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Urban Redevelopment Authority of Pittsburgh

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REQUEST FOR PROPOSALS (RFP)
Larimer Playground and Village Green Improvements
Construction Management, Compliance & Inspection Services

RFP Issue Date: Friday, October 25, 2019

Proposal Due Date: Monday, November 25, 2019 at 3:00 p.m. ET

URBAN REDEVELOPMENT AUTHORITY OF PITTSBURGH

REQUEST FOR PROPOSALS (RFP)
Larimer Playground and Village Green Improvements
Construction Management, Compliance & Inspection Services

1. OBJECTIVE

The Urban Redevelopment Authority of Pittsburgh (URA) is seeking proposals from professional service teams for construction management, compliance and inspection services to oversee the construction and of Larimer Playground and Village Green Improvements, the (Project), in the 12th Ward of the City of Pittsburgh.

2. BACKGROUND

Project Description
Larimer Playground and Village Green are located on three sites along Larimer Avenue in the Larimer Neighborhood of Pittsburgh. Larimer Playground is a public park with an address of 550 Lenora Street (block and lot 124-J-224). The project will include improvements to the park entrance along Larimer Avenue.

Village Green is located at 336 Larimer Avenue (block and lots 124-N-110, 114, 115, 116, 120, 125, 126, 127, 128, and 129). Village Green is owned by the URA and is intended to be developed into a community space to be programmed and maintained by the Larimer Consensus Group.

Construction is expected to commence April 1, 2020 and must be completed by September 1, 2020. Construction will include earthwork, landscaping, concrete work, masonry, carpentry, and installation of park amenities. The total construction costs for the project is expected to be $650,000. Conceptual designs for the Project are included as **Exhibit A** for use in preparation of the proposal.

Construction Management and Inspection Services:
The selected proposal team will provide construction management and inspection services and represent the owner to assure a quality product at a fair and equitable price. These services include pre-construction meetings and coordination, ongoing project management, scheduling and inspections, and project closeout.

The selected proposal team will not serve as the constructor or designer of the Project. The City of Pittsburgh's Department of Public Works (DPW) is the designer for the Larimer Playground Improvements and LaQuatra Bonci Associate (LBA) is the designer for the Village Green Improvements. DPW and LBA will provide consultation service during construction to address design issues and to perform shop drawing review.

Minority and Women-Owned Business Enterprise (MWBE) and Section 3 Liaison and Compliance Services:
The selected proposal team will be responsible for liaison and compliance services to best position the URA to reach its MWBE and Section 3 Goals for the Project.

- 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 in this effort. The URA requires that all respondents demonstrate a good faith effort to obtain minority and women-owned business participation in work performed in connection with URA initiatives. The URA acknowledges and adheres to the City's goal of 18 percent (18%) minority and 7 percent (7%) women participation.

- Construction of the Project will be subject to Section 3 of the Housing and Urban Development Act of 1968, which establishes provisions and procedures pertaining to employment opportunities for lower income residents in the project area and for business concerns which are located in or owned in substantial part by persons residing in the project area. This project has a goal of 10% participation by Section 3 Certified Businesses. In addition, 30% of any new hires by the contractor or subcontractor should be Section 3 residents.

MWBE and Section 3 outreach will be performed in advance of the bidding and issuance of the construction contract to vet and provide qualified MWBE and Section 3 subcontractors for the work, and to begin recruitment for a Section 3 labor pool. The professional consultant will also assist the URA and Contractor in the Section 3 advertising and recruitment after the award of the Construction Contract.

NOTE: Businesses that are both MWBE and Section 3 certified can be included in the percentage count for both categories.

3. SCOPE OF WORK

Construction Management and Inspection Services

3.1 Pre-Construction:

a. Administer the pre-construction meeting; record and distribute meeting minutes.
b. Review the adequacy of the contractor's personnel and equipment to meet the project schedule.
c. Take pre-construction job site photographs and construction progress photographs. Maintain a photographic log and disseminate to the URA's construction manager.
d. Establish and maintain lines of communication and procedures for coordination among the URA, DPW, engineer, contractors, inspection personnel and the community.

3.2 Construction Management and Inspection:

a. Generally, represent the owner to assure a quality product at a fair and equitable price.
b. Conduct bi-weekly construction meetings and prepare minutes to the meetings. Record, prepare and disseminate minutes of the meetings.
c. Provide office support and oversight of field activities.
d. Perform comprehensive reviews of the contractor's schedule and updates and report the results to the URA's project manager. Also review schedules from on-site contractors for coordination of all construction activities and work to ensure the contractor stays on schedule.
e. Provide a full-time resident inspector to ensure that all work is performed in accordance with the contract documents. The inspector must also prepare progress reports, maintain field records and daily logs, measure/verify construction quantities, record as-built information, and perform project close-out duties. URA estimates the need for an on-site inspector for 1,200 hours during construction, and 120 hours for project close-out.
f. Provide supplementary inspection during peak activity periods as required.
g. Identify potential problems and make recommendations for solutions.
h. Implement and manage an effective Request for Information (RFI) system among the contractor, URA, and designers.
i. Maintain logs and review shop drawings, material certifications and other required contractor submittals. Maintain logs for the submission and approval of all submittals. DPW and LBA will review and approve all submittals.
j. Review contractor's claims, prepare responses, and make recommendations to the URA.
k. Prepare and approve invoices for payment to contractor in the URA format.
l. Prepare and approve contractor change orders in the URA format.

m. Prepare as-built red-line drawings.

3.3 Project Close Out:

a. Determine pre-final and final completion of the work and prepare lists of incomplete or unsatisfactory items, and corresponding schedules for their completion.
b. Participate with the URA in the pre-final and final inspections, including preparation and distribution of punchlists.
c. Determine final completion; obtain and transmit to the URA all required guarantees, affidavits, releases, bonds, record drawings, etc.
d. Prepare the final as-built survey and include the as built survey information on the redline documents.

<u>MWBE and Section 3 Liaison and Compliance Services:</u>

3.4 MWBE and Section 3 Business Outreach, Recruitment and Inclusion:

a. Conduct outreach to MWBE businesses through a variety of means including, but not limited to, collaborating with related organizations, utilizing business contacts, disseminating information through mass email distribution lists, and circulating fliers to spread awareness of this upcoming construction opportunity;
b. Plan and conduct a pre-bid event about the Project.

3.5 Section 3 Outreach, Recruiting, Inclusion and Participation:

a. Organize, advertise, and facilitate Section 3 open sessions;
b. Recruit potential candidates in the neighborhood and have required paperwork completed;
c. Create database of all potential qualified candidates;
d. Work with the contractor and subcontractors to understand potential job opportunities and schedule interviews.

3.6 MWBE and Section 3 Representation:

a. Serve as the local consistent voice in community regarding MWBE and Section 3 efforts;
b. Attend community and monthly construction/project team meetings.

3.7 MWBE and Section 3 Plans:

a. Work with the URA, the selected contractor, and other stakeholders to develop processes to meet established goals.
b. Work with the contractor and all stakeholders to gather the information needed to complete MWBE reporting, as required, by the URA;
c. Work with the contractor and all stakeholders to gather the required information to complete the URA's Section 3 plan;

d. Follow-up with MWBE businesses to either obtain proof of certification or to provide businesses with information on how to become certified.

3.8 MWBE and Section 3 Reporting:

a. Prepare monthly reports to provide updates on MWBE/Section 3 activities.

4. PROPOSAL

Interested parties are requested to submit a detailed proposal package that clearly defines the relevant experience of the proposed staff, methods and strategy to carry out the project scope of work, as well as a fee proposal.

Each proposal must include the following:

A. **Title Page**
This should include the firm's name, contact person and contact information.

B. **Table of Contents**

C. **Primary Qualification (limit to 1 page)**
Provide a brief narrative that explains why your firm is well qualified to work on the project.

D. **Project Team Qualifications (limit to 1 page)**
Provide a brief narrative that explains your team and the unique qualifications of each of the project team subconsultants as they relate to the specific roles for the project.

E. **Firm Profiles (limit to 1 page per team firm)**
Provide a brief profile of your firm and your subconsultant firms.

F. **Experience (limit to 3 pages)**

- Briefly describe the relevant experience of key personnel. Attach resumes of participating managers, on-site personnel and MWBE/Section 3 coordinators. Include resumes as **Attachment A**; limit resumes to 1 to 2 pages each. All assigned personnel must be local and available through the duration of the project.
- Provide a list of projects completed by your firm/team, with associated construction costs, dollar amounts, name of owner's contact and phone number that deal specifically with landscaping and paving, and similar construction projects located in urban areas. Cite projects performed for/within the City of Pittsburgh. Indicate your role on the project and the fees or hours associated with performing your role.

- Provide a brief narrative of experience working with MWBE firms.
- Provide a brief narrative of experience working with Section 3 firms.

G. **Methodology and Work Plan (limit to 3 pages)**

Describe your firm's overall approach to the project including but not limited to:

- Overall organizational structure, including an **Organization Chart**;
- Project management, coordination, and schedule tracking to assess the contractor's ability to meet the September 1, 2020, construction completion deadline;
- MWBE and Section 3 liaison and compliance;
- Discuss your current workload and your ability to staff this project.

H. **Fee**

Submit a detailed fee including a breakdown of costs for Construction Management services, and MWBE and Section 3 Liaison and Compliance Services (including "on-site inspections costs and office supervisory costs).

The fee component of the proposal shall identify the derivation of the fee by detailing the hours and personnel for each of the tasks. Include cost and manpower tables, rates, and markups used to calculate the summarized costs. Include a master spreadsheet that includes the total level of effort (personnel-hours) for each major task. The spreadsheet shall list employee name, job classification, projected hours, pay rates, overhead factors, direct costs, and profit in separate columns. Prime sub-consultants/subcontractors which make up your team shall be included in the master spreadsheet. The following shall be clearly identified in your fee proposal:

- The job classifications and direct hourly rates applied to the work tasks;
- The proposed overhead factor to be applied to the salary cost;
- The fee or percentage of profit proposed for the services;
- The reimbursable/direct costs projected, including sub-consultant fees (including mileage reimbursement, reproduction fees, and other costs); and
- Assumptions made in estimating time and costs.

Indicate work that you would anticipate subcontracting to others and provide the names of the companies to be used, as well as the individuals that will be assigned to this project. Indicate the projected subcontract amounts and include your sub-consultant fees and associated information in the master spreadsheet discussed in item above. Note that expenses related to on-site work facilities, sanitary facilities, and internet connection will be provided by the construction contractor.

For confidentiality, submit the fee schedules in a sealed envelope.

I. **Attachment A: Resumes**
Include individual team member resumes with a focus on experience as it relates to the roles and assignments for the project. Limit individual resumes to 2 pages.

J. **Minority and Women-Owned Business Enterprise (MWBE) Requirements**
For the purpose of this RFP, the URA has set forth a goal of 18 percent (18%) minority and 7 percent (7%) women participation.

A MWBE narrative needs to be included with the respondent's proposal. See **Exhibit B** for MWBE Narrative Requirements. MWBE participation can be satisfied by:

- Ownership/partnership of firm
- Use of minority or women-owned businesses as vendors for legal, printing, office supplies, travel, etc.
- Subcontracting with firms owned and controlled by minorities and/or women. If this is to be done, that fact, and the name of the proposed subcontracting firms, must be clearly identified in the proposal.

The respondent's narrative should also indicate whether the respondent's firm is an MWBE and include an overview of the firm's strategy toward MWBE participation, in general.

Any questions about MWBE requirements should be directed to mwbe@ura.org.

5. PRE-PROPOSAL MEETING

A pre-proposal meeting will be held on **Wednesday November 6, 2019 at 9:00 AM** at:

Wherrett Room
200 Ross Street, 13th Floor
Pittsburgh, PA 15219

All interested parties are strongly encouraged to attend.

6. QUESTIONS

All questions regarding this RFP should be submitted through the Public Purchase platform. See instructions on registering for and accessing Public Purchase in **Exhibit C**.

Inquiries related to MWBE participation should be directed by email to mwbe@ura.org.

7. SUBMISSION

Proposal much be submitted through Public Purchase, on or before **3:00 p.m. ET, Monday, November 25, 2019**.

8. SELECTION CRITERIA

A. Process: The selection of any responsive firm(s) will be made by the URA Board of Directors after receiving the recommendations of the URA's staff and/or any applicable selection committee. Such selection will be based on the nature and quality of the responding firm's responses to the Proposal Scope and Submission Requirements described above. The URA reserves the right to request that any respondent meet with URA staff and/or a selection committee in a formal interview.

B. Conflicts of Interest: Responsive firms and their team members must have no conflicts of interest with regards to any other work performed by the respondent for the URA, the City of Pittsburgh, or any related entity.

C. RFP Compliance: All responsive firms must adhere to the instructions contained in this RFP in preparing the submitted proposal.

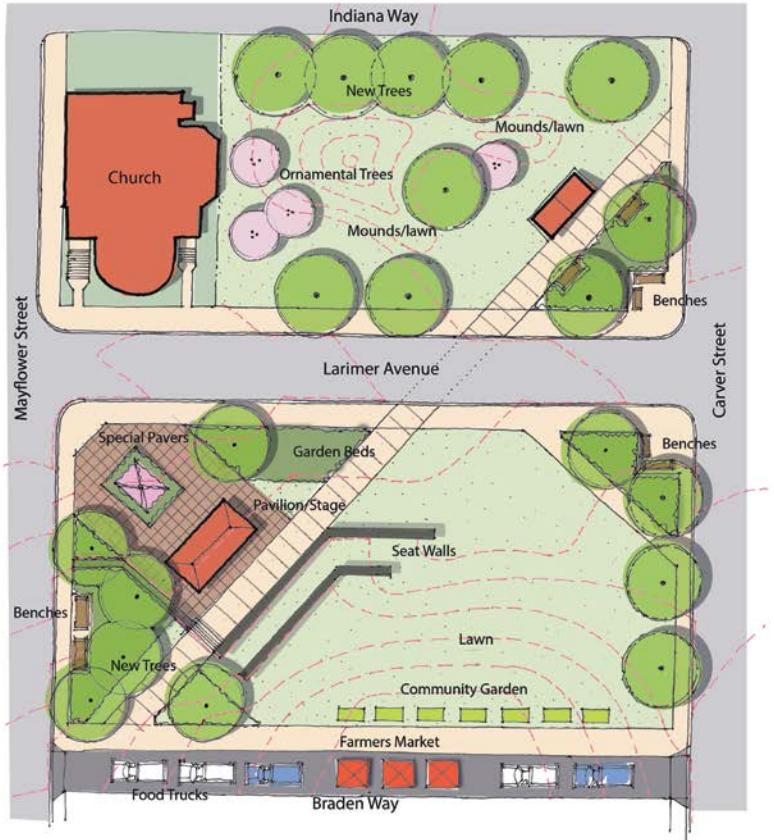
D. Waiver of Defects: The URA shall be the sole judge as to which respondent(s) best meet the selection criteria. The URA reserves the right to reject any or all proposals submitted. The URA reserves the right to reject any proposal for failure to comply with the requirements of this RFP. The URA further 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 RFP.

E. Nondiscrimination: Each responsive firm agrees not to discriminate, whether in employment, contracting or otherwise, in violation of any federal, state, or local law and/or on the basis of sexual orientation, gender identity and/or gender expression.

Exhibit A

Larimer Park
PLAYGROUND
SPRAY FEATURE
SHELTER
GRAVEL PATH
BENCHES
FENCE
SIDEWALK
PERMEABLE PAVERS

Exhibit A



- Angled sidewalk connects north to south
- Limited new work on north side
- Claim the corners
- Stage for performances - oriented
- towards corner
- Garden at Mayflower/Larimer entry
- Seating for 50-70 people
- Relocate existing pavilion / new stage structure
- Lawn slopes towards stage
- Farmers Market - trucks park in Braden Way
- Additional trees and planting

Exhibit B

URA Minority Workforce Inclusion Narrative Requirements

Effective July 1, 2018

The Urban Redevelopment Authority of Pittsburgh (the "URA") is committed to diversity and inclusion within all its projects and activities. In accordance with City of Pittsburgh Executive Order Number 2018-03, the URA requires that all respondents demonstrate and document a good faith effort to meet or exceed the city's 12 percent minority workforce inclusion goal for all URA projects with total project costs of $500,000 or greater. As a matter of policy, all proposal packages submitted to the URA must include a Minority Workforce Inclusion (MWI) Narrative detailing how the respondent plans to meet the URA's expressed MWI goal of 12 percent. If awarded the project, the respondent will be asked to submit a MWI plan evidencing that 12 percent of the labor hours are fulfilled by minority workers.

The MWI Narrative should be written on company letterhead and included in the respondent's proposal package. The narrative should include the following information:

- A one- or two-page summary detailing how the respondent plans to achieve the 12 percent MWI goal by hiring minorities to work on the project
- The narrative should clearly state the respondent's current diverse workforce composition.
- The narrative should identify any long-term and short-term workforce opportunities that will materialize as a result of the contract.
- The narrative should include any organizations, workforce agencies, apprenticeship programs and/or labor unions the respondent will utilize to meet the inclusionary workforce goal.
- The narrative should state an expressed commitment to demonstrate and evidence a good faith effort to meet the URA's MWI goal.
- The narrative should state an expressed commitment to remain in communication with the URA's MWBE Program Office staff and provide a MWI plan should the project be awarded.

The letter should be addressed to: Diamonte Walker, Interim Deputy Director, 200 Ross Street, 12th Floor, Pittsburgh, PA 15219.

The successful respondent will be asked to submit a final MWI plan and subsequent MWI tracking reports. The URA requires that respondents demonstrate a good faith effort to hire minorities for performed work in connection with URA contracts. The URA acknowledges the City of Pittsburgh's goal of 12 percent MWI. The URA adheres to the Equal Employment Opportunity Commission's definition of racial minority which includes: American Indian or Alaskan Native, Asian or Pacific Islander, African-American, Black and/or Hispanic. Any questions about MWI requirements should be emailed to mwbe@ura.org.

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Exhibit C

Instructions for Registering on Public Purchase

Effective March 1, 2018

The Urban Redevelopment Authority of Pittsburgh (URA) is now using Public Purchase, a web-based eProcurement service, for the automatic notification and transmittal of bid solicitations and notification of proposal opportunities at no charge to vendors. Parties interested in bidding or submitting proposals on URA opportunities must register with Public Purchase.

Registration is a two-step process that requires initial registration with the Public Purchase web-based eProcurement service, followed by registration with the URA. If you are already registered with Public Purchase, 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/proposal notification emails from going into your junk mail folder.

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

2. Register with the URA:

A. Once you have received your activation email from Public Purchase log in to 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 “Search for Agencies.”

- In the box for “Agency Name,” type in “Urban Redevelopment.”
- Leave the "New Agencies Since" box blank.
- Make sure “Registration Status” reads "All."
- Click on "Search" to bring up “Urban Redevelopment.”
- To the far right, you will see "View" and "Register."
- Click on the "Register" link to complete your vendor registration with the URA.

IMPORTANT REMINDER:
To receive email notifications on URA bid solicitation and proposal opportunities, you must select NAICS Codes that relate to your business. In your NAICS Code selection for URA specific

opportunities, please be sure to include NAICS Code 237210 (Land Subdivision) for URA development 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 this information up to date, particularly your contact information and email address. Please email mwbe@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 Public Purchase's "Live Chat" during business hours. The "Chat" button can be found in the upper left corner of the Public Purchase screen.

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