LandCare Tier 1 Pre Proposal Meeting

November 14, 2018

URA Urban Redevelopment Authority of Pittsburgh
Welcome

- Introduction to team and LandCare Program
- Scope of Work for LandCare Tier 1
- Technology Demo
- Review of RFP process
- Selection criteria
Why Are We Here?

❖ Long-Time Program – Time to Review and Update

❖ Provide Greater Transparency and Access

❖ Pilot Program Year 3
How did we get here?

➢ December 2015 – URA launches effort to redesign property maintenance program

➢ Summer 2016 – Year 1 of the newly designed LandCare program is launched
  ➢ Separates URA real estate portfolio into two tiers
    ➢ Tier 1 – Approximately 1,000 parcels, maintained regularly by one awarded contractor/team, made up of both vacant land and structures
    ➢ Tier 2 – Approximately 400 parcels, divided into 8 “bundles” concentrated in neighborhoods throughout the City – maintained by community based organizations and small business

➢ Summer 2017 – URA begins process to have Year 2 of LandCare program
  ➢ Tier 1 – To enhance efficiency, two different maintenance levels are created; “Active” and “Request Only”
  ➢ Tier 2 – Introduction of “mid-sized” bundle (~80 parcels)

➢ Fall 2018 – Year 3 of LandCare program commences
  ➢ Tier 1 - Task of surveying of URA owned vacant structures on a regular, quarterly basis is added
Current Contract Round Timeline

- **November 6**: RFP Released
- **November 14**: RFP Pre-Proposal Meeting
- **November 15 Noon ET**: Q&A period ends
- **November 20 4PM ET**: LandCare T1 Proposals DUE
- **Nov 21 – Dec 6**: Analysis of T1 Proposals
- **Dec 7**: Awardee notified
- **Dec 7 – Dec 13**: Contracting Process
- **Dec 13**: T1 Awardee to URA Board for Approval
- **Dec 14**: Post-Selection Meeting
- **Dec 17**: Contract Begins

*dates subject to change*
Scope of Work

➢ Maintenance Expectations
➢ Property portfolio changes
➢ Invoice process expectations
➢ Emergency requests
Maintenance Expectations

Active

• High visibility corridors

• Residential neighborhoods

• Wooded parcels fronting right-of-way

• Approximately 860 parcels
Maintenance Expectations

Active

- High visibility corridors
- Residential neighborhoods
- Wooded parcels fronting right-of-way
- Approximately 860 parcels
Maintenance Expectations

Request Only

- Heavily wooded
- Steeply sloped
- Not highly visible
- Not fronting right-of-way
- Approximately 110 parcels
Maintenance Expectations

Request Only

- Heavily wooded
- Steeply sloped
- Not highly visible
- Not fronting right-of-way
- Approximately 110 parcels
Maintenance Expectations

For All Vacant Structures (Approximately 70)

- Separate inspection to be completed quarterly
  - Windows
  - Doors
  - Broken Locks
  - Fencing
  - Crumbling/Separating Walls
  - Fallen Gutters/Downspouts
Maintenance Expectations

For All Parcels

- Posting of signs
- Seal and securing of structures
- Repair of fencing
- Hauling of debris
- Snow removal/de-icing
Scope of Work

➢ Maintenance Expectations
➢ Property portfolio changes
➢ Invoice process expectations
➢ Emergency requests
Field Technology - Loveland Property Survey
Grounded Strategies will provide **day-to-day support** if you have any technical issues:

- Call if you have issues in the field
- Find out if information has been submitted properly
- Any questions about the app, survey, or map
- Connect to community groups and organizations
Response Structure

➢ RFP Summary Page

➢ Contractor Qualification Form

➢ Project Narrative

➢ Fee

➢ Signature Page
### Response Overview

1. RFP Summary Page (Exhibit A)
2. Contractor Qualification Form (Exhibit B)
Response Overview

3. Project Narrative

- Narrative description of the firm and its history, emphasis on type of work performed
- Description of the staffing that will be used to manage the work
- Statement of similar contracts
- MWBE Narrative – State how your firm will incorporate MWBE participation on the contract. May be satisfied by:
  - Ownership/partnership of firm
  - Employment of minorities and/or women
  - Use of MWBE suppliers
- Subcontractor/Partner info – Business name, type, address, MWBE, experience

On-hand Equipment and Tools
- 2 pickup trucks
- Company smart phone or tablet per crew
- Weed eaters/trimmers
- Loppers and hand saw
- Shovels, rakes, brooms
- Wheel barrows
- Leaf blowers
- Snow blowers
- Snow shovels
- Salt spreader

Similar contracts
- ABC Development – Mike Matthews
  Maintenance of 3 apartment buildings, approximately 80,000 sq ft
- XYC School District – Rebecca James
  Landscaping and maintenance of School X
4. Fee

- Fee shall be for the entire contract period and include all labor, equipment and materials required to perform the work.
**Labor / Management**

Level of effort and man-hours:

- Executive Director will devote xxx hours per year and will be responsible for overseeing all work completed on URA property.
- Controller will devote x-hours/ month for a total of xx for bookkeeping
- Crew leaders and members: xxxx hours

The job classifications and direct hourly rates applied to the work tasks:

<table>
<thead>
<tr>
<th>Employee Type</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Director</td>
<td>$x/hr</td>
</tr>
<tr>
<td>Controller</td>
<td>$x/hr</td>
</tr>
<tr>
<td>Crew Leaders</td>
<td>$x/hr</td>
</tr>
<tr>
<td>Crew Members</td>
<td>$x/hr</td>
</tr>
</tbody>
</table>

The total salary cost for the services.

<table>
<thead>
<tr>
<th>Category</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$x</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>$x</td>
</tr>
<tr>
<td>Payroll Taxes</td>
<td>$x</td>
</tr>
<tr>
<td>Worker’s Compensation</td>
<td>$x</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$x</strong></td>
</tr>
</tbody>
</table>

**Equipment**

- New equipment: $x
- Maintenance of existing equipment: $x

**Supplies/Other**

- Hauling and disposal fees: $x / month
- Salt purchase: estimate x full loads at $x
- Rent of storage space: xx% of rent
- Liability Insurance: $x
- Utilities: $x
- Admin: x% or $x

**Subcontractor’s Fees**

- $x / month

**TOTAL FEE:** $XXX
5. Signature Page (Exhibit E)

EXHIBIT E

Signature Page

The undersigned hereby authorizes and requests any person, firm or corporation to furnish any information requested by the URA in verification of eligibility to submit a proposal for this work.

Name of Company: ______________________
Date: ______________________
Title of Authorized Agent/Owner: ______________________
Name of Authorized Agent/Owner: ______________________
Signature of Authorized Agent/Owner: ______________________
Responding With Public Purchase

Bid RFP - Property Maintenance - LandCare Tier 1

Title: Property Maintenance - LandCare Tier 1

Start Date: Nov 6, 2018 8:56:06 PM EST
End Date: Nov 20, 2018 4:00:00 PM EST

Important: Pre-Bid Conference Attendance Required (see information below)

Agency: Urban Redevelopment Authority

Bid Contact: Evan Miller
(412) 255-6450
emiller@ura.org
200 Ross Street, 10th Floor
Pittsburgh, PA 15219

Description:
The Urban Redevelopment Authority of Pittsburgh (the "URA") is accepting competitive proposals from experienced property maintenance firms to perform year-long maintenance of its vacant property real estate portfolio. Approximately 1,400 properties are involved and located throughout the City of Pittsburgh (the "City"). A listing of properties is included in this proposal package for those companies wishing to submit a proposal. The initial contract period will be for one (1) year. The properties are subject to change minimally by the URA throughout the contract period as URA ownership changes.

Please see attached RFP for more detail. All exhibits and proposal instructions are found in the attached RFP.

Pre-Bid Conference

Date: Nov 14, 2018 10:30:00 AM EST
Location: 200 Ross Street, Wherrett Conference Room, 13th Floor Pittsburgh, PA 15219

Notes: A mandatory pre-proposal meeting for all contractors who wish to submit a proposal will be held on Wednesday, November 14, 2018 at 10:30 a.m. ET in the Wherrett Memorial Conference Room, located on the 13th floor of the URA offices, 200 Ross Street, Pittsburgh, PA 15219. A direct representative of any firm wishing to submit a proposal as lead contractor must be in attendance. Hard copies of the Property Maintenance RFP and property listings will be available for distribution at this briefing.

Vendor attendance is required

Documents

<table>
<thead>
<tr>
<th>Name</th>
<th>Acceptance Required</th>
<th>Acceptance Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tier_1 Fall 2018 RFP.pdf</td>
<td>No</td>
<td>[Download]</td>
</tr>
</tbody>
</table>
Responding With Public Purchase

Response to Bid RFP - Property Maintenance - LandCare Tier 1

General Attachments
No attachments uploaded.

Uploaded File

General Comments for the Agency

How is my bid response submitted?
When you upload a document or save your comments above, your response is immediately submitted. However, you are the only one who will have access to your information until the bid closes. This means you can come back any time before the bid closes and edit your response information.

Print Submitted Information  Return to Bid

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Selection Criteria

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. Minority and Women-Owned Business Enterprise (MWBE) participation
   c. Fee Information
   d. Business location
THANK YOU