



## Request for Proposals

### Property Maintenance – LandCare Tier 1

#### Questions & Answers

*Question Period: December 11, 2018 – December 18, 2018, 4 p.m. EST*

*Updated: December 11, 2018*

The following is an overview of the general questions that have been submitted online and that were asked at the November 14, 2018 pre-proposal meeting.

#### Q1. Do we have to remove snow from all of the parcels in the Tier 1 portfolio?

A1. Good faith effort must be made to clear all sidewalks in the portfolio after a snow/winter event. The selected contractor must maintain the lot/portfolio as per City Code 419.03 The URA does not dictate what snow removal/maintenance service you must provide (shoveling, sweeping, salt), or the type of materials you must use, simply that it be a legitimate maintenance activity and the lot be maintained per City code.

Other Guidelines given under the direction of the Department of Public Works:

- Snow should not be shoveled or moved into the roadway.
- Snow should be shoveled into lawn areas or close to the curb.
- Request for special plowing/salting can be made for emergency situations.

Understanding that it is difficult to clear all Tier 1 sidewalks immediately after a snow event, the selected contractor should prioritize highly trafficked sidewalk corridors, bus stops, etc. when creating a snow removal strategy.

#### Q2. Are we responsible for sealing the upper floors of structures?

A2. No, only the first floor must be sealed.

#### Q3. Is there a way to give an automated reminder through the Loveland Next app that a structure needs to be surveyed?

A3. No, currently there is no notification functionality with Loveland Next. It will be up to the selected contractor to keep track of their schedule for quarterly inspections of vacant structures.

#### Q4. Do you have to be a certified MWBE to be part of the LandCare program?

A4. No, there is no requirement for contractors to be certified Minority or Women Owned Enterprise to participate in the LandCare program. However, if an organization is seeking or currently holds MWBE certification, this should be included in the “Project Narrative” section of the response.

The URA also offers a self-certification affidavit when considering MWBE status. A link to the self-certification affidavit can be accessed [here](#). This document must be completed, notarized, and submitted along with a copy of the affiant's Driver's License/ID.

Q5. If a contractor is awarded a Tier 2 bundle, can they also be awarded the Tier 1 bundle?

A5. Any contractor awarded a Tier 2 bundle may indeed be the primary awardee for the Tier 1 bundle. A Tier 2 contractor may also be a sub-contractor on the Tier 1 bundle.

Q6. Can a copy of the slideshow from the November 14, 2018 Pre-Proposal meeting be made available?

A6. Yes, the presentation from the November 14, 2018 Pre-Proposal meeting can be accessed [here](#).

Q7. If a section of a fence is damaged is it my responsibility to repair it?

A7. If a fence on a Tier 1 parcel is damaged and can be fixed with simple tools, it is expected that the selected contractor will repair it. If a section of fence is in disrepair, the selected contractor should contact the URA Engineering and Construction team, who will oversee the repair/replacement of the fence.

Q8. How can a non-profit demonstrate its MWBE participation?

A8. In preparing a MWBE narrative for a non-profit organization, the narrative should convey:

1. Whether the non-profit is minority and/or woman led
2. Composition of the non-profit's internal team
3. Whether the non-profit's focus is driven by community benefit, i.e. workforce development for diverse and at-risk populations
4. Whether sub-contracting will be done with a MWBE contractor/firm/supplier
5. Whether sub-contracting is currently being done with a MWBE contractor/firm/supplier, i.e. insurance provider, office equipment, legal services, payroll, etc.

Q9. Is Tier 1 priced by square foot?

A9. No.

Q10. Should the costs of disposing of lot debris be included in my final fee?

A10. No. The URA has worked with Department of Public Works to allow its selected contractor to drop off debris found on URA lots at their drop-off centers.

Q11. Can a list of the Tier 1 lots with neighborhoods be provided?

A11. Yes, that list may be downloaded [here](#).