



REQUEST FOR PROPOSALS (RFP)

FOR

CITY-WIDE PARKING DEMAND ANALYSIS

PUBLIC PARKING AUTHORITY OF PITTSBURGH

DATE ISSUED: April 13, 2023

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

DAVID G. ONORATO, CAPP
EXECUTIVE DIRECTOR

1. **INTRODUCTION**

The Public Parking Authority of Pittsburgh (the “Authority”) is soliciting proposals from qualified parking consultants and/or urban planning firms (“Consultants”) to assist with analysis of parking demand throughout the City of Pittsburgh and to provide recommendations for ways that the Authority can respond to anticipated shifts in parking demand, including but not limited to estimated demand for on-street parking, identification of areas where the public would benefit from additional off-street parking, whether the Authority should reduce its real estate holdings in any neighborhood areas around the City of Pittsburgh, and what rates should be charged for such parking. Such analyses are critical in order to meet current and projected parking demand while contributing to the economic development of the City of Pittsburgh. A detailed analysis of future parking capacity needs, as well as a detailed analysis of potential redevelopment opportunities or adjustments to real estate holdings is imperative and will be used by the Authority to determine the best course of action to fulfill its mission of providing public parking in the City of Pittsburgh while also providing support for economic development in the Pittsburgh region.

The Consultant will provide a detailed analysis of future parking needs across the City of Pittsburgh, as well as identify and recommend courses of action the Authority may consider in meeting such parking needs. This analysis should also provide recommendations on the type, size and location of adequate parking facilities, both on-street and off-street. The Consultant will also provide a detailed analysis of the types, size and locations of new businesses and other land uses that may be supported in area of high demand. The Consultant shall also provide recommendations regarding the Authority’s disposal, acquisition, and/or development of Authority owned property in order to both promote commercial and residential development and to provide for anticipated parking demand, as well as make recommendations about what rates to charge for parking (together with the services outlined in Section 4 below, “Scope of Work” or “SOW”). The Consultant must have at least one team member with expertise in performing parking demand studies.

No contract will be awarded by the Authority on a negotiated basis as provided in this RFP if the proposed Consultant, or a firm that controls, is controlled by, or shares common ownership or control with, the Consultant guarantees, warrants, or otherwise assumes financial responsibility for the work of others on the Project or furnishes or guarantees a performance or payment bond for other contractors on the Project.

2. **ABOUT THIS DOCUMENT**

This document is a Request for Proposals for Professional Services. It differs from an invitation for bid in that the Authority is seeking a best value 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, including such non-price factors such as staff technical qualifications and relevant experience.

The request for proposal process allows the Authority to negotiate with select respondents prior to awarding a contract. The Authority will thoroughly review all proposals received in a timely fashion and will utilize its best judgment in 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. EXISTING AUTHORITY PARKING FACILITIES

The Authority owns various surface and garage parking facilities throughout the footprint of the City of Pittsburgh and surrounding neighborhoods. A complete list of all parking facilities and lots can be found at www.pittsburghparking.com and attached hereto as **Exhibit "A."**

4. SCOPE OF WORK / PROJECT TIMELINE

The following services are included in the Scope of Work:

A. City-Wide Parking Demand Analysis. The Consultant will assist the Authority by analyzing the current and projected future parking demand within the City of Pittsburgh and surrounding neighborhoods. This Parking Demand Analysis should provide overall parking strategies that will include an evaluation of current and future parking characteristics, best management practices, and implementation strategies. This Analysis should address the following:

- (i) Current parking demands;
- (ii) Evaluation of peak use periods for various types of parking demands to more accurately predict the number of parking spaces needed to serve the public;
- (iii) Assess the impact of potential future development on parking;
- (iv) Identify a course of action and phased implementation plan to meet the projected parking needs of the public, including whether such projected parking needs will require additional (or less) off-street or on-street parking;
- (v) Recommend options for improvements in parking utilization;
- (vi) Identify additional parking capacity needs to address fluctuating demands during larger community events;
- (vii) Assess impact of local and regional trends on the demographic and economic make-up of the populations, business communities and housing in the City of Pittsburgh;
- (viii) Analysis of the intersection of economic development and parking demand and how they impact each other;
- (ix) Recommendations for disposal, acquisition, and/or development of Authority owned property to both promote commercial and residential development and to provide for anticipated parking demand in such areas;

(x) Review of current pricing policies and provide recommendations on future prices for parking;

(xi) Impact of any proposed development of Authority owned property on parking demand and its impact on surrounding existing and anticipated commercial and residential development; and

(xii) Other factors identified by the Consultant that may impact the provision of appropriate parking facilities and/or development within the City of Pittsburgh.

B. Project Timeline: The Scope of Work will begin immediately upon award with the above described Analyses to be completed in 90 days.

5. SCHEDULE AND DEADLINES FOR RFP

EVENT	TIME AND/OR DATE
RFP Issued	April 13, 2023
Mandatory Pre-Proposal Meeting Virtually via Zoom	Tuesday, April 18, 2023 At 2:00pm EST
Deadline For Respondents to Submit Questions and Requests for Clarification/Interpretation/ Modification (“Request for Clarification Due Date”)	Wednesday, April 26, 2023 At 4:00pm EST
Deadline for Submission of Proposals (“Proposal Due Date”)	Tuesday, May 9, 2023 At 3:00pm EST
Anticipated Board Action	May 18, 2023

6. ADMINISTRATIVE REQUIREMENTS AND RELATED INFORMATION

A. To be considered responsive, consultants must submit (a) one (1) electronic copy (on flash drive). 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 by **3:00 p.m. EST on May 9, 2023**, to the following address:

Christopher Holt
Director of Project Management
Pittsburgh Parking Authority
232 Boulevard of the Allies
Pittsburgh, PA 15222-1616

B. Any proposals received after **3:00 p.m. EST on May 9, 2023**, will be rejected.

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

D. All proposals shall be signed by an individual authorized to bind the respondent and execute contracts on its behalf. Complete the contact information sheet attached herein as Exhibit "B."

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.

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/or 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 professional services specified herein, 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 professional services 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 respondents 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

Any respondent in doubt as to the meaning of any part of this RFP may request 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. EST on Wednesday, April 26, 2023; any request received after this deadline will not be considered.

A. 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 (the “Contact Person”).

B. 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.

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

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

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

F. 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 ensuring that its proposal reflects any and all addenda issued by the Authority prior to the proposal due date.

8. PRE-PROPOSAL MEETING

A. A mandatory pre-proposal meeting will be held virtually via Zoom on **Tuesday, April 18, 2023, at 2:00pm 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

9. PROPOSAL REQUIREMENTS AND EVALUATION CRITERIA.

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 Letter & Contact Information Form**: The cover letter shall briefly identify and describe the respondent firm and/or team. A principal or officer authorized to execute contracts or other similar documents must sign the letter. Name, mailing address, phone, fax, email and website address should be included. The contact information form shall be filled out and signed by the contact representative. Reference **Exhibit B**.

B. **Statement of Qualifications and Experience**. Provide a brief narrative description of the respondent's history and capabilities relevant to the Project. The Statement of Qualifications and Experience shall address each of the following: **(Total Possible Score: 30 points)**

(i) A general description of the Consultant's management plan that defines the proposed management approach to the Project, along with an organizational chart that identifies the individuals, and sub-consultants, who will be performing the Scope of Work and key team members that will be committed to this engagement.

(ii) A description of the qualifications, relevant experience and resume for each individual identified as key team members. Briefly outline the roles and responsibilities of each such individual. Provide resumes of the Consultant's key professional staff, including parking demand expertise, and descriptions of the roles and responsibilities those individuals would be responsible for on the Project.

(iii) Discuss respondents' availability to expedite documentation in order to meet the Authority's deadlines related to the Scope of Work.

(iv) Provide references from three (3) organizations for which you have completed comparable projects (including name, title, address, telephone number and e-mail address) who 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 in Pittsburgh and the location of your offices in Pennsylvania.

(vi) Indicate your firm's understanding of local laws, ordinances, regulations, policies, requirements, permits, etc. as relevant to the Scope of Work.

(vii) In addition to the references in subparagraph (iv), provide a list of similar projects, which contain requirements that demonstrate your firm's capabilities. Projects within the Pittsburgh area are of particular interest.

C. **Technical Proposal**: Please organize your proposal so that it addresses each of the following items. **(Total Possible Score: 25 points)**

(i) **Project Understanding**. Explain your understanding of the Project and the Authority's expectations for a successful project outcome. Identify any potential challenges to success.

(ii) **Project Approach**. Provide a concise summary of how your team will approach and efficiently complete the Scope of Work. Include anticipated deliverables and timelines.

(iii) Project Staffing. Provide a concise summary of the employees who would staff this project and their respective roles.

D. **Cost Proposal: (Total Possible Score: 35 points)**

Provide (a) a percentage of the total cost of the Project for all professional services necessary to complete the Scope of Work and (b) the applicable unit costs for the professional services (e.g. hourly rates for personnel, material costs, reimbursable expenses, etc.).

E. **MBE/WBE Participation:** The Authority is committed to providing equal employment opportunities to minorities and women and equal opportunities for business growth and development to minority and women entrepreneurs. To that end, the Authority requires that all service providers, contractors and subcontractors performing work for the Authority demonstrate a good faith effort to obtain the participation of minority and women business enterprises in the work to be performed for the Authority and to employ minorities and women during performance of the work. It is the Authority's objective to obtain minority and women's participation in its contracts with the goal being 25% of the contract amount expended for minority participation and 10% of the contract amount expended for women's participation. The Authority promotes the full utilization of subcontracting activities to ensure a successful Minority and Women's Participation Plan. 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 and complete **Exhibit "C"** of the RFP. **(Total Possible Score: 10 points)**

10. EVALUATION AND SELECTION PROCESS.

A. The Authority will form a 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 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 10 and this Section 11. Subject to the other terms and conditions of this RFP, the successful respondent will be recommended for contract negotiation.

C. Upon selection of a company, the Authority and selected company shall attempt to negotiate the Agreement. If an agreement cannot be reached, the Authority will end negotiations with the selected company and may enter into negotiations with the next most qualified company.

D. The Authority shall be the sole judge as to which submission best meets the selection criteria. The Authority reserves the right to reject any and all proposals, to waive any informality or irregularities in any submitted information or response, and to reject the lowest cost proposal for any reason, including the inability to negotiate a contract for the type of services required for the project at a price determined by the Authority to be fair and reasonable.

E. The Authority reserves the right to negotiate any and all elements of this RFP.

F. The Authority anticipates executing an Agreement with the successful respondent within fifteen (15) days following award of the contract.

[EXHIBITS FOLLOW]

EXHIBIT "A"

PARKING SYSTEM DESCRIPTION

PPAP GARGAGES FACILITY NAME & ADDRESS	
<i>TEN (10) GARAGE FACILITIES and TWO (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
Mon Wharf 1 Fort Pitt Boulevard Pittsburgh, PA 15219	Second Avenue Parking Plaza 1250 Second Avenue Pittsburgh, PA 15219

PPAP LOTS		
FACILITY NAME & ADDRESS		
<i>THIRTY-ONE (31) LOT LOCATION</i>		
12TH & East Carson Street Lot 1217 Carson Street Pittsburgh, PA 15203	18th & Carson Street Lot (Vietnam Veterans Memorial Lot) 1800 East Carson Street Pittsburgh, PA 15203	18th & Sidney Street Lot 18 th & Sidney Streets Pittsburgh, PA 15203
19th & Carson Street Lot 1916 Carson Street Pittsburgh, PA 15203	20th & Sidney Street Parking Lot 20 th & Sidney Streets Pittsburgh, PA 15203	42nd & Butler Street lot 4200 Butler Street Pittsburgh, PA 15201
Ansley/Beatty Lot 121 Beatty Street north Pittsburgh, PA 15221	Asteroid/Warrington Lot 65 Asteroid Way Pittsburgh, PA 15210	Beacon/Bartlett Lot 5737 Beacon Street Pittsburgh, PA 15217
Beechview Avenue Lot 1541 Beechview Avenue Pittsburgh, PA 15216	Brookline Blvd. Lot 916 Brookline Blvd. Pittsburgh, PA 15226	Brownsville/Sankey Lot 2702 Brownsville Road Pittsburgh, PA 15227
Butler Street Plaza 5224 Butler Street Pittsburgh, PA 15201	Douglas/ Phillips Lot 5819 Phillips Avenue Pittsburgh, PA 15217	East Ohio Street Lot 529 Foreland Street Pittsburgh, PA 15212
Eva/Beatty 120 South Beatty Street Pittsburgh, PA 15206	Forbes/Murray (Library Lot) 5801 Forbes Avenue Pittsburgh, PA 15217	Forbes/Shady Lot 1648 Shady Avenue Pittsburgh, PA 15217
Friendship/Cedarville Lot 203/233 Cedarville Pittsburgh, PA 15224	Homewood Zenith lot Kelly & Zenith Streets Pittsburgh, PA 15208	Ivy/Bellefonte Lot 726 Ivy Street Pittsburgh, PA 15232
JCC/Forbes Lot 5738 Forbes Avenue Pittsburgh, PA 15217	Main/Alexander Lot 431 Main Street Pittsburgh, PA 15220	Observatory Hill 3901-3915 Perrysville Ave. Pittsburgh, PA 15214
Penn Circle N.W Lot 5900 Penn Circle North Pittsburgh, PA 15206	Sheridan/Harvard Lot 6226 Harvard Street Pittsburgh, PA 15206	Sheridan/Kirkwood Lot 6117 Kirkwood Street Pittsburgh, PA 15206
Shiloh Parking Plaza 118 Virginia Avenue Pittsburgh, PA 15211	Tamello/Beatty Lot 135 Tamello & Beatty Pittsburgh, PA 15206	Taylor Street Lot Taylor Street & Corday Way Pittsburgh, PA 15224
Walter/Warrington Lot Walter & Warrington Avenue Pittsburgh, PA 15210		

EXHIBIT "B"



Pittsburgh PARKING Authority
The Value Parking Network

CONTACT INFORMATION FORM

PROJECT 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. All correspondence will be addressed to the listed Authorized Signer.

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.

EXHIBIT "C"

MWDBE PARTICIPATION COMMITMENT FORMS

MBE/WBE 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.

Prepared by: _____

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

MINORITY AND WOMEN BUSINESS COMMITMENT STATEMENT

PROJECT: _____

