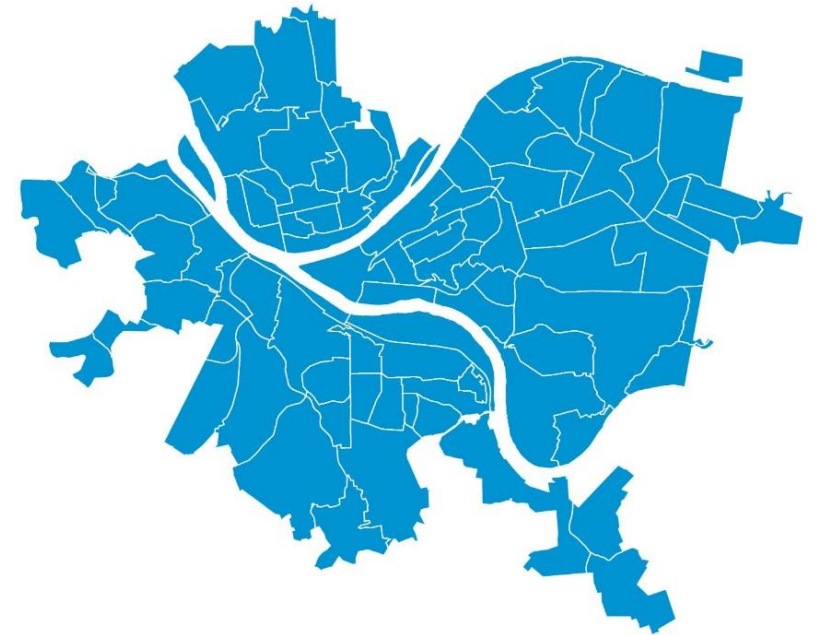


LandCare Tier 1 Pre Proposal Meeting

November 14, 2018



Welcome

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

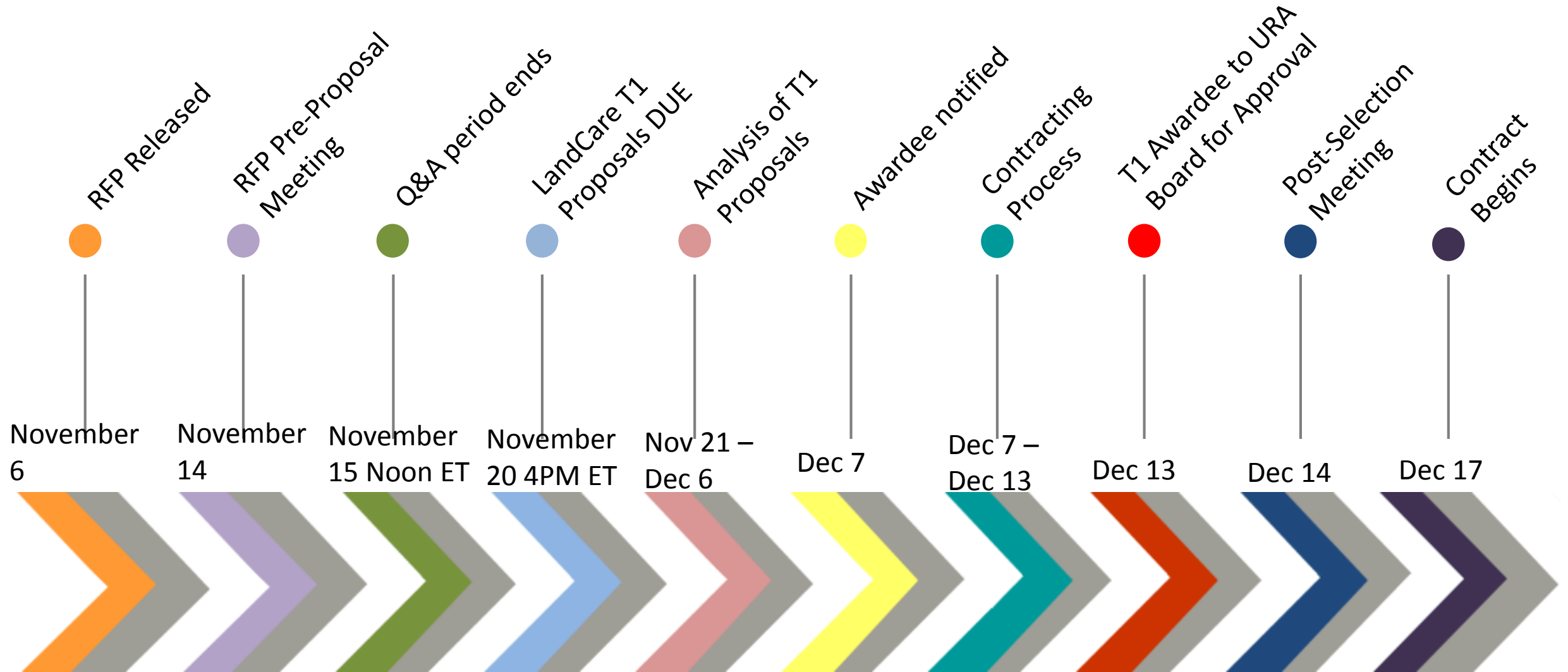
Why Are We Here?

- ❖ 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



*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

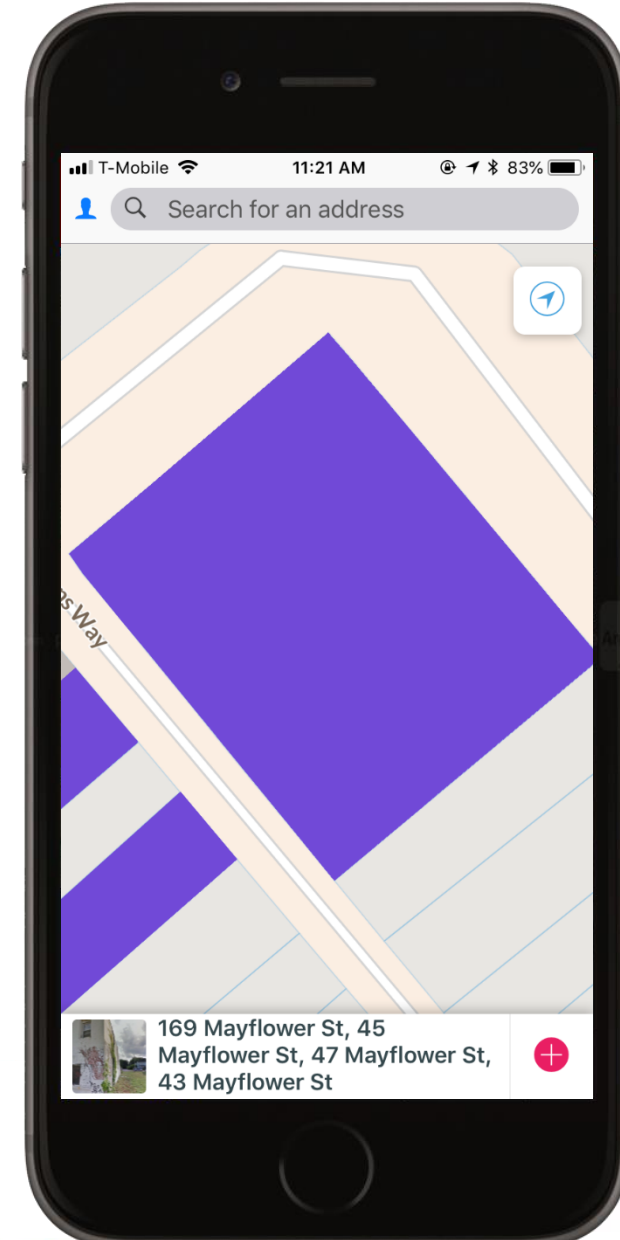
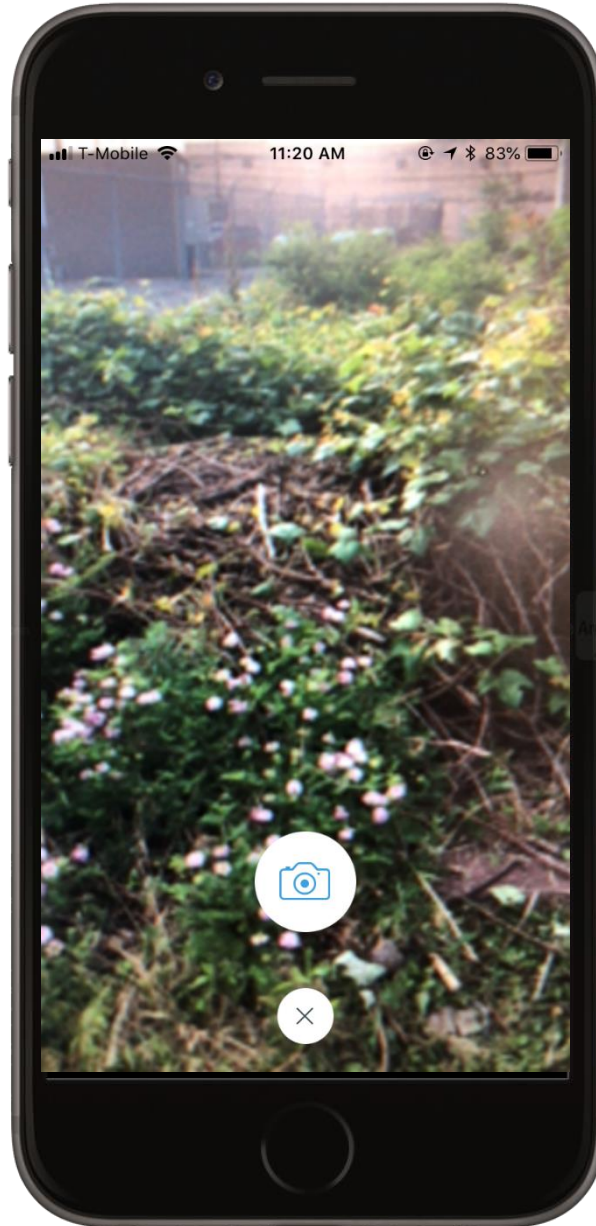
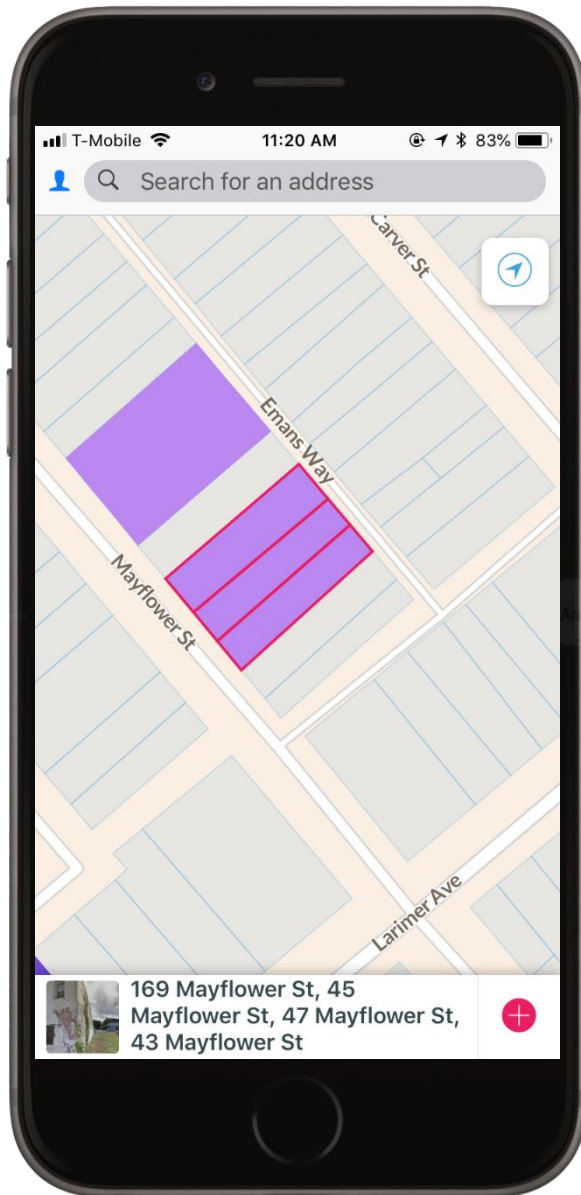
- Posting of signs
- Seal and securing of structures
- Repair of fencing
- Hauling of debris
- Snow removal/de-icing



Scope of Work

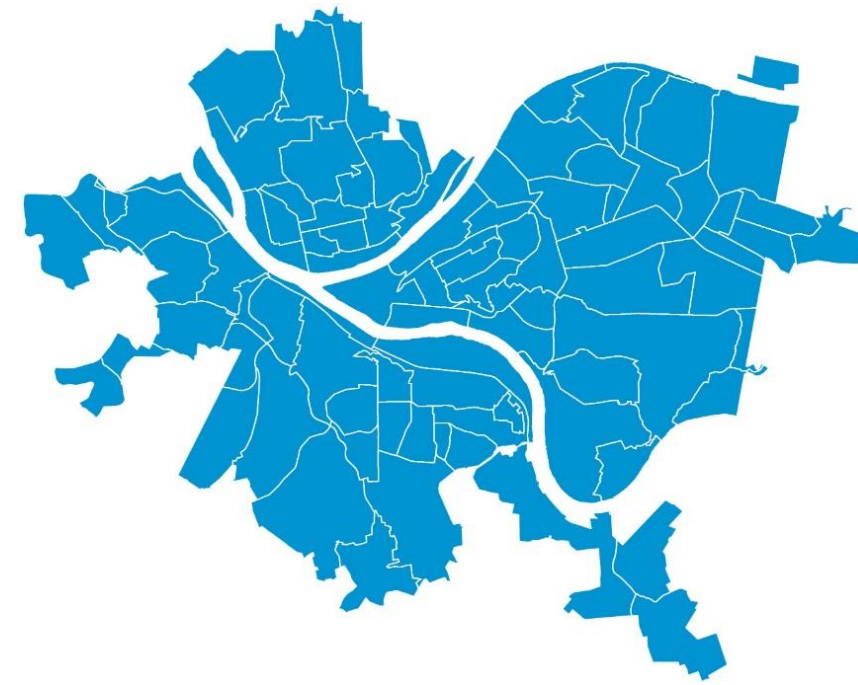
- Maintenance Expectations
- Property portfolio changes
- Invoice process expectations
- Emergency requests

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)

EXHIBIT A

RFP SUMMARY PAGE	
URA LandCare Tier 1	
Contractor Team	
Ownership Entity	
Primary Contact	
Business Address	
Phone	
E-mail	
Is the lead Entity a For-Profit or Non-Profit?	
Is lead Entity a certified MBE or WBE?	
% MBE	
%WBE	
Partner 1: Name	
Partner 1: % of overall scope	
Partner 2: Name	
Partner 2: % of Overall Scope	
Are any of the partners based in Pittsburgh?	
Are any of the partners MBE or WBE certified?	
RFP Summary	
Total Estimated Project Cost	
Total number of employees	
Number of employees engaged in work of this proposal	
% relevant employees which are City residents	
Complete any fields that apply.	
Other (please specify)	
Other (please specify)	
Other (please specify)	
Other (please specify)	
Project Schedule	
Maintenance Plan	

2. Contractor Qualification Form (Exhibit B)

EXHIBIT B

CONTRACTOR QUALIFICATION FORM

All questions must be answered, and the data given must be clear and comprehensive. If necessary, questions may be answered on a separate attached sheet. Additional relevant information is welcome.

Name of Company/Organization: _____

Owner: _____

Company _____

Address: _____

Phone #: _____

Fax #: _____

Email: _____

Date organized: _____

IRS Determination: For-Profit / Non-Profit (Circle Response)

State if you are a minority contractor: Yes / No (Circle Response)

If Yes, list certifying agencies:

If a corporation, when and where incorporated:

City Tax Identification Number: _____

Number of Employees: _____

Employs Pittsburgh City Residents: Yes / No (Circle Response)

If Yes, provide number employed: _____

Number of years you have been engaged in property maintenance work under your present firm or trade name:

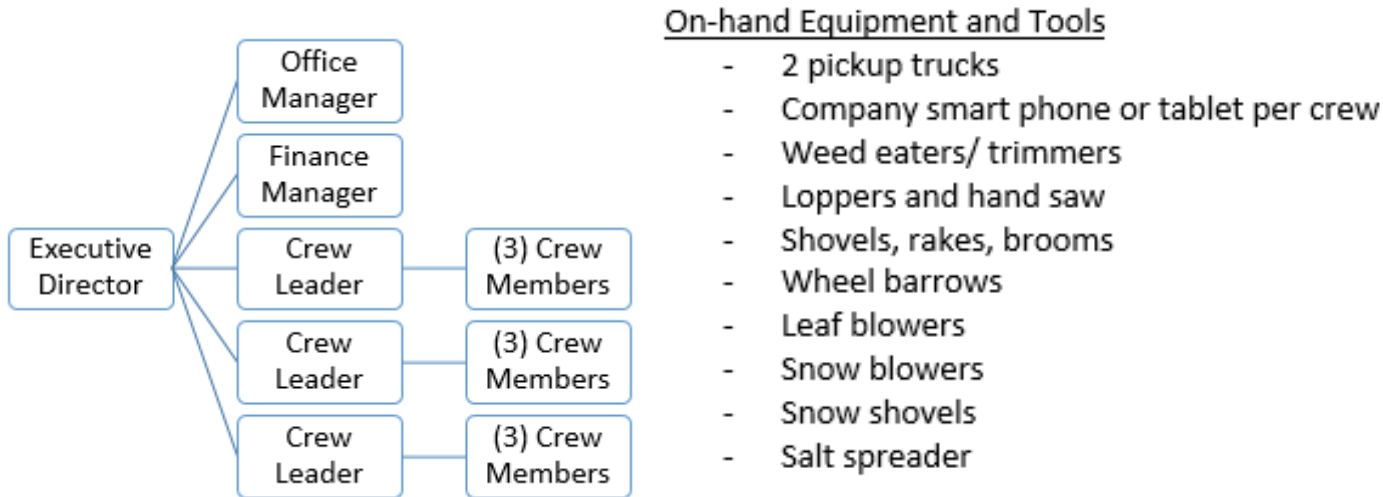
Please provide two (2) references:

1.) _____

2.) _____

Response Overview

3. Project Narrative



Similar contracts

- ABC Development – Mike Matthews
Maintenance of 3 apartment buildings, approximately 80,000 sq ft
- XYZ School District – Rebecca James
Landscaping and maintenance of School X

- 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

4. Fee

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

Response Overview – Sample Fee

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:

Executive Director	\$x/hr
Controller	\$x/hr
Crew Leaders	\$x/hr
Crew Members	\$x/hr

The total salary cost for the services.

Salaries	\$x
Employee Benefits	\$x
Payroll Taxes	\$x
Worker’s Compensation	\$x
Total	\$x

Breakout of labor per partner or subcontractors, if applicable.

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: _____

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Urban
Redevelopment
Authority
of Pittsburgh

Bid RFP - Property Maintenance - LandCare Tier 1

Bid Type

RFP

Title

Property Maintenance - LandCare Tier 1

Start Date

Nov 6, 2018 4:56:06 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) 255-6430

emiller@ura.org

200 Ross Street, 10th Floor

Pittsburgh, PA 15219

Questions

0 Questions

[View/Ask Questions]

Respond

?

[Edit Response to bid]

Print Response

[Print Submitted Information]

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 1,000 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

Name	Acceptance Required	Acceptance Status
 Tier 1_Fall 2018 RFP.pdf	No	[Download]



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Redevelopment
Authority
of Pittsburgh

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Response to Bid RFP - Property Maintenance - LandCare Tier 1

General Attachments

No attachments uploaded.

[Upload File](#)

General Comments for the Agency

[Save Comment](#)

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](#)

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

