



HOUSING OPPORTUNITY FUND (HOF)

REQUEST FOR PROPOSALS (RFP) Roofing Construction Manager

RFP Issue Date: Friday, June 14, 2019

~~Proposal Due Date: Friday, June 28, 2019 at 4 p.m. ET~~

Accepting proposals on a rolling basis as of July 18, 2019

Send responses to HOF@URA.ORG

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I. INTRODUCTION

Summary of Project

The Urban Redevelopment Authority of Pittsburgh's (URA) Housing Opportunity Fund (HOF) requests proposals from a variety of firms (the Applicant) to serve as construction manager for its Roof-A-Thon, set to take place in late September and early October 2019.

HOF Background

The URA is the City of Pittsburgh's economic development agency, committed to creating jobs, expanding the City's tax base, and improving the vitality of businesses and neighborhoods. Incorporated in 1946 as one of the first redevelopment authorities in the United States, the URA achieves this mission by assembling, preparing and conveying sites for major mixed-use developments; and by providing a portfolio of programs that include financing for business location, relocation and expansion, housing construction and rehabilitation, and home purchases and improvements. The URA is also committed to equitable development, and incorporates best practices for equity and inclusion into its internal and external policies and activities.

The HOF is a housing trust fund that has been established in the City of Pittsburgh (City) to support the development and preservation of affordable and accessible housing within the City's boundaries. The HOF has allocated funding for five programs to carry out this mission in 2018: the Homeowner Assistance Program, the Down Payment and Closing Cost Assistance Program for first-time homebuyers, the Housing Stabilization Program for at-risk renters, the For-Sale Development Program, and the Rental Gap Program to fund the creation/preservation of affordable housing.

Funds appropriated to the HOF are to be invested in accordance with an annual allocation plan (AAP) created by the Advisory Board and approved by City Council and the Governing Board. The URA Board of Directors serves as the Housing Opportunity Fund's Governing Board. The Housing Opportunity Fund Advisory Board is comprised of 17 persons appointed by the Mayor to four-year staggered terms.

Funds for the Roof-A-Thon will be sourced from the Homeowner Assistance Program (HAP). The purpose of HAP is to provide income-qualified, owner-occupied households with necessary home repairs (code issue remediation, roofing, weatherization, accessibility improvements, etc.).

More information regarding the HOF can be found at www.ura.org/pages/HOF.

II. PROGRAM OBJECTIVES

The objective of the Roof-A-Thon is to help between 20 to 35 low-income, owner-occupied households with roofing repair/replacement over a several week timeframe in late September and early October 2019.

III. RFP OBJECTIVES

The purpose of this RFP is to solicit companies to serve as the construction manager for the Roof-A-Thon. HOF intends to approve one (1) applicant to enter into a contract with the URA to perform the services requested.

Scope of Service

The applicant will work with URA staff to plan, promote, and execute the Roof-A-Thon project. The applicant will also oversee and direct the construction aspects of the project, with a focus on roofing. Some other responsibilities of the applicant are, but not limited to, the following:

- Create written scope of work for each household assigned; then submit the scope to URA Construction Department for approval
- Oversee all onsite and offsite roofing construction to monitor compliance with building and safety regulations
- Negotiate terms of agreements, draft contracts, and obtain permits and licenses
- Coordinate and direct workers and subcontractors
- Make payments to workers and subcontractors and submit reimbursement requests to URA in accordance with the contract
- Ensure quality standards and the use of proper roofing techniques
- Review the work progress daily
- Prepare internal and external reports, including an end-of-project report
- Coordinate a final inspection of each completed roof with URA staff
- Work with URA staff to review and accept donations (if applicable)

Qualifications

The selected applicant must:

- Have a minimum of 3-5 years of construction management, with an emphasis on roofing
- Be able to perform work assigned within the time frame required in the agreement

IV. SUBMISSION REQUIREMENTS

Each submission should include the following:

1. Title Page - Include the firm's name, contact person and contact information
2. Table of Contents

3. Primary Qualifications - Provide a brief narrative that explains why your firm is well qualified to provide the services outlined in this RFP. Provide examples of similar work your firm or team has completed (including pictures and budgets).
4. Firm Profile - Provide a brief profile of your firm, including:
 - a. Total number of employees
 - b. Number and names of employees who will be dedicated to the work
5. Biography of Key Personnel - Identify the staff within the organization who will be actively working on this contract. Please include the individuals' relevant experience and their work location.
6. Narrative - Discuss your current workload and your ability to staff the project. Also indicate work that you would anticipate subcontracting to others and provide the names of the companies to be used, as well as the individuals that will be assigned to this project. Include the projected subcontract amounts and associated information in the "Fees" section.
7. References - Provide two (2) non-URA references from entities that have worked with your firm on similar projects. Provide only references who have directly worked with one or more members of the firm's proposed team. Include the reference's name, title, address, direct telephone number, and email address. Also, if the responding firm has worked with the URA in the past, please detail this relationship and provide the name of the primary contact of the Applicant at the URA.
8. Minority and Woman-Owned Business Enterprise (MWBE) Narrative - The URA has a long history of diversity and inclusion within all its programs and other 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 participation in work performed in connection with URA projects. In the form of a narrative, state as succinctly as possible your firm's efforts to provide opportunities for MWBE firms. MWBE participation can be satisfied by:
 - a. Ownership/partnership of firm;
 - b. Use of minority- or women-owned businesses as vendors for legal, printing, office supplies, travel, etc.; and
 - c. 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.

Any questions about MWBE requirements should be directed to MWBE@ura.org.
9. Fees - Describe the proposed fee for managing the Roof-A-Thon. Formulate your fee with the intention of replacing 25 roofs. Note: This should include all costs associated with managing this effort, including materials, labor, sub-contracting costs, overhead, equipment, necessary permits and insurance.
10. Other Information - Please provide any other information which you believe is pertinent to the HOF's consideration of your firm.

V. PROPOSAL DEADLINES AND REVIEW PROCESS

The applicant should submit one (1) electronic copy delivered in PDF format via email ~~no later than 4 p.m. ET on Friday, June 28, 2019.~~ All submissions are to be submitted to HOF@ura.org.

Review of Proposals

The review committee (Committee) will consist of the members of the URA's HOF, Engineering and Construction, Performance and Compliance, and Legal Departments. The Committee will check responses against mandatory criteria. Responses not meeting all mandatory criteria will not be considered for review. Formal interviews of applicants may be scheduled at the discretion of the Committee.

During the evaluation process, the URA reserves the right to request additional information or clarifications from the applicants or to allow corrections of errors or omissions. The Committee shall recommend to the Housing Opportunity Fund Advisory Board and the URA Board of Directors a list of applicants based upon firms' responses to this RFP.

RFP Submission Deadline	Friday, June 28, 2019 at 4 p.m. ET
RFP Evaluation Period	Friday, June 28, 2019 — Friday, July 5, 2019
URA Board Approval and Final Notification	Thursday, July 11, 2019

ON JULY 18, 2019, THIS RFP WAS RE-RELEASED ON A ROLLING BASIS.

Selection Criteria

- Experience – The applicant's experience in providing services similar to those within the Scope of Services described herein; the quality of the applicant's management, reputation and references; the applicant should have at least 3-5 years of experience providing the services specified.
- Quality of Submission – The quality of the submission and the degree to which it demonstrates the team members' full understanding of the ability to perform the services to be rendered; the content of the response should demonstrate the applicant's full understanding of the Objectives, along with sample materials.
- MWBE Participation – The Applicant's MWBE narrative should indicate whether the applicant is an MWBE and also include an overview of the applicant's strategy toward MWBE participation, in general.

Mandatory Elements

- The applicant, including any and all team members, must have no conflict of interest with regard to any other work performed by the applicant for the URA or related entity.
- The applicant must adhere to the instructions contained in this RFP in preparing the submitted proposal.
- The URA requires that all applicants demonstrate a good faith effort to obtain MWBE participation in work performed in connection with URA initiatives. Any questions about MWBE requirements should be directed to MWBE@ura.org.

Questions

- Any questions related to this RFP and the HOF Roof-A-Thon should be sent to HOF@URA.ORG

VI. LEGAL INFORMATION

The URA intends to select one (1) applicant based upon information in the response to the RFP submitted by the applicants, performance in previous undertakings, and other pertinent factors. The selected applicant will be chosen on the basis of the selection criteria listed above.

The URA shall be the sole judge as to which applicant(s) meet the selection 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 RFP, and to waive any irregularities in any submitted response.

The URA reserves the right to verify the accuracy of all information submitted.