



## **CITY OF PITTSBURGH**

### **REQUEST FOR PROPOSAL**

For Consultant Services related to  
Implementing Phases Two and Three of a Loss Control Program for  
the City of Pittsburgh

**Deadline for Submission: July 1, 2013**

**All questions due: June 20, 2013**

## **I. OBJECTIVE OF THIS REQUEST FOR PROPOSAL**

The City of Pittsburgh ("City") is pleased to invite interested parties to respond to the following Request for Proposal ("RFP"). The City seeks to hire a professional consultant to assist with the development and implementation of Phases Two and Three of a Loss Control Program ("LCP") for addressing general liability claims against the City.

In 2012, the City issued an RFP for implementing all phases of the LCP. After reviewing the submitted proposals, the City decided to accept a proposal which only included Phase One of the LCP. The City invites those who responded to the 2012 RFP to apply again, along with those who did not submit a previous proposal.

The City has already conducted Phase One of the LCP, which included a comprehensive review of the City's exposure to losses, and its general liability exposure. This RFP is being issued for Phases Two and Three, which will be further described below.

Although the City has been able to limit its exposure to general liability claims, it will continue to experience some degree of financial loss due to a wide variety of causes. A loss causes direct and indirect negative impacts on the City's property, services, and operations. These negative impacts ultimately interfere with the efficiency of the City's operations as well as the quality and reliability of its services.

In order to limit these financial losses, the City is implementing the LCP. The intent of the LCP is to identify, analyze, evaluate and develop methods to control losses. The LCP should control the losses and ultimately have a positive effect on the efficiency of the City's operations as well as the quality and reliability of its services. The LCP will be a proactive program and will include procedures and policies for implementation by all departments and supervisory personnel. It is intended that the LCP will generate savings for the City by reducing the number or severity of incidents resulting in claims and litigation.

## **II. PROJECT REQUIREMENTS**

The selected Consultant must be able to demonstrate substantial experience with similar projects, have the human resources and financial capacities to execute the project successfully, and have the availability of the full range of skills and expertise necessary to carry out the project as dictated by the City's schedule. Specific discussion of past engagements incorporating similar requirements is preferred over generalized representations of Consultant's experience.

### **III. PROJECT MANAGEMENT**

It is anticipated that the LCP project will include the following phases:

**PHASE 1: Identification of the City's Losses.** This includes a comprehensive review of the City's exposure to losses and its general liability exposure.

This phase has already been conducted. Therefore, this RFP is for the following two phases:

**PHASE 2: Analysis/Evaluation of Losses.** Provides an analysis of the risks identified in Phase I.

**PHASE 3: Develop Methods to Control Losses.** This includes assisting in the development and implementation of a Loss Control Plan.

In connection with these phases, please provide a proposed timeline for each phase through completion.

### **IV. PROPOSAL REQUIREMENTS**

In order to be considered, respondents must provide the following information:

- Cover letter.
- Detailed scope of services to be provided by your firm, including any proposed work not mentioned above. Additional proposed work shall be stated separately.
- A detailed history, including resumes or other similar documentation, for those to be assigned to this engagement. Submitted information should include the names of clients for which similar services have been performed, contact names and telephone numbers, and a brief description of services provided.
- An all inclusive fee proposal broken down by category.
- Complete the attached MBE / WBE / Veteran-Owned Solicitation and Commitment statement.

### **V. ECONOMY OF PROPOSALS**

Proposals should be prepared simply and economically and give a straightforward and concise description of the Respondent's capabilities to satisfy the requirements of the project. Special bindings, colored displays, etc. may be used when they will aid in clarity, but are not otherwise necessary. Emphasis should be placed on the completeness and clarity of content.

## **VI. REQUESTS FOR INFORMATION**

Any requests for clarification or additional information regarding this RFP must be received in writing or electronically by 5:00 pm, Eastern Daylight Time, June 20, 2013, and should be sent to either:

City of Pittsburgh Law Department  
C/o Assistant Solicitor Brendan Delaney  
313 City-County Building  
414 Grant Street  
Pittsburgh, PA 15219  
Fax: (412) 255-2285

or [brendan.delaney@pittsburghpa.gov](mailto:brendan.delaney@pittsburghpa.gov)

Answers to the questions will be posted on the City's website.

Any Respondent believing that there is any ambiguity, inconsistency, or error in this RFP shall notify the City of Pittsburgh in writing or electronically by this deadline. Failure to notify the City will constitute a waiver of claim of ambiguity, inconsistency, or error.

## **VII. PROPOSAL SUBMISSION**

Three (3) hard copies and one (1) electronic copy of the proposal must be received no later than 3pm Eastern Daylight Time, July 1, 2013. All hard copy submissions should be made to:

City of Pittsburgh  
Law Department  
C/o Assistant Solicitor Brendan Delaney  
313 City-County Building  
414 Grant Street  
Pittsburgh, PA 15219

Hard copies may be mailed or delivered by hand. The City of Pittsburgh is not responsible for late delivery caused by the postal service, private carriers, traffic, weather conditions, or any other reason.

Electronic copies should be sent to [brendan.delaney@pittsburghpa.gov](mailto:brendan.delaney@pittsburghpa.gov)

Any proposals received after the deadline will be rejected.

All proposals will become the property of the City of Pittsburgh. The content of all proposals will be maintained as confidential until the Final Consultant selection is made, but may be subject to disclosure thereafter.

### **VIII. CONDITIONS**

**No Collusion or Conflict of Interest.** By responding to this RFP, the Respondent shall be deemed to have represented and warranted that its submission was not made in connection with any competing Respondent submitting a separate response to this RFP, is in all respects fair, and was without collusion or fraud.

Pursuant to Section 161.36 of the City of Pittsburgh Code, the Respondent must include a disclosure of any finder's fees, fee splitting, firm affiliation or relationship with any broker-dealer, payments to consultants, lobbyists, or commissioned representatives or other contractual arrangements of the firm that could present a real or perceived conflict of interest.

**Fair Trade Certification.** By responding to this RFP, the Respondent certifies that no attempt has been made, or will be made, by the Respondent to induce any other person or firm to submit or not to submit a submission for the purpose of restricting competition.

**Debarment.** This RFP is also subject to Section 161.22 of the City of Pittsburgh Code related to debarment from bidding on and participating in City contracts.

### **IX. CONSULTANT SELECTION PROCESS**

The criteria used to evaluate the proposals will include:

- The completeness of the proposal, including the proposal's conformance to the standards and objectives set forth in this RFP;
- The quality of the proposal;
- The Respondent's experience in performing similar projects;
- The Respondent's skills, resources, and capacities to execute the project successfully in a timely manner;
- MBE/WBE/Veteran participation; and
- Total project cost and appropriateness of cost allocation among tasks.

Upon receipt of the proposals, the City will select the proposal which best meets the needs of the City. The proposal with the pricing most favorable to the City will not necessarily be accepted, nor will any reason for the rejection of any proposal be indicated.

The City reserves the right to reject all proposals, to cancel this RFP (with or without the substitution of another RFP), or reissue the RFP at any time prior to the execution of a final contract if, in the City's opinion, it is in the best interest of the City for any reason whatsoever. The City also reserves the right to supplement, amend, substitute, or otherwise modify this RFP at any time prior to selection of one or more consultants.

The City also reserves the right to permit or reject, at the City's sole discretion, amendments, modifications, alterations and/or corrections to proposals by some or all of the Respondents following proposal submissions. The City also reserves the right to request that some or all of the Respondents modify their proposals.

Respondents are responsible for all costs associated with responses to this RFP. In no event shall the City be responsible for any costs related to the preparation of a response to this RFP.

#### **X. MBE / WBE / VETERAN-OWNED SOLICITATION AND COMMITMENT**

It is the City's goal to encourage increased participation of women and minority groups in all City contracts. The City, therefore, requires that all prospective Contractors demonstrate good faith efforts to obtain the participation of minority-owned business enterprises ("MBEs") and women-owned business enterprises ("WBEs") in work to be performed under City contracts. The levels of MBE and WBE participation will be monitored by the City of Pittsburgh's Equal Opportunity Review Commission.

It is also the City's goal to encourage participation by veteran-owned small businesses in all contracts. The levels of veteran-owned participation will be monitored by the City of Pittsburgh's Department of Finance.

In order to demonstrate this good faith commitment, all prospective Contractors are required to complete and submit with their bids the attached MBE / WBE / Veteran-Owned Solicitation and Commitment Statement, which details the efforts made by the prospective Contractor to obtain such participation, or explain why no MBE / WBE / Veteran-Owned business participation could be obtained using the Waiver Request portion of this form. Failure to submit a MBE / WBE / Veteran-Owned Solicitation and Commitment statement will result in rejection of the bid.

A. Bids valued at \$30,000.00 or more must be accompanied by the MBE / WBE / Veteran-Owned Solicitation and Commitment statement. This is a 2-page form which is attached to this RFP.

B. On contracts over \$75,000.00, final payment will be retained by the City at least until all work is performed under the contract and the contractor submits a

final report to the City detailing the actual levels of MBE and WBE participation, as well as explaining any failure to meet MBE and WBE goals which had been stated in the previously submitted MBE / WBE / Veteran-Owned Solicitation and Commitment Statement. The report must be submitted within thirty (30) days after the City's request.

C. On contracts for \$75,000.00 or more, the performance security will be retained by the City at least until all work is performed under the contract and the contractor submits a final report to the City detailing the actual levels of MBE, WBE, and Veteran participation as well as explaining any failure to meet MBE, WBE, and Veteran goals which had been stated in the contractor's previously submitted MBE/WBE/ Veteran Owned Solicitation and Commitment Statement. The report must be submitted within thirty (30) days after the City's request.

D. Veteran Owned small businesses are businesses with 100 or fewer full-time employees and not less than 51% of which is owned by one or more veterans, or in the case of any publicly owned business, not less than 51% of the stock of which is owned by one or more veterans, and the management and daily business operations of which are controlled by one or more veterans.

E. A Veteran work force utilization business is a business identified by the City of Pittsburgh Department of Finance as one which develops and implements special processes and procedures for recruiting, retaining, training or developing veteran employees and whose work force is no less than 10% veterans.

### **MBE/WBE/ VETERAN-OWNED REPORT**

If it enters into a contract with the City, the prospective Contractor shall be required to submit a final report, within thirty (30) days of the City's request, detailing the actual levels of MBE / WBE / Veteran Owned participation in the contract. Any disparity between actual participation levels and the participation levels projected in the MBE/WBE/ Veteran-Owned Solicitation and Commitment Statement will be explained in the final report. Failure to make a good faith effort to meet the goals stated in the MBE / WBE/ Veteran Owned Solicitation and Commitment Statement may be considered a material breach of the contract resulting in debarment from participation in future City -only contracts.

Please note that final payment under the contract can be withheld for failure to submit a MBE / WBE report or a Veteran-Owned report.

### **XI. CONSULTANT'S RESPONSIBILITY**

1. All materials and work products prepared, developed or obtained through any contract with the City of Pittsburgh shall be promptly delivered to and become the property of the City of Pittsburgh and there shall be no

limitation on the subsequent use of same by the City of Pittsburgh. Failure to comply with this provision shall, at the City of Pittsburgh's election, absolve the City of Pittsburgh for payment of any compensation to the Consultant in connection with the Agreement.

2. The Consultant's work shall be subject to monitoring and review by the City of Pittsburgh through the Law Department. Where the Consultant's work is determined to be unsatisfactory, it shall be corrected by the Consultant at the direction of the Law Department and at no additional cost to the City of Pittsburgh.
3. The Consultant shall adhere to the Proposed Project Schedule by completing and furnishing all work products and/or deliverables within the allotted time frame. Any changes to the schedule proposed by the Consultant must be requested in writing to the Law Department.

## **XII. MINOR SCOPE OF WORK CHANGES**

Throughout the course of this project, minor changes in the scope of work may occur for which documentation is required. The selected Consultant is required to submit to the City of Pittsburgh for approval a procedure that will track any such minor changes to the scope of work during the design process. The procedure, at a minimum, must show the nature of the minor change, estimated person-hours with costs, any proposed trade-offs for the person-hours, and a place for City of Pittsburgh approval and sign-off.

It is not the intent of the City of Pittsburgh to supplement the Consultant's contract for minor deviations in scope changes. Major changes in the scope of work will require a supplemental agreement to the contract. The City of Pittsburgh reserves the right to decide when a supplemental agreement for the contract will be necessary.



CITY OF PITTSBURGH MBE/WBE SOLICITATION AND COMMITMENT FORM-WAIVER REQUEST

COMPANY NAME: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY AND STATE: \_\_\_\_\_  
 TELEPHONE FAX NUMBER E-MAIL ADDRESS \_\_\_\_\_

PLEASE EXPLAIN IN DETAIL WHY A WAIVER IS REQUESTED.

CITY OF PITTSBURGH MBE / WBE / VETERAN SOLICITATION AND COMMITMENT FORM - TRADES

NAME AND ADDRESS	PHONE	FAX	CIRCLE: MM MF NMF VETERAN	WORK PERFORMED: EST. PAYMENT: _____ PAYMENT % OF CONTRACT: _____ DATE STARTED: _____
NAME AND ADDRESS	PHONE	FAX	CIRCLE: MM MF NMF VETERAN	WORK PERFORMED: EST. PAYMENT: _____ PAYMENT % OF CONTRACT: _____ DATE STARTED: _____
NAME AND ADDRESS	PHONE	FAX	CIRCLE: MM MF NMF VETERAN	WORK PERFORMED: EST. PAYMENT: _____ PAYMENT % OF CONTRACT: _____ DATE STARTED: _____

I HEREBY ATTEST THAT ALL THE ABOVE FORMS HAVE BEEN FILLED OUT TO THE BEST OF MY KNOWLEDGE AND I ACKNOWLEDGE THAT THE DOCUMENTS SUBMITTED ARE THE MBE / WBE / VETERAN PARTICIPATION PLAN AS REQUIRED BY THE CITY OF PITTSBURGH. (TYPE NAME AND SS NO.)

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_