



REQUEST FOR QUALIFICATIONS (RFQ)
State and Federal Government Relations

RFQ Issue Date: Tuesday, January 28, 2026
Response Due Date: Tuesday, February 11, 2026

URBAN REDEVELOPMENT AUTHORITY OF PITTSBURGH

REQUEST FOR QUALIFICATIONS (RFQ)

State and Federal Government Relations for URA

Issued on January 28, 2026

GOAL OF THE RFQ

The Urban Redevelopment Authority of Pittsburgh (“URA”) requests the submission of qualifications from experienced firms (“Applicant”) to provide government relations services to the URA and the URA’s affiliated entities as-needed.

The URA plans to approve applicant(s) for state and federal government relations services. Applicants selected for this list will be eligible for selection by the URA to perform services, as-needed, at the URA’s discretion.

Section 1. General Information

- 1.1 The URA is requesting qualifications from firms to provide government relations services. The purpose of this solicitation is to procure professional services for building and maintaining relationships with policy makers and their staff, advancing the URA’s legislative priorities, and securing competitive state and federal funding. This may include, but not limited to, direct assistance with legislative drafting, grant writing, and navigating both legislative, and administrative processes.
- 1.2 The URA plans to hire one or two respondents under two separate contracts. One to provide state government relations and one to provide federal government relations services for two years with an optional 2-year extension.
- 1.3 This RFQ opens for proposals on January 28, 2026 and closes on February 11, 2026. Interested parties are requested to submit a summary of services and qualifications including relevant experience of the proposed team members, proposed methods and strategy, as well as a fee proposal.
- 1.4 Contact for all queries and receipt of proposals will be managed VIA Ion Wave Technologies.
- 1.5 Respondents may submit proposals for State services, Federal services, or both. The URA reserves the right to make suggestions related to team structure throughout the proposal process and contract negotiations.

Section 2. Background

The URA was established in 1946 under the Pennsylvania Urban Redevelopment Law and serves as the City of Pittsburgh’s community and economic development partner. Since inception, the URA has constructed and rehabilitated tens of thousands of homes, reclaimed thousands of acres of contaminated brownfield and riverfront sites and assisted hundreds of businesses in neighborhoods throughout the City

of Pittsburgh. Presently, the URA is committed to creating more housing that is affordable to the average Pittsburgher; encouraging more entrepreneurship and small business development; promoting inclusive growth and quality job creation; expanding neighborhood and main streets revitalization efforts; and developing a talented workforce that is equipped with the skills of the future.

To fill gaps in the development and lending markets, the URA created strategic affiliate organizations. Currently, URA affiliates include the Pittsburgh Housing Development Corporation (PHDC); the Pittsburgh Economic & Industrial Development Corporation (PEIDC); Pittsburgh Urban Initiatives (PUI); Invest PGH (IPGH); and the Pittsburgh Land Bank (PLB). Representation of the URA's interests will include representing the interests of our affiliate organizations.

The URA is a government authority with approximately 75 employees. While the URA is a legal entity separate and distinct from the City of Pittsburgh, only considered to be a component unit of the City for financial statement purposes, the Authority still works closely with the City in fulfilling its redevelopment activities. A key source of funding for URA-related projects and programs is through competitive, intergovernmental grants and loans.

Additional information regarding the Urban Redevelopment Authority of Pittsburgh may be found on the website at www.ura.org.

Section 3. Qualifications and Submission Requirements

Submission Method and Deadline: Respondents must submit **one (1) electronic copy** of their qualifications **through Ion Wave Technologies (IWT) in Word or PDF format**. Submissions must be received by the URA **no later than 5:00 PM ET on February 11, 2026**. Submission instructions are available on the URA website.

Format and Content Requirements: Respondents shall submit qualifications that include the materials listed below. **Responses must not exceed ten (10) pages total**, including biographies of staff members.

The URA reserves the right to request clarifications or additional information and may request interviews at its discretion.

Section 4. Required Content

4.1. Overview

Provide a brief overview that includes:

- Firm name and primary contact information
- Summary of relevant government relations experience, including comparable clients or projects
- Demonstration of understanding of the URA, the URA's affiliates, the City of Pittsburgh and its needs related to economic growth
- Description of the firm's approach to providing government relations services to the URA

4.2. Firm and Key Personnel

- Brief description of the firm and its government relations practice
- Identification of staff assigned to URA work
- Short biographies highlighting relevant experience
- Estimated percentage of time or monthly hours each assigned staff member will dedicate to URA work

4.3 Conflict of Interest Disclosure

- Disclosure of any actual or potential conflicts of interest
- List of current clients for whom assigned personnel are registered lobbyists
- Identification of any potential conflicts related to URA work

4.4 References

Provide three (3) references from the firm, related to the assigned personnel, including:

- Name, title, organization
- Email address and direct telephone number
- Short description of work performed for references

4.5. Fee Structure

- Description of the proposed retainer-based fee structure, for a two-year agreement, within the following constraints: yearly retainer for federal services may not exceed \$60,000 plus related expenses and state services must not exceed \$54,000 plus related expenses.

4.6. Additional Information

Include any additional information relevant to the URA's evaluation. This content must be included within the overall page limit.

Section 5. Evaluation Criteria and Process

- **Experience**
 - Relevant experience providing similar services
 - Quality of management, reputation, and references
 - Time providing similar services
 - Relevance of experience to URA's mission and planned activities
- **Quality of Submission**
 - Demonstrates full understanding of required services
 - Shows ability to perform work with minimal conflicts of interest
 - Includes all requested documentation
- **Fee Proposal**
 - Should be competitive with industry standards and fall within price structure
 - Award decisions are at the sole discretion of the URA

- The URA shall be the sole judge as to which, if any, Applicant best meets the selection criteria. The URA reserves the right to reject any or all Response(s), to waive any submission requirements, and to waive any irregularities in any Response.
- The URA will check Responses against mandatory criteria. Responses not meeting all mandatory criteria will not be considered for review.
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- Formal interviews of Applicants may be scheduled at the discretion of the Committee.
- During the evaluation process, the URA reserves the right to request additional information or clarifications from the Applicant(s) or to allow corrections of errors or omissions.
- The Committee shall recommend to the URA Board of Directors a list of applicants based upon firms' responses to this RFQ.
- Applicant's 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 Applicant for the URA, the City of Pittsburgh, or any related entity.
- Upon receipt of the qualifications, it is the URA's intention to enter into contracts within 30 –45 days.

INQUIRIES

All inquiries related to this RFQ are to be submitted through Ion Wave Technologies, the URA's RFP and RFQ platform, where the inquiry and the answer will be made public.

RESPONSE SUBMISSION

DEADLINE: February 11, 2026 at 5:00 PM

Applicants must submit their Response using Ion Wave Technologies. The Response should be combined into one file in PDF format. Do not send hard copies.

Link to Ion Wave Technologies: <https://ura.ionwave.net/Login.aspx>

ALL RESPONSES MUST BE RECEIVED THROUGH ION WAVE TECHNOLOGIES.

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

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