



Operations – Facilities Department

1305 Muriel Street
Pittsburgh, PA 15203

www.pghschools.org
Parent Hotline: 412-529-HELP (4357)

Request for Qualifications (RFQ) 2026-2027 A/E On-call Services

The Facilities Department of the School District of Pittsburgh is requesting letters of interest and qualifications from qualified architectural and engineering (A/E) firms to provide architectural and engineering services to the School District of Pittsburgh for a two-year period, on-call as needed, for various projects throughout the District, for a total Contract Amount not to exceed Two Hundred Thousand Dollars (\$200,000.00) and as specified below and herein.

Response Due: 15 August 2025, 2pm E/DST

Response Received by: LouAnn Fornataro
Assistant Director of Facilities – Design and Planning
At
Facilities Department
Pittsburgh Public Schools Service Center
1305 Muriel Street
Pittsburgh PA 15203

Questions/Inquiries: Latest, 30 July 2025, 5:00pm E/DST
To
LouAnn Fornataro,
Assistant Director of Facilities - Design & Planning
lfornataro1@pghschools.org

RFQ Available from: Pittsburgh Public Schools website,
<https://www.pghschools.org/community/business-opportunities/rfps> or by email request to
LFornataro1@pghschools.org, at no charge.

Responses must be in the actual possession of the District prior to the date and time and at the location indicated above to be considered valid. Late proposals will not be considered. Additional instructions for preparing a response are provided herein.

Submit responses in a sealed envelope, with “RFQ – 2026-2027 A-E On-call” and the Offeror’s name and address clearly indicated on the envelope.

Information in the response will remain confidential until award is made.

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02-General Information

A. Purpose of RFQ: This Request for Qualifications (RFQ) solicits professional consultants to provide architectural and engineering services to the School District of Pittsburgh for a two-year period, on-call as needed, for various projects throughout the District, for a total Contract Amount not to exceed Two Hundred Thousand Dollars (\$200,000.00).

1. "A/E" (Architect/Engineer) is used for convenience to identify the Proposer, the entity responding to the RFQ. Use of "A/E" neither restricts nor requires the types of services that the Proposer may offer in response to the RFQ.
2. "Consultant" is the entity with which the Board may execute an Agreement.

B. Governing Body and Contracting Authority: The Board of Public Education of the School District of Pittsburgh, PA is the Governing Body and the Contracting Authority for the School District of Pittsburgh, and is referred to as the "Board".

C. School District of Pittsburgh: The School District of Pittsburgh is the Owner, and is referred to as the "District".

1. District Vision

All students will graduate high school as college, career, and life-ready, prepared to complete a two- or four-year college degree or workforce certification.

2. District Mission

The Pittsburgh Public Schools will be one of America's premier school districts, student-focused, well-managed, and innovative.

We will hold ourselves accountable for preparing all children to achieve academic excellence and strength of character, so that they have the opportunity to succeed in all aspects of life.

3. District Beliefs

- All children can learn at high levels.
- Teachers have a profound impact on student development, and should have ample training, support and resources.
- Education begins with a safe and healthy learning environment.
- Families are an essential part of the educational process.
- A commitment from the entire community is necessary to build a culture that encourages student achievement.
- Improvement in education is guided by consistent and effective leadership.
- Central Office exists to serve students and schools.

D. Operations – Facilities Department

The Facilities Department is under purview of the District's Operations Department of the Central Office. The Facilities Department design and construction teams procure, oversee, and administer design and construction services for the District's Capital and Major Maintenance projects.

End of Section 02-General Information.

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03-Response Preparation and Submission Requirements**A. Inquires and Communications**

Submit to the District via email to the person, and prior to the deadline, indicated in Document 00-Notice to Proposers. Include “RFQ – 2026-2027 A-E On-call” in email subject line and request a Read Receipt. Responses to questions, general communications, and revisions to the RFQ will be distributed via email to all parties that are known to have received the RFQ.

B. Response Schedule

RFQ Available:	16 Jul 2025
Advertising: 1 st date, last date	16 Jul 2025, 30 Jul 2025
Deadline for Questions/Inquiries from A/Es:	30 Jul 2025, 5:00pm E/DST
Replies to Questions from District to A/Es, latest:	08 Aug 2025, 5:00pm E/DST
Deadline for Submission Response:	15 Aug 2025, 2:00pm E/DST
District Activities, tentative dates:	
Submission Response Review:	15-22 Aug 2025
Interviews:	01-05 Sept 2025
Recommendations to Board:	Oct 2025
Board Approval:	Oct 2025
Contract Award:	Dec 2025
Contract Period:	01 Jan 2026 – 31 Dec 2027

C. Conditions of Response

1. This RFQ does not commit the Board to awarding contracts.
2. The District will not defray or reimburse A/E’s costs incurred for preparation of a response to this RFQ.
3. The District reserves the right to cancel this RFQ in part or in its entirety. If the District cancels or revises the RFQ, the District will notify in writing all those that have received a copy of the RFQ.
4. The District intends to award multiple contracts, as in its best interest and to have sufficient resources for on-call services. Quantity and extent of awards will be determined during District’s review of responses and dependent upon extent of services (which disciplines) each A/E includes in its response. The District’s goal is to have at least two, but not more than four, resources for each design discipline.
5. The District reserves the right to reject submissions in whole or in part and to request revisions in order to enable the District to make its selections of Consultant(s).
6. The District reserves the right to request additional information and clarifications with respect to responses to this RFQ.
7. Award of contracts is by authorization of the Board, at a public meeting.
8. A/Es desiring to release information to the public must secure prior approval from the District. If no approval from the District, A/Es are not authorized to advertise or otherwise distribute information about this RFQ or their involvement in this RFQ.
9. The Board is not bound to award the contract to the A/E with the lowest rates.

10. Responses will not be returned.

D. Submission Instructions

1. Submit response to the District at the address and prior to the deadline date indicated in Document 00-Notice to Proposers.
2. Format: One document, all sections consolidated, 8.5" x 11" format, minimum 11-point font. Provide three bound paper copies and one USB drive with documents in read-only pdf format. Exception: As noted below for Fee Schedule.
3. Submit responses in a sealed envelope with "RFQ – 2026-2027 A-E On-call" and the Offeror's name and address clearly indicated on the envelope.
4. Page counts noted below are maximum per item. Front and back covers on print document are not counted. Do not include submission requirements information on front or back cover.

E. Scope of Services: See Attachment A and its Exhibits.

F. Submission Requirements – Letter of Interest: Firms may be architectural, engineering, architectural and engineering, or design specialty.

1. Provide cover letter indicating interest in providing, and ability to provide, services (1 page) described in this RFQ.
 - a. Confirm in cover letter A/E's review and understanding of contractual requirements set forth in Attachment A – Agreement and its Exhibits that is included with this RFQ.
 - b. Attachment A and its Exhibits are sample/draft of intended Agreement. A/E's confirmation of review and understanding in response to RFQ does not commit either the Board or a Consultant to a contractual arrangement.
2. Firm types:
 - a. Multi-discipline firms are somewhat preferential to single discipline firms.
 - b. Firms domiciled in greater Pittsburgh area are somewhat preferential to firms outside greater Pittsburgh, and firms domiciled within Pennsylvania are significantly preferential to firms outside Pennsylvania.
 - c. Master planning, strategic planning, and move management experience is advantageous for evaluation considerations.

G. Submission Requirements – Credentials:

1. A/E may include only those design disciplines that are in-house employees of the A/E, except:
 - a. Should the A/E choose to include them within their services offering, Geotechnical Engineer and Construction Cost Estimator must be separate, third-party, sub-consultants or separate prime consultants.
 - b. Should the A/E choose to include them within their services offering, these disciplines may be in-house employees of the A/E or sub-consultants:
 - Interior Designer
 - Fire Protection Engineer
 - Telecommunications/Data Engineer or Designer
 - Audio Visual Designer
 - Security Systems Designer
2. Design Disciplines:
 - a. Provide narrative listing/describing: Company name and address; primary contact name and contact information (phone and email); general description of company

and its focus markets; design disciplines included in response; sub-consultants' experience with the prime consultant; any other information the Proposer believes is advantageous to demonstrating their value and relevance (2 pages for each prime Consultant and sub-consultant).

- b. A/E may include one or more, in any combination, of the following design disciplines, subject to the in-house requirement and exceptions noted above:

- Geotechnical Engineer
- Land Surveyor
- Site Civil Engineer
- Landscape Architect
- Structural Engineer
- Forensic Architect or Engineer
- Architect
- Interior Designer
- Fire Protection Engineer
- Plumbing Designer
- Mechanical (HVAC) Engineer
- Electrical Engineer
- Telecommunications/Data Engineer or Designer
- Audio Visual Designer
- Security Systems Designer
- Construction Cost Estimator
- At A/E's discretion, other design discipline specialties, as A/E deems appropriate or advantageous, subject to the in-house requirements and exceptions noted above. These may include (for example) but are not limited to:

move management specialist;
phasing and logistics specialist;
educational planner;
energy conservation/sustainability specialist;
lighting designer;
integrated controls specialist;
low voltage systems designer;
acoustical systems designer;
historic preservation specialist;
program manager; and
construction manager.

3. Resumes: Provide Resumes (1 page for each person) for a minimum of one and maximum of two design professionals for each of the design disciplines included in the Response, plus the Principal-in-Charge and one or two design Project Managers.
4. Design professionals must be professionally licensed or certified in their respective disciplines, have relevant experience, and be those persons intended to be assigned to the District's projects.
- a. For Designer Disciplines, "relevant" means experience as lead designer or primary supporting designer on projects that include any combination or all of: (a) Educational facilities; (b) Renovations, additions, or adaptive re-use; (c) Multiple-Prime Construction Contracts; (d) Design-Bid-Build procurement; (e) Restoration and historic preservation; and (f) Phased projects.

- b. For Project Manager, Program Manager, and Construction Manager, “relevant” means experience managing all design disciplines and trades typical to renovation, addition, or adaptive re-use projects at Educational facilities.
- c. Include relevant experience on resumes. Experience on projects used as project examples is more relevant than experience on non-represented project examples.
- d. Experience on phased renovation projects is highly relevant.
- e. Experience with Early Childhood and K-12 facilities is more relevant than experience with other types of facilities. More recent experience is more relevant than dated experience.
- f. If represented experience was not with current firm or in current position, indicate how and with whom that experience was gained.

H. Submission Requirements – Project Examples:

1. Provide minimum of six and maximum of ten (1 page each) project descriptions of A/E’s projects, to demonstrate relevant experience. Include description and location of project; description of scope of services; cost of project – fees, construction costs, initial estimate, low bid, final construction cost, and other relevant costs; initial intended design-complete date and actual design-complete date (month/year); client quotes and testimonials at Proposer’s discretion; photos and images of projects at A/E’s discretion; and other pertinent information to demonstrate relevance.
 - a. “Relevant” means projects that represent any combination of: (a) Early Childhood and K-12 Educational facilities; (b) Renovations, additions, and adaptive re-use; (c) Restoration and historic preservation; (e) Phased projects. Phased renovation projects at Early Childhood and K-12 Educational facilities are highly relevant and more relevant than new builds and other types of projects.
 - b. Project examples must include at least one from each proposed sub-consultant. Examples from sub-consultants may be coincident with examples from prime Consultant, and co-incident projects will be counted as satisfying requirement for sub-consultants’ project examples.
 - c. For variations in schedule and cost, an explanation of why that occurred is encouraged.
 - d. A/E’s services for these projects must have been performed 01 January 2015 and later. Completed projects are preferred, but in-progress projects are acceptable.

I. Submission Requirements – References: Provide at least three but not more than five letters of reference (2 pages each) from clients.

1. Letters from Early Childhood and K-12 clients are more relevant than letters from other client types. Letters from clients with renovation and adaptive re-use projects are more relevant than letters from clients with new build projects. Letters from clients for example projects are more relevant than letters from clients from other projects.
2. Letters should address: Size of project for which A/E provided services; A/E’s innovative or value-added approach to the project; A/E’s communication and responsiveness; A/E’s quality assurance and quality control; A/E’s cost control; Client’s overall satisfaction with the A/E.

J. Submission Requirements – EBE Participation: Propose anticipated Eligible Business Enterprise (EBE) participation. Submit completed document entitled “10% Eligible Business Enterprise (EBE) Aspirational Goal Form.” (Form included with this RFQ.)

K. Submission Requirements – Fee Schedule:

1. In a separate sealed envelope inside the proposal envelope for paper delivery and as a separate file for the USB/electronic delivery, provide hourly rates (burdened) Fee Schedule for primary A/E and sub-consultants’ staff (1 page each entity).
 - a. On the schedule of hourly rates, indicate expected (percentage) escalation of hourly rates for the period between date of current Fee Schedule and 31 December 2027.
2. Provide one paper copy and one pdf.

End of Section 03-Response Preparation and Submission Requirements.

04-Evaluation Criteria

A. General

Proposals will be evaluated by the District based on A/E's response to information requested in this RFQ. District intends recommend Board award of contracts to the Consultant(s) most advantageous to the District, those which combine high level of qualifications with competitive fees.

B. Criteria, in order of importance, that will be used for evaluating proposals include but are not limited to:

1. Project relevant experience.
2. Staff relevant experience.
3. Demonstrated ability to manage projects and teams.
4. Ability and capacity to appropriately staff the project.
5. Demonstrated control of cost for the performance of services, including stability of original fee over the duration of the project.
6. Demonstrated control of schedule for performance of services.
7. Strength and relevance of references and testimonials.
8. Business diversity (EBE) utilization.
9. Fee structure.

C. Disqualification: Any of the following disqualifies A/Es and sub-consultants from consideration:

1. Conflict of interest.
2. Un-insured or under-insured.
3. Record of non-performance or under-performance on, or removal from, prior District projects.
4. Collusion.
5. Inability to secure required clearances.

End of Section 04-Evaluation Criteria.

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10% ELIGIBLE BUSINESS ENTERPRISE (EBE) ASPIRATIONAL GOAL FORM

Minority/Women business Department

A 10% EBE Aspirational Goal has been applied to this contract opportunity. Pursuant to the Uniform Terms and Conditions of this solicitation for the **Pittsburgh Public Schools (PPS)**, offering companies are required to identify their proposed utilization of certified diverse businesses upon responding.

CONTRACT TITLE/DESCRIPTION: _____

PPS STAFF: _____

DEPARTMENT: _____

ESTIMATED CONTRACT AMOUNT: _____

START DATE: _____

1. **Business Diversity Type** – Indicate all that apply and provide proof from a certifying agency for credit towards the EBE goal):
 - a. ☐ For Profit (corporation, partnership, etc.) ☐ Non-Profit (NPO) ☐ Government Agency
 - b. If your company is a 'for profit' entity, please identify your diversity status:

☐ Minority Business (MBE) certified
☐ Women Business (WBE) certified

☐ Disadvantaged Business (DBE) certified
☐ U.S. Small Business Administration (8(a)) certified
2. **Proposed Diversity Utilization Plan** – Please provide detailed information regarding any additional business entity that will assist in completing the scope of work as defined by this solicitation. Attach proof of current certification.

	Certified Diverse Business #1	Certified Diverse Business #2
Company Name		
Company Contact (name, title, email, and phone)		
Scope of Work		
Dollar Amount & Percentage of Contract	\$ _____ ÷ _____ total contract amount = _____ % of total contract	\$ _____ ÷ _____ total contract amount = _____ % of total contract
Business Diversity Type(s) (see question #1 above)		

3. **Good Faith Effort** – Please provide detailed information addressing your firm's culture for business diversity & inclusion if \$0 or 0% will be awarded to a certified diverse-owned/led firm.
 - a. Business Diversity \$ Paid Out Last Year to MBE, WBE, DBE, 8(a) or NPO certified firms?
 - Total Business Diversity Paid = _____
 - Total Business Diversity Paid/Your Company's Total \$ Spent = _____%
 - b. Business Diversity Firms Count: What is the total number of MBE, WBE, DBE, and/or SBA 8(a), firms that your company contracted with last year? Please itemize by each diversity type as well.
 MBE: _____ WBE: _____ DBE: _____ SBA 8(a): _____ Total: _____
 - c. Business Diversity Affiliations: Are you a member of any supplier/business diversity organizations? If so, please share the name of the organization and provide details concerning your level of involvement with that organization. _____

As the authorized representative for the company named below, I certify that the information concerning business diversity certifications and participation for this proposed contract have been reviewed by me and the information furnished is true to the best of my knowledge.

Company Name: _____ Date: _____

Printed Name and Title of Owner/Authorized Representative: _____

Address, City, State, and Zip Code: _____

Phone Number: _____ Fax Number: _____

Email Address of Authorized Representative: _____

Signature of Authorized Representative: _____

This section to be completed by the Pittsburgh Public Schools staff:

Managing Department/School: _____

Project Manager/Owner: _____ Phone Number: _____

Board Docs Approval Month: _____ Board Docs Approval Number: _____

Estimated Contract Amount: _____

Submit completed forms with attachments to the Minority/Women Business Department, pcastleberry1@pghschools.org.

INSTRUCTIONAL GUIDE

This page provides a list of instructions to assist with completing the 10% EBE Aspirational Goal form. Please copy and utilize a separate form for each individual project or contract opportunity.

Top Section (captures your company information)

- Contract Title/Description – what products and/or services are you providing pricing for?
 - PPS Staff & Department – enter the name of the person and department that you submitted your pricing to.
 - Estimated Contract Amount – enter the amount.
 - Start Date – enter the anticipated date that the contract will commence.
1. **Business Diversity Type** – Check the box for all that apply.
PLEASE ATTACH PROOF OF CERTIFICATION IF APPLICABLE. For more information, visit our website at www.pghschools.org/mwbe.
 2. **Proposed Diversity Utilization Plan** – List any suppliers, sub-contractors, sub-consultants, etc. that you will compensate to assist in the completion of the scope of work for this contract opportunity.
 - Company name – enter the name of the certified diverse firm (based on the business diversity types above).
 - Contact information – provide the name, title, email and phone number of the contact person.
 - Type of work that they will perform – briefly describe their scope of work for this contract.
 - To calculate the percentage, use this formula:
 - i. the diverse vendor's subcontract amount (divided by) this total contract amount (equals) the % of contract. Example: \$3,500 (subcontract amount) ÷ \$25,000 (total contract amount) = 14%
 - Business diversity type - enter all options that apply based on the categories listed in section #1.
 3. **Good Faith Efforts (GFE)** – Complete this section if \$0 or 0% of your proposed contract amount will be paid, directly by your company, to a certified diverse firm. Your GFE should reflect dollars spent during the previous calendar year with certified diverse firms and not related to this contract opportunity.
 - a. **Business Diversity Dollars Awarded Last Year**
 - Total dollars spent with certified diverse firms in the previous year.
 - Percentage of your procurement dollars spent with certified diverse firms in the previous year.
 - b. **Business Diversity Firms Count** – enter the total certified diverse firms you spent dollars with last year, also break it down by certified business diversity type.
 - c. **Business Diversity Membership** – list the name of any organization(s) your company belongs to whose mission is to increase contracts awarded to diverse owned businesses. Describe your level of participation.

Final Section - must be signed off by the owner, or an authorized representative of the company/agency submitting this proposal, bid or quote.

- Print your company name and today's date.
- Print the name and title of the owner or authorized representative.
- Provide the physical address for the company.
- Provide the phone number and email address of the owner or authorized representative.
- Provide the signature of the owner or authorized representative.

TO BE COMPLETED BY PPS STAFF ONLY:

- Projected Approval Month – enter the projected approval month.
- Projected Approval Year – enter the projected approval year.
- Board Docs Number – enter the Board Docs number.

Please submit this completed form with attachments and questions or suggestions to Paula B. Castleberry, Minority/Women Business Department, at (412) 529-4660 or pcastleberry1@pghschools.org.

**THE BOARD OF PUBLIC EDUCATION
SCHOOL DISTRICT OF PITTSBURGH
FACILITIES DIVISION
1305 MURIEL STREET
PITTSBURGH, PENNSYLVANIA 15203**

**CONSULTANT AGREEMENT
CONTRACT NUMBER: [XXXXXXX]
PROJECT: On-Call Professional Design Services**

This Agreement, made and entered into on [date], is by and between the BOARD OF PUBLIC EDUCATION OF THE SCHOOL DISTRICT OF PITTSBURGH, PA, a school district of the First Class A of the Commonwealth of Pennsylvania, duly organized and validly existing under the Constitution and laws of the Commonwealth, particularly the Public School Code of 1949, Act of March 10, 1949, P.L. 30, No. 14, as amended with offices at: 341 South Bellefield Avenue, Pittsburgh, PA 15213, hereinafter referred to as the "District."

AND

[name] ("Consultant"), an entity having a business at: [physical and mailing address(es)]

1. **Services.** Provide Professional Design Services for various projects throughout the District. Such services include but are not limited to field documentation; preparation of design, procurement, and construction documents; construction cost estimating; coordination of pre-bid and construction phase meetings; review and approval of shop drawings and submittals; and periodic site visits and inspections during construction. Statement of Design and Consulting Services required for this Agreement are described in Exhibit 3. Deliverables required for performance of the Agreement are described in Exhibit 4.
2. **Term.** Consultant shall perform the services described in Exhibit 3 and provide deliverables described in Exhibit 4, commencing as of the date of this Agreement and completed not later than [date].
3. **Payment and Billing.** Invoices for rendering the services described herein shall be submitted to Facilities Department within thirty (30) days of completion of the services. Payment will be authorized upon certification of completion of the invoiced services by the District contact. The total amount for services shall not exceed [amount, in words] (\$ [amount in numbers]). Payable amount is pursuant to the percent complete as of the date of the Invoice.
4. **Insurance.** Provide insurance coverage, witnessed by certificates of insurance (ACCORD form or equivalent), for limits not less than those listed in Exhibit 1, ADDITIONAL CONTRACT REQUIREMENTS.
5. **Immigration.** Consultant acknowledges and agrees that it is in compliance with the

Immigration Reform and Control Act of 1986, as amended and is not an illegal alien.

6. **Clearances.** Consultant and its employees who may have direct contact with children during the discharge of responsibilities under this contract shall obtain, at its own expense, and submit all criminal background reports required by 24 P.S. §1-111, as amended, and child abuse clearances required by 23 Pa.C.S. §6344, as amended. All required reports and clearances must be submitted to the District contact person prior to performing any services under this contract. No payments shall be authorized unless all required reports and clearances have been received. Consultant further agrees to notify the School District within seventy-two (72) hours of any arrest or conviction of the any of its employees providing services under this Agreement during the term of the Agreement. A Consultant's employee will be prohibited from providing services under this Agreement if required reports and clearances are not received or if any report or clearance indicates that a Consultant's employee has been convicted of a disqualifying crime.

7. **Independent Contractor Status.**

- 7.1. Consultant shall be an independent contractor and, subject to the terms of this Agreement, shall have the sole right to supervise, manage, operate, control and direct the performance of the Services under this Agreement. Unless agreed otherwise, in writing, by Consultant and the District, the personnel and staff of Consultant are employees of Consultant. Nothing contained in this Agreement shall be deemed or construed to create a partnership or joint venture, to create the relationship of an employer-employee or of a principal-agent, or to otherwise create any liability for the District whatsoever with respect to the liabilities and obligations of Consultant or any other Party. Unless agreed otherwise, Consultant shall be solely responsible for (and the District shall have no obligation with respect to) payment of all federal income, FICA, and other taxes owed or claimed to be owed by Consultant arising out of its association with the District pursuant to this Agreement, and Consultant shall indemnify, defend and hold the District harmless from and against any and all losses, damages, claims, costs, penalties, liabilities and expenses howsoever arising or incurred or otherwise with respect to any such taxes.
- 7.2. As an independent contractor, Consultant has the right to work and associate with other partners, vendors, employers, and third parties while, at the same time, performing the Services under this Agreement.
- 7.3. As an independent contractor, Consultant has the right to establish its own schedule to discharge the responsibilities set forth in this contract, except under certain situations where the Services must be rendered at a specific time, date or place, such specificity as may be indicated by the District in writing.
8. **Policy.** Consultant agrees to comply with all Board Policies including but not limited to the Board's prohibition against tobacco use, harassment, and substance abuse.

9. Termination. The District reserves the right to terminate or cancel Consultant's Services at any time and for any reason.

9.1. Effect of Termination. Upon termination, Consultant shall: (a) stop work under the Agreement on the date of the termination; (b) provide to the District those Deliverables prepared for the project(s) under this Agreement, whether completed or in progress; and (c) be entitled to payment for services previously authorized by the District and rendered by the Consultant up to and including the date of termination of the Agreement..

10. Governing Law. This Agreement shall be construed and enforced under the law of the Commonwealth of Pennsylvania, regardless of its conflict of laws and provisions, and without the aid of any canon, custom, or rule of law requiring construction against the draftsman.

11. Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one instrument. The receipt by facsimile or electronic media of an executed copy of this Agreement shall be deemed the receipt of an original document.

12. Headings. Titles and headings of the sections of this Agreement are for convenience of reference only and do not form a part of and shall not in any way affect the interpretation of this Agreement.

13. Entire Agreement; Amendment. This Agreement constitutes the entire agreement between the Parties and supersedes all prior and contemporaneous oral and written agreements and statements, all of which have been fully integrated herein. This Agreement also supersedes any course of conduct, performance or dealing between the Parties. No amendment or modification changing this Agreement's scope or terms shall have any force or effect unless executed and delivered in writing and signed by all Parties.

14. Successors and Assigns. This Agreement shall be binding on and inure to the benefit of the Parties hereto and their respective successors and assigns, to the extent that assignment is permitted under this Agreement.

15. No Third-Party Beneficiaries. This Agreement and each and every provision thereof are for the exclusive benefit of the District and Consultant and not for the benefit of any third party.

16. Authority to Bind. The undersigned signatories each represent and warrant, independent of the other, and on behalf of the respective Party for whom they have executed this Agreement, that they have the authority to execute and deliver this Agreement on behalf of such respective Party, and that this Agreement represents the valid and binding obligations of such respective Party, and that the respective Parties hereto have each taken all appropriate corporate and company action as is necessary or required for the validity and enforceability of this Agreement.

- 17. Severability.** If a court holds any term, covenant or condition of this Agreement invalid, such holding shall not affect or impair the validity of any other terms, covenants or conditions of this Agreement, which the Parties hereby deem severable and which shall remain in full force and effect.
- 18. Waiver.** No one shall or may find, hold or determine that a Party has waived any term, covenant or condition, set forth in this Agreement, or any remedy set forth in this Agreement, unless that Party has set forth its waiver in a writing signed by that Party.
- 19. Interpretation of Agreement.** The Parties agree that this Agreement has been negotiated at arm's length and between parties equally sophisticated and knowledgeable in the manner dealt with in this Agreement. Accordingly, any rule of law or legal decision that would require interpretation of any ambiguities in this Agreement against the party that has drafted it is not applicable and this Agreement shall be interpreted in a reasonable manner to effect the intent of the Parties as set forth in this Agreement.
- 20. Force Majeure.** Neither party shall be liable for failure or delay in performing its obligations under this Agreement, except for payment obligations, if such failure or delay is caused by events beyond its reasonable control.
- 20.1** *Force majeure* events include, but are not limited to: earthquakes, hurricanes, floods, wildfires, or other natural disasters; epidemics, pandemics, or other public health emergencies declared by a recognized government authority or health organization; governmental orders, restrictions, or regulations including lockdowns, quarantines, travel bans, trade embargoes, or other regulatory actions that prevent performance; war, terrorism, cyberattacks, riots, or civil disturbances; supply chain disruptions resulting from *force majeure* events affecting third-party suppliers; labor strikes, lockouts, or other industrial actions, except those solely affecting the party claiming *force majeure*; fires, explosions, or other catastrophic events; and failure of utilities, transportation systems, or communications outside the control of the affected Party.
- 20.2** Increased cost or difficulty in performance alone do not constitute a *force majeure*.
- 20.3** The party invoking *force majeure* must provide written notice to the other Party within ten (10) days of the event's occurrence, detailing its impact on performance. The affected Party shall use commercially reasonable efforts to mitigate the impact of the event and resume performance as soon as practicable. Once the *force majeure* event ceases, the Party must resume full performance immediately.
- 20.4** If the *force majeure* event persists beyond ninety (90) days, either Party may terminate this Agreement without penalty provided the affected Party gives thirty (30) days' written notice to the other Party. Termination clause 9.1 above applies to *force majeure* terminations.
- 21. Exhibits:** The following Exhibits are attached hereto and part of this Agreement:

Exhibit 1: Additional Contract Requirements

RFQ – 2026-2027 A/E On-call Services

School District of Pittsburgh

Attachment A - Standard Agreement (Sample/Draft)

Exhibit 2: Commonwealth of Pennsylvania Public Works Employment Verification

Exhibit 3: Statement of Design Consulting Services

Exhibit 4: Deliverables

[list & number in sequence other exhibits provided by District, if any]

Exhibit [#]: Consultant and Sub-Consultant Hourly Fee Schedule

[list & number in sequence other exhibits provided by Consultant, if any]

IN WITNESS WHEREOF, this ____ day of _____, 202X, the undersigned agree to the terms and conditions set forth above and on any Exhibit attached hereto and incorporated herein:

ATTEST:

CONSULTANT

Witness

By: _____
Authorized Consultant Signatory

ATTEST:

SCHOOL DISTRICT OF PITTSBURGH

Witness

By: _____
President

Approved as to form:

Solicitor

Contract Manager

For Office Use Only

Department: Plant Operations – Facilities

Submitted by: [Name]

Legislative Meeting Date: [date]

Board Tab: [number]

I hereby certify this is contract number: [number]

Contract Amount: \$[dollar amount]

Payable from account number: [number]

Controller

Date: _____

Exhibit 1 – Additional Contract Requirements

- A. **Document Ownership:** Instruments of Service, documents provided to the Board or District as part of the scope of Consultant's services and pursuant to the Agreement, become property of the Board and the District.
1. Instruments of Service provided as Conceptual or Preliminary may be utilized by the District as "bridging documents" to procure subsequent services for design complete scope.
 2. Consultants providing Conceptual and Preliminary design services are not precluded from providing subsequent design services for a project. However, the Board is not obligated to award subsequent design services.
- B. **Participation by Minorities and Women – Consultant and Sub-Consultants**
The Board has established policies promoting the participation of minorities and women. It is a goal of the District that the Consultant will utilize the services of qualified minorities and women in non-traditional roles in accomplishment of the services to be performed. Aspirational goal is that 10% of total Consultant fee is directed towards qualified minority and women owned businesses. Business Diversity Utilization Eligible Business Enterprise (EBE) documentation is required.
- C. **Board Policies**
The Consultant shall abide by all Board policies, outlined below. A copy of Board policies, in their entirety, is available upon request or on the District's website.
1. Non-smoking:
It is the intent of the Board to have a tobacco-free District, which includes all buildings and grounds owned and operated by the District, with only the following exception: designated smoking areas outside of buildings.
 2. Substance Abuse:
Comply with the Substance Abuse Policy of the School District of Pittsburgh as adopted on January 22, 2003, and as revised on February 28, 2003.
 3. Prohibition of Sexual Harassment:
The Board prohibits the sexual harassment of and by all persons within the District including, by way of illustration but not by way of limitation, students, employees, applicants for employment, and non-employees who transact business within the District with or without compensation. This policy applies to conduct during and related to the operation of the schools, school sponsored activities, and District business. The Board considers sexual harassment in the work and educational environment to be inappropriate and offensive and it will not be tolerated under any circumstances.
 4. Code of Ethics:
The Code of Ethics sets forth ethical guidelines for reference by Board Members, employees, volunteers, and persons doing business with the District when involved in the expenditure or obligations of public funds, or the collection or review of confidential information, assuring that decisions are made independently, free of any conflicts of interest, and through the appropriate decision-making channels.
- D. **Clearances**
Consultant and sub-consultants and their employees are expected, at various and indeterminate occasions, to have direct contact with children during the performance of responsibilities under this Agreement. Therefore, clearances described in the Agreement are required.
- E. **Contract Amount:**
1. Total Contract Amount is all-inclusive, including Consultant's fee, sub-consultants' fees and project-related expenses.

2. Break down of Contract Amount is (A) Consultant's Fees, (B) Sub-consultants' fees, by discipline, and (C) Budget Estimate of Reimbursable Expenses.

F. Consultant Fees:

1. Normal and anticipated costs for services provided by Consultant and Sub-consultants.

G. Expenses:

1. Allowed Reimbursable Expenses are reimbursable to the Consultant at cost x 1.1 (cost plus 10% management fee).
2. Include Budget Estimate of project-related expenses, accounting for the following Allowed Reimbursable Expenses:
 - a. Survey, Site Investigation, and Geotechnical services.
 - b. Application and Review fees charged by agencies having jurisdiction for design approval including City of Pittsburgh Zoning and Historic Review committees, Pittsburgh Water and Sewer Authority (PWSA), and Allegheny County Health Department (ACHD).
 - c. Construction permit fees due for initial building permits applications, as set by the City of Pittsburgh Department of Permits, Licenses, and Inspections. (PLI). (Contractors are responsible for the balance of permit fees under Construction Contracts.)
 - d. Printing and reproduction costs for design review submissions and record document submission.
 - e. Other project related expenses as identified in Consultant's proposal and accepted by the District.
3. Not Reimbursable: Mileage, travel expenses, and parking costs inside the Pittsburgh City limits; meals; and Consultant's in-house printing and copying costs are not considered project-related expenses, are not to be included in the consultant's fee, and are not reimbursable.
4. Project advertisements for bids and costs for placement of advertisements are by the District.

H. Payment to the Consultant:

1. **Fixed Fee:** For defined scope with a fixed fee authorization, payment to the Consultant will be for work completed, on a monthly basis, as follows:
 - a. For full scope projects, services will be paid as a percentage complete of total services. Invoicing of percentage complete for services shall not exceed the following, as factored against the authorized total fee for each project:

<i>Phase*</i>	<i>Phase amount</i>	<i>Total Payment</i>
Data Gathering and Field Documentation	5%	5%
Schematic Design	5%	10%
Preliminary Design	10%	20%
Design Development	15%	35%
Construction Documents	35%	70%
Procurement and Post-procurement phase services	5%	75%
Construction phase services	20%	95%
Final completion and Close-out phase services	5%	100%

**See Exhibit 3 – Statement of Design Consulting Services for each phase's scope description.*

- b. For limited scope projects, services will be paid as a percentage complete of total services, for work completed, on a monthly basis.
- c. In the event the project is cancelled after bids are received, the Consultant shall be entitled to payment of an additional 5% of the fee, for a total payment of 80% of the fee, and the agreement for the Consultant services for the project is terminated as of the date of notice by the District to the Consultant that the project is cancelled.

2. **On-call:** For on-call consulting with no fixed fee, payment to the Consultant will be for work completed, on a monthly basis, at hourly rates per the Fee Schedule Exhibit to the Agreement.
3. **Additional Services:**
 - a. Additional Services must be authorized in writing prior to performing or invoicing for such Additional Services. No payment will be made for Additional Services not authorized by the District in writing.
 - b. Additional Services will be paid as either (A) a Lump Sum or (B) hourly with a not-to-exceed limit at hourly rates per the Fee Schedule Exhibit to the Agreement, as agreed in advance with the District.
 - c. Additional Services will be paid as a percentage complete for total services for the Additional Services scope, on a monthly basis.
 - d. Changes in total contract amount require approval by the Board.

I. **Insurance:**

1. General:
 - a. Secure and maintain insurance described below for the duration of the Agreement.
 - b. Provide proof of such insurance and policy endorsements upon execution of the Agreement and prior to commencing services. Furnish Certificate(s) of Insurance and policy endorsements from insurance carrier(s).
 - c. Insurance carriers shall be companies authorized to do business in Pennsylvania. Certificates and endorsements must indicate the existence of the required insurance and that the insurance is within the limits the carrier may lawfully provide.
 - d. Insurance is subject to the approval of the Board for adequacy of protection.
 - e. The Board of Public Education of the School District of Pittsburgh, PA shall be named as Additional Insured on the policy endorsements and identified as a Certificate Holder for: Comprehensive General Liability, Automotive Liability, Umbrella or Excess Liability, and Workers' Compensation/Employer Liability policies.
 - f. The Board of Public Education of the School District of Pittsburgh, PA shall be identified as Certificate Holder for Professional Liability Insurance policy.
2. Comprehensive General Liability:

Comprehensive General Liability Insurance to protect the Board and its employees against any and all claims arising out of, and in any way related to, the Consultant's services and damages in law or equity for property damage and personal injury, including wrongful death, in the following minimum amounts:

Property Damage: One Million Dollars (\$1,000,000) per claim and Two Million Dollars (\$2,000,000) in the aggregate.

Personal Injury: One Million Dollars (\$1,000,000) per claim and Two Million Dollars (\$2,000,000) in the aggregate.
3. Automotive Liability:

Automotive Liability Insurance covering owned and rented vehicles operated by the Consultant with policy limits of not less than One Million Dollars) Combined Single Limit and Aggregate for bodily injury and property damage.
4. Umbrella or Excess Liability:

Umbrella or Excess Liability Insurance may be used to achieve the required coverage for Comprehensive General Liability and Automotive Liability, provided that such umbrella or excess insurance results in the same coverage as required for the individual policies.
5. Workers' Compensation/Employer Liability:

Workers' Compensation Insurance: Per statutory limits.

Employer's Liability Insurance with policy limit of not less than One Hundred Thousand

Dollars (\$100,000) per accident, Five Hundred Thousand Dollars (\$500,000) per disease, and One Hundred Thousand Dollars (\$100,000) per disease per employee.

6. Professional Liability Insurance:

The Consultant shall provide a professional liability policy covering the consultant's negligent acts, errors, omissions, and due diligence in its performance of professional services, with policy limits of not less than One Million Dollars (\$1,000,000) per claim and Two Million Dollars (\$2,000,000) in the aggregate.

End of Exhibit 1-Additional Contract Requirements.



COMMONWEALTH OF PENNSYLVANIA
PUBLIC WORKS EMPLOYMENT VERIFICATION FORM

Date _____

Business or Organization Name (Employer) _____

Address _____

City _____ State _____ Zip Code _____

☐ **Consultant** ☐ **Subconsultant** ☐ Contractor ☐ Subcontractor (check one)

Contracting Public Body: [The Board of Public Education, School District of Pittsburgh](#)

Contract/Project No **[XXXXXX]**

Project Description: [On-Call Professional Design Services, various projects](#)

As a **consultant/subconsultant**/contractor/subcontractor for the above referenced public works contract, I hereby affirm that as of the above date, our company is in compliance with the Public Works Employment Verification Act ('the Act') through utilization of the federal E-Verify Program (EVP) operated by the United States Department of Homeland Security. To the best of my/our knowledge, all employees hired post January 1, 2013 are authorized to work in the United States.

It is also agreed to that all public works **consultants/subconsultants**/contractors/subcontractors will utilize the federal EVP to verify the employment eligibility of each new hire within five (5) business days of the employee start date throughout the duration of the public works contract. Documentation confirming the use of the federal EVP upon each new hire shall be maintained in the event of an investigation or audit.

I, _____, authorized representative of the company above, attest that the information contained in this verification form is true and correct and understand that the submission of false or misleading information in connection with the above verification shall be subject to sanctions provided by law.

Authorized Representative Signature

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Exhibit 3 - Statement of Design Consulting Services

A. General

1. Administration:
 - a. The Contract with the Consultant will be administered by District's Facilities Department, which is District representative for projects.
 - b. The Facilities Department Project Manager is the Consultant's primary contact for project-related matters. Address communications and submit documents for District review through the Project Manager.
2. Payment: See Agreement Exhibit 1 Additional Contract Requirements, paragraph entitled "Payment to the Consultant."
3. Design Disciplines: The following disciplines are included in this design services scope: **[list disciplines per response to RFQ/as agreed]**.
 - a. Should, at any point during the term of this Agreement, Consultant or the District determine that other design disciplines' services are necessary, services will be added to Consultant Agreement as Additional Services or provided by the District, as determined by agreement in advance of proceeding.

B. Existing Documents

The District's archived electronic documents (both CAD files if available and pdfs) will be made available to the Consultant at no charge. Prints/copies of drawings desired by the Consultant are the Consultant's responsibility. However, use of these documents and files is solely at the risk of the Consultant, subject to the limitations of their authors' copyright restrictions. The District makes no representation or warranty, either implicit or implied, about the completeness or accuracy of the documents in relation to existing conditions or otherwise.

C. Services – General:

1. Provide design services, field surveys, and reports involving new design and existing building renovations including but not limited to: data gathering and field documentation; consultations and recommendations; cost estimates; phasing plan; design, contract, and construction documents; construction oversight and administration; and close-out services.
2. Employ, or engage in contract, the appropriate design, engineering, and specialty sub-consultants as needed to complete services. Design professionals must be professionally licensed or certified in their respective disciplines and have relevant experience.
3. Prepare documents in accordance with pertinent District and Facilities Department standards, including but not limited to: scale, format, level of detail, technical content, and systems and equipment standards. Prepare drawings, specifications, and calculations in accordance with the District's standards and to professional Standard of Care.
4. Review and familiarize with the District's standard "front end documents" (Division 00), the Consultant's responsibilities defined therein, and impacts of the requirements on design and construction of the project.
5. Consultations: Provide upon request and as part of basic services, such amplifications and explanations and attend such conferences as may be, in the opinion of the District, necessary to clarify the intent of the Consultant's documents. Afford the benefit of Consultant's professional expertise and advice on questions that may arise in connection with design and constructability of the project.

D. Code Compliance and Permits:

1. Consultant is responsible for ensuring that the project, as designed, complies with applicable codes and criteria, including but not limited to: Americans with Disabilities Act (ADA); and codes, rules, requirements and regulations of the City of Pittsburgh, County of Allegheny, the

Commonwealth of Pennsylvania, the Federal government, Pennsylvania School Code, and all other applicable rules, requirements, and regulations.

2. Prepare applications, attend meetings, reviews and hearings, and conduct presentations as required for approval by agencies having jurisdiction.
 - a. Note that schools are a conditional use in all City of Pittsburgh Zoning Districts and, as such, approval by City Council may be required depending on the scope of the project.
3. It is the responsibility of the Consultant to review project design with appropriate compliance officials and obtain to obtain such officials' approval for the project prior to advertising for bidding.
4. Preparing, submitting, and getting approval of the Initial building permit application is part of Consultant's basic services. Cost of the building permit application fee is a reimbursable expense.

E. Quality Assurance/Quality Control:

1. Consultant is responsible for quality assurance and quality control of their work, has complete responsibility for its work, and is fully accountable for design errors and omissions.
 - a. Without additional fee, correct or revise the Consultant's documents if the Director or Assistant Director of Facilities finds that revision is necessary to correct errors, omissions, or deficiencies in the Consultant's work and for which the Consultant is responsible.
2. Consultant is responsible to perform services to a Standard of Care consistent with and comparable to similar professionals for similar projects and circumstances.
3. Consultant is responsible for field investigation, to the extent necessary to completely familiarize itself with existing conditions.
4. Consultant is responsible for cross-discipline review with its sub-consultants to ensure thoroughness, completeness, and coordination of design and documents.
5. District review of Consultant's documents will consist of an overall general examination of documents and deliverables to determine whether or not requirements of the Agreement are met and are prepared in accordance with established Board policies and District standards. The District will not provide detailed checking of Consultant's work.

F. Cost Estimates:

1. Prepare detailed cost estimates and advise the District of any discrepancies with the established project budget.
2. Provide detailed breakdown of quantities and labor and material costs.
3. Provide breakdown in format to accommodate District's EBE determination.
4. In the event the total construction cost estimate by the Consultant exceeds the established project budget, delineate a Base Bid item and additive bid item Alternates, listing Alternates in priority with the most desirable first, such that the Base Bid item amount is less than the established project budget amount.
 - a. Avoid Deductive Alternates insofar as feasible, and only as approved in advance by the District.
 - b. Do not mix Deductive and Additive Alternates in one project.
5. In the final construction cost estimate, include the amount to be added to the Base Bid for each bid item Alternate.
6. If at any time Consultant determines that bid items may not be feasible, the salient features of the project cannot be accomplished without Alternates, or the project cannot be accomplished within the budget, advise the District, in writing, and do not proceed with advancing the design until budget issues have been resolved.

G. Environmental:

1. Every project requires Environmental inspection, testing, and report.

2. The District will directly hire a separate Environmental Consultant for inspection, testing, and reporting of Hazardous Materials in the work area and for the design and specification for abatement.
3. Coordinate with the District's Environmental Consultant to determine impacts on existing building materials and to obtain necessary inspection and testing from Environmental Consultant.
4. The Environmental Consultant will prepare an Inspection Report to be included in the project manual. As appropriate, the Environmental Consultant will prepare drawings and specifications for required abatement. Consultant to include Environmental Consultant's reports, drawings, and specifications in the Contract Documents.
5. AHERA reports are available for viewing (only) at the Facilities Department office. Reports are for Consultant's general awareness information only and may not be used as substitute for Environmental inspection, testing, and report. AHERA reports are not to be included in the bid or contract documents.

H. Participation by Minorities and Women – Construction Contractors:

1. The Board has established policies promoting the participation of minorities and women. It is a goal of the District that the construction contractors will utilize the services of qualified minorities and women in non-traditional roles in accomplishment of the project work.
2. Submission requirements and instructions will be provided to the Consultant by the District.
3. Include EBE goals and EBE documentation requirements in the Contract Documents.
 - a. For bid projects, the District's Minority/Women Business Coordinator will set participation goals.
 - b. For non-bid projects, Aspirational Goal is 10% of the construction contract price.

I. Design Schedule:

1. Propose a design and deliverables schedule in discussion with the District. Provide finalized, as agreed with the District, design and deliverables schedule for accomplishing the required services. Once approved, the schedule will become a contractual requirement, subject to modifications only by mutual agreement and Amendment to the Agreement. Include the following in the schedule:
 - a. Dates for submission to, and approval by, reviewing agencies and authorities having jurisdiction.
 - b. Dates for submission of documents for review by District, for each design phase.
 - c. District's review periods: Allow minimum of two weeks each for Schematic and Preliminary design phase submissions; minimum of three weeks for Design Development phase submission; and minimum of two weeks for Construction Documents/Final design submission.
 - d. Date of Advertisement for Bid.
 - e. "Counter date," which means the date documents will be delivered to District's printer for distribution and documents become available for Bidders. Counter date is typically the first Monday of the month prior to the month of bid opening (allowing minimum of three weeks for bidding).
 - f. Bid Receipt date.
2. The District has established a standard schedule for summer construction projects. Non-summer construction projects will occur on a mutually agreed-upon schedule. Schedule for on-call services will be determined at time of District's request for such services.
3. Bid Receipt dates: Design services for summer projects being bid must be performed on a schedule in alignment with the bidding schedule. Bid opening dates are typically the first Tuesday of the months of September, October, November, and December.

J. Design and Construction Phase Services:

1. General:
 - a. For the purpose of identifying level and extent of design, “design complete” means “documents ready to be released for bidding and construction.”
 - b. See also Exhibit 4 – Deliverables for documentation required in each of the phases described below.
2. Programming Phase - Data Gathering:
 - a. Interview Users and stakeholders as identified by the District. Interviews will be primary data-gathering method for developing the design.
 - b. Obtain data by visiting the site, conference with the Facilities Department staff, and by other actions, as necessary to develop the design.
 - c. Review existing record drawing files that are available at the Facilities Department, including as-built construction drawings of the building and utilities. Capture pertinent information from the District’s existing documents.
 - d. Obtain District’s standards for products, materials, equipment, standards, and criteria and include those requirements in the project design and documents.
 - e. Include data gathering information in Project Narrative, describing design and systems, all disciplines.
3. Programming Phase - Field Documentation:
 - a. Field check, measure, and verify actual existing conditions as required to determine field conditions and to obtain data necessary for proper design and to the Standard of Care required to accomplish the design.
 - b. Prepare existing conditions plans to the extent required to accomplish designs, area of project extents: all disciplines, including equipment and infrastructure.
 - i. For information better conveyed in format(s) other than plan views: elevations, diagrams, system schematics, and schedules may also be used.
 - ii. Field documentation is a distinct and separate deliverable.
 - c. If exploratory demolition is advantageous or necessary for informing the design, it will be performed by District staff or District’s separate contractor(s) upon request by the Consultant and as approved by the District. Consultant may not perform, or secure services to perform, exploratory demolition unless specifically authorized in advance by the District.
 - d. If an aerial lift is required for field documentation, it will be provided by the District or District’s separate contractor upon request by the Consultant and as approved in advance by the District as being required equipment.
 - e. Coordinate field activities with District’s Facilities Office and the Custodian at the project site.
4. Concept/Schematic Design Phase:
 - a. Develop documents to a level of not less than 15% of design complete.
 - b. Provide architectural floor plans and major equipment layout plans (with structural background) showing proposed project scope and configuration. Engineering disciplines drawings are not required for Schematic Design phase.
 - c. Project Narrative – for all disciplines including engineering:
 - i. Describe concepts, recommendations, proposed alternates and variations to the design, data gathering information, field documentation findings, and constructability.
 - ii. Provide building code and zoning report.
 - iii. Include basis of design for major equipment if appropriate or advantageous for explaining or validating the Schematic Design.
 - d. Provide Construction Cost Estimates.
 - e. Provide Schematic Design submittal, inclusive of all deliverables, to the District for review and comment.

- f. In collaboration with Facilities Department Project Manager, present Schematic Design submission to District administrators and other project stakeholders.
 - g. Notify the District's Environmental Consultant of project scope and schedule.
 - h. From the District, obtain approval of Schematic Design and authorization to proceed to Preliminary Design.
5. Preliminary Design Phase:
- a. Develop documents to a level of not less than 35% of design complete.
 - i. Capture changes agreed upon during Schematic Design review with the stakeholders.
 - b. Provide floor plans and major equipment layout plans showing proposed project scope and configuration, all disciplines.
 - c. Provide Phasing Plan if project will be multi-year or constructed in phases.
 - d. Specifications: Provide Specifications Table of Contents for anticipated Project Manual sections.
 - e. Project Narrative: Update and advance to Preliminary Design level.
 - f. Construction Cost Estimate: Update and advance to Preliminary Design level.
 - g. Provide listing of, and preliminary schedule for, reviews, and permits from Authorities Having Jurisdiction (AHJs).
 - h. Submit Preliminary Design package to District for review and comment.
 - i. From District, obtain approval of Preliminary Design and authorization to proceed to Design Development.
6. Design Development Phase:
- a. Develop Site plans to a level of 95% of design complete and other documents to a level of not less than 65% of design complete.
 - i. Capture changes agreed upon during Preliminary Design review with the stakeholders.
 - ii. Indicate proposed Alternates.
 - b. Plans, elevations, and major equipment layout plans: Update to Design Development level, showing project scope and configuration, all disciplines.
 - c. Sections, diagrams, and schedules: Provide building and wall sections, riser diagrams, equipment and fixtures schedules, door/frame/hardware schedules, and finishes/materials schedules. Provide enlarged elevations and plans and interior elevations as appropriate.
 - d. Provide preliminary finishes and materials information and samples.
 - e. Phasing plan: Update to Design Development level.
 - f. Project Manual:
 - i. Specifications, all disciplines: Provide outline Specifications indicating basic attributes of the products and systems to be included in the project.
 - ii. Obtain standard "front end" (Division 00) documents from the District. Review front end documents in relation to other project documents. Resolve discrepancies in the documents by, as appropriate, either (a) revising project documents prepared by the Consultant or (b) advising the District of necessary revisions to front end documents.
 - g. Project Narrative: Update and advance to Design Development level.
 - i. Include design computations and calculations.
 - ii. Include basis of design for building systems and major equipment.
 - h. Construction Cost Estimate: Update and advance to Design Development level.
 - i. Include list of potential and proposed Alternates.
 - i. Submit Design Development documents to the District for review and comment.
 - j. In collaboration with Facilities Department Project Manager, present Design Development submission to District administrators and other project stakeholders.
 - k. Submit demolition and design plans to the District's Environmental Consultant for coordination of inspection and abatement design and specification.
 - l. Identify and apply for reviews, permits, and other approvals from AHJs.

- m. Review design with stakeholders, including school Principal, building Custodian, and Facilities Department.
 - n. From District, obtain approval of Design Development and authorization to proceed to Construction Documents.
7. Construction Documents/Final Design Phase:
- a. Develop documents to a level 100% of design complete.
 - i. Capture changes agreed upon during Design Development review with the stakeholders.
 - ii. Indicate Alternates approved by the District.
 - b. Plans and equipment layout plans: Update to Construction Documents level.
 - c. Sections, diagrams, and schedules: Update to Construction Documents level.
 - d. Phasing plan: Update to Construction Documents level.
 - e. Project Manual: Update project manual to Construction Documents level, including: Environmental Consultant's inspection report; Abatement Specifications; District's front end documents reconciled to the other project documents; Prevailing Wage rates, and technical Specifications Sections.
 - f. EBE: Prepare and submit a request package for Eligible Business Enterprise (EBE) goals to the District's Minority/Women Business Coordinator.
 - g. Project Narrative: Update and advance to 100% final.
 - h. Construction Cost Estimate: Update and advance to Final.
 - i. Include final list of Alternates.
 - i. Construction Milestone Schedule: Develop a construction milestone schedule in collaboration with the Facilities Department Project Manager.
 - i. The District's standard construction season starts the day after last day of school, mid-June, and ends minimum 10 days prior to start of school, mid-August. Insofar as possible, and unless otherwise approved by the District, construction schedule should not exceed these dates.
 - j. Submit Construction Documents to District for final review. Provide revised documents if District identifies missing or incorrect information.
 - k. Submit applications for Building and other required permits.
8. Project Advertisements and Procurement (Bid) Phase:
- a. Provide bidding documents to District's printing service for their distribution to bidders.
 - b. Conduct on-site pre-bid conference.
 - c. Respond to pre-bid Requests for Information (RFIs) and substitutions.
 - d. Prepare Addenda to issue revisions to bid documents (if any).
 - e. Assist District with review of bids and contractor qualifications.
 - f. Recommend bid award and acceptable Alternates.
9. Post-Procurement (Post-Bid) Phase:
- a. Update drawings and Project Manual to Conformed set of documents for Construction. Capture accepted Alternates, remove not-accepted Alternates, and make revisions issued during bidding.
10. Construction Phase:
- a. Review and approve Contractor's construction schedule.
 - b. Conduct on-site pre-construction meeting.
 - i. Review site-specific procedures with school staff, including Principal and Custodian.
 - ii. Obtain school staff approval of Contractor's proposed access, lay-down, and storage areas.
 - iii. Review coordination procedures with Multiple Prime Contractors.
 - iv. Prepare and distribute Minutes of pre-construction meeting.

- c. Review and approve Contractor's Schedule of Values.
 - d. Attend and participate in Contractor's Pre-Installation meetings.
 - e. Regularly visit the site to ascertain progress of the work.
 - i. Prepare Agendas and conduct regularly-scheduled Job Conferences, minimum once weekly, on site.
 - ii. Conduct Job Conferences more than once weekly if warranted by progress of the work. These additional Job Conferences may be in person or virtual, as appropriate to the Agenda.
 - iii. Prepare and distribute Minutes of Job Conferences.
 - f. Review and approve Contractor's Applications for Payment.
 - g. Review and take action on shop drawings and product and materials Submittals. Maintain log of Submittals.
 - h. Respond to Contractor's RFIs. Maintain log of RFIs.
 - i. Issue Architect's Supplemental Instructions (ASIs) to clarify Contract Documents. Maintain log of ASIs.
 - j. Review Contractor's Request(s) for Change Order and recommend action to the District. (To be valid, Change Orders require Board approval and Contract Amendment.) Maintain log of Change Orders, including references to supplemental information (such as RFIs and ASIs).
 - k. Provide Substantial Completion Inspection(s) and approve Contractor's List of Items to be Completed or Corrected ("Punch List"). Issue Certificate of Substantial Completion.
11. Final Certification and Project Close-out:
- a. Conduct final walk through with District upon completion of Punch List items.
 - b. Obtain Contractor's field mark-ups of as-built conditions and transcribe information to Record Documents, both drawings and specifications.
 - c. Prepare a complete project file, including Contractor close-out submittals, and submit to the District. Provide revised documents if District identifies missing or incorrect information.

End of Exhibit 3- Statement of Design Consulting Services.

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Exhibit 4 – DELIVERABLES

Consultant is to provide the following.

A. Pre-Award:

1. Proposal.
2. EBE documentation. Instructions and application will be provided by the District to the Consultant.

B. Pre-Design:

1. Signed agreement: Three signed originals if delivered in paper, or one electronically-signed.
2. Certificates of Insurance – See Exhibit 1 to the Agreement.
3. Public Works Employment Verification Form for the consultant and each sub-consultant – See Exhibit 2 to the Agreement.
4. Clearances for Consultant and sub-consultants – see “Clearances” paragraph in the Agreement. Background clearance procedures information will be provided by the District to the Consultant.

C. Invoicing:

1. Submit invoices on the District’s form. Sample will be provided by the District to selected Consultant.
2. Invoice not more than once monthly, except submit invoice for final payment upon completion of all scope and not more than 30 days past contract end date.

D. Design and Construction Phases:

1. Directory of key staff, including sub-consultants.
2. Documents described in Exhibit 3 to the Agreement, Statement of Design Consulting Services, and as follows.
3. Format:
 - a. Narrative documents: print 8.5”x11” typical, but 11”x17” z-fold acceptable if needed for legibility. Bind print copies in sets.
 - b. Cost Estimates: Print size for legibility. Bind print copies.
 - c. Drawings: Sizes as indicated below. Bind print copies in complete sets.
 - d. Finishes boards: Samples mounted on sturdy backing, 11”x17” minimum/24”x36” maximum + pdf.
 - e. Materials selections samples: One full size sample of each material, including suggested or selected colorways.
4. Programming Phase - Data Gathering: Submit Minutes of interviews with Schematic Design, in Project Narrative document.
5. Programming Phase - Field Documentation: Submit prior to or concurrent with Concept/Schematic Design.
 - a. Plan drawings, as a complete distinct set of existing (pre-design) conditions, all disciplines: pdf + CAD drawings in AutoCAD .dwg format, with bound xrefs.
 - b. If drawings were created in BIM, provide BIM model file, Revit .rvt format.
 - c. Documentation prepared in a platform other than AutoCAD: pdf.
6. Concept/Schematic Design and Preliminary Design:
 - a. Drawings: Two half-size prints + pdf.
 - b. Cost estimate: One copy + pdf.

- c. Project Narrative, including Specifications Table of Contents and Meeting Minutes to date: Two copies + pdf.
- 7. Design Development:
 - a. Drawings: Two half-size prints, one full size print + pdf.
 - b. Cost estimate: One copy + pdf.
 - c. Project Manual: One copy + pdf.
 - d. Project Narrative, including Meeting Minutes to date: Two copies + pdf.
 - e. Preliminary finishes boards showing minimum of two recommended options: Finishes boards + pdf.
 - f. Materials selections samples: Actual samples, full size if reasonable.
- 8. Construction Documents/Final Design:
 - a. Drawings: Two half-size prints, one full size print + pdf.
 - b. Cost estimate: One copy + pdf.
 - c. Project Manual: One copy + pdf
 - d. Project Narrative, including Meeting Minutes to date: Two copies + pdf
 - e. Finishes boards, final selections: pdf
 - f. Materials selections samples: Actual samples of final selections, full size if reasonable, boxed and labeled.
 - g. Other print narrative documents and copies of permit application/approval vouchers: One copy + pdf.
- 9. Procurement (Bid) Phase:
 - a. Copy of the Official Advertisement (also included in the Project Manual).
 - b. After approval from the District, submit Bid Documents including project manual, drawings and bulletins, directly to Modern Reproductions for distribution. Contact: Brian Winkowski, brian@modernrepro.com, 412-488-7700.
 - c. Addenda: pdf + Submit directly to Modern Reproductions for distribution to bidders.
 - d. Minutes and attendance sheet for Pre-bid conferences.
- 10. Post-Procurement (Post-Bid) Phase:
 - a. Drawings, Conformed set: Two half-size prints, one full size print + pdf.
 - b. Project Manual, Conformed set: One copy + pdf.
- 11. Construction Phase – pdf of each, unless otherwise noted:
 - a. Project directory for designers and contractors: office and mobile phone numbers, emergency contact information, and email addresses.
 - b. Minutes of Job Conferences.
 - c. Construction observations, reports, and progress photographs.
 - d. Non-Conformance reports, if applicable.
 - e. Construction Progress updates to summer construction progress spreadsheet (spreadsheet master provided by District, excel format), corresponding to established project milestones.
 - f. Contractor documents, including but not limited to:
 - i. Construction schedule
 - ii. Copies of permits
 - iii. Schedule of values
 - iv. Material and Subcontractor listing
 - v. Payment requisitions, including certified payrolls.
 - vi. Construction submittals
 - vii. Requests for change orders
 - g. Copies, on regular intervals, of Logs for Submittals, RFIs, and Change Orders.
 - h. Copies, as they are issued, of Architects' Supplemental Instructions (ASIs), Construction Change Directives (CCDs), and Change Orders.
 - i. Certificate of Substantial Completion, with Punch List.

E. Final Certification and Project Close-out:

1. Complete contractor close-out packages with separate warranty binder: One copy + pdf.
2. Final approved (or approved as noted) shop drawings and construction submittals: pdf.
3. Record Drawing set:
 - a. Full set, updated to as-built conditions: One full-size mylar print, one half size print + pdf
 - b. Separate Finish Schedule: pdf
 - c. Separate Key Plans, including updated Room Numbers: pdf + CAD drawing in AutoCAD .dwg.
 - d. Full set, CAD drawings in AutoCAD .dwg format, with bound xrefs.
 - e. If drawings were created in BIM, provide BIM model file, Revit .rvt format.
4. Record Specifications: pdf.
5. Project Record File, including Job Conference Minutes, RFIs, Field Reports and other project records not included in separate documents: pdf.
6. Project Cost Report detailing budget and estimates, costs per square foot and change orders by prime contract: excel spreadsheet + pdf.

End of Exhibit 4 - Deliverables.

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ADDENDUM Number 1
to the
Request for Qualifications (RFQ)
2026-2027 A/E On-call Services
21 July 2025

TO All Proposers (“A/E”s):

The following items revise or clarify the RFQ released 11July2025 and respond to RFIs presented via email or verbally through 18Jul2025. This Addendum takes precedence over, and voids, email and verbal communications.

A1.1.1

Question: We are an architectural only firm. We are not to put together a team that includes 3rd party MEP or Structural Engineers.

PPS Response: That is correct. See RFQ Document 03-Response Preparation and Submission Requirements, paragraph G, for stipulations on which disciplines you may include in your response.

A1.1.2

Question: If the engineering firm is on a team with an architect, can they also submit for only the engineering portion?

PPS Response: See PPS Response at A1.1.1 above. Team members that are not in-house employees of the same firm may not be submitted as part of that firm’s team, except as listed in RFQ Document 03-Response Preparation and Submission Requirements, paragraphs G.1.a and G.1.b.

Interpreting the question to also be (to the effect of), “If a firm has multiple disciplines in-house, can it submit responses for each of (or groups of) those disciplines separately?” PPS response is yes.

A1.1.3

Question: Does the engineering firm need to submit with the architect for this contract, or can the engineer submit separately from the architect?

PPS Response: See PPS Responses at A1.1.1 and A1.1.2 above. The RFQ does not restrict or limit which types of A/E designers or design firms can separately respond to the RFQ. See also RFQ Document 03-Response Preparation and Submission Requirements paragraph G.2.b for the disciplines’ services the District typically utilizes or expects it may utilize.

A1.2

Question: Are Cost estimating Services required? It appears they are required by the exhibit contract. PPS will not be procuring cost estimating separately if the design team does not provide it.

PPS Response: With very few exceptions, project designs must have associated cost estimates. PPS may elect to procure cost estimates separately or may request that the contracted A/E provide those services by means of a third-party cost estimator; this will be determined either prior to contract award and enumerated in the contract, or after contract award on a case-by-case/project-by-project basis. If determined after contract award, scope and fee request for the specific case/project will indicate exclusion or inclusion of cost estimating scope. We encourage A/Es to include a third-party cost estimator on their teams from the onset.

A1.3

Question: Is this contract renewable for additional 2-year periods? Or will there be a new RFQ each period?

PPS Response: To be determined. This RFQ solicits for only the 2026-2027 calendar years.

A1.4

Question: Can the District describe some of the anticipated scopes of work, and/or construction cost magnitude of potential projects under this contract?

PPS Response: Projects will be of varying types and sizes. A/E can anticipate that virtually all projects will be renovation projects (not new construction). PPS will not be providing project specifics during the RFQ solicitation period.

A1.5

Question: The Contract Amount NTE of \$200,000 is the total fee potential, correct? Not anticipated construction magnitude for the period.

PPS Response: That is correct.

A1.6.1

Question: The RFQ does not indicate a pre-proposal call and wanted to know if one would be scheduled.

PPS Response: No. Send questions as described in the RFQ and they will be answered, in writing by Addendum, to all A/Es known to have the RFQ.

A1.6.2

Question: Is it possible to schedule an in person meeting with you and your team to discuss RFQ scope and projects to be included?

PPS Response: No. See PPS responses at A1.4 and A1.6.1 above.

A1.7.1

Question: Would you be able to share any additional information pertaining to the companies that were invited to this bid?

PPS Response: The RFQ is not a “bid” or an “invitation to bid;” rather, it is a request for qualifications (RFQ), publicly released. No, PPS will not be sharing information about any firm with any other firm.

A1.7.2

Question: Does Pittsburgh Public Schools have a list of preferred firms to provide the design disciplines included on page 3 [RFQ Document 03-Response Preparation and Submission Requirements, paragraph G.2.b], of the RFQ, such as move management specialist?

PPS Response: No, PPS does not have a list of preferred firms.

A1.7.3

Question: Could you share the currently approved list of firms for the 2024-25 on-call cycle?

PPS Response: No. However, information released to the public is available on the PPS website.

A1.8

Question: Our most frequent contact with PPS has been with [names redacted by PPS]. Will they be part of the RFQ review committee?

PPS Response: Review committee has not yet been identified.

A1.9

Question:

PPS is currently moving forward with a strategic plan. Will this RFQ be utilized to procure services for implementing the strategic plan, or would this be procured through separate, future RFQs?

PPS Response: When you say “strategic plan” we believe you are referring to the Facilities Utilization Plan (FUP), and we respond with that understanding: Whether or not on-call services will be utilized to implement portions of the FUP is to be determined.

A1.10

Question: Page 2 of the RFQ states that front and back covers on the print document are not counted in the noted page counts, and must not include submission requirements information. Could our print document also include a table of contents and section dividers without submission requirements information?

PPS Response: In RFQ Document 03-Response Preparation and Submission Requirements, change paragraph D.4 to read:

4. Page counts noted below are maximum per item. Front and back covers and divider tabs are not counted in page count. Response may include a Table of Contents, not counted in page count. Do not include submission requirements information in/on covers, divider tabs, or Table of Contents.

End of Addendum No. 1.

ADDENDUM Number 2
to the
Request for Qualifications (RFQ)
2026-2027 A/E On-call Services
31 July 2025

TO All Proposers (“A/E”s):

The following items revise or clarify the RFQ released 11July2025 and respond to RFIs presented via email or verbally 21Jul2025 through 30Jul2025. Addendum Number 1, issued 21 July 2025, stands as published. Addenda take precedence over, and void, email and verbal communications. Period for questions closed at 5:00 pm on 30Jul2025, per the RFQ.

A2.1.1

Question: The RFP contains the language and requirements for EBE aspirational goals. If firms are to include only in-house design disciplines, but firm does not meet the EBE aspirational goals, is there a preferred way to address this situation in the response?

PPS Response: If an item in the 10% Eligible Business Enterprise (EBE) Aspirational Goal Form (Document 05) is not applicable to or included by your firm, mark the item with “N/A” or “None” or “0%” or “\$0” as applicable to the particular item. Also note: there are exceptions to the in-house requirements, as listed in RFQ Document 03-Response Preparation and Submission Requirements paragraph G.1.a and G.1.b.

A2.1.2

Question: Is the submitting firm required to complete the 10% Eligible Business Enterprise (EBE) Aspirational Goal Form for this On-Call Services RFQ, or is the form a sample for future projects that may result from the On-Call Services contract?

PPS Response: A completed 10% EBE Aspirational Goal Form is required as part of response to RFQ. See Document 03-Response Preparation and Submission Requirements paragraph J. Related: Document 04-Evaluation Criteria paragraph B.

A2.3

Question: Is it acceptable to standardize the format and responses from clients on Letters of Reference; For example, may we submit to PPS standardized questionnaires filled out and signed by references whereby we provide basic project description and they rate our firm on a 1-10 scale on the requested topics; Innovative or value added approach, Communication/Responsiveness, Quality Assurance/Control, Cost Control, Overall Satisfaction?

PPS Response: Yes, this method is acceptable.

A2.4.1

Question: Would references from PPS Facilities personnel be acceptable?

Pittsburgh Public Schools does not discriminate on the basis of race, color, age, creed, religion, sex, gender (including gender identity or expression), sexual orientation, ancestry, national origin, marital status, pregnancy, or disability in its programs, activities or employment and provides equal access to designated youth groups. Inquiries may be directed to the Assistant Superintendent of Student Services at 341 S. Bellefield Avenue, Pittsburgh, PA 15213 or (412) 529-HELP (4357).

PPS Response: No. However, you may include the name of your primary point of contact as “other pertinent information to demonstrate relevance” and “client quotes and testimonials” in any of the write-ups for your project examples. (Reference RFQ Document 03-Response Preparation and Submission Requirements, paragraph H.1).

A2.4.2

Question: (A) Would [PPS Facilities personnel] references be equally acceptable references to those from other clients? (B) Even if those other clients were not from K-12 projects?

PPS Response: (A) No. See item A2.4.1 above. (B) See RFQ Document 03-Response Preparation and Submission Requirements, paragraph I.1 for types of references PPS considers “relevant.”

A2.4.3

Question: This RFQ is requesting that we provide 3-5 letters of recommendation from our K-12 clients ... would PPS provide us with a letter that we would include in our submission?

PPS Response: No. See items A2.4.1 and A2.4.2(A) above.

A2.5

Question: For A/Es with 50% or more of its related K-12 experience tied to PPS projects, perhaps making it more challenging to offer 6-10 example projects that are not PPS projects, is it preferable to provide go ahead and include the PPS projects in our 6-10 examples. Or, is it preferable to provide less relevant project examples (like from University level rather than strictly K-12) than to include PPS projects?

PPS Response: There is nothing in the RFQ that requires or prohibits specific clients/client types. But project examples must demonstrate relevant experience. See RFQ Document 03-Response Preparation and Submission Requirements, paragraph H.1.a for types of projects PPS considers “relevant.”

A2.6.1

Question: RFQ states “completed projects preferred”; Would limited scope projects (such as ADA Assessments, Test-fit studies, Feasibility Studies, etc.) be considered a full/complete project?

PPS Response: Services completed for study-only projects are considered “completed projects.”

A2.6.2

Question: [A]re only projects that included full scope design/bid/construction be considered “completed”?

PPS Response: No. However, completed design/bid/build multi-prime contracting projects are relevant types of projects/procurement methods. See also RFQ Document 03-Response Preparation and Submission Requirements, paragraphs H.1.d and G.4.a.

A2.7.1

Question: Is the anticipated group of On-Call projects skewed in one direction or another (to allow us to provide the most relevant examples)?

PPS Response: See Addendum Number 1 item A1.4.

A2.7.2

Question: What projects have been done under this contract in the past round?

PPS Response: We will not be providing past-project specifics during the RFQ solicitation period. However, information released to the public is available on the PPS website. See also Addendum Number 1 item A1.4.

A2.8

Question: Who are the incumbent firms on this contract and in what service areas?

PPS Response: See Addendum Number 1 item A1.7.3.

A2.9.1

Question: If our firm is able to provide nearly all services listed in the RFP, should we:

- (A) Submit for several services?
- (B) Submit separate proposals?
- (C) Separate Architects from Engineers?

PPS Response: None of these is prohibited by the RFQ, but all are subject to conditions in RFQ Document 03-Response Preparation and Submission Requirements paragraph G.1. See also Addendum Number 1 items A1.1.1 through A1.1.3.

A2.9.2

Question: (A) Does the proposal need to have a full team covering all possible services, (B) even if that means including many subs on our team?

PPS Response: (A) No. See RFQ Document 03-Response Preparation and Submission Requirements paragraph G.1 and RFQ Document 02-General Information paragraph A.1. (B) Including subconsultants is only allowed as stated in RFQ Document 03-Response Preparation and Submission Requirements paragraphs G.1.a and G.1.b.

Also note: The solicitation is a Request for Qualifications (RFQ), not a Request for Proposal (RFP).

A2.9.3

Question: (A) Is this submission supposed to be an in-house only submission or (B) a full team submission? (C) If it is supposed to be an in-house only submission, how do we go about the EBE form if our firm does not qualify?

PPS Response:

- (A) Yes, but for the exceptions listed in RFQ Document 03-Response Preparation and Submission Requirements paragraphs G.1.a and G.1.b.
- (B) Not unless those are in-house staff or any of the exceptions listed RFQ Document 03-Response Preparation and Submission Requirements paragraphs G.1.a and G.1.b.
- (C) See items A2.1.1 and A2.1.2 above.

A2.10

Question: How will the client assign work/task orders when awarded? (A) When a Work Order/Task Order arises, will the client request the approved firms to submit a letter proposal or a full-technical proposal? (B) Will you be pulling from the submitted firms or open it up to additional vendors?

PPS Response:

- (A) Yes.
- (B) To be determined, usually depending on the project type and scope, as well as A/E's capabilities/expertise and capacity, and financial capacity of A/E's contract. Note the total contract amount limit and contract period indicated in RFQ Document 02-General Information, paragraph A.

A2.11

Question: Please define the following and how do they relate to an A/E firm multi-discipline or a single discipline firm?

1. Third-party
2. subconsultants
3. prime consultants

PPS Response: Definitions standard to the industry are readily available from various authorities and sources. We abridge those definitions only as clarification to the requirements and restrictions of the RFQ, as follows:

1. Third party: May not be in-house staff, but may be a subconsultant.
2. Subconsultant: Contracted to the prime consultant; will not be in contractual arrangement with the Owner.
3. Primary/Prime Consultant: If awarded, will be in contractual arrangement with the Owner.

The industry definitions and PPS's clarifications apply the same to all types of A/E firms, whether single- or multi-discipline. Related: See RFQ Document 02-General Information paragraph A.1.

A2.12

Questions: (A) What is Pittsburgh Public School allowing? (B) Can architectural firms have consultants, (sub or prime) in their proposal as part of the team? (C) Or only for A/E firms and no single discipline architectural firms? (D) Is this proposal only for A/E multi-discipline firms to submit and not single discipline architectural firms?

PPS Response:

- (A) What PPS is requesting, allowing, and not allowing is described throughout the RFQ.
- (B) See item A2.9.2 above and Addendum Number 1 items A1.1.1 through A1.1.3. See also Item A.2.11 above for what PPS considers "Primary/Prime Consultant."

(C) & (D) Incorrect. See RFQ Document 03-Response Preparation and Submission Requirements paragraph F and RFQ Document 02-General Information paragraph A.1 and RFQ Document 03-Response Preparation and Submission Requirements paragraph G.1.

Also note: The solicitation is a Request for Qualifications (RFQ), not a Request for Proposal (RFP).

End of Addendum No. 2.