

Fiscal Impact Statement
Updated 1/29/2020 to satisfy City Code §219.07

<i>Department</i>	Mobility and Infrastructure
<i>Preparer</i>	Sophia Yarish
<i>Standing Committee Representative</i>	Karina Ricks
<i>Type of Legislation</i>	Contract Authorization

Description of Legislation

Amending resolution 510 of 2019 entitle “A Resolution providing for a Contract or Contracts, or the use of existing Contracts, an Agreement or Agreements, or the use of existing Agreement, providing for the planning, design, repairs, maintenance, improvements, emergencies, operations, and / or the purchase of materials, equipment, and supplies in connection with the production of the Oakland Transportation Study and associated projects;” to provide for a specific payee and authorize entering into a contract for the Oakland Transportation Study.

<i>Total Cost</i>	\$ 200,000.00		
<i>Frequency of Expenditure</i>	<input checked="" type="checkbox"/> One-Time	<input type="checkbox"/> Multi-Year	
<i>Funding Source</i>	<input type="checkbox"/> Operating	<input checked="" type="checkbox"/> Capital	<input type="checkbox"/> Grant <input type="checkbox"/> Trust Fund
<i>Is this item budgeted?</i>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

JDE Account Information

PAYGO: 6074012919.54205.00, \$200,000.00

Additional Operational Costs

N/A

Impact on City Revenue

No discernable nor immediate impact.

If the resolution authorizes a professional services contract, complete this page:

Method of Procurement <i>Select one.</i>	<input checked="" type="checkbox"/> RFP	<input type="checkbox"/> Signed Waiver from OMB	<input type="checkbox"/> Amendment to Existing Contract <i>Do not fill out the rest of the form.</i>
--	---	--	---

Name of Vendor and Award Justification

Kittelson and Associates

Other Respondents

HDR and Michael Baker

Selection Criteria

A team of staff from DOMI, DCP, and PAAC reviewed the proposals. Each person separately scored the proposals. The team then met to discuss the scores and decided to interview the three firms that submitted qualifications. After the interviews, the team rescored the teams and held a debrief where it was determined that the team Kittelson put together was the strongest overall. Procurement staff was present at all meetings / interviews.

Selection Committee Representation

DOMI, DCP, and PAAC

Waiver Justification

If a waiver was granted, explain the justification.

EORC Synopsis

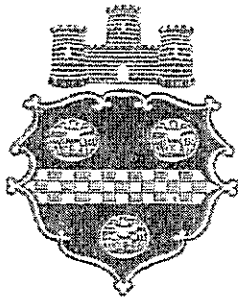
Insert synopsis that was presented.

Date Presented at EORC: November 2019	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
--	--	---------------------------------------

*Per §219.07 of the City Code, you **must** include an electronic copy of the solicitation or your signed waiver with your submission to the Office of Management and Budget.*

Attachments

- *Please attach any additional documents and/or exhibits.*



Professional Services Competitive Process Validation Form

Contract Title: Neighborhood Transportation Study – Oakland

Contract Description: Prepare a mobility network and parking study and implementation strategy for Oakland.

Contract Duration: 2 years

Department/Director: Karina Ricks, Department of Mobility and Infrastructure

Was there an exemption waiver granted by the City Solicitor? No (If yes, please attach).

Please indicate competitive process applied:

RFP X

RFQ

Solicitation of Proposals

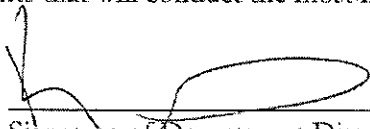
Public Advertisements

Other (explain)

How many proposals were considered? 3

.....
I, Karina Ricks, Director of the Department of Mobility and Infrastructure, certify all submissions have been reviewed and it is my professional estimation that Kittelson and Associates be awarded the contract for the following reason(s):

The Kittelson Team assembled to complete the tasks outlined in the RFP has the best combined set of staff and past performance to successfully complete the scope of services. Kittelson selected subconsultants that will conduct the most meaningful public outreach.



Signature of Department Director

11/5/09

Date



CITY OF PITTSBURGH

"America's Most Livable City"

Equal Opportunity Review Commission

William Peduto, Mayor

April 17, 2019

Karina Ricks, Director
Department of Mobility and Infrastructure
City of Pittsburgh
414 Grant Street
Pittsburgh, PA 15219

Dear Ms. Ricks

Re: MBE/WBE PLAN APPROVED

- 1. COMPANY: Kittelson Associates Incorporated**
PROJECT: Hill District Mobility Network and Parking Management Plan

The City of Pittsburgh's Equal Opportunity Review Commission met on April 17, 2019 to review the above referenced Minority and Women Business Enterprise participation plan. The Commission voted to approve the plan as presented.

Sincerely,

Chuck Durham
EORC Coordinator

CC: Dara Braitman

Equal Opportunity Review Commission Submission Form Checklist



Did you include?

<input type="checkbox"/>	Completed packet
<input checked="" type="checkbox"/>	Signed letters of commitment from certified vendors
<input checked="" type="checkbox"/>	Current certifications (ex. PAUCP, EMSDC, WBENC)
<input checked="" type="checkbox"/>	Evidence of good faith effort from checklist on page 17 (ex. email correspondence, pre-bid sign-in sheet, etc.)

Signature

Date



**CITY OF PITTSBURGH EQUAL OPPORTUNITY
REVIEW COMMISSION**

**MINORITY AND WOMEN BUSINESS ENTERPRISE
PARTICIPATION PLAN**

Contract Goals

Diversity Goals	Goal Type	Actual Plan (%)	Dollar Amount	City of Pittsburgh Goals
	MBE	25.0%	50,000	18%
	WBE			7%
	VOSB			5%

Total Project Cost \$200,000

Contract Type Professional Services Construction

Additional Funding Sources Foundations Private Investment None

Sub-contractor Information

Proposed Certified M/WBE firms included in the M/WBE Plan. Please provide the following information on the minority, women, and veteran-owned business included in your M/WBE Plan. Include current certifications.

Sub-Contractor or Supplier Name Nspiregreen LLC

Contact Veronica Davis

Address 1012 14th Street NW Suite 915
Street Apartment/Unit #

Washington DC 20005
City State Zip

Phone Number 202.793.5600 **Fax** 888.347.2417

Email vdavis@nspiregreen.com **NAICS Codes** _____

Contracted Percent 25.0% **Contracted Amount** \$50,000

Currently Certified? Yes No **Vendor Type** WBE MBE VOSB



**CITY OF PITTSBURGH EQUAL OPPORTUNITY
REVIEW COMMISSION**

**MINORITY AND WOMEN BUSINESS ENTERPRISE
PARTICIPATION PLAN**

Scope of Work [Click here to enter text.](#)

**Sub-Contractor
or Supplier Name**

Address

Street *Apartment/Unit #*

City *State* *Zip*

Phone Number **Fax**

Email **NAICS Codes**

**Contracted
Percent** **Contracted Amount**

**Currently
Certified?** Yes No **Vendor Type** WBE MBE VOSB

Scope of Work [Click here to enter text.](#)

**Sub-Contractor
or Supplier Name**

Address

Street *Apartment/Unit #*

City *State* *Zip*

Phone Number **Fax**

Email **NAICS Codes**

**Contracted
Percent** **Contracted Amount**

**Currently
Certified?** Yes No **Vendor Type** WBE MBE VOSB



**CITY OF PITTSBURGH EQUAL OPPORTUNITY
REVIEW COMMISSION**

**MINORITY AND WOMEN BUSINESS ENTERPRISE
PARTICIPATION PLAN**

Scope of Work [Click here to enter text.](#)

**Sub-Contractor
or Supplier Name** _____

Address

Street *Apartment/Unit #*

City *State* *Zip*

Phone Number _____ **Fax** _____

Email _____ **NAICS Codes** _____

**Contracted
Percent** _____ **Contracted Amount** _____

**Currently
Certified?** Yes No **Vendor Type** WBE MBE VOSB

Scope of Work [Click here to enter text.](#)

**Sub-Contractor
or Supplier Name** _____

Address

Street *Apartment/Unit #*

City *State* *Zip*

Phone Number _____ **Fax** _____

Email _____ **NAICS Codes** _____

**Contracted
Percent** _____ **Contracted Amount** _____



**CITY OF PITTSBURGH EQUAL OPPORTUNITY
REVIEW COMMISSION**

**MINORITY AND WOMEN BUSINESS ENTERPRISE
PARTICIPATION PLAN**

Currently
Certified?

Yes

No

Vendor Type

WBE

MBE

VOSB

Scope of Work

[Click here to enter text.](#)

Construction Project Information

Construction projects please provide the following information:

Source and Use

Source:	Total Dollar Amount
Value of Land	
Government Funding	
Foundations	
Corporations	
Individuals & Private Organizations	
Gap Financing	
Use:	
Land Acquisition	



**CITY OF PITTSBURGH EQUAL OPPORTUNITY
REVIEW COMMISSION**

**MINORITY AND WOMEN BUSINESS ENTERPRISE
PARTICIPATION PLAN**

Pre-Construction Budget & M/WBE Plan

Itemize your pre-construction budget below. Pre-construction activities include architectural, engineering, legal, development, and other consultant functions carried out prior to the construction phase. Enter the total pre-construction budget amount and the M/WBE plan commitment on page 12.

Pre-Construction Line Items	Total Dollar Amount	MBE Dollar Amount	WBE Dollar Amount	VOSB Dollar Amount	M/WBE Firm Name
Architectural & Engineering Design:					
Structural Engineering					
Site/Civil Engineering					
Mechanical/Electrical Engineering					
Administrative Costs:					
Estimating Services					
Geotechnical Report					
Phase I Environmental					
Hazardous Material Survey					
Diversity Coordinator					



**CITY OF PITTSBURGH EQUAL OPPORTUNITY
REVIEW COMMISSION**

**MINORITY AND WOMEN BUSINESS ENTERPRISE
PARTICIPATION PLAN**

Total Pre-Construction Budget (Enter on Page 12)					



**CITY OF PITTSBURGH EQUAL OPPORTUNITY
REVIEW COMMISSION**

**MINORITY AND WOMEN BUSINESS ENTERPRISE
PARTICIPATION PLAN**

Pre-Construction Budget & M/WBE Plan

Please utilize this for any additional pre-construction items.

Pre-Construction Line Items	Total Dollar Amount	MBE Dollar Amount	WBE Dollar Amount	VOSB Dollar Amount	M/WBE Firm Name
Total Pre- Construction Budget (Enter on Page 12)					



**CITY OF PITTSBURGH EQUAL OPPORTUNITY
REVIEW COMMISSION**

**MINORITY AND WOMEN BUSINESS ENTERPRISE
PARTICIPATION PLAN**

Construction Budget and MBE/WBE Plan

Itemize your project's construction budget below. Under each line in the budget list the MBE and WBEs that you propose to use to provide construction services or supplies. Enter the total construction budget amount and the M/WBE plan commitment on page 12.

M/WBE Participation	Total Dollar Amount	MBE Dollar Amount	WBE Dollar Amount	VBE Dollar Amount	Contractor Name
General Conditions					
Site Work					
Drilled Piers					
Asphalt Paving					
Building & Site Concrete					
Brick Pavers					
Landscaping					
Masonry					
Steel					
Rough Carpentry					
Finish Carpentry					
Waterproofing					
Roofing					
Metal Panels					
Sealants					
Doors					
Windows					
Flooring					
Specialties					
Furnishings					
Elevators					
Total Construction Budget (Enter on Page 12)					



**CITY OF PITTSBURGH EQUAL OPPORTUNITY
REVIEW COMMISSION**

**MINORITY AND WOMEN BUSINESS ENTERPRISE
PARTICIPATION PLAN**

Construction Budget and MBE/WBE Plan

Please utilize this for any additional construction budget items.

M/WBE Participation	Total Dollar Amount	MBE Dollar Amount	WBE Dollar Amount	VBE Dollar Amount	Contractor Name
Total Construction Budget (Enter on Page 12)					



**CITY OF PITTSBURGH EQUAL OPPORTUNITY
REVIEW COMMISSION**

**MINORITY AND WOMEN BUSINESS ENTERPRISE
PARTICIPATION PLAN**

Non-Construction Budget

Itemize your project's non-construction expenses. Under each line in the budget list the M/WBEs that you propose to use to provide the goods and services listed. Non-construction budget items include real estate taxes, insurance, construction period interest, acquisition costs, and finance fees.

Also list any proposed post-project contracts with M/WBE firms that are not included in your project budget, for example, maintenance or purchasing contracts. Enter the total non-construction budget amounts and M/WBE plan commitment on page 12.

Non-Construction Line Items	Total Dollar Amount	MBE Dollar Amount	WBE Dollar Amount	VBE Dollar Amount	Firm Name
Owners Administrative Contingency					
FF&E					
Exhibits					
Administrative Expenses					
General					
Property Acquisition					
Taxes, Permits, Utilities					
Legal Expenses					
Financing Costs					
Total Non-Construction Budget (Enter on Page 12)					

Post-Project M/WBE Contracts	Total Dollar Amount	MBE Dollar Amount	WBE Dollar Amount	VBE Dollar Amount	Firm Name
Total Post-Project M/WBE Contracts (Enter on Page 12)					



**CITY OF PITTSBURGH EQUAL OPPORTUNITY
REVIEW COMMISSION**

**MINORITY AND WOMEN BUSINESS ENTERPRISE
PARTICIPATION PLAN**

Construction Project Budget & M/WBE Plan Summary

Enter totals from pages 7-11.

	Estimated Cost	MBE Dollar Amount	WBE Dollar Amount	VOSB Dollar Amount	Total M/WBE Plan Commitment %
Pre-Construction Budget & M/WBE Plan (Total from Page 7)					
Construction Budget & M/WBE Plan (Total from Page 8)					
Non-Construction Budget & M/WBE Plan (Total from Page 9)					
Total Project Cost					
M/WBE Plan Commitment as a Percent of Total Project Cost					
M/WBE Plan Commitment as a % of Total Project Cost Less Land Acquisition					
City Goals as Related to Contracting Disparity		18%	7%	5%	25%



**CITY OF PITTSBURGH EQUAL OPPORTUNITY
REVIEW COMMISSION**

**MINORITY AND WOMEN BUSINESS ENTERPRISE
PARTICIPATION PLAN**

Sample Letter of Commitment

Signed letters of commitment to all sub-contractors must be provided with all professional services and construction projects.

DFG COMPANY Letterhead

January 13, 2017

ABC Minority Business Enterprise
1111 Participation Street
Pittsburgh, PA 15219

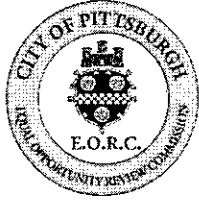
Re: DFG Construction Contract Project No. _____

Attention: Mr. Ms. _____

I'm writing in reference to the above mentioned project. If awarded this project it is our intent to enter into an agreement for approximately \$ _____ or _____% with ABC Minority Business Enterprise. If our intentions warrant your interest please let me know by signing this letter of intent and returning to me at your earliest convenience. Please provide a copy of your current certification with this letter.

Sincerely,

Signed ABC Minority Business Enterprise Title _____ Date _____



**CITY OF PITTSBURGH EQUAL OPPORTUNITY
REVIEW COMMISSION**

**MINORITY AND WOMEN BUSINESS ENTERPRISE
PARTICIPATION PLAN**

EORC Waiver Request Form

If you have not made a good faith effort you cannot request a waiver.

If a good faith effort to utilize M/WBE and VOSB contractors and/or suppliers has been performed, and you have not completely met the M/WBE/VOSB goals of 18% MBE, 7% WBE, 5% VOSB, the following is required in order to request an M/WBE/VOSB participation waiver:

1. Detailed proof of your good faith effort:

Please attach copies of your database search results and any other documentation illustrating that you have made a good faith effort to fulfill the City's goals. Please include your City of Pittsburgh Participation Statement and utilize the Good Faith Effort Checklist on Page 17 as a guide.

2. A brief description of what the prime contractor's business does:

3. Are there any inventory or supplies necessary for the completion of this project? Please answer yes or no. If yes, please provide a list of those items:

4. A brief explanation as to why an M/WBE/VOSB participation waiver is being requested:

Note: The fully completed EORC Participation Statement must accompany this waiver request to show your good faith effort.

Prepared By: _____ Title: _____ Date: _____ Signature: _____



**CITY OF PITTSBURGH EQUAL OPPORTUNITY
REVIEW COMMISSION**

**MINORITY AND WOMEN BUSINESS ENTERPRISE
PARTICIPATION PLAN**

City of Pittsburgh EORC Participation Statement

List below all M/WBE and VOSBs that were solicited whether or not commitment was obtained to show a good faith effort was made.

M/WBE/VOSB Sub Vendor Firm Name:				Contact Person:	
Address:		Phone Number:		Email:	
Certification Type: <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> VOSB VOSB Certifying Entity:			Types of Subcontract Work or Materials:		
Date Solicited: Click here to enter a date.	Solicitation Method: <input type="checkbox"/> Phone <input type="checkbox"/> Email	Quote Received: <input type="checkbox"/> Yes <input type="checkbox"/> No	Commitment Made: <input type="checkbox"/> Yes - Date: <input type="checkbox"/> No	Amount Committed: \$ Amount: % Of Total Bid:	
Give Reason(s) If No Commitment Made:					

M/WBE/VOSB Sub Vendor Firm Name:				Contact Person:	
Address:		Phone Number:		Email:	
Certification Type: <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> VOSB Certifying Entity:			Types of Subcontract Work or Materials:		
Date Solicited: Click here to enter a date.	Solicitation Method: <input type="checkbox"/> Phone <input type="checkbox"/> Email	Quote Received: <input type="checkbox"/> Yes <input type="checkbox"/> No	Commitment Made: <input type="checkbox"/> Yes - Date: <input type="checkbox"/> No	Amount Committed: \$ Amount: % Of Total Bid:	
Give Reason(s) If No Commitment Made:					

M/WBE/VOSB Sub Vendor Firm Name:				Contact Person:	
Address:		Phone Number:		Email:	
Certification Type: <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> VOSB VOSB Certifying Entity:			Types of Subcontract Work or Materials:		
Date Solicited: Click here to enter a date.	Solicitation Method: <input type="checkbox"/> Phone <input type="checkbox"/> Email	Quote Received: <input type="checkbox"/> Yes <input type="checkbox"/> No	Commitment Made: <input type="checkbox"/> Yes - Date: <input type="checkbox"/> No	Amount Committed: \$ Amount: % Of Total Bid:	
Give Reason(s) If No Commitment Made:					



**CITY OF PITTSBURGH EQUAL OPPORTUNITY
REVIEW COMMISSION**

**MINORITY AND WOMEN BUSINESS ENTERPRISE
PARTICIPATION PLAN**

City of Pittsburgh EORC Participation Statement

List below all M/WBE and VOSBs that were solicited whether or not commitment was obtained to show a good faith effort was made.

M/WBE/VOSB Sub Vendor Firm Name: Nspiregreen, LLC			Contact Person: Ms. Chancee Lundy / Ms. Veronica Davis	
Address: 601 Pennsylvania Avenue NW Washington, D.C. 20005		Phone Number: 202.434.8921	Email: clundy@nspiregreen.com / vdavis@nspiregreen.com	
Certification Type: <input checked="" type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> VOSB Certifying Entity:		Types of Subcontract Work or Materials: Community engagement, multimodal planning, and GIS		
Date Solicited: 8/29/2018	Solicitation Method: <input checked="" type="checkbox"/> Phone <input checked="" type="checkbox"/> Email	Quote Received: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Commitment Made: <input checked="" type="checkbox"/> Yes - Date: 8.30.18 <input type="checkbox"/> No	Amount Committed: \$ Amount: \$51,170 % Of Total Bid: 25.6
Give Reason(s) If No Commitment Made:				

M/WBE/VOSB Sub Vendor Firm Name: Hansen Global Resolve			Contact Person: Mr. Keith Hansen	
Address: N/A		Phone Number: 412.559.6812	Email: hansenglobalresolve@gmail.com	
Certification Type: <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> VOSB Certifying Entity:		Types of Subcontract Work or Materials:		
Date Solicited: 9/7/2018	Solicitation Method: <input type="checkbox"/> Phone <input checked="" type="checkbox"/> Email	Quote Received: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Commitment Made: <input type="checkbox"/> Yes - Date: <input checked="" type="checkbox"/> No	Amount Committed: \$ Amount: % Of Total Bid:
Give Reason(s) If No Commitment Made: Hansen Global Resolve qualifications did not meet the needs for this contract.				

M/WBE/VOSB Sub Vendor Firm Name: Inca Roads, LLC			Contact Person: Abby Gatchell, Manager	
Address: 570 Route 51, PO BOX 115 Eighty Four, PA (Washington County)		Phone Number: N/A	Email: N/A	
Certification Type: <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input checked="" type="checkbox"/> VOSB Certifying Entity:		Types of Subcontract Work or Materials:		



**CITY OF PITTSBURGH EQUAL OPPORTUNITY
REVIEW COMMISSION**

**MINORITY AND WOMEN BUSINESS ENTERPRISE
PARTICIPATION PLAN**

Date Solicited: 9/7/2018	Solicitation Method: <input checked="" type="checkbox"/> Phone <input type="checkbox"/> Email Other: through Veteran Owned Business.com	Quote Received: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Commitment Made: <input type="checkbox"/> Yes – Date: <input checked="" type="checkbox"/> No	Amount Committed: \$ Amount: % Of Total Bid:
Give Reason(s) If No Commitment Made: Reached out through Veteran Owned Business.com (see documentation in original proposal). Did not receive an answer.				

Good Faith Effort Checklist

The following checklist is mandatory, however, it is not intended to be inclusive or exhaustive. **Please provide documentation for each box checked.**

- Held pre-bid or pre-proposal meetings to discuss upcoming opportunities at least two weeks in advance of solicitation due date.
- Advertised and conducted outreach with minority and women-owned businesses at least two weeks in advance of solicitation due date.
- Identified and designated economically feasible portions of the work to be performed by M/WBEs. This may include breaking down the contract into sub-contracts to ensure participation.
- Utilized the Pennsylvania Unified Certification Program (PAUCP) Directory and/or other resources to locate and identify potential firms to subcontract with.
- Provided a reasonable number of M/WBEs written notice via email or mail regarding subcontracting and/or supplier opportunities.
- Followed up with M/WBEs who were solicited to determine interest.
- Provided interested M/WBEs with plans, specifications, scope of work, and requirements of the contract.
- Entered into a formal contract, or signed letters of commitment with M/WBEs.
- Provided feedback to M/WBEs when bids and/or price quotations are rejected.
- Made efforts to assist interested M/WBEs obtain bonding, lines of credit, insurance, equipment, materials, supplies, or other project-related components.