

reimagine redevelopment

Urban Redevelopment Authority
of Pittsburgh

ura.org

REQUEST FOR PROPOSALS (RFP)

Outdoor Retail and Dining Program

RFP Issue Date: February 11, 2021

Proposal Due Date: March 11, 2021, at 5 PM ET

VIA EMAIL ONLY to jfitzgibbons@ura.org

Outdoor Dining and Retail Grant RFP

Section 1. General Information

- 1.1 The Urban Redevelopment Authority of Pittsburgh (URA) requests proposals from architectural and engineering and/or design professionals familiar with the City of Pittsburgh's Department of Mobility and Infrastructure and Permits Licenses and Inspections requirements to design and craft design templates for outdoor sidewalk café infrastructure. The firm will work with business district organizations, chambers of commerce or community development corporations to conceptualize the utilization of outdoor space and public rights of way in business district corridors for conducting business outdoors.
 - a. May include infrastructure on sidewalks, in parking spaces, full street closures, and utilizing vacant lots.
- 1.2 Firm will be retained on an on-call basis as consultant to provide technical assistance to organizations and/or businesses in submitting their applications for permitting through the City of Pittsburgh, design/budgeting for Outdoor Dining and Retail Program, webinar training, and other services as needed.
- 1.3 This RFP opens for proposals on February 11, 2022 and closes March 11, 2022. Contracts will be executed mid-April and will extend through December 31, 2022. Interested parties are requested to submit a detailed proposal package that clearly defines the relevant experience of the proposed staff and sub-consultant team members, proposed methods and strategy to carry out the project scope of work, as well as a fee proposal.
- 1.4 Contact for all queries and for receipt of proposals VIA EMAIL ONLY:

Josette Fitzgibbons
Business Program Officer
Urban Redevelopment Authority of Pittsburgh
jfitzgibbons@ura.org
- 1.5 Respondents shall restrict all contact and questions regarding this Request for Proposals (RFP) and selection process to the individual named herein. Questions concerning terms, conditions and technical specifications shall be directed in writing to Josette Fitzgibbons. **Questions will be answered in writing on the URA's website (http://www.ura.org/working_with_us/proposals.php) by March 1, 2022. Questions submitted after March 1, 2022, will not be answered.**
- 1.6 Consideration is expected to be given, but is not guaranteed to be given, to the criteria listed in this RFP. The URA reserves the right to reject any and all proposals, to waive any and all informalities outlined in the RFP and in the selection process, and generally to make the award that, in its judgment, will best meet the objectives stated in this RFP.
- 1.7 Expenses incurred by the respondents in replying to the RFP or in making any appearance before the selection committee are at the respondents' own expense and risk.
- 1.8 Subconsultants may participate on multiple applicant teams. The URA reserves the right to make suggestions related to team structure during final contract negotiations.

Section 2. Background

The COVID-19 pandemic placed an immense strain on small businesses, restaurants, and retailers across the nation. The City of Pittsburgh Department of Mobility and Infrastructure (DOMI) allowed flexibility for restaurants and shops to conduct business outdoors on a temporary basis through flexible guidelines and permitting. Conducting business outdoors was a lifeline for these businesses, providing them with much needed revenue they would not have otherwise been able to receive, as customers were not comfortable returning to indoor dining or shopping. There has been an overwhelming amount of interest in continuing this flexibility of outdoor dining and retail given by DOMI, and an increased need for funding these initiatives.

In addition to the permitting efforts described above, in the spring of 2020 the Urban Redevelopment Authority (URA) initiated the Sidewalk Sales program. Sidewalk Sales was designed to provide small grants (\$1,500 - \$3,000) to business district organizations throughout the City, to enable them to help their entrepreneurs as they moved their business activities outside. These small grants were used to purchase equipment and cleaning supplies, provide micro grants to businesses, and to plan outdoor promotional events.

In 2021, The City of Pittsburgh was awarded funding through the American Rescue Plan Act to develop a larger grant program, to provide funding to organizations serving business districts across the City of Pittsburgh to support permanent outdoor business activities. In order to expedite the process, retaining a design firm will be essential to the program's success.

Section 3. Project Description

3.1 Description

This project seeks an architectural or design firm to:

- create up to three (3) templates for outdoor infrastructure for organizations and their participating businesses to select from to allow them to conduct business outdoors
- Refine the design guidelines that were created by DOMI for the ReOpen Pittsburgh effort in 2020.
- Assist business district groups and their participating businesses through the design and permitting process on an on-call basis
- participate in educational webinars as organized by the URA and its partners.

3.2 Scope of Services

1. Prepare up to three (3) conceptual designs for outdoor dining and retail structures that allow for safe use during the COVID-19 pandemic with all required drawings including but not limited to site plan, architectural & structural floor plans; roof plan; exterior elevations; lighting & electric plan; details, sections, schedules & notes, and all necessary calculations & specifications meeting all required codes and compliant with the city of Pittsburgh Departments of Mobility and Infrastructure and Department of Permits, Licensing, and Inspections
2. Prepare an estimate of costs for a build out of designs for structures installed in parking spaces, sidewalks, and vacant lots
3. Serve as a consultant for awardee organizations to assist with the City of Pittsburgh permitting process as needed.
4. Provide technical assistance to awardees to determine best placement and use of structure for their business.

3.3 Deliverables

1. Up to 3 Infrastructure Design Templates
2. On-Call services for businesses and organizations
3. Webinar to be held with the firm, the City of Pittsburgh's Department of Mobility and Infrastructure, Permits Licenses and Inspections Department, and the Urban Redevelopment Authority.

Section 4. Organization and Required Submittals for Proposal

4.1 Submission Requirements and Deadline

1. One (1) electronic copy, **VIA EMAIL ONLY**, in Word or PDF format of the proposal must be **received by the URA by no later than 5 PM ET on March 11, 2022**. Paper copies will not be accepted. Proposals received after the deadline will not be accepted.

Submissions should be emailed to jfitzgibbons@ura.org.

4.2 Proposal Format and Content

The consultant/team shall submit a proposal that includes a Technical Section and Fee Section.

1. Cover Letter

Limit to one page; letter should include:

- Company name, contact name, address, and email address
- Why the respondent's team is the most qualified to complete this project

2. Consultant Team and Firm Information

Briefly describe the roles of the consulting firm and sub consulting firms included on the team.

Please include the following for each firm:

- Name, address, and telephone number
- Number and location of offices
- Managing principal, CEO, or president
- MWBE Status
- Legal actions currently pending against firm
- Role on the team
- Resumes for key staff members assigned to the project

The URA requires that all consultants demonstrate a good faith effort to obtain minority- and women-owned business participation in work performed in connection with URA projects. The URA acknowledges the City's goal of 18 percent (18%) minority and 7 percent (7%) women participation in planning and/or professional service activities. Any questions about MWBE requirements should be directed to mwbe@ura.org.

3. Proposed Method and Schedule

- A detailed narrative of methods and plan to carry out the scope of work
- Description of consultant's current workload and availability of staff to deliver this project on schedule

4. Relevant Projects and References

Limit three (3) projects, one page per project. Relevant projects should include at least one project that emphasizes business district planning, and one project that addresses sidewalk café and street infrastructure design.

Please include the following:

- Name and location of project
- Size and cost of project
- Name, address, email, and telephone number of the client

5. **Fee Proposal**

The fee proposal shall identify the derivation of the total fee by indicating:

- The level of effort in staff hours for various tasks and subtasks corresponding to the Scope of Services and the technical proposal
- Job Classifications and Direct Hourly Rates applied to work tasks
- The total salary cost for the services
- The proposed overhead factor to be applied to the salary cost, with a detailed breakdown
- The fee or percentage of profit proposed for the services
- The direct costs projected, including subconsultant's fees for various services
- Assumptions made in estimating time and costs
- Include a master spreadsheet that includes a total level of effort (staff hours) for each task. The spreadsheet shall list employee name, job classification, projected hours, pay rates, overhead factors, direct costs, and profit in separate columns. Prime subconsultants/subcontractors that make up your team must also be included in the master spreadsheet.

Section 5. Evaluation Criteria

All proposals will be evaluated based on the technical and professional expertise and the experience of the consultant team, the proposed method and the procedures for completion of the work, and the cost of the proposal.

5.1 ***Technical Expertise, Experience and Access***

The technical expertise, experience and access of the consultant will be determined by the following factors:

- Overall experience of the consultant team
- Expertise and professional level of the individuals proposed to conduct the work
- Demonstration of accessibility to the URA and non-profit organization

5.2 ***Procedures and Methods***

Evaluation of procedures and methods will be determined by the following factors:

- Clarity and completeness of the proposal and the apparent general understanding of the work to be performed
- Proposed methods and plan to conduct the scope of work in a thorough, objective, and timely manner
- Sequence and relationships between major tasks
- Approach to community engagement
- Knowledge and understanding of the local environment
- Approach to project management, including efficient utilization of person-hours

5.3 *Project Schedule*

5.4 *Fee Proposal*

5.5 *Business District Planning and Capacity Building Experience*

5.4 *Equal Employment Opportunity*

A willingness to make meaningful wide-range subcontracting and employment opportunities available to all interested qualified firms and individuals in the marketplace will be evaluated.

Section 6. Process

- 6.1 Responses to the RFP will be evaluated by a selection committee. One or more proposers may be asked to meet with the selection committee in a formal interview process. The URA reserves the right to reject any and all proposals, to request additional information from applicants, and/or to waive any deficiencies in a proposal.

A tentative schedule has been prepared for this selection process. Firms interested in this project must be available on the interview meeting dates. The schedule is subject to change; however, the RFP due date will not be changed without notice on the URA's website (http://www.ura.org/working_with_us/proposals.php).

- 6.2 Upon notification of selection by URA staff, the successful respondent is required to enter into a contract within one week of notification. If the successful respondent is unwilling or unable to execute the agreement as required by the RFP, the URA has the right to request another respondent to enter into the contract with the URA.
- 6.3 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 respondent 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 is qualified to carry out properly the obligations of the response.
- 6.4 The URA shall be the sole judge as to which, if any, respondent best meets 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.
- 6.5 This form is submitted subject to errors, omissions, and/or withdrawal without notice by the URA at any time.
- 6.6 All responses, including attachments, supplementary materials, addenda, etc. shall become the property of the URA and will not be returned.
- 6.7 Respondents and team members must disclose any conflict of interest, or potential conflict of interest, with regards to any employee or staff of the URA or the City of Pittsburgh, and/or any work performed by the respondent for the URA, the City of Pittsburgh, or any related entity.
- 6.8 If selected, each respondent 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.