



**Solicitation Number: RFP20000319**

**Hill District Parks Master Plan**

Request for Proposal (RFP)

**City of Pittsburgh**

August 28, 2020 - September 29, 2020

## General Header Information

**No.** RFP20000319  
**Title:** Hill District Parks Master Plan  
**Start Date:** August 28, 2020 at 12:00:00 PM EDT  
**End Date:** September 29, 2020 at 3:00:00 PM EDT  
**Vendor Q&A Start Date:**  
**Vendor Q&A End Date:**  
**Estimated Total Value:**  
**Who can respond to this bid? :** All Vendors  
**Description:** The City of Pittsburgh is requesting proposals from firms to aid the Department of City Planning in completion of a Hill District Parks Master Plan.  
**Delivery Terms:** Free On Board Destination  
**Payment Terms:** Vendor Specified  
**Contact Information:** City of Pittsburgh  
Dan Tobin  
414 Grant Street Room 502 Office of Management and Budget  
Pittsburgh PA, 15219 United States  
Tel: 412-255-2458  
Fax:  
daniel.tobin@pittsburghpa.gov  
**Contact Details:** If you have any questions, Please contact:  
Dan Tobin  
414 Grant Street Room 502 Office of Management and Budget  
Pittsburgh PA, 15219 United States  
Tel: 412-255-2458  
Fax:  
daniel.tobin@pittsburghpa.gov  
**Selected Categories:** Building and Facility Construction and Maintenance Services (72000000)  
Engineering and Research and Technology Based Services (81000000)

## Solicitation Requirements: Tentative Schedule of Events

### *Tentative Schedule of Events*

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:	<i>August 28, 2020</i>
Cut-off questions:	<i>September 11, 2020, 3:00PM</i>
Proposal submission deadline:	<i>September 29, 2020, 3:00PM</i>
Proposal review & supplier scoring:	<i>September, 2020</i>
Contract award:	<i>October 2020</i>
EORC submission:	<i>October 2020</i>
Council approval:	<i>October 2020</i>
Project start date:	Date of contract execution

## Scope of Services

### *Background*

## Overview

The Hill District is a historically African-American neighborhood with an illustrious past and many plans for a great future. In the realm of parks, recreation, and open space, there are a number of recent and current investments as well as many opportunities for improvement of existing spaces, many of which have suffered from disinvestment over the years or simply need a thoughtful redesign based on current needs. Hence, the City of Pittsburgh seeks to undertake the development of a Hill District Parks Master Plan to analyze the current and projected state of its parks and open spaces in order to make recommendations for improving individual parks as part of a neighborhood parks system. This work will also closely follow a Greater Hill District Neighborhood Plan process, and it is expected that the two planning processes will complement or potentially be integrated with one another. Both will be led by the Department of City Planning.

This Hill District Parks Master Plan should build upon previous plans, such as Pittsburgh's OpenSpacePGH Plan (2013, a component of the City's Comprehensive Plan) and the Hill District "Greenprint" (2009, Hood Design Studio). Additionally, there are a number of recent, current, and upcoming efforts that will need to be integrated into this master plan, such as the aforementioned Greater Hill District Neighborhood Plan as well as various improvements being made by the Department of Public Works and other partners such as the Pittsburgh Penguins and the Pittsburgh Parks Conservancy.

The ultimate objective of this master plan is to generate community consensus around conceptual park plans with phasing and cost estimates, similar to recent City of Pittsburgh park master plans including those for South Side Park and Sheraden Park. Then, the Department of Public Works and other partners can use recommendations from the master plan to begin phased park design and implementation. For this master plan in particular, two foundational goals are to build upon the Hill District's rich African American cultural legacy, and to improve park and open spaces for residents, creating green and well-designed community spaces, while avoiding displacement.

The Hill District has nine neighborhood parks totaling 41.1 acres, but there is no community-scale park with higher level recreational resources and facilities to adequately serve the more than 9,500 residents of the Hill neighborhood. The City's Open Space Plan recommended that either Ammon Park or Kennard Park should be re-designated as a community park with additional amenities. The Hill District Master Plan recommends the development of a master site plan for Kennard to convert it to a community-scale park, which is the primary focus of this RFP, although it is also expanded to be more comprehensive of a "system" of Hill District parks, and to include recommendations for other parks as well.

This parks master plan is partially funded through a Community Conservation and Partnerships Program grant from the Pennsylvania Department of Conservation and Natural Resources (DCNR), with a total budget of \$106,000. All planning and work products must align with the DCNR's planning grant program requirements. To that end, the City Solicitor is required to sign a Certificate of Title form, and title searches for City park parcels should be included in the scope of work for this master plan.

## Background and History

As one of Pittsburgh's earliest and largest neighborhoods, the Hill District continues to play an important role in the story of African-Americans in the United States. During the first half of the 20th century, the Hill District was the "crossroads of the world," contributing music, literature, and arts that shaped American culture. During the latter half of the 20th century through today, the neighborhood and its leaders played important roles in the Civil Rights movement, as well as a nationwide push for community-led development. The Greater Hill District Master Plan articulates the importance of continuing to "Build Upon the African American Cultural Legacy".

The Hill District Greenprint (2009) created a bold vision for a natural and healthy community, the Greater Hill District Master Plan (2011) established fundamental values and development principles that have been central to development activities and the neighborhood ecosystem. The Centre Avenue Redevelopment and Design Plan (2015) using a market study as its basis, created a detailed vision for how new development and amenities on Centre Avenue could serve a variety of community needs. Multiple waves of development have built new office, commercial and community spaces along Centre Avenue, along with new housing throughout the neighborhood. Development activities in Downtown and Oakland have the potential to bring new opportunities and challenges to the Hill District the plan will seek to address.

### **Individual Park Spaces for Consideration and Concept Plans (as needed)**

The following are baseline recommendations from OpenSpacePGH or other previous plans that this master planning effort should expand upon and create concept and phasing plans for:

- Kennard Park (13.4 ac) -OpenSpacePGH recommends: redevelop

- See more details in section below

- Ammon Park (8.1 ac) -OpenSpacePGH recommends: redevelop

- DPW will be redeveloping this park and needs recommendations related to facility and recreation needs, in coordination with recommendations developed for Kennard Park. More specifically, the consultant should look closely at recreation activities and the need for them in specific areas, such as the number of pools, gyms, meeting spaces, aquatic spray parks, fields, etc. and how easy or difficult it is to use them. In some areas of the Hill District there is some overlap in facilities while there is great need in other areas.

- Robert E Williams Park (12.3 ac) -OpenSpacePGH recommends: invest

- DPW is constructing a new park building, which will serve as a City facility that can be rented for various community events. The building falls under the DPW Facility category of: Activity Building/Overlook/Rentable Shelter. It will not be staffed by CitiParks. Some City examples include Riverview Park Chapel Shelter, Riverview Park Activities Building, Banksville Shelter and West End Overlook.

- DPW has future plans to renovate the playground and other aspects of the park landscape once the building renovation is complete.

- Vincennes Park (1.6 ac) -OpenSpacePGH recommends: invest

- Granville Park (0.6 ac) -OpenSpacePGH recommends: divest or expand

- DPW is currently renovating the playground portion of the park

- Albert “Turk” Graham Park (0.4 ac) -OpenSpacePGH recommends: invest

- Additionally, there have been recent community conversations around making better public use of existing Pittsburgh Public School facilities at University Prep School and Miller School. These opportunities should be explored as part of this master plan.

- There may also be vacant or underutilized sites, likely within the Middle Hill neighborhood, that could serve to fill a gap in open space and recreation access. These opportunities should be explored as part of this master plan.

The following parks have recently or are currently being invested in, and so should be included as inventory and analysis for a broader Hill District parks system, but will not require concept plans as part of this planning effort:

- August Wilson (Cliffside) Park -(1.1 ac) OpenSpacePGH recommends: redevelop or relocate

- DPW and Pittsburgh Parks Conservancy led a recent renovation of this park

- Martin Luther King Park (3.5 ac) -OpenSpacePGH recommends: naturalize

- This park recently transitioned from underutilized field to community garden, and the Pittsburgh Water and Sewer Authority is currently working with the gardeners to install a large stormwater storage system underground. Recommendations for this park were made in the Uptown Eco Innovation Plan, a recently completed neighborhood plan.

- Lower Hill / I-579 Cap Park

- This park is being developed with funding from the Pittsburgh Penguins as part of a larger Lower Hill District mixed-use redevelopment at the site of the former Civic Arena. The Civic Arena was built in the era of “urban renewal” and sadly displaced a large area of the African American community in the Hill District, so this new development attempts to reckon with that history and the park is to feature culturally significant art and design.

The following are existing open spaces and/or plans for future improvement of the Hill District open space system, which should be included for analysis and potentially incorporated as elements of the master plan recommendations:

- Freedom Corner is a historically-significant site that serves as an important gathering area for the community and beyond.
- Recent City-planned conceptual design for the ‘Colwell Connections Trail that would link areas of the Hill District, Uptown, West Oakland, and the Riverfront.
- The Greenprint sought to create an interconnected system of greenspaces. Ideally, this master plan will identify and developing routes that connect the identified parks.
- Wooded hillsides should be included for analysis as an important component of the open space system and potential trail linkages.
- In the Greenprint, Chauncey Steps and Field is visualized as nature park, community space, and stormwater management and could be considered for potential new open space.

#### **Details for Kennard Park**

Kennard Park is located in the Terrace Village neighborhood, which is also the site of the Oak Hill housing development. Oak Hill transformed a traditional public housing complex into a mixed-income development targeted to families. Across Kirkpatrick Street, which forms the western border of the park, is Skyline Terrace. The newest housing development in the Hill District, Skyline Terrace will eventually include 400 mixed-income housing units. Both of these developments are attracting families with young children. According to 2015 U.S. census estimates, the Hill District's population is 75% African-American with 40% of households below the poverty line. The neighborhoods closest to the park have the highest percentage of residents under the age of 19; 64% of Terrace Village residents and nearly 36% of Skyline residents are under the age of 19. As more residential units become available, the numbers of preschoolers and school-aged children are likely to increase creating an even greater need for a safe and accessible community-scale park with adequate recreational resources and programs close to home. As demonstrated by countless studies and research, improved access to green space during childhood and adolescence is associated with improved mental health, making it vital to better integrate urban and natural environments.

Kennard Park has a play area, tennis court, four basketball courts, and a ball field. Sports leagues from multiple city neighborhoods are active park users. Park facilities, which include closed restrooms, are not ADA accessible. The single park entrance at the intersection of Kirkpatrick and Reed Streets is extremely hazardous with blocked sight-lines, traffic turning into the intersection to exit and enter the park, and confusion about rights-of-way. The north edge of the park extends along Reed Street directly across from Weil K-8, a Pittsburgh public school. The school's administrators say they do not use the park because of safety and accessibility concerns. The walking bridge over Reed Street connecting the school to the park is closed and in disrepair. The park has considerable wooded areas, but nature is inaccessible due to the lack of trails and poor circulation within the park. The community needs a fully integrated park that goes beyond sports fields and a playground to include walking paths, natural areas, passive space for relaxation and socializing, connections to neighborhood developments, healthy woodlands, and green infrastructure to address stormwater management.

The park is situated on a high plateau with steep slopes covered by invasive vines and other plants. Views into the park from the street are practically nonexistent. Connections to the park from the surrounding neighborhoods, schools, afterschool sites, and the business and cultural district must be improved to promote park use and accessibility. Safety concerns must be addressed with respect to the vehicular entrance and parking lot. The entrance must be regraded to reduce the slope. This will also improve visibility into the park and help dispel perceptions that the park is unsafe. Park resources and facilities must be upgraded and diversified to better serve the community. A redesigned playground, large loop trail, Monongahela River overlook, and ADA compliance throughout are needed to increase the park's recreational and community value. The master plan for Kennard Park presents an opportunity to leverage several concurrent planning projects, coordinate planning efforts and project implementation, and strengthen fundraising appeals. Most critical are supporting PWSA's Green First Plan and efforts to comply with EPA mandates for control of combined sewer overflows and the Urban Redevelopment Authority's planned Choice Neighborhoods Implementation Grant for the Hill District.

#### **Greater Hill District Neighborhood Planning:**

The Department of City Planning and its partners will be undertaking a neighborhood planning process, consistent with DCP's recently adopted Neighborhood Planning Guide, to update and adopt the Greater Hill District Neighborhood Plan completed in 2011. The planning process will work to update components of the Greater Hill District Master Plan where needed, fill in gaps that may exist (e.g., infrastructure and mobility), and work to implement the policies contained in that document through innovative strategies. A primary focus will be placed on economic development and urban design. All outputs will be evaluated through a racial equity lens. The Greater Hill District Neighborhood Plan (2011) outlined several projects that will be considered in the updated neighborhood planning process and would likely also have relevance to this park master plan:

- Establish a "Past, Present, and Future" Trail that connects to other trails such as the Coal Seam Trail and highlights historic buildings and sites, gardens and parks, and major rejuvenation achievements (complete streets, sustainable buildings, integrated public housing, etc.).
- Characterize existing open spaces including vacant lots, how development engages and activates these spaces (or not), and review recommendations from prior neighborhood plans and the City's OpenSpacePGH Plan (2013) to propose future open space opportunities of varying sizes and types;
- Provide small scale parks and plazas throughout the corridor, such as at the intersection of Kirkpatrick at Reed and on Centre Avenue at the public stairs connecting to Chauncey Street. (pg. 102); Also refer to subsequent Centre Ave Corridor Redevelopment and Design Plan which built on this recommendation.
- Create a linked network of parks and civic spaces connected by pedestrian trails throughout the corridor. (Oakland-Uptown-Kennard Park)

- Reprogram the Kennard Playground to include a new Recreation Center.

**Existing Stormwater Conditions**

The Hill District is mostly in the M-05 and M-19 sewersheds, the latter of which is designated a 'high priority sewershed' for combined sewer overflow reduction in the Pittsburgh Water and Sewer Authority's "Green First Plan". This involves implementing green infrastructure stormwater management facilities to manage stormwater at its source to maximize sewer overflow reduction, basement back-up reduction, and the associated local community benefits. There are likely numerous locations for stormwater management improvements within Hill District parks, which should be assessed and incorporated into the master plan.

***Scope Details***



## Scope of Work

### Task 1 –Review Existing Plans and Studies + Project Management

#### Review Existing Plans and Studies & Project Management Review Existing Plans and Studies

After reviewing existing plans and background information, identify any critical gaps in information needed, and recommend ways to fill those information gaps through scope refinement. There are a number of previous plans that are potentially relevant to this project, including but not limited to:

- Open Space PGH and appendices, especially Appendix A and Appendix G
- Hill District Greenprint
- Past neighborhood plans, as relevant:
  - Greater Hill District Master Plan (GHDMP)
  - Centre Avenue Corridor Redevelopment and Design (CARD) Plan
  - Herron Avenue Revitalization Planning Strategy
  - Choice Neighborhood Plan (Bedford Connects Transformation Plan)
  - Schenley Heights Toolkit
  - Hill District Vacant Property Study
  - Uptown EcoInnovation District Plan (some overlap with Hill District neighborhood)
- Department of Public Works Asset Management and Facilities Information, as relevant
- Pittsburgh Parks Conservancy's Equitable Investment Strategy
- Pittsburgh Urban Forest Master Plan
- OnePGH Resilience Strategy
- PWSA City-Wide Green First Plan

#### Project Management

- Establish communications plan in coordination with City Planning project manager (internal, within consultant team). City Planning will be responsible for external communications with advisory committee and public, though the Consultants will need to provide appropriate materials.
- Refine work plan as needed
- Refine schedule as needed

### Task 2 - Public Engagement Plan

#### Public Engagement Plan

The Consultant will be responsible for developing and executing an innovative publicinput process to bring residents together, guide park development, foster community, and create ownership that will help the park to be well-maintained and stewarded. The consultant will be expected to follow recommendations from the City's recently adopted Public Engagement Guide in creation of a Public Engagement Plan for the Hill District Parks master planning process, and also seek opportunities to integrate with the Greater Hill District Neighborhood Plan process.

At a minimum, the consultant should include the following for community engagement:

- Interviews and site tours with stakeholders (interested neighborhood groups, Department of Public Works, City Planning, CitiParks, Pittsburgh Water and Sewer Authority, Department of Mobility and Infrastructure, others as needed) respecting physical distancing regulations in place at the time
- 3 community events, to be held in-person or virtually in accordance with City best practices
- Materials for community events/focus groups developed by the consultants, but meetings to be led by the City and the Advisory Committee
- A meeting per task with the Advisory Committee along with a kick-off and final reporting meeting (virtual meetings possible depending on technology)
- Identify points of engagement overlap with Greater Hill District Master Plan to prevent planning burnout in residents

### **Advisory Committee**

An Advisory Committee of community representatives and stakeholders will be organized in order to represent the views and needs of various groups and to provide input and guidance throughout the master planning process. Advisory Committee members will include: community organizations such as the Hill Community Development Corporation (CDC) Registered Community Organization, Hill District Consensus Group, and others. Additionally, a number of City Departments and elected officials will be represented on the Advisory Committee, including: Councilman Daniel Lavelle's office, the Office of Management and Budget, the Department of Public Works, the Department of Mobility and Infrastructure, the Department of CitiParks, the Department of Public Safety through the Pittsburgh City Rangers Program, the Mayor's Office –Bureau of Neighborhood Empowerment, and the Pittsburgh Water and Sewer Authority.

### **Task 3 - Inventory/Analysis**

#### **Inventory Analysis**

The consultants, with assistance from the project team, shall do a thorough inventory/analysis of attributes that should include, but not be limited to:

- Partners (Agencies, non-profits, etc.)
- Funding
- Roles/Responsibilities (City, Agencies, Registered Community Groups, Non-profits, stewards, etc.)

The consultants shall do a thorough inventory/analysis of attributes that should include, but not be limited to:

- History of the Hill District and individual parks
- Green space and recreation facility access (by network watershed at various scales)
- Vegetation and land cover
- Transportation, circulation, and accessibility – within parks and to parks from neighborhood areas, bus stops, schools, etc.
- Landscape structures & buildings
- Public health priority needs
- Public safety needs
- Urban forest and ecosystem health and wildlife habitat assessment
- Watershed assessment (including abandoned mine drainage)
- Topography & drainage

- Soils and geology assessment
- Furnishing, lighting, & benches
- Events/recreation
- Viewsheds
- Underground utilities
- Potential parcel acquisitions and strategies
- Historic and cultural resources
- Code review

### **Needs Assessment**

The consultants shall develop a needs assessment based on inventory and analysis that will feed into Task 4 –Master Plan Alternatives. The recreation “Needs Assessment and Suitability Analysis Targets” found in the OpenSpacePGH Plan (Table 7-5 on page 7.36) should also be included.

## **Task 4 - Master Plan Concepts**

### **Master Plan Concepts**

The Consultant will prepare several master plan concept alternatives that arise from the conclusions of work completed in Tasks 1-3, and park design guidelines found in Appendix H of OpenSpacePGH. All developed park spaces need to be assessed through analysis of existing facilities and amenities, and an extensive public engagement process, to determine a vision for future redevelopment priorities.

### **Master Plan Expectations**

It is expected that this master planning process will be consistent with the principles and guidelines of OpenSpacePGH and lay out a vision for achieving the goals of the community. The plan will also provide a comprehensive assessment and recommendations pertaining to all key existing and potential park and green spaces in the Hill District.

The following parks are or have previously been improved, so they should be included as part of inventory and analysis of the broader Hill District parks “system” but do not require concept plans as part of this planning effort:

- I-579 Cap/Lower Hill Park (within mixed-use redevelopment)
- August Wilson Park
- Martin Luther King Community Garden/Park

The following parks require conceptual plans for improvement, with an emphasis on redevelopment of Kennard and, to a lesser degree, Ammon Park. (These are the two community-scale parks in the Hill District).

- Kennard Park
- Ammon Park
- Robert E. Williams/Herron Hill Park (noting current DPW renovation of community center and playground)
- Cincennes Park
- Granville Park (noting DPW renovation of playground)
- Albert "Turk" Graham Park

Recommendations and/or conceptual plans may be proposed for potential new or expanded public use of school facilities or underutilized land, in coordination with recommendations from the Greater Hill District Neighborhood Plan process:

- University Prep School field and facilities
- Miller School field and facilities
- Other vacant or underutilized sites, likely in the Middle Hill neighborhood, to improve park access for those areas without access to high-quality park facilities within ¼ mile walk.

Park recommendations and concept plans should minimally include the following, noting that needs and opportunities will differ by scale of each park:

- Evaluate facilities and recreation opportunities, assess community needs and desires; provide recommendations for repair vs. replacement of existing facilities
- Environmental restoration including planting and maintenance of urban forest as well as reduction of invasive species and improvement of natural ecosystems for wildlife and people
- Stormwater management
- Trails and park access evaluation and improvement
- Strategic parcel acquisition or improvement of vacant/underutilized lots as relevant
- Safety concerns, including lighting, park visibility and use
- Slope stability and erosion reduction, where applicable
- Maintenance

## **Task 5 - Master Plan Refinement**

### **Draft Master Plan Report**

The Consultant will work with the Project Manager on the preparation of a draft Master Plan Report for review by the Advisory Committee. After the Advisory Committee's review, the Consultant will revise a final draft to be reviewed by the Advisory Committee.

The report will include the following, but not be limited to:

- Executive Summary
- History
- Goals
- Inventory/Analysis
- Engagement Activities and Outcomes (details in appendix)
- Master Plan Alternatives
- Final Plan
- Implementation matrix that outlines the following:
  - Roles/Responsibilities
  - Phasing
  - Costs

- Funding Opportunities
- Stewardship Opportunities
- Acknowledgement of process and participants

### **Task 6 - Final Master Report Rinal Report**

The Consultant will be responsible for designing and formatting the document, as well as providing the plan so that it can be reproduced in both paper as well as high-resolution digital copies of the plan (consultation with the City's print shop may be necessary for print copies). All images, charts, maps, shapefiles, databases, Photoshop, packaged InDesign/Illustrator files (CS6 format), CAD files, etc. developed through the process will be required as a deliverable in an electronic format acceptable to the City. All work product must align with DCNR planning grant program requirements.

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.

### **Task 7 - Title Searches**

The Consultant will be responsible for conducting title searches for City-owned park parcels within the scope of this master plan, to aid the City Real Estate Department and City Solicitor in completing DCNR's Certificate of Title form, to ensure all of the park parcels will be owned and operated by the City for park use in perpetuity. A tentative list of parcels that will require title searches are listed below, though this list may be modified or refined based on the recommendations of the master plan:

2-D-368	Albert Turk Graham
2-D-371	Albert Turk Graham
2-H-284	Albert Turk Graham
2-H-285	Albert Turk Graham
2-H-287	Albert Turk Graham
11-C-1	Kennard Park
11-A-123	Heldman Lot
9-S-260	Granville Park
10-K-400	Wooster Tot Lot
10-K-402	Wooster Tot Lot
10-3-157	Wooster Tot Lot
10-F-198	Ammon Park
10-F-206	Ammon Park
10-F-208	Ammon Park
10-D-329	Vincennes Park
10-D-310	Vincennes Park
10-D-318	Vincennes Park
10-D-314	Vincennes Park
10-D-313	Vincennes Park
10-D-327	Vincennes Park
10-D-333	Vincennes Park
26-P-250	Robert E Williams Park
9-M-59	August Wilson Park

## *Appendix Items and References*

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

**Equal Opportunity**

***EORC Terms***

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

**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 Pittsburgh's EORC.

**Good Faith Commitment**

In order to demonstrate good faith commitment to these goals, all respondent are required to complete 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 this form along with all documented correspondence to potential MDE/WBE/Veteran-Owned subcontractors may result in rejection of the proposal.**

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.

## ***Upload completed MWDBE Good Faith Effort Commitment Form and Outreach Documentation***

Company's bidding on this RFP opportunity will solicit certified MWDBE/VOSB vendors and document their outreach efforts. Upload those documents here.

## **Proposal Format**

### ***Format Requirements***

All submitted responses shall follow the formatting below, and all proposals will need to be provided electronically through Beacon. 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.

## 1. Response to Scope

1. Firm's Qualifications, Experience and References

2. Qualifications of Team

3. Project Approach and Plan

## 2. Cost Proposal

## 3. Demonstration of Good Faith Effort

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.

If additional hard copies are requested under Submittal Requirements, 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.

### *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 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 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:

- 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.

## Submittal Requirements

### *Submittal Requirements*

1. All respondents 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, respondents must login and find the solicitation for which they intend to submit a proposal. The list of solicitations 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 solicitation, please email support [webprocure-support@proactis.com](mailto:webprocure-support@proactis.com) or call the support line at 866-889-8533.
4. Respondents must submit their proposals electronically within the eProcurement tool located on Beacon by the submission deadline.
5. Respondents are required to provide one (1) electronic copy of their proposal in either MS Word or PDF by the submission deadline.
6. Questions regarding proposals should be delivered **ONLY** to the Sourcing Specialist, whose contact information can be found in the header of this solicitation.
- 7 Additional submission considerations:
  - Late proposals will not be accepted or considered. Respondents 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.
  - 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.

## Proposal Evaluation & Selection

### *Selection Procedure*

1. 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.
2. 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.

## *Criteria*

All proposals will be evaluated using the following criteria:

- Firm's Qualifications, Experience and References (20 points)
- Qualifications of Team (20 points)
- Project Approach and Plan (30 points)
- Cost Proposal (10 points)
- MWDBE/VOSB Good Faith Effort (20 points)

## **Award and Contract**

### *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.

### *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.

## **General Terms & Conditions**

### *Examination of Proposal Documents*

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

## ***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.

## ***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:

- The City shall not be responsible for nor bound by any oral instructions, interpretations or explanations issued by the City or its representatives.
- 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.
- 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.
- 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](http://procurement.pittsburghpa.gov/beacon/opportunities)
- Only the City's official, written responses and communications shall be considered binding with regard to this RFP.

## *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 as outlined in the submittal requirements section of this solicitation.

## *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.

## *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.

## *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.

## *Disqualification*

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

- Evidence of collusion, directly or indirectly, among proposers in regard to the amount, terms or conditions of this proposal;
- Any attempt to improperly influence any member of the evaluation team;
- 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;
- Evidence of proposer's inability to successfully complete the responsibilities and obligation of the proposal; and
- Proposer's default under any previous agreement with the City, which results in termination of the agreement.

## *Restrictions on Gifts & 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.

## *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:

- Reject any and all proposals;
- Issue subsequent Requests for Proposals;
- Cancel this RFP with or without issuing another RFP;
- Remedy technical errors in the Request for Proposals process;
- Approve or disapprove the use of particular sub-consultants;
- 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);
- Meet with select proposers at any time to gather additional information;
- 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;
- Accept other than the lowest offer.
- Waive any informality, defect, non-responsiveness, or deviation from this RFP that is not material to the Respondent's proposal;
- 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;
- 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;
- 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.
- Award a contract to the firm(s) that presents the best qualifications and whose proposal best accomplishes the desired results; and/or
- Enter into an agreement with another proposer in the event the originally selected proposer defaults or fails to execute an agreement with the City.
- Require a performance bond and/or other "failure to deliver" agreement by the awardee at time of contracting.

## Miscellaneous Requirements

### *Acknowledgements*

- 1. 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.
- 2. 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)
- 3. 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.
- 4. 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.
- 5. 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.
- 6. 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.
- 7. 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.

## Questionnaire:

### Required Documents

Description: Please fill in the following required documents/information

#### *Upload completed vendor contact sheet*

Type ATTACHMENT  
Is Required Y

#### *Upload completed updated W9*

Type ATTACHMENT  
Is Required Y

#### *Upload completed Vendor Registration Form*

Type ATTACHMENT  
Is Required Y

#### *Upload completed Statement of Affiliation*

Type ATTACHMENT  
Is Required Y

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

Type TEXT  
Is Required Y



## **Documents:**

Appendix A - MWDBEVOSB Commitment Forms.pdf

Statement of Affiliations.pdf

Vendor Contact Sheet.pdf

Vendor Registration Form.pdf

W9.pdf

**Solicitation has been designated as having no line items.**

