REQUEST FOR PROPOSALS: BEECHVIEW BUSINESS DISTRICT PROJECT CONSULTANT

DEADLINE EXTENDED – Proposals accepted until August 8, 2014 at 1 PM ET.

Proposal Summary

This consultant will work through the Mount Washington Community Development Corporation (MWCDC) as an independent contractor and community liaison to build capacity in the Beechview neighborhood of the City of Pittsburgh. The responsibilities include but are not limited to: management and coordination of the planning, financing and implementation of complex development and infrastructure projects along the Broadway Avenue; coordination among MWCDC, the City of Pittsburgh and Urban Redevelopment Authority of Pittsburgh (URA) staffs, public and private funders, developers and professional service teams, elected officials and government representatives, residents and neighborhood organizations; preparation of correspondence, reports and evaluation of documents, budgets and schedules; the monitoring of project budgets and compliance issues; and the formulation of recommendations on development policies, programs and projects. Work is performed independently and under the general direction of MWCDC, with input from the City of Pittsburgh, and the URA. Extensive contacts both within and outside the City are required to perform the responsibilities of the position.

The consultant will contract directly with MWCDC and be expected to dedicate a minimum of 24 hours per week to this contract. The contract term will be eighteen (18) months with a potential contract extension contingent upon work performance and ability of the consultant to secure additional funding.

Examples of Representative Duties

- Building relationships, trust, and consensus with residents and business owners
- Preparation of funding applications and development documents including redevelopment proposals.
- Meeting with developers to discuss development proposals and financing alternatives.
- Preparation of economic impact, financial, market, and physical feasibility evaluations.
- Preparation and maintenance of project budgets, financing applications and project schedules.
- Utilization of GIS and data analysis to advise project feasibility and market viability.
- Identifying tax delinquent properties, foreclosures, and market rate properties that are pivotal to Beechview's redevelopment and connecting them with qualified buyers whose plans for the property align with recommendations of the Beechview TRID plan.
- Supporting existing business owners' efforts to renovate or expand their businesses.
- Working with the City of Pittsburgh and the Port Authority to plan for multi-modal streetscape renovations to clarify traffic patterns and provide safer access to public transit riders, pedestrians, and cyclists.
- Securing at least three years of future funds for the contract to ensure the stability of the position and the projects.
- Coordination of multi-year capacity building activities related to all aspects of the process from planning and fundraising through implementation.
- Developing and implementing an overall marketing strategy, including the production of publications and materials

Qualifications

- Advanced degree in Urban Planning, Public Administration, Business Administration, or a related field.
- Experience in community/neighborhood development and organizing, real estate development, project management, financing and fundraising is desired.
- Familiarity with public financing tools, including HUD Section 108, CDBG, Keystone Communities, and others.
- Excellent verbal, written and presentation skills.
- Computer proficiency in Microsoft WORD, EXCEL, and PUBLISHER.
- Creative and dynamic personality, with strong interpersonal and problem-solving skills.
- Strong knowledge of and willingness to continue to learn latest technology, including GIS.
- Other combinations of education, experience, knowledge and abilities demonstrating the qualifications necessary to perform the duties of the position will also be considered.

Cover letters and resumes will be accepted until August 8, 2014 at 1 PM ET.

Cover letters and resumes should be sent to:

Emily Jo Gaspich, P.E., LEED AP
Urban Redevelopment Authority of Pittsburgh
200 Ross Street, 12th Floor
Pittsburgh, PA 15219
egaspich@ura.org

NO TELEPHONE CALLS PLEASE.