



CITY OF PITTSBURGH

Office of Management & Budget

on behalf of the

Commission on Human Relations



Request for Proposal

for

Special Counsel - Civil Rights

RFP No. 2016-0004

Release Date: January 5, 2016

Submittal Deadline: February 9, 2016
no later than 3:00pm EST



I. Introduction

The City of Pittsburgh (City) Commission on Human Relations (Commission) is the Agency that is charged with the enforcement of laws prohibiting discrimination in the areas of employment, housing and public accommodations. The Commission is also empowered to investigate any matters which adversely impact inter-group relations with the City and to conduct education programs to foster improved relations among the diverse groups that populate our city and surrounding areas. The Commission also enforces provisions with the City Code prohibiting discrimination by City employees while acting in their official capacities.

The 15 Commission members are volunteers appointed by the Mayor to four-year terms. They employ a Director and a staff of eight (8) persons. The Commissioners are assigned to various committees to further their mission of the elimination of discrimination.

II. Project Overview

The Commission is requesting proposals from attorneys or law firms specializing in civil rights law to provide representation to the City. The initial contract for this project, billed hourly, may not exceed \$25,000.

All attorneys admitted to practice within the courts of the Commonwealth of Pennsylvania, who have experience and knowledge in litigation of civil rights complaints are eligible.

The City intends to recover, wherever possible, all attorney fees and cost of litigation at the prevailing rate to maintain financial resources to support its enforcement effort.

III. Scope of Work

The Commission is seeking special counsel to perform the following services as part of this project:

- Serve as legal representation of the Commission in special matters, including, but not limited to representation during the EEOC's investigation of a discrimination claim, as well as any ensuing litigation arising therefrom;
- Draft responses to motions filed and conduct paralegal work as necessary;
- Participate in any applicable meetings or court appearances as necessary;
- Advise the Commission and serve as representation in settlement conferences; and
- Perform other duties as required.

In accordance with the City's procurement policies, the cost for this project is anticipated to be less than \$25,000. Subsequent work effort that may be required to support implementation of the future state processes will be procured in accordance with City Code.



IV. Submission Requirements

Vendors should submit a brief (3-5 pages maximum) proposal that includes the following:

- Overview of the firm;
- Experience with civil rights cases;
- Brief resume/bio of consultants who will work on this project;
- Cost proposal, with hourly rates for each proposed role and
- EORC commitment or waiver request

Proposals should be submitted via email to the following contact no later than **3:00 PM** on **February 9, 2016**.

Jennifer Olzinger, Assistant Director/Procurement
City of Pittsburgh, Office of Management and Budget
Room 502, City-County Building
Pittsburgh, PA 15219
Email: jennifer.olzinger@pittsburghpa.gov

Any questions or issues for clarification should be directed to the above contact as well. The selected Counsel will be expected to enter into a professional services agreement with the City upon approval of Pittsburgh City Council. The anticipated start date for this effort is late January 2016, and the City would like the project completed within twelve (12) weeks of commencement.

V. Equal Opportunity

MWE/DBE

The City of Pittsburgh is committed to the ideal of providing all citizens an equal opportunity to participate in City and its Authorities' contracting opportunities. It is therefore the City's goal to encourage increased participation of women and minority groups in all City contracts.

The City requires that all bidders demonstrate good faith efforts to obtain the participation of Minority-Owned Business Enterprises (MBE's) and Women-Owned Business Enterprises (WBE's) in work to be performed under City contracts. The levels of MBE and WBE participation will be monitored by the City of Pittsburgh's Equal Opportunity Review Commission (EORC).

In order to ensure that there are opportunities for historically disadvantaged minority groups and women to participate on Covered Contracts, and consistent with the City's current equal employment opportunity practice and goals, the EORC will review contracts to include an evaluation of a developer/contractor's employment of minority groups and women, encourage goals of twenty-five (25) percent and ten (10) percent respectively.



Veteran-Owned Small Business

It is also the City's goal to encourage participation by veteran-owned small businesses in all contracts. The City of Pittsburgh shall have an annual goal of not less than five (5) percent participation by veteran-owned small businesses in all contracts. The participation goal shall apply to the overall dollar amount expended with respect to the contracts.

The City requires that all bidders demonstrate good faith efforts to obtain the participation of veteran-owned small business in work to be performed under City contracts. The levels of veteran-owned participation will be monitored by the City of Pittsburgh's EORC.

Good Faith Commitment

In order to demonstrate good faith commitment to these goals, all bidders are required to complete and submit with their bids either: the attached MDE/WBE/Veteran-Owned Solicitation and Commitment Form (which details the efforts made by the bidder to obtain such participation), or the attached MBE/WBE/Veteran-Owned Solicitation and Commitment Form – Waiver Request (which details why no MDE/WBE/Veteran-Owned business participation could be obtained. Failure to submit either of these forms will result in rejection of the bid. Copies of these forms are attached as Appendices B & C.