



REQUEST FOR PROPOSALS

FOR

ON-CALL ARCHITECTURAL/ENGINEERING CONSULTANT

DATE ISSUED: June 27, 2024

Public Parking Authority of Pittsburgh
232 Boulevard of the Allies
Pittsburgh, PA 15222

DAVID G. ONORATO, CAPP

EXECUTIVE DIRECTOR

TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE</u>
Introduction.....	3
1. About This Document.....	3
2. Parking System Description.....	3
3. Scope Of Work / Project Timeline.....	3
4. Schedule and Deadline for RFP.....	4
5. Administrative Requirements & Related Information.....	4
6. Clarification of Requirements, Addenda & Modifications.....	5
7. Contract Requirements.....	6
8. Pre-Proposal Meeting.....	7
9. Proposal Requirements.....	7
10. Evaluation and Selection.....	9
• Exhibits A & B (Facilities Name & Address)	11-13
• Exhibit C (Scope of Work for Professional Services)	14-16
• Exhibit D (Fee Proposal)	17-18
• Exhibit E (Reimbursable Expenses).....	19-20
• Exhibit F (MWDBE Participation Commitment Forms)	21-23
• Exhibit G (Sample Contract)	24-27
• Exhibit H (Form of Contract)	28

INTRODUCTION

The Public Parking Authority of Pittsburgh ("Authority") desires to retain a consultant (the "Consultant") to perform on-call services that include those of Architects, Engineers and other professionals as may be required for various maintenance and capital improvement projects of Authority owned facilities (collectively the "Parking System"). As more fully set forth in this Request for Proposals for Professional Services (the "RFP"), the Authority is requesting proposals from qualified respondents that have demonstrated experience in providing any or all of a full range of architectural, engineering and design services in major U.S. cities.

1. 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 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 quality, experience in the field, availability and/or capability may figure into the evaluation.

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 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.

2. PARKING SYSTEM DESCRIPTION

A. Garage Facilities: The Authority owns or leases ten (10) garage facilities and two (2) manned parking plazas in the City of Pittsburgh (collectively, the "Garage Facilities"). 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. Surface Parking Lots: The Authority owns or leases twenty-eight (28) surface parking lots in the City of Pittsburgh (collectively, the "Parking Lots"). **Exhibit B**, attached hereto and made a part hereof, details the address of each of the Parking Lots.

3. SCOPE OF WORK / PROJECT TIMELINE

A. Scope of Work: The Scope of Work for this RFP is set forth on **Exhibit C**, 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 2024 Fiscal year through 2027 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.

4. SCHEDULE AND DEADLINES FOR RFP

EVENT	TIME AND/OR DATE
RFP Issued	Thursday, June 27, 2024
Mandatory Pre-Proposal Meeting -virtually via Teams	Tuesday, July 9, 2024 at 10:00 am EST
Deadline For Respondents to Submit Questions and Requests for Clarification/Interpretation/ Modification ("Request for Clarification Due Date")	Wednesday July 24, 2024 at 4:00 pm EST
Deadline for Submission of Proposals ("Proposal Due Date")	Thursday, August15, 2024 at 3:00 pm EST
Anticipated Board Action	September 2024

5. ADMINISTRATIVE REQUIREMENTS AND RELATED INFORMATION

A. To be considered responsive, consultants must submit (a) one (1) electronic copy of their proposal and (b) five (5) hard copies of their proposal in a clearly marked envelope by **3:00 p.m. EST on Thursday, August 15, 2024**, 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 Thursday, August 15, 2024**, 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.

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 for ensuring that its participation in this RFP process is conducted fairly and without collusion or fraud.

6. 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. EST on Wednesday July 24, 2024**; any request received after this deadline will 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 and projectmanagement@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 communication pertaining to this RFP, except as set forth in this Section 6.

E. 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.

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

G. Addenda will be sent via e-mail to the contact representative listed on the sign in sheet from the mandatory pre-proposal meeting. 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 all addenda issued by the Authority prior to the proposal due date.

7. 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 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.

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)
Contractor's Public Liability including Bodily Injury and Property Damage	Per Occurrence \$2,000,000.00 Annual Aggregate \$2,000,000
Automotive Property Damage and Bodily Injury. For both owned and non-owned autos	Per Occurrence \$2,000,000.00
Professional Errors & Omissions	Per Occurrence \$2,000,000.00
Cyber Liability- including both first and third party cover	Per Occurrence \$1,000,000
Umbrella Liability	Per Occurrence \$2,000,000 Annual Aggregate \$2,000,000.00

C. Respondent shall include the Authority as an "Additional Insured" on the insurance described in this Section 7.

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.

8. PRE-PROPOSAL MEETING

A mandatory pre-proposal meeting will be held on Tuesday, **July 9, 2024, at 10:00 a.m. EST** virtually via Microsoft TEAMS.

9. 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 Letter & Contact Information Sheet:** 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. Contact Information Form should also be completed and attached as outlined in **Exhibit H (Total possible score: 5 points)**

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

(i) Provide a description of the firm along with an organizational chart that identifies the in-house disciplines who will be performing the Professional Services and key team members.

(ii) Provide a description of the qualifications, relevant experience and resume for each individual who will be providing the Professional Services. Briefly outline the roles of each such individual in providing the Professional 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 a list of 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 in Pittsburgh 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: 20 points)*

(i) Provide a schedule that reflects your proposed hourly pricing mode for providing the Professional Services, organized by level of experience as outlined in **Exhibit D**.

(ii) Provide a maximum "not-to-exceed" price for providing the Professional Services, which should include (a) a description of any incidental expenses that you propose the Authority bear; and (b) an itemized break down of types of anticipated expense reimbursements, if any, as outlined in **Exhibit E**.

(iii) Respondents should also provide rates for other job title/classifications of their firm (Sub-Consultants) that may be utilized during the contract term. Additional copies of **Exhibit D** can be submitted for sub consultant's listings.

E. Financial Statements and Bonding: Provide for each of the three (3) consecutive full fiscal years of the respondent prior to the date of this RFP a balance sheet and the related statement of income and cash flows. Each financial statement must be certified by a reputable certified public accounting firm as being prepared in accordance with GAAP and as accurately presenting the financial position of the respondent, subject to any notes contained in the financial statement.

In addition, submit a signed letter from an insurance and/or broker stating that such broker has reviewed the insurance requirements contained in the Agreement and in this RFP and that the respondent will be able to obtain and maintain the insurance and bonding required under the Agreement and this RFP. *(Pass/Fail)*

F. 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: 5 points)*

G. 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/disabled-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 F** 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)*

10. 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 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 9 and this Section 10. 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 fifteen (15) days following award of the contract.

[EXHIBITS TO FOLLOW]

EXHIBIT A & B
LIST OF PARKING FACILITIES

EXHIBIT A

ADDRESSES OF GARAGE FACILITIES

PPAP GARGAGES FACILITY NAME & ADDRESS	
<i>ELEVEN (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	Mon Wharf (Parking Plaza) 1 Fort Pitt Boulevard Pittsburgh, PA 15219
Oliver Garage 301 Fifth Avenue Pittsburgh, PA 15222	Second Avenue (Parking Plaza) 1250 Second Avenue Pittsburgh, PA 15222

EXHIBIT B

ADDRESSES OF PARKING LOTS

PPAP LOTS		
FACILITY NAME & ADDRESS		
<i>TWENTY-EIGHT (28) LOT LOCATIONS</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
Taylor Street Lot Taylor Street & Corday Way Pittsburgh, PA 15224	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
Walter/Warrington Lot Walter & Warrington Avenue Pittsburgh, PA 15210	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		

EXHIBIT C

SCOPE OF WORK FOR PROFESSIONAL SERVICES

EXHIBIT C

SCOPE OF WORK FOR PROFESSIONAL SERVICES

Scope of work shall include professional consulting services pertaining to the Parking System located within the greater Pittsburgh area (Refer to **Exhibits A and B** for a list of garage and surface lot facility locations). Professional consulting services may include renovations, repairs, engineering studies, ADA compliances, facility assessments and replacements, analysis and recommended repairs of existing facility Mechanical, Electrical and Plumbing (MEP) systems, and other work as required. The contract for these retained consulting services will be for work performed on projects initiated during the Authority's 2024 Fiscal Year through 2027 and as established by a pre-determined percentage threshold based upon projects estimated under \$250,000.00.

- A. Consultant shall provide state-of-the art project management services throughout the term of the Agreement. This project management effort shall be provided for the following processes: Project initiation, project planning and scheduling, project controls, execution, administration and closing. Consultant shall address issues, including but not limited to, project integration, scope development, management, cost management, quality assurance and control issues, staffing requirements, communications and risk management.

Consultant shall initiate, plan, execute, direct, control, and administer the Project by effectively organizing, staffing, directing, integrating, and coordinating the required Project Tasks and Subtasks. These services shall be performed in a professional manner as per project management organizations and institutions.

- B. Deliverables may include, but are not limited to, drawings and/or plans, specifications, estimates, reports, records, reference material, data, charts, documents, renderings, computations, computer tapes or disks.
- C. Develop technical specifications incorporating standard front-end requirements utilized by the Authority for bidding process and projects. Ability to do this in a timely manner.
- D. Provide construction administration/management services.
- E. Review/certify contractor's applications for payment for established projects.
- F. Detailed planning and field investigation.
- G. Drawings produced by Consultant shall conform to the best standards of profession in which the generator of the drawing's practices. Information shall be organized in a logical, systematic manner, using the necessary number of drawings required to maintain clarity and completeness. Drawings and specifications shall fully delineate the work to be done and materials required. Dimensions, diagrams, descriptions, cross sections, and details shall demonstrate adequacy of design for review, permitting, bidding and construction.
- H. On any individual project, consultants may be required to work with staff personnel

or other professionals employed by the Authority. All work for any given project requiring retained consulting services will be coordinated with and approved by the Director of Project Management.

- I. Proposals should be based upon providing any or all of a full range of services including advice, special studies, design, cost estimating, drafting, production of contract documents, contract administration, field observation, and preparation of record drawings at the conclusion of a construction project. Fees incurred by the Authority for retained consulting services will be paid on an hourly basis to the consultant for their type of work and the qualifications of the professional providing the services as stated in your proposal. Therefore, proposals should include a statement that defines all discipline(s) that your firm is capable of providing (architecture, engineering, etc.) and fee variations if applicable. Also, please include the basis upon which you will bill reimbursable expenses.
- J. Upon receipt of a Retained Services Contract, and if selected to provide consulting services, you will be requested to submit an estimate of fees for each specific project based upon the hourly rate and expenses stated in your proposal in the form of a “not-to-exceed” total amount. This total amount shall be inclusive of both fees and reimbursable expenses. The Authority will provide reimbursement for expenses only upon submittal of any bills and/or receipts for such expenses.
- K. All consultants who enter into an agreement to perform services under a Retained Services Contract are expected to perform services in compliance with all applicable current codes and regulations.
- L. Consultants who enter into an agreement to provide consulting services for the Authority shall be responsible for the development and distribution of any relevant meeting minutes for the Project. Meeting minutes shall be distributed by either hard copy and/or e-mail.

EXHIBIT D

FEE PROPOSAL

EXHIBIT D

FEE PROPOSAL

PUBLIC PARKING AUTHORITY OF PITTSBURGH
Fee Proposal Form
Request for Proposals: On-Call Architectural/Engineering Consultant

Firm Name: _____

HOURLY BILLING RATES							
	Proposed Staff (Please List)	Position	Base Hourly Rates	O/H and Fringes Multiplier	Hourly Billing Rates	Profit %	Total hourly Billing Rates
1		Principal					
2		Registered Architect/Professional Engineer					
3		Architect/Engineer Intern					
4		CADD Operator					
5		Field Engineer/Construction Administrator					
6		Clerical					

EXHIBIT E

REIMBURSABLE EXPENSES

(See Attached)

EXHIBIT E

REIMBURSABLE EXPENSES

PUBLIC PARKING AUTHORITY OF PITTSBURGH

Reimbursable Expenses

Request for Proposals: On-Call Architectural/Engineering Consultant

REIMBURSABLE EXPENSES		
	ITEM	\$ AMOUNT
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
	TOTAL	\$

EXHIBIT F

MWDBE PARTICIPATION COMMITMENT FORMS

(See Attached)

EXHIBIT F

MWDBE PARTICIPATION COMMITMENT FORMS

MBE/WBE SOLICITATION STATEMENT

RESPONDENT: _____

ADDRESS: _____

TELEPHONE: _____

CONTACT PERSON: _____

PROPOSAL FOR: _____

List Certified MWDBE that you have solicited and those you have commitments to in reference to your Proposal. If respondents' firm is an MWDBE, indicate that information on this provided form and attach a copy of your Certification Certificate.

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: _____

MINORITY AND WOMEN 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 G

FORM OF CONTRACT

(See sample attached)

FORM OF CONTRACT
(Sample)

THIS CONTRACT IS MADE as of _____, _____, 2024, by and between the PUBLIC PARKING AUTHORITY OF PITTSBURGH, (hereinafter ‘Authority’) with offices at 232 Boulevard of the Allies, Pittsburgh, PA 15222, and _____, (hereinafter “Consultants”) with offices at _____.

WITNESSETH:

WHEREAS, the Authority solicited proposals for professional services from firms for the provision of **On-Call Engineering/Architectural Consultant** (the “Proposal”); and

WHEREAS, the Consultant submitted to the Authority a Proposal for Provision of **On-Call Engineering/Architectural Consultant** (the “Proposal”); and

WHEREAS, the Authority awarded this Contract to Consultant based upon its Proposal and subsequent negotiations; and

WHEREAS, Consultant and the Authority desires to enter into this Contract to set forth the terms and conditions under which the Consultant shall perform on-call services that include those of Architects, Engineers and other professionals as may be required for various maintenance and capital improvement projects of Authority owned facilities (collectively the "Parking System").

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, and intending to be legally bound hereby, the parties hereto covenant and agree as follows:

1. **Definition of On-Call Engineering/Architectural Consultant:** The term **On-Call Engineering/Architectural Consultant**, as used in this Contract shall mean the Consultant’s performance, in a prompt and first-class manner, of providing any or all of a full range of services including advice, special studies, design, cost estimating, drafting, production of contract documents, contract administration, field observation, and preparation of record drawings at the conclusion of a construction project.

In addition, Professional consulting services may include renovations, repairs, engineering studies, ADA compliances, facility assessments and replacements, analysis and recommended repairs of existing facility mechanical, electrical, plumbing (MEP) and life safety systems and other work as required.

2. **Definitions of Contract,** The term “Contract Documents” attached hereto as **Exhibit A** means the documents listed below:
 - a. Request for Proposal for professional services On-Call Engineering/Architectural Consultant.
 - b. The Proposal for professional engineering services
 - c. Fee Proposal
 - d. This Contract;
3. **Term of Contract.** The term of this Contract shall commence on _____, 2024 and shall be completed on _____, 2027. 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.

Contract Retention. Ten percent (10%) of the value of the Fee Proposal shall be retained by the Authority until the Consultant submits an application, verified by the Director of Project Management that the work has reached substantial completion. All amounts retained by the Authority and not otherwise held by the Authority or previously paid over to the Consultant shall be included in the final payment.

4. Performance of On-Call Engineering/Architectural Consultant. The services to be provided is as set forth by this Contract which is incorporated by reference herein.
 - a. The Consultant shall be responsible for the professional quality, technical skill, and timely completion of all Services furnished by the Consultant under this Agreement.
 - b. The Authority will cooperate with the Consultant in the performance by the Consultant of the services hereunder, including, without limitation, providing the Consultant with timely access to data, information, facilities and personnel of the Authority. The Authority will be responsible for the performance of its employees and agents.
 - c. The relationship of the Consultant to the Authority will be that of an independent Consultant. No employer/employee relationships shall be deemed to be established and the Consultant, its agents, sub Consultants, and employees shall be independent Consultants at all times. Neither party will act or represent itself, directly or by implication, as an agent of the other or in any manner assume or create an obligation on behalf of, or in the name of, the other.
5. Contract Price. The Authority shall pay Consultant in immediately available funds for the execution, performance and completion of **On-Call Engineering/Architectural Consultant**. This system shall be performed to the satisfaction of the Authority in accordance with the prices set forth in the Fee Proposal attached hereto as part of the **Exhibit A (the "Contract")** with a pre-determined percentage threshold based upon projects estimated under \$250,000.00 unless both parties have agreed to an alternate amount in writing.
6. Termination. In the event the Consultant (i) fails to provide **On-Call Engineering/Architectural Consultant** as described in the Contract Documents; (ii) breaches any of the terms, provisions or conditions contained in this Contract; or (iii) breaches any of the terms, provisions or conditions contained in any other contract by and between the Consultant and the Authority, the Authority shall be entitled to terminate this Contract by giving written notice thereof to the Consultant. The notice of termination shall state the effective date of such termination. Failure to meet the terms set forth in this Section 6 will result in immediate termination.

IN WITNESS WHEREOF the parties hereto have executed this Contract the day and year first above written.

Consultant

ATTEST:

By: _____

By: _____

Title

Title

Public Parking Authority of Pittsburgh

ATTEST:

By: _____

By: _____

Christopher Holt

David G. Onorato, CAPP

Director of Project Management

Executive Director

Title

Title

EXHIBIT H
CONTACT INFORMATION SHEET



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 issued to the undersigned listed as the contact representative.

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.