REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES

DESIGN - BUILD

FOR

REPLACEMENT OF WATER FEATURE'S

FOUNTAIN SYSTEM AT THE

WOOD-ALLIES PARKLET

(PEOPLES PARK)

Date Issued: January 3, 2017

PUBLIC PARKING AUTHORITY OF PITTSBURGH
232 Boulevard of the Allies
Pittsburgh, PA 15222

DAVID G. ONORATO, CAPP
EXECUTIVE DIRECTOR
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INTRODUCTION

The Public Parking Authority of Pittsburgh ("Authority") is soliciting Requests for Proposals for Design-Build Services (the "RFP") from qualified professionals for the complete replacement of the PEOPLE PARK water feature’s fountain system. The original system is outdated and no longer functions. Qualified firms will perform an in-depth facility survey and provide recommendations for a remediation plan that would include document preparation, development of specifications and drawings, and construction for the repairs and renovation of the water and electrical systems for the PARKLET at the Wood Allies Parking Garage. As more fully set forth in this RFP, the Authority is requesting proposals from qualified respondents that have demonstrated experience in providing any or all of a full range of design-build services in major U.S. cities.

1. ABOUT THIS DOCUMENT

This document is a Request for Proposals for Professional Services. It differs from an invitation for bid in that the Authority is seeking a solution, not a quotation meeting firm specifications for the lowest price. As such, the lowest price proposal does not guarantee an award recommendation. Instead, proposals will be evaluated based upon the criteria set forth herein and factors such as quality, experience in the field, availability and/or capability may figure into the evaluation.

The request for proposal process allows the Authority to negotiate with select respondents prior to awarding a contract. The Authority will thoroughly review all proposals received in a timely fashion and will utilize its best judgment when determining which respondents, if any, to schedule meetings with after receipt of all proposals. Subject to the other terms and conditions of this RFP, only those respondents that are qualified and responsible, as determined by the Authority, in its sole and absolute discretion, will be considered for an award of a contract hereunder.

2. PROJECT DESCRIPTION

The park and water feature were completed in 1985. The water feature is a part of the “PITTSBURGH PEOPLE” sculptural fountain installation designed by now deceased prominent Pittsburgh artist, Jerry Caplan and very aptly described in a 2012 report to the “Authority” by Maynes Associates – Architects.

The Jerry L. Caplan “Pittsburgh People” sculptural fountain installation is located in the public pocket park at 228 Boulevard of the Allies, Pittsburgh, Pennsylvania. It is adjacent to the Pittsburgh Parking Authority’s Firstside Parking Facility between the Boulevard of the Allies and First Avenue. The Installation, completed in 1985, has fallen into a state of deterioration stemming from mild structural settlement and ongoing water damage. The installation is owned and curated by the Authority who commissioned the work in the 1980’s as part of their budget allocation for public art projects associated with the construction of the Firstside Parking Facility. This report documents the existing conditions of the “Pittsburgh People” sculptural fountain installation and surrounding pocket park as of October 2012, and makes recommendations for the restoration and maintenance of this wonderful public amenity. Mr. Caplan’s original sculptural concept was to depict “men of the street”, designing the space as an installation with poos of water and jets. “Pittsburgh People” consists of three distinct pools, thirteen freestanding terra cotta statuettes, and a central fourteen-foot tall brick “column” embedded with four panels of terra cotta bas-relief compositions in the largest a multi-tiered pool. The statuettes are distributed on pedestals throughout these pools, the level of their feet intended to touch the level of the water.
Most of the statuettes are purely representational of the common men and women of Pittsburgh. One statue, however, on the northwest corner of the largest pool, depicts a former engineer of the “Authority” and was commissioned as a memorial. The bas-relief panels, composed of a number of hand carved terra-cotta tiles, depict passengers riding in elevators. Several of the carvings are portraits of City of Pittsburgh citizens, including the artist himself whose self-portrait appears in the rear of the lower car on the east panel on the southern face of the column. The pool walls are mostly constructed of double wythe stack bond brick, and in some cases where the wall is larger or in the case of the central column, they are constructed of brick veneer on castin-place reinforced concrete. This is also true of the walls throughout the park and brick benches. The statuette pedestals, pool bottoms and a majority of the surrounding sidewalks are finished in rustic terrazzo. The ground surface is articulated with a pattern of brick pavers wherever it aligns with the Firstside Garage exterior walls. Several landscaping, lighting and park furnishing features are distributed throughout the park as part of the original design. Since the completion of the park, one significant addition is a tall fence and narrow gate at either end intended to discourage illegal activity and defacement of the installation. The water feature of the fountain is no longer active and requires the restoration of the plumbing and electrical systems of the fountain. The reactivation of these systems is beyond the scope of this report, but should be noted as an original intention of the artist that significantly changes the overall effect of the installation and, in turn, must be taken into logistical consideration in the sustainable implementation of any restoration and maintenance plan. It is the intent of the Authority is that any new design of the fountain’s water system strictly conforms to Mr. Caplan’s original concept. This fountain was designed as a decorative fountain for visual appreciation, not for public play or interaction. It is the intention of the PPA that it remains that way. The existing fountain system’s equipment including the electric panel is housed in an underground vault in the park. It is the “Authority’s” intent that for spacial and safety reasons, the new design house all of the fountain system’s equipment in the same vault with the exception of the new electrical panel which is to be relocated to a location designated by the “Authority” within the garage building. The restoration of the fountain’s masonry and terra-cotta art work is being performed under another contract. All work performed under this contract will be coordinated with the masonry/terracotta restoration contractor.

- **AUTHORITY PROVIDED INFORMATION**

The “Authority” has assembled the following information about the Project available for viewing at their offices: This RFP and all Attachments RFP Instructions, Requirements Maynes Associates “Restoration and Maintenance Program Recommendations for “Pittsburgh People”” dated 11/15/2012 H.F Lenz Company report “Fountain Equipment Evaluation and Replacement” dated 11/19/2012 Original Fountain Construction Drawings Burt-Hill Architects and Wm. Hobbs LTD. Architectural Fountain Consultants dated 11/21/84; The “Authority” takes no responsibility for the correctness of the information furnished above.

**Codes**
The design-builder shall be responsible for the Project compliance with all applicable codes of regulatory agencies having jurisdiction over this work.
Permits
The design builder shall, with the assistance of the “Authority”, will be responsible for obtaining all permits required from regulatory agencies having jurisdiction over this work. Costs of such permits shall be included in the design-builders fee.

Materials
Equipment included but not limited to:
- Fountain Feed Pump
- Display Suction Manifold
- Display suction Manifold
- Filter Pump
- Top mount sand filter
- In-Line Brominator
- Control Panel
- Pit Sump Pump
- Fill Level Control Device
- Pit Exhaust Fan
- Water Level Sensing Device
- Electrical Equipment to include but not limited to:
- Electrical Panel
- Disconnect/ Starter Control Panel for Pumps
- Electrical Equipment to include but not limited to:
- Electrical Panel
- Disconnect/ Starter Control Panel for Pumps
- Lighting Outlets
- Various Contactors for Control of various equipment
- Conduit/ Conductors for various equipment

All new equipment shall be manufactured from corrosion resistant material that would include stainless steel, PVC, brass, fiberglass and glass filled thermoplastic

Contract Sum
The selected Design-Builder will perform the Work for a Contract Sum that will include the Cost of the Work and any fees incurred by the Design Builder. The scope of the work shall include providing cost estimating and value engineering services in cooperation with the “Authority” and establishing a final scope of work and guaranteed maximum price.

Critical Project Schedule Dates
The “Authority” requires the Project to be substantially completed ninety (90) days after the Notice to proceed has been issued by the Authority.
**Form of Contract between the Authority and the Selected Respondent**
The Contract between the selected Design-Builder and the “Authority” will
be the AIA A141-2014 Agreement between Owner and Design
Builder, as modified by the “Authority” which will be submitted to
prospective respondents via email addendum and on display at the
Authority offices.

By submitting a Proposal, respondent acknowledges and agrees
that it received, read, understands and shall be bound by and
comply with the Contract. No exceptions or deviations to the
Contract will be considered.

**3. SCOPE OF WORK / PROJECT TIMELINE**

A. **Scope of Work:** The Scope of Work for this RFP is set forth on Exhibit “A”,
attached hereto and made a part hereof (the “Scope of Work”).

B. **Project Timeline:** The contract for these retained DESIGN-BUILD services will be
for work performed on the project initiated during the Authority’s 2017 Fiscal year.

**3. SCHEDULE AND DEADLINES FOR RFP**

<table>
<thead>
<tr>
<th>EVENT</th>
<th>TIME, AND/OR DATE</th>
</tr>
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<tbody>
<tr>
<td>RFP Issued</td>
<td>Tuesday, January 3, 2017</td>
</tr>
<tr>
<td>Mandatory Pre-Proposal Meeting</td>
<td>Monday, January 9, 2017 at 1:00 p.m. EST</td>
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<tr>
<td>Deadline for Respondents to Submit Questions and Requests for Clarification/Interpretation/ Modification (&quot;Request for Clarification Due Date&quot;)</td>
<td>Friday, January 20, 2017 at 4:00 p.m. EST</td>
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<tr>
<td>Deadline for Submission of Proposals (&quot;Proposal Due Date&quot;)</td>
<td>Friday, January 27, 2017 At 3:00 p.m. EST</td>
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<tr>
<td>Anticipated Board Action</td>
<td>February 16, 2017</td>
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4. ADMINISTRATIVE REQUIREMENTS AND RELATED INFORMATION

A. To be considered responsive, respondent’s must submit (a) one (1) electronic copy on compact disc of their proposal and (b) five (5) hard copies of their proposal in a clearly marked envelope by 3:00 p.m. EST on Friday, January 27, 2017 to the following address:

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

B. Any proposals received after 3:00 p.m. EST on January 27, 2017 will be rejected.

C. The Authority reserves the right to extend or postpone the date and time for accepting proposals through an addendum to this RFP.

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

E. All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP, 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.

F. 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/or financial resources are adequate to perform in accordance with this RFP and any resultant contract.

G. The Authority may make such investigation as it sees fit to determine the ability of the respondent to perform the professional services specified herein, 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 proposal if the proposal 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 professional services specified herein.

H. The Authority reserves the right to reject any or all proposals, waive any irregularities or defects in any proposal, 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.

I. All costs and expenses incurred by a respondent in the preparation and delivery of a proposal 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 RFP process.

J. The receipt of proposals 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 RFP 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.
K. 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 proposals. Each proposal 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 RFP 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 RFP may request a clarification, interpretation and/or modification thereof from the Contact Person (as hereinafter defined). At the request of the respondent, or 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 4:00 p.m. EST on Friday, January 20, 2017; any request received after this deadline will not be considered.

B. Inquiries regarding the RFP and all requests for clarification, interpretation or modification of the RFP must be directed in writing via e-mail, to Christopher Holt at cholt@pittsburghparking.com (the "Contact Person").

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

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

E. This RFP may be updated, supplemented or amended at any time by the Authority. Any changes, additions, deletions, or clarifications to the RFP will be made by addenda issued by the Authority.

F. Any addendum issued by the Authority shall be considered part of the RFP.

G. Addenda will be sent via e-mail and to the last known address of each person/entity listed with the Authority as having received a copy of the RFP for proposal purposes. The Authority will make reasonable efforts to notify respondents in a timely manner of modifications to the RFP. Notwithstanding the foregoing, each respondent shall be responsible for ensuring that its proposal reflects any and all addenda issued by the Authority prior to the proposal due date.

6. **CONTRACT REQUIREMENTS**

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

A. Except for the gross negligence or willful misconduct of the Authority, respondent shall indemnify and hold harmless the Authority, its successors and assigns, from and against any and all loss, damage and liability and for any and all claims for damages on account of or by reason of
bodily injury, including death, which may be sustained or claimed to be sustained by any person, including employees of respondent, and from and against any and all damages to property, including the property of the Authority, its successors and assigns, caused by or arising out of or claimed to have been caused by or to have arisen out of any act or omission in connection with the contract respecting this RFP, whether or not occasioned by the negligence of the Authority, respondent, or either party's agents, servants or employees. For purposes of enforcing this provision, respondent hereby waives any or all immunities it may have under the Pennsylvania Workers' Compensation Act or otherwise. This indemnification obligation shall survive termination or expiration of the contract.

B. Respondent shall maintain, at all times until the termination of the contract, the following insurance:

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<th>TYPE</th>
<th>AMOUNT</th>
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<tbody>
<tr>
<td>Workers Compensation</td>
<td>Statutory (in conformance with Pennsylvania's Worker's Compensation Act)</td>
</tr>
<tr>
<td>Contractor's Public Liability including Bodily Injury and Property Damage</td>
<td>Per Occurrence $2,000,000.00</td>
</tr>
<tr>
<td>Automotive Property Damage and Bodily Injury</td>
<td>Per Occurrence $2,000,000.00</td>
</tr>
<tr>
<td>Professional Errors &amp; Omissions</td>
<td>Per Occurrence $2,000,000.00</td>
</tr>
<tr>
<td>Umbrella Liability</td>
<td>Annual Aggregate $2,000,000.00</td>
</tr>
</tbody>
</table>

C. Respondent shall include the Authority as an "Additional Insured" on the insurance described in this Section 6.

D. Respondent waives all right of subrogation against the Authority, its subsidiaries, agents, officers, directors and employees for recovery of damages to the extent covered by any insurance applicable to the project and will secure appropriate waivers from the insurers providing coverage applicable to the project.

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

F. By specifying the above minimum insurance requirements, the Authority does not represent that coverage and limits will necessarily be adequate to protect respondent, and such coverage limits will not be deemed as a limitation of respondent's obligations hereunder.

7. **PRE-PROPOSAL MEETING**

A mandatory pre-proposal meeting will be held on the Monday, January 9, 2017 at 1:00 p.m. EST at the main offices of the Authority, which are located at 232 Boulevard of the Allies, Pittsburgh, PA 15222-1616.

8. **PROPOSAL REQUIREMENTS**

Each proposal should be in the format set forth below and not exceed forty-five (45) pages and will be rated on a 100-point scale. Rating will be according to the degree to which a respondent
demonstrates its capacity to satisfy the requirements set forth herein. Each proposal should include the following parts, which will be assigned the indicated point values:

A. **Cover Page:** Please prepare a cover page similar to the one shown at the beginning of this RFP. *(Total Possible Score: Pass/Fail)*

B. **Organization Qualifications:** Please organize your proposal so that it addresses each of the following items. *(Total Possible Score: 35 points)*

   (i) Provide a general description of the design-build firm along with an organizational chart that identifies the individuals who will be performing the Design-Build Services and key team members.

   (ii) Provide a description of the qualifications, relevant experience and resume for each individual who will be providing the Design-Build Services. Briefly outline the roles of each such individual in providing the Design-Build Services.

   (iii) Describe the Design-Build Team’s availability to expedite field surveys and documentation in order to meet the Authority's deadlines related to the Design-Build Services.

   (iv) Provide a list of relevant projects and references (including name, title, address, telephone number and e-mail address) from organizations that can attest to the relevant qualifications and capabilities of your organization.

   (v) Describe your organization’s Pennsylvania presence. State the number of full-time employees from your organization who are based in Pittsburgh and the location of your offices in Pennsylvania.

C. **Fee Proposal:** Please organize your proposal so that it addresses each of the following items. *(Total Possible Score: 30 points)*

   (i) Provide a Combined Total Fee amount which will be paid at the times and in the amounts listed on Exhibit “B” (Pg. 14-15, Fee Proposal) for providing the Design-Build Services and within the guidelines of Exhibit “A” (Pg. 12-13, Scope of Work) of the RFP.

   (ii) Design-Build Services shall be all inclusive.

D. **Financial Statements and Bonding:** Provide for each of the three (3) consecutive full fiscal years of the respondent prior to the date of this RFP a balance sheet and the related statement of income and cash flows. Each financial statement must be certified by a reputable certified public accounting firm as being prepared in accordance with GAAP and as accurately presenting the financial position of the respondent, subject to any notes contained in the financial statement.

In addition, submit a signed letter from an insurance and/or broker stating that such broker has reviewed the insurance requirements contained in the Agreement and in this RFP and that the respondent will be able to obtain and maintain the insurance and bonding required under the Agreement and this RFP. *(Total Possible Score: Pass/Fail)*

E. **Value Added Items:** Provide a detailed list of value added items that the respondent is offering (at no additional cost) that would enhance the goods or services requested in this RFP. *(Total Possible Score: 15 points)*
F. **MBE/WBE Participation**: 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 expended for minority participation and 10% of the contract amount 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 organization has made a good faith effort to satisfy these goals. Respondents can contact the Pennsylvania Unified Certification Program (PAUCP) at their website [www.paucp.com](http://www.paucp.com) for listings of certified professional services. Please refer to Exhibit “C” of the RFP.  **(Total Possible Score: 10 points)**

G. **Prior Authority Experience**: Explain any substantive prior work experience with the Authority.  **(Total Possible Score: 10 points)**

9. **EVALUATION AND SELECTION**

   A. The Authority will form a selection committee (the "Selection Committee") to review and recommend proposals. The Board of Directors of the Authority has the final authority, in its sole and absolute discretion, for authorizing a contract with the Authority.

   B. A shortlist of respondents may be scheduled for a structured oral presentation or interview and for discussions regarding best and final offers. Any such presentations shall be at no cost to the Authority. The Authority also reserves the right to visit the respondent's facilities. The oral interview may be recorded or videotaped by the Authority. At the end of the oral presentation/interview process, if any, any shortlisted respondents may be required to submit revised proposals to be reviewed again in accordance with Section 8 and this Section 9. Subject to the other terms and conditions of this RFP, the successful respondent will be recommended for contract negotiation.

   C. The Authority anticipates executing a contract with the successful respondent within fifteen (15) days following award of the contract.

[EXHIBITS TO FOLLOW]
EXHIBIT “A” TO RFP

SCOPE OF WORK FOR DESIGN-BUILD SERVICES
EXHIBIT "A" TO RFP

SCOPE OF WORK FOR PROFESSIONAL SERVICES

The scope of work shall include professional DESIGN-BUILD services that provides a rehabilitation program to include repairs and replacements of all water and electrical services and components for the fountain including but not limited permits, codes, materials, pumps, piping, drains, valves, lighting and controls improvements. Included, but not limited to, are the rehabilitation of civil site work as needed such as concrete, terrazzo and brick.

The services shall include, but not be limited to, the following:

- Perform an overall field survey of the PARKLET with an in-depth focus regarding the condition of the WATER-ELECTRICAL portion of the facility.
- Develop construction drawings showing plans, sections, and related details of the Authority approved renovation program.
- Develop technical specifications.
- Establish phasing plan that meets Authority’s requirements for keeping portions of the PARKLET facility open at all times during construction period.
EXHIBIT “B” TO RFP

FEE PROPOSAL
EXHIBIT "B" TO RFP

FEE PROPOSAL

PUBLIC PARKING AUTHORITY OF PITTSBURGH
Fee Proposal Form

Request for Proposals: Design-Build for Replacement of the Water Feature’s Fountain System at the Wood Allies Parklet (Peoples Park)

Firm Name:________________________________________________________________________

This proposal agrees to provide all labor, equipment, materials, services and all related components necessary to fully perform the work to the satisfaction of the architect and the Authority, including, without limitation, the furnishings of the Performance Bond, the Labor and Material Bond and the Warranty Bond.

Total Proposal Amount ________________________________________________________________
EXHIBIT “C” TO RFP

MWDBE PARTICIPATION COMMITMENT FORMS

(See Attached)
EXHIBIT “C” TO RFP

MWDBE PARTICIPATION COMMITMENT FORMS

MBE/WBE SOLICITATION STATEMENT

RESPONDENT: ________________________________

ADDRESS: __________________________________

TELEPHONE: ________________________________

CONTACT PERSON: ____________________________

PROPOSAL FOR: ______________________________

List Certified MBE/WBE that you have solicited and those you have commitments to in reference to your Proposal.

<table>
<thead>
<tr>
<th>Company Name &amp; Certification</th>
<th>Address</th>
<th>Telephone</th>
<th>MBE</th>
<th>WBE</th>
<th>Contact Person</th>
<th>Date Contacted</th>
<th>Type of Transaction</th>
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Prepared by: ________________________________
MINORITY AND WOMEN BUSINESS COMMITMENT STATEMENT

PROJECT: _______________________

RESPONDENT WILL UTILIZE THE SERVICES OF SUBCONTRACTOR(S) AND/OR SUPPLIER(S) FOR THE FOLLOWING CATEGORIES:

<table>
<thead>
<tr>
<th>Subcontractor/ Supplier Name</th>
<th>Certification Type</th>
<th>Certification # and Certifying Agency</th>
<th>Scope of Work</th>
<th>Estimated Dollar Amount</th>
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<tbody>
<tr>
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<td>MBE</td>
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I, the undersigned do hereby certify that this form contains no misrepresentations or falsifications, omissions or concealment of material fact, and that the information given by me is true and complete to the best of my knowledge and belief. I am aware that all information on this form is subject to investigation.

Respondent’s Name ____________________________________________

By (Signed) ________________________________________________

Title _________________________________________________________

Date _________________________________________________________
EXHIBIT “D” TO RFP

CONTACT INFORMATION FORM

(See attached)
CONTACT INFORMATION FORM

TITLE: 

DUE DATE: ________________ ISSUE DATE: ________________

DESCRIPTION: Proposal to provide ________________________________ to the Public Parking Authority of Pittsburgh.

The undersigned hereby offers to finish and deliver the articles or services as specified in strict accordance with the RFP and scope of proposal, all of which are made a part of this request.

FULL LEGAL COMPANY NAME: ________________________________

STREET ADDRESS: ________________________________

CITY, STATE AND ZIP CODE: ________________________________

AUTHORIZED SIGNATURE: ________________________________

PRINT NAME: ________________________________

TITLE OF AUTHORIZED SIGNER: ________________________________

TELEPHONE #: ________________________________

FAX #: ________________________________

E-MAIL ADDRESS: ________________________________

(OF CONTACT REPRESENTATIVE)

NOTE: THIS PAGE MUST BE SUBMITTED WITH YOUR PROPOSAL. ALL PAGES REQUIRE A LIVE SIGNATURE SIGNED IN BLUE INK.