

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

**REQUEST FOR ON-CALL PROFESSIONAL ARCHITECTURAL 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 June 19, 2013 for the following:

**ON-CALL PROFESSIONAL ARCHITECTURAL SERVICES
BUREAU PROJECT NO. 138.0002.1**

The Consultant shall submit five (5) bound paper copies of their proposal in a sealed envelope clearly marked: "OPEN-ENDED PROFESSIONAL ARCHITECTURAL SERVICES - DEPARTMENT OF PUBLIC WORKS - CONSULTANT PROPOSAL - BTE Project No. 138.0002.1."

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 **pre-submission conference** will be not be held.

The anticipated start date of this contract is November 1, 2013. The term of the contract will be three years.

Robert W. Kaczorowski, Director

Department of Public Works

ON-CALL PROFESSIONAL ARCHITECTURAL SERVICES

1.0 GENERAL CONCEPT, CATEGORIES OF WORK, AND SCOPE OF SERVICES:

Concept

The City of Pittsburgh, Department of Public Works, Bureau of Transportation and Engineering, requires architectural consultant services to assist with short-term projects on an as-needed-basis to supplement the efforts of the Bureau of Transportation and Engineering's staff. The consultation and/or design may include, but is not limited to project types such as: fire stations, police stations, emergency medical service stations, recreation centers and structures, service buildings, office facilities and various thermal and moisture protection projects.

Categories of Work/Areas of Expertise

The City of Pittsburgh, Department of Public Works, Bureau of Transportation and Engineering seeks to engage architecture professionals and firms with expertise in the following areas:

1. Architecture
2. Engineering, including Civil, Environmental, Structural, Mechanical, Electrical, Plumbing, and Fire Protection
3. Construction Management and Inspection Services
4. Graphic and Interior Design
5. Historic Restoration
6. Landscape Architecture and Land Surveying
7. LEED® Building and Site Design
8. Lighting Design
9. Exterior Artwork

Scope of Services

The purpose of this Scope is to outline the general framework for the architectural services to be performed by the Consultant.

1. Scope: The work performed for Open-Ended Professional Architectural Services may include project-specific professional service proposals; planning studies; conceptual and design development studies for

architecture and landscape architecture; feasibility and use studies; opinions of probable cost, life-safety code, accessibility code, and energy and sustainability analyses; existing conditions documentation; site and building planning; park and building maintenance planning; design and construction documentation; bidding and negotiation; construction administration; and post construction services.

2. Responsibilities: The selected firm shall, under the supervision and direction of the Bureau of Transportation and Engineering, provide the following architectural services:
 - a. Staff all projects with skilled and experienced personnel who are the most appropriate for specific tasks.
 - b. Attend meetings with the Bureau of Transportation and Engineering, user departments, the community and neighborhood groups, various city agencies and others as required for the project.
 - c. Produce presentation, design, and construction drawings from Revit® 2010 and AutoCAD® 2010.
 - d. Assign LEED® accredited professionals who are capable of guiding projects through the USGBC LEED® Certification Process, if required for certain projects.
 - e. Assist the Bureau of Transportation and Engineering with bid preparation, bid openings and evaluation or negotiation with annual service contractors.
 - f. Assist the Bureau of Transportation and Engineering with construction scheduling; submittal review; attend regularly scheduled construction meetings, and make observations and take minutes of same; and provide technical assistance during construction.
 - g. Participate with the Bureau of Transportation and Engineering in construction observation at substantial and final completion, including the preparation of punch-lists and record drawings, and the review of post construction documents.
 - h. Consult with the Bureau of Transportation and Engineering on special construction problems, if requested.

- i. Perform other duties that may be required for the projects.

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 and 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.

3.0 **COMMUNICATIONS REGARDING THE RFQ**

Upon release of this RFQ, all Respondent communications concerning this solicitation must be directed to the RFQ Coordinator at the following points of contact:

NAME: Casimir J. Pellegrini III, AIA
TITLE: Project Manager, Architecture Division
ADDRESS: Bureau of Transportation and Engineering
Department of Public Works
Room 301, City/County Building
414 Grant Street
Pittsburgh, PA 15219
Phone: 412/255-2649 Fax: 412/255-8847
E-Mail: casimir.pellegrini@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 not convene a pre-submission meeting, but will receive written questions and requests for clarifications from candidates via email and respond in writing to all candidates within one week prior to the submission due date and time.
- 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 July 15, 2013. The

anticipated Start Date for these services is November 1, 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 workloads, 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 RFQ, 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 RFQ.
- 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 RFQ. 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 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: _____

**ATTACHMENT A
PROPOSED SELECTION PROCESS SCHEDULE**

No.	Event	Date	
	The City issues Request to advertise to Finance	May 15	
1.	Advertisement/Posting of RFQ.	May 22	
2.	Convene MANDATORY Pre-Submission Meeting (Scheduled for — am/pm, Room 301 city County Building)		
3.	Deadline for Written Queries	June 5	
4.	The City Issues Responses to Clarification Requests	June 12	
5.	Deadline for Submittal of Proposals	June 19	
6.	Finalize rankings and submit rankings/recommendation to DPW Director for comment/concurrence.	July 3	
7.	Director's Concurrence	July 12	
8.	Notification of Top Candidate(s)	July 15	
9.	Submit for EORC Concurrence	Sept 13	
10.	Concurrence from MBE/WBE Committee	Sept 18	
11.	Anticipated Start Date of Contract	Nov 1	

ATTACHMENT E: STATEMENT OF AFILIATIONS

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

Statement of Affiliations

1. _____
Name of Contractor

2. _____
Office Address and Phone Number
2. 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 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