



Urban Redevelopment Authority

REQUEST FOR PROPOSALS (RFP)

PROPERTY MAINTENANCE

LANDCARE TIER 2

RFP Issue Date: Thursday, June 28, 2018

Proposal Due Date: Wednesday, July 25, 2018 at 4 p.m. ET

I. INTRODUCTION

Goal of the RFP

The Urban Redevelopment Authority of Pittsburgh (URA) is accepting competitive proposals from experienced property maintenance firms to perform year-long maintenance of its vacant land real estate portfolio¹. Approximately 400 properties are grouped into bundles of two sizes, small and mid (“bundles”), and located in geographic clusters throughout the City of Pittsburgh (“City”). A listing of property groups is included in this proposal package (**‘Addendum G’**) and is also available for review online for those companies wishing to submit a proposal. The initial contract period will be for one (1) year. The property bundles are subject to change minimally by the URA throughout the contract period as URA ownership changes.

Subsequent to this RFP, a separate Request for Proposals for property maintenance of the remainder of the URA real estate portfolio will be released (LandCare Tier 1), consisting of approximately 1,000 parcels. Any contractor awarded a contract under this RFP (LandCare Tier 2) will be ineligible to be awarded the contract for LandCare Tier 1.

A **mandatory** pre-proposal meeting for all contractors who wish to submit a proposal on the Tier 2 maintenance contracts offered as part of this RFP will be held on Wednesday July 11, 2018, 10:30 a.m. ET at the URA, 200 Ross Street, Wherrett Memorial Conference Room, 13th floor, Pittsburgh, PA 15219. A representative (direct staff person or board member) from each contractor who wishes to submit must be in attendance. Any single attendee may not represent more than one contractor. If you do not have a representative in attendance at the pre-proposal meeting, your proposal will be automatically disqualified. Hard copies of the Property Maintenance RFP and property bundles will be available for distribution at this briefing.

Scope of Work

The LandCare Tier 2 RFP will be bundles which are grouped into two sizes: small and mid. There are seven (7) small bundles which vary from 29 to 77 parcels and 117,112 square feet to 125,950 square feet per bundle, and one (1) mid-size bundle consisting of approximately 90 parcels and 284,161 square feet. Contractors may submit proposals for multiple bundles but may be awarded a contract for no more than one (1) bundle total between the two categories. If a respondent submits a proposal for more than one bundle, the respondent must prioritize each bundle in order of most preferred to least preferred, which will be followed to the extent practicable by the URA. The URA property maintenance is a 52 week/year effort. Maintenance of the properties includes, but is not limited to, removal and disposal of debris, cutting of grass and general overgrowth, snow removal and de-icing of sidewalks and drives, response to emergency situations, and clean-out of non-hazardous materials from lots, all on an as-needed basis. All properties must be cleaned, cut, and maintained monthly at a minimum. Snow removal and de-icing will occur on an as-needed basis. A schedule of property maintenance must be submitted after award of the contract.

The selected contractors must provide all labor, tools, equipment, materials, and technology needed to carry out the described work. Subcontracting of any work cannot be done without the written consent of the URA.

Additionally, the selected contractors must commit to being present in the communities they service, attend community meetings and publicize maintenance schedules for monthly services. Contractors are required to log at least two (2) points of community engagement each month. Every quarter (three-months), it is required that selected contractors appear on the agenda at a community meeting. A basic plan for community engagement and coordination shall be provided in response to this RFP.

¹ Hill District properties may include vacant land owned by the Housing Authority of the City of Pittsburgh (HACP). Maintenance responsibilities for the HACP parcels are no different than URA-owned parcels, and no additional contract is required.

The selected contractor must utilize the required web and mobile-based software for reporting all maintenance activities to allow the URA the opportunity to verify completed work, which will be demonstrated at the mandatory pre-proposal meeting. Monthly invoices must be submitted to the URA by the 15th day of the following month for review and payment. The contract term will be September 1, 2018 to August 31, 2019 (12 months).

Additional Information

Additional information regarding the URA may be found on the URA's website at www.ura.org.

Submission Requirements:

Due Date: Wednesday, July 25, 2018 by 4 p.m. ET

Submit To: Evan Miller, GIS, Technology, & Project Specialist
Urban Redevelopment Authority of Pittsburgh
200 Ross Street, 12th Floor
Pittsburgh, PA 15219
emiller@ura.org

Deliverables: One (1) hard copy and one (1) electronic copy (flash drive or email)

IMPORTANT BID NOTIFICATION ANNOUNCEMENT

Please note that the URA is now using Public Purchase as its bid notification and RFQ submission platform. In addition to following the Submission Requirements, respondents must also register at:

<https://www.publicpurchase.com/gems/register/vendor/register> to submit their proposals.

See 'Addendum A' – Instructions for Registering on Public Purchase. The URA is accepting responses outside of Public Purchase for this RFP, but future RFPs may require submission through the Public Purchase platform.

Questions and Answers

All questions regarding this RFP should be submitted and will be answered through the Public Purchase platform. Both the question and corresponding answer will be visible and available to anyone registered on the site who reviews this opportunity. All questions submitted in writing through Public Purchase by July 13, 2018, 5 p.m. ET will be responded to and made publicly available on the URA's website by July 17, 2018, 5 p.m. ET. Inquiries received after that time or not in writing will not be responded to.

Pre-Proposal Meeting

A **mandatory** pre-proposal meeting for all contractors who wish to submit proposals for consideration will be held on Wednesday, July 11, 2018 at 10:30 a.m. ET at the URA, 200 Ross Street, in the Wherrett Memorial Conference Room, 13th floor, Pittsburgh, PA 15219.

Eligibility Requirements

The selected contractor should be familiar with the physical layout of the City of Pittsburgh as well as the various City Departments that will be encountered on a daily basis while performing this work.

To be considered for this work, the qualification standards are as follows:

- Contractor is in compliance with City required licenses and is current, or has made satisfactory arrangements, with the City to become current with City taxes;
- Contractor's business address is within the City;
- Contractor must employ a majority of City residents to conduct the work of this contract; and
- Contractor has demonstrated experience with conducting similar work as described herein.
- Equipment Information: A sample equipment list to perform this type of work could include:
 - Storage facility;

- One (1) vehicle, preferably with a trailer;
- One (1) high-weed cutter or brush cutter;
- Two (2) commercial mowers (33" or larger, either ride-on or walk-behind), one (1) smaller push mower (22" or smaller for harder-to-access areas);
- Two (2) commercial gas-powered string trimmers; and
- Hand rakes, loppers or hand saw for pruning trees.
- The selected contractor shall purchase and maintain the following insurance coverage and minimum limits during the contract period. With the exception of Workers Compensation Insurance, the URA must be named as "additional insured" and "certificate holder" on the contractor's policy. A certificate of insurance specifying these coverages must be provided at the time of award.

<i>Insurance</i>	<i>Amount</i>
Workers' Compensation Insurance	As required by law
Comprehensive General Liability	\$1,000,000 aggregate \$500,000/occurrence
Comprehensive Automobile Liability Insurance	\$500,000 for bodily injury and property damage

RFP Timeline

RFP Issue Date	Thursday, June 28, 2018
Mandatory Pre-Proposal Meeting *	Wednesday, July 11, 2018 at 10:30 a.m. ET
Written Question Period	Thursday, June 28, 2018 to Friday, July 13, 2018 at 5 p.m. ET
Question & Answer Response Release	Tuesday, July 17, 2018, 5 p.m. ET
Proposal Deadline	Wednesday, July 25, 2018, 4 p.m. ET
Proposal Evaluation Period	Thursday, July 26, 2018 to Thursday, August 2, 2018

* Interested parties must attend the pre-proposal meeting; private appointments will not be scheduled. The meeting location for the pre-proposal conference will be at the URA offices:

Wednesday, July 11, 2018 at 10:30 a.m. ET
200 Ross Street, Wherrett Memorial Conference Room, 13th Floor
Pittsburgh, PA 15219

RSVP your attendance to Evan Miller, emiller@ura.org. No phone calls.

II. PROPOSAL REQUIREMENTS

All responses should include the RFP Summary Page (**'Addendum B'**), which can be found at the end of this document. This page should be fully completed by the respondent. **ALL RESPONSES MUST BE RECEIVED BY THE RESPONSE DUE DATE AND TIME AS STATED IN THE RFP TIMELINE for consideration.** Any late responses will not be reviewed. Submissions lacking one or more of the requested documents may be considered irregular. The URA reserves the right to reject any irregular submission and to waive any irregularities in submissions.

Each proposal submitted must contain the following (1-11) in completion, regardless of the number of bundles being submitted for. The URA will not consider partial or incomplete proposals. If submitting for more than one bundle, items 1

through 8 are only required to be submitted once. Items 9, 10, and 11 must be submitted separately for each bundle being proposed.

The response should follow the general structure as outlined below.

1. **RFP Summary Page ('Addendum B')**
2. **Contractor Qualification Form ('Addendum C')**
3. **Qualifications –**
 - a. A description of the project organization and staffing to manage the work; the names and titles of all managerial personnel to be assigned to the project should be identified. The number of employees that will be dedicated to this effort, along with the equipment on-hand to adequately handle the workload must be identified.
 - b. A statement of similar contracts currently or previously held, identifying the client and contact person.
 - c. Subcontractor/Partner information: If you are using a for-profit subcontractor or partner to perform any part of this work, list the business name, type, address, owner information (including if minority/woman/disabled business enterprise certified), and experience.
 - d. A description of the workforce development practices, if any, which would occur in the contract. This may include but is not limited to: efforts related to the recruitment and hiring of crew members, targeted communities/programs/populations for recruitment of team, resume writing/interview skill training and personal financial literacy training. Be as detailed as possible in describing how the LandCare Tier 2 team, both front and back office as well as in the field, would split time between regular work requirements and participation in workforce development efforts.
4. **Firm Profile –** Provide a brief profile of your firm
 - a. A narrative description of the firm and its history with an emphasis on the type of work performed by the firm, the ability to handle a large property maintenance effort, and an approach, both technically and organizationally, to providing the required services; work tasks and methodology should be identified
 - b. The URA supports the utilization of minority and women-owned business enterprises (MWBE). The respondent's narrative should reference whether the submitting firm is a MWBE owner/partnership firm.
5. **Copy of Insurance Certificate(s)**
6. **Other Information –** Please provide any other information which you believe is pertinent to the URA's consideration of your firm. Please limit your response to this question to no more than one (1) page.
7. **W-9 ('Addendum E')**
8. **Community Outreach Plan**
 - a. Identify your plans to publicize your activities in the neighborhood(s) in which you will be working and how you intend to involve the community in which you will be working.
 - b. Provide any links to public or online information or relevant organizational profiles.
9. **Fee -** The Fee shall be for the entire contract period and include all labor, equipment and materials required to perform the work.
10. **Signature Page ('Addendum F')**

III. SELECTION PROCESS

The URA intends to select proposals based upon information in the response to the RFP submitted by the respondent(s), performance in previous undertakings and other pertinent factors. Selected respondent(s) will be chosen on the basis of the selection criteria listed below.

The URA shall be the sole judge as to which respondent(s) best meets the selection criteria. The URA reserves the right in its sole discretion to reject any or all proposals received, to waive any submission requirements contained within this RFP, and to waive any irregularities in any submitted proposal.

A review committee made up of URA staff will review each proposal submitted and shall recommend to the URA Board of Directors a respondent or respondents based upon their responses to this RFP (each recommended respondent hereinafter called a "contractor").

The URA reserves the right to verify the accuracy of all information submitted.

Contractor Selection Criteria

Selection will be made using the criteria below:

1. Mandatory Elements
 - a. The respondent(s), including any and all team members, must have no conflict of interest with regards to any other work performed for the URA or related entity.
 - b. The respondent(s) must adhere to the instructions contained in this RFP in preparing the submitted proposal.
2. Technical Qualifications
 - a. Experience and Expertise
 - i. The firm's past experience on comparable issues
 - ii. The qualifications and capacity of the firm's professional personnel to be assigned to engage with the URA
 - b. Community Outreach Plan
 - c. Workforce Development Activity
 - d. Minority and Women-Owned Business Enterprise (MWBE) participation
 - e. Fee Information
 - f. Business location

V. LEGAL INFORMATION

The URA shall have the right to verify the accuracy of all information submitted and to make such investigation as it deems necessary to determine the ability of a respondent to perform the obligations in the response. The URA in its discretion reserves the right to reject any response for any reason, including when the available evidence or information does not satisfy the URA that the respondent(s) (i) is qualified to carry out properly the obligations of the response; (ii) is a person or firm of good reputation or character for strict, complete and faithful performance of business obligations; or (iii) if the respondent(s) refuses to cooperate with and assist the URA in the making of such investigation.

1. Disclaimer of Liability: Respondent(s) acknowledge by submitting information and proposals to the URA that the URA does not undertake any obligations, and shall have no liability with respect to this RFP, and responses thereto, nor with respect to any matters related to any submission by a respondent.
2. Minority and Women-Owned Business Enterprise (MWBE) Requirements: The URA will demonstrate a good faith effort to obtain minority and women owned business participation in the project. The URA's goal is 18 percent minority and 7 percent female participation.

3. The respondent(s), for itself and its employees, and primary subcontractors, agrees not to discriminate in employment, contracting or any other matter against or segregate any person or group of persons on any unlawful basis or on the basis of sexual orientation, gender identity and/or gender.
4. The URA reserves the right to accept an offer or proposal other than that which has the lowest price.
5. The URA shall be the sole judge as to which proposals and respondent(s) best meet the selection criteria. Notwithstanding anything in this RFP to the contrary, URA reserves the right to reject any or all proposals received, to waive any submission requirements contained within this RFP, and to waive any irregularities in any submitted proposal.

To ensure receipt of any addenda to the RFP, please email Evan Miller for inclusion on the list at emiller@ura.org.

ATTACHED ADDENDUMS

- A. [Instructions for Registering on Public Purchase](#)
- B. [RFP Summary Page](#)
- C. [Contractor Qualification Form](#)
- D. [Frequently Asked Questions](#)
- E. [W-9 Form](#)
- F. [Signature Page](#)
- G. [List of Parcel Bundles](#)