

REQUEST FOR QUALIFICATIONS (RFQ)

Engineering, Environmental, Architectural and Surveying Services

RFQ Issued: March 12, 2014

RFQ Due: Friday, March 28, 2014 at 3 PM ET

I PURPOSE

To solicit qualifications for providing professional consultant services for various disciplines to the Urban Redevelopment Authority of Pittsburgh (URA) Department of Engineering and Construction for future projects. These qualifications will serve as the source for future Requests for Proposals from March 28, 2014 through December 31, 2018.

II CONSULTANT SERVICES

Future URA projects will require a wide range of professional consultant services over the next several years. Provided below is a list of the types of services that may be required:

- Phase I and Phase II Environmental Assessment Services;
- Environmental Remediation Engineering and Specification Preparation Services;
- Environmental Remediation Project Management Services;
- Geotechnical Assessment and Engineering Services;
- Structural Engineering Services;
- Civil Engineering Services;
- Electrical Engineering Services;
- Architectural Services;
- Landscape Architectural Services;
- Parking Garage Planning and Design;
- Surveying Services; and/or
- Sustainability Planning / Management Services.

III SCOPE OF SERVICES

The Consultant will describe in detail the services that can be provided by their firm for the given discipline. This listing will also include a sampling of projects completed over the last five years and how the firm's approach was able to make a positive difference in the completion of each project.

IV SUSTAINABILITY POLICY

The URA is committed to fostering, encouraging and supporting sustainable development and green building practices to the maximum extent practical and possible. It is the URA's intent that sustainable design be integrated as seamlessly as possible into the design and construction process of all of its projects. The Consultant will list their relevant experience in sustainability projects completed over the last five years and how their firm's approach was able to make a positive impact in the completion of each project.

V PERSONNEL REQUIREMENTS

The Consultant will provide a listing of all current staff and how each would be utilized in the implementation and completion of projects for the URA. The Consultant should also identify any planned changes in the number of employees and the expected areas of expertise of these employees for the next three years.

VI CONTINUOUS SERVICE

To the fullest extent possible, the Consultant must assure that personnel initially assigned to a URA project remain with the project through its completion. Should a change be made necessary, an equally qualified staff person must be made available by the Consultant. Any change in personnel must be discussed with and agreed to by the URA prior to any changes being implemented.

VII MINORITY AND WOMEN BUSINESS ENTERPRISE UTILITZATION

The Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) participation goals for these projects will be 17% of the total price for MBE participation and 8% of the total price for WBE participation. Upon receiving a Request for Proposal, a Consultant will need to include in the proposal, a plan on how, and to what extent, the MBE/WBE participation will be utilized. In order for the proposed MBE/WBE participation to be considered, a copy of a current MBE/WBE certification letter for the consultant or the subconsultants must be submitted with the proposal. A copy of the Authority's MBE/WBE policy has been attached.

VIII INSURANCE REQUIREMENTS

Prior to the beginning of work under any contract, and until such time as Consultant shall fully complete all work on that contract, the Consultant shall at his own cost and expense, maintain in effect the following insurance coverage from an insurance company or companies authorized to do business in Pennsylvania:

1. Comprehensive General Liability Policy, covering liability and property damage
 - The Consultant shall name the Urban Redevelopment Authority of Pittsburgh and where applicable, the City of Pittsburgh and/or others as additional insured in the Comprehensive General Liability Policy with the right of notice of 30 day cancellation;
2. Comprehensive Liability Insurance covering all owned and non-owned automobiles;
3. Worker’s Compensation Insurance as required by law; and
4. Architects’ and Engineers’ Professional Liability Insurance covering claims resulting from error, omission, or negligent acts with a limit of not less than one million dollars (\$1,000,000.00) per occurrence.

The Consultant shall submit a Certificate of Insurance verifying all required coverage. All premiums shall be at the expense of the Consultant.

The above coverage shall include an endorsement providing that the insurance afforded under Consultant’s policy is primary insurance with respect to the Owner and that any insurance maintained by the Owner is excess and noncontributing with the insurance required hereunder. Coverage shall be maintained without interruption from the date of commencement of the work until the date of final payment and termination of any coverage required to be maintained after final payment.

IX INSTRUCTION FOR QUALIFICATION SUBMITTAL

This Request for Qualifications (RFQ) represents, in writing, the most comprehensive and definitive statement the URA is able to make at this time as to the requirements, terms, and conditions for the qualification process for contract services. Any information or understandings, verbal or written, which are not contained either in the RFQ, or in any subsequent addenda, will not be considered in evaluating qualifications. The qualifications should be submitted in the following two parts, as defined in Section IX and X:

PART 1 – TECHNICAL QUALIFICATIONS

PART 2 – BILLING RATE QUALIFICATIONS

X TECHNICAL QUALIFICATIONS

- A. Letter of Transmittal that indicates the specific types of projects for which the firm wishes to be considered
- B. Organizational and Staffing Chart
- C. Personal Resumes – Resumes must not exceed two pages per individual and must include the number, registration and expiration date of all licenses, certifications and registrations
- D. Insurance Information
- E. A brief listing of the Consultant’s past experience with the various types of similar projects
- F. A written narrative description of the manner in which the consulting services (described in Section II) are to be delivered

XI BILLING RATE QUALIFICATIONS

- A. Hourly billing rate for each of the proposed personnel, including derivation of the rate
- B. Unit costs for expected typical non-salary items such as mileage, reproductions, film developing, etc.
- C. Detailed breakdown and determination of current PennDOT approved FAR audited indirect payroll (overhead) rate
- D. Desired profit on labor and direct costs

Billing rates should be provided for 2014 and 2015.

XII SUBMISSION INFORMATION AND DEADLINE

Submit three (3) copies of the technical qualifications and three (3) copies of the billing rate qualifications. The exterior of the envelope shall be addressed as follows:

**Request for Qualifications
Engineering, Environmental, Architectural and Survey Services
Martin R. Kaminski, Director
Urban Redevelopment Authority of Pittsburgh
Engineering and Construction Department
200 Ross Street, 11th Floor
Pittsburgh, PA 15219**

RFQs must be received by the URA's Department of Engineering and Construction, 11th floor, by no later than 3 PM ET on Friday, March 28, 2014.

XIII REJECTION OF SUBMISSIONS

The Urban Redevelopment Authority of Pittsburgh reserves the right to reject and not to review any qualifications which are delivered after the time and date specified or any submissions that do not strictly comply with the requirements of the RFQ. The URA further reserves the right to reject any and all submissions received for any other reason, or to negotiate separately with any source whatsoever, in the manner necessary to serve the URA's best interest. The URA will evaluate all submissions based upon the capabilities and experience of each Consultant. Once RFQs are distributed and proposals are received by the URA, terms and conditions between the URA and the Consultant will be negotiated.

END OF REQUEST FOR QUALIFICATIONS

3/12/14

URBAN REDEVELOPMENT AUTHORITY OF PITTSBURGH

MINORITY AND WOMEN'S PARTICIPATION POLICY

The Urban Redevelopment Authority of Pittsburgh is committed to providing equal employment opportunities to minorities and women and equal opportunities for business growth and development to minority and women entrepreneurs. To that end, the Urban Redevelopment Authority of Pittsburgh requires that all consultants, contractors and subcontractors performing work for the URA shall demonstrate a good faith effort to obtain the participation of minority and women business enterprises in the work to be performed for the URA and to employ minorities and women during performance of the work. It is the URA's objective to obtain minority and women's participation in its contracts with the goal being eighteen percent (18%) of the contract amount be expended for minority participation and seven percent (7%) of the contract amount be expended for women's participation. The URA promotes the full utilization of subcontracting activities to ensure a successful Minority and Women's Participation Plan. Minority and women's participation may be provided by a combination of the following:

- a. Subcontracts for work on the project: The amount of minority and women's participation for this element shall be the total amount of subcontracts with minority business enterprises or women's business enterprises for work on the project.
- b. Supply contracts for the project: The amount of minority and women's participation for this element varies depending on the type of supply contract held.
 - 1) If the materials or supplies are obtained from a minority or women's business enterprise (M/WBE) manufacturer, the entire cost of the material/supplies purchased from the manufacture for use on the project is considered toward the M/WBE goal.
 - 2) If the materials or supplies are purchased from a M/WBE regular dealer, sixty percent (60%) of the total cost of the materials/supplies purchased from the dealer for use on the project is considered toward the M/WBE goal.
 - 3) If the materials or supplies are purchased from M/WBE packagers, brokers, manufacturers' representatives, or other persons who arrange or expedite the transaction (all considered brokers under the definition of this Policy), ten percent (10%) of the total cost of the materials/supplies purchased from the broker for use on the project is considered toward the M/WBE goal.

Minority and Women's Employment on the project is encouraged. The consultants, contractor and all subcontractors shall make a good faith effort to employ minority and female workers on the project for the duration of the work. The minority and women's employment will not be considered toward the M/WBE goal for the project.

Minority Business Enterprises (hereinafter MBE) means a sole proprietorship, partnership or corporation-owned, operated and controlled by minority group members who have at least fifty-one percent (51%) ownership. The minority group members must have operational and managerial control, interest in capital and earnings commensurate with the percentage of ownership. Furthermore, to qualify as an MBE, the business must be certified as an MBE by the City of Pittsburgh, Allegheny County, the Commonwealth of Pennsylvania or the Pennsylvania Department of Transportation.

Women's Business Enterprise (hereinafter WBE) means a sole proprietorship, partnership or corporation-owned, operated and controlled by women who have at least fifty-one percent (51%) ownership. Women must have operational and managerial control, interest in capital and earnings commensurate with the percentage of ownership. Furthermore, to qualify as a WBE, the business must be certified as a WBE by the City of Pittsburgh, Allegheny County, the Commonwealth of Pennsylvania or the Pennsylvania Department of Transportation.

Minority and minority group members mean African Americans, Hispanics, Asians, and American Indians.

Manufacturer means a firm that operates or maintains a factory or establishment that produces on the premises, the materials, supplies, articles or equipment required under the contract and are of the general character described by the contract documents.

Regular Dealer is a firm that owns, operates, or maintains a store, warehouse, or other establishment in which the materials, supplies, articles or equipment are of the general character described by the contract documents and required under the contract are bought, kept in stock, and regularly sold or leased to the public in the usual course of business. A regular dealer must be an established, regular business that engages, as its principal business and under its own name, in the purchase and sale or lease of the products in question.

A regular dealer may sell such bulk items as petroleum products, steel, cement, gravel, stone, or asphalt without owning, operating, or maintaining a place of business as provided above if the person both owns and operates distribution equipment for the products. Any supplementing of regular dealers' own distribution equipment shall be by a long-term lease agreement and not on an ad hoc or contract-by-contract basis.

Broker means packagers, manufacturers' representatives, or other persons who arrange or expedite transactions related to the supply or purchase of materials described in the contract documents. A firm is considered a broker if it does not mean either of the definitions of manufacturer or regular dealer described above.