

reimagine redevelopment

Urban Redevelopment Authority
of Pittsburgh

ura.org

REQUEST FOR QUALIFICATIONS (RFQ)

Property Management Services

RFQ Issue Date: September 24, 2018

Proposal Due Date: Thursday, November 1, 2018 at 5 p.m. ET

I. GENERAL INFORMATION

The Urban Redevelopment Authority of Pittsburgh (URA) is seeking to expand its pool of property managers to provide as-needed property management services in its portfolio of structures. These qualifications will serve as the source for future Requests for Proposals (RFPs) from January 1, 2019 through December 31, 2021.

The URA is the City of Pittsburgh's economic development agency. The URA's commitment to expanding the City's tax base and improving the vitality of Pittsburgh neighborhoods often begins with site assemblage. Through treasurer's sales, private acquisitions and donations, the URA strategically puts together key sites in neighborhoods throughout the City. At times, the URA acquires large properties or sites for redevelopment projects that require a third-party property manager. These sites can range in condition from occupied to abandoned. Examples of properties the URA has previously engaged property management services for include the Lexington Technology Park in Point Breeze North, the Produce Terminal in the Strip District, the former Stevens School in Elliott, and the former Larimer School in Larimer.

II. SCOPE OF SERVICES

A qualified property manager will, under the direction of the URA, typically provide the following services:

Occupied Properties:

- Manage tenants – act as agent for the URA, collect and deposit rent payments and assure compliance with landlord obligations under lease agreements
- Manage vendors such as lawn and landscaping maintenance, snow and ice removal, cleaning, maintenance, HVAC and elevator servicing and the like, or self-perform if approved by the URA
- Pay vendors, utility bills and any other owner obligations
 - If collected rent is insufficient to meet these obligations, submit funding requests to the URA
- Oversee accessory parking used by tenants of the building
- Make regular visits to the site
- Assure property is secured, including but not limited to:
 - Locks on doors
 - Perimeter fence (if needed)
 - Security system (if needed)
- Provide the URA with monthly operating reports
- Perform building maintenance, make recommendations and perform necessary repairs if building has deficiencies
 - Advise on timelines and repair scopes
 - Get proposals/quotes from professional/certified subcontractors (if necessary)
 - Provide construction management and inspection services (if requested)
 - Keep up to date with necessary permits
- Provide a 24-hour phone service and have signage on exterior of property directing where to call with questions or concerns
- Allow entry into the building at request of the URA

- Perform walk-through tours at the request of the URA
 - Manage “hold harmless releases” for those entering the building
- Maintain general liability insurance for the firm and list the URA as an insured party. The URA will obtain and maintain insurance for the property.
- Serve as emergency point of contact and notify the URA of emergencies within one (1) business day
- Perform emergency repairs to secure the property up to an agreed upon amount, typically \$5,000
- Other duties as assigned

Vacant Properties:

- Assure property is secured, including but not limited to:
 - Locks on doors
 - Perimeter fence (if needed)
 - Security system (if needed)
- Manage vendors such as lawn and landscaping maintenance, snow and ice removal, cleaning, maintenance, HVAC and elevator servicing and the like, or self-perform if approved by the URA
- Pay vendors, utility bills and any other owner obligations
 - If collected rent is insufficient to meet these obligations, submit funding requests to the URA
- Oversee accessory parking used by tenants of the building
- Make regular visits to the site
- Provide the URA with monthly operating reports
- Perform building maintenance, make recommendations and perform necessary repairs if building has deficiencies
 - Advise on timelines and repair scopes
 - Get proposals/quotes from professional/certified subcontractors (if necessary)
 - Provide construction management and inspection services (if requested)
 - Keep necessary permits current
- Provide a 24-hour phone service and have signage on exterior of property directing where to call with questions or concerns
- Allow entry into the building at request of the URA
 - Perform walk-through tours at the request of the URA
 - Manage “hold harmless releases” for those entering the building
- Maintain general liability insurance for the firm and list the URA as an insured party. The URA will obtain and maintain insurance for the property.
- Serve as emergency point of contact and notify the URA of emergencies within one (1) business day
- Perform emergency repairs to secure the property up to an agreed upon amount, typically \$5,000
- Other duties as assigned

III. SUBMISSION REQUIREMENTS

Each submission should include the following:

1. Title Page – include the property manager’s name, contact person and contact information
2. Table of Contents
3. Qualifications - Provide a brief narrative that explains why your firm is well qualified to perform this work, including prior relevant experience
 - a. References – Provide three (3) references from other entities or clients that you have performed similar work for. Include the reference’s name, title, direct telephone number, and email address.
4. Firm Profile - Provide a brief profile of your firm
5. MWBE Narrative – State as succinctly as possible how your firm will incorporate Minority and Women-Owned Business Enterprise (MWBE) participation on the contract. MWBE participation can be satisfied by:
 - a. Ownership/partnership of firm
 - b. Use of minorities and/or women as part of property management team or as subcontractors
6. Pricing Methodology - Describe your preferred fee structure and current rates
7. 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.

Qualifications must be submitted through Public Purchase no later than 5 p.m., ET prevailing time on November 1, 2018. Proposals will not be returned.

All questions regarding this RFQ 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. Please see instructions regarding how to register on publicpurchase.com, attached as Exhibit “A.”

Inquiries related to MWBE participation should be directed by email to Diamonte Walker, Director of Performance and Compliance, at mwbe@ura.org.

IV. MINORITY AND WOMAN-OWNED BUSINESS ENTERPRISE PARTICIPATION

The URA has a long history of diversity and inclusion within all its programs and activities. The URA encourages the full participation of minority and women business owners and professionals in this effort. The URA requires that all respondents demonstrate a good faith effort to obtain minority and women-owned business enterprise participation in work performed in connection with URA projects. The URA acknowledges the City’s goal of 18 percent (18%) minority and 7 percent (7%) women participation in planning and/or professional service activities. Any questions about MWBE requirements should be directed to Diamonte Walker, Director of Performance and Compliance, at mwbe@ura.org.

Proposals must include a MWBE narrative. Respondents are required to state as succinctly as possible what, specifically, your firm is doing to promote opportunities for minority and women professionals within your organization.

MWBE participation can be satisfied by:

- Ownership/Partnership of firm
- Employment levels of minorities and/or women in the organization
- Use of minorities and/or women as part of property management team
- Firm's use of minority or women-owned businesses as vendors for legal, printing, office supplies, travel, etc.
- 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 the contract, no additional subcontracting will be allowed without the express prior written consent of the URA.

V. EVALUATION CRITERIA

All responses will be evaluated based on the technical and professional expertise and experience of the respondent's team, the proposed method and the procedures for completion of the work, and the cost of the proposal.

VI. PROCESS

Responses to this RFQ will be evaluated by a selection committee. The selected respondent(s) will be chosen based on the evaluation criteria listed above. The URA reserves the right to verify the accuracy of all information submitted. One or more respondents may be asked to meet with the selection committee in a formal interview process.

The URA shall be the sole judge as to which respondent(s) meet the evaluation criteria. The URA reserves the right, in its sole discretion, to reject any or all responses received, to waive any submission requirements contained within this RFQ, and to waive any irregularities in any submitted response.

Once the URA establishes the pool of property managers, the URA intends to solicit proposals from the pool of property managers; however, the URA preserves the discretion to select directly from the pool. The URA will notify the selected property manager of a contract award in writing and the selected property manager will be required to enter into a contract within two (2) weeks of notification. If the successful respondent is unwilling or unable to execute the contract, the URA has the right to request another respondent from the pool to enter into the contract with the URA.

The respondent acknowledges 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 RFQ, and responses thereto, nor with respect to any matters related to any submission by a respondent.

VII. ANTICIPATED RFQ TIMELINE

RFQ Issue Date	Monday, September 24, 2018
Due Date for Qualifications	Thursday, November 1, 2018, 5 p.m. ET
URA Evaluation Period	November 2 – November 30, 2018
URA Board Approval and Notification of Firms	Thursday, December 13, 2018

VIII. INQUIRIES

All questions regarding this RFQ should be submitted through the Public Purchase platform. See instructions on registering for and accessing Public Purchase in Exhibit "A."

Inquiries related to MWBE participation should be directed by email to Diamonte Walker, director of Performance and Compliance, at mwbe@ura.org.

Exhibit A

Instructions for Registering on Public Purchase

The Urban Redevelopment Authority of Pittsburgh (URA) is now using Public Purchase, a web-based eProcurement service, for the automatic notification and transmittal of bid solicitations at no charge to vendors. As of March 1, 2018, all parties interested in bidding on opportunities at the URA must register with this new system. Requests for bid opportunities will no longer be distributed via the URA's Developers' List.

The two-step process requires registration with the Public Purchase web-based eProcurement service and then registration with the URA. If you are already registered with Public Purchase, proceed directly to step 2.

1. Register with Public Purchase:

Use the link below to begin the registration process. It can take up to 24 hours for your account to become active. You will receive an email from notices@publicpurchase.com letting you know that your account has been activated. Be sure to add this email address to your contacts to avoid bid notification emails from going into your junk mail folder.

<https://www.publicpurchase.com/gems/register/vendor/register>

2. Register with the Urban Redevelopment Authority of Pittsburgh:

- A. Once you have received your activation email from Public Purchase, log into www.publicpurchase.com and accept the terms and conditions of use.
- B. Click on the "Tools" tab followed by the "Agencies" tab
- C. This will take you to the "Agency Search" page
 - In the agency name box, type in Urban Redevelopment
 - Leave the "new agency since" box blank
 - Make sure "registration status" says "ALL"
 - Click on "search" - this will bring up the URA
 - To the far right, you will see "view" and "register"
 - Click on the "register" link to complete the vendor registration with the URA

Remember to select NAICS Commodity Codes relating to your business so you can receive email notifications of future bid opportunities.

It is important that this second part of the registration is completed, or you will not receive notifications of upcoming opportunities from the URA. It is your responsibility to keep the information current, particularly the contacts and email addresses. Please email Diamonte Walker at mwbe@ura.org if you encounter an issue setting up your registration.

For Additional Assistance

If you need additional assistance with this process, please contact Public Purchase at support@publicpurchase.com or use the Public Purchase Live Chat during business hours, found in the upper left corner of the website.