



**URBAN REDEVELOPMENT AUTHORITY OF PITTSBURGH
REQUEST FOR QUALIFICATIONS (RFQ)
LEGAL COUNSEL**

Specializing in: Employment Law, Real Estate Law and/or Commercial Litigation

I. Summary Information

The Urban Redevelopment Authority of Pittsburgh (the “URA”) is requesting qualifications from law firms to serve as counsel for the URA in various matters related to three areas of law: employment law, real estate law and commercial litigation. The URA retains outside counsel to represent it in these areas, as the need arises.

The URA plans to approve one or more respondents to be part of an approved list of counsel authorized to represent the URA. Those firms selected to this list will then be eligible to be selected by the URA to represent it on particular matters. Each approved firm will remain on the list for a period of at least three years from the date approval is formally received from the URA Board of Directors.

Submission Requirements:

Due Date: November 13, 2017

Delivery: Jason Hobbes, Associate Counsel
Urban Redevelopment Authority of Pittsburgh
200 Ross Street – 12th Floor
Pittsburgh, PA 15219
jhobbes@ura.org

Deliverables: One (1) hard copy and one (1) electronic copy (flash drive, cd or email)

Inquiries regarding this RFQ should be directed to Jason Hobbes, Associate Counsel, at (412) 255-6619 or jhobbes@ura.org.

II. Background Information

The URA was established in 1946 under the Pennsylvania Urban Redevelopment Law, 35 P.S. §§ 1701, *et seq.* The URA acquires and clears blighted property; initiates rebuilding with the private sector; negotiates with the federal, state, county, and local governments for public funds and facilities; and works to maintain and improve Pittsburgh neighborhood and business districts through business loan programs, multi and single-family loan programs and home improvement loan programs.

The URA is a legal entity separate and distinct from the City of Pittsburgh. The URA works closely with the city in fulfilling its redevelopment mission.

Additional Information Regarding the URA

Additional information regarding the URA may be found on the URA's website at www.ura.org, or a request for information may be submitted to Jason Hobbes at the contact information previously listed.

III. Evaluation Process

Anticipated Timeframe

- | | |
|-------------------------------------------------|-------------------|
| 1. RFQ issued | October 16, 2017 |
| 2. Due date for qualifications | November 13, 2017 |
| 3. URA Board approval and notification of firms | December 14, 2017 |

Final Selection

The URA Board of Directors will select firm(s) after receiving the recommendations of the URA's staff.

The URA reserves the right to reject any or all qualifications submitted. The URA reserves the right to reject any proposal for failure to comply with the requirements of this RFQ. The URA further reserves the right, in its sole discretion, to waive any such defect(s) or failure(s). Submission of a response indicates acceptance by the firm of the conditions contained in this RFQ, unless clearly and specifically noted in the response submitted and confirmed in the contract between the URA and the firm selected.

The URA will not reimburse firms for any expenses incurred in preparing responses to this RFQ.

IV. Evaluation Criteria

Qualifications will be evaluated using the criteria below.

- 1) Mandatory Elements
 - a) The firm has no direct conflict of interest with the URA or any related entity; and
 - b) The firm adheres to the instructions contained in this RFQ.

- 2) Technical Qualifications
 - a) Experience and expertise
 - i) The firm's past experience on comparable issues
 - ii) The qualifications of the firm's professional personnel to be assigned to the engagement with the URA.
 - iii) Fee information
 - b) MWBE Participation

V. Submission Requirements

Each submission should include the following:

- 1) Title Page

This should include the firm's name, contact person, and contact information and the specialty for which your firm would like to be considered (employment law, real estate law, or commercial litigation).
- 2) Table of Contents
- 3) Primary Qualification

Provide a brief narrative that explains why your firm is well qualified to serve as the URA's counsel for the specialty for which your firm would like to be considered.
- 4) Experience
 - a. Briefly describe the experience of key personnel in the legal specialty for which your firm is submitting its qualifications.
 - b. List other public entities similar to the URA for which your firm currently or recently provided legal services in the specialty for which your firm is submitting its qualifications.
- 5) Firm Profile

Provide a brief profile of your firm.
- 6) Biography of Key Personnel

Identify the staff within the firm who will be representing the URA. Please include the individuals' relevant experience and their primary office location.
- 7) References

Provide three (3) client references related to the applicable experience described in Section 5 above. Where possible, provide references from public entities similar to the URA. Include the reference's name, title, address, and direct telephone number.
- 8) Pricing Methodology

Describe your preferred fee structure and current rates. Please note any other factors that you deem significant. Please describe your firm's willingness to consider alternative fee structures in particular matters (e.g., fixed fees in lieu of hourly rates for particular services).
- 9) MWBE Participation

Describe your firm's efforts to promote opportunities for women and minority professionals in your organization.

 - a. MWBE participation can be satisfied by:
 - i. Ownership/Partnership of firm and/or equity partners who will receive origination credit;
 - ii. Employment levels of minorities and/or women in the firm;
 - iii. Staffing of minorities and/or women on URA matters;
 - iv. Use of minority- or women-owned businesses as vendors for legal, printing, office supplies, travel, etc.

- v. Subcontracting with firms owned and controlled by minorities and/or women. If this is to be done, that fact, and the name of the proposed subcontracting firms, must be clearly identified in the proposal.

The URA has a long history of diversity and inclusion within all of its programs and other activities. the URA encourages the full participation of minority and women business owners and professionals in this effort.

10) Other Information

Please provide any other information you believe is pertinent to the URA's consideration of your firm.