



REQUEST FOR PROPOSALS

**STRUCTURAL ENGINEERING CONSULTANT  
FOR  
REPAIRS AND PREVENTATIVE MAINTENANCE  
AT THE  
FIRST AVENUE GARAGE AND STATION**

**Date Issued: December 10, 2024**

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

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

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## **INTRODUCTION**

The Public Parking Authority of Pittsburgh ("Authority") is soliciting Requests for Proposals for Professional Services (the "RFP") from qualified professional structural engineering firms to perform in-depth facility survey and provide recommendations for a structural remediation plan that would include document preparation, development of specifications and drawings, construction administration, construction management, and monitoring for the repairs and renovation at the First Avenue Garage and Station. As more fully set forth in this RFP, the Authority is requesting proposals from qualified respondents that have demonstrated experience in providing any or all of a full range of structural 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.** The First Avenue Garage and Station is a six-level parking structure opened in May 2001. The garage has four flat parking bays and one non-parking ramped bay. The capacity of the parking garage is 1,243 vehicles. The structural system varies slightly within the facility. The parking bays utilize pre-cast, pre-stressed concrete double tee floor panels with a cast-in-place concrete topping supported by pre-cast, pre-stressed concrete beams and pre-cast, conventionally reinforced concrete columns and walls. The parking ramp utilizes pre-cast, pre-stressed concrete shallow quad-tee panels supported by pre-cast, conventionally reinforced concrete walls.

**B.** A comprehensive repair program was completed in 2024 involving partial depth repairs of the pre-cast, pre-stressed concrete beams and pre-cast reinforced concrete columns of the garage.

### **3. SCOPE OF WORK / PROJECT TIMELINE**

**A.** Scope of Work: The Scope of Work for this RFP is set forth on **Exhibit "A"**, 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 the project initiated during the Authority's 2025 Fiscal year.

**4. SCHEDULE AND DEADLINES FOR RFP**

EVENT	TIME AND/OR DATE
RFP Issued	Tuesday, December 10, 2024
Mandatory Pre-Proposal Meeting- Virtually via Teams	Thursday, December 12, 2024 at 10:00 a.m. EST Virtually via Teams
Deadline for Respondents to Submit Questions and Requests for Clarification/Interpretation/ Modification ("Request for Clarification Due Date")	Thursday, December 19, 2024 at 4:00 p.m. EST
Deadline for Submission of Proposals ("Proposal Due Date")	Monday, December 30, 2024 At 3:00 p.m. EST
Anticipated Board Action	January 16, 2025

**5. ADMINISTRATIVE REQUIREMENTS AND RELATED INFORMATION**

**A.** To be considered responsive, respondents must submit their proposal and contact information sheet, attached as **Exhibit “D”** via email by **3:00 p.m. EST on Monday December 30, 2024**, to the following contact person(s) email address:

Christopher Holt, Director of Project Management – [cholt@pittsburghparking.com](mailto:cholt@pittsburghparking.com)  
Project Management – [projectmanagement@pittsburghparking.com](mailto:projectmanagement@pittsburghparking.com)

**B.** Any proposals received after **3:00 p.m. EST on Monday December 30, 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 to ensure 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 Thursday, December 19, 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](mailto:cholt@pittsburghparking.com) & Project Management [projectmanagement@pittsburghparking.com](mailto:projectmanagement@pittsburghparking.com) (the "Contact Person(s)").

**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 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.

**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:

<b>TYPE</b>	<b>AMOUNT</b>
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
Automotive Property Damage and Bodily Injury	Per Occurrence \$2,000,000.00
Professional Errors & Omissions	Per Occurrence \$2,000,000.00
Umbrella Liability	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 electronically on **Thursday, December 12, 2024, at 10:00 a.m. virtually via Teams.**

**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 Page & Letter:** Please prepare a cover page similar to the one shown at the beginning of this RFP. 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 contact representative. Reference **Exhibit “D”** **(Total Possible Score: 5 Points)**

**B. Statement of Qualification 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) 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) Describe the Engineer's availability to expedite field surveys and documentation in order to meet the Authority's deadlines related to the Engineering Services.

(iv) Provide a list of 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

(vi) 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. Project Understanding and Implementation:** Please organize your proposal so that it addresses each of the following items. *(Total Possible Score: 25 points)*

(i) Describe your firm's understanding of the RFP scope of work for professional services and how your firm would implement the project deliverables.

(ii) Describe your firm's site visit review of the facility and your firm's recommendations.

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

(iv) Describe a general project implementation plan, schedule, and project approach, including the following processes: deployment, development, approval, and site surveying.

(v) Describe how the repairs & preventative maintenance to the facility will offer the services the RFP describes and what new features to improve public safety awareness may be available.

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

(i) Provide a Combined Total Fee amount which will be paid at the times and in the amounts listed on **Exhibit "B"** (Fee Proposal) for providing the Professional Services and within the guidelines of **Exhibit "A"** (Scope of Work) of the RFP.

(ii) Professional Services should be all inclusive of any incidental expenses and anticipated expense reimbursements, if any.

(iii) Provide a supplemental schedule that reflects your proposed hourly pricing mode for providing the Professional 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: 5 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 six (6) 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](http://www.paucp.com) for listings of certified professional services. Please refer to **Exhibit C** 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.** 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 reserves the right to reject any and all proposals, to waive any informality and to reject the lowest cost proposal or for any other 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 may re-evaluate the necessary construction management services, including the scope and reasonable fee requirements.

**G.** The Authority anticipates executing an Agreement with the successful respondent within Ten (10) days following award of the contract.

**[EXHIBITS TO FOLLOW]**

**EXHIBIT "A" TO RFP**

**SCOPE OF WORK FOR PROFESSIONAL SERVICES**

## **EXHIBIT "A" TO RFP**

### **SCOPE OF WORK FOR PROFESSIONAL SERVICES**

The scope of work shall include professional consulting services that recommends a rehabilitation program to include concrete repairs to structurally pre-cast supported slabs, beams, columns, and walls, as well as addressing other non-structural items such as replacing expansion joint seals, façade repairs, stairwells, drainage improvements, EPDM roofing system, painting, signage and waterproofing.

The services shall include, but not be limited to, the following:

- Prepare bid documents package describing the work and be suitable for obtaining bids from qualified contractors.
- Perform an overall field survey of the garage with an in-depth focus regarding the condition of the parking bays which are comprised of pre-cast, pre-stressed concrete double tee floor panels with cast-in-place concrete topping supported by pre-cast, prestressed concrete beams and precast, conventionally reinforced concrete columns, walls and related connecting points.
- Develop construction drawings showing plans, sections, and related details of the Authority approved renovation program.
- Develop technical specifications incorporating standard front-end requirements utilized by the Authority.
- Provide construction cost estimate.
- Establish phasing plan that meets Authority's requirements for keeping portions of the parking facility open at all times during construction period.
- Issue draft set of Contract Documents to Authority for review/approval. Finalize bid documents for advertisement.
- Attend/conduct pre-bid construction conference; maintain meeting minutes and distribute same as addendum items accordingly.
- Review shop drawing/sample submittals, RFIs, and change order requests. Prepare recommendations for same.
- Conduct on-site observations of construction work as necessary; submit field reports of observations accordingly upon each site visit.
- Attend project progress meetings, record, and issue meeting minutes accordingly.
- Review/certify contractor's applications for payment
- Conduct final site observation/inspection for contract/project compliancy; develop punch list items accordingly with follow up inspections/approval of outstanding construction items

First Avenue Garage and Station  
600 First Avenue Pittsburgh, PA 15219



The First Avenue Garage and Station is a six-level parking structure opened in May 2001. The garage has four flat parking bays and one non-parking ramped bay. The capacity of the parking garage is 1,243 vehicles. The structural system varies slightly within the facility. The parking bays utilize pre-cast, pre-stressed concrete double tee floor panels with a cast-in-place concrete topping supported by pre-cast, pre-stressed concrete beams and pre-cast, conventionally reinforced concrete columns and walls. The parking ramp utilizes pre-cast, pre-stressed concrete shallow quad-tee panels supported by pre-cast, conventionally reinforced concrete walls.

The First Avenue Garage and Station is located between the PNC Firstside Center and the Municipal Courts Building of the City of Pittsburgh.

**EXHIBIT "B" TO RFP**

**FEE PROPOSAL**

**EXHIBIT "B" TO RFP**

**FEE PROPOSAL**

**PUBLIC PARKING AUTHORITY OF PITTSBURGH  
Fee Proposal Form**

**Request for Proposals: Structural Engineering Services for the Repairs and Preventative Maintenance at the First Avenue Garage and Station**

Firm Name: \_\_\_\_\_

	<b>PHASE</b>	<b>FEE</b>
1	Field Survey/Construction Cost Estimate	\$
2	Design/Construction Development	\$
3	Bidding/Negotiation	\$
4	Construction Administration/Management	\$
5	Project Closeout	\$
6	Incidental/Reimbursable Expenses	\$
7	Estimated MWDBE Sub consulting services shall be included in the combined total fee	\$
	<b>COMBINED TOTAL FEE</b>	\$

**EXHIBIT "C" TO RFP**  
**MWDBE PARTICIPATION COMMITMENT FORMS**

**EXHIBIT "C" TO RFP**

**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 SUBCONSULTANT(S) AND/OR SUPPLIER(S) FOR THE FOLLOWING CATEGORIES:

Subconsultant/ 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 "D" TO RFP**  
**CONTACT INFORMATION FORM**

**EXHIBIT D**



**CONTACT INFORMATION FORM**

**TITLE:** \_\_\_\_\_

**DUE DATE:** \_\_\_\_\_ **ISSUE DATE:** \_\_\_\_\_

**DESCRIPTION:** Proposal to provide \_\_\_\_\_ to the Public Parking Authority of Pittsburgh.

<p>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.</p>
<p>FULL LEGAL COMPANY NAME : _____</p>
<p>STREET ADDRESS : _____</p>
<p>CITY, STATE AND ZIP CODE : _____</p>
<p>AUTHORIZED SIGNATURE : _____</p>
<p>PRINT NAME: _____</p>
<p>TITLE OF AUTHORIZED SIGNER: _____</p>
<p>TELEPHONE #: _____</p>
<p>FAX #: _____</p>
<p>E-MAIL ADDRESS: _____ (OF CONTACT REPRESENTATIVE)</p>

**NOTE: THIS PAGE MUST BE SUBMITTED WITH YOUR PROPOSAL.**