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REQUEST FOR PROPOSALS

Homewood Avenue Development in the Homewood Neighborhood of the City of Pittsburgh

Issue Date: January 20, 2022

Proposal Due Date: February 10, 2022 at 12pm

URBAN REDEVELOPMENT AUTHORITY OF PITTSBURGH
REQUEST FOR PROPOSALS (RFP)
Homewood Avenue Development in the Homewood Neighborhood
Issued on January 20, 2022

1. OBJECTIVE

The Urban Redevelopment Authority of Pittsburgh (the “URA”) is requesting proposals from developers and/or development teams to develop six parcels into a mixed-use development that incorporates affordable housing in the Homewood neighborhood of the City of Pittsburgh (“City”) along North Homewood Avenue between Hamilton Avenue and Susquehanna Street. The proposals should set forth a development in accordance with the Homewood Comprehensive Community Plan (the “Community Plan”) (see **Exhibit B**). The Community Plan identifies twenty-two (22) interdependent goals across the four focus areas of Community, Development, Mobility, and Infrastructure. A successful proposal will further many of these goals while being mindful of the Community Plan’s vision statement:

Homewood will be an African-American cultural destination where people choose to live, work, worship, and visit. It will be safe, green, healthy, and innovative. It will have quality schools. It will be a place that protects long-term and low-income residents and equips them to be engaged and informed.

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

2. BACKGROUND

A. Project Description

The goal of this RFP is to select a developer or development team to advance a development project that is mixed-use in nature with an affordable housing component and furthers the vision and goals articulated in the Homewood Comprehensive Community Plan. The developer or development team could pursue this goal by either:

- i. Developing the site as a new construction project in accordance with the URA’s disposition process, or
- ii. Respondents that include the URA as co-developer must describe in detail the nature of a potential partnership, as well as a breakdown of contemplated responsibilities and contributions of each of the respective parties, and the type and percentage of capital resources and work components procured by each.

URA equity investments require that the URA have an integral part in maximizing MWBE participation, selecting the architect, engineers, property manager, and supportive services during the development.

Additionally, the URA may provide financing (predevelopment loans and grants) and technical support. The requested assistance is to be within normal parameters for a project of the same scope and size and is subject to URA underwriting and approval.

If selected as a co-developer, a respondent will effectuate the daily transactions required to move the project from financing to dedication. Post-stabilization, the URA prefers that the co-developer will singularly have the role of managing the asset.

Implementing the co-development model lowers barriers for minority developers and provides them with equitable development tools. A market-feasible project may thereby have support to counteract the undercapitalization faced by many emerging MBE developers. This effort encourages quality, locally-controlled wealth building, and economic stabilization under a shared risk/reward structure.

Proposals will be weighed by their overall creativity and thoughtfulness, the plausibility of timely project delivery as demonstrated by the proposer's track record, market/neighborhood understanding, equity/revenue sharing-model reasonableness (if applicable), and personal financial resources, among other factors.

B. Development Models

The URA is interested in seeking a range of design proposals and deal structures that may include, but are not limited to, those that include the URA as a potential co-developer/investor/owner. All respondents, regardless of the development model their proposals reflect, are expected to submit complete proposal packages as described below in **Section 4. Submission Requirements**.

i. Standard

The URA criteria for a standard development model is one that follows the standard URA disposition process. In this scenario, the URA offers its standard development support package.

ii. Co-Developer

Respondents that include the URA as co-developer must describe in detail the nature of a potential partnership, as well as a breakdown of contemplated responsibilities and contributions of each of the respective parties, and the type and percentage of capital resources and work components procured by each. URA equity investments require that the URA have an integral part in maximizing MWBE participation, selecting the architect, engineers, property manager, and supportive services

during the development. Additionally, the URA may provide financing (predevelopment loans and grants) and technical support. The requested assistance is to be within normal parameters for a project of the same scope and size, and is subject to URA underwriting and approval.

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C. Property Description

Addresses:	Vacant parcels located predominantly along North Homewood Avenue, Hamilton, Avenue, and Susquehanna Street. Parcels include: <ul style="list-style-type: none">• 174-N-198 – approximately 10,115 sqft• 174-N-194 – approximately 9,600 sqft• 174-N-192 – approximately 7,400 sqft• 174-N-190 – approximately 2,400 sqft• 174-N-298 – approximately 2,500 sqft• 174-N-296 – approximately 2,500 sqft
Neighborhood:	Homewood
Council District:	9
Councilperson:	Reverend Ricky Burgess
Preferred Use:	Mixed Use, Affordable Housing
District Zoning:	UNC, R1A-VH
Minimum Sale Price:	Based on Future Negotiations

The targeted site for this new construction mixed-used development is located along North Homewood Avenue at the intersections of Hamilton and Susquehanna and encompasses approximately 34,500 square feet in area (see **Exhibit A** for a site map).

Developers should note that:

- i. Though the parcels are contiguous, they are bisected by existing streets. Depending on the proposed design, those streets may need to be vacated.
- ii. Any developer submitting a proposal should visit the site to become familiar with the present existing conditions.

D. RFP Timeline

RFP Issue Date	1/20/2022
Pre-Proposal Meeting	1/27/2022 at 10am via Zoom
Proposal Due Date	2/10/2022 at 12pm
URA Board Vote	3/10/2022

E. Neighborhood Market Conditions

The URA developed business district profiles for each neighborhood in the City of Pittsburgh. These profiles provide details about the demographic and market compositions of a given neighborhood (as a matter of methodology, each neighborhood is a certain geography surrounding a main business district). The business district profile for this area of Homewood is included as **Exhibit B**.

The business district profile categorizes this portion of Homewood as Modest Income Homes, Set to Impress, and Social Security Set. These categorizations indicate that, demographically speaking, the area is comprised of working class, wage earners and the most common family structures are non-traditional, single parent, and multigenerational. The area's median household income was \$25,226 in 2021. The area's median disposable income was \$21,131 in 2021. Nearly 20% of the population is 65 years or older. Housing in the area often consists of medium to large multi-unit apartment buildings with lower-than-average rents. The area's median home value was \$80,592 in 2021. Furthermore, the demand for common retail products (e.g., health and personal care, food and beverage, and general merchandise) far outpaces local supply indicating that most residents must travel outside the neighborhood to meet their general household and personal needs.

The Pittsburgh's Homewood Community is comprised of a variety of organized and engaged stakeholders working to improve the community in a myriad of ways as shown in the Community Plan. These efforts span many years and have led to improvements in the area's development context as outlined below. undergoing a renaissance period, driven in large part by the Homewood Comprehensive Community Plan, which was published in 2020 (see attached Exhibit B for the Community Plan).

The proposed site is adjacent to the neighborhood line between North Point Breeze and South Homewood. There has been recent development activity on both sides of the neighborhood

line. In South Homewood, Building United of Southwestern Pennsylvania (BUSWP) was awarded a \$1.4 million grant through PHFA's Homeownership Choice Program to develop 30 new single-family homes and 2 rehabilitated single-family homes in the Homewood neighborhood. The site is located on Susquehanna Street across from the newly constructed, state-of-the art, elementary school – Helen S. Faison Arts Academy.

Development at Homewood Station, located along Homewood Avenue next to the Martin Luther King, Jr. East Busway brought a new, mixed-used development to the Homewood South neighborhood. Homewood Station created opportunity for both senior housing and commercial space that houses local businesses including Everyday Café.

In addition to recent housing and mixed-use developments, the area has many new and established commercial and institutional investments. The Lexington Technology Center adjacent to the Phase I site in North Point Breeze houses offices for Allegheny County, including their 911 call center.

F. Community Process

The selected developer will be expected to work with the URA and community stakeholders to ensure the proposed project fits within the neighborhood context, vision, and larger planning goals. The Developer's proposal should address the basic principles outlined in the Homewood Community Plan (see **Exhibit B**)

G. URA Information

The URA is the economic development agency for the City of Pittsburgh, committed to creating jobs, expanding the city's tax base, and improving the vitality of businesses and neighborhoods within the city. Incorporated in 1946 as one of the first redevelopment authorities in the United States, the URA achieves this mission by assembling, preparing, and conveying sites for major mixed-use developments and by providing a portfolio of programs that include financing for business location, relocation, and expansion, housing construction and rehabilitation, and home purchases and improvements, among many others. The URA conducts these activities using unique powers granted by the Commonwealth's Urban Redevelopment Law to deploy and attach conditions to the use of public subsidy and the disposition of publicly-owned land.

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

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

3. PROPOSAL SCOPE

Proposals should demonstrate the capacity and creativity of the developer to transform the parcels included in this RFP by following high development standards and presenting the best economically viable project(s) for the City. It is expected that proposals will include the appropriate scale of development for the neighborhood in which it is located as well as a project scope that is feasibly attainable. Developers should, in their narratives, describe their

desired level of URA support for advancing the project as well as their preferred development model. The developer will be required to coordinate design and construction with the URA to ensure that the proposed project(s) complements both the neighborhood and City's revitalization goals.

4. SUBMISSION REQUIREMENTS

Each submission should include the following:

- A. Title Page**
This should include the firm's name, contact person and contact information.
- B. Table of Contents**
- C. RFP Summary Page**
This is attached as **Exhibit C**.
- D. Project Narrative**
 - i.** Project Description – specific use, number of units (for residential) and/or commercial square feet (for retail, office, etc.), desired development model (usual URA RFP or co-developer model).
 - a.** Respondents from the prior RFI are asked to note any updates or revisions.
 - ii.** Parking – parking required by district zoning in relation to the parking necessary to meet the project demands
 - iii.** Community engagement plan – general approach and how the project complies with the principles outlined in the community plan
 - iv.** Sustainability goals – performance measures or industry standards that will be used to assess the sustainability of the project
 - v.** Minority/Women Owned Business Enterprise plan – strategy to maximize MWBE participation and projected goals

The URA has a long history of diversity and inclusion within all of 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 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.

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

- a.** Ownership/Partnership of firm;
- b.** Employment level of minorities and/or women in the firm;

- c. Staffing of minorities and/or women on URA matters;
- d. Use of minority or women-owned businesses as vendors;
- e. 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.

Any questions about MWBE requirements should be directed to Jazmine Derico, MWBE program officer, at jderico@ura.org.

- vi. Ownership entity (single owner, partnership, LLC) - ability to finance the costs associated with project including previous experience in attracting equity investors and fundraising
- vii. Development entity – project management plan and role of each development partner in the implementation of the development plan
- viii. Description of desired level of URA assistance – technical assistance, financial assistance (and amount desired)
- ix. Expected Zoning Variances (if any) – strategy to obtain approval(s)

E. Concept Drawings of the Proposed Project (Exhibits)

- i. Site plan and floor plans
- ii. Elevations
- iii. Phased plan, if applicable, with the first phase clearly identified

F. Budgets (Exhibits)

- i. Financing sources with funding gaps, if any, identified and that clearly shows the URA's expected contribution if the proposal uses the co-developer model
- ii. Project uses including developer's offer as well as detailed hard and soft costs
- iii. Proforma including all anticipated operational and maintenance costs
- iv. Phased sources and uses, if applicable, with first phase clearly identified

G. Proposed Development Timeline (Exhibits)

- i. Schedule that identifies the duration of key tasks (i.e. due diligence, conceptual design, design development, permitting, final design, contract award, construction, etc.) and indicates major milestones
- ii. Phased development timeline, if applicable, with first phase clearly identified

H. Financial Capacity (Exhibits)

- i. Joint venture, general, or limited partners, and percentage of interest
- ii. Evidence of Equity Contribution such as bank statements
- iii. Letters of Interest or references from lending institutions
- iv. Letters of Interest from potential tenants

I. Relevant Development Experience

- i. Resumes or biographies of the proposed development team
- ii. Fact sheets for similar projects (images, date, location, concept, funding sources, current vacancy rates)
- iii. Press clippings that include project narratives to describe previous work

J. Other Information

Please provide any other information you believe is pertinent to the URA's consideration of your firm.

5. RESPONSE SUBMISSION

All responses should include the RFP Summary Page, which can be found at the end of this document (**Exhibit C**), as the cover page of the proposal package. Respondents should submit their proposal package using IonWave Technologies, the URA's RFP response program. The proposal should be combined into one file in PDF format. Do not send hard copies.

The proposal submissions and questions concerning the content of this RFP should be addressed to: Attention: Ken Jones
kjones@ura.org

ALL RESPONSES MUST BE RECEIVED BY THE RESPONSE DUE DATE AND TIME AS STATED IN THE RFP TIMELINE FOR CONSIDERATION. Any late responses or responses received outside of IonWave Technologies will not be reviewed.

ALL RESPONDENT QUESTIONS WILL ONLY BE ACCEPTED AND ANSWERED THROUGH IONWAVE SUBMISSION, WHERE THE RESPONSE WILL BE MADE PUBLIC.

The URA will not reimburse firms for any expenses incurred in preparing responses to this RFP.

If you have any questions or issues with using IonWave, please contact:

Attention: Ivy Coleman and Ken Jones
icoleman@ura.org and kjones@ura.org

6. 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.
- i. Experience completing similar redevelopment projects in an urban neighborhood;

- ii. Capacity to attract and secure financing, with a minimum amount of public subsidy;
- iii. Ability to assemble a team with the appropriate specialties;
- iv. Appropriateness of proposed plan with RFP goals and scale of development;
- v. Experience with community engagement;
- vii. Commitment to sustainable design standards; and
- viii. Commitment to Minority/Women Owned Business Enterprise participation.
- ix. Partnership (co-development) proposals will additionally be evaluated on criteria including responsibilities and contributions of each of the respective parties, the type and percentage of capital resources, and other deliverables or work components procured by each. Some other criteria are: the proposer's track record and professional reputation; market/neighborhood understanding; equity/revenue sharing-model reasonableness, and personal financial resources, among other factors.

The developer is responsible for designing a project that meets the zoning regulations and building codes adopted by the City and is otherwise compliant with the law.

A developer will be recommended to the URA Board based on the overall quality of the proposed project. The evaluation of the developer's qualifications, experience and capacity will be based upon information submitted in the proposal and presented during the interview by the developer.

The URA reserves the right to verify the accuracy of all information submitted. After the URA has completed its evaluation of the submittals, a developer who is placed on the short-list may be asked to interview with the URA. However, a short-listed proposal may be accepted without the need for an interview. If an interview is deemed necessary, the developer will be provided with a time that is determined by the URA.

- B.** Conflicts of Interest: Responsive firms and their team members must have no conflicts of interest with regard 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 qualifications 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.

7. DISPOSITION PROCESS

The URA sells its property through a disposition process rather than a standard sales agreement. The disposition process is based on the declarations within the Urban Redevelopment Law (Act of May 24, 1945, P.L. 991, No. 385). The developer must enter into a Disposition Contract (i.e. Development Contract) with the URA. The Disposition Contract is the binding document that details the developer's plan to design, finance, purchase, and construct the development project. Taxes, liability insurance, site security, and all aspects of owning and developing the property shall be the full responsibility of the developer at the time of sale, as specified in the Disposition Contract. The URA does not sell land for speculative purposes, any such proposal to acquire and hold the land with construction to occur when and if it is successfully marketed will be rejected.

As part of the process, the URA will review the Opinion of Probable Cost and project drawings against the evidence of financing to determine if the information presented is reasonable and corresponds to a fully realized project. The URA will not close on a property until all the terms of the disposition process are fulfilled. Respondents should become familiar with the disposition process and related requirements which can be accessed [here](#).

The URA Board must approve any and all developers who purchase URA property. Upon URA Board approval, the developer's purchase of the property will occur after execution of the Disposition Contract, approval of the final construction documents and issuance of a building permit. The purchase of the property will occur simultaneously with the closing on the developer's construction financing.

8. LEGAL INFORMATION

- A. Prior to submitting a proposal, a developer is encouraged to attend the pre-proposal conference, which provides an opportunity to inspect the property.
- B. The property will be offered to the selected developer in "AS-IS" condition.
- C. The sale of the property does not guarantee or warrant demolition permits, building permits, zoning variances, or financial viability.

- D.** The developer, for itself and its employees, contractors, and primary subcontractors, agrees not to discriminate against or segregate any person or group of persons on any unlawful basis in the construction, sale, transfer, use, occupancy, tenure or enjoyment of the property or any improvements erected or to be erected thereon, or any part thereof.
- E.** The URA shall be the sole judge as to which proposal best meets the selection criteria. The URA reserves the right to reject any or all proposals received, to waive any informalities or irregularities in any submitted proposal, and to negotiate scope and proposal prices.
- F.** Responses to the RFP will not be opened publicly.
- G.** Proposals may be withdrawn by written notice received by the URA before the time and date set for receipt of proposals. After the submission date, a proposal may not be withdrawn for a period of sixty (60) days, except by mutual consent between the URA and the respondent.
- H.** It is the developer's sole responsibility to read and interpret this RFP and the written instructions contained herein. A respondent may correct errors and omissions discovered before the time set for receipt of proposals by withdrawing the original proposal and resubmitting a new proposal before the date and time set for the receipt of proposal. Errors and omissions may not be corrected after the submission date except when the URA decides, in its sole discretion, to allow the correction.
- I.** This RFP is submitted subject to errors, omissions, and/or withdrawal without notice by the URA at any time.
- J.** The developer is encouraged to confer with the URA prior to submitting their response. All proposals, including attachments, supplementary materials, addenda, etc. shall become the property of the URA and will not be returned.
- K.** Addenda will be posted on IonWave Technologies . All such addenda shall become part of the RFP documents and all respondents shall be bound by such addenda, whether or not received by the respondents.

Exhibit A: Site Map



Exhibit B: Homewood Community Plan

The Homewood Community Plan can be accessed [here](#). In the event that you are unable to follow the link, the following URL can be pasted into your browser:

https://apps.pittsburghpa.gov/redtail/images/8613_Homewood_Plan_Final_Draft.pdf

Exhibit C: RFP Summary Page

The RFP Summary Page follows.

Proposal Summary Sheet

Development Team	
Primary Contact	
Address	
Phone	
Email	
Lead developer?	
Is lead Developer a certified MBE or WBE?	
Partner(s)	
Is/are Partner(s) a certified MBE or WBE?	
Architect(s)	
Is/are Architect(s) a certified MBE or WBE?	
Contractors(s)	
Is/are Contractor(s) a certified MBE or WBE?	
Is any of the development team based in Pittsburgh?	
Is any of the development team based in Pennsylvania?	

RFP Summary		
Proposed Development Model		
Acquisition Offer		
Total Construction Cost		
Developer Equity		
Total Estimated Gap		
Will the project be phased?		
If so, how many phases?		
Estimated Construction Jobs Created		
Total Residential Units		
Market Rate:		
Affordable:		
Residential Unit Make Up and Size (Square Footage)	Unit Count by Bedroom Number Studio: 1 Bedroom: 2 Bedroom: 3 Bedroom:	Square Footage by Bedroom Number Studio: 1 Bedroom: 2 Bedroom: 3 Bedroom:
Total Commercial Space Square Footage		
Number of Commercial Units		
Total Parking Spaces, On Site		
Total Parking Spaces, Required		

Project Timeline	
Construction Start	
Construction Duration	

Exhibit D: IonWave Directions

The Supplier Response Quick Start Tutorial follows. Any additional questions about IonWave should be directed to both:

Ivy Coleman and Ken Jones
icoleman@ura.org and kjones@ura.org

Supplier Response Quick Tutorial

This Quick Tutorial provides instruction on navigation of this organizations Ion Wave Technologies (IWT) software system, locating bid requests, and creating and submitting a bid response.

Log in to the system. Once you have successfully logged in, you will be on the supplier bidding dashboard. To access the bid events, click on “Bid Events” from the top menu bar or click on one of the applicable Alerts. (See Figure 1.)

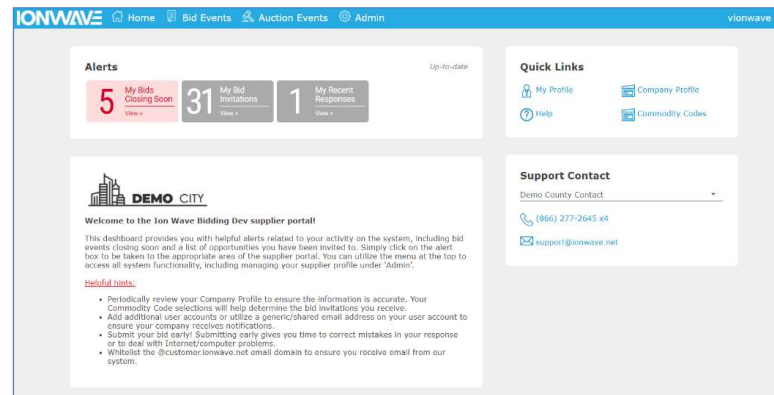
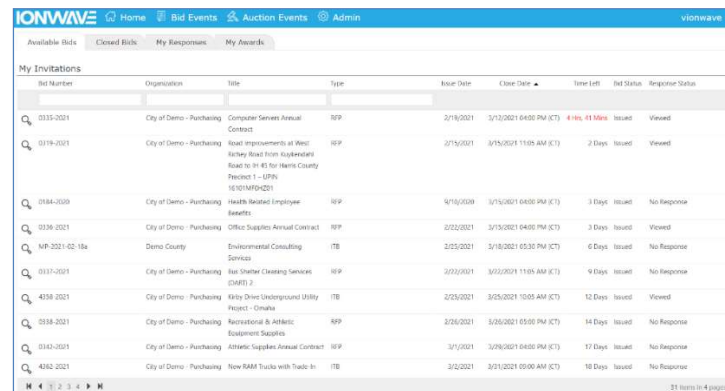


Figure 1

The available bids are displayed in to two different areas: “My Invitations” and “Other Bid Opportunities”. Click the **bid number** to view the bid opportunity.

NOTE: Multiple pages of bid opportunities may exist. Click to the next page (located on the bottom of the screen) to access additional pages. (See Figure 2.)



Bid Number	Organization	Title	Type	Issue Date	Close Date	Time Left	Bid Status	Response Status
0335-2021	City of Demo - Purchasing	Computer Services Annual Contract	RFP	2/18/2021	3/13/2021 04:00 PM (CT)	4 hrs, 41 Mins	Issued	Viewed
0319-2021	City of Demo - Purchasing	Road Improvements at West Highway Road from Saddlebrook Road to Rt 45 for Harris County Precinct 1 - (RFP)	RFP	2/19/2021	3/15/2021 11:05 AM (CT)	2 Days	Issued	Viewed
0344-2021	City of Demo - Purchasing	Health Related Employee Benefits	RFP	3/10/2021	3/13/2021 04:00 PM (CT)	3 Days	Issued	No Response
0338-2021	City of Demo - Purchasing	Office Supplies Annual Contract	RFP	2/22/2021	3/13/2021 04:00 PM (CT)	3 Days	Issued	Viewed
MR-2021-02-18a	Demo County	Environmental Consulting Services	ITB	2/25/2021	3/18/2021 05:30 PM (CT)	6 Days	Issued	No Response
0317-2021	City of Demo - Purchasing	Bus Shelter Cleaning Services (RFP)	RFP	2/22/2021	3/22/2021 11:05 AM (CT)	9 Days	Issued	No Response
4038-2021	City of Demo - Purchasing	Wiley Drive Underground Utility Project - Omaha	ITB	2/25/2021	3/25/2021 10:00 AM (CT)	12 Days	Issued	Viewed
0338-2021	City of Demo - Purchasing	Recreational & Athletic Equipment Supplies	RFP	2/26/2021	3/26/2021 05:00 PM (CT)	14 Days	Issued	No Response
0340-2021	City of Demo - Purchasing	Athletic Supplies Annual Contract	RFP	3/1/2021	3/26/2021 04:00 PM (CT)	17 Days	Issued	No Response
4042-2021	City of Demo - Purchasing	New RAMP Trucks with Trailer	ITB	3/2/2021	3/21/2021 09:00 AM (CT)	18 Days	Issued	No Response

Figure 2

After selecting the desired bid, you may be presented with a requested response asking your intention to respond to bid on the event. (See figure 3).

Figure 3

Once inside the bid event, a series of tabs may be present. If one of the tabs listed below does not appear on your bid, then it is not applicable to the solicitation. (See Figure 4.)

Figure 4

A series of tabs will appear. Below is a brief description of the content for each tab. Suppliers will start on the first tab on the left and proceed through the other tabs until reaching the final tab, the “Response Submission” tab.

Event Details – Provides specific bid information including Bid Notes and Contact, Ship To, and Bill To information.

Questions – Submit bid specific questions by clicking ‘Ask Question.’ Questions and Answers provided will be reviewed at the Buyers discretion. Questions may only be asked up until the cutoff date and time.

Activities – Review and respond (as applicable) to bid related activities. Activities Types may include:

- Participation Activity: Review activity information that the buyer is requesting your participation
- Non-Participation Activity: Provided for informational purposes.

Participants (may or may not be displayed)– The event participation lists display only with the permission of the buying organization.

- Event Participants – Displays of list of suppliers who have viewed and are potentially responding to the bid.
- Event Invitations – Displays of list of suppliers who received an invitation to the bid.

Attachments – Bid attachments are included by the buyer for a number of reasons which include but are not limited to the following: Informational purposes and/or to provide the supplier with a form to complete and submit as a response attachment.

- Click 'Download'
- Save the file to your desktop or another drive

Attributes – Attributes are a series of questions or content which may require your review and/or response.

- Read and/or answer all attributes.
- Required attributes have a red asterisk (*) to the right of the required field.
- A required attribute must be answered in order to submit the response.
- Click 'Save' (to save your responses)
- Click 'Error Check' (to determine if you have missed any required responses)

Line Items - Enter your response in the price or percentage field provided. An extended price will be calculated once save. (See Figure 5.)

Figure 5

- Item Attributes - Answer questions, complete specification requests, and review additional terms and notes specific to the line item. Line attributes may not be present on the bid request. (See Figure 6.)

Figure 6

- Item Attachments - Click 'Download' to access the file(s) pertaining to this line item. (Item level attachments may not be present)
- Required fields have a red asterisk (*) to the right of the response field.
- A required field must be answered in order to submit the response.
- Click 'Save' (to save your responses).
- Click 'Error Check' (to determine if you have missed any required price fields).
- A line item may include one or more of the following options

Add Alternates – Where allowed, you can bid an alternate.

- Click 'Add Alternate' and enter the fields requested.
- If an alternate is added in error, click 'Delete Alt' on the right of the screen.

No Bid – Unless specified by the buyer, you do not have to use the 'No Bid' function at the line level. If using the 'No Bid' function, do the following:

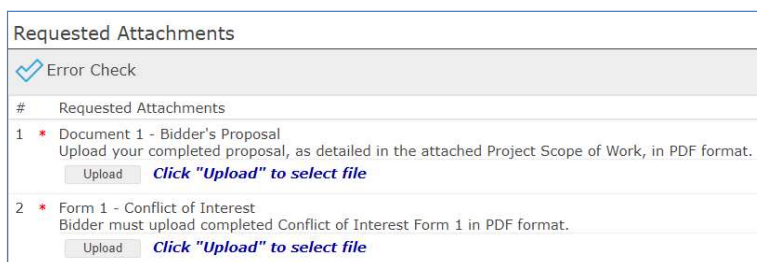
- Click 'No Bid' (if you prefer to 'no bid' a line)
- Click 'Clear No Bid' to remove a 'No Bid.'

Add Notes – Where allowed, click 'Add Notes' to enter comments for buyer review.

Please Note: A response of zero (\$0.00) entered in the price field may not be allowed by the buyers. Also, in some cases, they may choose to receive zeroes as a 'No Bid'.

Response Attachments – This tab allows suppliers to upload documents for buyer review.

Requested Attachments – A required or optional file that the buyer has requested. A red asterisk (*) located next to the requested file name indicates that it is required. (See Figure 7.)



Requested Attachments	
✔ Error Check	
#	Requested Attachments
1 *	Document 1 - Bidder's Proposal Upload your completed proposal, as detailed in the attached Project Scope of Work, in PDF format. <input type="button" value="Upload"/> Click "Upload" to select file
2 *	Form 1 - Conflict of Interest Bidder must upload completed Conflict of Interest Form 1 in PDF format. <input type="button" value="Upload"/> Click "Upload" to select file

Figure 7

- Click "Upload"
- Click "Select File" in the pop-up window
- Highlight the file to be attached and click 'Open'
- The file will upload, then click 'Save'

Other Response Attachments – Ability to include additional documents for buyer review. Availability is at the buyer's discretion. (See Figure 8.)



Other Response Attachments
<input type="button" value="+ New"/>
No Other Response Attachments

Figure 8

- Click "New"
- Click "Select File" in the pop-up window
- Highlight the file to be attached and click 'Open'
- Enter a Description of the attached file and click 'Save'

Please Note: If you have attached a file that requires additional editing, you must delete the attached file and attach a corrected file.

The maximum file size is 250 megabytes per file.

Response Submission – After completing your bid response, you must submit successfully before the close date and time.

- Supplier Note to Buyer – Enter an optional note to the buyer. This field may not be available on all bids.
- Digital Signature - Enter your full name (Required) and your email address (Required)
- Click “Error Check” to determine if you have missed any required fields.
- Click ‘Submit’ Response’
- A successfully submitted response will display ‘Response Submitted’ followed by the date and time stamp in the Response Status field. (See Figure 9.)

Bid Number	4257-2020 Addendum 1 (123456789)
Close Date & Time	9/24/2022 01:05:00 PM (CT)
Time Left	561 days 20 minutes 4 seconds
Response Status	Response Submitted - 1/27/2021 11:28:10 AM (CT)

Figure 9

Submission Errors

When an error(s) occurs, the system will display the location of error(s). In the example below, the errors occur in the Attributes tab, Response Attachments tab, and Response Submission tab. (See Figure 10.)

Figure 10

- To resolve errors, you must access the tab where errors occur and complete.
- Once the errors are corrected, proceed to the Response Submission Tab to submit the response.

System Notification – An email notification will be sent to confirm response failure or response submission.

Response Retraction – This function is available at the buyer’s discretion and can be used to retract a submitted response for additional editing. (See Figure 11.)

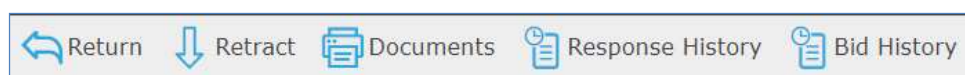


Figure 11

- From the top toolbar, click ‘Retract’
- Navigate to the desired tabs for editing
- Select the Response Submission tab to ‘Submit’ the revised response

Important Note: A retracted bid response is no longer considered submitted. The user MUST resubmit a retracted bid response to be considered.

Exhibit E: MWBE Requirements

The MWBE Narrative Requirements page follows.



URA Minority and Women Business Enterprise Narrative Requirements

The Urban Redevelopment Authority of Pittsburgh (URA) is committed to diversity and inclusion within all its programs and activities and encourages the full participation of minority and women business owners and consultants on URA affiliated projects and initiatives.

Proposals submitted to the URA must include a Minority and Women Business Enterprise Narrative (“MWBE Narrative”) detailing how the respondent plans to meet the URA’s expressed minority and women-owned business enterprise (MWBE) participation goals for the contract/project/funding, if the URA awards it to the respondent.

The URA acknowledges the City of Pittsburgh’s goal of 18% Minority and 7% Women Business Enterprise participation in planning and/or professional service activities. Therefore, all respondents are required to demonstrate and document a good faith effort to obtain MWBE participation in work performed in connection with the URA contracts.

The MWBE Narrative should be written on company letterhead and emailed to mwbe@ura.org at least 30 calendar days prior to an initial board action. The narrative should include the following information:

- A one-to-two-page summary detailing how the respondent plans to meet the 18% Minority Business Enterprise (MBE) goal and 7% Women Business Enterprise (WBE) goal through the incorporation of MWBE firms on the project
- Scope areas where work can be subcontracted, along with any outreach efforts to ensure that MWBE firms are aware of the opportunity
- A list of any MWBE firms that will be included as a part of the team or invited to bid on work
- An expressed commitment to demonstrating good faith effort to meet the URA’s MWBE goals
- An expressed commitment to remaining in communication with the URA’s MWBE Program staff to develop a finalized MWBE Plan, should the project be awarded.

The MWBE Narrative should be addressed to: Diamonte Walker, Deputy Executive Director, 412 Boulevard of the Allies, Suite 901, Pittsburgh, PA 15219.

The successful respondent will be asked to submit a final MWBE plan and subsequent tracking reports.

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

Effective January 1, 2018; Revised January 1, 2021