



**REQUEST FOR PROPOSALS (RFP)**

**CONSTRUCTION MANAGEMENT AND CONSTRUCTION INSPECTION  
SERVICES**

**HOMEWOOD COLISEUM  
ROOF REPLACEMENT PROJECT**

**13<sup>th</sup> WARD, CITY OF PITTSBURGH**

**RFP Issue Date: Thursday, September 3, 2020**

**Pre-Proposal Meeting Date: Friday, September 18, 2020 at 1:00 p.m. ET**

**Proposal Due Date: Thursday, October 1, 2020 at Noon ET**

**URBAN REDEVELOPMENT AUTHORITY OF PITTSBURGH**  
**REQUEST FOR PROPOSALS (RFP)**  
**Construction Management and Construction Inspection Services**  
**Homewood Coliseum**  
**Roof Replacement Project**  
**Issued on Thursday, September 3, 2020**

**INTRODUCTION**

The Urban Redevelopment Authority of Pittsburgh (URA) is seeking proposals for a construction management and inspection firm (Firm) to oversee the roof replacement of the Homewood Coliseum (7310 Frankstown Avenue) in the 13<sup>th</sup> Ward of the City of Pittsburgh (City) in the Homewood neighborhood. The roof replacement improvements consist of but are not limited to: roof demolition, parking roof demolition, asbestos abatement, new roofing system (code compliant roof insulation, new roof membrane, extension of parapet walls), installation of roof drains, painting of structural steel, and asphalt patching. The cost of the improvements for the project are estimated to be approximately \$700,000.

The selected Firm will not serve as the constructor or designer of the project. Tai + Lee Architects, the firm responsible for the design of the Homewood Coliseum Roof Replacement Project will provide consultation services during construction to address design issues and to perform shop drawing review.

The Homewood Coliseum Roof Replacement Project is anticipated to be completed in 180 calendar days. The work is expected to begin in November 2020. The proposal should allow for an additional four (4) weeks in your schedule for contract close-out and possible construction extensions that may result from unknown field conditions.

To assist the URA in its evaluation of the qualifications of potential construction management/inspection Firms, we request that the following information be presented in the response to this RFP, in the same order and format as listed below.

Any supplemental information that you may wish to include regarding your qualifications should be attached as a separate exhibit to your response. Note that the selection criteria listed below is not necessarily listed in order of ranking importance.

**PROPOSAL REQUIREMENTS**

1. Provide a brief narrative of your Firm's understanding of the project including why your firm is well qualified to work on the project.
2. Identify **only** personnel who will be assigned to work as managers, field inspection staff, and as office support staff on this project. Field inspection staff must be OSHA certified (OSHA's 29 CFR 1926 30-HOUR Construction Safety Training). Attach resumes (limit to 2

pages per employee) and OSHA certificates of key personnel. In addition, provide an Organization Chart.

3. Provide a list of projects completed by your Firm, with associated construction costs, dollar amounts, name of owner's contact and phone number that deal specifically with roofing demolition, roofing installation (code compliant roof insulation, new roof membrane, extension of parapet walls), asbestos abatement, installation of roof drains, painting of structural steel, asphalt patching, OSHA safety standards, and similar construction projects located in urban areas. In particular, cite projects performed for/within the City. Indicate the amount of your construction management fee for each of the projects.
4. 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.
5. Discuss your current workload and your ability to staff this project.
6. 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).

7. Indicate the MWBE status of your firm.
8. Submit a fee for construction services outlined in Attachment "A." Break down the fee for construction services in terms of "on-site" inspection costs and office supervisory support costs. Identify personnel that will be assigned to work "on-site" during construction of the project and attach their resumes (limit to 2 pages per employee). Indicate which members of the proposed "on-site" personnel are familiar with the construction documentation requirements of the Department of Permits, Licenses, and Inspections (PLI) City of Pittsburgh. List specific projects where their procedures have

been implemented. Also indicate their experience associated with roofing demolition, roofing installation (code compliant roof insulation, new roof membrane, extension of parapet walls), asbestos abatement, installation of roof drains, painting of structural steel, and asphalt patching.

9. 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 (manhours) 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);
- Assumptions made in estimating time and costs;

Note that expenses related to on-site work facilities, sanitary facilities, and internet connection will be provided by the construction contractor.

### **PRE-PROPOSAL MEETING**

A pre-proposal meeting will be held virtually on Friday, September 18, 2020 at 1:00 p.m. through Zoom. Please email McGarry Luginski, Project Engineer [mluginski@ura.org](mailto:mluginski@ura.org) to obtain information for this meeting. All interested parties are strongly encouraged to attend.

### **QUESTIONS**

All questions regarding this RFP should be submitted through the Public Purchase platform. The last day for submitting questions will be five business days prior to the due date.

Inquiries related to MWBE participation should be directed by email to [mwbe@ura.org](mailto:mwbe@ura.org).

### **CONSULTANT SELECTION CRITERIA**

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

1. The qualifications of the staff and subcontractors assigned to the project and their professional experience with similar type projects
2. Organization and management of the project, including efficient staff utilization

3. The MWBE narrative and the overview of the Firm's strategy toward MWBE participation
4. The fee proposal

### **HEALTH & SAFETY PLAN**

Prior to commencing work, the Firm shall provide to URA a copy of the Firm's Health and Safety Plan (HASP) that includes an addendum that is specific to this project and notes the Firm's COVID-19 mitigation plan.

### **OSHA (SAFETY) DURING CONSTRUCTION**

The Firm will be required to provide an inspector that is OSHA certified (OSHA's 29 CFR 1926 30-HOUR Construction Safety Training). The URA will not be liable for any citations received by the Firm or Contractor from OSHA. It is the sole responsibilities of the Firm and Contractor to comply with OSHA Standards. Safety is of the utmost importance on this project.

The Firm's field representative will be required to access the roof in order to provide accurate inspection services.

### **INDEMNITY AGREEMENT**

The Firm will be required to execute an Indemnity Agreement with the URA prior to the issuance of the Notice to Proceed. The Firm is required to follow all State and City mandated safety protocols as stated as such in the Indemnity Agreement. Refer to Attachment B for an example agreement template.

### **PROPOSAL SUBMISSION AND PROCESSING**

**Proposals will *only* be accepted through Public Purchase.** Submit proposals no later than Noon

ET, Thursday, October 1, 2020.

The URA anticipates selecting a construction management/inspection Firm in November 2020.

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

## **LEGAL**

1. 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 each applicant 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 applicant is qualified to carry out properly the obligations of the response.
2. The URA shall be the sole judge as to which, if any, Applicant best meet the selection criteria. The URA reserves the right to reject any or all responses, to waive any submission requirements contained within this response, and to waive any irregularities in any submitted response.
3. This form is submitted subject to errors, omissions, and/or withdrawal without notice by the URA at any time.
4. All responses, including attachments, supplementary materials, addenda, etc. shall become the property of the URA and will not be returned.
5. Applicants and team members must disclose any conflict of interest with regards to any other work performed by the Applicant for the URA, the City of Pittsburgh, or any related entity.

## ATTACHMENT A

### **CONSTRUCTION MANAGEMENT AND CONSTRUCTION INSPECTION SERVICES**

- Administer the pre-construction meeting; record and distribute meeting minutes.
- Review and comment on project schedules from the URA's contractor. Also review schedules from on-site contractors for coordination of all construction activities. Work to ensure the contractor stays on schedule.
- Determine the adequacy of the contractor's personnel and equipment to meet the project schedule.
- Take pre-construction job site photographs and construction progress photographs. Maintain a photographic log and disseminate to the URA's construction manager.
- Provide a resident inspector to assure that all work is performed in accordance with the contract documents. The inspector must also prepare daily inspection reports, maintain field records and daily logs, calculate quantities, record as-built information, and perform project close-out duties.
- Provide office support and oversight of field activities and attend bi-weekly progress meetings. Record, prepare and disseminate minutes of the meetings.
- Provide supplementary inspection during peak activity periods as required.
- Coordinate the construction activities and schedules with the on-site contractors.
- Implement and manage an effective request for information system (RFI) among the contractor, URA and design engineer.
- Establish and maintain lines of communication and procedures for coordination among the URA, engineer, contractors, inspection personnel, and other contractors working adjacent to the site.
- Identify potential problems and make recommendations for solutions.
- Review contractor's claims and make recommendations to the URA.
- Prepare, and review with the contractor, invoice and change order quantities. Prepare the invoices and change orders in URA format. Approve invoices and change orders for payment to the contractor.

- Maintain logs for the submission of shop drawings, material certifications and other required contractor submittals. Distribute submittals for approval to the URA's consulting engineer.
- Perform comprehensive reviews of the contractor's schedule and updates and report the results to the URA's project manager.
- Represent the owner to assure a quality product at a fair and equitable price.
- Determine substantial and final completion of the work and prepare lists of incomplete or unsatisfactory items, and corresponding schedules for their completion.
- Participate with the URA in the pre-final and final inspections, including preparation and distribution of punchlists.
- Determine final completion; obtain and transmit to the URA all required guarantees, affidavits, releases, bonds, record drawings, etc.
- Prepare redline drawings to submit to the URA's consulting engineer.

END OF SERVICES LIST



**ATTACHMENT B**

**INDEMNITY AGREEMENT TEMPLATE**