

**General Consultant Candidate Requirements and Information
for City of Pittsburgh Sponsored Federally Funded Transportation Projects
Revised December 2014**

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 follow the general requirements on PennDOT's Engineering and Construction Management System (ECMS) website.

The Letter of Interest is due by the date and time listed in the request/advertisement. The Letter of Interest package should be submitted electronically through the ECMS website. Paper copies are no longer accepted. In addition to the requirements detailed on PennDOT's ECMS website, including the general requirements, the Letter of Interest should also satisfy the following requirements.

Letter of Interest Document

Letter of Interest shall comply with the following;

1. Letters of Interest should be a maximum of five (5) pages (8 1/2" x 11"), typed using 12 font size or larger (excluding organization chart, resumes, and example projects).
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. The Quality Assurance and Control Plan for Design/Inspection Services 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.

The Quality Assurance and Control Plan for computer procurement/installation Services should address the following:

- Procedures and/or elements that will ensure (1) a cost effective project and (2) a quality implementation plan; and
 - Procedures and/or elements that will minimize training costs and future maintenance costs and ensure meeting schedule.
4. 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."
 5. 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 December 2014 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 should be limited to one (1) page unless otherwise specified in the advertisement.

Resumés

The resumés shall comply with PennDOT's General requirements unless otherwise specified in the advertisement.

Example Projects

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

1. Example projects must use the example projects template from the Annual Qualifications package and must not exceed one page per project.
2. The maximum number of example projects included with your Letter of Interest shall be as stated in the advertisement. If the advertisement does not specify the maximum

number of example projects, you shall not include more than five sample projects you believe to be relevant to the current project being advertised.

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.

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.

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.