REQUEST FOR QUALFICATIONS

TENANT REPRESENTATIVE FOR THE PURPOSE OF PURCHASING OR LEASING OFFICE SPACE

RFQ Issued: October 27, 2011

Proposals Due: November 4, 2011 at 5:00 p.m.

General Information

The Urban Redevelopment Authority of Pittsburgh is soliciting qualifications from real estate brokers, tenant representatives, firms or a combination of such to assist in finding suitable office space for either lease or purchase in the City of Pittsburgh.

The Urban Redevelopment Authority, City of Pittsburgh and the Housing Authority of the City of Pittsburgh are co-owners of 200 Ross Street (herein referred to as the Co-owners). The Co-owners are preparing to sell the building for redevelopment but must locate suitable space for relocating before moving forward with a redevelopment plan. It is the goal of all agencies to move in an expeditious manner.

Each proposer shall submit two (2) proposals; one that includes packaging relocation efforts for the City of Pittsburgh and URA agencies as a single proposal, and one that includes both the URA and City of Pittsburgh individually.

Relocation needs for the Housing Authority of the City of Pittsburgh are not included as part of this Request for Qualifications.

Quick Facts

Location(s) to consider:	Office space in Downtown, Strip District, or Uptown
Space Need:	URA: 25,000 + sq. ft.
	92 employees
	City: 50,000+ sq. ft.
	130 employees
Primary Contact:	Megan Stearman
	412-255-6576
	mstearman@ura.org

Site Requirements

The following are site requirements for the URA:

- Space that is centrally located or easily accessible
- Abundant short term parking
- Potential to co-locate with the City's departments of permitting, planning, zoning and bureau of building inspection

The following are site requirements for the City of Pittsburgh:

- Space that is centrally located or easily accessible
- Abundant short term parking
- Potential to co-locate all City's departments of permitting, planning, zoning and bureau of building inspection along with the Urban Redevelopment Authority
- The Bureau of Building Inspection has a fleet of 48 vehicles that need parking. This need can be considered as ancillary and is not necessarily a requirement.

Timeline

RFQ release	October 27, 2011
RFQ Proposal due date	**November 4, 2011 at 5:00 p.m.**
Evaluation period	November 4 – November 9, 2011
Recommendation to URA Board	November 10, 2011

Selection Process and Criteria

A screening committee made up of URA and City of Pittsburgh staff will review each proposal submitted and shall recommend a proposer or proposers based upon their response to this Request for Qualifications. We are looking for an expert in City of Pittsburgh real estate and development.

URA may award a single broker or firm or may award two or more brokers or firms. Proposals should address the firm's ability to coordinate multiple agencies and their respective interests.

Final selection of the proposer or proposers shall be made by the Urban Redevelopment Authority Board of Directors.

The URA intends to make a decision based upon information in the response to the RFQ submitted by the proposer, performance in previous undertakings, and other pertinent factors. The selected proposer will be chosen on the basis of proposer's qualifications and experience.

The URA shall be the sole judge as to which proposal best meets the selection criteria. The URA reserves the right, in its sole discretion, to reject any or all proposals received, to waive any submission requirements contained within this RFQ, or to waive any irregularities in any submitted proposal.

Proposal Requirements

1. Statement of Qualifications
    a. Identification of the type of legal entity with whom the URA would contract and identification of any special purpose entity
    b. Identification of the proposer, including all partners, personnel, etc.

c. The proposer's previous similar experience, including, (1) brief description of similar projects (dates, locations, strategies) (2) description and role of proposer, (3) broker license, and (4) contacts enabling the URA to verify information.

d. References for the proposer from previous or existing clients.

2. Proposed budget and fee structure

3. Exceptions - In the event that the proposer desires to take exception to any term or condition set forth in this RFQ, said exceptions must be clearly identified in proposer's response to this RFQ. Exceptions or deviations to any of the terms and conditions must not be added to the qualification pages but must be included separately as an addendum to the Qualifications Submission Package.

Proposal Structure

Qualification submission should be limited to five (5) pages. Three (3) paper copies of all documents required as part of the RFQ plus one (1) portable electronic PDF file should be sent to:

Megan Stearman
Urban Redevelopment Authority of Pittsburgh
200 Ross Street, 11th Floor
Pittsburgh, PA 15219
mstearman@ura.org
412-255-6576

All responses should include the attached RFQ Summary Page (see "Exhibit A") as the cover page. This page should be fully completed by the proposer. ALL RESPONSES MUST BE RECEIVED BY 5 PM ON FRIDAY, NOVEMBER 4, 2011 for consideration. Any late responses will not be reviewed. Submissions lacking one or more of the requested documents may be considered irregular. The URA reserves the right to reject any irregular submission to waive any irregularity in submissions.

Legal Information

The Proposer, by submitting a response to the RFQ, waives all rights to protest or seek any legal remedies whatsoever regarding any aspect of the RFQ, the owners' selection of a Proposer with whom it enters into negotiations, the owners' rejection of any or all responses and any subsequent Disposition Agreement that might be entered into as a result of this RFQ.

The owners shall have the right to verify the accuracy of all information submitted and to make such investigation, as it deems necessary, to determine the ability of a prospective Representative to perform the obligations in the response. The owners reserve the right to reject any response where the available evidence or information does not satisfy the owners that the prospective Representative is qualified to carry out properly the obligations of the response, is a person or firm of good reputation or character for strict, complete and faithful performance of business obligations, or if the prospective Representative refuses to cooperate with and assist the owners in the making of such investigation.

1. Discretion, Non-Liability, Waivers and Hold Harmless. Proposer acknowledges by submitting information and proposals to the URA that the URA does not undertake and shall have no liability with respect to the operation, the RFQ, and responses thereto nor

with respect to any matters related to any submission by a Representative. By making a submission in response to the RFQ, the representative releases the URA and the City, from all liability with respect to the operation, the RFQ and all matters related thereto, covenants not to sue the URA and the City, regarding such matter and agrees to hold the URA and the City, harmless from any claims made by the Representative or anyone claiming by through or under the Representative in connection therewith.

2. The Representative, its employees, contractors, and primary subcontractors will not discriminate against or segregate any person or group of persons on any unlawful basis in the construction, sale, transfer, use, occupancy, tenure or enjoyment of the property or any improvements erected or to be erected thereon, or any part thereof.

3. The URA shall be the sole judge as to which proposals best meet the selection criteria. The owners reserve the right to reject any or all proposals received, to waive any submission requirements contained within this RFQ, or to waive any irregularities in any submitted proposal.

4. It is the responsibility of all parties submitting responses to the RFQ to make inquiry as to the Addenda issued and to ascertain prior to submitting a response that all Addenda have been received. All such Addenda shall become part of the RFQ documents and all respondents shall be bound by such Addenda, whether or not received by the respondents. To ensure receipt of any addenda to the RFQ, please email Megan Stearman for inclusion on the list at mstearman@ura.org.

Attached Exhibits

A. RFQ Summary Sheet

Exhibit A: RFQ Summary Sheet

Tenant Representative: _____

Primary Contact for Proposal: _____

Contact Phone: _____

Contact Email address: _____

Budget & Fee Structure:

_____

_____

_____

_____