

Redevelopment Authority of Allegheny County

REQUEST FOR PROPOSALS

MAIN STREETS ALLEGHENY PROGRAM TECHNICAL ASSISTANCE PROVIDER



**Redevelopment Authority of Allegheny County
Business Development Division**

**Koppers Building
436 Seventh Avenue, Suite 500
Pittsburgh, PA 15219**

September 15, 2025

REQUEST FOR PROPOSALS

MAIN STREETS ALLEGHENY PROGRAM

SUMMARY INFORMATION

Redevelopment Authority of Allegheny County (RAAC) invites qualified consultants to submit professional credentials and proposals to provide project management and technical assistance services for the Main Streets Allegheny Program. This invitation will be advertised in the Pittsburgh Post-Gazette on Sunday, September 14, 2025, and will be available on the Allegheny County website on Monday, September 15, 2025:

[Economic Development Bid Notices - Allegheny County, PA](#)

This Request for Proposals (RFP) contains all information necessary for consultants to submit to a proposal, including program scope, proposal format, evaluation criteria, process, and schedule. While the program objectives, program scope and services and deliverables are given for proposals, RAAC invites consultants to propose recommendations or adjustments to how the scope of services and deliverables can be better developed based on the program goal and objectives. Consultants may collaborate with other consulting firms to perform portions of the scope of services provided that the role and expertise of such firms are fully defined in the proposal, and responsibility for their performance is assured by the lead consultant.

While this solicitation is ongoing, communication with RAAC staff regarding it is prohibited except through the established questions and comments procedure established in this Request for Proposals.

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I. INTRODUCTION

1. Overview of the Request for Proposals

Redevelopment Authority of Allegheny County (RAAC) seeks a creative, forward-thinking, and solutions-based consultant or consultant team to provide professional services to assist the Main Streets Allegheny Program. The consultant or consultant team will bring experience in comprehensive planning, community planning, main street revitalization, urban design, research and data analysis, knowledge of the Pennsylvania Municipalities Planning Code (MPC), and innovative approaches to public outreach and engagement. The consultant or consultant team, hereafter called the **Technical Assistance Provider – TAP**, who best demonstrates a clear understanding of the work requested and their experience in the successful completion of similar projects will be selected.

Over the course of this highly collaborative endeavor, the TAP will work closely with the Business Development Division, any steering committees, and work groups that may be established to inform the project, municipalities, and stakeholders.

2. County Profile

Allegheny County is located in Southwestern Pennsylvania, at the confluence of the Allegheny, Monongahela, and Ohio rivers. The county covers approximately 730 square miles and has an estimated population of around 1.23 million residents as of 2023. It is made up of 130 municipalities, ranging from the City of Pittsburgh, which has about 303,000 residents, to Haysville Borough, with around 81 residents. The area features a diverse range of communities, from large urban centers to rural landscapes, and from growing suburbs to revitalizing river towns.

Allegheny County is a home rule county that operates under a Council-Executive form of government, which consists of a 15-member County Council, an elected County Executive, and an appointed County Manager.

Known for its leadership in innovation, sustainability, and infrastructure, the County prioritizes the quality of life and economic growth for its residents, businesses, and partners. Founded in 1788, today's Allegheny County is characterized by its diverse and vibrant communities that are welcoming to all. For more information about Allegheny County, please visit <https://www.alleghenycounty.us/home>.

3. Department Profile

From projects as far-reaching and complex as revitalizing the landmark Carrie Blast Furnaces site to the offering loans to expand the dreams of sole-proprietors, RAAC helps communities and businesses thrive. Its two-fold mission is to increase the regional economy's diversity, growth, and competitiveness to ensure it is opportunity-rich for everybody, and to create healthy and vibrant neighborhoods that meet the needs of the residents. It works to accomplish this by investing Federal, State, and local funds in

affordable housing, public infrastructure, commercial and industrial development, business development, brownfield reclamation, and parks and recreation.

While RAAC will contractually approve of the Main Streets Allegheny program, portions of the program will be administered by Allegheny County Economic Development (ACED). The Business Development Division of ACED plays a crucial role in attracting and retaining businesses; therefore, Main Streets Allegheny is managed under the Business Development Division.

4. Overview of the Main Streets Allegheny Program

The Main Streets Allegheny Program (formerly known as Allegheny Together) is an initiative to revitalize commercial districts throughout Allegheny County via strategic planning and technical support. The process stresses community organization and data-driven planning to direct public investment, spur private investment, and revitalize our communities.

The program began in 2007 and has since supported 23 individual, traditional, walkable and downtown-based communities outside of the City of Pittsburgh. The program has evolved to meet the needs of the municipalities and business districts in the program. The participating municipalities were enrolled in the program for a three to five-year period and worked with Allegheny County Economic Development and the consultants to create and implement business district plans and projects.

Previous participants in the program include Elizabeth Borough, Stowe, Swissvale, Tarentum, Bridgeville, Verona, Bellevue, Coraopolis, Carnegie, Dormont, Aspinwall, Homestead, Millvale, Sharpsburg, Etna, Clairton, Mt. Oliver, Pitcairn, Braddock, East Pittsburgh, North Braddock, Blawnox, and Glassport.

A program's intensive evaluation session during the Mainstreet Summit in February 2025 and through April in an online survey brought in valuable feedback and recommendations for the program to better meet municipalities' needs. Together with direction from County Executive Sara Innamorato and RAAC Director Lauren Connelly, the program has been thoroughly reviewed. As a result, a new program direction and scope has been established.

Beginning in 2025, the program will be supported with both federal and county funds, which opens participation opportunities to all municipalities across Allegheny County and allows for a greater variety of municipal projects. The budget expansion also allows for a shorter timeline to completion for certain capital projects.

With this expanded funding, the program scope is also extended accordingly. The program is now designed as a set menu of services. Based on that menu, municipalities work with RAAC and the TAP to determine and tailor their own scopes of services that meet their

municipalities' vision, objectives, and goals. A description of the program scope will be detailed in the following section – Program Scope.

The current program sunset in June 2025. The Main Streets Allegheny Program will launch its new cycle in January 2026. The timeframe of September to December 2025 will be delivering the RFP process, contract, and pre-launch preparation work.

II. PROGRAM SCOPE

1. Program Description

The Main Streets Allegheny Program is an initiative designed to offer a wide array of services, including strategic planning, technical assistance, implementation support, and financial aid to traditional business districts throughout Allegheny County. Its main objective is to cultivate and enhance the vibrant business districts that reflect both the physical identity and the character of the municipalities.

Participating municipalities will engage in an initial assessment process to determine their needs, organizational capacity, and commitment. This assessment enables them to define their visions, goals, and priorities, guiding the program's focus to align with their objectives. As a result, each municipality is provided with a tailored project scope, which can be structured over a timeframe of one, two, or three years.

The Main Streets Allegheny Program operates on the principle that the collaborative engagement of municipal leaders, businesses, non-profit organizations, and residents is vital for success, and so each participating municipality will be asked to form a Business District Advisory Committee (BDAC) to implement and manage the program, made up of members from all these groups.

2. Program Goal

The program's primary goal is to create and promote vibrant business districts that embrace both the physical identity and character of the community.

3. Program Objectives

To assist the participating municipalities in achieving their defined goal by customizing program resources around the following key areas:

- Fostering job creation
- Attracting investment
- Filling storefronts and supporting existing businesses
- Attracting new visitors and spending
- Reducing blight and vacancy
- Promoting placemaking/placekeeping strategies
- Highlighting and celebrating each municipality's unique identity

4. Program Scope

The program scope is designed as a set menu of services, offering four key pillars of services, which are **assessment and planning, technical assistance, implementation, and small business grants**. While RAAC will be delivering and managing the implementation and small business grants, the TAP is requested to deliver the assessment and planning and technical assistance pillars.

Based on the results of the initial assessment, each participating municipality works with RAAC and the TAP to tailor their own project scope, which clearly defines the program pillar and its respective services. It is noted that one municipality might benefit from one to two or three program pillar(s) based on their assessment results, and therefore their project scope may span over a timeframe of one, two, or three years.

The tailored project scope of each municipality will be defined clearly in a Memorandum of Understanding between RAAC and the participating municipality.

a. Pillar One: Assessment and Planning

This pillar is for municipalities who have not yet done their **business district revitalization plans** and wish to develop short-term, medium-term, and long-term plans that align with their visions and goals.

In the first meetings with RAAC and TAP, municipalities should discuss and define their expected deliverables from the assessment and planning process.

Depending on the scale and scope of the service, the whole process of assessment and planning may take one to two years to complete.

b. Pillar Two: Technical Assistance

This pillar is for municipalities who have their business district revitalization plans from the assessment and planning pillar, or already have the plan created by themselves, but need further assistance on technical aspects while carrying out the plan.

- Technical assistance provides direct support to municipalities as mentioned above, and to small businesses related to or referred to in the plan.
- Services under technical assistance should be defined during the initial assessment process where municipalities present their revitalization plans, needs, and expectations. They may include but are not limited to:
 - Municipal support services, including support for community benefits agreements, grants administration/writing, code enforcement, utility billing.

- Infrastructure/streetscaping services, including site acquisition, site compilation, and site planning and design.
- Capacity-building for the municipal staff based on training needs analysis.
- Business support services, including grant writing, funding, development support, capacity building for business owners.
- Other services determined by the needs of the municipalities and businesses.

Technical assistance may be provided for 1 – 3 years depending on the needs of a municipality. Participating municipalities can apply for this pillar by solely choosing it for their project scope, or by including it as one part of their scope.

c. Pillar Three: Implementation Grant

This pillar is for municipalities who wish to deliver one specific plan that aligns with their goals and objectives but face financial gaps.

- This pillar is managed by RAAC. Municipalities are responsible for implementing the plan and reporting to RAAC.
- RAAC will make implementation grants available in amounts of up to \$50,000, dependent on funding availability.
- In case the implementation grant would advance a strategic plan for a community, the TAP is expected to refer the municipality to RAAC for the implementation grant pillar.

d. Pillar Four: Grants for Small Businesses

This pillar is for small businesses, including existing and new, who wish to retain, open, relocate and grow their businesses in Main Streets/Business Districts.

- This pillar is managed by RAAC.
- In case the grant for businesses complements a strategic plan for a community, the TAP is expected to refer the municipality/ businesses to RAAC for this small business grant pillar.

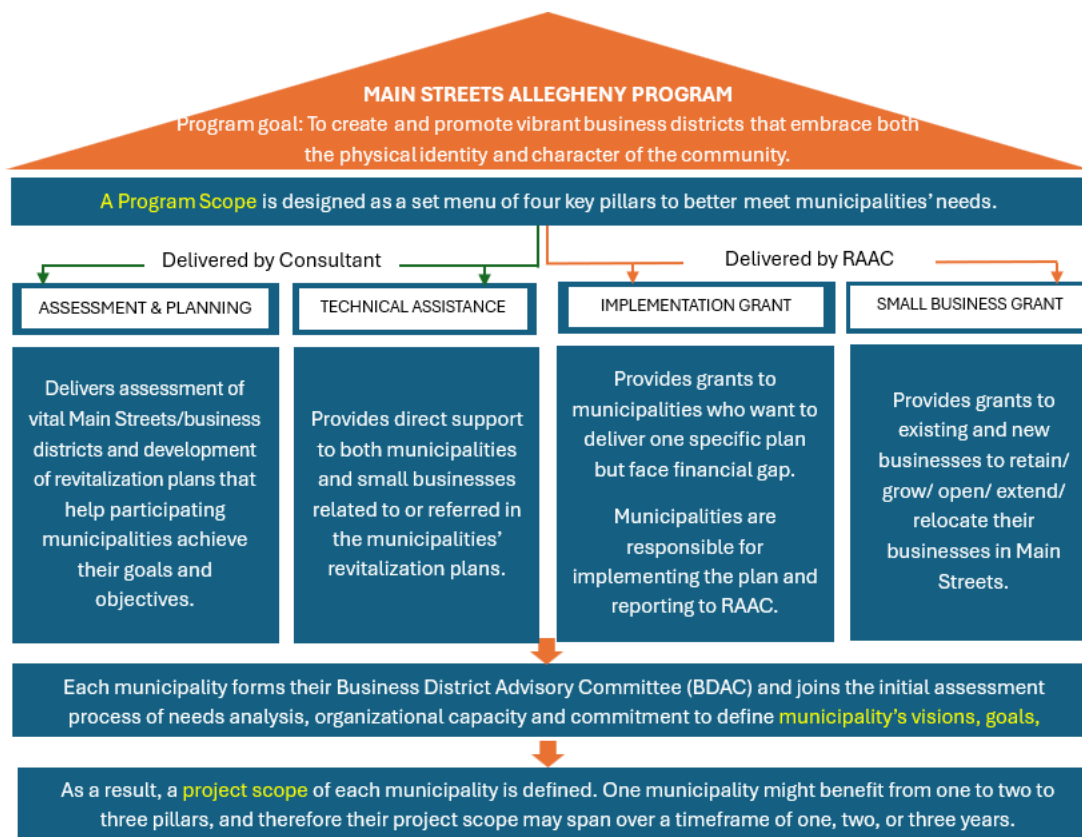


Figure 1: Program Goal and Scope House

5. Program Cycle and Phases

The program cycle is implemented through 4 phases: pre-program, program application, program service and program evaluation. The whole cycle may span over a three-year period:

- **Pre-Program** where all manual, guidelines, forms, processes, communication channels/ materials are built.
- **Program Application** includes program launching and launching tours, application submission, selection and participants announcement.
- **Program Service** starts with the program induction session to selected participants, Business District Advisory Committee formation, program coordinator appointment and initial assessment delivery. It ends with the completion of project scopes of all participating municipalities.
- **Program Evaluation** starts when the program service is fully delivered.
 - Participating municipalities are responsible for submitting final reports to RAAC. In cases of scope where involvement from the TAP exists, municipalities are encouraged to work with the TAP to track the Key Performance Indicators (KPIs) and complete their reports.
 - Reports are submitted in the following month of the end-month of project scope.

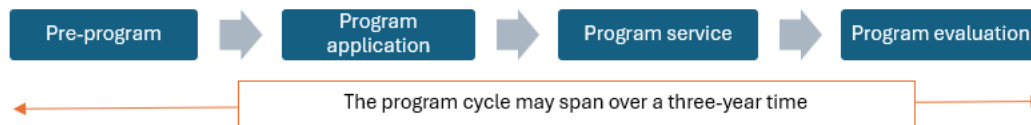


Figure 2: Program phases

6. Program Management and Reporting Structure

The program is managed and executed following the structure below.

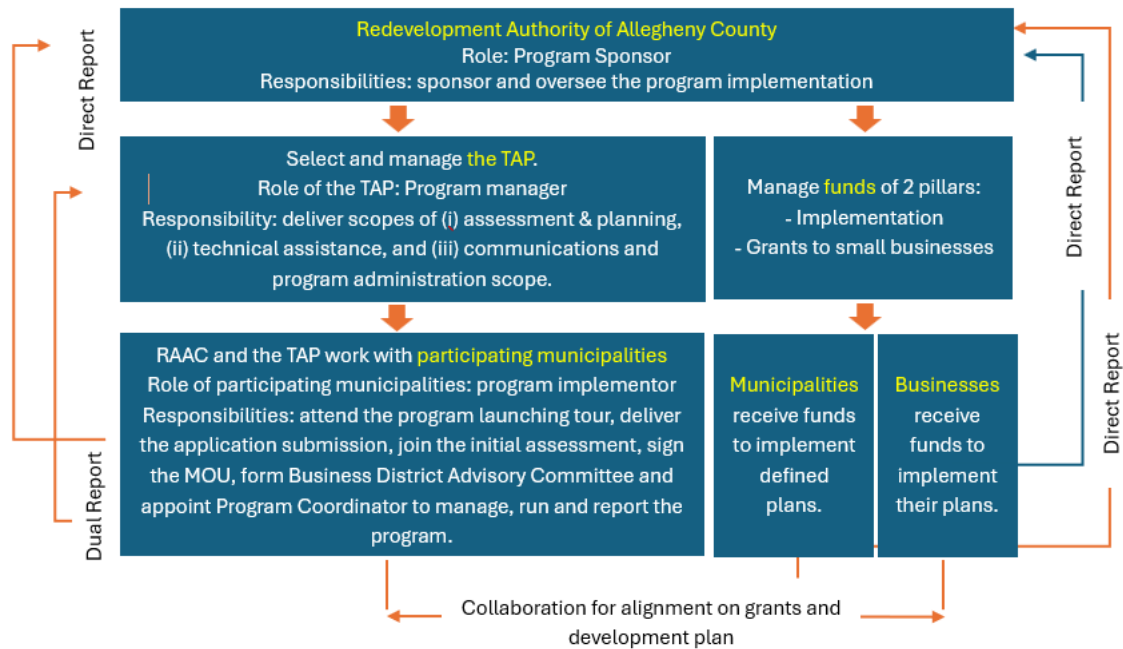


Figure 3: Program Management and Reporting Structure

III. SCOPE OF SERVICES AND DELIVERABLES

This section defines the scope of services and deliverables that the selected TAP shall perform over the period of one to three years. Accordingly, the TAP will deliver the assessment and planning and technical assistance pillars of the program, as well as the program communication and administration.

1. Program Communication and Administration:

Under this scope of service, deliverables include and are not limited to communication channels and materials, program manual and guidelines, program process, forms and templates, program tracking tools, and a shared drive to store all information, to ensure the program is communicated and administered effectively throughout the life of the contract.

TAP will have program briefing sessions with RAAC to discuss and define tools, materials and resources needed for the program to be launched, executed and reported effectively.

The TAP, during the execution of the program, is expected to propose other materials/tools/resources which are useful for program communication and administration.

Listed below are current channels and events:

- Communication channels:
 - website www.alleghenytogether.com
 - Allegheny Together newsletter
- Monthly and quarterly meetings with RAAC and participating municipalities; both online and offline meetings.
- Annual Main Streets Allegheny summit.
- Monthly report and year-end report

2. Assessment and Planning

Please find Section II – 4a for scope description

3. Technical Assistance

Please find Section II – 4b for scope description

4. Program Cycle and Participating Municipalities

- For each program cycle, there will be no more than six municipalities awarded the pillars of assessment and planning and technical assistance.
- There will be no new municipality joining the program when one municipality graduates.
- When all six municipalities complete their project scopes and submit the final report, the program cycle ends.
- Graduate municipalities are not excluded from applying to following program cycles.

IV. PROPOSAL FORMAT

1. General Organization of Proposal

Proposals must demonstrate that the proposer has the qualifications, experience, capacity, training, knowledge, and skills necessary to successfully perform the work described in this RFP. The information may include the staff size, staff licenses and experience, competing demands on the resources of the firm and the individuals, and any other information that would enable the County to make a fair assessment of a proposer's suitability.

2. Proposal Format

Proposals should not be more than 40 pages, organized as follows. Number all pages of the proposal.

a. Letter of Inquiry or Cover Letter

This letter should include:

- Name of the proposer including, in the case of a joint proposal as established in Section VI - 2, Joint Proposals, the prime proposer and all joint proposers.
- Statement indicating the proposer's understanding of the work to be performed.
- An affirmation of the proposer's qualifications for professionally and expertly conducting the work as understood.
- Contact information for the proposer, including the name of the primary contact along with telephone and email contact information.
- A clear statement of all business and/or family relationships the proposer, including the prime proposer and all joint proposers, has with any officials or employees of the County and the nature of these relationships. This shall apply to firms and the principals of firms as well as owner-operators.
- Legal structure of the proposer, including the prime proposer and all joint proposers: e.g., corporation, joint venture, etc.
- A clear statement indicates that the attached proposal constitutes a firm and binding offer by the proposer to the County considering the terms and conditions outlined in this RFP.

FAILURE BY THE PROPOSER TO CLEARLY STATE AND FULLY DISCLOSE ANY OF THE INFORMATION REQUIRED IN THE LETTER OF INQUIRY SHALL BE GROUNDS FOR ALLEGHENY COUNTY TO REJECT THE PROPOSAL AND WILL BE GROUNDS FOR IMMEDIATE CANCELLATION OF ANY CONTRACT ENTERED INTO BETWEEN THE COUNTY AND THE PROPOSER WITHOUT PAYMENT OF WORK COMPLETED.

b. Executive Summary

This section should include two parts.

For the first part, the proposer shall describe their understanding of the County's objectives and how their qualifications, experience, team expertise, and approach would achieve the objectives.

For the second part, the proposer shall provide a brief overview of their proposal. The proposer should include the approach, methodology, skills, and tactics that will enable them to provide the required services and deliverables in Section III, SCOPE OF SERVICES AND DELIVERABLES. As applicable, include a cost summary and description of the specific steps to provide the required deliverables.

This summary is not to exceed one page.

c. Capacity

The proposer shall describe their capacity to perform within the County's timeline, identifying the percentage of services to be performed by the prime proposer's own workforce and the percentage that will be performed by joint proposers.

The proposer shall provide evidence of adequate human, organizational, technical, and professional resources and abilities to meet the needs of this RFP, including an organizational chart, and describe the organization's expertise and capability to complete the proposed work. Include any innovative methods or concepts that might be beneficial to the County and provide successful examples from prior work with similar scopes of work. Also list the types of documents, materials, and resources required from the County.

The proposer shall include a summary of current and future commitments during the engagement with the County and describe any effect on staff resources and the ability to deliver services within the County's timeline.

d. Team Composition

If certain individuals are essential to the completion of the proposed work, they will be considered Key Personnel. The proposer shall include their resumes, titles, certifications, and a description of their work on recent projects of similar type, scope and magnitude, and identify their proposed roles on the project team for the duration of the contract. If the County accepts the proposal, replacement of any Key Personnel will require the County's approval and acceptance of the replacement as substantially equivalent.

e. References

References must include the organization's name, telephone and email contact information, and a description of the specific services provided by the proposer. It is the responsibility of the proposer to ensure that this information is current and accurate.

f. Key Proposal Content

To be detailed following in Part 3 of this section.

g. Cost Proposal

A separate cost proposal shall be submitted in a sealed envelope clearly marked "Main Streets Allegheny Cost Proposal," with the name of the proposer on the envelope. The cost estimate shall include the following information:

- A copy of the signed Letter of Intent.

- Labor hours and labor rates for all Key Personnel and labor category for other staff.
- Labor overhead.
- Estimate of expenses including travel, printing, mailing, telecommunications, and other expenses.
- Profit.
- Total proposed price for completion of the project, clearly identified.

3. Key Proposal Content

a. Program Communication and Administration

Please propose strategies and tactics in how the program shall be communicated and administered to ensure:

- Number of participating municipalities each year.
- Formation of Business District Advisory Committee and appointment of Program Coordinator at each participating municipality, resulting in effective collaboration between participating municipalities and RAAC and TAP.
- Engagement and commitment of municipal leaders, NGOs, businesses and residents into the program through the program year.
- Effective tracking and monitoring the program KPIs, progress, completion ratio and budget over time.
- Ongoing communication to attract and maintain interest and engagement from all municipalities across Allegheny County.
- The Main Streets Allegheny Program website is not only a page to introduce the program but also a content hub for Main Street revitalization and best-practice sharing network that benefits for all municipalities across the County.

b. Program Delivery

- Describe how you would plan and perform the scopes of pillar one and pillar two.
- Explain how your organization's methods relate to the Four Points of Main Street development: Economic Design, Vitality, Promotion, Organization.
- Demonstrate how your plans would foster inclusive attraction and growth of diverse small businesses in main street districts.

c. Experience in Assisting Main Streets and Business Districts

List three projects completed by your organization in the past five years. Please use the following format to identify these projects:

- Name, location, description of the project
- Geographic area/size of the project
- Cost of the project

- Date started and completed
- KPIs and result of the project
- Challenges of the project and how you overcame them to meet the objectives and KPIs.

V. EVALUATION CRITERIA

1. Selection Sequence

a. Proposal Evaluations

The Selection Committee shall review and evaluate each proposal for compliance with the requirements established in Section V - 2, Criteria and Weight.

b. Interviews

The County intends to interview the three highest-ranking proposals based upon the evaluations performed by the Selection Committee. The interview score might affect the final score of the proposals. Even without interviews, the proposal should be comprehensive and complete.

2. Evaluation Criteria and Weight for Selection

The selection committee will evaluate the proposals on the following criteria:

| Criteria | Weight | Based on |
|---|--------|---|
| Organizational capacity | 35% | <ul style="list-style-type: none"> - Qualifications and experience of the consultant or team members assigned to this project. - Demonstrated ability to carry out and manage similar projects. - Experience working within environments comparable to Allegheny County. - The relevant qualifications and recent experience of the consultant or consultant team in preparing Main Street Revitalization plan. (as specified in Section IV – 2b, c, d) |
| Key proposal content | 35% | <ul style="list-style-type: none"> - Demonstrated understanding of the Scope of Services and project objectives. - And as specified in Section IV – 3. |
| Cost proposal | 20% | <ul style="list-style-type: none"> - Quality and value of the proposed approach to work and budget (as specified in Section IV – 2g). |
| M/W/DBE and VOSB participation, including | 10% | <ul style="list-style-type: none"> - Match of skills and capacity to work tasks and scope. - Degree of participation that reflects the County's goals as defined in this RFP. - Current M/W/DBE or VOSB certification. |
| | 100% | |

3. Evaluation Criteria and Weight for Re-Selection for the Next Program Cycle

Six months prior to the program cycle's end date, the selection committee will evaluate the program and the TAP for consideration of service and contract extension.

| Criteria | Weight | Based on |
|---|--------|---|
| Program results meet the KPIs and key milestones | 25% | Deliverables and progress tracking tool |
| TAP's capacity in delivering the services | 25% | Evaluation from RAAC and municipalities |
| Program communication and administration/Project management skill | 20% | Evaluation from RAAC and municipalities |
| Well-designed program manuals, guidelines, forms, templates, processes , etc. | 20% | Evaluation from RAAC and municipalities and the result from using them. |
| Team chemistry | 10% | |
| | 100% | |

VI. PROCESS AND SCHEDULE

1. Schedule of RFP and Contract Process

| | |
|--------------------------------------|--|
| RFP release | Monday, September 15, 2025 |
| Pre-proposal meeting date and time | Friday, September 19, 2025, 1:30 PM EDT |
| Is pre-proposal meeting mandatory? | Yes |
| Pre-proposal meeting location | Allegheny County Department of Economic Development Koppers Building 436 Seventh Avenue, Suite 500 Pittsburgh, PA 15219 |
| Deadline for questions and comments | Friday, September 26, 2025, 4:00 PM EDT |
| Proposal due date and time | Friday, October 24, 2025, 4:00 PM EDT |
| Award of contract (tentative) | Friday, November 21, 2025 |
| CONTRACT | |
| Expected number of contracts awarded | One |
| Contract process duration | Two months |
| Expected duration of agreement | 3 years |
| Options to extend | One full program cycle (3 years) |

| | |
|-----------------------------|---|
| Payment method | Monthly reimbursement based on deliverables |
| DESIGNATED POINT OF CONTACT | |
| Maggie Nguyen | thikimlinhmaggie.nguyen@alleghenycounty.us |

2. Proposal Submittal

Proposals shall be due by the date and time established in Section 3.1, Schedule. Three printed copies of the proposal shall be addressed and delivered as follows:

County of Allegheny
Department of Economic Development
Koppers Building
436 Seventh Avenue, Suite 500
Pittsburgh, PA 15219

Attn: Maggie Nguyen
Business Development Division

One electronic copy of the proposal should be sent to Maggie Nguyen at thikimlinhmaggie.nguyen@alleghenycounty.us.

Proposals must be submitted in the format described in Section IV-2, Proposal Format. To be considered, the proposal must respond to all requirements of this RFP.

a. Proposer's Responsibility

At the time of the opening of proposals, it will be presumed that each proposer has read and is thoroughly familiar with the scope of services to be performed under this RFP, the contract requirements of this RFP, and any other documents included in this RFP. The failure or omission of any proposer to examine any form, instrument, or document contained in this RFP shall not relieve the proposer from any obligation in respect to the proposal submitted.

b. Conflicts of Interest

Proposers shall not accept gifts or anything else of value nor enter into a business arrangement with any employee, official, or agent of the County.

By submitting this proposal, the proposer certifies and represents to the County that the proposer has not offered, conferred, or agreed to confer any pecuniary benefit or other thing of value for the receipt of special treatment, advantaged information, receipt's decision, opinion, recommendation, vote, or other exercise of discretion concerning this RFP.

Proposers and subcontractors or subconsultants are eligible for contracts with the County only if they are not currently, and will not, during the performance of the required services, participate in any other similar work involving a third-party with interests currently in conflict or likely to be in conflict with the County's interests.

c. Joint Proposals

A proposal may be submitted by several entities as a joint proposal, but the County will only sign a single contract with one entity, termed a prime proposer, that will be responsible for performance under the resulting contract.

d. Modification or Withdrawal of Proposal

Proposals may be withdrawn, modified, or replaced at any time prior to the Due Date and Time. After the Due Date and Time, proposals may not be modified unless requested by the County. The County requests that proposals remain open for at least 90 calendar days after opening.

The County may request additional or clarifying information and may discuss and negotiate any component of a submitted proposal from any proposer. Negotiations or requests by the County are not to be deemed counteroffers or rejections of any original proposals.

e. No Commitment

This RFP does not commit the County to make an award, nor will the County pay any costs incurred by proposers in the preparation and submission of proposals, or costs incurred in making necessary studies for the preparation of proposals. The County may withdraw the RFP at any time and may reject all proposals.

f. Disclosure of Proposals

All open proposals, including documents and materials submitted with proposals, become the property of the County.

With selected exceptions, the contents of any submissions during the RFP process will be treated as open records and will be open to inspection after a contract is executed or the County rejects all proposals.

Documents protected by law from public disclosure will not be disclosed if clearly marked with the word "Confidential" on each applicable page, with each confidential provision clearly identified. A mere list of confidential pages will not suffice to meet this requirement. Requests to treat the entire proposal as confidential will be rejected and will result in no part of the proposal being treated as confidential.

Submission of any materials in response to this RFP constitutes:

- Consent to the County's release of such materials without notice to the person or entity submitting the materials.
- Complete waiver of all claims against the County and its officers, agents, and employees that the County has violated a proposer's right to privacy, disclosed trade secrets, or caused damage by allowing the proposal or materials to be inspected.
- Agreement to hold the County harmless for release of such information.
- Acknowledgement that the County will not assert any privileges that may exist on behalf of the person or entity submitting the materials.

g. Discrimination Disclaimer

RAAC, ACED, and The County of Allegheny do not discriminate on the basis of race, color, creed, religion, disability, or sexual orientation. Furthermore, minority, women, and disadvantaged business owners are encouraged to pursue business opportunities with RAAC, ACED, and Allegheny County. For information on the M/W/DBE Program, M/W/DBE Certification, and how to obtain business within Allegheny County, contact the Allegheny County Department of Equity and Inclusion at (412) 350-4309 and on the County of Allegheny web site at: <https://info.alleghenycounty.us/equity-inclusion/Default.aspx>

h. Right to Investigate

RAAC, and its agents, partners, consultants, contractors, employees and officers, shall have the right to verify, through any means, the accuracy of all information submitted by a responding firm and shall have the right to make such inquiries and investigations as it deems necessary to determine the ability of a responding firm to perform the obligations set forth in its response to this RFP. RAAC reserves the right to reject the response of any responding firm who refuses to cooperate with and assist RAAC in the making of such inquiries and investigations. Moreover, RAAC reserves the right to reject any response where the available evidence or information does not satisfy RAAC, in its sole judgment and discretion, that the responding firm (a) is qualified to properly carry out the obligations set forth in the response, and/or (b) is a person or developer of good reputation and/or character with the ability to undertake strict, complete and faithful performance of its business obligations.

i. Preparation Costs

Each responding firm agrees that the cost of all materials, preparations and presentations involved in the submission of its response and/or its participation in the selection process shall be borne by said responding firm at its sole cost and expense. RAAC shall not, under any circumstances, be responsible for any costs or expenses incurred by a responding firm in preparing a response to this RFP, or in participating in

any subsequent steps in the selection process, such as providing additional information to RAAC, engaging in negotiations and/or discussions with RAAC, and/or making presentations to any interested parties. Each responding firm agrees that all documentation and materials submitted either with a response or at any point during the selection process shall remain the property of RAAC.

j. No Co-partnership

No partnership, joint venture, other business combination or agency relationship is created between RAAC and any Responding Developer by virtue of this RFP, the selection process or otherwise.

k. RFP Communications

Unauthorized contact regarding this RFP with employees or officials of RAAC or Allegheny County other than the RFP Coordinator named in the header section of this solicitation may result in disqualification from this procurement process.

l. Public Record

A responding firm, by submittal of a proposal, acknowledges that all proposals may be considered public information in accordance with the Commonwealth of Pennsylvania Right to Know laws. Subject to award of this RFP, all or part of any submittal may be released to any person or firm who may request it. Therefore, a responding firm shall specify in their proposal response if any portion of their submittal should be treated as proprietary and not releasable as public information. A responding firm should be aware that all such requests may be subject to legal review and challenge.

Any information considered proprietary should be indicated as such or not included in the response.

3. Request for Information

Submit all questions, comments, exceptions, and suggestions by the deadline for questions and comments by email to the Designated Point of Contact at the indicated email address. Questions and comments received at a different email address or after the deadline may not be acknowledged.

If taking exceptions to any portion of this solicitation, submit the exceptions by email to the Designated Point of Contact at the indicated email address by the deadline for questions and comments. Quote directly the text to which exception is taken. If requesting changes or additional language, identify specific words or phrases to be changed and provide new requested language. If the County agrees to the changes, the solicitation will be revised, and an addendum will be posted.

Failure to take exceptions prior to the deadline stated or as otherwise directed will be deemed a waiver of any objection. Proposals that are conditional or that include material exceptions to the specifications or to any terms may be considered non-responsive and will be rejected.

Requests for complete replacement of the County's contract requirements included in this RFP will not be granted

4. Revision to RFP

The County may cancel, revise, or reissue this solicitation, in whole or in part, for any reason. Revisions will be posted as addenda at AlleghenyCounty.US/economic-development/bid-notices.aspx. No other revision of this RFP will be valid. Proposers are responsible for ensuring that they have received all addenda prior to submitting proposals.

5. Communication

Other than the Designated Point of Contact, no prospective proposer or person acting on behalf of a prospective proposer may communicate with or discuss any matter relating to the RFP with any officer, agent, or employee of the County except as established in this RFP.

6. Pre-Proposal Meeting

This RFP process includes a mandatory pre-proposal meeting. Requests to attend the meeting must be made through the Designated Point of Contact at the indicated email address. If ADA accommodation is required, submit a request for accommodation with the attendance request.

Answers to questions raised prior to, at, and following the pre-proposal meeting will be posted as addenda at AlleghenyCounty.US/economic-development/bid-notices.aspx.

Attendance at the pre-proposal meeting for this RFP is mandatory. Proposers who did not attend the pre-proposal meeting will be disqualified.

7. Basis of Procurement

a. Compliance with Requirements

This RFP and any contracts that may result shall be in accordance with appropriate laws, ordinances, and regulations of the United States Government, the Commonwealth of Pennsylvania, the Allegheny County Home Rule Charter, and the Allegheny County Administrative Code.

b. Funding Source Provisions

During this RFP process and to the extent that the County determines to proceed with a contract for services as a result of this RFP, the proposer will conform and comply with appropriate provisions of all awarded funding sources.

VII. CONTRACT REQUIREMENTS

1. General Requirements

All Proposers are bound by the deadline and location requirements established in this RFP.

2. Insurance

The Consultant shall procure, before work commences, and maintain at its own expense during the entire period of the performance of this project, the following types of insurance with insurance companies authorized to operate in Pennsylvania and acceptable to Allegheny County:

- Workers' Compensation and Employer's Liability. Coverage shall be provided in accordance with the laws of the Commonwealth of Pennsylvania and the laws of each other's jurisdiction that may apply.
 - Workers' Compensation- Statutory
 - Employer's Liability in an amount not less than:
 - \$1,000,000 Each Occurrence
 - \$500,000 Disease – Policy Limit
 - \$100,000 Disease – Each Employee
- Commercial General Liability in an amount not less than:
 - \$2,000,000 General Aggregate
 - \$1,000,000 Personal Injury
 - \$1,000,000 Each Occurrence
- Business Automobile Liability with a Combined Single Limit not less than:
 - \$1,000,000 Each Accident
- Professional Liability in an amount not less than:
 - \$1,000,000 Each Claim
 - \$1,000,000 Aggregate
- Valuable Papers:
 - Coverage in an amount sufficient to assure restoration of any plans, drawings, field notes, records, or other similar data relating to work produced in this project in the event of their loss or destruction.

3. M/W/DBE and VOSB Participation

a. M/W/DBE Participation

The goal for M/W/DBE participation is 13% MBE and 2% WBE for all projects funded by Allegheny County. These goals will remain in effect throughout the life of the contract.

Consultants must demonstrate a commitment to meeting County goals. The Proposal should indicate how M/W/DBE goals will be met in the overall Proposal and Design Team.

b. VOSB Participation

The goal for VOSB participation is 5% for all projects funded by Allegheny County. These goals will remain in effect throughout the life of the contract. Consultants must demonstrate a commitment to meeting County goals. The Proposal should indicate how VOSB goals will be met in the overall Proposal and Design Team.

4. Eligible Expenses

a. Local Staff

The following direct expenses are eligible as it relates to local travel for attending meetings and conducting project tasks:

- Vehicle mileage (using current Federal reimbursement rate)
- Pennsylvania Turnpike tolls
- Rental fees (if necessary)
- Parking (if necessary)

A detailed or itemized receipt must be provided for tolls, rental fees, and parking. Vehicle mileage documentation should include information about the origin and destination of travel.

b. Non-Local Staff

The following direct expenses are eligible as they relate to non-local staff traveling to the area to assist with project tasks:

- Hotels (ask for the government rate)
- Airfare
- Meals (no reimbursement for alcoholic drinks; provide an itemized receipt for meal expenses; maximum daily meal reimbursement is \$46)
- Rental car fees
- Fuel for rental cars
- Parking for rental cars
- Taxi/Uber/Lyft fees

A detailed or itemized receipt must be provided for all expenses.