. Design of new vaults, modification of existing vaults, junction boxes, etc. may be required.

Design/details are to be based on field measurements of existing conditions, including existing vault location, existing and proposed utility location, etc., as well as available geotechnical data. Special designs are to be developed to be economical and to fit all field conditions. Constructability reviews are to be conducted following 90% completion of design/details.

G. Special Designs: Streetscape/Context Sensitive Design

As directed by the City, identify and develop context sensitive design solutions for specific projects including streetscape and traffic calming solutions. Once the scope of streetscape/traffic calming improvements are identified, and agreed to by City, develop plans, design standards, and details.

1.14 Plan Check

Prepare for and attend the preliminary and final plan checks with the BTE's project manager and appropriate design engineers. Preparations are to include supplying check prints and coordinating and scheduling the meetings at the City offices. Comments made as a result of each meeting and plan review are to be addressed with the assistance of the Consultant prior to completion of the final roadway plans and subsequent submission of the PS&E package. Provide minutes of each BTE meeting within 5 working days of the meeting, and resolve all comments to BTE satisfaction.

1.15 Final PS&E Submission

Prepare and submit a PS&E package information as directed by City. The submission to include paper copies of all plans, specifications, construction CPM schedule and cost estimate. Electronic version also to be provided.

1.16 Public and Agency Participation Final Design

This task will be performed in accordance with the detailed scope of Section 1.10.

Attend/conduct, if requested, meetings with the public or public officials to discuss all aspects of the projects under design. Make all arrangements for these meetings and assure that the right equipment to hold a successful meeting is at the site. Record the meeting minutes and distribute them to the appropriate parties within five working days of the meeting. Incorporate into plans valid input received at these meetings unless the City requests otherwise.

1.17 Project Management and Meetings

To be performed in accordance with the detailed scope of 1.17.11. Attend any project meetings required by the City and proactively resolve all issues involved in any of the design projects undertaken under this contract so that the designs are successfully completed. Conduct all administrative work required in conjunction with this contract.

1.18 Bid Package Preparation

Transform the PS&E submission information into a City or ECMS bid package. This may include adding special provisions, standard contract provisions and standard specifications to the documents. The bid package will be prepared in accordance with the City and PennDOT requirements.

1.19 Advertisement Bid and Award Period

Assist the City in the advertisement and award of each project, as requested, in accordance with City procedures including attendance and participation in pre-bid meetings, preparation of addendums, and meeting minutes; attendance at the bid opening, review of bids and recommendation for the low bidder, and assistance in preparation of the bid justification.

1.20 Pre-Construction Meeting

Attend and participate in the pre-construction meetings for each project to present the project, answer technical questions, and to prepare and distribute meeting minutes.

1.21 Deliverables

Deliverables for each project will be prepared and submitted in accordance with the City's work orders.

1.22 Construction Consultation

Provide construction consultation for proposed construction projects. Provide construction consultation as directed by the City. All notices from the contractor and the City concerning design problems are to be documented. Consultant will provide solutions as necessary, and provide details, plans, quantities, etc. to the City and the contractor.

1.22 Shop Drawing Review

As directed, provide a thorough review of shop drawings, and other drawings/items designated by the City. Provide shop drawing review in accordance with Design Manual 1A, Chapter 10, Section 4. It is anticipated that shop drawing review will be utilized primarily for signals, signal poles, signing, drainage facilities, and special designs.

- a. Designate a shop drawing review team to be assigned to the project, which will consist of engineers experienced in shop drawing review, traffic, signing/signal lighting, drainage, and structural design. The review team is to be composed of the engineers who performed the project design.
- b. Review shop drawings in accordance with the general requirements and guidelines of Appendix B of Design Manual Part 4:
- b. Errors or misunderstandings on behalf of the contractor or fabricator are to be discussed in person or by phone prior to rejecting shop drawings in order to expedite corrections and to prevent delays.

- c. Shop drawing review checklists are to be used for each review to ensure Quality Assurance. The Project Manager to review all checklists to ensure compliance.

1.23 Pre-Final and Final Inspections

Attend all Pre-Final and Final Inspections which may be required during the course of construction. Prepare and distribute punch lists resulting from the inspections.

1.24 As-Built Drawings

Prepare and submit “As-Built” drawings per City direction. Transfer the master set of “As-Builts” compiled over the construction project onto the original mylars at the completion of the project. Incorporate red lines for denoting a change on the original plans in accordance with PennDOT’s Design Manual 1A, Chapter 10, Section 6 and BTE requirements.

At the completion of the project, submit one electronic copy of the completed “As-Built” drawings and specifications, along with original mylars. Provide an electronic colorized copy of all CADD files on a DPW approved media in the Adobe “pdf” format and in the AutoCAD or Microstation format. Conduct thorough QA/QC reviews of the “as-built” drawings prior to submission.

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), Debarment Affidavit (ATTACHMENT G), 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/VOB participation/commitment (see Attachment D).

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 RFLOI

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: Amanda Purcell, P.E.

TITLE: Municipal Traffic Engineer

ADDRESS: Bureau of Transportation and Engineering

Department of Public Works

Room 301, City/County Building

414 Grant Street

Pittsburgh, PA 15219

Phone: 412-255-8846 Fax: 412-255-8847

E-Mail: Amanda.broadwater@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 (ATTACHMENT A)

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: August 16, 2013 TIME: 10:00 am

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 firms.
- G. Notification of top candidate(s) is anticipated by September 27, 2013. The anticipated Notice to Proceed date for these services is December 2, 2013. 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.
- (h) To select more than one candidate in accordance with the rating and selection procedures outlined herein.

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 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.
- 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 RFLOI. 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	Wk s
	The City issues Request to advertise to Finance	7/31/2013	
1.	Advertisement/Posting of RFLOI.	8/07/2013	+1
2.	Convene MANDATORY Pre-Submission Meeting (Scheduled for ___ am/pm, Room 301 city County Building)	8/16/2013	+2
3.	Deadline for Written Queries	8/16/2013	0
4.	The City Issues Responses to Clarification Requests	8/21/2013	+1
5.	Deadline for Submittal of Proposals	8/28/2013	+1
6.	OPTIONAL: Top Three Candidate Interviews		+2
7.	Finalize rankings and submit rankings/recommendation to DPW Director for comment/concurrence.	9/13/2013	+1
8.	Notification of Top Candidate(s)	9/27/2013	0
9.	Concurrence from MBE/WBE Committee	10/16/2013	+2
10.	Anticipated Start Date of Contract	12/02/2013	+8

**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: _____ PROJECT NO: _____
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. _____ _____		_____
2. <u>Performance:</u> Performance history of firms on similar type projects/Service _____ _____		_____
3. <u>Rate Structure (Hourly, overhead and Profit)</u> _____ _____		_____
4. <u>Submission Quality: (Clarity, Completeness, Grammar)</u> _____ _____		_____
5. <u>MBE/WBE/VOB Participation/Commitment</u> _____ _____		_____
6. <u>Location of Office:</u> Within City - 10 pts / County - 6 pts. / State – 3 pts / Other - 0 pts		_____
TOTAL:	100	_____

GENERAL COMMENTS: _____

EVALUATOR: Sign: _____ DATE: _____

Print: _____

(DPW Form 101)

(Rev. 5/22/09)

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

ATTACHMENT E: STATEMENT OF AFILIATIONS

City of Pittsburgh
Department of Public Works
Bureau of Transportation and Engineering
Project: On Call Traffic Engineering Professional Services

Statement of Affiliations

1. _____
Name of Contractor

2. Office Address and Phone Number
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 Traffic Engineering Professional 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

**ATTACHMENT G
CITY OF PITTSBURGH DEBARMENT AFFIDAVIT**

COMMONWEALTH OR STATE OF

_____)

SS:

COUNTY OF _____)

DEBARMENT AFFIDAVIT

UNDER PITTSBURGH CODE §161.22 (f)

BEFORE ME, the undersigned authority, personally appeared _____ who, being duly sworn according to law, and under penalty of perjury, deposes and says that neither (s)he nor, to the best of his/her actual, knowledge, information or belief, the company, corporation, partnership ("Contractor"), or any affiliated individual is prohibited from participating in a CITY of Pittsburgh contract by reason of disqualification as set forth at Pittsburgh Code §161.22 (b).

Name:

Title:

SWORN TO and subscribed

before me this _____ day

of _____, 20 ____.

Notary Public