



REQUEST FOR PROPOSALS (RFP)

ENGINEERING SERVICES FOR ANNUAL GARAGE INSPECTIONS

DATE ISSUED: April 17, 2023

*PUBLIC PARKING AUTHORITY OF PITTSBURGH
232 Boulevard of the Allies
Pittsburgh, PA 15222*

**DAVID G. ONORATO, CAPP
EXECUTIVE DIRECTOR**

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1. INTRODUCTION

The Public Parking Authority of Pittsburgh (the "Authority"), a body corporate and politic under the laws of the Commonwealth of Pennsylvania, was organized in 1947 by the City of Pittsburgh pursuant to the Parking Authority Law of Pennsylvania, Act of June 5, 1947, P.L. 458, as amended and supplemented. The Authority was created for the purpose of establishing and operating on and off-street parking facilities in the City of Pittsburgh, Pennsylvania (the "City"). To this end, the Authority is authorized by law to plan, design, locate, acquire, hold, construct, improve, maintain and operate, own and lease, either in the capacity of lessor or lessee, land and facilities to be devoted to the parking of vehicles of any kind; to borrow money; and to make and issue bonds and to secure the payment of such bonds or any of its revenues and receipts. On February 1, 2000, the Authority entered into a Trust Indenture which required, in part, that the Authority prepare annual maintenance reports of certain parking facilities operated by the Authority (collectively the "Parking System").

As more fully set forth in this Request for Proposals (the "RFP"), the Authority is requesting proposals from qualified respondents to serve as an engineer (the "Engineer") to perform annual inspections and provide annual written maintenance reports of such inspections (the "Engineering Services") for the Parking System. The assets comprising the Parking System are identified in **Exhibit A**, attached hereto.

2. ABOUT THIS DOCUMENT

This document is a Request for Proposals. It differs from an invitation for bid in that the Authority is seeking a solution, not a quotation meeting firm specifications for the lowest price. As such, the lowest price proposal does not guarantee an award recommendation. Instead, proposals will be evaluated based upon the criteria set forth herein and factors such as, among others, quality, experience in the field, availability and/or capability.

The request for proposal process allows the Authority to negotiate with respondents prior to awarding a contract. The Authority will thoroughly review all proposals received in a timely fashion and will utilize its best judgment when determining which respondents, if any, to schedule meetings with after receipt of all proposals. Subject to the other terms and conditions of this RFP, only those respondents that are qualified and responsible, as determined by the Authority, in its sole and absolute discretion, will be considered for an award of a contract hereunder.

3. PARKING SYSTEM DESCRIPTION

A. Garage Facilities: The Authority owns or leases ten (10) garage facilities in the City of Pittsburgh (collectively, the "Parking System"). Eight of the Garage Facilities are located in the Downtown area and there is one Garage Facility in each of the neighborhoods of Shadyside and Oakland. **Exhibit "A"**, attached hereto and made a part hereof, details the address of each of the Garage Facilities.

B. Parking Plaza's: The Authority owns or leases two (2) Parking Plaza in the City of Pittsburgh neighborhoods of Mt. Washington and Brookline (collectively, the "Parking System"). **Exhibit A**, attached hereto and made a part hereof, details the address of each of the Garage Facilities.

4. SCOPE OF WORK/PROJECT TIMELINE

A. Scope of Work: The Scope of Work for this RFP is set forth on **Exhibit "B"**, attached hereto and made a part hereof (the "Scope of Work").

B. Project Timeline: The contract for these retained professional services will be for work performed on projects initiated during the **Authority's 2023 Fiscal year through 2026** for a period of three (3) years. The Authority shall have the option to extend the contract for one (1) additional year two times by giving the consultant written notice of extension no later than thirty (30) days prior to the expiration date.

5. SCHEDULE AND DEADLINES FOR RFP

EVENT	TIME AND/OR DATE
RFP Issued	April 17, 2023
Mandatory Pre-Proposal Meeting Virtually Via Zoom	Friday, April 21, 2023 At 10:00 am EST Via Zoom
Deadline For Respondents to Submit Questions and Requests for Clarification/Interpretation/ Modification ("Request for Clarification Due Date")	Thursday, April 27, 2023 At 4:00 pm EST
Deadline for Submission of Proposals ("Proposal Due Date")	Wednesday, May 10, 2023 At 3:00 pm EST
Anticipated Board Action	May 18, 2023

6. ADMINISTRATIVE REQUIREMENTS AND RELATED INFORMATION

A. To be considered responsive, respondents must submit (a) one (1) electronic copy via email to cholt@pittsburghparking.com and tsowinski@pittsburghparking.cpm **by 3:00 p.m. EST on Wednesday, May 10, 2023.** This electronic copy of the proposal must be in final

PDF format and be presented as a complete document, and (b) five (5) hard copies of their proposal in a clearly marked envelope, to the following mailing and email addresses:

Pittsburgh Parking Authority
232 Boulevard of the Allies
Pittsburgh, PA 15222-1616
Attention: Christopher Holt, Director of Project Management
e-mail: cholt@pittsburghparking.com

B. Any proposals received after **3:00 p.m. EST on Wednesday, May 10, 2023**, or any day thereafter, will be rejected.

C. The Authority reserves the right to extend or postpone the date and time for accepting proposals through an addendum.

D. All proposals shall be signed by an individual authorized to bind the respondent and execute contracts on its behalf. In addition, each proposal must include a completed Contact Information Form that is provided in this RFP, please refer to **Exhibit "E"** of the RFP.

E. All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all electronic media, reports, charts, and other documentation submitted by a respondent shall become the property of the Authority when received. Nothing submitted shall be considered confidential or proprietary and each respondent acknowledges and agrees that all information submitted in response to this RFP, irrespective of whether it is marked "Confidential," "Proprietary," "Trade Secret," or the like, may be disclosed by the Authority pursuant to a request submitted in accordance with Pennsylvania's Right-to-Know Law.

F. The Authority reserves the right to request additional information which, in the Authority's opinion, is necessary to assure that the respondent's competence, business organization, and financial resources are adequate to perform in accordance with this RFP and any resultant contract.

G. The Authority may make such investigation as it sees fit to determine the ability of the respondent to perform the work, and the respondent shall furnish the Authority all such information and data for this purpose as requested by the Authority. The Authority reserves the right to reject any proposal if the proposal submitted by, or investigation of, such respondent fails to satisfy the Authority that such respondent is properly qualified to carry out the obligations of a subsequent contract with the Authority and to satisfactorily perform the work specified herein.

H. The Authority reserves the right to reject any or all proposals, waive any irregularities or defects in any proposal, and modify or postpone or terminate the project detailed herein in its entirety or with respect to any respondent, at any time, for any reason or no reason.

I. All costs and expenses incurred by a respondent in the preparation and delivery of a proposal will be the sole responsibility of the respondent. The Authority will not be liable for any amounts to any respondent in any manner, under any circumstances, including without limitation, as a result of the termination of the RFP process.

J. The receipt of proposals or other documents by the Authority during any stage of the process will in no way obligate the Authority to enter into any contract with any respondent or make the Authority liable for any respondent costs. This RFP is a solicitation only and is not intended to be nor should it be construed to be an offer to enter into any contract or other agreement.

K. No respondent, team member, employee, servant, agent, advisor, consultant, or representative of that respondent may communicate with any other respondent, team member, employee, servant, agent, advisor, consultant, or representative of any other respondent about the preparation of proposals. Each proposal shall be prepared without any connection, knowledge, comparison of information, or arrangement with any respondent, team member, employee, servant, agent, advisor, consultant, or representative of any other respondent. Each respondent is responsible to ensure that its participation in this RFP process is conducted fairly and without collusion or fraud.

7. CLARIFICATION OF REQUIREMENTS, ADDENDA & MODIFICATIONS

A. Any respondent in doubt as to the true meaning of any part of this RFP may request a clarification, interpretation and/or modification thereof from the Contact Person (as hereinafter defined). At the request of the respondent, or in the event the Authority deems the response to the request to be substantive, the clarification, interpretation and/or modification shall be made by an addendum. Requests for clarification, interpretation and/or modification must be submitted in writing to the Contact Person **by 4:00 p.m.** Pittsburgh time on **Thursday, April 27, 2023**, the Request for Clarification Due Date; any request received after this deadline may not be considered.

B. Inquiries regarding the RFP and all requests for clarification, interpretation or modification of the RFP must be directed in writing via e-mail to Christopher Holt at cholt@pittsburghparking.com & tsowinski@pittsburghparking.com (the "Contact Persons").

C. If any alleged errors are noted in the RFP, a respondent should immediately notify the Contact Person and, if confirmed, an addendum shall be issued.

D. The Authority will not accept telephone calls or any other forms of correspondence pertaining to this RFP, except as set forth in Section 7.B.

E. This RFP may be updated, supplemented, amended, or cancelled at any time by the Authority. Any changes, additions, deletions, or clarifications to the RFP will be made by addendums issued by the Authority.

F. Any addendum issued by the Authority shall be considered part of the RFP.

G. Addenda will be sent via e-mail to the last known e-mail address of each person/entity listed with the Authority as having received a copy of the RFP for proposal purposes. The Authority will make reasonable efforts to notify respondents in a timely manner of modifications to the RFP. Notwithstanding the foregoing, each respondent shall be responsible for (a) providing a valid e-mail address for delivery of addenda by the Authority and (b) ensuring that its proposal reflects any and all addenda issued by the Authority prior to the Proposal Due Date.

8. CONTRACT REQUIREMENTS

Each respondent, in its proposal, must agree to be bound by the following requirements, should it be awarded a contract in connection with this RFP:

A. Except for the gross negligence or willful misconduct of the Authority, respondent shall indemnify and hold harmless the Authority, its successors and assigns, from and against any and all loss, damage and liability and for any and all claims for damages on account of or by reason of bodily injury, including death, which may be sustained or claimed to be sustained by any person, including employees of respondent, and from and against any and all damages to property, including the property of the Authority, its successors and assigns, caused by or arising out of or claimed to have been caused by or to have arisen out of any act, error, or omission in connection with the contract respecting this RFP, whether or not occasioned by the negligence of the Authority, respondent or either party's agents, servants or employees. For purposes of enforcing this provision, respondent hereby waives any or all immunities it may have under the Pennsylvania Workers' Compensation Act or otherwise. This indemnification obligation shall survive termination or expiration of the contract associated with this RFP.

B. Respondent shall maintain, at all times until the termination of the contract, the following insurance:

TYPE	AMOUNT
Workers Compensation	Statutory (in conformance with Pennsylvania's Worker's Compensation Act)
Public Liability including Bodily Injury and Property Damage	Per Occurrence \$1,000,000
Automotive Property Damage and Bodily Injury	Per Occurrence \$1,000,000
Umbrella Liability	Annual Aggregate \$1,000,000
Professional E&O	Per Occurrence \$1,000,000

C. Respondent shall include the Authority and the City of Pittsburgh as an "Additional Insured" on the insurance described in this Section 8.

D. Respondent waives all right of subrogation against the Authority, its subsidiaries, agents, officers, directors, and employees for recovery of damages to the extent covered by any insurance applicable to the project and will secure appropriate waivers from the insurers providing coverage applicable to the project.

E. Insurance will be written through financially responsible companies with an A.M. Best rating of A-VII or better.

F. By specifying the above minimum insurance requirements, the Authority does not represent that coverage and limits will necessarily be adequate to protect respondent, and such coverage limits will not be deemed as a limitation of respondent's obligations hereunder.

9. PRE-PROPOSAL MEETING

A mandatory pre-proposal meeting will be held virtually via Zoom on the **Friday, April 21, 2023, at 10:00 a.m. EST**. This virtual Zoom Pre-Proposal meeting is mandatory, and each attendee must sign in via an online form. The Zoom link will be posted alongside the RFP document and advertisement on the Authority's website at www.pittsburghparking.com

10. PROPOSAL REQUIREMENTS

Each proposal should be in the format set forth below and not exceed forty-five (45) pages and will be rated on a 100-point scale. Rating will be according to the degree to which a respondent demonstrates its capacity to satisfy the requirements set forth herein. Each proposal should include the following parts, which will be assigned the indicated point values:

A. Cover Page, Letter & Contact Information Form: Please prepare a cover page similar to the one shown at the beginning of this RFP. Following the cover page, include a cover letter that briefly identifies and describes the respondent's company and team. A principal or officer authorized to execute contracts or other similar documents must sign the letter. The contact information form shall be filled out and signed by contact representative. Reference **Exhibit "E"** (Total Possible Score: 5 points)

B. Prior Experience & Organization Qualifications: Please organize your proposal so that it addresses each of the following items. (Total Possible Score: 35 points)

(i) Provide a general description of the engineering firm along with an organizational chart that identifies the individuals who will be performing the Engineering Services and key team members.

(ii) Provide a description of the qualifications, relevant experience and resume for each individual who will be providing the Engineering Services. Briefly outline the roles of each such individual in providing the Engineering Services.

(iii) If the firm does not have in-house capabilities to complete all design work associated with the project, identify sub-consultant firms that will provide those services.

(iv) Provide at least three (3) relevant projects and references (including name, title, address, telephone number and e-mail address) from organizations that can attest to the relevant qualifications and capabilities of your organization.

(v) Describe your organization's Pennsylvania presence. State the number of full-time employees from your organization who are based within the Greater Pittsburgh Metropolitan area and the location of your offices in Pennsylvania.

C. Project Management, Coordination & Deliverables: Please organize your proposal so that it addresses each of the following items. (Total Possible Score: 25 points)

(i) Provide a description of your firm's project management and implementation of procedures proven to be effective for timely completion of projects within an established budget.

(ii) Describe your firm's availability to expedite field surveys, investigations, and documentation in order to meet the Authority's deadlines related to the professional services.

(iii) Demonstrate experience in representing the Authority's interest in avoidance and resolution of construction claims, as well as the experience of the specific staff your firm intends to assign to the Authority's projects.

D. Fee Proposal: Please organize your proposal so that it addresses each of the following items. (Total Possible Score: 15 points)

(i) Provide a Lump Sum amount which will be paid at the times and in the amounts listed on **Exhibit C** for providing the Engineering Services, which should be all inclusive of any incidental expenses and anticipated expense reimbursements, if any.

(ii) Provide a supplemental schedule that reflects your proposed hourly pricing mode for providing the Engineering services, organized by level of experience.

E. Value Added Items: Provide a detailed list of value-added items that the respondent is offering (at no additional cost) that would enhance the goods or services requested in this RFP. (Total Possible Score: 10 points)

F. MWDBE Participation: The Authority is committed to the ideal of providing all citizens equal opportunity to participate in the Authority's contracting opportunities. It is therefore the Authority's goal to encourage increased participation of minority groups and women in all Authority contracts. The Authority requires that all respondents demonstrate good faith efforts to obtain the participation of Minority-Owned Business Enterprise (MBE's) and Women-Owned Enterprises (WBE's) work to be performed under Authority contracts. The levels of participation MBE and WBE participation will be monitored by the Authority's Department of Project Management. In order to ensure that there are opportunities for historically disadvantaged minority groups and woman to participate on Covered Contracts, and consistent with the Authority's current equal employment opportunity practice and goals, the Authority will review contracts to include an evaluation of a consultant's employment of minority groups and women, encourage goals of twenty-five (25) percent and ten (10) percent respectively. It is the Authority's goal to encourage participation by veteran-owned small businesses in all contracts. The Authority 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 levels of veteran-owned participation will be monitored by the Authority's Department of Project Management. Provide tangible evidence that your organization has made a good faith effort to satisfy these goals. Respondents can contact the Pennsylvania Unified Certification Program (PAUCP) at their website www.paucp.com for listings of certified

professional services. Please refer to **Exhibit “D”** of the RFP for the required MWDBE Participation Forms. Failure to submit a properly completed form along with documentation of Good Faith Commitment may result in rejection of the proposal. (Total Possible Score: 10 points)

11. EVALUATION AND SELECTION

A. The Authority will form a selection committee (the "Selection Committee") to review and recommend proposals. The Board of Directors of the Authority has the final authority, in its sole and absolute discretion, for authorizing a contract with the Authority.

B. A shortlist of respondents may be scheduled, at the sole discretion of the Authority, for a structured oral presentation or interview and for discussions regarding best and final offers. Any such presentations shall be at no cost to the Authority. The Authority also reserves the right to visit the respondent's facilities. The oral interview may be recorded or videotaped by the Authority. At the end of the oral presentation/interview process, if any, any shortlisted respondents may be required to submit revised proposals to be reviewed again in accordance with Section 8 and this Section 9. Subject to the other terms and conditions of this RFP, the successful respondent will be recommended for contract negotiation.

C. The Authority anticipates executing a contract with the successful respondent within 10 days following award of the contract.

[EXHIBIT TO FOLLOW]

EXHIBIT “A”

PARKING SYSTEM DESCRIPTION

PPAP GARGAGES FACILITY NAME & ADDRESS	
<i>TEN (10) GARAGE FACILITIES and (2) PARKING PLAZAS</i>	
Third Avenue Garage 238 Fourth Avenue Pittsburgh, PA 15222-1708	Ft. Duquesne & Sixth Garage 120 Sixth Street Pittsburgh, PA 15222
Smithfield Liberty Garage 629 Smithfield Street Pittsburgh, PA 15222	First Avenue Garage and Station 600 First Avenue Pittsburgh, PA 15219
Grant Street Transportation Center 55 Eleventh Street Pittsburgh, PA 15222	Wood Allies Garage 228 Boulevard of the Allies Pittsburgh, PA 15222
Mellon Square Garage 500 Smithfield Street Pittsburgh, PA 15222	Shadyside Garage 714 Bellefonte Street Pittsburgh, PA 15232
Forbes Semple Garage 210 Meyran Avenue Pittsburgh, PA 15213	Oliver Garage 301 Fifth Avenue Pittsburgh, PA 15222
Shiloh Parking Plaza 118 Virginia Avenue Pittsburgh, PA 15211	Brookline Parking Pavilion 916 Brookline Blvd. Pittsburgh, PA 15226

EXHIBIT "B"
SCOPE OF WORK

A. The Engineer will perform inspections of the Parking System on an annual basis (the "Inspections") on or before **August 1, 2023**, or as directed by the Authority, of each year. The Inspections will include, but will not be limited to, visual surveys of all elevated and sub-level areas and life safety infrastructure within the interior and exterior façade of the facilities in the Parking System, with accompanying digital photographs of representative conditions.

B. Following the Inspections, the Engineer will prepare written reports (the "Inspection Reports"), which must be submitted to the Authority on or before **October 1, 2023**, detailing the current condition of each facility in the Parking System and offer recommendations for repairs or capital improvements, where appropriate

C. The Inspection Reports will also include a list of probable infrastructural repairs (as required) and will list the repairs by order of priority based on the Engineer's professional opinion. In addition, the Inspection Reports will include an estimate of the cost of repairs (as required) based on the Engineer's professional opinion. The Inspection Reports will be submitted to the Authority for review prior to being finalized.

D. The Engineer will provide periodic progress updates to the Authority, as necessary.

E. The Engineer will provide the Authority with five (5) written copies of Inspection Reports as well as one (1) PDF copy of the Inspection Reports on Media CD or USB format.

F. The term of the contract for Engineering Services will be for three (3) years, with two one-year extension options, exercisable by the Authority, in its sole discretion.

EXHIBIT "C"

FEE PROPOSAL

Fee Proposal for Annual Garage Inspections

	PHASE	FEE
1	Inspection Survey of Ten (10) Garages and Two (2) Parking Plazas as per Exhibit "A"	\$
2	Prepare Written Detailed Inspection Reports	\$
3	Provide Prioritized List of Probable Infrastructural Repairs and Estimate of Cost of Repairs	\$
4	Incidental/Reimbursable Expenses	\$
	COMBINED TOTAL FEE	\$

EXHIBIT "D"

MWDBE PARTICIPATION COMMITMENT FORMS

MWDBE SOLICITATION STATEMENT

RESPONDENT: _____

ADDRESS: _____

TELEPHONE: _____

CONTACT PERSON: _____

PROPOSAL FOR: _____

List Certified MBE/WBE that you have solicited and those you have commitments to in reference to your Proposal.

Company Name & Certification	Address	Telephone	M	W	D	Contact Person	Date Contacted		Type of Transaction	
			B	B	B		Mail	Phone	Joint Venture	Sub- Contractor
			E	E	E					

Prepared by: _____

MWDBE BUSINESS COMMITMENT STATEMENT

PROJECT: _____

RESPONDENT WILL UTILIZE THE SERVICES OF SUBCONTRACTOR(S) AND/OR
SUPPLIER(S) FOR THE FOLLOWING CATEGORIES:

Subcontractor/ Supplier Name	Certification Type			Certification # and Certifying Agency	Scope of Work	Estimated Dollar Amount
	MBE	WBE	DBE			

I, the undersigned do hereby certify that this form contains no misrepresentations or falsifications, omissions, or concealment of material fact, and that the information given by me is true and complete to the best of my knowledge and belief. I am aware that all information on this form is subject to investigation.

Respondent's Name _____

By (Signed) _____

Title _____

Date _____

EXHIBIT "E"



Pittsburgh PARKING Authority

The Value Parking Network

CONTACT INFORMATION FORM

TITLE: _____

DUE DATE: _____ **ISSUE DATE:** _____

DESCRIPTION: Proposal to provide _____ to the
Public Parking Authority of Pittsburgh.

The undersigned hereby offers to finish and deliver the articles or services as specified in strict
accordance with the RFP and scope of proposal, all of which are made a part of this request.

FULL LEGAL COMPANY NAME: _____

STREET ADDRESS: _____

CITY, STATE AND ZIP CODE: _____

AUTHORIZED SIGNATURE: _____

PRINT NAME: _____

TITLE OF AUTHORIZED SIGNER: _____

TELEPHONE #: _____

FAX #: _____

E-MAIL ADDRESS: _____

(OF CONTACT REPRESENTATIVE)

NOTE: THIS PAGE MUST BE SUBMITTED WITH YOUR PROPOSAL.