



URBAN REDEVELOPMENT AUTHORITY
REQUEST FOR QUALIFICATIONS (RFQ)
CONSTRUCTION CONTRACTORS (Various Trades)

RFQ ISSUE DATE: April 4, 2018
QUALIFICATIONS DUE DATE: May 1, 2018 by Noon ET

Summary Information

The Urban Redevelopment Authority of Pittsburgh (“URA”) requests qualifications from firms to provide various construction, residential and commercial façade improvement, and/or heavy highway-related services to both the URA, on its portfolio of real property and development projects through its Engineering and Construction Department, as well as individuals using URA lending products through the URA’s Housing Department or Center for Innovation and Entrepreneurship (“CIE”).

The URA plans to select one or more respondents to be a part of an approved list of contractors to provide construction services on an as-needed basis. The firms selected for this list will be eligible to provide bids to the URA as work opportunities arise. Upon request, the URA will make this list of contractors available to individuals borrowing monies from the URA that need to engage these services. Once firms are approved by the URA Board of Directors, they will remain on the list **through December 31, 2021**.

Objective

The URA seeks to expand its pool of qualified, eligible contractors to provide as-needed construction services. This will enable the URA to support a greater range of businesses as well as respond more quickly to situations where repairs are needed.

To effectively accomplish its objective, the URA is soliciting information from qualified firms with experience in a variety of construction-related industries.

Submission Requirements:

Due Date: May 1, 2018 by Noon ET

Delivery: Lisa Moses, MWBE Program Specialist
Urban Redevelopment Authority of Pittsburgh
200 Ross Street, 12th Floor
Pittsburgh, PA 15219
lmoses@ura.org

IMPORTANT BID NOTIFICATION ANNOUNCEMENT

Please note that the URA is now using Public Purchase as its bid notification and RFQ submission platform. In addition to following the Submission Requirements (see Page 1), respondents must also register at: <https://www.publicpurchase.com/gems/register/vendor/register> to submit their proposals. See **Addendum A** – Instructions for Registering on Public Purchase.

Questions and Answers

All questions regarding this RFQ should be submitted, and will be answered, through the Public Purchase platform. Both the question and corresponding answer will be visible and available to anyone registered on the site who reviews this opportunity.

Pre-proposal Meeting

A pre-proposal meeting for all contractors who wish to submit qualifications for consideration will be held on Monday, April 16, 2018 at 11 a.m. ET at the URA, 200 Ross Street, Pittsburgh, PA 15219 in the 11th floor conference room.

Background Information

The URA is the City of Pittsburgh's ("the City") economic development agency, committed to creating jobs, expanding the City's tax base, and improving the vitality of businesses and neighborhoods. The URA was established in 1946 under the Pennsylvania Urban Redevelopment Law, 35 P.S. §§ 1701, et seq. The URA acquires and clears blighted property; initiates rebuilding with the private sector; negotiates with federal, state, county, and local governments for public funds and facilities; and works to maintain and improve Pittsburgh neighborhood and business districts through business loan programs, multi- and single-family loan programs, and home improvement loan programs.

Due to the URA's mandate and a citywide push to expand economic opportunity throughout the City, the URA is expanding its work with small- and medium-sized businesses to provide opportunities to as many firms as possible.

The URA is a legal entity separate and distinct from the City and works closely with the City in fulfilling its redevelopment mission.

Additional Information

Additional information regarding the URA may be found on the URA's website at www.ura.org.

Scope of Services

Respondents may choose one or more of the categories listed below to include in their submission:

- Alarm, Monitoring & Security Systems
- Basement Sealing
- Bituminous Paving
- Chimney Repair & Construction
- Clean-Out/Debris Removal
- Commercial Façade
- Demolition
- Disaster Recovery (Flood/Fire)

- Environmental Waste Remediation
- Excavation
- Exterior Steps
- Fencing
- Land Surveying
- Landscaping
- Paving
- Pre-Cast
- Residential Façade
- Retaining Walls
- River Salvage
- Sidewalk Repair
- Streetface
- Tree Removal
- Towing
- Utility Installation

- Healthy Home Systems:
 - Radon System
 - Mold Removal & Remediation
 - Asbestos Removal
 - Lead Abatement
 - Energy Audit / Home Performance

- General Building Trades:
 - Carpentry
 - Electrical
 - Flooring
 - General Labor
 - Drywall
 - Roofing
 - Masonry
 - Siding
 - Doors & Windows
 - Painting

Other: _____

Specializations: _____

(French drain, historic renovations, green infrastructure, solar paneling, e.g.)

Evaluation Process

RFQ Anticipated Timeframe

RFQ Issue Date	Wednesday, April 4, 2018
Pre-proposal Meeting *	Monday April 16, 2018 at 11 a.m. ET
Due Date for Qualifications	Tuesday, May 1, 2018 at Noon ET
URA Board Approval and Notification of Firms	May 15, 2018

* Interested parties should attend the pre-proposal meeting; private appointments will not be scheduled. The meeting location for the pre-proposal conference will be at the URA offices:

200 Ross Street, 11th floor conference room
Pittsburgh, PA 15219

RSVP your attendance to Lisa Moses at lmoses@ura.org. No phone calls please.

Final Selection

The URA Board of Directors will select firm(s) after reviewing the recommendations of the URA's staff. The URA reserves the right to reject any or all qualifications submitted. The URA reserves the right to reject any proposal for failure to comply with the requirements of this RFQ. The URA further reserves the right, in its sole discretion, to waive any such defect(s) or failure(s). Submission of a response indicates acceptance by the firm of the conditions contained in this RFQ, unless clearly and specifically noted in the response submitted and confirmed in the contract between the URA and the firm selected. The URA will not reimburse firms for any expenses incurred in preparing responses to this RFQ.

Selection Criteria

Qualifications will be evaluated using the criteria below:

1. Mandatory Elements
 - a. The respondent, including any and all team members, must have no conflict of interest with regards to any other work performed for the URA or related entity.
 - b. The respondent must adhere to the instructions contained in this RFQ in preparing the submitted proposal.

2. Technical Qualifications
 - a. Experience and Expertise
 - i. The firm's past experience on comparable issues
 - ii. The qualifications of the firm's professional personnel to be assigned to engage with the URA
 - iii. Fee information
 - b. Minority and Women-Owned Business Enterprise (MWBE) participation

Submission Requirements

Each submission should include the following:

1. Title Page – include the contractor's name, contact person and contact information
2. Table of Contents
3. Qualifications - Provide a brief narrative that explains why your firm is well qualified to perform this work, including prior relevant experience
 - a. References – Provide three (3) references from other entities or clients that you have performed similar work for. Include the reference's name, title, direct telephone number, and email address.
4. Firm Profile - Provide a brief profile of your firm

5. MWBE Narrative – State as succinctly as possible how your firm will incorporate Minority and Women-Owned Business Enterprise participation on the contract. MWBE participation can be satisfied by:
 - Ownership/partnership of firm
 - Use of minorities and/or women as part of consultant team
 - Focus on MWBE clients or businesses
6. Pricing Methodology - Describe your preferred fee structure and current rates
7. Other Information – Please provide any other information which you believe is pertinent to the URA’s consideration of your firm. Please limit your response to this question to no more than one (1) page.
8. Application for Contractor Registration (See **Addendum B**)
9. Respondent must complete a W-9 (See **Addendum C**)

Inquiries

All questions regarding this RFQ should be submitted through the Public Purchase platform. See instructions on registering for and accessing Public Purchase in Addendum A.

Inquiries related to MWBE participation should be directed, by email, to Diamonte Walker, MWBE program officer, at dwalker@ura.org.

Addendum A

Instructions for Registering on Public Purchase

The Urban Redevelopment Authority is now using Public Purchase, a web based eProcurement service, for the automatic notification and transmittal of bid solicitations at no charge to vendors. Effective March 1, 2018, all parties interested in bidding on opportunities at the URA must register with this new system. Requests for bid opportunities will no longer be distributed via the URA's Developers' List.

The two-step process requires registration with the Public Purchase web based eProcurement service and then a second step to register with the URA. If you are already registered with Public Purchase, then proceed directly to step 2.

1. Register with Public Purchase:

Use the link below to begin the registration process. It can take up to 24 hours for your account to become active. You will receive an email from notices@publicpurchase.com letting you know that your account has been activated. Be sure to add this email address to your contacts to avoid bid notification emails from going into your junk mail folder.

<https://www.publicpurchase.com/gems/register/vendor/register>

2. Register with the Urban Redevelopment Authority:

- A. Once you have received your activation email from Public Purchase log into www.publicpurchase.com and accept the terms and conditions of use.
- B. Click on the "Tools" tab followed by the "Agencies" tab
- C. This will take you to the agency search page
 - In the agency name box, type in Urban Redevelopment
 - Leave the "new agency since" box blank
 - Make sure Registration Status says "ALL"
 - Click on "search" - this will bring up the URA
 - To the far right, you will see "View" and "Register"
 - Click on the "Register" link to complete the vendor registration with the URA

Remember to select NAICS Commodity Codes that relate to your business so you can receive email notifications of future bid opportunities.

It is important that this second part of the registration is complete or you will not receive notifications of upcoming opportunities from the URA. It is your responsibility to keep the information up to date, particularly the contacts and email addresses. Please email Diamonte Walker at dwalker@ura.org if you encounter an issue setting up your registration.

For Additional Assistance

If you need additional assistance with this process please contact Public Purchase at support@publicpurchase.com or use the Public Purchase Live Chat during business hours. It can be found in the upper left corner of the web site.

Addendums B and C

B. [Application for Contractor Registration](#)

C. [W-9 Form](#)