

**General Consultant Candidate Requirements and Information
for City of Pittsburgh Sponsored Federally Funded Transportation Projects
June 2009 (Revised May 2013)**

Firms interested in providing work and services for City of Pittsburgh sponsored state and federally funded transportation projects and intending on submitting a Letter of Interest must be registered as a Business Partner with PennDOT. In addition, all consultants (both prime consultant and sub consultants) to be included in this Letter of Interest must submit an updated qualifications package (Standard Form 330) with the Letter of Interest.

The Letter of Interest is due by 4:00 p.m. EST on the date listed in the request/advertisement to the Bureau of Transportation and Engineering. The Letter of Interest package should be submitted to the City of Pittsburgh's Bureau of Transportation and Engineering Room 301, City-County Building, 414 Grant Street, Pittsburgh, PA, 15219). The Bureau will issue a confirmation receipt of your Letter of Interest. If you encounter any problems with your submission you can call the Bureau at 412-255-8626 between 8:00 a.m. and 4:00 p.m. Monday through Friday on normal work days.

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. You are responsible to monitor advertisements to assure your Letter of Interest complies with any changes in the published advertisement.

Letter of Interest Document

Letter of Interest, in paper form only, shall comply with the following;

1. Letters of Interest should be a minimum of five (5) pages (8 1/2" x 11"), typed using 12 font size or larger (excluding organization chart, resumes, and Standard Form 330).

2. Identify the project name and manager.
3. The Letter of Interest should make specific reference and discuss the firm's proposal in terms of the criteria that will be used to evaluate the Letters of Interest – Project Personnel, Past Firm Performance, Submission Quality, Quality Assurance and Control Plan, Subconsultant Qualifications and Roles, and Office Location. (See Proposal Evaluation form below.) The Letter of Interest should specifically address each of the above criteria. The Quality Assurance and Control Plan should address the following:
 - Design and/or inspection procedures and related elements that will ensure (1) a cost effective construction project and (2) a quality construction plan;
 - Design and/or inspection procedures and related elements that will minimize design costs and future maintenance costs and ensure meeting design and construction schedules.
4. Include full disclosure of any potential conflicts of interest by the prime or any sub consultant based on Engineering Involvement Restrictions Guidelines as referenced in Publication 93 (02-11), Section 1.5 – Engineering Involvement Restrictions. If there are no potential conflicts you shall include the following statement in your Letter of Interest: "I have reviewed Publication 93 (02-11) Section 1.5 - Engineering Involvement Restrictions and determined that there are no potential conflicts of interest for anyone on this Agreement team."
5. Include full disclosure of any potential conflicts with the State Adverse Interest of State Advisor or Consultant Statute by the prime or any sub consultant. If there is no adverse interest you shall include the following statement: "I have reviewed the State Adverse Interest Statute and determined that there is no adverse interest for anyone on this project team."
6. Include the following statement: "I have reviewed the City's General Consultant Candidate Requirements and Information for Consultant Candidates for City of Pittsburgh Sponsored State and Federally Funded Transportation Projects (February 2009) and consider [*Insert Firm's Name*] to be an eligible candidate and willing and able to meet contractual requirements."

Organizational Chart

The firm's organizational chart one (1) page unless otherwise specified in the advertisement.

Resumés

The resumé shall comply with the following unless otherwise specified in the advertisement:

1. Resumés must use the resumés template from the Annual Qualifications Package and must not exceed three pages per individual.
2. The maximum number of resumes included with your Letter of Interest shall be as stated in the advertisement. If the advertisement does not specify the maximum number of resumés, you shall not include resumés of more than five individuals you believe to be key to the project success. You may include resumés tailored to this project needs for individuals even if your Annual Qualification Package includes a resumés for that individual. By including an individual's resumés in a Letter of Interest for the project, the consultant firm is certifying that they have the individual's approval to use his or her name in this Letter of Interest.

Standard Forms 330

The firm's Standard Form 330 shall be submitted separately.

General Guidelines

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. A firm not eligible to submit due to this requirement may submit a Letter of Interest as a part of a joint venture with an individual, firm or corporation that is permitted under State law to engage in the practice of engineering.

If a Joint Venture responds to the advertisement, the City will not accept separate Letters of Interest from the Joint Venture constituents. A firm will not be permitted to submit a Letter of Interest on more than one (1) Joint Venture for the same project. A firm that

responds to the advertisement as a prime may not be included as a designated sub consultant to another firm that responds as a prime to this advertisement. Multiple responses under any of the foregoing situations will be cause for the rejection of all responses of the firm or firms involved. The above does not preclude a firm from being designated a sub consultant to more than one (1) prime responding to this advertisement.

Disadvantage Business Enterprise (DBE) participation is desired in all City of Pittsburgh contracts. Such participation may be demonstrated by utilization of DBE firms through the use of subcontracts with such firms in Support, Services, Supplies, etc. The goal for DBE participation shall be as stated in the advertisement. The goals suggested by the City of Pittsburgh for the DBE utilization are 17% MBE and 8% WBE of the dollar volume of the contract.

Firms expressing interest in the advertised project 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). The TEA-21 requires that firms owned and controlled by women (WBEs) be included as a presumptive group within the definition of Disadvantaged Business Enterprise (DBE) firms. Responding firms shall make good faith efforts to meet the DBE goal using DBE firms (as they are defined prior to the act, WBEs or combinations thereof). "Certified" means a DBE 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.

The City reserves the right to reject all Letters of Interest submitted, to cancel the solicitation requested under this Notice, and/or to re-advertise the Letter of Interest solicitation for this work and services.

Contractual Requirements

The following will be required of the successful firm in order to enter into contract with the City of Pittsburgh:

All consultants (both prime consultant and sub consultants) will need a PennDOT approved field overhead rate for any field staff.

Minority and Women Business Enterprise 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. An explanation of any failure to achieve the goals represented prior to award of the contract.

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>	\$500,000	\$ 500,000
<u>Workers' Compensation</u>	Statutory	

All premiums shall be at the expense of the firm. The Public Liability (General Liability) certificate must state that the policy is an "Occurrence" policy. "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.

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. An affidavit certifying compliance with this Article will be provided.

Statement of Affiliation: The firm will file a Statement of Affiliations with the City per Section 197.08(c) of the Pittsburgh Code, including:

1. 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;
2. The firm's qualifications and experience for the performance of services to be rendered under the contract;
3. 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.

**CITY OF PITTSBURGH
DEPARTMENT OF PUBLIC WORKS
Bureau of Transportation and Engineering
SUBMISSION EVALUATION FORM – FEDERAL PROJECTS**

PROJECT TITLE: _____ PROJECT NO: _____

CONSULTANT: _____

ITEMS OF CONSIDERATION:

Rational for Scores to be provided in lines below.

		MAXIMUM VALUE	POINTS AWARDED
1.	<u>Prime Project personnel to be Assigned:</u> Engineering experience, disciplines, professional registrations, managerial experience _____ _____		_____
2.	<u>Performance:</u> Performance history of firm on similar type projects and other City, PennDOT or County projects _____ _____		_____
3.	<u>Submission Quality:</u> Completeness / Organization / Clarity _____ _____		_____
4.	<u>Quality Assurance and Control Plan</u> _____ _____		_____
5.	<u>Subconsultant Qualifications/Roles</u> _____ _____		_____
6.	<u>Location of Office:</u> Within City - 10 pts / County - 8 pts. / State - 5 pts / Other - 3 pts _____		_____
	TOTAL:	_____	_____

GENERAL COMMENTS: _____

EVALUATOR: Sign: _____ DATE: _____
 Print: _____

(DPW Form 101) (Rev. 5/22/09)