



# Urban Redevelopment Authority

## **REQUEST FOR QUALIFICATIONS (RFQ)**

### **New Facility Planning Services**

**RFQ Issue Date: March 25, 2015**

**RFQ Building Tour/Q&A Session: April 08, 2015**

**Due Date: April 22, 2015 at 4 PM ET**

# New Facility Planning Services

## **Section 1. General Information**

- 1.1 The Urban Redevelopment Authority of Pittsburgh (URA) requests qualifications from architectural and construction management or other qualified professional teams to help facilitate a new facility feasibility analysis.
- 1.2 The contract for new facility planning services is estimated to be 9-12 months. Interested parties are requested to submit a detailed Qualifications Package that clearly defines the relevant experience of the proposed staff and sub-consultant team members required to achieve the results as outlined in the description of services section of this RFQ.
- 1.3 Contact person for all queries and for receipt of proposals:  
  
Emily Mitchell  
Planning and Design Specialist  
Urban Redevelopment Authority  
200 Ross Street, 12<sup>th</sup> Floor  
Pittsburgh, PA 15219  
  
412 255-6695  
[emitchell@ura.org](mailto:emitchell@ura.org)
- 1.4 Consideration is expected to be given, but is not guaranteed to be given, to the criteria listed in this RFQ. The URA reserves the right to reject any and all qualifications, to waive any and all informalities outlined in the RFQ and in the selection process and generally to make the award that, in its judgment, will best meet the objectives outlined in this RFQ.
- 1.5 Expenses incurred by the respondents in replying to the RFQ or in making any appearance are at the respondents' own expense and risk.
- 1.6 Subconsultants may participate on multiple applicant teams. The URA reserves the right to make suggestions related to team structure during final contract negotiations.

## **Section 2. Description of Services**

### **2.1 Description**

The URA and its partners, the City of Pittsburgh and the Housing Authority of the City of Pittsburgh (HACP), are currently evaluating options for a new facility for the occupants of the Civic Building, as well as the development of a "one-stop shop" for city permitting activities. This new facility will include sustainable building features to the maximum extent practical. Up to two downtown sites may be evaluated, as well as a retrofit and rear expansion of the Civic Building, (our current building).

The URA is seeking to qualify firms and/or a team with relevant expertise to support the URA and its partners in the new facility decision making process. These firms will consult for the URA and provide a suite of services that will enable the URA and its partners to evaluate new facility options and quickly make determinations on the best way to proceed.

The Civic Building is a nationally registered historic property located at 200 Ross Street in downtown Pittsburgh. The office building is 13 floors, with a gross area of 94,500 square feet (sq ft). Each floor is about 7,500 sq ft. The occupants of the Civic Building include the URA, the Department of City Planning (DCP), the Bureau of Building Inspection (BBI), Pittsburgh Bureau of Fire (Fire), Pittsburgh Emergency Management Agency & Homeland Security (OEMHS), and HACP. The building is occupied in the following way:

- URA: Floors 10-13 and 6 (shared) - 30,240 sq ft
- DCP: Floors 1, 2-3 (shared), and 4 -18,900 sq ft
- BBI: Floors 2-3 (shared) - 7,560 sq ft
- Fire/ OEMHS: Floor 5 - 7,560 sq ft
- HACP: Floors 1, 6 (shared) and, 7-9 - 30, 240 sq ft  
(A portion of HACP staff is located off-site)

## **2.2 Scope of Potential Services**

The scope of potential services shall be flexible and completed on an as needed basis. The following outlines a list of potential services, but is not limited to such:

- Analysis and Understanding of Needs
  - Meet with URA and its partners to discuss new facility goals and to identify a range of scenarios.
  - Meet with the URA and its partners to establish an understanding of space requirements and the day to day work flow environment.
- Programming and Preliminary Space Planning
  - Review existing and proposed space, department, furniture, and equipment requirements.
  - Develop preliminary programming to determine the range of functions that will be required and approximate space allocation for each.
  - Illustrate programming and preliminary space planning through bubble and adjacency diagrams.
- Potential Site and/or Expansion Evaluation
  - Evaluate different new facility and/or expansion scenarios in terms of carrying capacity, efficiency, general building and zoning codes, accessibility, and preservation requirements.
  - Develop blocking/stacking plans to show URA and other functional space requirements and circulation patterns.
  - Assess structural modifications to be made to existing building
- Cost Estimation
  - Provide cost estimates for various new facility scenarios by a construction manager or other qualified professional with similar experience. Cost estimates may include, but are not limited to:
    - Site Acquisition

- New Construction
- Building Retrofit and Expansion
- Interior Buildout
- Structural modifications
- Temporary relocation, if applicable
- Additional services to be included on an as needed basis.

### 2.3 **Budget**

The budget for new facility planning services will not exceed \$50,000. The URA will meet with the consultant on a monthly basis to discuss services needed, estimate hours, and develop a budget for the month.

## **Section 3. Organization and Required Submittals for Proposal**

### 3.1 **Submission Requirements**

1. Eight (8) hard copies, in 8 ½" x 11" format (graphics/maps can be in 11" x 17" foldout format) and one (1) electronic copy of the proposal must be **received by the Urban Redevelopment Authority of Pittsburgh before the due date listed on the first page of the RFQ.** Proposals received after the deadline will not be accepted. **Postmarks are not sufficient.**

Submission should delivered or mailed to the contact set forth in section 1.3.

### 3.2 **Proposal Format and Evaluation Criteria**

1. Cover Letter containing at a minimum:
  - a. Company name and contact information
  - b. Understanding of services and ability to proceed promptly
2. General description of firms
3. Statement of qualifications for services and brief discussion of other similar projects and work, including experience in historic preservation and best practices in sustainability
4. List of references for relevant similar projects and work
5. Description of team for this project, including identification of primary point of contact and other key personnel experience and roles.

The URA has adopted an overall project goal of 18% minority participation and 7% women's participation in its contract work. To that end, majority consultants are encouraged to team with, subcontract, and/or joint venture with certified minority and women owned firms. Please indicate the proposed level of MBE/WBE participation. Any questions about M/WBE requirements should be directed to Chuck Powell, director of Diversity Affairs and Community Outreach, at (412) 255-6611 or [cpowell@ura.org](mailto:cpowell@ura.org).

6. List of Job Classifications and Hourly Rates for key personnel.

#### **Section 4. Process**

- 6.1 A tentative schedule has been prepared. The schedule is subject to change; however, the RFQ due date will not be changed without notice on the URA website ([http://www.ura.org/working\\_with\\_us/proposals.php](http://www.ura.org/working_with_us/proposals.php)).

RFQ Building Tour/Q&A Session: April 08, 2015

RFQ Due Date: April 22, 2015

Tentative Interview Date (if necessary): May 19-20, 2015

- 6.2 A Building Tour/Q&A Session is scheduled for April 8, 2015 at 2:30 PM in the Wherrett Room (13<sup>th</sup> Floor 200 Ross Street). If you plan on attending, **please RSVP by April 3rd to Emily Mitchell,** [emitchell@ura.org](mailto:emitchell@ura.org).
- 6.3 Finalists of the RFQ process may be asked to interview. Final consultant selection will be made by the URA Board. The URA reserves the right to reject any and all proposals.