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Urban Redevelopment Authority
of Pittsburgh



**URBAN REDEVELOPMENT AUTHORITY OF PITTSBURGH
REQUEST FOR QUALIFICATIONS (RFQ)
ECONOMIC DEVELOPMENT CONSULTANTS IN SUPPORT OF CITY
OF PITTSBURGH NEIGHBORHOOD PLANS**

**Issue Date: Friday, November 1, 2019
Qualifications Due Date: Monday, December 9, 2019 at 5:00 P.M. ET**

1. Summary Information

The Urban Redevelopment Authority of Pittsburgh (“URA”) requests qualifications from firms to conduct research and make policy and regulatory recommendations related to economic development as part of future neighborhood plans. These services will be contracted through the URA, and will receive project guidance from staff at the City of Pittsburgh leading neighborhood planning processes. The Economic Development Consultant will work collaboratively with other neighborhood planning consultants contracted for other topics (e.g., urban design, transportation) to provide technical support to DCP and partner agencies.

The URA plans to select one or more respondents to be a part of an approved list of contractors to provide economic development 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. Once firms are approved by the URA Board of Directors, they will remain on the list **through December, 2021**.

For each neighborhood planning process, URA staff will invite the approved list of contractors to an event in Pittsburgh where they can meet and potentially form teams with approved contractors for other topic areas related to neighborhood planning process (e.g., urban design). The purpose of the event will be to introduce approved contractors for different topics required by specific planning processes. A Request for Quotes or Request for Proposals for professional services will then follow to solicit proposals from project teams consisting of approved firms showing their approach to meeting the specific requirements identified for the planning process (e.g., urban design and economic development).

2. Objective

The URA seeks to establish a pool of qualified, eligible contractors to provide as-needed economic development services. This will enable the URA to support City of Pittsburgh neighborhood planning processes.

To effectively accomplish its objective, the URA is soliciting information from qualified firms that have experience in economic development, real estate market studies, policy and regulations development, and other related fields. Separate Requests for Qualifications will be issued for other topics related to neighborhood planning and applicants are welcome to submit for any and all requests for which they are qualified.

Submission Requirements:

Due Date: Monday, December 9th, 2019 by 5:00 p.m. ET

Delivery: Nick Fedorek, Senior Project Development Specialist
Urban Redevelopment Authority of Pittsburgh
200 Ross Street, 12th Floor
Pittsburgh, PA 15219
nfedorek@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 Request for Qualifications 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 Friday, November 22nd, 2019 at 11:00 A. M. ET at the URA, 200 Ross Street, Pittsburgh, PA 15219 in the 1st floor conference room.

3. 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.

4. Scope of Services

Respondents should have experience and expertise in economic development, real estate market studies, policy and regulations development, and other related fields.

For the Economic Development Consultant, the following research questions are expected to be part of project scopes and should be considered relevant examples of research questions Economic Development Consultants will be requested to address in future neighborhood plans. The work will also help to inform potential zoning code changes and land use regulations that implement the plan. The resulting product should answer questions such as:

- What is happening today in the study area's real estate market?
- What is the study area's development potential under existing conditions?

- How can the study area's key corridors be developed in ways that complement each other and provide for the needs of the community as well as attract users from throughout the city?
- How can the study area maximize benefits from past and present cultural heritage?
- What is the role of access and transit in future development of the study area, particularly connections to surrounding employment areas?
- What opportunities and challenges do proposed developments in and around the study area present to realizing community objectives as stated by existing plans or through the current planning process?
- What economic development programs in other cities might support stated community objectives if applied here?
- What is the study area's role in the Pittsburgh's broader economic growth?

To answer these questions, the consultant will need to undertake the follow research:

1. Conduct interviews with those who have led recent planning efforts in the area and the local trade area and then collect existing data such as Esri Business Analyst Online, Retail MarketPlace Profile and Tapestry Segmentation as well as data related to housing affordability while avoiding duplication;
2. Determine current and future demand, lease rates and overall mix for residential, commercial, R&D, institutional, retail, cultural, etc. including comparison to other competitive areas of Pittsburgh;
3. Space availability (residential, commercial, R&D, institutional, retail, etc.). Profile tenants and their needs for both residential and non-residential spaces;
4. Building types, condition, potential uses/format, height, site coverage, setbacks, building materials/façades, building amenities – for existing buildings and new construction;
6. Conduct soft site analysis and estimate potential development capacity of the study area based on proposed Zoning concepts when developed during the planning process;
7. Detail recent site assembly activities and issues;
8. Characterize public vs. private property ownership and property tax revenues under existing conditions as well as potential build out of the study area;
- A. Characterize the state of business supportive services such as the transportation system and transit services, freight and loading access, data and energy infrastructure, etc. and identify how existing conditions may negatively impact growth and development;
- B. Research existing economic development programs and their application to the study area;
- C. Make recommendations for addressing residential and commercial growth needs in the next 5 and 10 years through regulations, incentives, and other programs across the range of topics included in the above existing conditions research; and

- D. Provide economic development, workforce development, and residential and commercial affordability case studies to show successful approaches in other cities consistent with ongoing efforts in Pittsburgh.

5. Evaluation Process

Request for Qualifications Anticipated Timeframe

Request for Qualifications Issue Date	Friday, November 1, 2019
Pre-proposal Meeting *	Friday, November 22, 2019
Due Date for Qualifications	Monday, December 9, 2019 at 5:00 p.m.
URA Board Approval of Shortlisted Firms and Notification of Firms	January 9, 2020

Prior to each planning process, a Consultant introductory Event will be held followed by a Request for Quotes or Request for Proposals from consultant teams and selection of teams for awarding of contracts.

* 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, 1st floor conference room
Pittsburgh, PA 15219

RSVP your attendance to Nick Fedorek at nfedorek@ura.org. No phone calls please.

6. 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.

7. 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

8. 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. The URA requires that all applicants 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% minority and 7% women participation.

MWBE participation can be satisfied by:

 - Ownership/partnership of firm
 - Use of minorities and/or women as part of consultant team
 - Subcontracting with firms owned and controlled by minorities and/or women.
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.

9. 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.

Any questions about MWBE requirements should be directed to Lisa Moses, at mwbe@ura.org.

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.

10. Attached Addendums

- A. Instructions for Registering on Public Purchase
- B. MWBE Narrative Requirements