



## **REQUEST FOR QUALIFICATIONS (RFQ)**

### **Basic Conditions Study Services**

**RFQ Issue Date: Thursday, June 18, 2026**

**Response Due Date: Tuesday, July 7, 2026**

**URBAN REDEVELOPMENT AUTHORITY OF PITTSBURGH**  
**REQUEST FOR QUALIFICATIONS (RFQ)**  
**Basic Conditions Study Services for URA**  
**Issued on June 18, 2026**

**GOAL OF THE RFQ**

The Urban Redevelopment Authority of Pittsburgh (“URA”) requests qualifications from a variety of firms (“the Applicant(s)”) to provide Basic Conditions Study services to the URA, the Pittsburgh Land Bank (“PLB”), and the URA’s affiliated entities as needed.

The URA plans to approve one or more Applicants to be part of an approved list of firms to perform the above services for the URA. Firms selected for this list will be eligible for selection by the URA to perform services, as needed, at the URA’s discretion. Each approved firm will remain on the list from the date approved by the URA Board of Directors through December 31, 2029. The RFQ process may be revisited during this period to invite additional firms to qualify for these services.

**BACKGROUND**

The URA is the City of Pittsburgh's (“City”) economic development agency, committed to fostering sustainable prosperity across all of Pittsburgh. Incorporated in 1946 as one of the first redevelopment authorities in the United States, the URA achieves this mission by assembling, preparing and conveying sites for major mixed-use developments; and by providing a portfolio of programs that include financing for business location, relocation and expansion, housing construction and rehabilitation, and home purchases and improvements.

**OBJECTIVES**

The URA seeks to create a panel of qualified firms to conduct as-needed services related to Basic Conditions Studies. To effectively accomplish our objectives, the URA is soliciting information from interested firms on their ability to perform these services, specifically their available staffing, ability to complete varying projects in a reasonable time frame, and price structure.

**GENERAL INFORMATION**

The URA regularly evaluates areas within the City to determine if they meet the statutory criteria for blight, which is a required step for certifying new Redevelopment Areas.

## **SCOPE OF SERVICES**

Firms selected for this panel will be called upon to execute multiple Basic Conditions Studies on an as-needed basis. These reports must be conducted in accordance with the Pennsylvania Urban Redevelopment Law, 35 P.S. §1701 et seq, to document conditions of blight for new certified Redevelopment Areas in multiple neighborhoods of Pittsburgh. These study areas may be assigned at one time or over a number of months, and study areas may not be contiguous.

If selected and a project is identified, the Consultant will prepare conditions of blight documentation, including photographs and a building conditions report that is consistent with the current Urban Redevelopment Law. The Consultant will survey every parcel in the proposed study area and determine the presence of one or more of the characteristics of blight set forth in section two of the Urban Redevelopment Law including, without limitation:

- a. Unsafe, unsanitary, inadequate, or overcrowded conditions of dwellings in the area
- b. Inadequate planning of the area
- c. Excessive land coverage of the buildings in the area
- d. Lack of proper light and air and open space in the area
- e. Defective design and arrangement of the buildings in the area
- f. Faulty street and lot layout in the area
- g. Economically or socially undesirable land use in the area

In addition, if selected and a project is identified, the Consultant will prepare a basic condition of blight report that meets the threshold requirements of the Urban Redevelopment Law and will include, without limitation:

- a. A base map showing the real estate parcels in the proposed redevelopment area, with a written description of the proposed redevelopment area boundaries.
- b. An inventory of existing land uses and undertake a structural conditions survey of the occupied and vacant properties within the project area.
- c. Maps illustrating the existing land uses and building conditions of properties within the proposed redevelopment area.
- d. A project eligibility report based on findings of fact.
- e. The preparation of appropriate resolutions for certification. The Consultant will present the draft Blight Report to the Pittsburgh Planning Commission, the URA and the City of Pittsburgh. In addition, the Consultant will present the draft Blight Report at a public meeting prior to adoption.

A parcel-by-parcel analysis of each assigned study area is not strictly required as much as a block-by-block sample of conditions. For each assigned project, deliverables will need to include a PDF of a Basic Conditions Study no longer than 20 pages, a GIS shapefile of mapped conditions, and a presentation of such findings to the City of Pittsburgh Planning Commission if requested.

## **QUALIFICATIONS**

The selected Applicants / Consultants must:

- Have a minimum of 3-5 years of performing Basic Conditions Study services;
- Be available to perform the work assigned within the time frame required in the agreement; and
- Have familiarity with the Pennsylvania Urban Redevelopment Law.

Prior experience with the URA will be considered.

## **SUBMISSION REQUIREMENTS**

The Applicant shall submit a proposal package ("Response") containing the following:

1. Title Page – include the Applicant's name, contact person and contact information.
2. Table of Contents
3. Primary Qualifications - Provide a brief narrative that explains why your organization is well qualified to provide the services for which you would like to be considered. Briefly describe similar work your firm or team has completed.
4. Firm Profile - Provide a brief profile of your organization, including:
  - i. Number of total employees; and
  - ii. Number and names of employees who will be dedicated to the work.
5. Biography of Key Personnel - Identify the staff within the organization who will be actively working on this contract. Please include the individuals' relevant experience and their work location.
6. References - Provide three references from entities that have worked with your firm on similar projects. Provide only references who have directly worked with one or more members of the firm's proposed team. Include the reference's name, title, address, direct telephone number, and email address.
7. Minority and Woman Business Enterprise (MWBE) Narrative - State as succinctly as possible your firm's efforts to promote opportunities for women and minority professionals in your organization. MWBE participation can be satisfied by:
  - Ownership/partnership of firm;
  - Employment levels of minorities and/or women in the organization;
  - Staffing of minorities and/or women on URA work;
  - Use of minority- or women-owned businesses as vendors for legal, printing, office supplies, travel, etc.; and
  - Subcontracting with organizations owned and controlled by minorities and/or women. If this is to be done, that fact, and the name of the proposed subcontracting organizations, must be clearly identified in the proposal. Following the award of a contract, no additional subcontracting will be allowed without the express prior written consent of the URA. The URA has a long history of diversity and inclusion within all of its programs and other activities. The URA encourages the full participation of minority and women business owners and professionals in this effort.

8. Fees - Describe your proposed fee structure (e.g., hourly, fixed fee per item, etc.) and include proposed rates.
9. Other Information - Please provide any other information which you believe is pertinent to the URA's consideration of your firm.

## **INQUIRIES**

All inquiries related to this RFQ are to be submitted through Ion Wave Technologies, the URA's RFP and RFQ platform, where the inquiry and the answer will be made public.

## **RESPONSE SUBMISSION**

### **DEADLINE: Tuesday, July 7, 2026**

Applicants must submit their Response using Ion Wave Technologies. The Response should be combined into one file in PDF format. Do not send hard copies.

Link to Ion Wave Technologies: <https://ura.ionwave.net/Login.aspx>

### **ALL RESPONSES MUST BE RECEIVED THROUGH ION WAVE TECHNOLOGIES.**

If you have general questions about the materials in this RFQ, please contact:

Gordon Hall  
[ghall@ura.org](mailto:ghall@ura.org)

If you have any questions about Ion Wave, please contact:

Ivy Coleman  
[icoleman@ura.org](mailto:icoleman@ura.org)

## **SELECTION**

- The qualifications review committee ("Committee") will consist of the members of the URA Real Estate, Development Services and Legal Departments.
- The Committee will check responses against mandatory criteria. Responses not meeting all mandatory criteria will not be considered for review.
- Formal interviews of Applicants may be scheduled at the discretion of the Committee.
- During the evaluation process, the URA reserves the right to request additional information or clarifications from the Applicant(s) or to allow corrections of errors or omissions.
- The Committee shall recommend to the URA Board of Directors a list of applicants based upon firms' responses to this RFP.

### **SELECTION CRITERIA**

- Experience – The Applicant's experience in providing services similar to those within the Scope of Services described herein; the quality of the Applicant's management, reputation and references;

the applicant should have at least 3-5 years of experience providing the services specified in its response to organizations like the URA.

- Quality of Submission – The quality of the submission and the degree to which it demonstrates the team members’ full understanding of the ability to perform the services to be rendered; the content of the response should demonstrate the applicant’s full understanding of the objectives, along with sample materials.
- MWBE strategy or if the applicant is a MWBE.

### **MANDATORY ELEMENTS**

1. The Applicant, including any and all team members, must have no conflict of interest with regard to any other work performed by the respondent for the URA or any related entity.
2. The Applicant must adhere to the instructions contained in this RFQ in preparing the Response.
3. The Applicant must include an MWBE narrative.

### **LEGAL INFORMATION**

The URA intends to select one or more Applicants based upon information in the Response, the Applicant’s performance in previous undertakings, and other pertinent factors. The selected Applicant(s) will be chosen on the basis of the selection criteria listed above.

1. The URA shall have the right to verify the accuracy of all information submitted by the Applicant, and to make such investigation as it deems necessary to determine the ability of each Applicant to perform the services set forth in the Response.
2. The URA in its discretion reserves the right to reject any Response when the available evidence or information does not satisfy the URA that the Applicant is qualified to carry out properly the services set forth in the Response.
3. The URA shall be the sole judge as to which, if any, Applicant best meets the selection criteria. The URA reserves the right to reject any or all Response(s), to waive any submission requirement contained within the response, and to waive any irregularities in any Response.
4. This RFQ is submitted subject to errors, omissions, and/or withdrawal without notice by the URA at any time.
5. All Responses, including attachments, supplementary materials, addenda, etc. shall become the property of the URA and will not be returned.
6. Applicant’s members must disclose any conflict of interest, or potential conflict of interest, with regards to any employee or staff of the URA or the City of Pittsburgh, and/or any work performed by the Applicant for the URA, the City of Pittsburgh, or any related entity.