



**REQUEST FOR PROPOSALS (RFP)**

**ENGINEERING SERVICES**

**CITY OF PITTSBURGH**

**RFP Issue Date: Monday, August 5, 2019**

**Proposal Due Date: Friday, August 23, 2019 at Noon ET**

**URBAN REDEVELOPMENT AUTHORITY OF PITTSBURGH**  
**REQUEST FOR PROPOSALS (RFP)**  
**Engineering Services**  
**City of Pittsburgh**  
**Issued on Monday, August 5, 2019**

**INTRODUCTION**

The Urban Redevelopment Authority of Pittsburgh (URA) is soliciting proposals for consultants to provide engineering services on an as-needed basis for URA projects located throughout the City of Pittsburgh (City). The services could include the following engineering services: geotechnical, structural, civil and electrical, as well as, sustainability planning/management services. It is the goal of the URA to select one or more consultants for these services and to enter into contracts with each of them, thereby giving the URA the flexibility to use different consultants for various projects based upon type of work, past experience with similar projects, time constraints, and cost.

The URA has adopted a goal of 18% minority participation and 7% women's participation in its contract work and the URA wishes to achieve this level of significant MWBE participation in these contracts. To that end, majority consultants are encouraged to team with, subcontract, and/or joint venture with certified minority and women-owned firms.

The URA anticipates that the duration of this contract will be three (3) years.

**PROPOSAL REQUIREMENTS**

The URA is interested in hiring consultants for engineering services for sites located within the City that have yet to be determined. A firm's proposal should include:

1. Identify your firm's strengths in performing a variety of engineering services.
2. Provide qualifications of the staff that will be available to provide these services (please identify the person that will be the URA's primary point of contact during the work).
3. The URA has a long history of diversity and inclusion within all its programs and other activities. The URA encourages the full participation of minority and women business owners and professionals in this effort. The URA requires that all respondents demonstrate a good faith effort to obtain minority and women-owned business enterprise (MWBE) participation in work performed in connection with URA projects. In the form of a narrative, state as succinctly as possible your firm's efforts to provide opportunities for MWBE firms. MWBE participation can be satisfied by:
  - a. Ownership/partnership of firm;
  - b. Use of minority or women-owned businesses as vendors for legal, printing, office supplies, travel, etc.; and

- c. Subcontracting with organizations owned and controlled by minorities and/or women. If this is to be done, that fact, and the name of the proposed subcontracting organizations, must be clearly identified in the proposal.

Any questions about MWBE requirements should be directed to [MWBE@ura.org](mailto:MWBE@ura.org).

4. Indicate the MWBE status of your firm, if applicable.
5. Submit direct hourly rates, hourly billing rates and classifications for employees most likely to be used on the future projects. (See Exhibit "A"). Please include the derivation of the consultant's billing factor in this section of the proposal, as well as identifying overhead factors, fee or percentage of profit, direct costs and anticipated escalation.
6. Identify examples of the past projects designed by your firm that demonstrate the firm's ability to design sustainable solutions to engineering problems.

### **CONSULTANT SELECTION CRITERIA**

Selection for this assignment will be made based on the following criteria:

1. The qualifications and experience of the staff assigned to the work and their professional experience with similar type projects
2. Experience of the firm in providing a variety of services
3. The MWBE narrative and the overview of the firm's strategy toward MWBE participation
4. Billing rates/overhead factors
5. Experience of the firm in providing sustainable engineering solutions

### **PROPOSAL SUBMISSION**

Three (3) copies of the proposal must be submitted.

Proposals are to be submitted at the offices of the Urban Redevelopment Authority of Pittsburgh, to:

**Martin Kaminski**  
**Director of Engineering and Construction**  
**Urban Redevelopment Authority of Pittsburgh**  
**200 Ross Street, 11<sup>th</sup> Floor**  
**Pittsburgh, PA 15219**

no later than Noon ET, Friday, August 23, 2019. Proposals will not be returned.

Any questions regarding this correspondence should be made in writing to Mr. McGarry Luginski, project engineer at [mluginski@ura.org](mailto:mluginski@ura.org).

### **SELECTION PROCESS**

The URA intends to select consultants based upon information in the response to the RFP submitted by the proposer, performance in previous undertakings and other pertinent factors. The selected respondent will be chosen on the basis of respondent qualifications, experience and the criteria outlined in this RFP. The URA shall be the sole judge as to which proposals and respondents best meet the selection criteria. The URA reserves the right to negotiate with any, all, or none of the respondents.

The URA 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 respondent(s) to perform the obligations in the response. The URA, in its discretion, reserves the right to reject any response when the available evidence or information does not satisfy the URA that the respondent(s) 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 respondent(s) refuses to cooperate with and assist URA in the making of such investigation.

Respondent(s) acknowledge by submitting information and proposals to the URA that the URA does not undertake any obligations and shall have no liability with respect to this RFP and responses thereto, nor with respect to any matters related to any submission by a respondent.

[EXHIBIT ON FOLLOWING PAGE]

EXHIBIT "A"

DERIVATION OF HOURLY BILLING RATES

Profit: \_\_\_\_\_%

Overhead: \_\_\_\_\_%

| Employee | Classification | Hourly<br>Salary Rate | Overhead | Profit | Hourly<br>Billing Rate |
|----------|----------------|-----------------------|----------|--------|------------------------|
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DIRECT COSTS, IF ANY

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ESCALATION (%), IF ANY

2020: \_\_\_\_\_

2021: \_\_\_\_\_