

REQUEST FOR QUALIFICATIONS (RFQ)

Project Manager for the Greater Hill District Neighborhood Reinvestment Fund

1. General

The Urban Redevelopment Authority of Pittsburgh (“URA”) is soliciting qualifications from individuals and entities to serve as the Project Manager for the Greater Hill District Neighborhood Reinvestment Fund (the “Project Manager”) to perform the Scope of Services described below. The Project Manager will not act as an employee of the URA and will instead enter into a professional services agreement with the URA for the performance of the Scope of Services, as described below.

2. Schedule & Compensation

Selection of the Project Manager is expected within 30 days of the RFQ response deadline. The successful respondent will be expected to enter into an agreement and commence work within thirty (30) days of the award date. The contract's duration shall be twenty-four (24) months. The URA and the Project Manager may agree to extend the contract depending on the availability of funding. The Project Manager is expected to designate at least 37.5 hours per week, or the equivalent of full-time, for the duration of the contract. The Project Manager will be compensated at an amount not to exceed \$80,000.00 per year.

3. Scope of Services

The Greater Hill District Neighborhood Reinvestment Funds (“GHDNRF”) is a fund comprised of proceeds generated through the Lower Hill Local Economic Revitalization Tax Assistance (“LERTA”) and administered by the URA. The purpose of the GHDNRF is to invest in Pittsburgh’s Hill District neighborhood, including providing financing for development projects and funding for various community needs throughout the neighborhood.

The Project Manager will play a vital role in managing the programmatic administration of the GHDNRF. This role requires strong administrative, organizational and communication skills, a commitment to equity and inclusion, and the ability to work collaboratively with diverse stakeholders to support community development and revitalization efforts, as further specified in the GHDNRF Policies and Procedures.

The URA will provide the Project Manager with a working space at 412 Boulevard of the Allies, Suite 901, Pittsburgh, PA 15219. The Project Manager will report to the URA and will consult with the Advisory Board Co-Chairs. The URA anticipates that the Project Manager will perform the Scope of Services at a satellite location in the Hill District not less than 9 hours per week, depending on availability of suitable office space.

The Project Manager will perform the following Scope of Services:

Application Management and Support:

- Assist individuals, businesses, and organizations in preparing GHDNRF applications and compiling necessary documentation, and connect applicants to additional resources, as necessary.
- Evaluate and submit GHDNRF applications to the GHDNRF Advisory Board (“Advisory Board”) and the URA and prepare "Recommendation Reports" regarding funding of qualified applications and proposals to the Advisory Board in accordance with established guidelines and criteria.
- To the extent needed, prepare Requests for Qualifications (RFQs) and/or Requests for Information (RFIs) to identify, engage, and ultimately procure service providers capable of utilizing GHDNRF for the purposes outlined in the GHDNRF Policies and Procedures.
- Coordinate with the GHDNRF Advisory Board and URA staff to evaluate applications and adhere to GHDNRF guidelines and criteria.
- Maintain a comprehensive database of GHDNRF applicants and program activities.
- Ensure timely, equitable, and consistent review of applications.
- Communicate results to applicants, including recommendations for improving future application submissions, if applicable.
- Develop and regularly update Standard Operating Procedures (SOPs) and ensure that SOPs are accessible and made readily available to URA staff and the GHDNRF Advisory Board.

Community Outreach & Engagement

- Facilitate community outreach efforts, including engaging with stakeholders to raise awareness of the GHDNRF and its opportunities, building trust and strong relationships within the Greater Hill District community members and stakeholders, and working collaboratively with the Advisory Board.
- Coordinate with the URA and the Advisory Board with respect to the communication of GHDNRF availability and program materials, including through the URA’s GHDNRF webpage and through social media.
- Participate in community events, workshops, and information sessions to educate community members and stakeholders about the application process and eligibility criteria.
- Build and maintain strong relationships with key community leaders and organizations in the Greater Hill District.
- Respond to inquiries from community members and provide assistance and guidance regarding the application process and available resources.
- Coordinate Advisory Board meetings, including scheduling, agenda creation, and attending monthly coordination meetings with the co-chairs of the Advisory Board.
- Collect feedback from community stakeholders and incorporate it into the ongoing development and improvement of the GHDNRF

4. Response Requirements

Interested candidates (“Respondents”) must submit a response to this Request for Qualifications (“Response”) electronically via IonWave Technologies, Inc. (“IWT”) no later than January 31, 2025. Each Response must include the following:

1. One (1) electronic copy of the Response shall be submitted via IWT
2. Resume
3. Signed Respondent Attestation (see Exhibit A)
4. Cover Letter
 - a. The cover letter should briefly describe the Respondent’s experience, including similar work the Respondent has completed relevant to the Scope of Service and up to three (3) innovative or unique aspects of such work the Respondent helped to complete, as well as the Respondent’s experience in working in economically disadvantaged neighborhoods and/or communities of color.
 - b. The cover letter should also demonstrate the Respondent’s interest in the support, revitalization, and empowerment of the Hill District neighborhood, Respondent’s commitment to equity and inclusion, as well as the Respondent’s interest the programmatic administration of the GHDNRF.
5. Organizational Profile (if applicable)
 - a. Provide a brief profile of your organization, including: i) mission statement, ii) total number of employees, iii) organizational structure, iv) the proposed staff member or members performing the Scope of Services, and v) the quality of your or your entity’s management, references, and reputation.
 - b. MWBE Participation: the URA has a long history of diversity and inclusion within all of its programs other activities. The URA and the GHDNRF Advisory Board encourages the full participation of minority and women-owned business owners and professionals in this effort. State, as succinctly as possible, what specifically you or your firm is doing to promote opportunities for women and minority professionals with your organization, if applicable.

ALL RESPONSES MUST BE RECEIVED BY THE RESPONSE DUE DATE AND TIME AS STATED IN THE RFP TIMELINE FOR CONSIDERATION. Any late Responses will not be reviewed.

5. SELECTION PROCESS

The URA and the Advisory Committee intend to select the Project Manager based upon information provided in the Response, performance in previous undertakings, and other pertinent factors. The URA shall consult with the Advisory Board in the selection of the Project Manager. The Project Manager will be chosen based on the selection criteria listed below.

The URA reserves the right, in its sole discretion, to determine whether a Project Manager meets the selection criteria, accept or reject any or all Responses received, to waive any submission requirements contained within this RFQ, and to waive any irregularities in any submitted Response.

A review committee composed of URA staff (“Application Review Committee”) will review, in consultation with the Co-Chairs of the Advisory Board, each Response and shall recommend one or more responses to the Advisory Board. Following receipt of the Response recommended by the Application Review Committee, the Advisory Board will issue a recommendation to the URA’s Board of Directors. Based on the Advisory Board’s recommendation, the URA Board of Directors may consider the selection of the recommended Project Manager.

During the evaluation process, the URA reserves the right to request additional information or qualifications from the Project or waive corrections, errors, or omissions. The URA reserves the right to verify the accuracy of all information submitted.

6. REVIEW OF QUALIFICATIONS (REVIEW PROCESS)

For this RFP process, reviewers will be the Application Review Committee, with input from the Advisory Board.

- a) The Application Review Committee will check responses against mandatory criteria to include Application categories and Allocations [See Attachment B – Application descriptions & Allocations] to determine level of experience.
- b) Formal interviews with Respondents may be scheduled at the discretion of the Application Review Committee.
- c) During the evaluation process, the Application Review Committee reserve the right to request additional information or clarifications from the respondents or to allow or waive corrections, errors or omissions at its sole discretion.
- d) The Application Review Committee will review and evaluate all Responses and may recommend to the Advisory Board and URA Board of Directors one or more Responses based on the Respondent’s demonstrated experience, demonstrated full understanding and ability to successfully fulfill the RFQ and Scope of Services. However, the URA will be under no obligation to select any Respondent and may reject any or all Responses.

7. ADDITIONAL SELECTION CRITERIA

The Application Review Committee intends to select one (1) Respondent based upon information in each Response, the Respondent’s performance in previous undertakings, and other pertinent factors. The selected respondent(s) will be chosen on the basis of the selection criteria and guidelines listed herein.

The Application Review Committee will base selections on the Response Requirements (Section 4) in addition to, but not limited to, the following general considerations:

- a) The quality of the Response and the degree to which it demonstrates a full understanding of the ability to perform the services to be rendered.

b) The content of the response demonstrating the Respondent's full understanding of the Scope of Services, along with the sample and other requested materials.

8. LEGAL INFORMATION

1. All Responses, including attachments, supplementary materials, addenda, etc. shall become the property of the URA and will not be returned.
2. Respondent's members must disclose any conflict of interest, or potential conflict of interest, with regards to any employee or staff of the URA or the City of Pittsburgh, and/or any work performed by the respondent for the URA, the City of Pittsburgh, or any related entity.

ATTACHMENT A

Respondent Attestation

I, _____, in submitting my or my organization's response to the Request for Qualifications for the Project Manager for the Greater Hill District Neighborhood Reinvestment Fund (the "RFQ"), hereby attests to the following:

1. I understand the Scope of Services, as defined in the RFQ, and that I and/or my organization will perform the Scope of Services according to professional standards.
2. I understand that, after a selection is made—regardless of if a Project Manager is selected, all Response materials may be public records subject to disclosure under the Pennsylvania Right to Know Law (65 P.S. §§ 67.101—67.3104).
3. Neither I, nor any partner, principal, member, or officer of the Respondent, as applicable, is currently in violation of or under investigation for violation of any local, state, or federal governmental law that may have a material impact on the my or my organization's ability to provide the services requested.
4. I understand that should the status of Paragraph 3 above change while I or my organization is under contract with the URA, I will notify the URA and Advisory Board in writing within fifteen (15) days of discovery that such condition changed and the general nature of the issue.

Name:

Title (if applicable):

Name of organization (if applicable):