

CITY OF PITTSBURGH

Office of Management & Budget

on behalf of the

Department of Public Works



Request for Proposal

for

South Side Park Phase I Design

RFP 19000180

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1 Scope of Services

1.1 Introduction

The City of Pittsburgh Department of Public Works, along with community partners, requests proposals from qualified landscape architectural firms for the Phase I Design Project at South Side Park. The 60-acre park lies at the intersection of three Pittsburgh neighborhoods: South Side Flats, South Side Slopes and Arlington. Based on the South Side Park Master Plan, landscape architects are asked to provide design services for the implementation of Phase I.

1.2 Background

Two citywide plans guided the development of the South Side Park Master Plan: The City's OpenSpace PGH and PWSA's Green First Plan. OpenSpace PGH recommended that South Side Park be redeveloped as a signature community park. Signature sites are prioritized community parks with the greatest potential to fill gaps and provide better and more diverse recreation experiences to users that are not in immediate proximity to one of the City's regional parks.

In 2017, the City of Pittsburgh Department of City Planning (DCP) hired Studio Bryan Hanes as a consultant to complete the Master Plan for South Side Park. Studio Bryan Hanes carefully collaborated with a large stakeholder group and advisory committee including City of Pittsburgh Department of Public Works, PWSA, Pittsburgh Parks Conservancy, Hilltop Alliance, LandForce, South Side Chamber of Commerce and Brashear Association.

In addition to working with the stakeholder group, Studio Bryan Hanes lead an extensive community engagement process in order to accurately represent and incorporate feedback from surrounding community groups into the Master Plan. The South Side Park Master Plan can be found here: [South Side Park Master Plan](#)

1.3 Scope

The Consultant is encouraged to give thought to the themes of site and social history; integration with stormwater elements; topography; access to nature; imaginative activities of play for all ages. The project design should encourage and support social interaction and cultural activities.

Landscape Architects will be expected to provide design services for the implementation of Phase I, which include the following:

- Renovated parking at the S. 21st St. entrance
- ADA accessible boardwalk over green infrastructure system
- Shared-use bike path
- Renovated entrance and parking at the 18th St. entrance
- Discovery garden/ playground
- Relocation of existing basketball court
- Relocation/ new parking area along Saber Way

Project deliverables include:

- Archaeological Survey (PA SHPO Phase IA and Phase IB, if required)
- Schematic and Design Development Plans
- Construction Drawings and Specifications (Grading Plan for Phase I, II and III)
- Construction Administration Services

South Side Park sits at the top of the M16 combined sewershed, which discharges into the Monongahela River. PWSA's City-Wide Green First Plan identifies the M16 sewershed as a target area for managing stormwater runoff and reducing combined sewer overflows using green infrastructure. PWSA, along with their selected consultant, Ethos Collaborative, will be working on the green infrastructure plan in South Side Park and will be a key partner throughout the project. The selected consultant is expected to coordinate with PWSA's consultant on all green infrastructure related scope items. Above-ground features such as boardwalks, pedestrian bridges and other footpaths are owned and maintained by the Department of Public Works. PWSA maintains all green infrastructure, including plants.

The following materials will be prepared and supplied by PWSA as they pertain to stormwater design in Phase I. Supplemental material may need to be provided by selected consultant:

- Existing Conditions and Topographical Survey
- Geotechnical Report
- Erosion and Sediment Control Plans
- Stormwater Management Plans
- Grading Plans for SWM Components
- NPDES Permits

The project duration is estimated to be 12 months, with all deliverables (referenced above) ready to bid for construction. Please include a cost for each of the deliverables inclusive of project management, design, sub-consultant fees, expenses, insurance, etc.

Funding sources for this design project include funding from the City of Pittsburgh Capital Budget. At this time, no grants are anticipated for the design and grant coordination need not be included in the proposal.

Reviews:

The project design must receive approval from the Project Manager and the Department of Public Works at the stages outlined below:

- Prior to community meetings and/ or outreach events
- Prior to submission to the Art Commission for Conceptual Review and Final Review

- Schematic Design
- Design Development
- 60%, 90%, 100% Construction Documents

1.4 Project Details

1.4.1 Project Team Structure

The Project Owner is the City of Pittsburgh. All park improvements are subject to approval of the City's Department of Public Works (DPW) and Art Commission. All right of way improvements are subject to permitting and approval from the Department of Mobility and Infrastructure (DOMI).

All correspondence and project coordination after contract execution, will be directed by the DPW **Project Manager**.

The **Project Team** shall include representatives of the following:

- City of Pittsburgh DPW Project Manager and selected consultant
- PWSA and selected consultant
- Council District 3

An **Advisory Committee** will represent all key community and stakeholder interests, and will provide active input at critical stages of the project design. Public engagement will also be conducted during three points in the design process – project kick-off with PWSA, and twice during the Schematic Design process. Council District 3 will provide coordination, logistical arrangements, and communications to the public. The Consultant must be a skilled and creative collaborator and will provide content and leadership for the sessions with the public. The proposal will outline strategies and methods for community engagement.

Pursuant to the City's one percent for art policy, one percent of the anticipated construction cost will fund the public artist's design, material, and installation. A separate RFP will be issued for a public artist to collaborate on the design and to develop a concept for installation. The Project Team will select the artist, with input from the Consultant and the Advisory Committee. Respondents should identify areas of opportunity for public art within Phase I.

1.4.2 Materials and Design Guidelines

The design, materials, and construction methods developed for the project must be appropriate to, and respectful of existing site and local context. The basis of materials selection shall include existing City design standards. All materials proposed for the project must be durable and be considered permanent, meaning that the project will have a lifespan of 50 years, except for the play environment, which should have a projected 25-year lifespan. Due consideration must be given to ongoing maintenance by the City of Pittsburgh Department of Public Works.

1.4.3 Requirements:

The selected Consultant is required to:

- Meet regularly with the Project Team and the Design Advisory Committee (stakeholder representatives)
- Generate pre-design site data on archaeology
- Attend a public kickoff meeting hosted by Project Team.
- Gather public input during the Schematic Design phase via public meetings and online engagement
- Prepare applications and present to the Art Commission for both Conceptual Review and Final Review. 'Conceptual Review' shall occur after Schematic Design is complete and 'Final Review' shall occur when CD's are complete or nearly complete.
- Coordinate with selected public artist throughout project duration per Section 1.2.1.
- Develop project design through complete construction documents, specifications and permits ready for bid.

Maintenance

The Consultant will work with the DPW Project Manager and PWSA to create a distinction between the work to be designed and maintained by the Department of Public Works and the work to be designed and maintained by PWSA for Phase I of the project.

1.5 Appendix Items

Appendix A – MWDBE and Veteran-Owned Solicitation and Commitment Form

The City reserves the right to modify the scope of services at any time before execution of a contract to add, delete, or otherwise amend any item(s), as it deems necessary, in its sole judgment, and in the best interest of the City.

2 Equal Opportunity**2.1 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 bidders 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 Pittsburgh's 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/contractor's employment of minority groups and women, and encourages goals of eighteen (18) percent and seven (7) percent participation respectively.

2.2 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 bidders 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 Pittsburgh's EORC.

2.3 Required Good Faith Commitment

In order to demonstrate good faith commitment to these goals, all bidders are required to complete the attached MBE/WBE/Veteran-Owned Solicitation and Commitment Form (which details the efforts made by the bidder to obtain such participation). **Failure to submit this form along with all documented correspondence to potential MBE/WBE/Veteran-Owned subcontractors may result in rejection of the proposal.**

Bidding participants must complete the following requirements for this section:

- Solicit certified MBE/WBE/Veteran-Owned companies for various service categories where opportunities exist to subcontract within their company's business model.
- Complete Appendix A – 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.

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.

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:	April 1, 2019
Cut-off for Questions:	April 12, 2019
Proposal Submission Deadline:	April 29 , 2019
Proposal Review & Supplier Scoring	Week of April 29, 2019
Contract Award:	Week of May 6, 2019
EORC Submission:	May 13, 2019
Council Approval	May 2019
Project Start Date:	Date of Contract Execution
Project Completion:	May, 2020

4 Proposal Format

4.1 Format Requirements

Each response to this RFP shall include the information described in this section. Provide the information in the specified order in a single PDF document format. 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.

4.1.1 Section A: Firm's Qualifications, Experience & References

Describe the firm and provide a statement of the firm's qualifications for providing the scope of services. Identify the services that 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. **Work shown should be built projects only.**

4.1.2 Section B: Qualifications of 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.

4.1.3 Section C: 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.

4.1.4 Section D: 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. The total cost should not exceed \$400,000.

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.

4.1.5 Section E: Demonstration of Good Faith Effort

Include statements of assurance regarding the following requirements detailed in Section 2 Equal Opportunity of this document:

- Solicit certified MBE/WBE/Veteran-Owned companies for various service categories where opportunities exist to subcontract within their company's business model.
- Complete Appendix A – 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.

4.2 Submittal Requirements

1. All applicants must register on Beacon to submit a bid for this opportunity. The registration link can be found here: <http://pittsburghpa.gov/beacon/registration.html>
2. Once registered, applicants must login and find the RFP that they intend to apply. The list of RFPs can be found here: <http://pittsburghpa.gov/beacon/bid-opportunities.html>
3. If additional assistance is needed with registration or submitting a proposal in response to the RFP, please email support webprocure-support@proactis.com or call the support line at 866-889-8533.
4. Bidding participants must submit their proposals electronically within the eProcurement tool located on Beacon by the submission deadline.
5. Bidding participants are required to provide one (1) electronic copy of their proposal in PDF format by the submission deadline.
6. Questions regarding proposals should be delivered **ONLY** to the OMB RFP Coordinator:

Dan Tobin
Sourcing Specialist
Office of Management and Budget
City-County Building, Room 502
414 Grant Street
Pittsburgh, PA 15219
daniel.tobin@pittsburghpa.gov
7. If the RFP Coordinator above is not available, please email vendors@pittsburghpa.gov
8. Additional submission considerations:
 - a. Late proposals will not be accepted or considered. Bidding participants should allow enough time to register company on Beacon, search the solicitation they wish to respond to and complete the submission process online before the deadline.
 - b. The City of Pittsburgh shall not be responsible for proposals delivered to a person or location other than that specified herein.
 - c. All submittals, whether selected or rejected, shall become the property of the City of Pittsburgh and will not be returned.

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

5 Evaluation & Selection

5.1 Selection Procedure

- A.** 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.
- B.** 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.

5.2 Criteria

All proposals will be evaluated using the following criteria:

- Firm's Qualifications, Experience and References (30 points)
- Qualifications of Team (15 points)
- Project Approach and Plan (30 points)
- Cost Proposal (15 points)
- MWDBE/VOSB Good Faith Effort (10 points)

6 Award & Contract

6.1 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.

6.2 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 (see Appendices). 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.

7 General Terms & Conditions

7.1 Examination of Proposal Documents

The submission of a proposal shall be deemed a representation and certification by the Respondent that they:

7.1.1 Have carefully read and fully understand the information that was provided by the City to serve as the basis for submission of the proposal

7.1.2 Have the capability to successfully undertake and complete the responsibilities and obligations of the proposal being submitted.

7.1.3 Represent that all information contained in the proposal is true and correct.

7.1.4 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.

7.1.5 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.

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.

7.2 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.

7.3 RFP Communications

Unauthorized contact regarding this RFP with employees or officials of the City of Pittsburgh other than the RFP Coordinator named in Section 4.2 of this document 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 identified in Section 4.2 of this document. 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 contact listed in Section 4.2, 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.

7.3.1 Interested parties must direct all communications regarding this RFP as outlined in this document.

7.3.2 The City shall not be responsible for nor bound by any oral instructions, interpretations or explanations issued by the City or its representatives.

7.3.3 Each proposer shall assume the risk of the method of dispatching any communication or proposal.

7.3.4 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.

7.3.5 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.

7.3.6 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.

All addenda for this RFP will be distributed via the City of Pittsburgh procurement website at procurement.pittsburghpa.gov/beacon/opportunities

7.3.7 Only the City's official, written responses and communications shall be considered binding with regard to this RFP.

7.4 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 City as outlined in Section 4.2 of this document.

7.5 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.

7.6 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.

7.7 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.

7.8 Disqualification

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

7.8.1 Evidence of collusion, directly or indirectly, among proposers in regard to the amount, terms or conditions of this proposal;

7.8.2 Any attempt to improperly influence any member of the evaluation team;

7.8.3 Existence of any lawsuit, unresolved contractual claim, or dispute between the proposer and the City;

7.8.4 Evidence of incorrect information submitted as part of the proposal;

7.8.5 Evidence of proposer's inability to successfully complete the responsibilities and obligation of the proposal; and

7.8.6 Proposer's default under any previous agreement with the City, which results in termination of the agreement.

7.9 Restrictions on Gifts and Activities

The City of Pittsburgh Ethics Code and Chapter 198 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.

7.10 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.

8 Miscellaneous Requirements

8.1 Acknowledgements

A. Conflict of Interest

By submission of a proposal to this RFP, 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 RFP, 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/personnel/files/policies/10_Ethics_Handbook.pdf

C. Fair Trade Certification

By responding to this RFP, 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 RFP, the Respondent acknowledges they may be required to sign a Non-Disclosure Agreement during the contracting process if they are the successful bidder.

E. Debarment

This RFP 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.