



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

CULTURAL RESOURCE CONSULTANT

I – Summary Information

The Urban Redevelopment Authority of Pittsburgh (URA) is soliciting qualifications from qualified firms to provide **cultural resource services** to the URA in order for the URA to comply with Section 106 of the National Historic Preservation Act of 1966, the National Environmental Policy Act of 1969, the regulations of the Advisory Council on Historic Preservation (ACHP), and the Pennsylvania Historic Museum Commission/Bureau of Historic Preservation (PHMC) guidelines. A qualified consultant is needed to complete these functions.

The URA regularly assembles sites for redevelopment and is required to complete cultural resource studies of these sites if certain State or Federal funds are used.

The URA plans to approve one or more respondents to be part of an approved list of firms to perform cultural resource projects for URA-owned sites. Firms selected for this list will be eligible to be selected by the URA or to be invited to bid on each project. Each approved firm will remain on the list from the date approved by the URA Board of Directors during 2017 through December 31, 2020.

Submission Requirements include the following:

Due Date: August 7, 2017 by 3:00 PM ET

Delivery: Nicholas Fedorek
Project Development Specialist – Economic Development Department
Urban Redevelopment Authority of Pittsburgh
200 Ross Street, 12th Floor
Pittsburgh, PA 15219

Deliverables: Qualifications – One (1) hard and one (1) electronic copy delivered as PDF file format on a CD or flash drive. Limit response to 20 pages.

Formal interviews with respondents will be scheduled at the discretion of the Initial Selection Committee during the period of August 14-25, 2017. Inquiries regarding this RFQ should be directed to Nicholas Fedorek at 412-255-6616 or nfedorek@ura.org.

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The URA reserves the right to reject any or all responses submitted. The URA further reserves the right to retain all responses submitted and to use any ideas in a response regardless of whether that proposal is selected. 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.

There is no expressed or implied obligation for the URA to reimburse firms for any expenses incurred in preparing a response to this RFQ.

II – Background Information

The URA is a legal entity separate and distinct from the City of Pittsburgh (“City”), having been formed under State statute, but works closely with the City in fulfilling its redevelopment activities. The URA is a project-oriented government authority and operates as the City’s economic development arm. The organization currently has approximately 90 employees and includes two operating departments: Economic Development and Housing; and includes five non-operating departments: Engineering and Construction, Executive, Finance, Legal, and Real Estate. For more information about the URA, please visit www.ura.org.

Deliverables / Reporting / Schedule

The selected consultant will maintain a file for each undertaking that contains all documents they produce while under contract. The files should contain correspondence related to projects (including letters, emails, etc.). The consultant will also maintain electronic files that should be organized in a folder system and burned onto a CD for both the URA and the DCP. The DCP reserves the right to call meetings and/or request signatures, as needed.

At the end of the assignment, the consultant shall produce a memo that contains the status of each project reviewed.

III - Evaluation Process

RFQ Calendar

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|---|--------------------|
| 1. RFQ issue date | July 18, 2017 |
| 2. Due date for qualifications | August 7, 2017 |
| 3. Interviews (if deemed necessary) | August 14-25, 2017 |
| 4. Preliminary notification of selected firms | August 31, 2017 |
| 5. URA Board approval and final notification of firms | September 14, 2017 |

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Review of Qualifications

Qualifications submitted will be evaluated by the following Initial Selection Committee (“Committee”) selected by the URA:

1. Tom Cummings, URA director of housing (or designee)
2. Marty Kaminski, URA director of engineering and construction (or designee)
3. Valerie Waters, URA manager of performance and compliance (or designee)
4. Susheela Nemani-Stanger, URA assistant director of economic development (or designee)
5. Sarah Quinn, Department of City Planning historic preservation planner

Ad hoc members of the Committee may be added from other departments within the URA and City.

During the evaluation process, the URA and the City reserve the right, where it may serve the URA's best interest, to request additional information or clarifications from respondents, or to allow corrections of errors or omissions. At the discretion of the URA and the City, firms submitting qualifications may be requested to make oral presentations as part of the evaluation process.

Oral Presentations

During the evaluation process, the Committee may, at its discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the Committee may have on the firm’s response. Not all firms may be asked to make such oral presentations.

Final Selection

The URA Board of Directors will select firm(s) based upon the recommendation of the Committee and the URA’s executive director.

Acceptance and Right to Reject Qualifications

Submission of qualifications indicates acceptance by the firm of the conditions contained in this RFQ unless clearly and specifically noted in the qualifications submitted and confirmed in the contract between the URA and the firm selected. The URA reserves the right without prejudice to reject any or all responses.

IV – Evaluation Criteria

Responses will be evaluated using three sets of criteria. The following represent the principal selection criteria which will be considered during the evaluation process:

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1) Transmittal Letter

- a) The firm has no conflict of interest regarding any other work performed by the firm for the URA or any related entity
- b) The firm adheres to the instructions contained in this RFQ in preparing the submitted response

2) Response Contents

- a) Demonstrated experience and expertise
 - i) Past experience and performance on comparable projects
 - ii) Qualifications of professional personnel
 - iii) Pricing methodology and competitiveness
- b) MWBE Participation

3) Cost Proposal

- a) Per Project Review cost (lump sum figure)
- b) Hourly Rates (include all expenses and list expenses included)

V – Proposal Requirements

General Requirements – Submission of Qualifications

For a responding firm to be considered, one (1) hard copy and one (1) electronic copy (PDF format on CD or flash drive) of qualifications is required and must be received by no later than **3:00 PM ET on August 7, 2017** (delivery instructions are given in Section I). Each submission should include a preliminary section which includes the following:

Title Page

Include the firm name, full contact information for the firm and main point-of-contact

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Transmittal Letter

- a. A signed statement regarding the respondent’s understanding of the work to be completed and the temporary nature of the work
- b. A statement attesting that the firm will perform the work according to professional standards
- c. A statement that, if hired, the firm will comply with all relevant laws and regulations
- d. A statement that the firm understands that after a selection is made all responses may be public records under the Pennsylvania Right to Know Law
- e. A statement that neither the firm nor any partner, principal, member, or officer of the firm is currently in violation of or being investigated for violation of any regulatory agency rules that may have a material impact on the firm’s ability to provide the services requested

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- f. A statement that should the status of item (d) above change while the firm is under contract with the URA, the firm will notify the URA in writing within 10 days of discovery that such condition changed and the general nature of the issue

Response Contents

Please respond according to the following sections, clearly marking them accordingly. If the respondent is unable to provide a response to a particular question, simply leave the section blank. Please do not provide any information other than what is specifically requested.

Responses submitted for consideration should not exceed 20 pages.

1. Experience

Briefly describe your experience completing each of the following types of activities. Responses should include examples of specific projects as well as the agency or party for which the work was completed.

- Cultural Resource Notification Forms
- Phase I and Phase II Archaeological Surveys specializing in Urban and Historic Archaeology
- Phase III Data Recovery Excavations
- Historic Structure Surveys/ Determination of Eligibility
- Criteria of Effect Evaluations
- Memorandum of Agreement/Programmatic Agreement
- Historic American Building Survey (HABS) Documentation
- Historic American Engineering Record (HAER) Documentation
- State Level Documentation

2. Firm/Staff Profile

Provide a brief profile of your firm/staff that includes the names and qualifications of your staff. Specifically indicate which staff meet the Professional Qualifications Standards published in Federal Code 36 CFR Part 61. Also, specifically indicate which staff have qualifications for and experience in urban and historic archaeology as described in the Pennsylvania Bureau of Historic Preservation's "Guidelines for Archaeological Investigations in Pennsylvania".

3. Resumes of Assigned Principal Personnel

Identify the individual or staff within the firm who will be performing the work related to the activities listed in #1. Please include the individual who will be conducting the work, relevant experience, their location, and current hourly rate (here and in Cost Proposal).

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4. References

Provide three (3) references from agencies or parties listed in your response to #1. Provide only the names of agency staff members who have directly worked with one or more members of the firm's proposed team. Include each reference's name, title, address, email and direct telephone number.

5. Primary Qualification

Provide a brief narrative that explains why your firm is best qualified to serve as the URA's cultural resource consultant.

6. Pricing Methodology

Briefly describe your pricing methodology for serving as cultural resource consultant. Please note any distinctions based upon type and size of projects or any other factor that you deem significant.

7. MWBE Participation

State as succinctly as possible what specifically your firm is doing to promote opportunities for women and minority professionals in your organization and what specifically your firm proposes to do in this regard with respect to your role as the URA's cultural resource consultant.

MWBE participation can be satisfied by:

- a. Ownership/Partnership of firm
- b. Employment levels of minorities and/or women in the firm
- c. Firm's use of minority- or women-owned businesses as vendors for legal, printing, office supplies, travel, etc.
- d. 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.

8. Other Information (Optional)

Please provide any other information which you believe is pertinent for consideration of your firm. Please limit other information to no more than two (2) pages.