

REQUEST FOR QUALIFICATIONS
Engineering, Environmental, Architectural and Surveying Services
July 31, 2009

I PURPOSE

To solicit qualifications for providing professional consultant services for various disciplines to the Urban Redevelopment Authority of Pittsburgh (URA), Department of Engineering and Construction for future projects. These qualifications will serve as the source for future Requests For Proposals from October 1, 2009 through December 31, 2012.

II CONSULTANT SERVICES

Future URA projects will require a wide range of professional consultant services over the next three years. Provided below is a list of the types of services that may be required.

- Phase I and Phase II Environmental Assessment Services
- Environmental Remediation Engineering and Specification Preparation Services
- Environmental Remediation Project Management Services
- Geotechnical Assessment and Engineering Services
- Structural Engineering Services
- Civil Engineering Services
- Electrical Engineering Services
- Architectural Services
- Landscape Architectural Services
- Parking Garage Planning
- Construction Management Services for Parking Garage Construction
- Surveying Services
- Sustainability Planning / Management Services

III SCOPE OF SERVICES

The Consultant will describe in detail the services that can be provided by their firm for the given discipline. This listing will also include a sampling of projects completed over the last five years and how the firm's approach was able to make a positive difference in the completion of each project.

IV PERSONNEL REQUIREMENTS

The Consultant will provide a listing of all current staff and how each would be utilized in the implementation and completion of projects for the Authority. The Consultant should also identify any planned changes in the number of employees and the expected areas of expertise of these employees for the next three years.

V CONTINUOUS SERVICE

To the fullest extent possible, the Consultant must assure that personnel initially assigned to an Authority project remain with the project through its completion. Should a change be made necessary, an equally qualified staff person must be made available by the Consultant. Any change in personnel must be discussed with and agreed to by the URA prior to any changes being implemented.

VI MINORITY AND WOMEN BUSINESS ENTERPRISE UTILITIZATION

The Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) participation goals for these projects will be 17% of the total price for MBE participation and 8% of the total price for WBE participation. Upon receiving a Request For Proposal, a Consultant will need to include in the proposal, a plan on how, and to what extent, the MBE/WBE participation will be utilized. In order for the proposed MBE/WBE participation to be considered, a copy of a current MBE/WBE certification letter for the consultant or the subconsultants must be submitted with the proposal.

VII INSURANCE REQUIREMENTS

Prior to the beginning of work under any contract, and until such time as Consultant shall fully complete all work on that contract, the Consultant shall at his own cost and expense, maintain in effect the following insurance coverage from an insurance company or companies authorized to do business in Pennsylvania:

1. Comprehensive General Liability Policy, covering liability and property damage. **Where applicable**, the Consultant shall name the Urban Redevelopment Authority of Pittsburgh, the City of Pittsburgh, the Pittsburgh Water and Sewer Authority, the Pennsylvania Department of Transportation, and the Federal Highway Administration, as additional insured in the Comprehensive General Liability Policy with the right of notice of thirty (30) day cancellation.
2. Comprehensive Liability Insurance covering all owned and non-owned automobiles.
3. Worker's Compensation Insurance as required by law.
4. Architect' and Engineers' Professional Liability Insurance covering claims resulting from error, omission, or negligent acts with a limit of not less than one million dollars (\$1,000,000.00) per occurrence.

The Consultant shall submit a Certificate of Insurance verifying all required coverage. All premiums shall be at the expense of the Consultant.

The above coverage shall include an endorsement providing that the insurance afforded under Consultant's policy is primary insurance in respect to the Owner and that any insurance maintained by the Owner is excess and noncontributing with the insurance required hereunder. Coverage shall be maintained without interruption from the date of commencement of the Work until the date of final payment and termination of any coverage required to be maintained after final payment.

VIII INSTRUCTION FOR QUALIFICATION SUBMITTAL

This Request For Qualifications (RFQ) represents, in writing, the most comprehensive and definitive statement the URA is able to make at this time as to the requirements, terms, and conditions for the qualification process for contract services. Any information or understandings, verbal or written, which are not contained either in the RFQ, or in any subsequent addenda, will not be considered in evaluating qualifications.

The qualifications should be submitted in the following two parts, as defined in Section IX and X:

PART 1 – TECHNICAL QUALIFICATIONS

PART 2 – BILLING RATE QUALIFICATIONS

IX TECHNICAL QUALIFICATIONS

- A. Letter of Transmittal that indicates the specific types of projects for which the firm wishes to be considered.
- B. Organizational and Staffing Chart
- C. Personal Resumes – Resumes must not exceed two pages per individual and must include the number, registration and expiration date of all licenses, certifications and registrations.
- D. Insurance Information.
- E. A brief listing of the Consultant's past experience with the various types of similar projects.
- F. A written narrative description of the manner in which the consulting services (described in Section II) are to be delivered.

X BILLING RATE QUALIFICATIONS

- A. Hourly billing rate for each of the proposed personnel, including derivation of the rate.
- B. Unit costs for expected typical non-salary items such as mileage, reproductions, film developing, etc...
- C. Detailed breakdown and determination of current PennDOT approved FAR audited indirect payroll (overhead) rate.
- D. Desired profit on labor and direct costs.

Billing rates should be provided for 2009 and 2010.

XI SUBMISSION INFORMATION AND DEADLINE

Submit three (3) copies of the technical qualifications and three (3) copies of the billing rate qualifications. The exterior of the envelope shall be addressed as follows:

**Request For Qualifications
Engineering, Environmental, Architectural and Survey Services
Joseph M. Popchak, P.E.
Director - Engineering and Construction Department
200 Ross Street
Pittsburgh, PA 15219**

RFQ's must be received by end of business August 28, 2009

XII REJECTION OF SUBMISSIONS

The Urban Redevelopment Authority of Pittsburgh reserves the right to reject and not to review any qualifications which are delivered after the time and date specified or any submissions that do not strictly comply with the requirements of the RFQ. The URA further reserves the right to reject any and all submissions received for any other reason, or to negotiate separately with any source whatsoever, in the manner necessary to serve the URA's best interest. The URA will evaluate all submissions based upon the capabilities and experience of each Consultant. Once RFQ's are distributed and proposals are received by the URA, terms and conditions between the URA and the Consultant will be negotiated.

END OF REQUEST FOR QUALIFICATIONS

7/30/09