

CITY OF PITTSBURGH

Office of Management & Budget

on behalf of the

Department of City Planning



Request for Proposal

for

South Side Park Master Plan

RFP No. 2017-0039

Release Date: July 25, 2017

Submittal Deadline: August 25, 2017

No later than 4:00pm EST

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1 Introduction

July 25, 2017

To All Prospective Bidders:

The City of Pittsburgh Office of Management and Budget on behalf of the Department of City Planning (DCP) is accepting proposals for a one-time contract to perform certain professional services (consulting) work for the City involving the development of a Master Plan for South Side Park.

Any questions in regard to this RFP should be submitted in writing **no later than 4pm EST August 11, 2017** and directed to:

Thoryn Simpson
Manager, Strategic Initiatives
Office of Management and Budget
City-County Building, Room 502
Pittsburgh, PA 15219
Email: thoryn.simpson@pittsburghpa.gov

All proposals will be due by **August 25, 2017 no later than 4pm EST** as described in the Timeline section of this RFP. The Committee will announce the Awardee in September.

Sincerely,



Jennifer L. Olzinger
Assistant Director/Procurement Manager
Office of Management and Budget

2 Background

The City of Pittsburgh, Department of City Planning (DCP) is accepting proposals for a one-time contract to perform certain professional services (consulting) work for the City involving the development of a Master Plan for South Side Park. The project budget is \$80,000 (\$40,000 from DCNR C2P2 2016 Grant award). Attached is information relating to submitting a proposal including specific requirements, the organization of the proposal, proposal evaluation criteria, and the proposed contractual agreement.

South Side Park is unique in its location and topography - a hidden 57.5-acre community park, with both traditional recreational amenities as well as natural areas that dominate its landscape. Located within the South Side Slopes neighborhood and bordered by South Side Flats and Arlington neighborhoods, the park has chronically been underutilized and suffers from disinvestment. Arlington Park (4.2 acres), bordering the southern edge of South Side Park, should retain its neighborhood park function, but be incorporated and connected to South Side Park through the master plan. The South Side Park Master Plan is a recommendation of the Open Space Plan (the City's Open Space, Parks, and Recreation Plan), adopted in July 2013.

Given its recommended designation as a "signature community park", South Side Park's scale makes it a site with a strong potential to serve a larger population and provide "green premium" benefits to areas not benefitting from proximity to the City's five regional parks. Signature sites are prioritized community parks with the greatest potential to fill gaps in the green premium, provide better and more diverse recreation experiences, and focus investment. Signature sites should receive a higher level of capital and maintenance funding than other community parks, have site-specific programming, and incorporate design features to highlight their specific identities. Regional scale recreation facilities can be targeted for signature community parks, as well as community scale recreation facilities. For instance, the existing trails in South Side Park, used for walking and biking, can potentially be linked to the South Side Riverfront Park and trail, thus connecting the park and its users to a larger system. Furthermore, investment in South Side Park should explore the divestment of adjacent facilities to reduce City operation and maintenance costs in this sector. Both Cobden and Winters Park, identified in the Open Space Plan, could be divested as they duplicate facilities within the South Side Slopes neighborhood (South Side Park, Eleanor Street Park, Monongahela Park and Arlington Park shall remain to serve this sector).

Open Space Plan (OpenSpace PGH) Recommendations:

- Designate this site as a signature community park
- To redevelop as a signature community park through a Master Plan that would incorporate Arlington Park into the planning
- Network of multi-use trails with varying levels of difficulty
- Adventure recreation (such as zip lines, adventure courses, BMX, bicycling – pump track)
- Connections to the Carson Street Business District
- On-site parking (potentially off of S. 21st Street)
- Consolidate recreation centers, to provide higher quality facilities

- Crime prevention through environmental design
- Arlington Park
 - Include this site along with the Arlington Gym in the master planning effort for South Side Park.
 - Retain a neighborhood park function in the vicinity, but consider the relationship of all three sites.
 - Include trail connections and access from Arlington Parking into South Side Park.
 - Remove the closed pool (NOTE: design development of a spray park for this area has commenced, shall be incorporated into master plan)

Other Priorities/Issues:

- Environmental restoration - managing invasive species and restoration throughout the park
- Neighborhood Support - build off of the South Side Slopes neighborhood support by engaging the other surrounding neighborhoods (South Side Flats and Arlington) through innovative community outreach techniques
- Programming - develop robust programming for the park that will serve the immediate neighborhoods as well as the entire City park system, explore revenue generation programming
- Recreation – explore innovative and unique facilities to create destinations as well as account for surrounding assets/facilities in the Southern Pittsburgh region
- Stormwater management - both water quality and quantity can be addressed as there is apparent runoff as well as erosion created from existing drainage patterns
- Illegal activities - hunting, motorized vehicles, homeless, bonfires, alcohol consumption, dumping

History:**Pre- Park Dedication**

- Primarily residential, owned by the Ormsby family
- In 1872, the site had a stream along Quarry Road, Keeling & Company coaling mining company, and the Baddeley Brothers coke ovens at the base of the Keeling & Company incline.
- In 1876, the stream was interrupted and the coke ovens disappeared.
- In 1886, the stream was completely gone, and a new neighborhood was established along the eastern edge. The St. Clair Incline Railroad, a resident focused incline, was operational between 1886 and 1935 (lower station on Josephine Street near South 22nd Street and an upper station on Salisbury Street between Fernleaf and Sterling Street) on the site.
- In 1916, a zone of development was established between 18th Street and Quarry Street - Sankey Brothers Brick Yard was established to the east of Quarry Street, a Pumping Station on Mission Street, a new industrial incline ran up the eastern edge, and Mission Street Bridge was constructed.

South Side Park

- In 1934, the City of Pittsburgh received a gift of 5.5 acres of land along Saint Patrick Street and Quarry Street from the Frederick C. Renziehausen estate, which was dedicated as park (Sophia Everet Playground #1).
- In 1948, the Pittsburgh City Planning Commission approved a plan to construct a 65-acre park that was comprised of the Sophia Everet Playground and Arlington Playground with properties in between the two locations and to the north, crossing Mission Street and ending near Josephine Street (9.5 acres of land were purchased within this process).
- In the mid-1960's, pathways were built from the Arlington ball field area to the interior of the park.
- In 2003, the Design Center and the South Side Slopes Neighborhood Association (SSSNA) worked with Klavon Design Associates to develop "Master Site Plan: South Side Park."
- In 2008, SSSNA develops a stormwater management plan titled, "Where the Water Meets the Concrete: South Side Park Stream Daylighting Project."
- Also in 2008, Skelly & Loy Inc. developed the "South Side Park Greenspace Management Plan" and Klavon Design Associates developed the "18th St. Corridor Study: Streetscape Strategies."
- In 2010, the Neville Ice Arena within the park collapsed under the weight of snow, and was demolished later that year.
- In May 2012, the Bandi Schaum Community Garden opened on the site of an underutilized ballfield with assistance from Grow Pittsburgh.
- In the summer of 2012, the Brashear Association and SSSNA funded the Student Conservation Association to perform invasive species removal and trail improvements.
- In 2013, a grant from the Pittsburgh Partnership for Neighborhood Development enabled the SSSNA to partner with the Student Conservation Association, Mount Washington CDC, and the Pittsburgh Parks Conservancy to continue park improvements.
- In 2013, SSSNA hosted a series of fundraisers to fund signage for the trail system.
- In April 2014, a charrette to design an improved stormwater management system for South Side Park and the 21st Street Corridor was conducted.
- Since 2014, Landforce has been working to address the deteriorating and fragmented trails and to improve connectivity among the north, south and western areas of the park by rehabilitating trails, building new trails, closing old and eroded trails, and removing dump site debris.
- Since 2014, Student Conservation Association has focused on trail work and invasive species management.
- In 2015 and 2016, Pittsburgh Parks Conservancy's (PPC) facilitated several volunteer events.
- In 2016, trailhead improvements at Bandi Schaum Trailhead were installed through the GTECH Ambassador Program.
- In fall 2016, the City of Pittsburgh installed the first of the new City of Pittsburgh's Open Space Signage in South Side Park as well as officially named the trails within the park
- In the summer 2017, Allegheny County Conservation District funding the Allegheny Goatscape goats in a multi-tiered restoration project of "Jurassic Valley."

Stormwater:

In 2016, the South Side Park - Stormwater Concept Design, a sewershed analysis of the M-16 watershed within which the park is situated, was commissioned by Pittsburgh Water and Sewer Authority (PWSA). This work was a conceptual plan for redirecting stormwater from the park into a series of green infrastructure installations with the eventual directed discharge at the Monongahela River. (see attached PWSA plan) The first phase of this system is S. 21st Street (Carson to Josephine) that is currently in design development and should be incorporated into the master plan, as the a main entry point to South Side Park from the South Side Flats neighborhood.

Friends of South Side Park:

Established in December 2015 with the support of the Birmingham Foundation, Friends of South Side Park (FOSSP) is a volunteer-based advocacy group representing the diverse set of user groups in South Side Park, including South Side Slopes Neighborhood Association, Pittsburgh Parks Conservancy, Hilltop Alliance, 4th River Music Collective, Bandi Schaum Community Garden, GTECH Bandi Schaum Trailhead Project, South Side Athletic Association, Student Conservation Association, Landforce, South Side Bears, Pittsburgh Sports League, Monster Sports, CitiParks, Arlington Recreation Center, Brashear Association, and residents of South Side Slopes, South Side Flats, and Arlington neighborhoods. The intention of the Friends of South Side Park formation is to build a working group that represents community needs through the diverse set of user groups of South Side Park and the adjacent neighborhoods, and for advocacy and planning around South Side Park.

3 Tentative Schedule of Events

The following represents the tentative schedule for this project. Any change in the scheduled dates for the Pre-Proposal Conference (if applicable), Deadline for Submission of Written Questions, or Proposal Submission Deadline will be advertised in the form of an addendum to this RFP. The schedule for the evaluation process and other future dates may be adjusted without notice.

RFP released:	July 25, 2017
Cut-off for questions:	August 11, 2017 4pm EST
Proposal submission deadline:	August 25, 2017 4pm EST
Proposal Review & Supplier Scoring	Week of August 28, 2017
Contract award:	Week of September 4, 2017
EORC submission	September 11, 2017
Council Approval	September 12, 2017
Project start date:	Date of Contract Execution

4 Scope of Services

4.1 Scope Detail

The total project cost proposal is not to exceed \$80,000 for all tasks listed below.

Task 1 – Review Existing Plans + Project Management

1. Review Existing Plans

After reviewing the former plans and the background information, identifying any critical gaps in information needed, and recommending ways to fill those gaps in information through scope refinement.

The Advisory Committee for the South Side Park – Master Plan has compiled a list of plans that it finds to be relevant to this project. These include, but shall not be limited to:

- Open Space Plan, (2013) the City's plan for its open spaces, including greenways
- Natural Areas Study, (2010) a study for the regional parks
- Master Site Plan: South Side Park, (2003)
- South Side Park Greenspace Management Plan, (2008)
- 18th Street Corridor Study: Streetscape Strategies, (2008)
- PWSA City-Wide Green First Plan (2016)
- Report on Public Use of South Side Park (2016)
- S. 21st Street Streetscape, (2017)

These plans can also be accessed from the website that the City has created for the South Side Park – Master Plan process: <http://pittsburghpa.gov/dcp/southsidepark>

2. Project Management

- Communication (internal, external, within consultant team)
- Workplan
- Schedule

Task 2 – Community Outreach Plan

The Consultant will be responsible for developing and executing an innovative public input process to bring residents together, foster community, and develop ownership that will help the park be well-maintained and stewarded. (Use Report on Public Use of South Side Park (2016) as framework)

At a minimum, the consultant should include the following for community engagement:

- Interviews + site tour with stakeholders (Friends of South Side Park, Department of Public Works, City Planning, CitiParks, Pittsburgh Water and Sewer Authority (PWSA))
- 3 community events (to be led by the consultant)
- Materials for community events/focus groups developed by the consultants, but meetings to be led by the City and the advisory committee.
- A meeting per task with the Advisory Committee along with a kick-off and final reporting meeting (virtual meetings possible depending on technology)

Task 3 – Inventory/Analysis

1. Inventory/Analysis

The consultants shall do a thorough inventory/analysis of non-physical attributes that should include, but not limited to:

- Partners (Agencies, non-profits, etc)
- Funding
- Roles/Responsibilities (City, Agencies, Registered Community Groups, Non-profits, stewards, etc)
- Events/recreation
- Illegal activities (dumping, homeless, motorized vehicles, hunting, alcohol consumption (without permit))

The consultants shall do a thorough analysis of physical attributes that should include, but not limited to:

- Forest Health/composition
- Wildlife habitat assessment
- Stream/spring assessment
- Wetland assessment
- Soils and Geology assessment (acid mine drainage)
- Natural and Cultural Resource features
- Visual Constructs, Views & Vistas
- Topography & Drainage
- Vegetation
- Circulation
- Water elements & features
- Landscape structures & buildings
- Furnishing, lighting & benches
- Land cover
- Underground utilities

- Greenspace access (3-4 mile & 1 mile)
- Connections to other open spaces (“safe routes to open space”)
- Connectivity to other important location (neighborhoods, parks, bus stops, schools, etc)
- Divestment/naturalization of Winters Park and Cobden Street park

NOTE: Based on available data, and site visits.

2. Needs Assessment

The consultants shall develop a need assessment based on inventory and analysis that will feed into Task 4 – Master Plan Alternatives. Also pull in “Needs Assessment and Suitability Analysis Targets” – Table 7-5 on page 7.36 of the OpenSpace PGH.

Task 4 – Master Plan Alternatives

1. Master Plan Concepts

The Consultant will prepare 2-3 concepts that should address, but not limited to:

- Recreation
- Programming
- Accessibility/Mobility
- Arts/History/Culture
- Environmental (stormwater, vegetation, etc)

Task 5 – Master Plan Refinement

Draft Master Plan Report

The Consultant will work with the Project Manager on the preparation of a draft Master Plan Report for review by the Advisory Committee. After the Advisory Committee’s review, the Consultant will revise for a final draft to be reviewed by the Advisory Committee.

The report will include the following, but not limited to:

- Executive Summary
- History
- Goals
- Inventory/Analysis/Engagement
- Master Plan Alternatives
- Final Plan
- Implementation*
 - Roles/responsibilities

- Phasing
- Costs
- Funding
- Maintenance

NOTE:

*Shall include a matrix (see OpenSpace PGH Implementation Table for an example)

Task 6 – Final Master Plan Report

Final Report

The final report shall be printed and five (5) copies provided to the City.

The Consultant will be responsible for designing and formatting the document, as well as providing the plan so that it can be reproduced in both paper as well as high-resolution digital copies of the plan (consultation with the City's print shop necessary for print copies). All images, charts, maps, shapefiles, databases, Photoshop, packaged InDesign/Illustrator files (CS6 format), etc. developed through the process will be required as a deliverable in an electronic format acceptable to the City.

5 General Terms & Conditions

5.1 Examination of Proposal Documents

The submission of a proposal shall be deemed a representation and certification by the Respondent that they:

- 5.1.1 Have carefully read and fully understand the information that was provided by the City to serve as the basis for submission of the proposal
- 5.1.2 Have the capability to successfully undertake and complete the responsibilities and obligations of the proposal being submitted.
- 5.1.3 Represent that all information contained in the proposal is true and correct.
- 5.1.4 Did not, in any way, collude; conspire to agree, directly or indirectly, with any person, firm, corporation or other proposer in regard to the amount, terms or conditions of this proposal.
- 5.1.5 Acknowledge that the City has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by a proposer, and proposer hereby grants the City permission to make these inquiries, and to provide any and all related documentation in a timely manner.

No request for modification of the proposal shall be considered after its submission on the grounds that the proposer was not fully informed to any fact or condition.

5.2 RFP Term

Respondent's proposal shall remain firm and effective, subject to the City's review and approval, for a period of one hundred twenty (120) days from the closing date for the receipt of proposals.

The City may enter into negotiations with one or more Respondents during the one hundred twenty (120) day period during which all proposals will stay effective. The purpose of such negotiations will be to address questions and identify issues as the parties move towards the execution of a final contract or contracts.

5.3 RFP Communications

Unauthorized contact regarding this RFP with employees or officials of the City of Pittsburgh other than the RFP Coordinator named in Section 1 of this document may result in disqualification from this procurement process.

Neither Respondent(s) nor any person acting on Respondent(s)'s behalf shall attempt to influence the outcome of the award by the offer, presentation or promise of gratuities, favors, or anything of value to any appointed or elected official or employee of the City of Pittsburgh, their

families or staff members. All inquiries regarding the solicitation are to be directed to the designated RFP Coordinator identified in Section 1 of this document.

5.3.1 Interested parties must direct all communications regarding this RFP as outlined in this document.

5.3.2 The City shall not be responsible for nor bound by any oral instructions, interpretations or explanations issued by the City or its representatives.

5.3.3 Each proposer shall assume the risk of the method of dispatching any communication or proposal.

5.3.4 The RFP Coordinator must receive all written comments, including questions and requests for clarification, no later than the Deadline for Submission Questions listed in the tentative project schedule.

5.3.5 The City reserves the right to determine, at its sole discretion, the appropriate and adequate responses to written comments, questions, and requests for clarification. The City's official responses and other official communications pursuant to this RFP shall constitute an addendum of this RFP.

5.3.6 The City will publish all official responses and communications pursuant to this RFP to the City of Pittsburgh procurement website. It is the responsibility of each proposer to check the site and incorporate all addenda into their response.

All addenda for this RFP will be distributed via the City of Pittsburgh procurement website at procurement.pittsburghpa.gov/beacon/opportunities

5.3.7 Only the City's official, written responses and communications shall be considered binding with regard to this RFP.

5.4 Addenda/Clarifications

Should discrepancies or omissions be found in this RFP or should there be a need to clarify this RFP, questions or comments regarding this RFP must be put in writing and received by the City as outlined in Section 8.2 of this document

5.5 Withdrawal of Proposals

A proposer may withdraw its proposal at any time before the expiration of the time for submission of proposals as provided in this RFP by delivering a written request for withdrawal signed by, or on behalf of, the proposer.

5.6 Public Record

Respondent, by submittal of a proposal, acknowledges that all proposals may be considered public information in accordance with the Commonwealth of Pennsylvania Right to Know laws. Subject to award of this RFP, all or part of any submittal may be released to any person or firm who may request it. Therefore, proposers shall specify in their Cover Letter if any portion of their submittal should be treated as proprietary and not releasable as public information. Proposers should be aware that all such requests may be subject to legal review and challenge. Any information considered proprietary should be indicated as such or not included in the response.

5.7 Non-Conforming Proposal

A proposal shall be prepared and submitted in accordance with the provisions of these RFP instructions and specifications. Any alteration, omission, addition, variance, or limitation of, from or to a proposal may be sufficient grounds for non-acceptance of the proposal, at the sole discretion of the City.

5.8 Disqualification

Factors such as, but not limited to, any of the following may be considered just cause to disqualify a proposal without further consideration:

- 5.8.1** Evidence of collusion, directly or indirectly, among proposers in regard to the amount, terms or conditions of this proposal;
- 5.8.2** Any attempt to improperly influence any member of the evaluation team;
- 5.8.3** Existence of any lawsuit, unresolved contractual claim, or dispute between the proposer and the City;
- 5.8.4** Evidence of incorrect information submitted as part of the proposal;
- 5.8.5** Evidence of proposer's inability to successfully complete the responsibilities and obligation of the proposal; and
- 5.8.6** Proposer's default under any previous agreement with the City, which results in termination of the agreement.

5.9 Restrictions on Gifts and Activities

The City of Pittsburgh Ethics Code and Chapter 198 of the City Code (Code of Conduct) was established to promote public confidence in the proper operation of our local government. These resources outline the requirements for disclosure of interests and restricted activities as related to public procurement processes. Proposers are responsible to determine the applicability of these requirements to their activities and to comply with its requirements.

5.10 Rights of the City of Pittsburgh

This RFP does not commit the City to enter into a contract, nor does it obligate the City to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract. The City reserves the right to:

- A.** Reject any and all proposals;
- B.** Issue subsequent Requests for Proposals;
- C.** Cancel this RFP with or without issuing another RFP;
- D.** Remedy technical errors in the Request for Proposals process;
- E.** Approve or disapprove the use of particular sub-consultants;
- F.** Make an award without further discussion of the submittal with the proposer (therefore, the proposal should be submitted initially on the most favorable terms that the firm or individual might propose);
- G.** Meet with select proposers at any time to gather additional information;
- H.** Make adjustments to the scope of services at any time if deemed by the Office of Management and Budget to be in the best interest of the City; **I.** Accept other than the lowest offer.
- J.** Waive any informality, defect, non-responsiveness, or deviation from this RFP that is not material to the Respondent's proposal;
- K.** Reject the proposal of any Respondent who, in the City's sole judgment, has been delinquent or unfaithful in the performance of any contract with the City;
- L.** Reject the proposal of any Respondent who, in the City's sole judgment, is financially or technically incapable of performing in accordance with this RFP;
- M.** Negotiate with any, all, or none of the Offerors and to enter into an agreement with another Offeror in the event that the originally selected finalist defaults or fails to execute an agreement with the City.
- N.** Award a contract to the firm(s) that presents the best qualifications and whose proposal best accomplishes the desired results; and/or
- O.** Enter into an agreement with another proposer in the event the originally selected proposer defaults or fails to execute an agreement with the City.
- P.** Require a performance bond and/or other "failure to deliver" agreement by the awardee at time of contracting.

6 Miscellaneous Requirements

6.1 Acknowledgements

A. Conflict of Interest

By submission of a proposal to this RFP, Respondent agrees that it presently has no interest and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of the services required under this RFP.

B. Code of Ethics

By submission of a proposal to this RFP, Respondent agrees to abide by the Code of Ethics of The City of Pittsburgh. The full Ethics Handbook can be found here:
http://pittsburghpa.gov/personnel/files/policies/10_Ethics_Handbook.pdf

C. Fair Trade Certification

By responding to this RFP, the Respondent certifies that no attempt has been made, or will be made, by the Respondent to induce any other person or firm to submit or not to submit a submission for the purpose of restricting competition.

D. Non-Disclosure

By responding to this RFP, the Respondent acknowledges they may be required to sign a Non-Disclosure Agreement during the contracting process if they are the successful bidder.

E. Debarment

This RFP is also subject to Section 161.22 of the City of Pittsburgh Code related to debarment from bidding on and participating in City contracts.

F. Financial Interest

No proposal shall be accepted from, or contract awarded to, any individual or firm in which any City employee, director, or official has a direct or indirect financial interest in violation of applicable City and State ethics rules. Entities that are legally related to each other or to a common entity which seek to submit separate and competing proposals must disclose the nature of their relatedness.

G. Full Fee Disclosure

Pursuant to Section 161.36 of the Pittsburgh City Code, a Respondent must include a disclosure of any finder's fees, fee splitting, firm affiliation or relationship with any brokerdealer, payments to consultants, lobbyists, or commissioned representatives or other contractual arrangements of the firm that could present a real or perceived conflict of interest.

7 Equal Opportunity

7.1 MWE/DBE

The City of Pittsburgh is committed to the ideal of providing all citizens an equal opportunity to participate in City and its Authorities' contracting opportunities. It is therefore the City's goal to encourage increased participation of women and minority groups in all City contracts.

The City requires that all bidders demonstrate good faith efforts to obtain the participation of Minority-Owned Business Enterprises (MBE's) and Women-Owned Business Enterprises (WBE's) in work to be performed under City contracts. The levels of MBE and WBE participation will be monitored by the City of Pittsburgh's Equal Opportunity Review Commission (EORC).

In order to ensure that there are opportunities for historically disadvantaged minority groups and women to participate on Covered Contracts, and consistent with the City's current equal employment opportunity practice and goals, the EORC will review contracts to include an evaluation of a developer/contractor's employment of minority groups and women, and encourages goals of eighteen (18) percent and seven (7) percent participation respectively.

7.2 Veteran-Owned Small Business

It is also the City's goal to encourage participation by veteran-owned small businesses in all contracts. The City of Pittsburgh shall have an annual goal of not less than five (5) percent participation by veteran-owned small businesses in all contracts. The participation goal shall apply to the overall dollar amount expended with respect to the contracts.

The City requires that all bidders demonstrate good faith efforts to obtain the participation of veteran-owned small business in work to be performed under City contracts. The levels of veteran-owned participation will be monitored by the City of Pittsburgh's EORC.

7.3 Good Faith Commitment

In order to demonstrate good faith commitment to these goals, all bidders are required to complete the attached MDE/WBE/Veteran-Owned Solicitation and Commitment Form (which details the efforts made by the bidder to obtain such participation). Failure to submit this form may result in rejection of the bid.

For further information, including definitions and additional requirements, please see Chapter 177A (Sections 177A.01 *et. seq.*) of the City Code and Section 161.40 of the City Code.

8 Format & Submittal Requirements

8.1 Format Requirements

Each response to this RFP shall include the information described in this section. Provide the information in the specified order. Failure to include all of the elements specified may be cause for rejection. Additional information may be provided, but should be succinct and relevant to the goals of this RFP. Excessive information will not be considered favorably.

The proposal should be bound or contained in a loose leaf binder. Document pages shall be 8 1/2 inches by 11 inches in size or folded to such a size. Use section dividers, tabbed in accordance with this Section as specified below.

8.1.1 Cover Letter

A cover letter should be submitted with the following information:

- Title of this RFP
- Name and Mailing Address of Firm (including physical location if mailing address is a PO Box)
- Contact Person, Telephone Number, Fax Number, and Email Address
- A statement that the submitting firm will perform the services and adhere to the requirements described in this RFP, including any addenda (*reference the addenda by date and/or number*)
- Acknowledgement that all proposals may be considered public information in accordance with the Commonwealth of Pennsylvania Right to Know Laws as described in Section 5 of this document.
- The Cover Letter must be signed by an officer empowered by the firm to sign such material and thereby commit the firm to the obligations contained in the RFP response. Further, the signing and submission of a response shall indicate the intention of the proposer to adhere to the provisions described in this RFP and a commitment to enter a binding contract.
- If you, as an individual, or if any principal or employee of your firm, has a relationship or knowledge of, or contact with any official or employee of the City; that relationship, knowledge, or contact should be stated and described in your Letter of Transmittal.

8.1.2 TAB A: Firm's Qualifications, Experience & References

Describe the firm and provide a statement of the firm's qualifications for providing the scope of services. Identify the services which would be completed by your firm's staff and those that would be provided by sub-consultants, if any. Identify any sub-consultants you proposed to utilize to supplement your firm's staff.

Provide a summary of the firm's experience in providing these or similar services. Provide a minimum of three references for related projects, including dates, design cost, contact person, phone number, email, and a brief description of the project or scope of work.

8.1.3 TAB B: Qualifications of Team

Provide a brief summary of the qualifications and experience of each team member assigned to this project, including length of service with the firm and resume/bio, and the qualifications /experience of any sub-consultant staff on your project team. Bidders to provide an organizational chart if subconsultants are applicable. If subconsultants are used, please clearly define role.

8.1.4 TAB C: Project Approach and Plan

Provide a detailed discussion of your firm's approach to the successful completion of the scope of services outlined in this RFP (refer to the six (6) tasks listed in the Scope of Services section). Include thorough discussions of methodologies you believe are essential to accomplishing this project or completing the scope of services. Include a proposed work schedule to accomplish all of the required tasks within the desired timeline. Identify the staff roles who would be assigned to each major task, including sub-consultants.

8.1.5 TAB D: Cost Proposal

Total Project costs are not to exceed \$80,000. Provide a total cost proposal for all services to be delivered, and a breakdown of costs delineated by major phase/task and/or deliverable as described in your project plan. Include a schedule of hourly rates for all proposed staff and the amount of time each person will be devoted to this project. Define any reimbursable expenses (e.g., travel) requested to be paid by the City. Note: if travel expenses are included, the rate assumptions generally should not exceed the United State General Services Administration (GSA) rates for Pittsburgh.

8.1.6 TAB E: Required Statements

Include statements of assurance regarding the following requirements detailed in Section 7 of this document:

- Applicable completed MWE/DBE & Veteran-Owned Small Business Solicitation & Commitment Form (Appendix B)

8.1.7 TAB F: Exceptions

Describe any and all proposed exceptions, alterations, or amendments to the Scope of Services or other requirements of this RFP, including the City of Pittsburgh Sample Professional Services Agreement. This section shall be clearly marked "Proposed Exceptions" in your submittal. The nature and scope of your proposed exceptions may affect the evaluation of your submittal and the City's determination of whether it is possible to successfully negotiate a contract with your firm.

8.2 Submittal Requirements

- A. Your submittal package, to be returned by the date and time outlined in Section 3 of this document, shall include the following:
- One (1) original and eight (8) printed copies of your proposal; and
 - One (1) electronic copy of your proposal in either MS Word or PDF format to be delivered via email.
- B. Submittals shall be sent by U.S. Mail, commercial delivery service or Hand Delivery. Submissions may not be sent by fax.
- C. Responses should be delivered ONLY to the OMB RFP Coordinator:
- Thoryn Simpson
Manager, Strategic Initiatives
Office of Management and Budget
City-County Building, Room 502 Pittsburgh,
PA 15219
thoryn.simpson@pittsburghpa.gov
- D. The City of Pittsburgh shall not be responsible for proposals delivered to a person or location other than that specified herein.
- E. Late proposals shall not be accepted or considered.
- F. All submittals, whether selected or rejected, shall become the property of the City of Pittsburgh and will not be returned.
- G. All costs associated with proposal preparation shall be borne by the Respondent.

9 Evaluation & Selection

9.1 Selection Procedure

- A. Your Proposal will be evaluated by a Proposal Committee comprised of the Director or other supervisor of the Using Department, one or more members of the Director's staff, at least one member of the Office of Management & Budget and any other department representatives as deemed necessary.
- B. Submittals will be reviewed for responsiveness, and responsive submittals will further be screened by a selection committee in accordance with the criteria listed below. The firm(s) submitting the highest rated proposal may be invited for interviews.

9.2 Criteria

All proposals will be evaluated using the following criteria:

- Firm's Qualifications, Experience and References
- Qualifications of Team
- Project Approach and Plan
- Cost Proposal
- MWDBE/VOSB Good Faith Effort

10 Award & Contract

10.1 Award

After the City has received all Proposals and conducted its initial Evaluation, described above, the Proposal Committee may invite one or more Respondents to a follow-up interview to further discuss their Proposal(s).

The Proposal Committee may decide to accept the Proposal of one or more Respondents. It may decide to reject all proposals. Once a Proposal is accepted, the contract negotiation process will commence. This RFP and your response to it, in the form of your entire Proposal, will become part of the Contract. If a real or apparent conflict should arise between this RFP/Proposal and other language contained in the final Contract, the language of the final Contract shall control.

10.2 Contracting Process

Successful Respondents will be required to enter into a Contract with the City of Pittsburgh, contingent upon the approval of City Council. This Contract will be directed and managed by the issuing department and the Office of Management & Budget. A copy of the City's Standard Professional Services Contract is attached for your review.

Work cannot commence on the Scope of the RFP until it a contract is fully executed. The City cannot process invoices nor approve payments until this Contract has been fully executed by the Respondent and all required City signatories, including the issuing department, the Law Department, and the City Controller.

City laws and policies mandate the incorporation of various terms and conditions into all City contracts (see Appendices). For this reason the City will not sign any standard contract proffered by the Respondent.

An agreement shall not be binding or valid with the City unless and until it is fully executed by authorized representatives of the City and of the Proposer. Once the Contract is fully executed the City will notify Respondent in writing and give the order to proceed.

11 Appendices

11.1 Attachment(s) Listing

- Appendix A – Sample Professional Services Agreement
- Appendix B – MWDBE and Veteran-Owned Solicitation and Commitment Form
- Appendix C – South Side Plan

11.2 Links to Existing Plans and Reports

http://apps.pittsburghpa.gov/dcp/Master_Site_Plan_South_Side_Park_2003.pdf

http://apps.pittsburghpa.gov/dcp/M16_South_Side_South_21st_Street.pdf

http://apps.pittsburghpa.gov/dcp/Where_the_Water_Meets_the_Concrete_South_Side_Park_Stream_Daylighting_Project.pdf

http://apps.pittsburghpa.gov/dcp/Report_on_the_Public_Use_of_South_Side_Park.pdf

http://apps.pittsburghpa.gov/dcp/South_Side_Park_Greenspace_Management_Plan_2008.pdf

http://apps.pittsburghpa.gov/dcp/Natural_Areas_Study_Executive_Summary_2010.pdf

http://apps.pittsburghpa.gov/dcp/OpenSpacePGH_lo_res.pdf

http://apps.pittsburghpa.gov/dcp/18th_Street_Corridor_Study_2008.pdf

http://apps.pittsburghpa.gov/dcp/Appendices_-_Final.pdf