



REQUEST FOR PROPOSAL
2025-RFP-182
ENERGY ADVISOR SERVICES

City of Pittsburgh
City-County Building
Pittsburgh, PA 15219

RELEASE DATE: July 25, 2025

DEADLINE FOR QUESTIONS: September 11, 2025

RESPONSE DEADLINE: September 17, 2025, 3:00 pm

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

<https://secure.procurenow.com/portal/pittsburghpa>

City of Pittsburgh
REQUEST FOR PROPOSAL
Energy Advisor Services

I. Introduction.....

II. Instructions to Bidders.....

III. Scope of Work

IV. Proposal Format Requirements

V. Evaluation Phases

VI. Equal Opportunity Review Commission Terms.....

VII. Award and Contract.....

VIII. General Terms & Conditions.....

IX. Miscellaneous Requirements

X. Vendor Questionnaire

Attachments:

- A - WPEC Memorandum of Understanding.2025-2030.FINAL
- B - WPEC Quarterly Meeting Presentation.4.30.25
- C - WPEC Electric Program Operating Procedures

1. Introduction

1.1. Summary

The City of Pittsburgh (“CITY”) Office of Management and Budget (“OMB”), on behalf of the Department of Public Works (“DPW”) and Members of the Western Pennsylvania Energy Consortium (“WPEC”), are soliciting bids from Licensed Energy Advisor Service Providers (“Contractors”) for Energy Advisor Services (“Services”) for the term of the contract.

1.2. Background

Over the past decade, the City of Pittsburgh has led the Western Pennsylvania Energy Consortium (WPEC). WPEC is a cooperative effort of southwestern Pennsylvania local governments and nonprofit organizations that leverage their collective purchasing power to reduce electricity costs through economies of scale and has enabled flexible renewable energy purchase opportunities for WPEC Members. WPEC is composed of 26 entities (WPEC Members) including the City of Pittsburgh, Allegheny County, Parking Authority of Pittsburgh, Sports & Exhibition Authority of Pittsburgh and Allegheny County, Pittsburgh Water, Urban Redevelopment Authority, and University of Pittsburgh in addition to Aspinwall Borough, Borough of Bellevue, Borough of West Homestead, Borough of Wilkinsburg, Brentwood Borough, Borough of East McKeesport, Edgewood Borough, Edgeworth Borough, Borough of Etna, Borough of Green Tree, Millvale Borough, Urban Redevelopment Authority of Pittsburgh, Borough of West View, Borough of Wilmerding, Zoological Society of Pittsburgh, Heidelberg Borough, Borough of Forest Hills, Three Rivers Rowing Association, Beth Shalom Congregation, and Borough of Crafton.

WPEC was initially created to allow local governments and nonprofit organizations to aggregate their electricity purchasing to help lower costs and provide budget certainty. In alignment with the WPEC Memorandum of Understanding (MOU), WPEC procures electricity via a dedicated PJM subaccount that is actively managed in consultation with an independent third-party subject matter expert (Energy Advisor). The costs of the Energy Advisor’s portfolio management are shared amongst the WPEC Members on a pro rata electricity usage basis as determined and measured by the local electric distribution company in kilowatt hours. Currently, WPEC Members have a collective electricity use of approximately 212 gigawatt hours annually. This RFP seeks to contract the Energy Advisor that will serve the City of Pittsburgh as well as each of the individual WPEC Members, which are subject to change throughout the duration of the term of the contract.

All bids submitted in response to this request shall be considered an offer to provide service to all City facilities in addition to WPEC Member facilities as identified by each individual WPEC Member. The awarded Contractor will be required to sign separate Agreements with each of the WPEC Members and each Agreement may include variations to services delivered to each WPEC Member. Final agreements with individual WPEC Members will be based on the responses of Contractors submitting a proposal under for this RFP. The selection process for this RFP will include WPEC Members that participate in WPEC’s Energy Committee.

All Contractors bidding on this procurement must be registered with the Pennsylvania Public Utility Commission (“PAPUC”) and should have knowledge of and experience working with Pennsylvania local government entities and coordinating procurement activities for similar energy procurement consortiums.

1.3. [Contact Information](#)

Omoye Aikhuele

Sustainable Procurement Specialist

414 Grant Street

Pittsburgh, PA, PA 15219

Email: omoye.aikhuele@pittsburghpa.gov

Phone: [\(412\) 255-0803](tel:(412)255-0803)

Department:

Public Works

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	July 25, 2025
Pre-Proposal Meeting (Mandatory)	August 13, 2025, 10:00am A Pre-Proposal Conference will be held via Microsoft Teams. Please use the RSVP Manager to sign up for the meeting - you will be sent the Teams Link the morning of the meeting.
Question Submission Deadline	September 11, 2025, 4:00pm
Proposal Submission Deadline	September 17, 2025, 3:00pm
Proposal Review and Supplier Scoring	September 2025
Contract Award	October 2025

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 PDF format 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. Overview of Western Pennsylvania Energy Consortium (WPEC) Contractor Services Requested

The Western Pennsylvania Energy Consortium (WPEC) is seeking a Contractor that can best serve the electric supply procurement needs for the CITY and WPEC Members while maximizing cost avoidance through effective commodity purchasing practices and portfolio cost management. The Contractor will support the procurement of qualified electricity supply at a competitive price, provide ongoing technical support, and ensure WPEC Members have online, digital access to electricity usage, billing data and other available data and analytics for each WPEC Members' accounts throughout the term of the contract.

Contractor shall adhere to the terms of the 2025-2030 WPEC Memorandum of Understanding (MOU) - "Attachment A", including taking actions to achieve the following goals:

- Institutionalize and plan for ongoing energy procurement, and
- Support continuity by assisting with onboarding of new Entities, and
- Minimize energy and energy-related costs through actively managed procurement, and
- Enhance annual energy budget certainty, and
- Improve energy resilience by continuously increasing renewable energy procurement, and
- Maintain and grow WPEC membership.

The Contractor shall review, provide recommendations and assist with the development of WPEC's operational, managerial, governance, and structural frameworks, when requested.

3.2. Western Pennsylvania Energy Consortium Governance Overview and Contractor Expectations

- A. The Western Pennsylvania Energy Consortium (WPEC) is overseen by an Energy Committee comprised of seven individuals representing WPEC Members. Those seven Members currently include the City of Pittsburgh, County of Allegheny, Pittsburgh Water, Parking Authority of Pittsburgh, University of Pittsburgh, Sports and Exhibition Authority of Pittsburgh and Allegheny County, and Borough of Wilkesburg.
- B. WPEC holds quarterly meetings arranged by the Energy Committee for all WPEC Entities to review information compiled by the Energy Advisor on WPEC's energy portfolio results including purchase strategies and energy forecasts, current and historic billing rates, working capital position, and other information required to effectively communicate WPEC's position. The Energy Advisor will provide energy market updates and review other energy matters as needed. Quarterly meetings must be attended by the Energy Advisor, notwithstanding an alternative decision made by the Committee. The Energy Advisor's report shall include technical

information, policy updates, as well as generalized information to be distributed at meetings with digital copies to be provided to WPEC Members.

3.3. [Overview of Energy Advisor Services](#)

- A. WPEC is seeking a Contractor that can best serve the electricity needs for the CITY and WPEC Members while maximizing supply cost avoidance through effective commodity purchasing practices and electricity portfolio cost management.
- B. The Contractor will support the procurement of qualified electricity supply at a competitive price, provide ongoing technical support, and ensure WPEC has online access to electricity usage and billing data for each WPEC facility for the term of the contract.
- C. Contractor shall take reasonable and responsible action to transfer any and all WPEC related data and work products from previous Contractors to ensure continuity of procurement activities to avoid disruptions to services, if necessary.

3.4. [Energy Advisor Services Communications Expectations](#)

- A. Contractor shall provide written and verbal communication to WPEC Members and leadership teams in an easy-to-understand manner that does not require deep knowledge of the energy sector to ensure WPEC Members' continued progress towards its goals and deadlines.
- B. Contractor shall regularly prepare educational materials and presentations for WPEC Members' that recognizes the diverse professional backgrounds of each WPEC Member. Materials shall be provided in a manner that respects each professionals' individual familiarity with the energy sector.
- C. Contractor shall provide a web-based portal for WPEC Members to access individual account information as well as a public portal that includes general information and background on WPEC.

3.5. [Meeting Attendance and Presentations](#)

- A. Energy Advisor shall attend and prepare actionable information at the following WPEC Meetings:
 - Quarterly WPEC Entity meetings
 - Monthly WPEC Energy Committee meetings
 - As-needed meetings with WPEC Member leadership to procure electricity and address any electricity account issues.
- B. Meetings will require the preparation of historical and updated electricity market data as well as further analysis, as requested by WPEC Members.

3.6. Electricity Procurement Services Overview

Contractor shall develop, review and gain the approval of WPEC's Energy Committee as well as implement electricity procurement recommendations and strategies in alignment with the following:

- A. Contractor shall provide detailed overviews of electricity procurement opportunities available to WPEC Members on a regular basis and in alignment with the WPEC Energy Cost Management and Procurement Plan and WPEC Operating Procedures. Contractor shall advise on strategies, such as renewable energy, energy efficiency, or data management strategies, to help WPEC reach its goals, while also identifying and aligning risk profiles, time frames, and cost targets.
- B. Contractor shall assist with the selection of electricity procurement opportunities that align with WPEC's goals, utilization of a PJM subaccount and provide analysis with actionable recommendations based on price signals and market indicators. Contractor shall work closely and proactively with the WPEC Energy Committee on directing procurement activities within the approved WPEC portfolio limits and provide tools for WPEC members to execute cost saving plans during market spikes as it affects the member's costs.
- C. Contractors shall establish WPEC fund billing rates based on WPEC approved operating procedures and provide overall contract performance tracking/monitoring and account reconciliation.
- D. Contractor shall alert and advise WPEC members on other cost drivers that may impact member's non-supply costs such as peak load contribution tags, transmission tags, peak shaving strategies, and other price/cost drivers for end-customers.
- E. Contractors shall provide ongoing services to prepare pricing requests and provide access to real-time data and information via accessible data visualizations and analytics for enhanced transparency and usability of energy purchasing data and information for WPEC Members. Accessible energy management solutions may be included to demonstrate the granularity of data available to WPEC Members. Contractors shall provide projections/outlooks on electricity pricing as it relates to possible projects WPEC members may want to implement.
- F. Contractor shall review pricing and make recommendations to WPEC, direct the execution of authorized transactions for WPEC, monitor and report on the portfolio results at WPEC meetings, provide budget projections, forecast price and cost data and prepare annual budgets and mid-year updates, as well as develop and implement a portfolio risk management policy and implementation guidelines.
- G. Additionally, contractor shall gather market data and prepare all necessary market analysis, manage ongoing electricity commodity price risk and procurement, and provide regular reports on electricity purchases including a summary of recent charges, overall electricity strategy performance, and recommendations for any adjustments to electricity procurement policy and strategy.

- H. Contractors shall offer pricing for utility management solutions that assist WPEC Members with the identification and resolution of issues such as billing errors, usage anomalies, provide annual casting of member's load profiles, provide annual casting of member's peak load contributions on select facilities, and provide annual analysis of entire portfolio of load profiles for WPEC members. This may include, but is not limited to, energy or utility management information systems (EMIS), utility bill management systems, data analysis and visualization platforms, and/or other related, comparable, SAAS-based tools that serve the interests of the CITY and WPEC Members.

3.7. Energy Project Consulting

- A. WPEC is interested in future opportunities to procure renewable energy through a variety of marketplace offerings to meet its goals. Services for this work may include:
- B. Review of both formal RFP responses and ad hoc opportunities
- C. Provide expertise, guidance, and analysis on project viability, project risks associated with pricing impacts, avoided cost and levelized cost of energy calculations, suggested payment structures and other services necessary to evaluate proposals.
- D. Review of utility rates used for the length of the proposed contract term(s) and suggestions on utility escalation rates.
- E. Provide recommendations for best use of applicable alternative energy portfolio standard credits, qualified renewable energy credits associated with proposed projects, and/or any other current or future environmental attributes or similar instruments.
- F. Review of proposed contract and technical schedules including project operations and compliance and provide recommendations on project contracting options.
- G. Participation in iterative negotiations with developer to finalize the cost, risk assignment, billing procedure, the end of contract life, and responsibilities.
- H. Provide advice during contract negotiations with developers.

3.8. Cost Proposal Considerations

- A. All work shall be performed by the Contractor on a no upfront cost basis.
- B. Contractors shall present competitive cost structures and payment schedule options that recognize the individual proposal components that may be provided to different WPEC Members for individual contracting.
- C. For purchases and procurements in which the services being performed are directly attributable to the quantity of energy being procured, each WPEC Member will pay for the services on a pro rata basis, determined by that Entity's percentage share of total energy procured by WPEC for the preceding twelve (12) months. If that Entity was not a WPEC member for the preceding

twelve (12) months, substitute energy data for that entity shall be determined by the Energy Advisor, the Entity in question, and the WPEC Energy Committee, and costs shall be allocated according to the substitute energy data.

- D. For purchases and procurements in which the services being performed are not directly proportional to the energy consumed by each Entity, each Entity will pay a pro rata share of the service fees based upon their historical energy usage utilizing the latest data available.
- E. Contract term will be a five-year initial term with one option to renew for an additional 2-years.

3.9. Contractor Experience Requirements

- A. Applicants must demonstrate that they have provided consulting services as the prime contractor for municipalities (or other governments or institutions with similar procurement rules) with a multiple-member electricity use of at least 200,000 MWh per year.
- B. Demonstrate previous experience working on behalf of multiple entities through a single procurement such as with the WPEC structure.
- C. Demonstrate previous experience advising on renewable electricity procurement decisions.
- D. Applicants must submit examples of presentations, data visualizations, and materials provided for a similar procurement entity such as WPEC to demonstrate that the Contractor will provide information in alignment with the requirements outlined in the Energy Advisor Services Communications Expectations section. Applicants will be expected to provide a brief presentation during the interview phase of the RFP process to demonstrate the applicant's ability to communicate effectively on complex energy issues for an audience with diverse professional backgrounds.
- E. Provide three (3) specific examples of demonstrated experience in providing supply-side electricity procurement consulting services to Local, State, or Federal clients and information on the resulting procurement activity.
- F. Provide a profile of the individual employees from the firm that will be assigned to this Contract, including experience procuring electricity for entities similar to WPEC as well as the individual's first-hand experience delivering technical information to groups with diverse professional backgrounds.

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 and specific key products you propose 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 over which the work was performed. References must include at one full set of contact information including first and last name of the firm's primary point of contact, 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

The services requested through this solicitation shall be entirely based upon pro rata usage and are to be provided at no upfront cost to the WPEC Members.

Responding vendors shall present competitive cost structures that enumerate the individual service components proposed and offered to WPEC Members as part of the individual entity agreements.

Responding vendors are required to fully disclose all pricing components for provided services included in final costs, including all fixed and variable charges included in quotes. All Contractor costs shall be expressed as "\$/kWh" and based on kilowatt hour usage. If Contractors determine that other units are necessary, this may be discussed with the City and WPEC.

The City and WPEC also require a clear, transparent description of all energy pricing components and calculations, and requires respondents to categorize costs based on the following:

- A. Supplied Energy
- B. Energy Advisor Fee
- C. Energy Supplier Fees and Costs
- D. Capacity
- E. Transmission
- F. Transmission Enhancement Charge
- G. Ancillaries
- H. Alternative Energy Portfolio Standards (PA AEPS)
- I. Transmission and Distribution Losses
- J. Gross Receipts Tax
- K. Other Fees (if applicable)
- L. Environmental Attributes

Responding vendors are required to identify prices and charges that will be "passed-through" from the supplier/third-party vendor. Costs shall also specify if cost components are fixed, subject to FERC/PJM price adjustment, and/or subject to potential adjustment based upon the results PJM Capacity Auctions.

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

Respondents must 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.

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	<p>Firm’s Qualifications, Experience and References</p> <p>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.</p>	Points Based	15 <i>(15% of Total)</i>
2.	<p>Qualifications of Project Team</p> <p>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.</p>	Points Based	15 <i>(15% of Total)</i>
3.	<p>Project Approach and Plan</p> <p>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.</p>	Points Based	30 <i>(30% of Total)</i>
4.	<p>Cost Proposal</p> <p>Vendor response provided all pricing components for all services to be delivered as stated in the Proposal Format Requirements and a breakdown of costs by category (Energy, Transmission and Distribution, Fees, etc.)</p>	Points Based	30 <i>(30% of Total)</i>

5.	MWDBE/VOSB Good Faith Effort Vendor response was detailed and demonstrated clear Good Faith Effort to obtain MWDBE & VOSB Participation.	Points Based	10 <i>(10% of Total)</i>
----	--	--------------	-----------------------------

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 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/contractors employment of minority groups and women, encourage goals of eighteen (18) percent and seven (7) percent respectively.

6.2. Veteran-Owned and LGBTQIA+ Small Business Goals

It is also the City's goal to encourage participation by veteran-owned and LGBTQIA+ 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 and not less than three (3) percent participation by LGBTQIA+ 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 participation will be monitored by the City of Pittsburgh's 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 MWDBE/Veteran-Owned/LGBTQIA+ 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
- 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;
- D. Evidence of incorrect information submitted as part of the proposal;
- E. Evidence of proposer's inability to successfully complete the responsibilities and obligation of the proposal; and
- F. 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.

8.11. PREVAILING WAGE ORDINANCE

Contractor agrees that section 161.16(e) of the Pittsburgh Code of Ordinances, stating that Contractor must pay at least the applicable prevailing wages as will have been determined by the City Controller pursuant to the City Service Worker Prevailing Wage Ordinance, Title I, Article VII, Section 161.38(l)(B), as the same may be amended, and as will have been determined by the Secretary of Labor and Industry to the workers employed in the performance of any contract for public work subject to the Pennsylvania Prevailing Wage Act approved August 15, 1961 (Act No. 442), as amended August 9, 1963 (Act No. 342), and the regulations issued pursuant thereto, and all supplements and amendments thereto, must be

made a part of the Contract as fully as if attached hereto, and that Contractor will comply in all respects with the provisions thereof, insofar as the same implicates the Contract.

8.12. ENSURING EQUAL EMPLOYMENT OPPORTUNITY FOR PERSONS PREVIOUSLY CONVICTED

Contractor shall comply with Section 161.16A of the Pittsburgh City Code.

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

10.1. [Response to Scope Proposal](#)

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

10.2. [Cost Proposal](#)

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

10.3. [Pennsylvania Public Utility Commission \(PAPUC\) registration*](#)

Is your Firm registered with the Pennsylvania Public Utility Commission?

- Yes
 No

*Response required

10.4. [Equal Opportunity Review Commission \(EORC\) Participation Form *](#)

Please download the below documents, complete the Pre-Award Good Faith Checklist, and upload. Failure to complete the Pre-Award Good Faith Checklist may result in the City deeming your proposal/response non-responsive. Any awardees will be required to complete the full EORC Participation Forms and process prior to contract execution.

- [2024 EORC Participation For...](#)

*Response required

10.5. [Do you agree with the City's Terms and Conditions?*](#)

- Yes
 No

*Response required

10.6. [Vendor Contact Sheet*](#)

Please download the below documents, complete, and upload.

- [Blank Vendor Contact Sheet.pdf](#)

*Response required

10.7. [Vendor Registration Form*](#)

Please download the below documents, complete, and upload.

- [Blank Vendor Registration F...](#)

*Response required

10.8. [W-9*](#)

Please download the below documents, complete, and upload.

- [W9.pdf](#)

*Response required

10.9. [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)

*Response required