

# Questions and Answers from the Community Collaboration and Implementation Plan (CCIP) Executive Management Committee's CCIP RFP Information Session

Thursday, May 28, 2015  
Hill House Kaufmann Center  
1835 Centre Avenue, 2<sup>nd</sup> Floor Conference Room  
Pittsburgh, PA 15219  
3:00 PM

*The answers below were provided by the Community Collaboration and Implementation Plan Executive Management Committee.*

## **General Questions:**

1. The Urban Redevelopment Authority of Pittsburgh (URA) is conducting a housing study for the Greater Hill District. Will the CCIP consultant team be working with the housing study consultant team?

**The URA and the CCIP Executive Management Committee will work collaboratively with both teams to coordinate activities and to ensure that the Greater Hill District housing study is included in the CCIP work plan and budget.**

2. Will there be a need for architectural and urban design services?

**At first glance, there does not appear to be an immediate need for architectural or urban design services. There may be a need for guidance around architecture and urban design as more developers gain interest in development on the Lower Hill site and conduct charrettes with neighboring residents, community groups, and City of Pittsburgh agencies and departments.**

3. What are you looking for in a consultant team?

**The CCIP Executive Management Committee is looking for a team that fully understands the concepts and goals embedded in the CCIP; a team that can both design and potentially implement a plan to accomplish all of the CCIP's goals; and a team that can provide the CCIP Executive Management Committee with ways to bring other resources to the table to accomplish these goals.**

4. Would you please clarify the role of the subconsultants and/or subcontractors?

The subconsultants and/or subcontractors are individuals or firms that are part of the consulting team, or anticipated members of the consulting team. The inclusion of these individuals or firms can be identified by name and associated services by the applicant as a part of the response to the RFP, or may be identified after the consultant team is selected and begins work with the CCIP Executive Management Committee. For example, with regard to expertise around architecture and urban design referenced above, the consultant team may not have included an architect or urban designer in the initial response to the RFP, but may require such services for a small component of the work plan. If funding is available, the consultant team would work with the CCIP Executive Management Committee and the URA to secure those services. These services would be paid for by the URA on behalf of the CCIP Executive Management Committee.

### **Working with Existing Greater Hill District Organizations:**

1. Is there a list of organizations that are already doing CCIP related work in the Hill District?

**There is a list of Greater Hill District organizations initially identified by the CCIP as critical partners. However, the consultants should have some working knowledge of the Greater Hill District and thus be able to propose additional partners as needed.**

2. How will the consultant team work with those groups?

**One goal of the CCIP is to enhance and grow the capacity of Greater Hill District organizations. The consultant team will work to prepare a plan that does that. Ongoing, the consultant team would work with those organizations as needed to accomplish the goals of the CCIP.**

3. Will a list of organizations be made available to the consultant team?

**The list was made available as a document within the [RFP](#).**

4. Will the consultant team be limited to working with those groups?

**This list is not exhaustive, and can be complemented/supplemented with additional organizations, as needed, who reside both within and outside of the Greater Hill District.**

### **Implementation of the Work Plan:**

1. What is the timeframe for this project?

**The proposed timeframe for the creation of the CCIP work plan and budget is one year. It will be important for the consultant team to conduct monthly or bi-monthly updates with the CCIP**

**Executive Management Committee and the URA to determine any proposed changes to this timeframe.**

2. Will there be some implementation of the work plan prior to the work plan being completed?

**The CCIP Executive Management Committee anticipates that there must be some implementation prior to the completion of the work plan.**

3. Once the work plan is complete, will the consultant team be permitted to implement the work?

**Prior to the completion of the final CCIP work plan and budget, the Executive Management Committee and the consultant team will discuss the possibility of the consultant team staying on to implement the work plan. Ideally, this would be the case and how this could happen should be proposed by the consultant team.**

**Budget:**

1. Does the work plan budget refer to the cost of hiring the consultant team?

**The work plan budget does not refer to the cost of work associated with creating the work plan. The work plan budget refers to the cost of implementing the work outlined in the CCIP.**

2. What is the payment schedule for the consultant team?

**The consultant team will be paid upon receipt of monthly invoices and reports that are received and processed by the URA.**

3. Will the consultant team be expected to front all of the costs associated with creating the work plan?

**The consultant team can submit special requests for materials needed to complete the work plan based on discussions with the CCIP Executive Management Committee and the URA, but will be expected to use its resources to conduct the work required.**

**ATTACHMENTS FROM THE RFP INFORMATION SESSION FOLLOW**

**Attachments:**

1. [Power Point Slide of Development of CCIP Work Plan from RFP Information Session](#)
2. [Sign-in Sheet from RFP Information Session](#)