

**REQUEST FOR PROPOSALS
JOHN P. ROBIN CIVIC BUILDING
FACILITY AND OPERATIONS OPTIMIZATION ANALYSIS**

I General

On behalf of the owners of the John P. Robin Civic Building, 200 Ross Street Pittsburgh, Pennsylvania (the Civic Building), the Urban Redevelopment Authority of Pittsburgh (URA) is accepting proposals from firms to provide an analysis of the Civic Building to assist the URA in determining its highest and best use from both a private and public sector perspective. The Civic Building is an approximately 100,000 square foot facility located at 200 Ross Street, Pittsburgh, PA between Second Avenue and Third Avenue in the City's First Ward. The Civic Building is occupied by the Housing Authority of the City of Pittsburgh and the Urban Redevelopment Authority of Pittsburgh and various departments of the City of Pittsburgh. The analysis should give consideration to, among other factors, a cost benefit analysis of private versus public ownership given various economic development opportunities for the building including residential, retail, office and other commercial uses, tax base expansion opportunities, consolidation of location of the current public sector tenants and the potential effect on service delivery to the public, and the cost benefit analysis of relocation and operation at an alternative location including assumptions of cost, quality and convenience of possible options. The firm selected would provide a report consisting of an analysis of the above items, among others to be considered, in order to assist the owners in determining the benefits and constraints of converting the building into its highest and best use and the prudence of relocation of existing tenants.

II Schedule

It is the intent of the City to select a consultant by the end of December 2008 and have a report for its consideration by March 15, 2009.

III Scope of Services

The scope of services for this proposal will include, but not necessarily be limited to, the following:

- A) Evaluation of relocation options for all or some of the current public tenants of the Civic Building. This should include an analysis of the office rental market, relocation costs, and a comparison of possible private market lease costs to the operating costs and projected capital expenditures associated with the Civic Building.
- B) A financial analysis of the highest and best uses for the building from the public and private perspectives, including a consideration of various private sector uses.
- C) An evaluation of the monetary cost benefit of staying in or vacating the Civic Building based on current and future operating costs and projected long-term maintenance projects and building improvements.

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- D) A tax analysis reflecting the tax revenues to be derived from possible options, including an evaluation of projected real estate, wage, income, sales and other potential tax revenues.
- E) The effect on the customer service provided by the current tenants of 200 Ross Street, the inter-working of those tenants, the access and parking for staff and visitors and the proximity to City and County offices.

IV Completed Due Diligence

In addition to operating budgets for the Civic Building, a recently completed “Conditions Assessment Report” and a “Real Estate Appraisal Report” will be made available to the chose firm for use in providing the required services.

V Proposal Requirements

The proposal shall contain a Technical Section and a Fee Section bound in one document.

The Technical Section shall address the following specific items:

- 1. Description of the qualifications and experience of the firm for this type of work.
- 2. A narrative describing the firm’s approach, both technically and organizationally, to providing these services.
- 3. A description of the firm’s organization and staffing available to manage the work and the names and titles of all key personnel who will be involved in this work.
- 4. A listing of clients for whom the firm has provided these or similar services in the past with an emphasis on services provided to public entities.

The Fee Section shall address the firm’s fee for these services and how the fee is derived by detailing the following:

- 1. The level of effort in hours for the various tasks and subtasks.
- 2. The hourly rates of the proposed members of the team to provide the service.
- 3. The total salary cost for the service.
- 4. The proposed overhead factor to be applied to the salary cost.
- 5. The estimated fee and direct costs proposed for the service.
- 6. Assumptions made in estimating time and costs.

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VI Selection Criteria

Selection will be made of the following equally weighted criteria:

1. The qualifications and experience of the firm to provide the required services.
2. The firm's approach to providing the services.
3. The experience and quality of the support staff.
4. The Fee Proposal.
5. The level of M/WBE involvement in providing the services.

VI Proposal Submittal and Selection Process

Three (3) copies of the proposal must be submitted and are due by 3:00 PM prevailing time on **Monday, December 15, 2008** to:

**Marino Marangoni
Assistant Director – Construction
Engineering and Construction Department
Urban Redevelopment Authority of Pittsburgh
200 Ross Street, 11th Floor
Pittsburgh, PA 15219**

The proposals will be evaluated by a committee based on the above criteria in an effort to select the proposal with the highest value. The URA reserves the right to terminate the process and not award a contract. The URA reserves the right to interview firms and enter into negotiations.