

**REQUEST FOR PROPOSALS (RFP)**

**ARCHITECTURAL SERVICES, FORMER LARIMER SCHOOL  
IN THE LARIMER NEIGHBORHOOD OF THE CITY OF PITTSBURGH**



**Issue Date: October 5, 2017**

**Proposal Due Date: November 8, 2017 at Noon ET**

## I. INTRODUCTION

### Goal of the RFP

The Urban Redevelopment Authority of Pittsburgh (“URA”) is seeking proposals from professional architectural, engineering or other qualified firms to develop a Historic Structure Report and create a preliminary treatment plan for the former Larimer School (“Site”) in the Larimer neighborhood in the City of Pittsburgh (“City”). When completed, the information obtained in the assessment will allow the URA to proactively plan for the maintenance, stabilization and reuse of the Site, while working to preserve the character defining features.

### Property Description

Located at 540 Larimer Avenue, the Larimer School is a three-story, roughly 60,000 square foot former school building constructed of stone, masonry and terra cotta that sits on an approximately 1.03 acre site. The building was built in three parts: the original structure was constructed in 1896 in the Renaissance Revival style of architecture. To the southeast, there is a 1904 addition also constructed in the Renaissance Revival style of architecture; a 1932 addition built in the Art Deco style of architecture is located to the southeast of the 1904 addition.

The original building and the 1904 addition were constructed prior to a unified city school district which was formed in 1911. During this time period, each ward would have raised funds and hired an architect to construct its own public school. The design of the Larimer School reflects the Italian heritage it would have served. Constructed by Ulysses J. Lincoln Peoples, the Larimer School is one of the most elaborately designed Pittsburgh Public Schools. The architect was a native of Allegheny County and received a degree in architecture from the University of Illinois. He apprenticed with Daniel Burnham’s firm during the preparation of the drawings for the 1893 Columbian Exposition in Chicago.

The building was listed in the National Register of Historic Places in 1986. The school closed in 1980, has not been occupied in several years, and has had little to no ongoing maintenance. The overall condition is poor. The URA acquired the site in December 2016.

### Project Timeline

RFP Issue Date	October 5, 2017
Pre-proposal Conference*	October 12, 2017 from 10:00 AM to Noon ET
<b>Proposal Due Date</b>	<b>November 8, 2017, Noon ET</b>
Proposal Evaluation Period	November 9, 2017 through November 21, 2017
Estimated Contract Award	December 15, 2017
Draft Submittal 75% Complete	February 1, 2018
Project Completion	February 28, 2018

\*Interested firms should plan to attend the pre-proposal conference, as private appointments will not be scheduled. The meeting location will be 540 Larimer Avenue. Representatives from the URA will be available. Please RSVP your attendance to Julie Edwards, [jedwards@ura.org](mailto:jedwards@ura.org).

## II. SCOPE OF WORK

- a. Historic Research
  - i. Gather information on the building's history, original construction, later modifications, occupancies, and uses over time in order to understand the evolution of the structure and justification for the treatment selected
  - ii. Compile historic photographs
  - iii. Provide a Historic Structure Report to support the near-term preservation and future redevelopment using The National Park Service's Preservation Brief 43: The Preparation and Use of Historic Structure Reports as a guide
- b. Existing Conditions Survey
  - i. Perform a survey to document physical spaces and elements, and assess the current condition of building materials and systems to determine the historic integrity of the structure
  - ii. Develop measured drawings for existing floorplans
  - iii. Include current photographs
- c. Preliminary Treatment Plan
  - i. Recommend an overall Treatment Approach for the structure
  - ii. Identify deficiencies in terms of building stabilization and prevent further deterioration
  - iii. Provide guidance on how to preserve/repair character defining features in interim period
  - iv. Prioritize repairs to preserve, stabilize, and winterize the structure for future redevelopment
  - v. Provide cost estimates for prioritized repairs
  - vi. Submit summary report to the URA for review

## III. POTENTIAL ADDITIONS TO THE SCOPE OF WORK

- a. Bid Documentation
  - i. Develop bid specifications and/or bid drawings
- b. Pre-construction Services and Services During Construction
  - i. Attend pre-bid meeting, prepare and distribute meeting minutes, and prepare any required addenda
  - ii. Review bids, prepare bid tabulation and make recommendations regarding award of the contract
  - iii. Attend pre-construction meeting, give technical presentation and prepare meeting minutes if required
  - iv. Review shop drawings if required
  - v. Attend construction progress meetings as required
  - vi. Provide design solutions to address problems and respond to Contractor RFIs that are identified during construction

## IV. PROPOSAL REQUIREMENTS

The respondent's proposal must include a Technical Section and a Fee Section, bound within one document.

The **Technical Proposal** must include the following:

- a. Letter of Transmittal
- b. Project Approach including but not limited to the following:
  - i. Narrative description of project team and plan for managing the project
  - ii. Work plan and methodology to complete the project goals
  - iii. Project Timeline with key milestones
- c. Project Team and Qualifications
  - i. Brief profile of the firm or firms

- ii. Resumes of assigned personnel
- iii. Provide three examples of experience with similar projects with project references
- iv. Minority and/or Women Business Enterprise status if applicable
- d. Any other information you believe is pertinent to the URA's consideration of your proposal. Limit to no more than two (2) pages.

The **Fee Proposal** must include the following:

- a. Level of effort in man-hours for various tasks and subtasks corresponding to the Scope of Services and the Technical Proposal
- b. Job Classifications and Direct Hourly Rates applied to work tasks
- c. Total salary cost for the services
- d. Proposed overhead factor to be applied to the salary cost, with a detailed breakdown
- e. Fee or percentage of profit proposed for the services
- f. Direct costs projected, including sub-consultant's fees for various services
- g. Assumptions made in estimating time and costs

## V. PROPOSAL REQUIREMENTS

All inquiries related to this RFP are to be directed by email to: Julie Edwards at [jedwards@ura.org](mailto:jedwards@ura.org).

### **SUBMISSION DEADLINE: November 8, 2017, at Noon ET**

The respondent should submit one (1) electronic copy delivered in PDF format via email, CD or flash drive and five (5) hard copies of the package (printed on both sides) delivered by hand or Express Mail or other national-known overnight courier to:

**Julie Edwards**  
**Real Estate Officer – Community Coordinator**  
**Urban Redevelopment Authority of Pittsburgh**  
**200 Ross Street, 10<sup>th</sup> Floor**  
**Pittsburgh, PA 15219**

## VI. EVALUATION CRITERIA

All proposals will be evaluated based on the Technical Proposal and Fee Proposal submitted in response to the RFP.

- a. Technical Expertise and Experience:
  - i. Experience with the Secretary of the Interior's Standards for Rehabilitation/Historic Tax Credits
  - ii. Experience with historic preservation rehabilitation projects
- b. Procedures and Methods:
  - i. Clarity and completeness of the proposal and the understanding of the goals of the project
  - ii. Proposed methods and plan to conduct the scope of work
- c. Project Schedule
  - i. Schedule for the completion of work
  - ii. Sequence and relationships between major tasks
- d. Fee Proposal
  - i. Overall budget for the project and efficient utilization of man-hours
  - ii. Hourly rates for proposed services
- e. Minority and Women Business Enterprise Utilization:

The Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) participation goals for these projects will be 18% of the total price for MBE participation and 7% of the total price for WBE participation. Upon receiving a RFP, a respondent will need to include in the proposal, a plan on how, and to what extent, the MWBE participation will be utilized. In order for the proposed MWBE participation to be considered, a copy of a current MWBE certification letter for the consultant or the sub-consultants must be submitted with the proposal. The URA requires that all consultants demonstrate a good faith effort to obtain minority- and women-owned business participation in work performed in connection with URA initiatives. Any questions about MWBE requirements should be directed to Diamonte Walker, MWBE program officer, at (412) 255-6610 or [dwalker@ura.org](mailto:dwalker@ura.org).

## **VII. LEGAL INFORMATION**

The URA intends to select one or more respondents based upon information in the response to the RFP submitted by the respondents, performance in previous undertakings, and other pertinent factors. The selected respondent(s) will be chosen based on the selection criteria listed above. The URA reserves the right to verify the accuracy of all information submitted.

The URA shall be the sole judge as to which respondent(s) meet the selection criteria. The URA reserves the right, in its sole discretion, to reject any or all responses received, to waive any submission requirements contained within this RFP, and to waive any irregularities in any submitted response.

A review committee will review each response submitted and shall recommend to the URA Board of Directors a list of respondents based upon their response to this RFP.

## **VIII. SUPPLEMENTAL INFORMATION**

- a. [Appraisal](#)
- b. [National Register Nomination](#)
- c. [Larimer Neighborhood Historic Survey](#)