

REQUEST FOR QUALIFICATIONS (RFQ)

Construction Management and Inspection Services

RFQ Issued: March 12, 2014

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

I. PURPOSE

To present qualifications for providing Construction Management and Inspection Services as an agent to the project owner, the Urban Redevelopment Authority of Pittsburgh (URA) Department of Engineering and Construction, for various public improvement projects.

II. GENERAL

To assist the Authority in its evaluation of the qualifications of potential construction management and inspection firms the URA requests that the information in the following sections be presented in your response to this RFQ. Any supplemental information that you may wish to include regarding your qualifications should be attached as a separate exhibit to your response. Note that the selection criteria listed below are not necessarily listed in order of ranking importance.

III SCOPE OF SERVICES

The qualified Construction Management/Construction Inspection (CM/CI) firm will, under the direction of the URA, typically provide the following construction inspection and management services:

1. Administer as a construction manager, in a **proactive fashion** under the direction of the URA and the URA's designated project manager;
2. Upon notification of selection, for a particular project or projects, perform a Constructability Review of the plans and bid documents and advise the URA of any concerns, which may need to be addressed;
3. Perform inspection of work completed by the contractor to assure compliance with the contract documents;

4. Monitor the material testing performed by the contractor's independent testing laboratory to ensure compliance with PennDOT (where applicable) and other testing requirements;
5. Administer the preconstruction meeting; record and distribute meeting minutes;
6. Schedule, supervise, record, and distribute minutes of the bi-weekly job progress meetings;
7. Implement and manage an effective Request for Information (RFI) between the contractor, the URA and the design engineer; maintain files on all project issues along with a schedule for resolution;
8. Keep and maintain the records and documentation of the construction work, specifically via F.I.D.'s and a Master Diary, and track and record separately PWSA items eligible for reimbursement by the Authority, where applicable;
9. Establish and maintain project field office files in accordance with standard URA procedures and PennDOT Publication 2 - Project Office Manual (where applicable);
10. Determine from the project records and actual field measurements the quantities used for each contract item;
11. Prepare, review, and recommend for approval, progress and final estimates and/or change orders, for payment to the construction contractor; thoroughly review, negotiate and document change orders for URA's approval;
12. Process all municipal project documentation as necessary for review/approval by PennDOT's District 11 Construction Division representative (where applicable);
13. Draft all project correspondence for signature by the URA's Director of Engineering and Construction, and/or the URA's Project Manager; all project correspondence will be reviewed and approved by the URA's Project Manager;
14. Administer project cost control practices including projecting quantity overruns and underruns, processing force account records, and reviewing justification of any extra work items;
15. Prepare a comprehensive submittal log and track reviews and corresponding dispositions on deliverables;

16. Take pre-construction jobsite photos and construction progress photos; maintain a photo log and distribute all photos to the Project Manager for the URA's review;
17. Perform comprehensive reviews of the contractor's baseline CPM Network Schedule and subsequent monthly schedule updates; verify progress as it relates to the critical path and notify the contractor immediately of any scheduling lags; work with contractor to recover any lost time in the schedule as necessary;
18. Assist the URA in obtaining compliance with the labor standards, safety and accident prevention, prevailing wage regulations, MBE/WBE goals and equal opportunity provisions of the contract;
19. Coordinate activities with any URA personnel that may be assigned to the project;
20. Initiate, with URA approval, field changes to construction as required and provide a cost estimate and/or price analysis and an evaluation of schedule impacts and time of completion adjustments resulting from such changes;
21. Participate with the URA in the pre-final and final inspections, including the preparation and distribution of the punch list, as required;
22. Review contractor's punchlist work until the entire list is completed; determine and recommend punchlist completion to URA for final review and approval;
23. Prepare a set of redlined as-built drawings on prints, and provide necessary surveying effort to accurately locate changed conditions; also obtain and prepare a set of reproducible shop drawings complete with the Engineer of Record's stamped approval (This work may be completed by the design consultant on the project and will be assigned on a case-by-case basis);
24. Prepare and process all close-out documentation, including, but not limited to, final quantities, final executive action/final change order, and PennDOT close-out documents (where applicable);
25. Autonomously bring design conflicts, errors, or omissions to the URA's attention as soon as possible; work with all parties to resolve the issues in an expeditious manner; and
26. Prior to award of the construction contract and during work by the contractor, oversee and verify work by public utility companies and local authorities that is not part of the construction contract; monitor progress and make regular reports to the URA Project Manager.

IV. **PERSONNEL REQUIREMENTS**

Qualified candidates will employ staff with extensive experience working with PennDOT, PWSA and the City of Pittsburgh that have an excellent understanding of their procedures and standards. A thorough understanding of PennDOT's ECMS and the ability to access and process project documentation through ECMS will be required on projects with PennDOT involvement.

In general, the selected firm may be requested to provide services with the following staff:

1. **Project Manager** (PM) – This individual shall be in responsible charge of the overall CM contract under the direct supervision of the URA's Project Manager. This position shall handle general project administration and will provide input as needed to fulfill the CM's contract obligations. This position shall be filled by a professional engineer licensed in the Commonwealth of Pennsylvania with a minimum of 10 years of appropriate experience.
2. **Resident Construction Manager** (RCM) – This position shall be a full-time, on-site project manager to act as the URA's Inspector-In-Charge for this project. This position shall generate project correspondence, conduct progress meetings and be the point of contact/liason to the public at the project level. The RCM shall prepare, review and recommend pay estimates and change orders. As field issues arise the RCM will provide technical support to field inspection personnel. The RCM shall meet the current equivalent requirements of PennDOT's classification for a Transportation Construction Manager 2 (where applicable).
3. **Field Office Administrator** (FOA) - This shall be a full-time, on-site position under the direct supervision of the RCM. The FOA is responsible for maintaining project files and all relevant documentation. The FOA shall assist the RCM with project administration, generate project reports and ensure field inspectors generate and maintain required project records. The individual submitted for FOA may be either a TCI-1 or TCI-2.
4. **Field Inspectors** -
 - The individuals submitted for TCI may be TCI-1, TCI-2, or TCI-3

All field personnel must meet or exceed the current equivalent requirements of PennDOT's classification system for Managers and Inspectors (where applicable). The URA reserves the right to accept and reject any proposed personnel, even if the individual appears in the proposal.

Submit resumes for the above mentioned personnel in accordance with Section IX of this RFQ. Any additional services or personnel the CM/CI firm may consider necessary for these projects shall be submitted along with the resumes for field personnel.

Once a CM/CI's qualifications are reviewed and it is determined that the qualifications match the Authority's needs on an individual or multiple project(s) a proposal(s) may be requested from the consultant.

V. CONTINUOUS SERVICE

For each project the CM/CI firm must assure that the construction project personnel assigned remain on the project throughout the life of the individual project phase, which may include project closeout. It is essential that continuity be maintained with personnel. The CM/CI firm will provide another construction inspector, of equal or better qualifications, in the event that any of their assigned individuals is absent from the project longer than one (1) day.

VI. MINORITY AND WOMEN BUSINESS ENTERPRISE UTILIZATION

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, the CM/CI firm 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. Certification of MBE's and WBE's by agencies participating in the Pennsylvania Unified Certification Program are mandatory on or before proposal due date. A copy of the Authority's MBE/WBE policy has been attached.

VII. INSURANCE REQUIREMENTS

Prior to the beginning of work under any contract, and until such time as the CM/CI firm shall fully complete all work on that contract, the CM/CI firm shall at its 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
 - Where applicable, the Consultant shall name the Urban Redevelopment Authority of Pittsburgh, the City of Pittsburgh, the Pittsburgh Water and Sewer Authority, Pennsylvania Department of Transportation, and Federal

Highway Administration, 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 (\$1,00,000.00) per occurrence.

The CM/CI firm shall submit a Certificate of Insurance verifying all required coverage. All premiums shall be at the expense of the CM/CI firm.

The above coverage shall include an endorsement providing that the insurance afforded under the CM/CI firm's policy is primary insurance in respect to the Owner and that any insurance maintained by 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 date of final payment and termination of any coverage required to be maintained after final payment.

VIII. INSTRUCTIONS 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

IX. TECHNICAL QUALIFICATIONS

- A. Letter of Transmittal that indicates the specific types of projects for which the firm wishes to be considered
- B. Organization and Staffing Chart

- C. Personnel Resumes - Resumes must not exceed two pages per individual and must include the number, registration and expiration date of all licenses, certificates and registrations
- D. Insurance Information
- E. A brief listing of the CM/CI firms past experience with various types of similar projects.
- F. A written narrative description of the manner in which the services requested are to be performed

X. BILLING RATE QUALIFICATIONS

- 1. Hourly billing rate for each of the proposed personnel, including derivation of the rate; rates must not exceed the current caps according to PennDOT's Classification System for Field Managers and Inspectors;
- 2. Unit costs for expected typical non-salary items such as mileage, reproductions, film developing, etc;
- 3. Detailed breakdown and determination of current PennDOT approved FAR audited indirect payroll (overhead) rate; and
- 4. Desired profit on labor and direct costs.

Billing rates should be provided for the 2014 and 2015 construction seasons.

XI. 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
Construction Management and Inspection Services
Martin R. Kaminski, Director
Urban Redevelopment Authority of Pittsburgh
Department of Engineering and Construction
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.

XII. REJECTION OF SUBMISSIONS

The Urban Redevelopment Authority 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 RFPs are distributed and proposals are received by the URA, terms and conditions between the URA and the Consultant will have to be negotiated.

END OF REQUEST FOR QUALIFICATIONS

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.