



## **REQUEST for PROPOSALS (RFP) for CIVIL ENGINEERING PRE-DEVELOPMENT SERVICES for AFFORDABLE HOUSING**

### **PURPOSE AND INTRODUCTION**

Charles Street Area Corporation (CSAC), a 501(c)3 non-profit, community revitalization corporation, is seeking qualified individuals, firms, and organizations to provide engineering services for vacant property to be redeveloped for an infill, affordable for-sale housing development in the Perry South neighborhood of the City of Pittsburgh (City).

The Urban Redevelopment Authority (URA) and the City are currently the owners of a 1.2-acre contiguous site comprising 31 individual parcels at the 2400 block of N Charles St. CSAC seeks to redevelop this underutilized property into 21-24 affordable owner-occupied single-family housing units and a small community center. Located in the heart of Charles Street Valley, this site is an important extension to continue the development of this neighborhood.

### **PROJECT DESCRIPTION**

An additional 19,000 square feet of adjacent property has been identified for development. The site is currently zoned R1D-H, Single Family Detached Residential. A master site plan for all relevant Board and Jurisdictional approvals is required to proceed with development. The redevelopment of the site will consist of the development of the property into 21-24 Single Family Detached Homes and small a community center. The site, which currently consists of 31 parcels, will likely be consolidated then subdivided according to the Master Plan under separate Landscape Architecture RFP.

### **SCOPE OF WORK**

#### Due Diligence

#### Survey Services

- Provide a boundary survey, elevation survey, and utility survey for the Subject Property
- Provide an ALTA/NSPS Land Title Survey depicting property lines, existing structures or other improvements that are existing on the Property. Any easements or rights-of-way should be noted on the survey.
- Provide a Lot Consolidation Plan of all adjoining parcels comprising the project to create a single lot.
- Provide a Subdivision Plan for the Master Development based on the CSAC approved plan provided by the design team.

#### Phase I Environmental Site Assessment

- Obtain and review records that will help identify environmental conditions of the property.
- Perform site visits and related interviews to identify and evaluate current and former uses of the property in addition to identifying to the extent possible uses of any adjoining properties.
- Provide a Phase I Environmental Report that includes the scope of all services performed, findings, and recommendations for further action, if necessary.

#### Geotechnical Engineering Services

- Perform research on the site soils, geology, and mining conditions of proposed site.
- Prepare a Health and Safety plan associated with the preparation, coordination, and execution of any subsurface investigation.
- Establish test-boring locations and stakeout site accordingly.
- Perform geotechnical test drilling to identify subsurface conditions related to future locations of proposed buildings.
- Provide monitoring of all drilling operations.
- Provide infiltration testing in conjunction with the drilling program in the location of any stormwater ponds, structures, or basins.
- Perform geotechnical testing and analysis on selected soil samples based on materials encountered to determine loading conditions, bearing capacity, and potential for settlement or expansion.
- Provide geotechnical report and infiltration report summarizing the data obtained during testing and present conclusions and recommendations accordingly.

#### Wetland and Stream Assessment

- Conduct on-site inspection to determine the presence or absence of wetlands and streams within the subject area.
- Review mapping resources to identify potential wetlands and streams and prepare an assessment and provide recommendations according to findings.

#### Pennsylvania Online Database Reviews

- Complete PNDI and SHPO filings

#### Traffic Engineering Services

- Schedule Transportation Scoping Meeting and complete City of Pittsburgh's Transportation Study Scoping Form.
- Complete Transportation Memorandum, if required.

### Civil Engineering Due Diligence

- Site Reconnaissance in order to become familiar with site conditions, infrastructure information, and other existing conditions.
- Review current City of Pittsburgh Zoning, Subdivision, and Land Development ordinances, Stormwater Management ordinances, and any additional zoning provisions deemed relevant to the project.
- Schedule and attend a City of Pittsburgh pre-application meeting with the Department of City Planning and confirm the design review process.
- Coordinate Stormwater Management design and review with the Allegheny County Conservation District including pre-application meetings and confirmation of the design review process to coordinate with ACCD throughout the design process.
- Prepare Conceptual Design plan in coordination with the design team and CSAC.

### Preliminary Utility Coordination

- Meet with all public utilities to review scope of proposed project and gather information about existing conditions and current utility connections.
- Perform video camera inspection of the sanitary lines located within the development area.
- Perform hydrant flow testing as required by the local water and sewer authority.
- Provide sewer flow monitoring as required by the local water and sewer authority.

Meetings with CSAC, NSLC and the design team will be required as part of the conceptual design process and by the project.

In your proposal, please consider any additional items not mentioned in the requested scope to be deemed “as necessary” for project completion.

## **PROPOSAL REQUIREMENTS**

The Consultant shall submit a proposal that includes a technical section and a fee section, bound within one document. The Technical Proposal shall address the following specific issues:

1. A written narrative description of the Consultant’s plan for managing the project including tasks to be performed by subconsultants; Include Consultant and subconsultant experience with similar type projects and key staff resumes.
2. Experience with similar projects, public planning processes and experience working within the City is essential to the project. Provide a detailed explanation of prior experience.
3. A Project Schedule indicating the projected duration of the major tasks and subtasks identified in the scope of work shall be included.

4. A discussion about the Consultant's current workload and availability of staff to deliver this project on schedule shall be included.
5. Minority and Women-Owned Business Participation. Indicate how your firm would propose to incorporate minority and women-owned business (MWBE) participation into this project. CSAC is committed to providing equal employment opportunities to minorities and women and equal opportunities for business growth and development to minority and women entrepreneurs. CSAC recognizes the URA's objective to obtain minority and women's participation in its contracts with the goal being eighteen percent (18%) of the contract amount be expended for minority participation and seven percent (7%) of the contract amount be expended for women's participation.

The Fee Proposal shall identify the derivation of the total fee by indicating:

1. The level of effort in estimated billable hours for the various tasks/ subtasks
2. Job classifications and hourly rates applied to the work tasks
3. Assumptions made in estimating time and costs
4. Total Cost Summary

## **CONSULTANT SELECTION CRITERIA**

Selection for this assignment will be made based on the following criteria:

1. Qualifications of the staff and subcontractors assigned to the project and their professional experience with similar type projects
2. Quality of previous design work and its relevance to this design brief
3. Organization and management of the project, including proposed process/engagement with client and stakeholders
4. Level of significant MBE/WBE participation (can be estimated as percentage of total cost)
5. Previous experience of the project team in incorporating sustainability into its projects
6. Project design schedule and perceived ability to meet the schedule
7. Fee proposal

## **INSURANCE REQUIREMENTS**

- Comprehensive General Liability: \$2,000,000 per occurrence for bodily injury, personal injury, and property damage; \$5,000,000 general aggregate.
- Professional Liability: A combined single limit of not less than \$2,000,000 each claim, incident, or occurrence, with an annual aggregate limit of \$5,000,000.
- Additional insured endorsement to include Charles Street Area Corporation.
- Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.
- Workers' Compensation

## **SUBMITTAL REQUIREMENTS & SCHEDULE FOR AWARD**

Proposals should be prepared with simplicity and economically. Emphasis and scoring will be based upon clarity and conciseness. Proposals must include three relevant work examples: short narrative or website links acceptable

The following must also be included:

- ability to meet the “as-needed” requirement of the scope of services.
- understanding of the tasks to be performed.
- understanding of NSLC and CSAC roles.
- qualifications, key personnel and resumes/ bios or CV.
- detailed cost proposal

Responses will be reviewed to determine which proposal best meets the needs of the scope and larger project goals.

For more information on the organization and this project, please review information found on the CSAC website: [www.csacpa.org](http://www.csacpa.org). Preliminary site visits will be accommodated by request. Please email questions before 08/08/2022. Deadline for proposals is 4pm on 08/15/2022.

Please email proposal and questions to:

Justin Kaylor @ [justin@pittsburghnorthside.com](mailto:justin@pittsburghnorthside.com)  
cc: Charles Street Area Corporation @ [csac@csacpa.org](mailto:csac@csacpa.org)

Any inquiries or additional questions should be directed to Justin Kaylor at (412) 721-8026 or to above emails.