



[PittsburghParks.org](http://PittsburghParks.org)

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# REQUEST FOR PROPOSAL

## Design Services

### Flagstaff Hill – Pathway and Entrance Improvements Design and Construction Administration Pittsburgh, PA

The Pittsburgh Parks Conservancy (PPC) is seeking a qualified consultant team (Consultant) led by a Landscape Architect or Professional Engineer to provide design, permitting, and construction administration services for pathway and entrance improvements at Schenley Park’s Flagstaff Hill.

Interested parties are requested to electronically submit a Notice of Interest, contact information, and proposal package as specified herein to:

Jessie Demoise, Associate Project Manager  
Pittsburgh Parks Conservancy  
[Jdemoise@pittsburghparks.org](mailto:Jdemoise@pittsburghparks.org)

The contact information provided in the Notice of Interest will be used by PPC to distribute addenda, clarifications and other RFP updates to interested parties, as required. Failure to receive addenda or updates will not relieve the Consultant of their responsibility to provide responsive proposals.

Questions are due by **4PM EST on Wednesday, February 12, 2025**. No questions will be accepted after this date. Responses will be provided to all interested parties by **4PM EST on Friday, February 14, 2025**.

Proposals must be received by **4PM EST on Wednesday, February 26, 2025**. The Pittsburgh Parks Conservancy anticipates providing a Notice to Award no later than **Monday, March 10, 2025**.

As part of the proposal submission, PPC is requesting a not-to-exceed cost proposal for design fees and expenses, including project management, design, meetings, insurance, subconsultant fees, etc. Expenses incurred by Consultants responding to this RFP and any subsequent efforts

expended as part of the selection process are at the Consultants' own expense and risk. All proposals shall include a **\$25,000 allowance** for supplemental engineering and design services, as further stipulated in the scope of work below. PPC anticipates the total fee, inclusive of the supplemental engineering allowance, to be **approximately \$225,000**.

The Pittsburgh Parks Conservancy reserves the right to reject any and all proposals, waive any and all formalities or requirements stipulated in the RFP, and generally award the project to the Consultant who, in the opinion of PPC, will best meet the objectives stated in this RFP.

The City of Pittsburgh (City) is the **Project Owner**. All proposed improvements are subject to approval by the Department of Public Works, Department of Mobility & Infrastructure, Department of Permits, Licenses, and Inspections, Department of City Planning, Public Art & Civic Design Commission (Civic Design Review Committee), and others as required.

The Pittsburgh Parks Conservancy (PPC) is the **Project Manager** and will contract directly with the Consultant. This project is funded by a generous foundation grant and the City of Pittsburgh, and the Consultant is responsible for compliance with all grant requirements and schedule.

## **PROJECT BACKGROUND**

Flagstaff Hill is located in Schenley Park, a Regional Park home to recreational facilities, historic landscape design features, cultural events, and festivals. These unique assets provide a regional draw among park users in addition to serving residents from the neighborhoods surrounding the park including Oakland and Squirrel Hill.

Despite its importance as a cherished public open space, Schenley Park's Flagstaff Hill suffers from years of disinvestment and deferred maintenance. Due to steep slopes and lack of maintenance on existing drainage infrastructure, the site suffers from erosion of topsoil and unmanaged stormwater further degrades existing paved pathways, lawn areas, and adjacent woodlands. Pathway conditions are poor and no longer accessible. Stormwater management structures are aging and not maintained consistently. Safe pedestrian access to the park from the campus of Carnegie Mellon University at Frew Street is challenging. It is a priority for community members to improve safe access and connectivity to and within Flagstaff Hill to adjacent amenities in Schenley Park.

PPC has been actively fundraising to bring improvements to Flagstaff Hill since 2016. In 2022, PPC completed the restoration of the historic masonry walls within the park and installed a new entry garden at west entrance of the park, across from the Phipps Conservatory. Later that year, PPC partnered with neighboring Carnegie Mellon University (CMU) to implement entrance improvements and a new entry garden at the park's east entrance (at the corner of Tech and Frew Streets). Coinciding with recent campus improvements, CMU has made recent traffic calming upgrades to Frew Street, converting the street to one-way traffic with a bike lane and parallel parking.

PPC and CMU have continued to partner and coordinate around Flagstaff Hill with the goal of creating stronger connections between the park and campus, creating safer and more pedestrian friendly conditions on Frew Street, and linking together campus and park open spaces. CMU led a recent design effort to provide an overall vision for Flagstaff Hill, identifying key connections to campus, pathway improvements, and a new overlook to help visually connect campus and the park together. This design concept will serve as the basis for this project.

PPC, CMU, and the City of Pittsburgh Department of public works leveraging funding resources and work-in-kind opportunities to implement the work.

## **PROJECT GOALS**

This section outlines in broad terms the goals and expectations of this project. Detailed scope requirements and deliverables are identified in the **'Deliverables' Section** of this RFP.

The goal of this project is to (1) improve interior pathway connections incorporating improvements to existing stormwater management infrastructure, as necessary and (2) to include development of a new, accessible park entrance, stairway connection, and a new plaza overlook on Frew Street.

PPC has established clear goals and guiding principles for the project. These goals should serve as the basis for the Consultant's project approach to ensure a successful project:

- Implementation of improved, realigned park entrances to Flagstaff Hill along Frew Street including enhanced traffic calming and improved crosswalks between Flagstaff Hill and CMU campus; Frew Street crosswalks shall at minimum provide direct connection connections to Scaife Hall, Baker Hall and Hunt Library and Porter Hall.
- Implementation of improved, realigned park entrance to Flagstaff Hill at the intersection of Tech Street, Frew Street and Schenley Drive including an all-way stop, enhanced traffic calming and improved crosswalks.
- The new/improved park entrances are intended to include an accessible route, signage, trash and recycling receptacles, bike racks, curb ramps, and plantings. A crosswalk and other traffic safety improvements in the ROW shall be incorporated to reduce vehicle speeds and facilitate safe pedestrian and cyclist access to Flagstaff Hill;
- Where existing pathways and entrance ramps are to be abandoned, such pathways shall be demolished, and the landscape and curblines restored;
- Implementation of an overlook and stairs along the Frew Street edge, aligning the pedestrian path between Baker Hall and Hunt Library (CMU). The new entrance and overlook are intended to include stairs, seat walls, signage including park wayfinding and donor recognition, trash and recycling receptacles per concept plans attached in Exhibits; a crosswalk and other traffic safety improvements in the ROW shall be incorporated to reduce vehicle speeds and facilitate safe pedestrian access to Flagstaff Hill;

- Removal and replacement of existing pathways with 8'-wide shared-use paths, with appropriate signage, pavement markings and ancillary site work as required;
- Assess existing pavement conditions and recommend restoration and replacement methods that optimize the amount of pathway work that can be accomplished with available funding.
- Endeavor to reduce the long-term maintenance required to maintain the park space through use of low-maintenance, durable surface, hardscape and plant materials
- Replacement of existing stormwater management infrastructure, including implementing passive stormwater management and green infrastructure solutions that limit the amount of below ground infrastructure where feasible. Proposed stormwater management strategies must be economical, easily maintained, subtle, and in keeping with the park's aesthetic. New infrastructure shall be consistent with City of Pittsburgh and Pittsburgh Water Design Standards for buried infrastructure. Stormwater solutions must also preserve and protect existing trees and rootzones to the greatest extent possible.
- Incorporate City of Pittsburgh DPW Park Standard site furnishings where appropriate;
- Protect and enhance trees in recognition of Flagstaff Hill's historic forest and trees, and develop an appropriate planting plan of canopy and understory trees;
- Balance original plan recommendations while responding to recent site changes and current community needs;
- Respect and compliment the historic design of Flagstaff Hill and broader Schenley Park with historically appropriate design recommendations.

It is the intention that City of Pittsburgh Department of Public Works Construction Services Division will perform and/or manage select demolition of existing pathways and stormwater infrastructure as needed and as capacity allows, and may perform and/or manage installation of bituminous pathways through the Department of Mobility and Infrastructure-managed City-wide annual bituminous paving contract. The Consultant shall provide design recommendations and coordinate with the appropriate DPW personnel to determine which portions of the scope could be managed by City forces and which portions of the work will be bid and implemented by Contractors.

The selected Consultant will engage with Community and City stakeholders to advance the identified concept through construction documentation and permitting, and provide bidding and construction administration services to ensure the successful implementation of the project. PPC has established a preliminary construction budget of **\$1.2M** (including a 20% contingency and the estimated value of the City's in-kind work contribution).

## **DELIVERABLES**

### **TASK 1- SITE ANALYSIS; SCHEMATIC DESIGN AND STAKEHOLDER ENGAGEMENT**

The Consultant shall familiarize themselves with the project and develop preliminary recommendations with PPC and City Stakeholders.

### **Subtask 1A: Site Analysis and Project Understanding**

- The Consultant shall assess, document, and analysis the existing conditions of the project area including site access and pedestrian connections, topography, trees, potential utility connections and conflicts including existing stormwater management infrastructure, opportunities and constraints, and other site features. Initial site analysis should include the following:
  - Review existing topographic survey information for completeness and accuracy. If deemed necessary for successful execution of the project, the Consultant shall procure and coordinate additional supplemental topographic survey, to be paid for using the Supplemental Engineering Allowance.
  - Review recent improvements to park masonry walls and entrances; noting materials used, design aesthetics, and other features to inform new design elements.
  - Review the proposed design for the overlook and angled stair entrance at from Carnegie Mellon University on Frew Street
  - Review the existing and proposed pedestrian connections to the site, including existing pathways and trail surface materials, potential desire lines, and grades for ADA compliance.
  - Review existing utility infrastructure within the project area in anticipation of the need to coordinate with the appropriate public utility companies and commissions to prepare connection designs according to the applicable guidelines.
  - Review of existing stormwater infrastructure associated with pathway improvements, including opportunities to incorporate Stormwater Best Management Practices (BMPs) as required
  - The Consultant shall consult with Pittsburgh Water and ensure recommended improvements to stormwater management infrastructure are consistent with existing Design Standards for buried water and sewer infrastructure. The proposed stormwater management infrastructure shall be acceptable and maintainable to both Pittsburgh Water and City of Pittsburgh DPW.
  - Inventory existing trees in the project area that may be impacted by proposed work. The Consultant shall familiarize themselves with existing trees on site and take inventory of trees 2-inch DBH or more that may be impacted by proposed construction activity. The Consultant shall record the location of each, taking inventory of the species and an assessment of its condition/health.
  - Identify and recommend necessary tree pruning and removal work that shall take place prior to the start of construction; PPC will coordinate with DPW Forestry Division to arrange this work.
  - Identify existing challenges with site maintenance and management faced by the City of Pittsburgh Public Works Park Maintenance Division.
  - Assess site access and potential impacts of construction activity.
  - All other site features and existing conditions to develop a thoughtful, well-informed design.

- The Consultant shall attend and facilitate one (1) on-site kick-off meeting to walk the project area with key stakeholders and discuss the project goals, get preliminary feedback on project approach, preferred methods of engagement, stakeholder concerns and needs, and other pertinent information. PPC shall be responsible for developing the list of City and Community stakeholders, will review with the Consultant for completeness, and coordinate the meeting time and date with proposed participants.
- The Consultant shall develop a brief memo to summarize findings based on preliminary site analysis, preliminary thoughts on opportunities and constraints, summary of stakeholder comments, a recommended project approach and preliminary project schedule.

### **Subtask 1B: Schematic Design Plan Development**

- The design team will develop Schematic Design Plans that responds to site challenges while meeting project goals. The Consultant shall develop all supporting graphics, including plan renderings, conceptual elevations, preliminary details, or precedent images as required to clearly illustrate design intent and proposed improvements. Where appropriate or required, the Schematic Design Plans shall include options for stormwater management BMP's, pathway alignments, or other key design features that require additional stakeholder input.
- The Consultant shall present Schematic Design Plans to PPC. PPC shall present them to selected City and Community Stakeholders (Department of Public Works, Department of Mobility and Infrastructure, Carnegie Mellon University and others as required) for feedback to ensure that the proposed designs are appropriately responding to the project goals and priorities, budget and time constraints, and other project considerations. PPC will provide consolidated comments to the Consultant.
- The Consultant shall incorporate feedback and revise the plans as required, updating the site plan renderings and supporting documents.

## **TASK 2: 30% CONSTRUCTION DOCUMENTS**

### **Subtask 2A: Develop 30% Construction Documents**

- The Consultant shall develop the Schematic Design Plans into 30% Construction Documents. 30% CDs shall include; Cover Sheet, Existing Conditions Plan, Preliminary Erosion and Sediment Control Plans, Preliminary Stormwater Management Plans, Site Preparation and Demolition Plans, Materials Plans, Grading Plans, Planting Plans, and other site plans as required. The Consultant shall also provide outline specifications and details.
- The Consultant shall prepare public utility connection designs according to the applicable guidelines. Submissions shall be prepared (and revised and resubmitted, if necessary) for securing approvals, class of service, permits, and service hook-ups.
- The Consultant shall develop a 30% CD Opinion of Probable Cost Estimate and Revised Project Schedule to be submitted to PPC with 30% Construction Documents.

### **Subtask 2B: 30% Construction Document Review**

- The Consultant shall submit the 30% Construction Drawings to PPC for review by relevant City Stakeholders and reviewing agencies, including but not limited to Department of Public Works (DPW), Department of Mobility and Infrastructure (DOMI), DPW Forestry, CitiParks, Public Safety, and CMU. City Stakeholders shall have 30 days to review the 30% CDs and provide comments.
- The Consultant shall submit the 30% CDs to the City of Pittsburgh's Online Document Portal (OneStop) to initiate a Pre-Application Request, in preparation for Building and Development Review. Please note that it can take several weeks to get a response; preparing for and attending meeting falls under Subtask 2C.
- PPC shall consolidate and document comments from all relevant Stakeholders and Permitting agencies and submit them to the Consultant Team.
- The Consultant shall incorporate all comments received from PPC on behalf of City Stakeholders as necessary and as directed by PPC for subsequent Tasks.

### **Subtask 2C: City Planning Building and Development Review Pre-Application Meeting**

- The Consultant shall attend a Pre-Application Review Meeting to determine review and permit requirements necessary to complete the work.
- The Consultant shall anticipate review by City Planning, Zoning, Permits Licenses & Inspections (PLI), Civic Design Review Committee, the Department of Mobility and Infrastructure, the Mayor's Office for Neighborhood Services' ADA & Disability Resources Coordinator and other individual City Departments as required.
- The Consultant shall also submit a separate request for Conceptual Stormwater Review to City Planning Environmental Planning Staff.
- At this time an NPDES permit is anticipated for this project.

### **Subtask 2D: Development Activities Meeting**

- Once feedback is received from Subtasks 2B and 2C, the Consultant shall present the proposed improvements to Community Stakeholders for input and feedback.
- PPC will coordinate with City Planning and relevant RCOs and Project Stakeholders to schedule, facilitate, and provide logistical support for one virtual Development Activities Meeting (DAM) to be hosted by the Registered Community Organization or alternative Community Organization representing for the project area (e.g. Oakland Business Improvement District).
- The Consultant shall provide updated plan renderings, perspective renderings, sections or diagrams, elevations and/or supporting precedent imagery as required to accurately portray the proposed improvements for review by PPC prior to the Development Activities Meeting.
- Following an introduction by PPC, the Consultant shall lead the presentation to present the proposed project incorporating the above renderings, perspective renderings, sections or diagrams as necessary to confirm that park improvements and amenities

meet the collective needs of the Community and the City of Pittsburgh. PPC will gather and synthesize community input received during the presentation and will provide the results to the Consultant.

### **TASK 3: 60% CONSTRUCTION DOCUMENTS**

#### **Subtask 3A: 60% Construction Document Development**

- The Consultant shall incorporate consolidated comments received from PPC on behalf of City Stakeholders on 30% CDs, as well as all comments received from the Building and Development Application Review and Development Activities Meeting, in order to advance the drawings to 60%-level Construction Documents.
- 60% CDs shall include Cover Sheet, Existing Conditions Plan, Erosion and Sediment Control Plans, Stormwater Management Plans, Site Preparation and Demolition Plans, Materials Plans, Layout Plans, Grading Plans, Utility Plans, Planting Plans, Preliminary Details, and 60% Technical Specifications.
- The Consultant shall develop a 60% CD Opinion of Probable Cost Estimate and Revised Project Schedule to be submitted to PPC with 60% Construction Documents.

#### **Subtask 3B: 60% Construction Document Review**

- The Consultant shall submit the 60% Construction Drawings to PPC for review by relevant City Stakeholders including but not limited to DPW, DOMI, DPW Forestry, CitiParks, Public Safety, and CMU. City Stakeholders shall have 30 days to review the 60% CDs and provide comments.
- The Consultant shall incorporate all comments received from PPC on behalf of City Stakeholders as necessary and as directed by PPC for subsequent Tasks.

#### **Subtask 3C: Building and Development Application**

- Concurrently, the Consultant shall submit a Building and Development Application to the City of Pittsburgh's Online Document Portal (OneStop) for Building and Development Review including 60% CDs and required site plans, surveys and documentation
- The Consultant shall anticipate review by City Planning, Zoning, Permits Licenses & Inspections (PLI), Public Art & Civic Design Commission, the Department of Mobility and Infrastructure, the Mayor's Office for Neighborhood Services' ADA & Disability Resources Coordinator and other individual City Departments as required.
- The Consultant shall assume a minimum of one (1) plan revision based on plan reviewer comments.

#### **Subtask 3E: Additional Reviews and Approvals**

- Concurrently, the Consultant shall submit 60% CDs, including but not limited to:
  - Allegheny County Conservation District for an NPDES permit.



- The Consultant shall assume a minimum of one (1) plan revision based on plan reviewer comments.

### **Subtask 3F: Civic Design Review Committee**

- The Consultant shall prepare all graphics and materials needed to present the proposed project to the Civic Design Review Committee a minimum of six (6) weeks after the Development Activities Meeting.
- The Consultant shall provide updated plan renderings, perspective renderings, sections or diagrams, elevations and/or supporting precedent imagery as required to accurately portray the proposed improvements to PPC a minimum of four (4) weeks prior to the meeting date for submission to City Planning staff in order to secure the project's consideration on an upcoming Civic Design Review Committee Agenda.
- Following an introduction by PPC, the Consultant shall present the proposed project including but not limited to plan renderings, perspective renderings, sections or diagrams to the Civic Design Review Committee (virtual public hearing held the afternoon of the fourth Wednesday each month except January).
- Should the proposed project not receive approval at the time of the first hearing, the Consultant and PPC shall determine steps to revise and resubmit the proposed project before proceeding to subsequent Tasks.

## **TASK 4: 90% CONSTRUCTION DOCUMENTS AND PERMIT APPROVALS**

### **Subtask 4A: 90% Construction Document Development**

- The Consultant shall incorporate consolidated comments received by PPC on behalf of City Stakeholders, all comments received through the Building and Development Application process including the Civic Design Review Committee, as well as those received from other Reviewing/Approving/Permitting Agencies in order to advance the drawings to 90%-level Construction Documents.
- 90% CDs shall include Cover Sheet, Existing Conditions Plan, Erosion and Sediment Control Plans and Details, Stormwater Management Plans, Site Preparation and Demolition Plans, Materials Plans, Layout Plans, Grading Plans, Utility Plans and Details, Planting Plans and Details, Construction Details, and 90% Front End and Technical Specifications.
- The Consultant shall develop a 90% CD Opinion of Probable Cost Estimate and Revised Project Schedule to be submitted to PPC with 90% Construction Documents.

### **Subtask 4B: 90% Construction Document Review**

The Consultant shall submit the 90% Construction Drawings to PPC who will facilitate review by relevant City Stakeholders including but not limited to DPW, DOMI, DPW Forestry, CitiParks, Public Safety, and CMU. City Stakeholders shall have 30 days to review the 90% CDs and provide comments.

The Consultant shall incorporate comments received from City Stakeholders where necessary and as directed by PPC for subsequent Tasks.

The Consultant shall prepare and submit permit applications to relevant permitting agencies including but not limited to:

- Allegheny County Conservation District for (1) Erosion and Sediment Control Review and Approval and (2) NPDES Permit Application, including all required forms, plans, calculations and other documentation as required to secure a NPDES Permit for the project.
- PLI Stormwater Review and Approval
- DOMI for minor encroachments and improvements in ROW

The Consultant shall assume a minimum of one (1) plan revision based on plan reviewer comments.

## **TASK 5: 100% CONSTRUCTION DOCUMENTS**

### **Subtask 5A: 100% Construction Document Development**

- The Consultant shall incorporate all comments received from PPC on behalf of City Stakeholders and Reviewing/Approving/Permitting Agencies in order to advance the drawings to 100%-level Construction Documents.
- At a minimum, 100% CDs shall include Cover Sheet, Existing Conditions Plan, Erosion and Sediment Control Plans and Details, Stormwater Management Plans, Site Preparation and Demolition Plans, Materials Plans, Layout Plans, Grading Plans, Utility Plans and Details, Planting Plans and Details, Construction Details, and 100% Front End and Technical Specifications.
- The Consultant shall complete all resubmissions of previous submissions to obtain approvals from City and County agencies; they shall revise and resubmit Project Plans as necessary to OneStop PGH in order to respond to the assigned City Planning permitting liaison and receive Building and Development Approval (Zoning), Building Permit, Stormwater Permit, and all other required City and County Approvals.
- PPC will be responsible for providing the Bid Forms, General Conditions, Prevailing Wage Rates, and other Division 00 specifications as required.

## **TASK 6: BIDDING AND CONSTRUCTION**

The Consultant shall procure Contractor Services through a Public Bid Process and manage Construction through the duration of the project.

### **Subtask 6A: Bidding**

- PPC will advertise Public Bids for the project and upload drawings, specifications, and bidding requirements to an online plan room service (Accu-copy, etc.). Bidding will follow all City and State requirements for public bid projects.

- PPC and the Consultant shall co-host a Pre-Bid Meeting on-site. All representatives from all relevant City Departments will be invited to attend.
- The Consultant shall review all bidder RFIs and provide responses, drawing or specifications edits, and any other information as required to adequately answer bidder questions during the bid period. PPC shall be responsible for assembling and posting all required Addenda.
- PPC and the Consultant shall open Bids publicly, review all bids for completeness, review cost proposals, check references, and award the project to the lowest responsive and responsible bidder.

#### **Subtask 6B: Construction Administration**

- The Consultant shall provide construction oversight for the duration of the project. Construction oversight shall include coordination and scheduling of bi-weekly construction progress meetings, submittal review, responding to RFI's, review of completed work for quality and adherence to the contract documents, and weekly coordination with the Contractor to ensure the project stays on schedule.
- The Consultant shall prepare, distribute, and maintain project management records including meeting minutes for construction progress meetings, site reports, photographs, sketch changes, change directives, and other documentation.
- The Consultant shall review and approve Contractor Pay Applications and shall anticipate review of draft and final (notarized) Pay Apps.
- PPC shall coordinate with the assigned DPW Construction Inspector to attend construction meetings and provide regular updates to City Stakeholders and Community Organizations.

#### **Subtask 6C: Construction Substantial Completion**

- Once the Contractor believes they have reached Substantial Completion, the Consultant shall perform a site walk and develop a Punch List for work to be completed, repaired, or redone by the Contractor.
- PPC will coordinate directly with relevant City personnel to confirm the project meets city standards for Substantial Completion and is ready for public use.

#### **Subtask 6D: Final Completion and Project Close Out**

- The Consultant shall perform a final site walk to review Punch List items and confirm all incomplete, damaged, or deficient work has been corrected and completed in satisfaction with the Contract Documents.
- PPC will coordinate with the Department of Public Works Parks Maintenance Division to assume operational responsibility for the Project Area at Final Construction Completion per Contractor Agreement.
- The Consultant shall coordinate with the Contractor to receive electronic copies of as-built documents, operations and maintenance manuals, warranties, and spare parts and materials (if required) to close out the project.

## PROJECT SCHEDULE

The anticipated schedule below is provided for the convenience of the Consultant. The Consultant shall include a more detailed schedule in their Proposal based on their recommended project approach that meets, to the greatest extent possible, the deliverable dates below.

PPC recognizes unforeseen circumstances may arise during the project that necessitate changes to schedule. However, deliverable dates in **bold** cannot be changed and must be met by the date stipulated.

<u>Task</u>	<u>Completion Date</u>
<b>Deadline for Questions</b>	<b>Wednesday, February 12, 2025</b>
<b>Deadline for Proposals</b>	<b>Wednesday, February 26, 2025</b>
Consultant Selected/Notice to Proceed	<b>Monday, March 10, 2025</b>
TASK 1 - SITE ANALYSIS, SCHEMATIC DESIGN, STAKEHOLDER ENGAGEMENT	April 15, 2025
TASK 2 - 30% CONSTRUCTION DOCUMENTS	June 1, 2025
TASK 3- 60% CONSTRUCTION DOCUMENTS	September 1, 2025
TASK 4 – 90% CONSTRUCTION DOCUMENTS	December 15, 2025
TASK 5 – 100% CONSTRUCTION DOCUMENTS	February 1, 2026
SUBTASK 6A – BIDDING	March 1, 2026
SUBTASK 6B – CONSTRUCTION ADMINISTRATION/CONSTRUCTION START	May 1, 2026
SUBTASK 6D – FINAL COMPLETION AND PROJECT CLOSE OUT	November 1, 2026
<b>Project Completion</b>	<b>December 1, 2026</b>

Providing a schedule that deviates from the dates above **will not** be considered cause for disqualification. PPC is relying on the Consultant's knowledge and expertise pursuant to successful project execution and will consider alternative schedules if deemed necessary or advantageous by the Consultant.

## QUALIFICATIONS

### Relevant Experience

- Minimum experience of five (5) years in the successful study, design, permitting, construction documentation, bidding, and construction oversight of public park and open

space projects, or any other applicable project type of a similar size, scale, and scope as the proposed project outlined in this RFP.

- Extensive knowledge of green infrastructure and stormwater management BMPs in public parks and open spaces.
- Extensive experience with the City of Pittsburgh Permitting processes, requirements, and timelines.

### **Knowledge of Relevant Codes**

- Knowledge of, and experience in, the legal and administrative requirements, procedures, and practices related to the study, design, funding, permitting, and construction of public facilities, including all state and local codes, ordinances, statutes, and regulations.
- Specific knowledge of, and experience in, the City of Pittsburgh Stormwater Code and Ordinance, City of Pittsburgh Building Code, Americans with Disabilities Act, and City of Pittsburgh permitting process.

### **Professional Registration**

- Possession of all necessary current licenses and registrations, either within the firm or through independent consultants, to qualify under Pennsylvania law to perform the services as outlined in the previous sections of this RFP.

### **Suggested Consultant Team**

Consultants shall assemble a team of qualified consultants to successfully execute the project. The list of consultant disciplines provided below are **suggestions only**, based on PPC's knowledge of the anticipated project scope and the associated skillsets and expertise required to satisfy the project goals.

- Landscape Architect
- Civil Engineer
- Transportation Engineer
- Land Surveyor

### **Supplemental Engineering/Design Team**

Depending on community design priorities, existing site conditions, and other unknowns, additional engineering or design services may be required to offer critical design expertise. These additional services shall be paid for through the Allowance for supplemental engineering and design services. PPC anticipates the following disciplines **could be required**, to some extent, to adequately complete the scope of work.

- Geotechnical Engineer
- Arborist
- Structural Engineer
- Land Surveyor

Resumes and statements of qualifications for supplemental service consultants are not required as part of this proposal, however, providing a list of firms the Consultant would engage to perform supplemental services is recommended. PPC reserves the right to reject any firm listed or proposed to be engaged with during the project.

Proposals will be evaluated based on the collective experience and qualifications of the Consultant and their subconsultants. Submitting a project team composition that differs from the suggested list above **will not** be considered grounds for disqualification. PPC is relying on the Consultant's knowledge and expertise to assemble an experienced and effective consultant team to execute the scope of work and deliver the project to a high quality.

## **FORMAT REQUIREMENTS**

Succinct proposals are advised. The following information must be included in all applications. Information should be grouped into four sections, in the order listed below:

### **Section 1: Project Understanding (5 Pages Maximum)**

Provide a narrative describing the proposed project and any necessary or pertinent background information. Discuss the Consultant's understanding of the project and approach to the successful completion of the scope of services outlined in this RFP and provide a proposed work schedule to accomplish all the required tasks within the desired timeline. If applicable, identify the staff roles who would be assigned to each major task, including subconsultants.

As necessary, please include any photographs, renderings, sample projects, or other visual images that will clarify your approach or provide contextual background. Provide captions as needed to demonstrate applicability to this project.

### **Section 2: Qualifications, Experience & References**

This section should include the following information:

- a. Description of the Consultant, including a statement of the Consultant's qualifications for providing the scope of services. This project requires successful prior experience in community engagement, park and public open space design, universally accessible/inclusive design, construction methods and detailing, construction observation, and a knowledge of local codes, ordinances, and permitting requirements.
- b. Current one-page resumes for each team member, including qualifications and experience, length of time and role with the company.
- c. Three professional project references, with complete business address, phone numbers, and email addresses.
- d. Five to ten images of relevant past projects. Images should be clearly labeled. A brief narrative describing each project must include: project title, date completed, consultant role in the project, location and size, cost, and client contact information.

Submitted projects should be of similar size, scope, complexity, or share other important attributes with the proposed scope of work.

- e. Qualifications/experience of each intended sub-consultant or sub-contractor.

### **Section 3: Cost Proposal**

Provide a total cost proposal for all services to be delivered, and a breakdown of costs delineated by deliverable as described above. Include a schedule of hourly rates for all proposed staff and the amount of time each person will devote to this project. Define any reimbursable expenses (e.g., travel) and clearly state any exclusions or stipulations.

Provide the percentage of total fee to be allocated for certified MBE/WBE/VSB/LGTBQIA+ consultants, as further defined under the '**Contractor Diversity Policy**' below.

While PPC has identified an anticipated, not-to-exceed fee of **approximately \$225,000**, inclusive of a **\$25,000 allowance** for supplemental design and engineering services. However, it is **highly encouraged** that Consultants provide a cost proposal that encompasses and reflects, to the best of their professional knowledge and expertise, the costs necessary to complete the project tasks and deliverables as described in this RFP. Providing a cost proposal outside of the stipulated range above **will not** be grounds for disqualification, and PPC will weigh the merits of the cost proposal with the Consultant's overall project approach, experience, and understanding of the project.

### **SELECTION PROCESS**

Responsive submittals will be reviewed and screened by Pittsburgh Parks Conservancy staff and key stakeholders in the project. Proposals will be evaluated according to the criteria listed below. If deemed necessary by PPC, Consultants submitting the highest rated proposals may be invited for interviews. However, PPC reserves the right to award the contract without performing formal interviews.

### **Contractor Diversity Policy**

The Pittsburgh Parks Conservancy is committed to the goal of enhancing the economic opportunities for minority-owned business enterprises (MBE), women-owned business enterprises (WBE), disadvantaged business enterprises (DBE), veteran-owned small businesses (VOSB), and LGTBQIA+ owned businesses. PPC recognizes its responsibility to the communities which it serves and is committed to a policy of nondiscrimination. PPC has established a quantitative goal each fiscal year of 18% for MBEs, 7% for WBEs, 5% for VOSBs, and 3% LGTBQIA+ businesses (based on total project costs) for all contracts that are put out to bid. Participation from MBE/WBE/DBE/VOSB/LGTBQIA+ consultants is not a requirement of this project, however, Consultants are expected to make a good faith effort at meeting these goals. Consultants that demonstrate MBE/WBE/DBE/VOSB/LGTBQIA+ participation, either as the prime consultant or through their subcontractors, shall be given additional consideration as further stipulated below.

## **Evaluation Criteria**

All proposals will be evaluated using the following scoring criteria. The scoring system is intended to assist PPC in organizing and ranking the proposals received for consideration. However, PPC is under no obligation to select the highest-ranking proposal, lowest cost proposal, or any other proposal not deemed to be, in the opinion of PPC, the most advantageous to successfully completing the project.

### **1. Project Approach (30 points)**

Proposals will be scored based on the Consultants' ability to demonstrate an understanding of the project goals, complexities, opportunities, challenges, constraints, and schedule. Successful proposals will outline an approach that responds directly to these project factors and provides a high likelihood of project success.

### **2. Qualifications, Experience, References, and Performance History (30 points)**

Proposals will be scored based on the relevant experience, background, project history, and references of the individual or team members, including subconsultants. Successful proposals will demonstrate a breadth of experience in design and construction of public parks and open space projects.

### **3. Cost Proposal (30 points)**

Proposals will be scored based on the detailed not-to-exceed cost proposal, including all expenses, exclusions and allowances submitted by the Consultant.

### **4. MBE/WBE/DBE/VOSB/LGBTQIA+ Participation (10 points)**

Proposals will be scored based on the amount of MBE/WBE/DBE/VOSB/LGBTQIA+ participation by the Consultant or their subcontractors. For this category, the percentage of points awarded (a maximum of 10 points) will match the percentage of MBE/WBE/DBE/VOSB/LGBTQIA+ participation provided in the proposal.

## **Award**

PPC may decide to accept a proposal, or it may decide to reject all proposals. Once a proposal is accepted, contract negotiation will commence. This RFP and the Consultant's response to it, in the form of their entire proposal, will become part of the Contract. If a real or apparent conflict should arise between this RFP and the Consultant's proposal and other language contained in the final Contract, the language of the final Contract shall govern.

## **Contracting Process**

The Consultant will be required to enter into a professional services agreement with the Pittsburgh Parks Conservancy. Work should not commence until a contract is fully executed, unless otherwise granted permission by PPC. However, the Consultant should be advised that PPC cannot process invoices nor approve payments until a Contract has been fully executed.



An agreement shall not be binding or valid with the Pittsburgh Parks Conservancy unless and until it is fully executed by authorized representatives of PPC and of the Consultant. Once the Contract is fully executed, PPC will notify Consultant in writing and give the notice to proceed in the form of a purchase order.

## **GENERAL TERMS & CONDITIONS**

### **Examination of Proposal Documents**

The submission of a proposal shall be deemed a representation and certification by the Consultant that they:

- Have carefully read and fully understand the information that was provided by PPC to serve as the basis for submission of the proposal;
- Have the capability to successfully undertake and complete the responsibilities and obligations of the proposal being submitted;
- Represent that all information contained in the proposal is true and correct;
- Did not, in any way, collude; conspire to agree, directly or indirectly, with any person, firm, corporation or other proposer regarding the amount, terms or conditions of this proposal;
- Acknowledge that the PPC has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by a Consultant, and Consultants hereby grant the PPC permission to make these inquiries, and to provide any and all related documentation in a timely manner.

No request for modification of the proposal shall be considered after its submission on the grounds that the Consultant was not fully informed of any fact or condition.

### **RFP Term**

The Consultant's proposal shall remain firm and effective, subject to PPC review and approval, for a period of ninety (90) days from the closing date for the receipt of proposals.

PPC may negotiate with the Consultant during the ninety (90) day period during which all proposals will stay effective. The purpose of such negotiations will be to address questions and identify issues as the parties move towards the execution of a final contract.

### **RFP Communications**

Unauthorized contact regarding this RFP with employees of the PPC and its partners, other than the Project Manager named in this document, may result in disqualification from this procurement process.

Neither Consultants nor any person acting on the Consultants' behalf shall attempt to influence the outcome of the award by the offer, presentation or promise of gratuities, favors, or anything of value to any employee of PPC, their families or staff members. All inquiries regarding the solicitation are to be directed to PPC's designated Project Manager. Outside of pertinent RFP questions as specified above, any other attempts to contact any PPC personnel regarding this

RFP, without prior approval by PPC's Project Manager, will be considered grounds for immediate disqualification from the RFP process. This includes, but is not limited to, all verbal, voice, text, e-mail, and social media (e.g. LinkedIn) contact.

- Interested parties must direct all communications regarding this RFP as outlined in the document.
- PPC shall not be responsible for nor bound by any oral instructions, interpretations, or explanations issued by PPC or its representatives.
- PPC's Project Manager must receive all written comments, including questions and requests for clarification, by email no later than the Deadline for Submission of Questions listed in the project schedule.
- PPC reserves the right to determine, at its sole discretion, the appropriate and adequate responses to written comments, questions, and requests for clarification. PPC's official responses and other official communications pursuant to this RFP shall constitute an addendum of this RFP.
- PPC will distribute all addenda, official responses, and communications pursuant to this RFP directly to Consultants. It is the responsibility of each Consultant to incorporate all addenda into their proposal.
- Only PPC's official, written responses and communications shall be considered binding with regard to this RFP.

#### **Addenda/Clarifications**

Should discrepancies or omissions be found in this RFP or should there be a need to clarify the RFP, questions or comments regarding this RFP must be put in writing and received by PPC as outlined in this document.

#### **Withdrawal of Proposals**

A Consultant may withdraw its proposal at any time before the expiration of the time for submission of proposals as provided in this RFP by delivering a written request for withdrawal signed by, or on behalf of, the Consultant.

#### **Non-Conforming Proposal**

A proposal shall be prepared and submitted in accordance with the provisions of these RFP instructions and specifications. Any alteration, omission, addition, variance, or limitation of, from or to a proposal may be sufficient grounds for non-acceptance of the proposal, at the sole discretion of PPC.

#### **Disqualification**

Factors such as, but not limited to, any of the following may be considered just cause to disqualify a proposal without further consideration:

- Evidence of collusion, directly or indirectly, among proposers regarding the amount, terms, or conditions of this proposal;
- Any attempt to improperly influence any member of the evaluation team;

- Existence of any lawsuit, unresolved contractual claim, or dispute between the proposer and the Parks Conservancy or the City of Pittsburgh;
- Evidence of incorrect information submitted as part of the proposal;
- Evidence of proposer's inability to successfully complete the responsibilities and obligation of the proposal; and

Proposer's default under any previous agreement with the Parks Conservancy or City of Pittsburgh, which resulted in termination of the agreement.

### **Rights of the Pittsburgh Parks Conservancy**

This RFP does not commit PPC to enter into a contract, nor does it obligate PPC to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract. The Pittsburgh Parks Conservancy reserves the right to:

- Reject any and all proposals;
- Issue subsequent Requests for Proposals;
- Cancel this RFP with or without issuing another RFP;
- Remedy technical errors in the Request for Proposals process;
- Approve or disapprove the use of particular sub-consultants;
- Make an award without further discussion of the submittal with the Consultant (therefore, the proposal should be submitted initially on the most favorable terms that the firm or individual might propose);
- Meet with select Consultants at any time to gather additional information;
- Adjust the scope of services at any time if deemed by PPC to be in its best interests;
- Accept other than the lowest offer;
- Waive any informality, defect, non-responsiveness, or deviation from this RFP that is not material to the Consultant's proposal;
- Reject the proposal of any Consultant who, in the PPC's sole judgment, has been delinquent or unfaithful in the performance of any contract with PPC;
- Reject the proposal of any Consultant who, in the PPC's sole judgment, is financially or technically incapable of performing in accordance with this RFP;
- Negotiate with any, all, or none of the Consultants and to enter into an agreement with another Consultant if the originally selected finalist defaults or fails to execute an agreement with PPC;
- Award a contract to the Consultant that presents the best qualifications and whose proposal best accomplishes the desired results;
- Enter into an agreement with another Consultant in the event the originally Consultant defaults or fails to execute an agreement with PPC; and
- Require a performance bond and/or other "failure to deliver" agreement by the awardee at time of contracting.

## **ACKNOWLEDGEMENTS**

### **Conflicts of Interest**

By submission of a proposal to this RFP, the Consultant agrees that it presently has no interest and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of the services required under this RFP.

### **Fair Trade Certification**

By responding to this RFP, the Consultant certifies that no attempt has been made, or will be made, by the Consultant to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

### **Non-Disclosure**

By responding to this RFP, the Consultant acknowledges they may be required to sign a Non-Disclosure Agreement during the contracting process if they are the successful bidder.

### **Financial Interest**

No proposal shall be accepted from, or contract awarded to, any individual or firm in which any PPC employee, director, or official has a direct or indirect financial interest. Entities that are legally related to each other or to a common entity which seek to submit separate and competing proposals must disclose the nature of their relatedness.

### **Full Fee Disclosure**

Consultants must include a disclosure of any finder's fees, fee splitting, firm affiliation or relationship with any broker-dealer, payments to consultants, lobbyists, or commissioned representatives or other contractual arrangements of the firm that could present a real or perceived conflict of interest.

# EXHIBITS



**Legend**

- New Pathway Alignments
- Rebuild Existing Pathways

- Lower Flagstaff Hill**
- Scaife Hall path connection
  - Schenley Drive path connection

- Upper Flagstaff Hill**
- Flagstaff Hill overlook
  - Pathway connections to the overlook
  - Access from Frew Street

- Tech Street Intersection**
- Create all way stop at Schenley Drive
  - Add missing sidewalks, crosswalks, and curb ramps

# Carnegie Mellon University

## Upper Flagstaff Hill

Limited tree pruning or removal may be necessary to ensure overlook viewshed

Frew Street

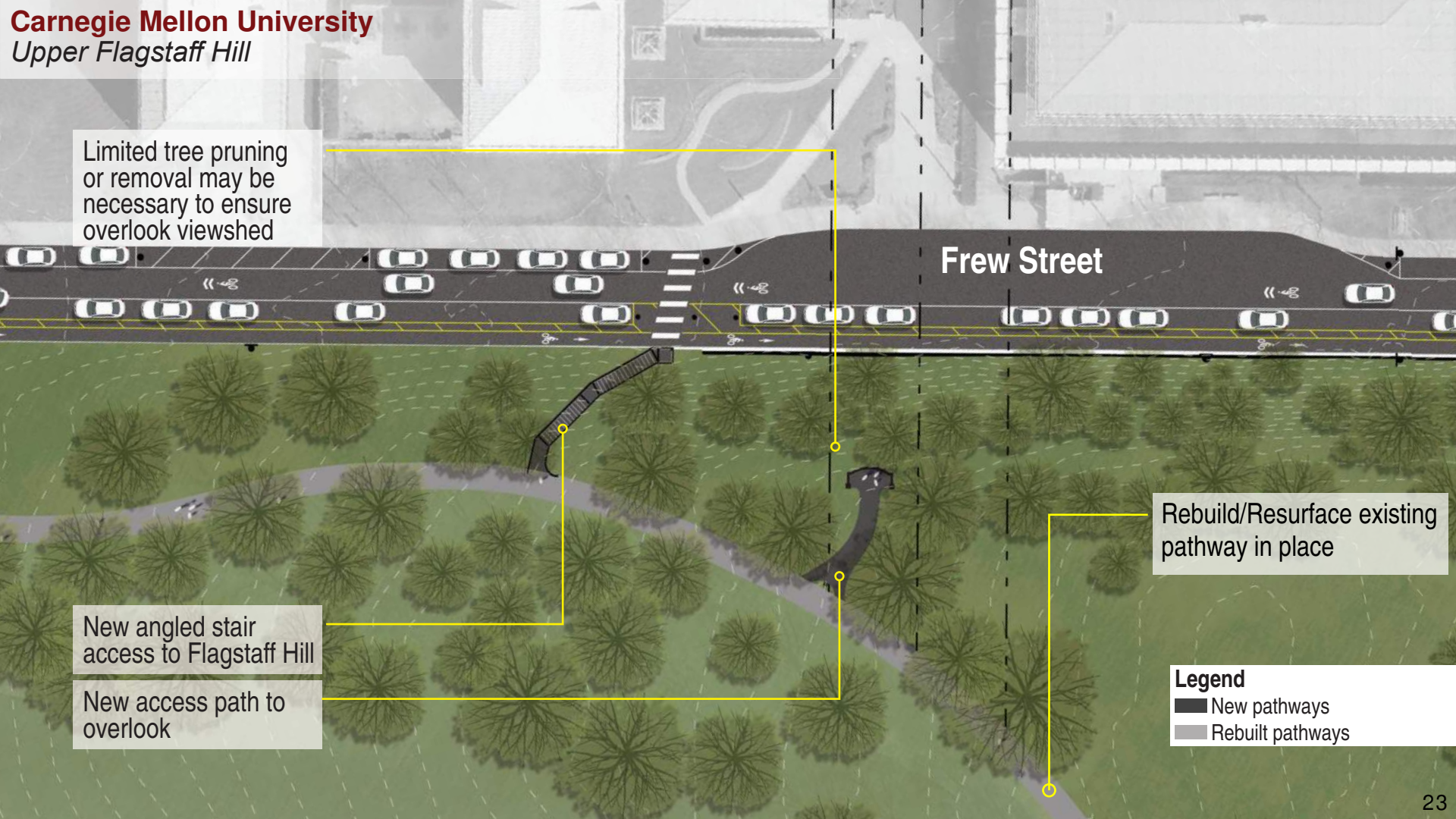
Rebuild/Resurface existing pathway in place

New angled stair access to Flagstaff Hill

New access path to overlook

**Legend**

- New pathways
- Rebuilt pathways



# Carnegie Mellon University

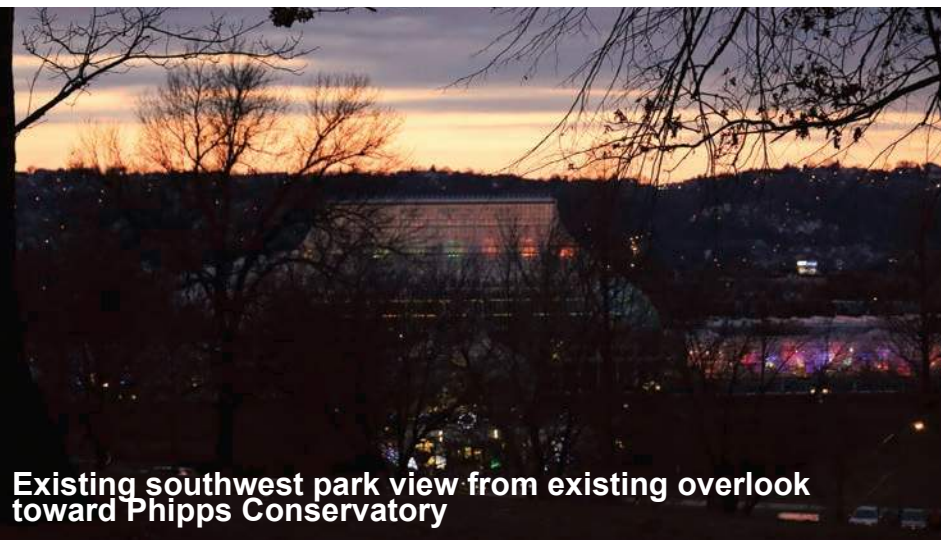
## Existing Views



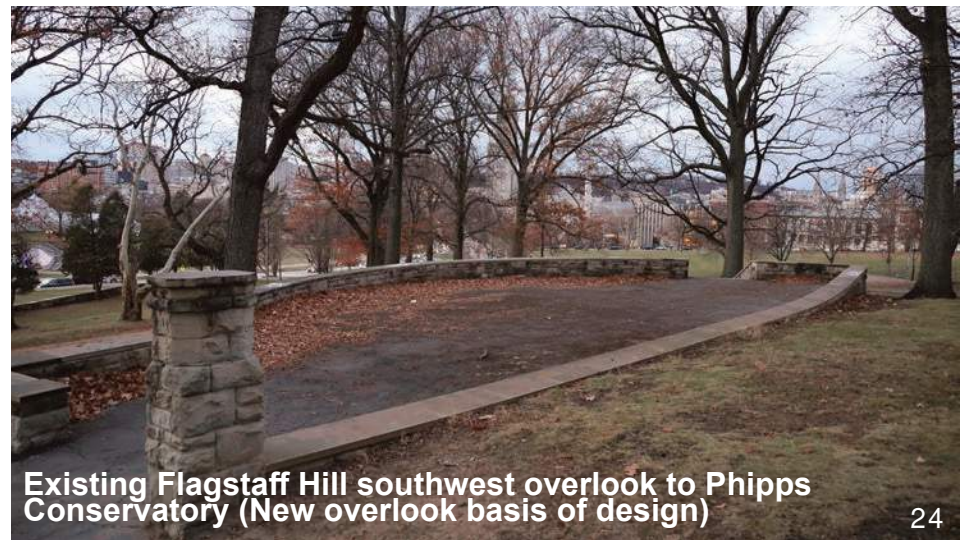
Park view from overlook area



Campus view of overlook from Frew Street



Existing southwest park view from existing overlook toward Phipps Conservatory



Existing Flagstaff Hill southwest overlook to Phipps Conservatory (New overlook basis of design)



# Carnegie Mellon University

## Existing Views



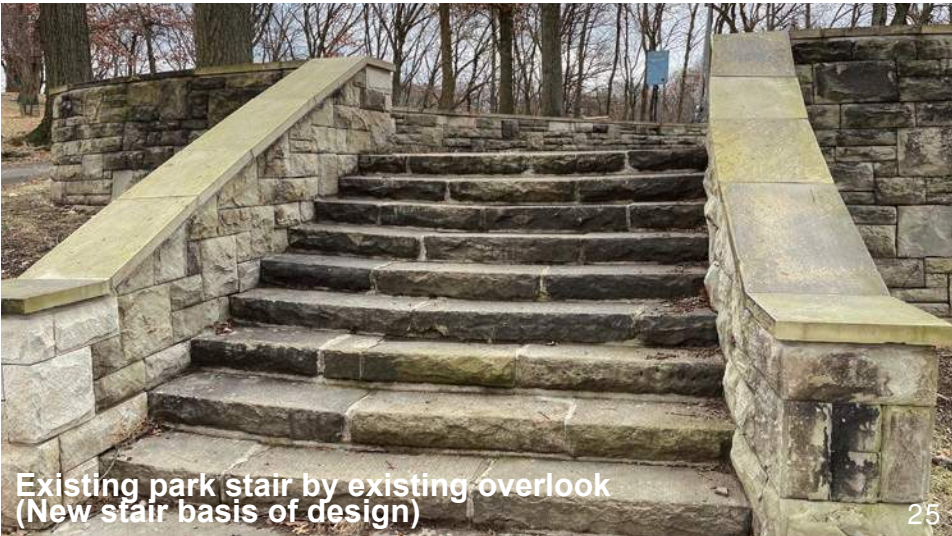
Frew Street view of proposed stair location



Frew Street view of proposed stair



Park view of proposed stair location



Existing park stair by existing overlook  
(New stair basis of design)

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*Concept Rendering: Angled Stair Access*

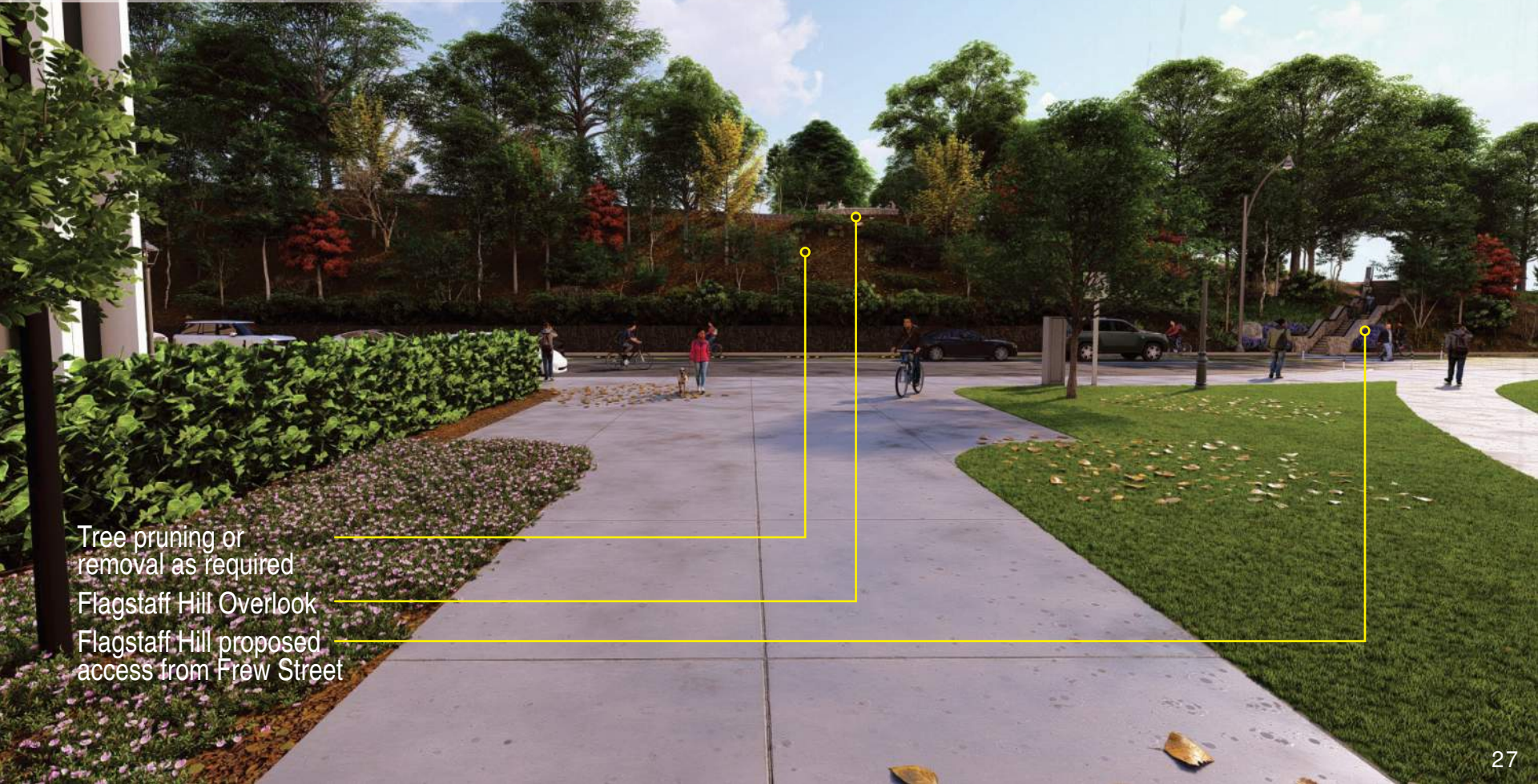


Existing retaining wall to remain

Potential new ornamental plantings at stair access points  
Flagstaff Hill proposed stair access from Frew Street

# Carnegie Mellon University

Concept Rendering: Flagstaff Hill Access



Tree pruning or  
removal as required

Flagstaff Hill Overlook

Flagstaff Hill proposed  
access from Frew Street

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Concept Rendering: Flagstaff Hill Overlook



Potential donor  
recognition plaque  
location

Potential ornamental  
planting areas

Approximate 15'x10'  
overlook to match  
existing stone terraces  
within Schenley Park

# Carnegie Mellon University

Concept Rendering: Flagstaff Hill Overlook Approach



Top of stair access from  
Frew Street

New overlook pathway with  
column marker

Potential ornamental plantings  
at new pathways

New marker with potential  
donor recognition plaque

**END OF EXHIBITS**