



Request # WCP25-031
(assigned by OMB)

CITY OF PITTSBURGH
REQUEST FOR WAIVER OF COMPETITIVE
PROCESS

Contract Title: Professional Services Agreement w/ Hoel Law Office

Contract Description: Expert legal services related to liquor licenses

Contract Duration: Completion of services/budget Previous Contract # (if applicable) _____

Requesting Department: Law Contract Type: Professional Services

Requests for exemption must be based on one or more of the categories listed in City Code 161.02B located here:

Please list all exemption types that apply (see page 2) 5

Justification*:

Hoel Law Firm is a Pittsburgh-based, sole practitioner law firm with expertise in handling issues related to liquor licensing.

Cris Hoel will provide City attorneys with ongoing consultant services on such matters.

Signed by: Kyma Kulbaki
Department Director

Date: 10/14/25

*In addition to the justification, Law may request additional backup information.

OMB Procurement: DocuSigned by: Jennifer L. Olinger Date: 10/31/2025
27C648B8B8CFF4A3...

After completion, please email this form, along with any appropriate backup to procurement@pittsburghpa.gov

Waiver Request is hereby: X Granted _____ Denied

Chief Solicitor: DocuSigned by: Jesse Cyclus Date: 11/3/2025
1EE36093229A40F...

If a waiver is granted, contract authorization is then required by City Council. Department shall submit appropriate legislation and note the Resolution number on this form and submit a copy along with the contract when submitting to the Controller's Office for signature.