



HILL HOUSE
ASSOCIATION

REQUEST FOR PROPOSALS (RFP)
Hill House Association Scattered Sites

RFP Issue Date: Friday, January 18, 2019

Proposal Due Date: ~~Wednesday, February 13~~ **Wednesday, February 27, 2019 at 2:00 p.m. ET**

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Issued on January 18, 2019

1. OBJECTIVE

The Urban Redevelopment Authority of Pittsburgh (URA), on behalf of the Hill House Association and Hill House Economic Development Corporation (collectively HHA), is requesting proposals from one or more development teams (Developer(s) or Respondent(s)) to purchase certain property currently owned by HHA along Center and Wylie Avenues in the Middle Hill Neighborhood of the City of Pittsburgh (City) listed in Section 2 below (the Properties).

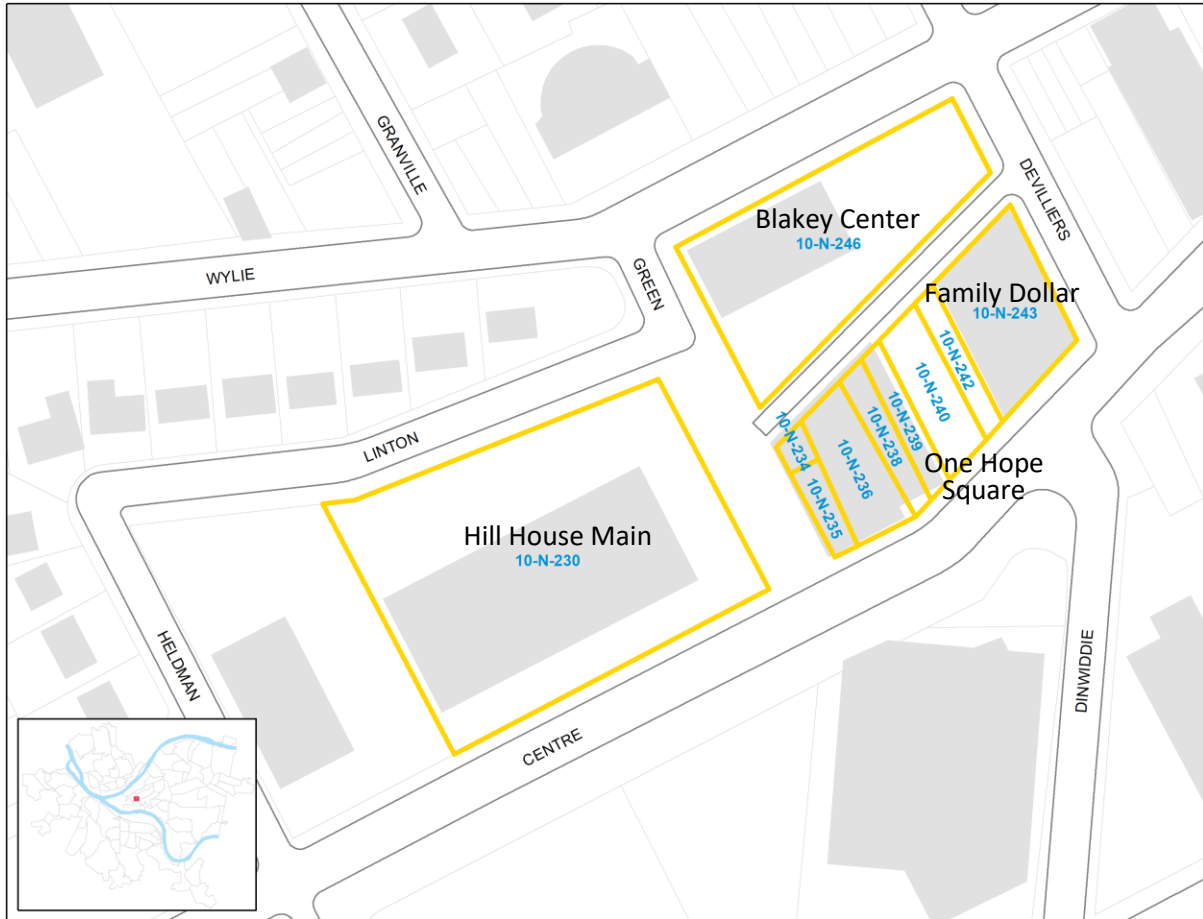
The URA is acting as a technical assistance provider and is working in good faith to steward a community process for the sale of HHA Properties. **Please note that neither the URA nor the URA's Board of Directors shall be responsible for the evaluation, recommendation, or selection of a Developer or Developers.**

Developers can respond to a portion or all sites listed below, but preference will be given to Developers that respond to all sites listed in this RFP and who meet all additional conditions.

2. SITE INFORMATION

Properties:

Property Name	Address	Block & Lot	Lot Area
Hill House Main	1835 Centre Avenue	10-N-230	+/- 1.1482 acres
Blakey Center	1908 Wylie Avenue	10-N-246	+/- 41,238 square feet
One Hope Square	1901-1915 Centre Avenue	10-N-234, 235, 236, 238, 239, 240, 242	+/- 32,209 square feet
Family Dollar	1917 Centre Avenue	10-N-243	+/- 9,743 square feet



Neighborhood/Location: Middle Hill Neighborhood/Centre and Wylie Avenues
5th Ward, City of Pittsburgh

Council District: 6

Councilperson: R. Daniel Lavelle

Zoning: LNC – Local Neighborhood Commercial

Sales Price: Please present an offer not less than \$5,000,000 including the conditions detailed below

Additional Conditions: 1. Developer will be required to obtain an easement from HHA on parcel 10-N-218 to access the entrance to the parking lot on the north side 10-N-230.

2. Developer must agree to allow HHA to continue using its current space at Hill House Main for two (2) years at no cost to HHA (estimated 4,500 rentable square feet).

3. Ability to complete transaction by Friday, May 31, 2019.

Primary Contact:

All questions regarding this RFP should be submitted through the Public Purchase platform. See instructions on registering for and accessing Public Purchase (Exhibit A). All questions submitted through Public Purchase by Tuesday, February 5, 2019, Noon ET will be responded to and made publicly available on Public Purchase by Friday, February 8, 2019, 5:00 p.m. ET. Questions received after that time will not be responded to.

3. PROPOSAL REQUIREMENTS

The following proposal requirements will serve to establish a Developer's overall capacity to complete this project and to meet the requirements and obligations associated with the property. Each proposal should include, at minimum, the following information:

- A. Executed Release Agreement (Exhibit B)
- B. Title Page
 - a. This should include the firm's name, contact person and contact information
- C. Table of Contents
- D. Property Information
 - a. Clearly identify the property to be purchased and the sales price being offered
 - b. Include the amount of hand money being offered for each property
 - c. Describe proposed terms and conditions that would allow HHA to continue utilizing its current space in HHA Main for a period of two (2) years at no cost to HHA
 - d. Describe treatment of closing costs, such as transfer taxes, escrow fees and broker's commissions, etc.
 - e. Estimated closing date
- E. Development Team Profile
 - a. A profile of your firm including all relevant organizational certificates
 - b. Your firm's capacity and qualifications to propose on the purchase of the properties, including your experience owning and developing similar properties and the relevant experience of key management team members
 - c. Identity and tax status of the purchaser
 - d. Listing of any third-party developer or co-developers
- F. Intended Use of the Property
 - a. Clearly describe the intended use of the property and demonstrate how the intended use conforms to the Greater Hill District Master Plan and the Centre Avenue Corridor Redevelopment and Design Plan (Exhibits C and D), and allows for continued use of the properties to benefit the Hill District community
 - b. Provide proposed schedule for redevelopment of Properties if applicable
- G. Community Engagement
 - a. Provide a narrative on a communication strategy and commitment to continue engagement with the community

- H. Relevant Development Experience
 - a. Brief description of similar projects (date, location, concept)
 - b. Photographs of projects
 - c. Description and role of development entity
 - d. References - strong references include banks, municipal entities, co-developers, tenants, and press clippings that include project narratives to describe previous work.
 - e. Brief description of community engagement in previous projects
 - f. List other public entities similar to the HHA for which your firm currently or recently worked on projects similar to that for which your firm is submitting its proposal
- I. Financial Capacity
 - a. Detailed description of ability to finance the costs associated with project.
 - b. Identification of the people or entities in the proposed development team, including any and all joint ventures, general or limited partners, and respective percentages of interest
 - c. Role of each listed in b. above in the implementation of the development plan
 - d. Statement of Equity Contribution with Source identified; Evidence of equity contribution must be provided upon request.
 - e. Letter of Interest of references from lending institutions, if applicable
 - f. Respondent's financial statements (under separate cover)
 - g. Identity of financing sources for each property
- J. Minority and Women-Owned Business Enterprise (MWBE) Requirements

A MWBE narrative needs to be included with the Respondent's proposal. See Exhibit E for MWBE Narrative Requirements. MWBE participation can be satisfied by:

- i. Ownership/partnership of firm
 - ii. Employment level of minorities and/or women in the firm
 - iii. Staffing of minorities and/or women on the development team
 - iv. Use of minority or women-owned businesses as vendors
 - v. Subcontracting with firms owned and controlled by minorities and/or women; If this is to be done, that fact, and the name of the proposed subcontracting firms, must be clearly identified in the proposal.
- K. Other Information
 - a. Any other information you believe is pertinent to HHA's consideration of your firm

5. SUBMISSION REQUIREMENTS

Please note the URA is currently using Public Purchase as its RFP platform.

Respondents can register online at: www.publicpurchase.com, and may submit their proposal through the Public Purchase platform. All Respondents, including those who submitted a proposal through Public Purchase, must also submit five (5) paper copies and one (1) electronic as a PDF file on a flash drive to the address below on or before the due date shown on the cover of the RFP:

Joy Akrie, Administrative Assistant
Real Estate Department
Urban Redevelopment Authority of Pittsburgh
200 Ross Street, 10th Floor
Pittsburgh, PA 15219

All questions and inquiries regarding this RFP must be submitted through the Public Purchase platform. Responses to inquiries will only be available through Public Purchase. See instructions on registering for and accessing Public Purchase (Exhibit A). All questions submitted through Public Purchase by Tuesday, February 5, 2019, Noon ET will be responded to and made publicly available on Public Purchase by Friday, February 8, 2019, 5:00 p.m. ET. Questions received after that time will not be responded to.

All information submitted including attachments, supplementary materials, addenda, etc. will not be returned.

6. SELECTION CRITERIA

The following criteria are designed to establish a Respondent's overall capacity to complete this transaction and to meet the requirements and obligations associated with the land.

1. Commitment to continue using the Properties for the benefit of the community
2. Commitment that future development plans, if any, conform with the requirements of the Greater Hill District Master Plan and the Centre Avenue Corridor Redevelopment and Design Plan
3. Ability and intent to purchase all the Properties in one (1) transaction; Preference will be given to Respondents who propose to acquire all Properties, but proposals will also be considered for individual Properties who meet all other conditions and criteria.
4. Sufficient financial resources to purchase and maintain the Properties
5. Agreement to allow the Hill House to continue using its current space in Hill House Main for two (2) years at no cost to the Hill House
6. Commitment to Minority and Women-Owned Business Enterprise Participation
7. Ability to complete the purchase transaction by Friday, May 31, 2019

Any proposals for all four (4) properties with total consideration that is less than \$5 million, including the value of free rent for two (2) years in HHA Main, will not be considered.

7. SELECTION PROCESS

Each proposal will be reviewed to determine if it is complete and responsive to this RFP. The URA will review responses received for completeness, not the quality, of responses received. HHA may, in its sole discretion, allow a bidder to correct minor deficiencies in its proposal that does not materially affect the proposal.

All proposals determined to be complete will be evaluated utilizing the criteria established above. In order to ensure full community input proposals may also be reviewed by other interested members of the Hill District community.

HHA reserves the right to interview selected Respondents in the competitive range, request additional information from selected Respondents and/or negotiate terms and conditions with selected bidders. HHA may also ask for relevant references and perform background checks of selected Respondents.

HHA and URA shall not be responsible and will not reimburse any respondent for any costs associated with preparing a proposal.

A proposal submitted by a Respondent does not constitute a contract nor does it confer any rights of the Respondent to the award of a contract. A letter or other Notice of Award shall not constitute a contract. A contract is not created until all required signatures are affixed to the contract.

It is anticipated that a final decision on the purchaser of the Properties will be made by early March 2019.

8. TENTATIVE SCHEDULE

A tentative schedule for the proposal selection process is below. Developers must be available for the following meetings and deadlines.

- Friday, January 18: RFP issued
- ~~Thursday~~ Wednesday, January 30 - 10:00 a.m. ET: Site tour at Hill House Main, 1835 Centre Avenue, Pittsburgh, PA 15219 for interested Developers
- Tuesday, February 5 - 12:00 p.m. ET: Deadline to submit questions on Public Purchase
- Friday, February 8 - 5:00 p.m. ET: Q&A posted on Public Purchase
- ~~Wednesday, February 13~~ **Wednesday, February 27** - 2:00 p.m. ET: Responses due
- ~~Friday, February 15~~ **Thursday, February 28**: Response opening at HHA offices
- Early March: Developer selected
- Wednesday, March 27: Bidder submits non-refundable deposit
- Friday, May 31: Date of Closing

9. LEGAL INFORMATION

Notwithstanding any information that may be contained in this request for proposals and amendments thereto, Respondents are responsible for obtaining all information enabling them to submit bids. No claim whatsoever and/or change orders will be accepted arising out of Respondent's failure to visit the Properties to study the local conditions of the Properties or review relevant financial, operational or other records prior to submitting responses.

RFP Compliance: All Respondents must adhere to the instructions contained in this RFP in preparing the submitted proposal.

Nondiscrimination: Each Respondent agrees not to discriminate, whether in employment, contracting or otherwise, in violation of any federal, state, or local law and/or on the basis of sexual orientation, gender identity and/or gender expression.

Conflicts of Interest: Respondents and their team members must disclose any conflicts of interest or potential conflicts of interest involving HHA or any subsidiary thereof. Inspection of Parcel: Respondents shall be given an opportunity to inspect the property and the title to the property, among other things. If the Respondent is selected and elects to proceed after exercising its due diligence, it shall acquire or take possession of the parcel(s) in "AS-IS" CONDITION, unless otherwise agreed to by the HHA in its discretion, in a sales agreement.

Disclaimer of Liability: Respondents 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 the development program, this RFP and responses thereto, and/or the selection of a Developer, nor with respect to any matters related to any submission by a Respondent.

This RFP is submitted subject to errors, omissions and/or withdrawal without notice by HHA or the URA at any time.

Addenda will be posted on Public Purchase. All such addenda shall become part of the RFP documents and all Respondents shall be bound by such addenda, whether or not received by the Respondents.

There is no commitment by the URA to provide subsidy for this project. Proposals must take this into consideration.

10. ADDITIONAL INFORMATION

Parties interested in obtaining access to financial, operational or other records should submit a written request to realestate@hillhouse.org that includes a profile of your firm, your firm's qualifications to propose on the purchase of the properties, and the specific properties that you plan to bid on. All firms will be required to sign a non-disclosure agreement prior to receiving access to any financial, operational or other records.

11. EXHIBITS

- A. [Public Purchase](#)
- B. [Release Agreement](#)
- C. [Greater Hill District Master Plan](#)
- D. [Centre Avenue Corridor Redevelopment and Design Plan](#)
- E. [MWBE Narrative Requirements](#)