



AWARD PENDING

# Consulting Services for the Citywide Comprehensive Plan

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Request for Proposal City Planning 80000000

**Project ID:** 2023-RFP-176

**Release Date:** Wednesday, June 7, 2023 · **Due Date:** Friday, July 21, 2023 5:00pm

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*All dates & times in Eastern Time*

## Post Information

**Posted At:** Wed, Jun 7, 2023 3:42 PM

**Sealed Bid Process:** Yes (Bids Unsealed / Pricing Unsealed)

**Private Bid:** No

## 1. Introduction

### 1.1. Summary

The City of Pittsburgh, Office of Management and Budget, on behalf of the Department of City Planning, is soliciting proposals from qualified firms to assist and support the creation of a comprehensive plan ("the Plan") with Citywide policies and goals to guide the future development of Pittsburgh into 2050.

### 1.2. Background

Pittsburgh is the second largest city in the Commonwealth of Pennsylvania. It has roughly 300,000 people living in 90 neighborhoods within its 58 square miles. Pittsburgh serves as the administrative seat of Allegheny County and is the principal city of the Pittsburgh Metropolitan Area, also known as Greater Pittsburgh.

Pittsburgh has a storied and well-documented history of growth and prosperity, decline and collapse, and eventual rebound. In the early 1800s, the city became known as the “Gateway to the West.” This nickname referenced Pittsburgh’s location at the confluence of three major waterways. The Allegheny River and Monongahela River converge at what is known as “The Point” to form the Ohio River. This intersection positioned Pittsburgh as a leader in the trade industry for products such as coal, steel, timber, glass, oil, iron and limestone. By 1911, Pittsburgh manufactured half of the nation’s steel and the industry dominated the local economy. Due to the amount of pollution given off by the steel factories the city had a new nickname - “The Smoky City.” As the domestic steel industry collapsed, Pittsburgh was left to face widespread decline and population loss. However, over the past 30 years, Pittsburgh has been able to diversify its economy, focusing on the higher education, medical and life sciences, tourism, and technology sectors.

Before we look to the future, we need to acknowledge our past, from the legacy of heavy industry to the heavy-handed government policies that disrupted neighborhoods and displaced residents and contributed to the degradation of the region’s air, soil and water. Today, Pittsburgh is a city that is both prosperous and unequal. Current conditions note an increase in the homeless population, rents and house prices are increasing at a pace that threatens our status as an “affordable city” to live, and historically marginalized communities continue to see higher rates of poverty, environmental injustices, poor health outcomes, and unequal access to opportunity.

In over 200 years as a chartered city, Pittsburgh has never created an integrated comprehensive plan to guide its growth. The city's comprehensive planning efforts up to now have been through a piecemeal approach that engaged residents city-wide on one or two topics at a time. Most plans have been completed at the neighborhood level, with each having its own distinct character, history, and culture. While important, this has resulted in a patchwork of plans, completed at different times, to various levels of detail. The lack of a comprehensive plan also leaves the neighborhood plans with no context to ground them. An integrated citywide comprehensive plan will ensure that future neighborhood plans have a consistent and shared vision for the future.

#### CLIMATE JUSTICE/ JUST TRANSITION

**The foundational approach to Pittsburgh's citywide comprehensive plan must be adhere to climate justice and Just Transition principles.**

The City seeks to address the root causes of climate change, while simultaneously addressing a range of racial, social, and environmental injustices. These systemic injustices continue to exist in all many aspects of life for Black, Indigenous, and other non-White communities throughout the city. Racist land use policies and practices at the federal, state and municipal levels of government that targeted Black residents in many US cities, including Pittsburgh, have left a legacy of spatial and economic segregation that has been passed on from generation to generation. This is not the only story of Black life in Pittsburgh. Despite the struggles Black residents endured they persevered. Pittsburgh's Black residents inspired and influenced the city and the region through the creation of small businesses, cultural institutions and civic organizations. Black residents continue to reshape the city's social and political structures to advance equal rights, equal justice and equal access for all Pittsburghers.

As Pittsburgh continues to transition from an economy driven by extraction to one that is regenerative and multi-sectoral, we have an opportunity to center the health, safety and success of all city residents and communities. Envisioning a city where all residents have access to clean air and water systems, means that Pittsburgh must develop sustainable land use practices, emphasize the use of renewable energy, and provide economic opportunities in all clean economy sectors. The City wants to ensure all Pittsburghers have access to the economy of the future in a place that embraces its rich diversity of cultures, traditions and abilities welcomes immigrants and refugees, and unlocks innovation that is needed for the city to thrive.

This comprehensive planning process should not only strive to address past land use failures but ensure every resident in every neighborhood sees themselves as part of the future prosperity of the city. For this reason, the Consultant must recognize and consider how the interrelated cultural, social, environmental and economic factors have on land use and related policies proposed in the Plan.

### 1.3. Contact Information

**Clarisa Mejias-Shell**

Sourcing Specialist  
414 Grant Street  
Pittsburgh, PA 15219  
Email: [clarisa.mejias-shell@pittsburghpa.gov](mailto:clarisa.mejias-shell@pittsburghpa.gov)  
Phone: [\(412\) 255-2422](tel:(412)255-2422)

**Department:**  
City Planning

### 1.4. Timeline

*The following represents the tentative schedule for this project. Any change in the scheduled dates for the Pre Proposal Conference (if applicable), Deadline for Submission of Written Questions, or Proposal Submission Deadline will be advertised in the form of an*

*addendum to this RFP. The schedule for the evaluation process and other future dates may be adjusted without notice.*

RFP Released:

June 7, 2023

Pre-Proposal Meeting (Non-Mandatory):

June 22, 2023, 2:00pm

Please contact Amy Ganser, Senior Secretary, Department of City Planning at [amy.ganser@pittsburghpa.gov](mailto:amy.ganser@pittsburghpa.gov) for further details and RSVP for the session.

Pre-Proposal Meeting #2:

June 23, 2023, 9:00am

Please contact Amy Ganser, Senior Secretary, Department of City Planning at [amy.ganser@pittsburghpa.gov](mailto:amy.ganser@pittsburghpa.gov) for further details and RSVP for the session.

Question Submission Deadline:

July 7, 2023, 5:00pm

Proposal Submission Deadline:

July 21, 2023, 5:00pm

Proposal Review and Supplier Scoring:

July 2023

Contract Award:

August 2023

## 2. Instructions to Bidders

### 2.1. Submittal Requirements

All proposals must be submitted electronically. No proposal shall be accepted in person, by U.S. Mail, by private courier service, via oral or email communication, telephone or fax transmission.

Respondents are required to provide one (1) electronic copy of their proposal in either MS Word or PDF by the submission deadline.

If additional hard copies are requested, the proposal should be bound or contained in a loose leaf binder. Document pages shall be 8-1/2 inches by 11 inches in size or folded to such a size. Use section dividers, tabbed in accordance with this Section as specified below. All proposals will need to be provided electronically so the following format will apply for the electronic submittal through the Beacon website.

## 2.2. Additional Submission Considerations

Late proposals will not be accepted or considered. Respondents should allow enough time to register company on the City's e-Procurement Portal, search the solicitation they wish to respond to and complete the submission process online before the deadline.

The City of Pittsburgh shall not be responsible for proposals delivered to a person or location other than that specified herein.

All submittals, whether selected or rejected, shall become the property of the City of Pittsburgh and will not be returned.

All costs associated with proposal preparation shall be borne by the applicant.

## 3. Scope of Work

### 3.1. Scope Overview

The City of Pittsburgh (“the City”) is seeking proposals from a consultant or consultant team (“the Consultant”) The Plan will advance the City’s vision to build a Pittsburgh that is safe, welcoming, and thriving for all our residents by following the principles of a Just Transition and climate justice frameworks. The Transition Committee Recommendations in the Pittsburgh Transition Report (2022) provides significant insight to the challenges facing the city. The City is set to incorporate the high-level, cross-cutting themes noted in the report into the Plan. These themes begin to illuminate the interconnected nature of our unique assets, challenges and opportunities. Below are eight themes that emerged from the transition report that puts context to what the Plan will cover:

1. A Welcoming Community
2. A Safe City
3. Young People’s Plan
4. Economic Opportunity
5. A Connected City
6. Healthy Residents
7. Aging in Place
8. Thriving Neighborhoods

The Plan, and subsequent policy recommendations, should be rooted in racial and social equity, climate justice, and the pillars of regenerative economies. To achieve this, the City anticipates deep engagement through a community-led process, which will be coordinated by an engagement consultant team

***[2023-RFP-173, Consulting Services, Public Engagement for City-Wide Comprehensive Plan]*** with whom the Consultant will collaborate.

The City anticipates the planning process to be a 2-year effort. The ideal Consultant will have expertise in comprehensive planning, land use planning, an integrated approach to multi-sector planning, community engagement. Experience in the practical application of tools and strategies to address racial justice and climate change embodied in Just Transition frameworks is required. The final plan product will meet the City's comprehensive plan guidelines and will be adopted by the City Planning Commission.

### 3.2. Scope Details

The City is envisioning a comprehensive citywide plan that will guide the physical development of Pittsburgh and the progress of its residents for the next 25 years.

Considering the many assets the city has, and potential threats ahead, the plan components below are many and multi-faceted. The following are examples of needs that incorporate future land use, climate action, scenario planning, and just and equitable future outcomes that should be considered for the Plan:

- Environmental Justice – Develop strategies to minimize environmental threats including air pollution, flooding, indoor air and water quality, excessive heat and toxic substance exposure, with a specific focus on disproportionately impacted communities.
- Waste – Identify areas for waste and composting infrastructure, and identify areas for development of zero-waste, up-cycling business hubs.
- Energy – Create strategies to address populations experiencing energy burden and critical locations and typologies for energy infrastructure.
- Climate Action – Assess and solve for the impact of development and zoning patterns and building and transportation infrastructure on CO2 emissions.



- Stormwater Management – Provide projections for changes in rainfall due to climate change and identify landslide and flood-prone areas and interventions necessary to prevent them from occurring.
- Parks and Open Space – Identify key connections between open spaces to create viable green and recreational systems.
- Vacant Land – Recommend programs and policies for the development of vacant land, vacant structures and long-term and interim uses that reduce blight and promote safety and security for residents.
- Food – Identify where and how land resources can be used for urban agriculture, produce markets, and programs and policies can address food insecurity and build up food system stability.
- Youth - Ensure youth leadership and perspectives are incorporated into the Plan and identify engagement and participation opportunities for planning activities and other municipal processes.
- Housing – Provide recommendations and strategies should have an anti-displacement lens and estimate the number of housing units the city can and should produce and preserve by 2050 to meet demands of population change.
- Economic Opportunity – Provide recommendations that center regenerative energy sectors of employment and entrepreneurship accompanied with the land uses, amenities and incentives that attract and retain the health and technology sectors, lighter industries and other untapped innovation in underrepresented populations.
- Public Health – Develop strategies and policies that reduce the impact of viral outbreaks/ epidemics and other public health threats through land use and residential development that align with equitable design guidelines.

- Technology + Digital Equity – Create strategies to mitigate digital redlining and achieve digital equity that could include policy guidelines for broadband and other technologies in public spaces.
- Civic Engagement, Democracy + Participation – Explore models and community-led processes that ensure maximum resident engagement, participation and representation in democratic systems through the city.
- Arts + Culture – Map public art deserts across the city in order to prioritize neighborhoods and communities where public art should be pursued, while simultaneously supporting artists by expanding the definition of “public art” and incorporating artistic practices outside of visual art.
- Historic Preservation – Uplift underrepresented histories in our communities and incorporate sustainability standard in the city’s preservation work.
- Neighborhood Planning – Provide strategies and recommendations to combat gentrification and displacement while determining how to balance and disburse development and population change across neighborhoods through scenario planning.
- Urban Design – Identify (and solve for) locations and infrastructure throughout the city that experienced neighborhood fabric disruption and continue to be harmful physical barriers to community growth and progress as a result of racial and social injustice.
- Mobility and Transportation – Identify appropriate land use strategies around priority high-capacity transit corridors and land use policies that support increase in public transportation.

The Plan can build from existing plans and reports for many of these topics from City and County departments, authorities and commissions, regional institutions and non-profit community partners. See the attachments section of this RFP to access additional information.

The Consultant will work closely with staff of the Department of City Planning's (DCP) Divisions of Sustainability and Resilience, Integrated Planning, Public History Art and Design, and Zoning and Development Review. The City anticipates refinement and interdepartmental alignment of its urban planning processes. DCP's Strategic Planning division will help to coordinate the work and interface with pertinent city and county public entities and the Plan steering committee.

### 3.3. Deliverables

Included below are the project deliverables. Note that in addition to the complete product the City requires source data/documentation on:

- Citywide Comprehensive Plan
  - completed final plan document (with associated design templates)
  - guiding principles and vision
  - existing conditions report for all topical areas
  - executive summary
  - completed chapters and chapter summaries for each topical area
  - refined neighborhood planning processes
  - integrated solutions/scenarios called out in the plan as a distinct section or chapter
  - plan recommendations and policies
  - design guidelines
  - implementation strategies

- potential funding sources
- Maps and Recommendations - Future land use maps and land use policy recommendations
- Engagement - Coordinate and collaborate with consultants working on citywide engagement strategy.
- Dashboard - Development of a web-based dashboard to track progress and trends in each of the plan topics with subsequent metrics/benchmarks based on policy recommendations and goals.
- Plan Website - Development of a plan website
- Brand Identity - The selected consultant will further develop the plan identity and brand guide in collaboration with City staff and the consultant selected for engagement. The brand guide should include guidance on accessibility, colors, font size, etc. Consideration should be provided for how to achieve plan document accessibility with voice translation in multiple languages, screen-reader features, mobile devices adaptability, etc. The City is open to exploring alternative formats for easier distribution of plan content into the broader community. All data, graphic design, and engagement materials must be produced with accessibility in mind.
- Provide recommendations to address planning concerns and challenges gathered from research, including policy, practices and methodologies.
- Meetings and Reports – Meet regularly with Plan steering committee, Plan engagement consultant team, sub-committees and DCP staff, and provide quarterly reports to DCP staff.
- Presentation of the Plan to the Planning Commission and City Council for adoption.

The selected Consultant will provide all appendices, all GIS layers and shapefiles, all raw data collected and source files, and all drawings, designs, graphic renderings, models, imagery by the completion of the plan.

### 3.4. Deadlines; Pre-Proposal Meeting

The submission deadline for proposals is **Friday, July 14, 2023, at 5:00pm EST**. In order to be considered for selection, respondents must submit a complete proposal.

DCP will host two virtual Pre-Proposal Meetings to answer any questions about the RFP, anticipated scope of work, management structure, etc.

**1. Thursday, June 22, 2023, 2:00pm – 4:00pm EST**

**2. Friday, June 23, 2023, 9:00am – 11:00am EST**

Please contact Amy Ganser, Senior Secretary, Department of City Planning at [amy.ganser@pittsburghpa.gov](mailto:amy.ganser@pittsburghpa.gov) for further details and RSVP for the session.

### 3.5. Review; Criteria

A selected panel of City staff, Planning Commissioners, Plan steering committee co-chairs, and representatives from the Mayor's Office will have four (4) weeks to review the submitted proposals, score against a defined rubric, and short list up to three consultant teams to invite

for a follow-up interview and presentation. Consultant interviews will be conducted the week of **August 21-25, 2023**, using a virtual platform. The selected Consultant will be notified by **Thursday, August 31, 2023**. These dates are subject to change.

Consultant proposals will be evaluated using the following criteria:

1. Project Approach (45 points)
2. Project Team Qualifications, Experience, & References (25 points)
3. Outline of Services with Proposed Schedule & Cost (15 points)
4. Demonstration of Good Faith Effort to Meet or exceed W/MBE Goals (15 points)

### 3.6. Submission Requirements

All submitted responses shall follow the formatting below:

1. Cover Letter

2. Table of Contents

3. Project Summary should concisely describe the project, its goals, and the proposed plan of implementation including a detailed schedule for completion.

4. Company Description/Capability should include:

- Profile of Consultant
- Brief history of the firm that includes the date of establishment and examples of relevant prior RFP/bids and current customers of similar attributes to the City of Pittsburgh.
- Describe experience and capacity to manage projects of the size and scope proposed.

5. Project Team should contain a list of team members and their professional profile, credentials, relevant experience, and specific assignments of project team members.

6. References should consist of a minimum of three (3) and maximum of six (6) specifically in local, municipal, county, or state agencies. Provide the following:

- Name of Agency
- Contact info with title, phone number and email
- Project start date and (anticipated) completion date
- Brief summary of project

7. Outline of Services should describe how the respondent intends to deliver the required service using a defined approach and work plan that collaborates with staff and community members.

8. Proposed Schedule should contain a detailed schedule of work within proposed timeframe.

9. Cost and Expense not to exceed one (1) page. A cost proposal for a specific “not to exceed” fixed fee, including associated fees (i.e. printing costs, attendance at meetings, travel). A description of the anticipated total allocated to each element of the work is preferred. A requested payment schedule should accompany the work schedule. Upon consultant selection, a final cost for the work will be negotiated. If a satisfactory price cannot be reached the City reserves the right to terminate negotiations and work with the next most qualified firm.

10. Demonstration of Good Faith Effort includes a statement of assurance regarding the following requirements detailed in the Equal Opportunity section of this solicitation.

- Solicit certified MBE/WBE/Veteran-Owned companies for various service categories where opportunities exist to subcontract within their company’s business model

- Complete the MBE/WBE/Veteran-Owned Solicitation and Commitment Form to document good faith effort.
- Please provide scope of services to be delivered by each subcontractor. If a subcontractor is not chosen, a justification is required describing why services could not be rendered by a sub-contractor.
- Provide email documentation of solicitation correspondence with MBE/WBE/Veteran-Owned companies. The City of Pittsburgh requires a specific mix of MBE to be 18%; WBE to be 7%; and Veteran-owned to be 5%.

Failure to include all elements specified may be cause for rejection. Additional information may be provided but should be succinct and relevant to the goals of this RFP.

## 4. Proposal Format Requirements

### 4.1. Response Format

All submitted responses shall follow the formatting below, and all proposals will need to be provided electronically through the City's e-Procurement Portal. Each numbered section is to be uploaded as a separate file. If hard copies of submissions are required, each numbered section shall be a removable tab. Document pages shall be 8-1/2 inches by 11 inches in size or folded to such a size.

#### **Response to Scope**

Firm's Qualifications, Experience and References



Describe the firm and provide a statement of the firm's qualifications for providing the scope of services. Identify the services which would be completed by your firm's staff and those that would be provided by sub-consultants, if any. Identify any sub-consultants you proposed to utilize to supplement your firm's staff.

Provide a summary of the firm's experience in providing these or similar services. Provide a minimum of three references for related projects, including dates, contact person, phone number, email, and a brief description of the project or scope of work.

#### Qualifications of Project Team

Provide a brief summary of the qualifications and experience of each team member assigned to this project, including length of service with the firm and resume/bio, and the qualifications /experience of any sub-consultant staff on your project team.

#### Project Approach and Plan

Provide a detailed discussion of your firm's approach to the successful completion of the scope of services outlined in this RFP. Include thorough discussions of methodologies you believe are essential to accomplishing this project or completing the scope of services. Include a proposed work schedule to accomplish all of the required tasks within the desired timeline. Identify the staff roles who would be assigned to each major task, including sub-consultants.

#### **Cost Proposal**

Provide a total cost proposal for all services to be delivered, and a breakdown of costs delineated by major phase and/or deliverable as described in your project plan. Include a schedule of hourly rates for all proposed staff and the amount of time each person will be devoted to this project. Define any reimbursable expenses (e.g., travel) requested to be paid by the City. Note: If travel expenses are included, the rate assumptions generally should not exceed the United States General Services Administration (GSA) rates for Pittsburgh.

PLEASE NOTE: The City does not agree to late fees, penalties, interest, attorney's fees or other contingent liability. In no event shall the City be liable for special, indirect, incidental, reliance, lost profits or other business interest damages.

### **Demonstration of Good Faith Effort**

Include statements of assurance regarding the following requirements detailed in the Equal Opportunity section of this solicitation:

- A. Solicit certified MBE/WBE/Veteran-Owned companies for various service categories where opportunities exist to subcontract within their company's business model.
- B. Complete MWDBEVOSB Commitment Form to document good faith effort. Please provide scope of services to be delivered by each subcontractor. If a subcontractor is not chosen, a justification is required describing why services could not be rendered by a sub-contractor.
- C. Provide email documentation of solicitation correspondence with MBE/WBE/Veteran-Owned companies.

Failure to include all of the elements specified may be cause for rejection. Additional information may be provided, but should be succinct and relevant to the goals of this RFP. Excessive information will not be considered favorably.

## 5. Evaluation Phases

### *Selection Procedure*

*Your Proposal will be evaluated by a Proposal Committee comprised of the Director or other supervisor of the Using Department, one or more members of the Director's staff, at least one member of the Office of Management & Budget and any other department representatives as deemed necessary.*

*Submittals will be reviewed for responsiveness, and responsive submittals will further be screened by a selection committee in accordance with the criteria listed below. The firm(s) submitting the highest rated proposal may be invited for interviews.*

### 1. Firm's Qualifications, Experience and References

Vendor response demonstrated that the firm has the experience and capabilities to successfully perform the scope of services, including providing references for clients of similar size and scope.

**Scoring Method:** Points Based  
**Weight (Points):** 15 (15% of Total)

### 2. Qualifications of Project Team

Vendor response provided a brief summary of the qualifications and experience of each team member assigned to this project, including length of service with the firm and resume/bio, and the qualifications /experience of any sub-consultant staff on your project team.

**Scoring Method:** Points Based  
**Weight (Points):** 10 (10% of Total)

### 3. Project Approach and Plan

Vendor response demonstrated a firm understanding of the scope of services, the response included thorough and complete responses to the items outlined in the Section 4, and the vendor has the appropriate expertise, procedures, and methods in place to perform the scope of services.

**Scoring Method:** Points Based

**Weight (Points):** 45 *(45% of Total)*

### 4. Cost Proposal

Vendor response provided a total cost proposal for all services to be delivered, a breakdown of costs delineated by major phase and/or a schedule of hourly rates.

**Scoring Method:** Reward Low Cost

**Weight (Points):** 15 *(15% of Total)*

### 5. MWDBE/VOSB Good Faith Effort

Vendor response was detailed and demonstrated clear Good Faith Effort to obtain MWDBE & VOSB Participation.

**Scoring Method:** Points Based

**Weight (Points):** 15 *(15% of Total)*

## 6. Equal Opportunity Review Commission Terms

### 6.1. MWE/DBE

The City of Pittsburgh is committed to the ideal of providing all citizens an equal opportunity to participate in City and its Authorities' contracting opportunities. It is therefore the City's goal to encourage increased participation of women and minority groups in all City contracts.

The City requires that all respondents demonstrate good faith efforts to obtain the participation of Minority-Owned Business Enterprises (MBE's) and Women-Owned Business Enterprises (WBE's) in work to be performed under City contracts. The levels of MBE and WBE participation will be monitored by the City of Pittsburghs Equal Opportunity Review Commission (EORC).

In order to ensure that there are opportunities for historically disadvantaged minority groups and women to participate on Covered Contracts, and consistent with the City's current equal employment opportunity practice and goals, the EORC will review contracts to include an evaluation of a developer/contractors employment of minority groups and women, encourage goals of eighteen (18) percent and seven (7) percent respectively.

## 6.2. Veteran-Owned Small Business

It is also the City's goal to encourage participation by veteran-owned small businesses in all contracts. The City of Pittsburgh shall have an annual goal of not less than five (5) percent participation by veteran-owned small businesses in all contracts. The participation goal shall apply to the overall dollar amount expended with respect to the contracts.

The City requires that all respondents demonstrate good faith efforts to obtain the participation of veteran-owned small business in work to be performed under City contracts. The levels of veteran-owned participation will be monitored by the City of Pittsburghs EORC.

## 6.3. Good Faith Commitment

In order to demonstrate good faith commitment to these goals, all respondents are required to complete and submit with their bids the attached MDE/WBE/Veteran-Owned Solicitation and Commitment Form (which details the efforts made by the respondents to obtain such

participation). Failure to submit a properly completed form along with documentation of Good Faith Commitment may result in rejection of the bid. Participants are encouraged to contact the Equal Opportunity Review Commission at 412-255-8804 to assist further. For further information, including definitions and additional requirements, please see Chapter 177A (Sections 177A.01 et. seq.) of the City Code and Section 161.40 of the City Code.

## 7. Award and Contract

### 7.1. Award

After the City has received all Proposals and conducted its initial Evaluation, described above, the Proposal Committee may invite one or more Respondents to a follow-up interview to further discuss their Proposal(s).

The Proposal Committee may decide to accept the Proposal of one or more Respondents. It may decide to reject all proposals. Once a Proposal is accepted, the contract negotiation process will commence. This RFP and your response to it, in the form of your entire Proposal, will become part of the Contract. If a real or apparent conflict should arise between this RFP/Proposal and other language contained in the final Contract, the language of the final Contract shall control.

### 7.2. Contracting Process

Successful Respondents will be required to enter into a Contract with the City of Pittsburgh, contingent upon the approval of City Council. This Contract will be directed and managed by the issuing department and the Office of Management & Budget.

Work cannot commence on the Scope of the RFP until it a contract is fully executed. The City cannot process invoices nor approve payments until this Contract has been fully executed by the Respondent and all required City signatories, including the issuing department, the Law Department, and the City Controller.

City laws and policies mandate the incorporation of various custom terms and conditions into all City contracts. For this reason the City will not sign any standard contract proffered by the respondent.

An agreement shall not be binding or valid with the City unless and until it is fully executed by authorized representatives of the City and of the Proposer. Once the Contract is fully executed the City will notify Respondent in writing and give the order to proceed.

## 8. General Terms & Conditions

### 8.1. Examination of Proposal Documents

- A. The submission of a proposal shall be deemed a representation and certification by the Respondent that they:
  - 1. Have carefully read and fully understand the information that was provided by the City to serve as the basis for submission of the proposal.
  - 2. Have the capability to successfully undertake and complete the responsibilities and obligations of the proposal being submitted.
  - 3. Represent that all information contained in the proposal is true and correct.

4. Did not, in any way, collude; conspire to agree, directly or indirectly, with any person, firm, corporation or other proposer in regard to the amount, terms or conditions of this proposal.
  5. Acknowledge that the City has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by a proposer, and proposer hereby grants the City permission to make these inquiries, and to provide any and all related documentation in a timely manner.
- B. No request for modification of the proposal shall be considered after its submission on the grounds that the proposer was not fully informed to any fact or condition.

## 8.2. RFP Term

Respondent's proposal shall remain firm and effective, subject to the City's review and approval, for a period of one hundred twenty (120) days from the closing date for the receipt of proposals.

The City may enter into negotiations with one or more Respondents during the one hundred twenty (120) day period during which all proposals will stay effective. The purpose of such negotiations will be to address questions and identify issues as the parties move towards the execution of a final contract or contracts.

## 8.3. RFP Communications

Unauthorized contact regarding this RFP with employees or officials of the City of Pittsburgh other than the RFP Coordinator named in the header section of this solicitation may result in disqualification from this procurement process.



Neither Respondent(s) nor any person acting on Respondent(s)'s behalf shall attempt to influence the outcome of the award by the offer, presentation or promise of gratuities, favors, or anything of value to any appointed or elected official or employee of the City of Pittsburgh, their families or staff members. All inquiries regarding the solicitation are to be directed to the designated RFP Coordinator. Outside of pertinent RFP questions directed to the City of Pittsburgh as specified above, any other attempts to contact any City of Pittsburgh personnel regarding this RFP, without prior approval by the RFP Coordinator will be considered grounds for dismissal and immediate disqualification from the RFP process. This includes, but is not limited to, all verbal, voice, text, e-mail, and social media (e.g. – LinkedIn) contact.

Please note the following:

- A. The City shall not be responsible for nor bound by any oral instructions, interpretations or explanations issued by the City or its representatives.
- B. Each proposer shall assume the risk of the method of dispatching any communication or proposal. •The RFP Coordinator must receive all written comments, including questions and requests for clarification, no later than the Deadline for Submission Questions listed in the tentative project schedule.
- C. The City reserves the right to determine, at its sole discretion, the appropriate and adequate responses to written comments, questions, and requests for clarification. The City's official responses and other official communications pursuant to this RFP shall constitute an addendum of this RFP.
- D. The City will publish all official responses and communications pursuant to this RFP to the City of Pittsburgh procurement website. It is the responsibility of each proposer to check the site and incorporate all addenda into their response.
- E. All addenda for this RFP will be distributed via the City of Pittsburgh procurement website at [procurement.pittsburghpa.gov/beacon/opportunities](http://procurement.pittsburghpa.gov/beacon/opportunities)
- F. Only the City's official, written responses and communications shall be considered binding with regard to this RFP.

## 8.4. Addenda/Clarifications

Should discrepancies or omissions be found in this RFP or should there be a need to clarify this RFP, questions or comments regarding this RFP must be put in writing and received by the RFP Coordinator within the Question and Answer tab.

## 8.5. Withdrawal of Proposals

A proposer may withdraw its proposal at any time before the expiration of the time for submission of proposals as provided in this RFP by delivering a written request for withdrawal signed by, or on behalf of, the proposer.

## 8.6. Public Record

Respondent, by submittal of a proposal, acknowledges that all proposals may be considered public information in accordance with the Commonwealth of Pennsylvania Right to Know laws. Subject to award of this RFP, all or part of any submittal may be released to any person or firm who may request it. Therefore, proposers shall specify in their proposal response if any portion of their submittal should be treated as proprietary and not releasable as public information. Proposers should be aware that all such requests may be subject to legal review and challenge.

Any information considered proprietary should be indicated as such or not included in the response.

## 8.7. Non-Conforming Proposal

A proposal shall be prepared and submitted in accordance with the provisions of these RFP instructions and specifications. Any alteration, omission, addition, variance, or limitation of, from or to a proposal may be sufficient grounds for non-acceptance of the proposal, at the sole discretion of the City.

## 8.8. Disqualification

Factors such as, but not limited to, any of the following may be considered just cause to disqualify a proposal without further consideration:

- A. Evidence of collusion, directly or indirectly, among proposers in regard to the amount, terms or conditions of this proposal;
- B. Any attempt to improperly influence any member of the evaluation team;
- C. Existence of any lawsuit, unresolved contractual claim, or dispute between the proposer and the City; •Evidence of incorrect information submitted as part of the proposal;
- D. Evidence of proposer's inability to successfully complete the responsibilities and obligation of the proposal; and
- E. Proposer's default under any previous agreement with the City, which results in termination of the agreement.

## 8.9. Restrictions on Gifts & Activities

The City of Pittsburgh Ethics Code and Chapter 197 of the City Code (Code of Conduct) was established to promote public confidence in the proper operation of our local government.

These resources outline the requirements for disclosure of interests and restricted activities

as related to public procurement processes. Proposers are responsible to determine the applicability of these requirements to their activities and to comply with its requirements.

## 8.10. Rights of the City of Pittsburgh

This RFP does not commit the City to enter into a contract, nor does it obligate the City to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract.

The City reserves the right to:

- A. Reject any and all proposals;
- B. Issue subsequent Requests for Proposals;
- C. Cancel this RFP with or without issuing another RFP;
- D. Remedy technical errors in the Request for Proposals process;
- E. Approve or disapprove the use of particular sub-consultants;
- F. Make an award without further discussion of the submittal with the proposer  
(therefore, the proposal should be submitted initially on the most favorable terms that the firm or individual might propose);
- G. Meet with select proposers at any time to gather additional information;
- H. Make adjustments to the scope of services at any time if deemed by the Office of Management and Budget to be in the best interest of the City;
- I. Accept other than the lowest offer.
- J. Waive any informality, defect, non-responsiveness, or deviation from this RFP that is not material to the Respondent's proposal;
- K. Reject the proposal of any Respondent who, in the City's sole judgment, has been delinquent or unfaithful in the performance of any contract with the City;

- L. Reject the proposal of any Respondent who, in the City's sole judgment, is financially or technically incapable of performing in accordance with this RFP;
- M. Negotiate with any, all, or none of the Offerors and to enter into an agreement with another Offeror in the event that the originally selected finalist defaults or fails to execute an agreement with the City.
- N. Award a contract to the firm(s) that presents the best qualifications and whose proposal best accomplishes the desired results; and/or
- O. Enter into an agreement with another proposer in the event the originally selected proposer defaults or fails to execute an agreement with the City.
- P. Require a performance bond and/or other "failure to deliver" agreement by the awardee at time of contracting.

## 9. Miscellaneous Requirements

### 9.1. Acknowledgements

- A. **Conflict of Interest-** By submission of a proposal to this solicitation, Respondent agrees that it presently has no interest and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of the services required under this RFP.
- B. **Code of Ethics-** By submission of a proposal to this solicitation, Respondent agrees to abide by the Code of Ethics of The City of Pittsburgh. The full Ethics Handbook can be found [here: http://pittsburghpa.gov/humanresources/files/policies/10\\_Ethics\\_Handbook.pdf](http://pittsburghpa.gov/humanresources/files/policies/10_Ethics_Handbook.pdf)
- C. **Fair Trade Certification-** By responding to this solicitation, the Respondent certifies that no attempt has been made, or will be made, by the Respondent to induce any

other person or firm to submit or not to submit a submission for the purpose of restricting competition.

- D. **Non-Disclosure**- By responding to this solicitation, the Respondent acknowledges they may be required to sign a Non-Disclosure Agreement during the contracting process if they are the successful respondent.
- E. **Debarment** - This solicitation is also subject to Section 161.22 of the City of Pittsburgh Code related to debarment from bidding on and participating in City contracts.
- F. **Financial Interest**- No proposal shall be accepted from, or contract awarded to, any individual or firm in which any City employee, director, or official has a direct or indirect financial interest in violation of applicable City and State ethics rules. Entities that are legally related to each other or to a common entity which seek to submit separate and competing proposals must disclose the nature of their relatedness.
- G. **Full Fee Disclosure**- Pursuant to Section 161.36 of the Pittsburgh City Code, a Respondent must include a disclosure of any finder's fees, fee splitting, firm affiliation or relationship with any broker-dealer, payments to consultants, lobbyists, or commissioned representatives or other contractual arrangements of the firm that could present a real or perceived conflict of interest.

## 10. Vendor Questionnaire

### 1. Response to Scope Proposal

Please upload your Response to Scope detailed in [Proposal Format Requirements](#)

### 2. Cost Proposal

Please upload your Cost Proposal detailed in [Proposal Format Requirements](#)

### **3. Equal Opportunity Review Commission (EORC) Participation Form \***

Please download the below documents, complete, and upload.

 [MWDBEVOSB Commitment Forms.pdf](#)

\*Response required

### **4. Do you agree with the City's Terms and Conditions?\***


Yes

No

\*Response required

### **5. Vendor Contact Sheet\***

Please download the below documents, complete, and upload.

 [Blank Vendor Contact Sheet.pdf](#)

\*Response required

### **6. Vendor Registration Form\***

Please download the below documents, complete, and upload.

 [Blank Vendor Registration Form.pdf](#)

\*Response required

### **7. Statement of Affiliation\***


Please download the below documents, complete, and upload.

 [Blank Statement of Affiliations.pdf](#)

\*Response required

### **8. W-9\***

Please download the below documents, complete, and upload.

 [W9.pdf](#)

\*Response required

### 9. Authorized Signatory\*

Provide the name, title, & email address of the authorized signatory for your company (for details on who is considered an authorized signatory, please look at our terms & conditions section)

Enter response


\*Response required

## 11. Attachments


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 [A - Food\\_Insecurity\\_Report\\_July\\_2020](#)


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 [B - Neighborhood\\_Attraction\\_Factors\\_Impacting\\_the\\_Young\\_Professional\\_African\\_American\\_Population](#)


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 [C - Reimagining\\_Public\\_Safety\\_in\\_Pittsburgh\\_and\\_Allegheny\\_County](#)

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 [D - The\\_Pittsburgh\\_of\\_Appalachia-A\\_Geography\\_of\\_Power\\_and\\_Extraction](#)

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 [E - Cascadia\\_and\\_City\\_of\\_Pittsburgh\\_Values\\_Research\\_Deliverable](#)

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 [F - Present\\_and\\_Future\\_Environmental\\_Threats\\_to\\_Pittsburgh](#)

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 [G - Housing\\_Needs\\_Assessment\\_Feb\\_2022](#)

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 [H - Certified\\_Local\\_Government\\_Evaluation](#)

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 [I - Conditions and Trends Report](#)


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 [J - Pittsburgh Market Analysis Report](#)


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 [K - Economic Benefits of Historic Preservation in PA](#)


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 [L - Council Study on Food Insecurity 2020](#)


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 [M - Strengthening Farmers' Markets](#)


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 [N - Climate Action Plan 3.0](#)


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 [O - Vacant Lot Toolkit](#)

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 [P - Food Waste and Rescure Potential](#)

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 [Q - Neighborhood Plan Guide](#)

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 [R - OpenSpace Plan](#)

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 [S - Urban Zoning Code Updates](#)


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 [T - Gender Equity Report](#)


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 [U - Allegheny County Community Health Assessment](#)


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 [V - Public Engagement Guide](#)

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 [W - Plan for a Healthier Allegheny](#)

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 [X - Civic Health Index](#)

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 [Y - Roadmap for Inclusive Innovation](#)


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 [Z - Comprehensive Plan-Info Session 6-22](#)

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 [AA - Comp Plan RFP Info Session RSVPs](#)


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 [BB - Collaboration Memo for RFPs](#)

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 [CC - Comprehensive Plan-Info Session 6-23](#)

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 [DD - SPC\\_Connectivity\\_Roadmap](#)

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