

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

**ON CALL INFRASTRUCTURE DESIGN SERVICES
LETTERS 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 **3:00 p.m., on November 6, 2015**, for the following:

**ON-CALL INFRASTRUCTURE DESIGN SERVICES
BTE PROJECT NO. 15102**

The Consultant shall submit five (5) bound paper copies of their proposal in a sealed envelope clearly marked: “- **ON CALL INFRASTRUCTURE DESIGN SERVICES** DEPARTMENT OF PUBLIC WORKS - CONSULTANT PROPOSAL - BTE Project No. 15102.

Submit proposals to the Director of the Department addressed as shown:

Michael Gable, CPRP, Director
Department of Public Works
City of Pittsburgh
Room 301, City-County Building
414 Grant Street
Pittsburgh, Pennsylvania 15219-2455

Or if emailing, to the Department of Public Works, Bureau of Transportation and Engineering at:

paul.ostrowski@pittsburghpa.gov

A mandatory pre-submission conference will be held on October 21, 2015 at 1:00 p.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 (PW), Room 301**, City-County Building in downtown Pittsburgh.

The anticipated start date of this contract is January 11, 2016. The term of the contract will be three years.

**Michael Gable, CPRP,
Director
Department of Public Works**

PROFESSIONAL DESIGN SERVICES FOR STREET ENGINEERING

1.0 GENERAL SCOPE OF SERVICES:

The City requires the services of an experienced Civil Engineering Design Consultant(s) to augment our design, construction and inspection team. The City has the ultimate responsibility to complete these projects on time and under budget. We expect the Design Consultant(s) will help us to attain our goal. The intent of these services is to secure an individual(s) for on-call response services for specific project tasks and actions. The Design Consultant(s) will furnish and provide all necessary electronic equipment including computer, internet, office space, phone, and clerical support. The candidate firm should budget for 600 hours of clerical support.

The City of Pittsburgh, Department of Public Works, is currently completing the design of multi-million dollar capital improvement projects. Many involve federal and state participation. Locally funded projects that are typically under one million dollars (\$1,000,000) include infrastructure, building and park projects, and are either competitively bid, bid to a prequalified list of contractors or awarded to an existing T&M/unit cost contractor already under contract with the City.

The Design Consultant(s) will be responsible for executing the scope of work that is outlined in this document. This scope includes site investigation, preliminary design, final design and services during construction for the design and construction of various street improvements for both Federal/State and locally funded projects that are bid and managed per PennDOT and City standards and procedures.

The following Sections 1.01 through 1.10 explain in detail the scope of services that the Design Consultant(s) can expect to provide throughout the life of the contract.

1.01 Authorization

Funding will be available in the City of Pittsburgh's 2016, 2017, and 2018 Capital Improvement Programs for these services.

1.02 Chain of Command

The Design Consultant(s) hired through this RFLOI will report to the Streets Division Project Manager of the Bureau of Transportation and Engineering, and liaison to the construction inspections teams and general contractors. The City may select two (2) Civil Engineering Design Firms through this RFLOI.

1.03 **Project Management and Meetings**

The Design Consultant(s) hired will provide progress reports, conduct project meetings, create agendas, keep and distribute meeting minutes, and conduct conference calls as necessary.

1.04 **Preliminary Design**

Preliminary Design Services required for locally and/or federally funded projects. For these projects, the consultant will assist on the following:

- Field Survey
- Background Drawings/Information
- Preliminary Right-of-Way Investigation
- Existing Utility Investigation
- Preliminary Geotechnical Investigation
- Roadway Line and Grade
- Preliminary Erosion and Sedimentation Control Plan
- Pavement Design
- Pedestrian Facilities
- Traffic Analysis including but not limited to:
 - o Machine Counts
 - o Turning Movement Counts
 - o Existing Conditions Analysis
 - o Signal Warrant Analysis
 - o Analysis of Traffic Network Changes
 - o Traffic Signal Plans
 - o Pavement Marking Plans
 - o Preliminary Signing Plans
 - o Bicycle Facilities
 - o Bus Stops and Routes
 - o Maintenance and Protection of Traffic Plans
 - o Construction Sequencing Plans
 - o External Signing Plans
 - o Internal Signing Plans
- Street Lighting System
- Drainage Plans
- Title and Note Sheets
- Preliminary Cost Estimates
- Draft Specifications

In general, all city funded work that is performed under this contract will comply with City construction standards and specifications where feasible.

In general, all federally funded work that is performed under this contract will comply with, but is not limited to the following PennDOT Publications:

- | | |
|--------|-----------------------|
| Pub. 2 | Project Office Manual |
| Pub. 8 | Construction Manual |

Pub. 19	Field and Laboratory Testing Manual
Pub. 212	Official Traffic Control Devices – Chapter 212
Pub. 213	Temporary Traffic Control Guidelines
Pub. 408	Highway Construction Specifications

1.05 **Final Design**

Final Design Services required for locally and or federally funded projects. For these projects, the consultant will assist on the following:

- Title and Note Sheets
- Roadway Plans and Profiles including but not limited to:
 - o Profiles
 - o Plan View
 - o Contour Plans
- Typical Roadway Cross-Sections
- Construction Cross-Sections
- Special Designs
- Waterline Distribution Systems
- Sewer Improvements
- Storm Sewer Systems
- Final Roadway Design including:
 - o Typical Sections with Pavement Design Report
 - o Final Roadway Drainage Design
- Stairway and Step Plans
- Retaining Wall Plans
- Pedestrian and Bicycle Trail/Facilities Plans
- Plan Checks
- Signing Plans
- Pavement Marking Plans
- Maintenance and Protection of Traffic Plans
- Signalization Plans
- Lighting Plans
- Final Cost Estimate
- Final Technical Specifications
- Final PS&E Submission for Federal Projects including any additional plan sheets required for submission
- Bid Package Preparation
- Bid Phase Services including but not limited to:
 - o Participation in Pre-Bid, Bid Opening, and Pre-Construction Meetings
 - o Review Bids
 - o Prepare Addendums
 - o Prepare Meeting Agendas and Minutes

1.06 **Right of Way Acquisition Services**

In the event a project requires Right of Way acquisitions the Design Consultant will conduct all necessary coordination efforts, correspondence, appraisals, negotiations, title and settlement services, and relocation assistance when needed. All work shall be done in accordance with the Pennsylvania Eminent Domain Code and the Uniform Act.

1.07 **Construction Services**

Construction Services required for locally and or federally funded projects. For these projects, the consultant will assist on the following:

- Shop drawing review
- RFI review and response
- Change Order review
- Attend Pre-final and Final Inspection Meetings
- As-built Drawings:
 - o Mylar
 - o Electronic drawings in Autocad and PDF versions

1.08 **Project Coordination**

Project Coordination Services could consist of, but are not limited to, the following:

- a) Attending community meetings pertaining to the project and participate as required.
- b) Providing the City with technical assistance for project-related news releases.
- c) Coordinate with utility companies and PWSA as necessary for individual projects.

1.09 **Project Management and Administration**

Project Management and Administration could consist of, but are not limited to, the following:

- a) Providing a Project Manager, a registered engineer in the Commonwealth of Pennsylvania, or twenty-five (25) years design and project management experience who will be responsible for all services provided under this contract.
- b) Preparing progress reports/time sheets for contracted services showing as-planned and actual progress of work tasks on a monthly basis in a form acceptable to the City.

- c) Preparing documents necessary to obtain approvals and/or permits from governmental entities and utility companies as required to complete the project.
- d) Participating in meetings necessary to gain governmental and utility company approvals required to complete the project.
- e) Providing office administrative support to effectively organize and process all of the required documentation for multiple projects. Maintaining project files including, but not limited to, all correspondence, reports, PennDOT and City Standard Drawings, PennDOT Publication 408 (2011), schedules, contractor submittals, permits, original contract documents, addenda, current applications for payment, change orders, PCNs, field orders, inspectors' field diaries, Master Diary, and Red Book, in accordance with PennDOT and City procedures. All project file documents will be turned over to the City upon completion of the project.
- f) The Consulting firm must make assurances that Design Project Manager assigned to the project remain on the project throughout the life of the projects. It is essential that continuity be maintained with the personnel. The Consultant will provide replacement personnel in the event that any of the assigned individuals is absent from the project longer than one (1) day.

1.10 City Standards and Specifications

As funding permits, Design Consultant shall provide a complete review and update of City Standard Drawings and Specifications. This shall include converting any necessary drawings to Autocad format. It will also include creating drafting standards for the standard drawings, which must include but is not limited to standard layers, line weights, colors, patterns, and text. Once approved, the template shall be applied to all standard drawings including those already in autocad format. Recommended updates to drawings and specifications shall be reviewed and approved by various City staff prior to implementation. All drawings shall be supplied to the City in Autocad and PDF formats. Specifications shall be supplied in Word and PDF formats.

2.0 INSTRUCTIONS FOR PROPOSAL PREPARATION

Letter of Interest Document - Letters of Interest should be a maximum of seven (7) pages (8 1/2" x 11"), typed using 12 font size or larger excluding cover page, organization chart, resumes, Statement of Affiliation (ATTACHMENT E), Price Proposal Form (ATTACHMENT C), MBE/WBE Solicitation and Commitment Form (ATTACHMENT D), Personal and Professional Services Form (ATTACHMENT F), 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: project personnel/subconsultant qualifications, past firm performance in providing like services, and WBE/MBE participation/commitment. (See Evaluation Form in ATTACHMENT B.)

Organizational Chart - The firm's organizational 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 (2) pages per individual. The maximum number of resumés included with the Letter of Interest shall be five for individuals believed to be key to the project success. Individuals' resumes tailored to the project needs are to be included even in the Annual Qualification Package includes those resumes. The Letter of Interest should specify the role of key individuals in the services to be provided.

Standard Form 330 - The firm's Standard Form 330 documents shall be bound under separate cover.

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 point of contact:

NAME: Paul Ostrowski
TITLE: Superintendent Engineer
ADDRESS: Bureau of Transportation and Engineering
Department of Public Works
Room 301, City-County Building
414 Grant Street
Pittsburgh, PA 15219
Phone: 412-255-2034 Fax : 412-255-8847
E-Mail: paul.ostrowski@pittsburghpa.gov

All official communications should be in writing (e-mails acceptable) to the RFLOI Coordinator. Any verbal communications will be considered unofficial and non-binding on the City.

4.0 CONSULTANT SELECTION PROCESS

- 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 Letters of Interest - The RFLOI will be available online only.
- D. Mandatory Pre-Submission Meeting and Queries -
The City will convene a mandatory pre-submission meeting and receive written questions and requests for clarifications from candidates up to 4:00 p.m. on **October 23, 2015**, and respond in writing to all candidates on **October 30, 2015**. The pre-submission meeting will be **mandatory** and will be held at the following date and time and at the following location:
DATE: **October 21, 2015** TIME: **1:00** p.m.
LOCATION: **P.W. Large Conference Room**
Department of Public Works (P.W.)
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 Candidate(s) - The City has elected not to schedule interviews with candidates before finalizing scores. The Committee's evaluations/scores will be forwarded to the Director of Public Works for review, approval, and consideration in selection of a top candidate. The final selection will be made by the Director of Public Works

based on the Committee evaluations and any additional relevant factors and documented in writing.

- G. Notification of top candidate(s) is anticipated by early **December 22, 2015**. The anticipated Notice to Proceed date for these services is January 11, 2016. The term of this contract will be three years.
- H. Concurrence by Minority/Women Business Development Committee - The Selection Committee's recommendation must be forwarded to the Director for approval and the MBE/WBE Committee for concurrence. In the event that the recommendation does not receive the approval of the MBE/WBE Committee, the firm will be asked to increase the MBE/WBE participation, and if such is not forthcoming, the City will continue the selection process by considering the next ranked firm.
- I. Rights and Options - 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 (10) days before the Letter of Interest due date, the due date will be extended to maintain the minimum ten (10) day advertisement duration if the revision alters the project scope or selection criteria. Candidate firms are responsible to monitor advertisements to assure their 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.

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.

Disadvantaged Business Enterprise (DBE) and Veteran Owned Business (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 goal for DBE participation shall be as stated in the advertisement. The goals suggested by the City of Pittsburgh for the DBE utilization are 25% MBE and 10% 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, Department 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.

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 is provided in ATTACHMENT G.

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 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,
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.
5. 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
ON-CALL INFRASTRUCTURE DESIGN SERVICES
BTE PROJECT NO. 15102

No.	Event	Date
0.	The City issues Request to advertise to Finance	10/7/15
1.	Advertisement/Posting of RFLOI.	10/14/15
2.	Convene MANDATORY Pre-Submission Meeting (Scheduled for 1:00 pm, Room 301 City- County Building)	10/21/15
3.	Deadline for Written Queries	10/23/15
4.	The City Issues Responses to Clarification Requests	10/30/15
5.	Deadline for Submittal of Proposals	11/6/15
6.	Committee evaluations/scores finalized and submitted to DPW Director for consideration/final selection.	12/4/15
7.	Notification of Top Candidate	12/22/15
8.	Anticipated Start Date of Contract	1/11/16

ATTACHMENT B - EVALUATION FORM
- FOR INFORMATION ONLY -
CITY OF PITTSBURGH
DEPARTMENT OF PUBLIC WORKS
Bureau of Transportation and Engineering
SUBMISSION EVALUATION FORM – REQUESTS FOR LETTERS OF INTERESTS

PROJECT TITLE: On-Call Infrastructure Design Services PROJECT NO: 15102

CONSULTANT: _____

ITEMS OF CONSIDERATION:

Rationale for Scores to be provided in lines below.

	MAXIMUM VALUE	POINTS AWARDED
1. <u>Prime/Subs Project personnel to be Assigned:</u> Construction Management, Inspection, Project Close Out experience, disciplines, professional registrations, managerial experience _____ _____	40	_____
2. <u>Performance:</u> Performance history of firms on similar type projects and other City, PennDOT or County projects / Rate Structure _____ _____	30	_____
3. <u>Submission Quality:</u> Completeness / Clarity _____ _____	10	_____
4. <u>MBE/WBE Participation/Commitment</u> _____ _____	10	_____
5. <u>Location of Prime's Office:</u> Within City – 10 pts. / County - 8 pts. / State - 5 pts / Other - 3 pts	10	_____
TOTAL:	100	_____

GENERAL COMMENTS: _____

EVALUATOR: Sign: _____ DATE: _____

Print: _____

(DPW Form 101)

(Rev. 07/17/15)

3. DIRECT COSTS		Reimbursement Rate/Cost	
Transportation			
Mileage Reimbursement			
Parking Reimbursement		Per Receipt	
Other			
Per Diem			
Equipment, Materials, Supplies (specify categories)	Quantity	Cost	
Total (f)			
Subcontracts (specify company name and assigned task)			

ATTACHMENT D - MBE/WBE SOLICITATION AND COMMITMENT STATEMENT

City of Pittsburgh
Department of Public Works
Bureau of Transportation and Engineering Project No. 15102
Project: ON-CALL INFRASTRUCTURE DESIGN SERVICES

CONSULTANT'S NAME: _____

ADDRESS: _____

TELEPHONE: () _____

CONTACT PERSON: _____

PROPOSAL FOR: _____

List below all contracts held with the City of Pittsburgh during the past three years and the MBE and WBE participation obtained in each contract.

CONTRACT TITLE	CONTRACT DATE	AMOUNT	% PARTICIPATION		COMMENTS
			MBE	WBE	

PREPARED BY: _____ TITLE: _____ DATE: _____

ATTACHMENT E: STATEMENT OF AFILIATIONS

City of Pittsburgh
Department of Public Works
Bureau of Transportation and Engineering Project No. 15102
Project: ON-CALL INFRASTRUCTURE DESIGN SERVICES

Statement of Affiliations

1. _____
Name of Contractor

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 F - PERSONAL AND PROFESSIONAL SERVICES FORM
CITY OF PITTSBURGH CONTRACTS**

City of Pittsburgh
Department of Public Works
Bureau of Transportation and Engineering Project No. 15102
Project: ON-CALL INFRASTRUCTURE DESIGN 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 and the MBE and WBE participation obtained in each contract.

Contract Title	Contract Date	Amount	% Participation		Comments
			MBE	WBE	

If the bidder wishes to have the Personal and Professional Services Review Committee consider any additional information prior to determining whether it is a responsible bidder, that information may be provided. Such information may include, but is not limited to statistics regarding the percentages of women/ minorities employed by the bidder, or information regarding the availability of MBEs and WBEs to perform the type of work required by the contract.

ATTACHMENT G: 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