

REQUEST FOR QUALIFICATIONS (RFQ)
PUBLIC PARKING AUTHORITY OF PITTSBURGH
MULTI-USE PARKING COMPLEX ARCHITECT
DATE ISSUED: JULY 11, 2012

DAVID G. ONORATO
EXECUTIVE DIRECTOR

1. INTRODUCTION

The Public Parking Authority of Pittsburgh ("Authority") is interested in designing and constructing a multi-use parking complex on the following parcels of property situated in the Second (2nd) ward of the City of Pittsburgh, Pennsylvania: 347 Fifth Avenue (Block and Lot 2-E-4); 339 Fifth Avenue (Block and Lot 2-A-124); 345 Fifth Avenue (Block and Lot 2-A-125); and 513 Smithfield Street (Block and Lot 2-A-127) (collectively, the "Property"). The Property is graphically depicted on the map attached hereto and made a part hereof as Exhibit "A."

It is anticipated that the multi-use parking complex will consist of: (a) a public parking facility (the "Parking Facility"); (b) retail space (the "Retail Space"); (c) air rights above the Parking Facility for future development (the "Air Rights") and (d) related facilities, if any (collectively herein called the "Intended Development"). The purpose of the Intended Development is to (i) supply public parking spaces sufficient to satisfy an increased parking demand in the Golden Triangle; and (ii) promote continued retail, office, residential and/or hotel development at and around the Property. The Authority intends to master lease the Retail Space to the Urban Redevelopment Authority of Pittsburgh (the "URA"). Further, the Authority intends to collaborate with the URA to identify an appropriate developer to acquire and develop the Air Rights.

As preparation for construction of the Intended Development, existing improvements on the Property will need to be demolished. The Authority is investigating the optimal size of the Parking Facility, and above and below ground parking facilities are under consideration, provided that the Property can physically support such a development and that the cost of such development is feasible. Further, ingress and egress from the Property will need to be analyzed as part of the design process.

As more fully set forth herein, the Authority desires to contract with an architectural firm to perform the following services: (A) aid in due diligence as the Authority determines whether to acquire the Property; and (B) assist the Authority in creating a program for the development of the Property. It is possible that the architectural firm that provides the services described in Section (A) and (B) may also be retained to provide the following additional services to the Authority: (X) assuming the Authority acquires the Property, design the Intended Development; (Y) prepare construction documents for public/competitive bidding of the Intended Development and (Z) provide professional services during construction of the Intended Development.

This document is a Request for Qualifications. By issuing this RFQ, the Authority desires to receive statements of qualifications and limited pricing information (the "Statements") from qualified architectural firms that wish to compete for the opportunity to serve as the architect for the Intended Development (the "Architect"). As more fully set forth in Section 7 herein, pricing is one of several factors that will be considered when evaluating each Statement; accordingly, the lowest bid does not guarantee an award.

It is anticipated that respondents may need to assemble a team to satisfy the Scope of Work (as hereinafter defined). Accordingly, the terms "Architect," "respondent" or "your firm" mean an individual, a company, or a consortium of individuals and/or companies formed to

undertake the Scope of Work. If a respondent chooses to assemble a team, then the term "Team Member" means a member of such team.

2. **SCOPE OF WORK**

a. Generally: The Scope of Work is separated into three phases and a detailed description of each phase is attached hereto and made a part hereof as Exhibit "B" (the "Scope of Work"). Phase 1 generally consists of preliminary services related to the performance of due diligence on the Property. The Phase 2 services generally pertain to design of the Intended Development, and Phase 3 is associated with the construction of the Intended Development. The Authority would prefer to award the full Scope of Work to one Architect; however, it reserves the right, in its sole discretion, to allocate various phases of the Scope of Work to different professionals. Please note that survey work, environmental engineering and demolition consulting are outside of the Scope of Work; however, the Authority expects the Architect to collaborate with the professionals providing these services.

b. Project Timeline: The start date and deadline for completing the services detailed in this RFQ will be dictated by the Authority. However, it is anticipated that the Architect will immediately commence with Phase 1 upon award of a contract by the Board of Directors of the Authority.

3. **SCHEDULE AND DEADLINES FOR RFQ**

RFQ Issued	July 11, 2012
Deadline For Respondents to Submit Questions and Requests for Clarification/Interpretation/Modification	5 p.m. on July 20, 2012
Deadline for Authority to Issue Addenda Addressing Questions and Requests for Clarification/ Interpretation/Modification (if any)	July 27, 2012
Deadline for Submission of Statements	5 p.m. on August 8, 2012
Anticipated Board Action	August 23, 2012

4. **ADMINISTRATIVE REQUIREMENTS AND RELATED INFORMATION**

a. To be considered responsive, respondents must submit three (3) hard copies and three (3) electronic copies of their Statement in a clearly marked envelope by 5:00 p.m. Pittsburgh time on August 8, 2012, to the following address:

Christopher Holt, Director of Project Management
Pittsburgh Parking Authority
Boulevard of the Allies
Pittsburgh, PA 15222-1616

With a copy to:

Martin Kaminski, Director, Engineering and Construction
Urban Redevelopment Authority of Pittsburgh
200 Ross Street, 12th Floor
Pittsburgh, PA 15219

Any Statements received after 5:00 p.m. Pittsburgh time on August 8, 2012, may be rejected. The Authority may determine in its discretion whether to accept any responses that are not received by the date and time set forth in this Section.

b. The Authority reserves the right to extend or postpone the date and time for accepting Statements through an addendum.

c. All Statements shall be signed by an individual authorized to bind the respondent and execute contracts on its behalf.

d. All Statements, responses, inquiries, or correspondence relating to or in reference to this RFQ, and all electronic media, reports, charts and other documentation submitted by a respondent shall become the property of the Authority when received. Nothing submitted shall be considered confidential or proprietary and each respondent acknowledges and agrees that all information submitted in response to this RFQ, irrespective of whether it is marked "Confidential," "Proprietary," "Trade Secret," or the like, may be disclosed by the Authority pursuant to a request submitted in accordance with Pennsylvania's Right-to-Know Law.

e. The Authority reserves the right to request additional information which, in the Authority's opinion, is necessary to assure that the respondent's competence, business organization, and financial resources are adequate to perform in accordance with this RFQ and any resultant contract.

f. The Authority may make such investigation as it sees fit to determine the ability of the respondent to perform the work, and the respondent shall furnish the Authority all such information and data for this purpose as requested by the Authority. The Authority reserves the right to reject any Statement if the Statement submitted by, or investigation of, such respondent fails to satisfy the Authority that such respondent is properly qualified to carry out the obligations of a subsequent contract with the Authority and to satisfactorily perform the work specified herein.

g. The Authority reserves the right to reject any or all Statements, waive any irregularities or defects in any Statement, and modify or postpone or terminate the project detailed herein in its entirety or with respect to any respondent, at any time, for any reason or no reason.

h. All costs and expenses incurred by a respondent in the preparation and delivery of a Statement will be the sole responsibility of the respondent. The Authority will not be liable for any amounts to any respondent in any manner, under any circumstances, including without limitation, as a result of the termination of the RFQ process.

i. The receipt of Statements or other documents by respondents during any stage of the process will in no way obligate the Authority to enter into any contract with any respondent or make the Authority liable for any respondent costs. This RFQ is a solicitation only and is not intended to be nor should it be construed to be an offer to enter into any contract or other agreement.

j. No respondent, team member, employee, servant, agent, advisor, consultant or representative of that respondent may communicate with any other respondent, team member, employee, servant, agent, advisor, consultant or representative of any other respondent about the preparation of Statements. Each Statement shall be prepared without any connection, knowledge, comparison of information, or arrangement with any respondent, team member, employee, servant, agent, advisor, consultant, or representative of any other respondent. Each respondent is responsible to ensure that its participation in this RFQ process is conducted fairly and without collusion or fraud.

5. CLARIFICATION OF REQUIREMENTS, ADDENDA & MODIFICATIONS

a. Any respondent in doubt as to the true meaning of any part of this RFQ may request a clarification, interpretation and/or modification thereof from the Contact Person (as hereinafter defined). In the event the Authority deems the response to the request to be substantive, the clarification, interpretation and/or modification shall be made by an addendum. Requests for clarification, interpretation and/or modification must be submitted in writing to the Contact Person by 5 p.m. Pittsburgh time on July 20, 2012; any request received after this deadline will not be considered.

b. The purpose of this RFQ is to promote competitive Statements and avoid the imposition of requirements that limit the project to a single source or make it impossible for any source to satisfy the requirements set forth herein. In furtherance of the foregoing, it shall be the responsibility of each respondent to advise the Contact Person if any language, requirements, or any combination thereof inadvertently restricts or limits the requirements stated in this RFQ to a single source or makes it impossible for any source to satisfy the requirements set forth herein. Such notifications must be submitted in writing and must be received by the Contact Person no later than 5 p.m. on July 20, 2012. Any amendments to this RFQ to address the foregoing concerns, if deemed necessary by the Authority in its sole and absolute discretion, shall be made via an addendum to this RFQ by July 27, 2012.

c. Inquiries regarding the RFQ and all requests for clarification, interpretation or modification of the RFQ must be directed in writing to Christopher Holt at

cholt@pittsburghparking.com (the "Contact Person"). Please do not contact the URA during the selection process.

d. If any alleged errors are noted in the RFQ, a respondent should immediately notify the Contact Person and, if confirmed, an addendum shall be issued.

e. The Authority will not accept telephone calls or any other forms of communication pertaining to this RFQ, except as set forth in Section 5.c.

f. This RFQ may be updated, supplemented, amended or cancelled at any time by the Authority. Any changes, additions, deletions, or clarifications to the RFQ will be made by addendums issued by the Authority.

g. Any addendum issued by the Authority shall be considered part of the RFQ.

h. Addenda will be delivered to respondents via e-mail only. Each person/entity that obtains a copy of the RFQ for purposes of submitting a Statement must provide to the Authority an e-mail address for delivery of addenda. The Authority will make reasonable efforts to notify respondents in a timely manner of modifications to the RFQ. Notwithstanding the foregoing, each respondent shall be responsible for ensuring that its Statement reflects any and all addenda issued by the Authority prior to the Statement due date.

6. **CONTRACT REQUIREMENTS**

Each respondent, in its Statement, must agree to be bound by the following requirements, should it be awarded a contract in connection with this RFQ:

a. Respondent shall provide indemnifications in favor of the Authority that are acceptable to the Authority, in its reasonable discretion, including, without limitation, general liability and professional liability insurance.

b. Respondent shall maintain, at all times until the termination of the contract, levels and types of insurance that are acceptable to the Authority, in its reasonable discretion.

c. Respondent shall include the URA, the Authority and the City of Pittsburgh as an "Additional Insured" on the insurance described in this Section.

d. Insurance will be written through financially responsible companies with an A.M. Best rating of A- VII or better.

e. All drawings, plans, specifications, and products developed by the Architect respecting the Intended Development shall be the property of the Authority.

f. The Authority anticipates using an AIA form as the basis for contract negotiations.

7. STATEMENT REQUIREMENTS

A complete Statement will be in the format set forth below and will be rated on a 100-point scale. Rating will be according to the degree to which a respondent demonstrates its capacity to meet the requirements specified in the RFQ.

Each Statement shall include the following parts, which will be assigned the indicated point values:

a. **Cover Page**: Please create and complete a cover page similar to the one shown at the beginning of this RFQ. *(Total Possible score: 0 points)*

b. **Narrative**: Please organize your Statement so that it addresses each of the following items:

i. ***Organization Qualifications: (Total Possible Score: 30 points)***

1) Provide a description of your firm, including a description of all Team Members, if applicable, including the identity of the Key Persons of each party within the Team, and the anticipated legal relationship among the Team Members (*e.g.*, partners, shareholders, client-consultants, etc.), as appropriate. For purposes of this RFQ, "Key Person" means an individual who will have direct operational control over the entity that will be responsible for fulfilling the obligations of the Team Member.

2) Briefly outline the roles of the Team Members and the key personnel of each Team Member.

3) Provide a single contact person for all future communication between the respondent and the Authority. Please identify the contact person's name, title, organization, address, office telephone number, mobile telephone number, and e-mail address.

4) Provide a list of Team Member references. These references should be able to describe the relevant qualifications and capabilities of Team Members.

5) Identify how the project will be staffed, along with identifying dedicated key staff members and their experience in this field.

6) Demonstrate that your firm has the financial soundness and financial resources to complete a project of this type.

ii. ***Project Description: (Total Possible score: 45 points)***

1) Provide a detailed explanation of your firm's ability to provide the services set forth in this RFQ, including, without limitation your ability to satisfy the Scope of Work and Contract Requirements. This explanation should include information on your firm's ability and experience in developing assets in downtown or urban areas. Of particular interest is your work with high visibility, public or mixed use projects.

2) Detail your specific experience in obtaining zoning, land use, subdivision and other development approvals for projects of similar magnitude in this or other jurisdictions. Please include details on challenges met, schedules achieved, and experiences working with stakeholder groups during these approval processes. Please provide at least three (3) pertinent examples of development within metropolitan areas that are relevant to this project.

3) Provide a project schedule that assumes September 2012 as the start date of Phase 1 through the beginning of construction. Include in this schedule (at a minimum) the creation of architectural/engineering drawings and completion of the entitlement process.

4) Describe how your firm would propose working with the Authority to achieve the above-referenced project schedule. Elaborate on the roles that you would anticipate the Authority and your firm playing in communications and decision making.

5) The Authority prefers to work with an Architect that has a local presence. Please discuss the proximity of your firm to the Property.

c. **Fee Proposal:** *(Total Possible Score: 10 points)*

Submit a cost proposal that documents the hours and personnel for each of the phases contemplated in the Scope of Work, which include, at a minimum: schematic design, design development, preparation of construction documents and construction administration. Please include cost and manpower tables, rates, and markups used to calculate the summarized costs, along with a master spreadsheet that includes total level of effort (manhours) for each task. The spreadsheet should list employee name, job classification, projected hours, pay rates, overhead factors, direct costs, and profit in separate columns. Similar breakdowns should be provided for each Team Member. In addition, the following shall be clearly identified in your Statement:

- i. The job classifications and direct hourly rates applied to the work tasks.
- ii. The proposed overhead factor to be applied to the salary cost.
- iii. The fee or percentage of profit proposed for the services.
- iv. The reimbursable/direct costs projected, including subconsultant fees.

d. **MBE/WBE Participation:** *(Total Possible Score: 10 points)*

The Authority is committed to providing equal employment opportunities to minorities and women and equal opportunities for business growth and development to minority and women entrepreneurs. To that end, the Authority requires that all contractors and subcontractors performing work for the Authority demonstrate a good faith effort to obtain the participation of minority and women business enterprises in the work to be performed for the Authority and to employ minorities and women during performance of the work. It is the Authority's objective to obtain minority and women's participation in its contracts with the goal being 25% of the contract amount be expended for minority participation and 10% of the contract

amount be expended for women's participation. The Authority promotes the full utilization of subcontracting activities to ensure a successful Minority and Women's Participation Plan. Provide tangible evidence that your firm has made a good faith effort to satisfy these goals.

e. **Prior Authority Experience:** *(Total Possible Score: 5 points)*

Explain any substantive prior work experience with the Authority.

8. **EVALUATION AND SELECTION PROCESS**

If a decision is made to engage an Architect, such services will be procured in accordance with applicable law. In furtherance thereof, the Authority will establish a selection committee (the "Selection Committee") to review and score the Statements in accordance with Section 7 herein. The Selection Committee will be comprised of individuals from the Authority and the URA. The Selection Committee will thoroughly review all Statements received in a timely fashion and will utilize its best judgment when evaluating each Statement.

Those three Architects that receive the highest average score from the Selection Committee, and are otherwise deemed qualified and responsible, may be selected for discussions. The Authority may also conduct a "best and final offer" phase following the creation of this shortlist and any discussions. Thereafter, the Executive Director of the Authority is empowered to select which shortlisted Architect will be considered for an award of an architectural services contract in connection with the Intended Development. The Board of Directors of the Authority has the final authority, in its sole and absolute discretion, to authorize a contract with the Authority.

The Authority anticipates executing a contract with the successful respondent within 20 days following award of the contract.

[EXHIBITS FOLLOW]

[END OF RFQ]

EXHIBIT A TO RFO
MAP OF PROPERTY

[attached]

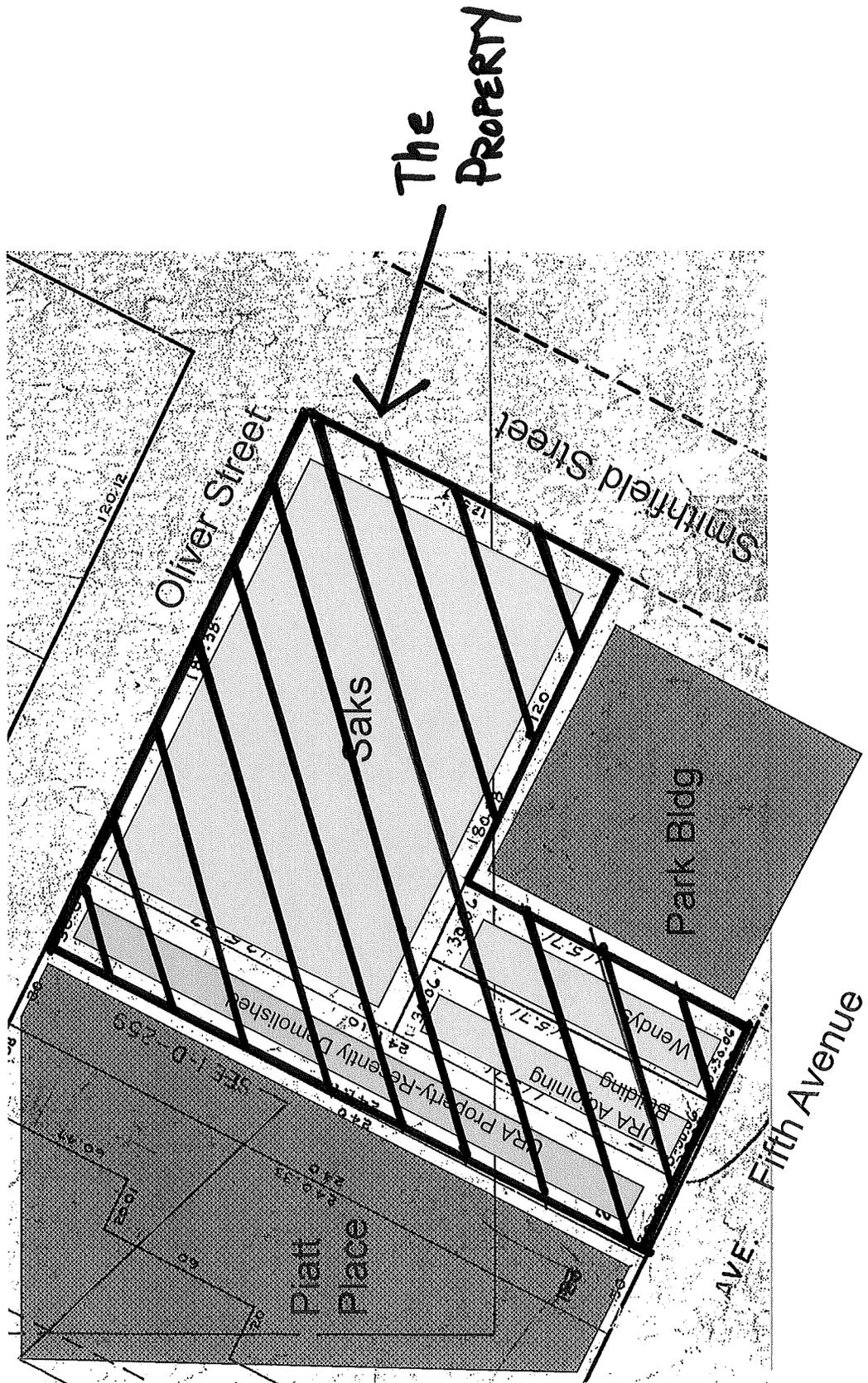


EXHIBIT B TO RFQ

SCOPE OF WORK

A. Phase 1 Services

1. Conduct a geotechnical investigation of the Property and prepare foundation recommendations.
2. Provide traffic consulting and studies to understand the challenges associated with developing the Property.
3. Provide a preliminary description of the physical characteristics of the Intended Development.
4. Prepare a preliminary budget for the Intended Development.
5. Prepare a preliminary schedule for the Intended Development.
6. Recommend a procurement or delivery method for the Intended Development (e.g. Construction Management Agreement).
7. Identify special characteristics or needs of the Intended Development (e.g. environmentally responsible design or historic preservation requirements).

B. Phase 2 Services

1. Schematic Design and Design Development of the architecture of the Intended Development is to be developed in coordination with the evaluation of structural systems and presented to the Authority for approval at appropriate times. Construction documents shall include all disciplines, including, without limitation, site/civil, landscaping, architectural, signage/graphics, structural, electrical, and telecommunications.
2. Assess the relative merits of alternative structural systems, taking into account the subsurface conditions, maintenance and construction costs and the architectural features, and recommend a particular structural system.
3. Detailed cost estimates based on materials and systems rather than square feet costs shall be prepared at the schematic design and design development stages, and at other times as necessary during the design process.
4. Provide technical specifications for the Intended Development. These specifications shall define the design, fabrication, construction, testing, and operation of the Intended Development.
5. Consult with the Authority and the development team to develop the criteria for control and security systems and recommend such systems.

6. Provide site plans defining contractor work areas and material delivery routes that will maintain vehicular traffic flow in and around the Property.

7. Prepare one (1) original reproducible set of mylar construction plans, and specifications, to enable the Authority to receive bids for construction of the Intended Development. The Authority will reproduce the documents for bidding.

8. Assist the Authority in preparing bid packages and in the review of bids.

9. Attend the pre-bid meeting and prepare and distribute meeting minutes and prepare any required addenda.

C. **Phase 3 Services**

1. Provide professional services during construction of the Intended Development, including periodic inspection services. The scope of construction services shall be limited due to the active role of the construction manager in providing inspection and administration services during the construction. The Architect will attend construction meetings, review and approve shop drawings and other contractor submittals, conduct periodic inspections to assure compliance with the plans and specifications, prepare design revisions as required and assist the Authority and its construction manager as necessary throughout the process. The Architect will also be required to provide record drawings from redline drawings provided by the contractors and construction manager at the completion of the construction.

2. Participate in the pre-construction conference.

3. Schedule and attend construction meetings and make visits to the Property during construction to report on the progress and quality of the work.

4. Solicit, review and approve or take other appropriate action on shop drawings, samples, and other submissions required by the construction documents.

5. Prepare supporting data and provide other services, including revisions to the documents, in connection with change orders.

6. Review laboratory, shop and mill tests of materials and equipment for conformance with the construction documents.

7. Provide design clarification and recommendations to resolve field problems with the concurrence of the Authority.

8. Evaluate changes and substitutions and submit to the Authority for approval.

9. Provide reproducible record drawings following completion of the Intended Development.