



Redevelopment Authority of Allegheny County

Request for Proposals (RFP)
Architectural and Engineering Services

Block and Lot No. 233-A-119	830 Penn Ave.
Block and Lot No. 233-A-122	822 Penn Ave.
Block and Lot No. 233-A-125	816 Penn Ave.
Block and Lot No. 233-A-126	812 Penn Ave.
Block and Lot No. 233-A-128	810 Penn Ave.
Block and Lot No. 233-A-131	804 Penn Ave.

November 18, 2016

Redevelopment Authority of Allegheny County
One Chatham Center, Suite 900
112 Washington Place
Pittsburgh, PA 15219

OBJECTIVE

The Redevelopment Authority of Allegheny County (“RAAC”) is issuing a Request for Proposals (“RFP”) from consultants or professional organizations (“Professionals”) to provide architectural and engineering services (“Services”) related to six (6) vacant, mixed-use structures (“Properties”) located on the 800 block of Penn Ave. in Wilkesburg, Pennsylvania. Such Services shall include:

- Conducting structural assessments of the Properties;
- Performing Phase 1 Environmental Site Assessments of the Properties and additional testing as necessary based upon any hazards that are identified;
- Preparing a plan for each of the Properties to either secure and improve the building envelope and undertake any clean-up or stabilization determined necessary, or to recommend instead the demolition of the structure if necessary. Each plan shall include cost estimates for the recommended stabilization or demolition.

RAAC recently acquired the Properties through the Allegheny Vacant Property Recovery Program at the request of the Borough of Wilkesburg and will rely upon the Services provided by the selected Professional to determine plans for stabilization and/or demolition of the Properties in order to facilitate future development.

RAAC invites Professionals to submit documentation of the qualifications and expertise they would utilize to perform the requested Services. This information, as well as other information provided to RAAC in the Proposal submitted in response to the RFP (“Proposal”), will serve as the basis for selection and negotiations.

Final responsibility for the selection of a Professional rests with RAAC. The Professional will be engaged to undertake the agreed-to Services, and agreement will be reached on the project strategy, schedule, and other related matters.

PROJECT CONTEXT

The Properties include the following vacant, mixed-use structures:

Block and Lot No. 233-A-119	830 Penn Ave.
Block and Lot No. 233-A-122	822 Penn Ave.
Block and Lot No. 233-A-125	816 Penn Ave.
Block and Lot No. 233-A-126	812 Penn Ave.
Block and Lot No. 233-A-128	810 Penn Ave.
Block and Lot No. 233-A-131	804 Penn Ave.

WORK REQUESTED

The purpose of this RFP is to select a Professional to undertake Services for the Properties identified above. Such Services shall include:

- Conducting structural assessments of the Properties;
- Performing Phase 1 Environmental Site Assessments of the Properties and additional testing as necessary based upon any hazards that are identified;
- Preparing a plan for each of the Properties to either secure and improve the building envelope and undertake any clean-up or stabilization determined necessary, or to recommend instead the demolition of the structure if necessary. Each plan shall include cost estimates for the recommended stabilization or demolition.

The Professional shall provide to RAAC a final report for each of the Properties that documents and describes each of the above items. The selected Professional will be expected to present all project-prepared documents for review and approval to RAAC prior to making any documents public. It is also expected that the selected Professional will present and discuss project-related strategies with the appropriate RAAC representatives.

Once RAAC selects a Professional, it may take up to 60 days for RAAC to provide the Professional with a contract. This time frame should be considered by a Professional when preparing a Proposal and incorporated into the pricing structure, with fee and work to commence within 30 days of receipt of the contract.

SITE INFORMATION

1. Environmental

No information is available. Professionals are NOT permitted to contact prior record owners of the Properties to request information.

2. Soils and Subsurface Conditions

No information is available. Professionals are NOT permitted to contact prior record owners of the Properties to request information.

3. Utility Information

No information is available. Professionals are NOT permitted to contact prior record owners of the Properties to request information.

4. Permitting

Permitting information is available from the Borough and County.

PROPOSAL SUBMISSION

The deadline for submitting a Proposal in response to this RFP is December 16, 2016 at 4:00 p.m. Proposals that are not received in the RAAC office prior to the time and date specified will be considered late. **LATE PROPOSALS WILL NOT BE CONSIDERED.**

Proposals, as well as requests for additional information or clarification (in written form only) concerning the RFP, shall be submitted to:

Maureen Quinn
Redevelopment Authority of Allegheny County
112 Washington Place
One Chatham Center
Pittsburgh, PA 15219
Email: maureen.quinn@alleghenycounty.us

To be considered, a Professional shall submit a complete Proposal. RAAC encourages creative and innovative Proposals that are compatible with local rules and regulations. Proposals shall be comprehensive, straightforward, and accurate, and shall contain a concise delineation of the Professional's capability to deliver the requested Services.

The Professional shall submit one (1) original and one (1) copy of all documents required as part of the RFP. Submissions must be hand delivered or delivered by postal or delivery service by the date and time indicated above; e-mail or electronic delivery will not be accepted.

It is the Professional's sole responsibility to read and interpret this RFP and the written instructions contained herein.

Addenda to the RFP, if issued, will be sent to each party who received copies of the RFP provided that each party provides its name, address, and email address in writing to RAAC. It is the responsibility of all parties submitting Proposals in response to the RFP to make inquiry as to the Addenda issued and to ascertain prior to submitting a Proposal that all Addenda have been received. All such Addenda shall become part of the RFP documents, and all respondents shall be bound by such Addenda, whether or not received by the respondents.

PROPOSAL REQUIREMENTS

In order to facilitate review by RAAC, please submit the Proposal in keeping with the following format.

1. Letter of Transmittal

- Legal name, address, and status of the Professional, along with the names and addresses of the individual principals with authority to legally bind the Professional.
- Name, title, address, telephone, fax number, and e-mail address of the contact for the Professional.
- Acknowledgement of receipt of any and all amendments to this RFP.

2. Overview of the Professional

- A concise description of the Professional including organizational structure, subsidiary companies, identification of principals or parent companies, length of time in business, office locations, number of personnel, and relevant experience.
- A list of any subcontractors that would be engaged by the Professional to perform any or all of the Services, their role, and their relevant experience and qualifications.

3. Completion of the attached Allegheny County CDBG forms:

- PL3/PL4 – Award Verification for Prime/Subcontractors (Attachment A)
- Agency / Prime Contractor / Subcontractor Verification (Attachment B)

4. Work Plan

- A description of the how the Professional intends to accomplish the objectives of this RFP.
- An estimated timeline for the completion of the Services.

5. Cost Estimate

- All Proposals shall include a cost estimate for the Services, which must be broken down by the cost for each of the following:
 - Conducting structural assessments of the Properties;
 - Performing Phase 1 Environmental Site Assessments of the Properties and additional testing as necessary based upon any hazards that are identified;
 - Preparing a plan for each of the Properties to either secure and improve the building envelope and undertake any clean-up or stabilization determined necessary, or to recommend instead the demolition of the structure if necessary. Each plan shall include costs estimates for the recommended stabilization or demolition.
- This is an estimate only and may be negotiated during the review and evaluation process. If the cost estimate is generally based on an hourly wage and projected hours for each staff person, please provide a breakdown of staff costs for the project as well.

EVALUATION CRITERIA

The following criteria in each Proposal will be considered in evaluating Professionals for potential selection.

1. Experience

- Experience in similar projects, including the provision of architectural and engineering services such as structural assessments, environmental testing, and stabilization and demolition plans.

2. Qualifications

- Qualifications of the project team members;
- Qualifications of the subcontractors, if any; and
- Overall supervision of the project team members and any subcontractors.

3. Cost Estimate Breakdown

- Cost breakdown for each professional service needed to complete this activity; and
- Estimated total of all costs combined.

4. Minority, Women, Disadvantaged Business Enterprise (M/W/DBE) and Veteran-Owned Small Business Participation

- RAAC has established a goal of having thirteen percent (13%) MBE participation and two percent (2%) WBE participation for all projects funded by RAAC. Proposals should indicate a commitment to meet or exceed RAAC's goals.
- RAAC has established a goal of having five percent (5%) participation by Veteran-Owned Small Businesses (VOSBs) in all contracts for goods and services which utilize funds provided by or through the RAAC. Proposals should indicate a commitment to meet or exceed RAAC's goals.

REVIEW AND SELECTION PROCESS

RAAC will review all Proposals to identify those that in its judgment are most qualified and advantageous for its purposes. The review may include a request for additional information, interviews, and negotiations with submitting Professionals. RAAC may also request more detailed project information, including but not limited to the Professional's financial information and a project pro forma. All such information obtained will be used to determine which Proposal is most appropriate for working toward an agreement that is suitable for all parties.

RAAC intends to make a decision based upon information in the Proposals submitted by the Professionals, investigation of projects completed by the Professionals, performance in previous undertakings, and other pertinent factors. The selected Professional will be chosen on the basis of the evaluation criteria outlined in the previous section. RAAC will make a determination after reviewing Proposals as to whether it will request interviews of candidates.

RAAC expressly reserves the right, in its sole discretion, to: (1) select a Proposal(s) that best meets the evaluation criteria and is most responsive to RAAC's objectives; (2) accept or reject any and all Proposals, in whole or in part, for any reason or no reason whatsoever; (3) alter, change or modify in any way the selection process or this RFP, at any time and without notice; (4) postpone or cancel the selection process for its own convenience at any time and without notice; (5) waive any defects, irregularities or nonconformities contained in any submitted proposals or responses to this RFP; (6) disregard all non-conforming, non-responsive or conditional proposals or responses to this RFP; (7) waive any submission requirements contained within this RFP or otherwise; (8) terminate this RFP at any time, without notice; and/or (9) issue a new RFP with respect to the Properties at any time.

Neither this RFP nor any part or aspect of the selection process shall in any way be deemed to create, constitute an offer for, or constitute an acceptance of an offer for, a binding contract or agreement of any kind between the RAAC and any Professional. If RAAC selects a Professional to provide the services described in this RFP, and RAAC deems said Professional to be capable, experienced and prepared, RAAC may enter into an agreement or agreements with said Professional as deemed appropriate by RAAC in its sole discretion. Response to this RFP indicates the interest of Professionals to be considered for such an agreement(s); however, the RAAC shall be under no obligation to enter into any binding agreement or contract with any Professional as a result of this RFP, or as a result of any subsequent negotiations or any other part or aspect of the selection process. RAAC reserves the right to terminate any and all discussions and negotiations with any Professional at any time prior to the execution of a formal, written agreement(s) between RAAC and said Professional. No legal or contractual rights or obligations between RAAC and the Professional will come into existence at any time; and no legal or contractual rights or obligations between RAAC and a Professional will come into existence unless and until a formal, written agreement(s) has been fully executed by both parties. The legal rights and obligations which will come into existence at such time shall be limited to those expressly set forth or incorporated by reference in said Agreement.

GENERAL CONDITIONS

All Proposals, including attachments, supplementary materials, addenda, etc. shall become the property of RAAC and will not be returned.

The Professional, by submitting a Proposal in response to the RFP, waives all rights to protest or seek any legal remedies whatsoever regarding any aspect of the RFP, RAAC's selection of a Professional with whom it enters into negotiations, RAAC's rejection of any or all Proposals, and any subsequent agreement that might be entered into as a result of the RFP.

The Professional, its employees, contractors, and primary subcontractors will not discriminate against or segregate any person or group of persons on any unlawful basis in the performance of the Services.

The Professional selected will be required to abide by all County, State, and Federal regulations as applicable, including but not limited to providing opportunities for M/W/DBE and VOSB entities, contracting, labor compliance, environmental reviews, and other applicable regulations.

NO REPRESENTATION OR WARRANTY

RAAC, its partners, consultants, contractors, employees, and officers are not responsible for any incomplete or inaccurate information that may be obtained from any source whatsoever regarding property data. All information contained herein is from sources deemed reliable, but no warranty or representation is made as to the accuracy thereof, and same is submitted subject to errors, omissions, or withdrawal without notice. Moreover, the information provided in this RFP, as well as in related reports, drawings, and addenda by RAAC's representatives and consultants, is provided for the convenience of the Professional only. The Professional is

responsible for verifying any and all information to their own satisfaction and are encouraged to consult with the appropriate agencies within the Borough of Wilkinsburg, as well as all other relevant federal, state, and local agencies to obtain current planning and zoning information. The Professional should make its own conclusions regarding the site and its physical, environmental, and/or market conditions.

RAAC NON-LIABILITY AND RELATED MATTERS

1. Inspection of Property

RAAC has arranged for the Borough of Wilkinsburg Code Enforcement Director to accompany interested Professionals on an interior inspection of the Properties. **The inspections will be held on Friday, December 2, 2016 at 1 p.m. RAAC strongly recommends that Professionals interested in submitting a Proposal participate in the inspection.**

All Professionals wishing to participate in the inspection shall report to the Borough Manager's Office on the first floor of the Borough Building (605 Ross Avenue, Wilkinsburg PA 15221) promptly at 1 p.m. on Friday, December 2, 2016. The Code Enforcement Director will lead the tours through the Properties. Participants should expect to have approximately 30 minutes per building. RAAC shall have no liability with respect to a Professional's participation in the inspection and the Professional participates and enters the Properties at the Professional's own risk. If the Professional determines any of the Properties is unsafe to enter, then the Professional should not enter into it, but should clearly note the Professional's determination in the Proposal. The Code Enforcement Director advises all parties who will be entering the Properties to wear appropriate foot wear due to sharp objects and debris on the floor.

2. RAAC Discretion, Non-Liability, Waivers and Hold Harmless

The Professional acknowledges, by submitting information and Proposals to RAAC, that RAAC does not undertake and shall have no liability, with respect to the Services, the RFP, and Proposals in response thereto, nor with respect to any matters related to any submission of a Proposal by a Professional. By submitting a Proposal in response to the RFP, the Professional releases RAAC from all liability with respect to the Services, the RFP, and all matters related thereto, covenants not to sue RAAC regarding such matter and agrees to hold RAAC harmless from any claims made by the Professional, or anyone claiming by, through, or under the Professional in connection therewith.

DIVERSITY

RAAC does not discriminate on the basis of race, color, creed, religion, disability, or sexual orientation. Furthermore, minority, women, and disadvantaged business owners are encouraged to pursue business opportunities with RAAC.

For information on the M/W/DBE Program, M/W/DBE Certification, and How to Obtain Business within Allegheny County, contact the Allegheny County Department of Minority, Women and Disadvantaged Business Enterprise at (412) 350-4309, or review the information on the County of Allegheny web site at: <http://www.alleghenycounty.us/mwdbbe/index.aspx>.

Allegheny County Economic Development
Federally- funded projects

Procurement Compliance / Bid Package Documents
AWARD VERIFICATION FOR PRIME/ SUBCONTRACTORS- PL3/ PL4

THIS FORM MUST BE COMPLETED, SIGNED, AND SUBMITTED FOR ALL CONTRACTORS USED ON THE JOB.
ALL INFORMATION MUST BE FILLED IN COMPLETELY OR FORM MUST BE RESUBMITTED.

(Check One)

PL3- Award Notice for Prime Contractor _____

PL4- Award Notice for Subcontractor _____

To be filled out by Prime/ Subcontractor:

Company Name _____

Address _____ City _____ State _____ Zip Code _____

Telephone Number () _____ Fax Number () _____ IRS ID # _____

Is Prime Contractor/ Subcontractor: MBE: Yes ___ No ___ WBE: Yes ___ No ___ DBE: Yes ___ No ___ VOSB: Yes ___ No ___

If your company is a MBE/ WBE/ DBE/ VOSB Company, are you currently certified with the County's Office of Minority & Women Business? Yes ___ No ___ Certification # _____ Expiration Date _____

Are you certified under the PAUCP? (PA Unified Certification Program) Yes ___ No ___

If yes, Certification # _____ Expiration Date _____

RACIAL / ETHNIC CODES: (CHECK ONE)

1. White American ___ 2. Black American ___ 3. Native American ___ 4. Hispanic American ___

5. Asian/Pacific American ___ 6. Hasidic Jews ___

Contractor Signature: _____ Date: _____

Print Name: _____ Title: _____

THIS PART IS TO BE FILLED OUT BY OPERATING AGENCY ONLY:

Project # _____ Actual Project Amount \$ _____

Project Name: _____ Project Location: _____

Construction Start Date: _____ Contractor Contract Award Date: _____

Contractor CDBG Contract Amount \$ _____

Contractor HOME Contract Amount \$ _____

Contractor ESG Contract Amount \$ _____

Agency Signature _____ Date _____

Print Name _____ Title _____

Attachment B

**Allegheny County Economic Development
Federally-funded projects
Procurement Compliance / Bid Package Documents
AGENCY / PRIME CONTRACTOR / SUBCONTRACTOR VERIFICATION**

THIS FORM MUST BE SUBMITTED FOR EVERY PRIME / SUBCONTRACTOR HIRED FOR THIS FEDERALLY- FUNDED PROJECT AND SUBMITTED TO THE AGENCY. THIS FORM IS TO BE SUBMITTED 10 DAYS AFTER CONTRACT IS AWARDED.

(Agency/Prime/Subcontractor Legal Name) _____ has an agreement with
(Prime/Subcontractor Legal Name) _____ to work on the
(Project Name) _____ located in the area of _____, PA.

If awarded the contract, the above Agency/Prime Contractor/Subcontractor intends to have a binding contract with the above Prime Contractor or Subcontractor to perform the following work:

(Provide Brief Description of the Type of Work Agreed Upon)

The contract dollar amount agreed upon by both parties is \$ _____.

The CDBG amount only, verified by the Agency, is \$ _____.

Agency's Authorized Signature: _____ Date: _____

Agency's Printed Name: _____ Title: _____

Prime Contractor's Authorized Signature: _____ Date: _____

Prime Contractor's Printed Name: _____ Title: _____

Subcontractor's Authorized Signature: _____ Date: _____

Subcontractor's Printed Name: _____ Title: _____
