



REQUEST for PROPOSALS (RFP) LANDSCAPE ARCHITECTURE SERVICES for AFFORDABLE HOUSING

PURPOSE AND INTRODUCTION

Charles Street Area Corporation (CSAC), a 501(c)3 non-profit, community revitalization corporation, is seeking qualified architectural firms to develop preliminary design solutions and cost estimates 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.

SCOPE OF SERVICES

The chosen Consultant will work with CSAC, in cooperation with the Civil Engineer, and relevant City departments to provide master planning services for the development of the new homes, amenity spaces, and streetscape improvements. This RFP is designed to contract with a selected firm to fulfill the requirements of the work scope.

The selected Consultant will be required to produce conceptual plans and schematic design as part of predevelopment services. The Consultant will be responsible for all data collection, review, and coordination with public and private agencies and utilities. Review of the plan is anticipated to be performed by the URA, DPW, DOMI, and PWSA.

The following is a detailed scope of required master planning services:

Meetings

The Consultant shall participate in a range of meetings throughout the predevelopment and planning period to secure community support for the project, as well as the necessary plan approvals. Expected meetings include but are not limited to:

- Preliminary site meeting with project partners including the URA, DPW, DOMI, CSAC, the Northside Leadership Conference, and the selected civil engineering firm.
- Three meetings with project partners to present improvement plans, one at the project's outset, one at 50% conceptual design, and one at 50% schematic design.
- Three public meetings, charrettes or other engagement activities to present the improvement plans.
- Regular progress meetings with URA personnel and design team as necessary.

Concept Design

- Perform design services and attend regular coordination meetings as needed. Minimum two during this phase.
- Review existing conditions and community planning documents.
- Illustrate at least two conceptual designs for the housing site.
- Share conceptual design drawings with the public and project partners for comments and review.
- Incorporate comments and develop an updated conceptual plan prior to proceeding.

Schematic Design

- Prepare an illustrative site plan and one perspective rendering for public meeting, marketing and fundraising purposes.
- Share Schematic Design drawings with the public and project partners for comments and review.
- Submit Schematic Design drawings and cost estimates to CSAC and the URA for comments and review and incorporate all revisions.

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 work load 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 manhours for the various tasks and subtasks corresponding to the scope of services and the technical proposal
2. The job classifications and direct hourly rates applied to the work tasks
3. Assumptions made in estimating time and costs
4. Include a master spreadsheet that includes total level of effort (manhours) for each task. The spreadsheet shall list job classification, projected hours, pay rates, overhead factors, direct costs and profit in separate columns. Prime subconsultants/subcontractors which make up your team must also be included in the master spreadsheet.
5. The completion of a Cost Summary

CONSULTANT SELECTION CRITERIA

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

1. The qualifications of the staff and subcontractors assigned to the project and their professional experience with similar type projects
2. The 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. The level of significant MBE/WBE participation
5. Previous experience of the project team in incorporating sustainability into its projects
6. Project design schedule and the perceived ability to meet the schedule
7. The fee proposal

INSURANCE REQUIREMENTS

- Comprehensive General Liability: \$1,000,000 per occurrence for bodily injury, personal injury, and property damage; \$2,000,000 general aggregate.
- Professional Liability: A combined single limit of not less than \$1,000,000 each claim, incident, or occurrence, with an annual aggregate limit of \$2,000,000.
- 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.

Short list of candidates selected by end of August 2022. Interviews will be scheduled during September 2022, Final selection of the Consultant is expected by end of September 2022. It is anticipated that the Consultant will begin conceptual design of the development in September 2022.

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

Justin Kaylor at justin@pittsburghnorthside.com
cc: Charles Street Area Corporation at csac@csacpa.org

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