

## Exhibit E

### FREQUENTLY ASKED QUESTIONS

**Q: Can the same team of firms be awarded separate contracts as long as they switch roles and the lead firm/sub-contractor changes?**

*A: Yes, however the division of work on the contract must be substantially different to be considered separate (e.g., the lead firm is performing 60+% of the work - a 50/50 or 55/45 split is not sufficient).*

**Q: Do you have to be a registered contractor with the City?**

*A: No. There are no specific business license or certifications you must have with the City of Pittsburgh to conduct basic lot maintenance and the activities required as part of the scope of this RFP. You must have all necessary state and federal certifications and registrations, e.g., a tax ID. If you have any questions, you can contact the Department of Permits, Licenses, and Inspections, found on the 3<sup>rd</sup> floor of 200 Ross Street or at 412.255.2858.*

**Q: What are the licenses required by the City of Pittsburgh to qualify? What licenses would a nonprofit organization need, specifically?**

*A: See response above. Non-profits would also need a tax ID and proof of federal nonprofit status (e.g., 501(c)3).*

**Q: If a bundle has a combination of Pittsburgh Land Bank (PLB), City of Pittsburgh (City), and/or Urban Redevelopment Authority (URA) ownership, does that impact the scope or price?**

*A: Maintenance responsibilities are the same regardless of ownership. When submitting bid(s), you are required to submit two (2) bids per bundle if a bundle includes City-owned parcels (all bundles except D and M). Generally, the difference is in the amount of land included in the bundle. Fee Proposal 1 is the proposed price for the bundle's total square footage. Fee Proposal 2 is the proposed price for the partial bundle, removing all City-owned properties. Exhibit H provides the information necessary to understand these size differences.*

**Q: What if I only want to bid on a 'full' bundle (Fee Proposal 1)?**

*A: Simply put a \$0 amount in that space provided in Exhibit D.*

**Q: What is the requirement for maintenance during the winter?**

*A: You must maintain the lot/portfolio as per City Code **419.03**. The URA does not dictate what snow removal/maintenance services 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 (who enforces this section of the City code):*

- *Snow should not be shoveled or moved into the roadway.*
- *Snow should be shoveled onto lawn areas or close to the curb.*

- *Requests for special plowing/salting can be made for emergency situations.*

**Q: What is the time frame in which you expect sidewalks to be serviced once snow has stopped falling?**

*A: Per City Code **419.03**: EVERY TENANT, OCCUPANT, OR PROPERTY OWNER HAVING THE CARE OR CHARGE OF ANY LAND OR BUILDING FRONTING ON ANY STREET IN THE CITY, WHERE THERE IS A SIDEWALK...WITHIN 24HRS AFTER THE FALL OF ANY SNOW OR SLEET, OR THE ACCUMULATION OF ICE CAUSED BY FREEZING RAINFALL, CAUSE THE SAME TO BE REMOVED FROM THE SIDEWALK.*

*Find more information on the Department of Public Works webpage and at:*

*<http://apps.pittsburghpa.gov/dpw/10-Removal-Snow-Ice.pdf>*

**Q: How does invoicing work?**

*A: If awarded a contract, the URA will work with the selected contractors on a schedule of values which will determine the invoicing and pay schedule on a monthly cycle. Once an invoice is received electronically by the URA, it will be paid within thirty (30) days, per the URA's Prompt Payment Policy effective August 1, 2019.*

**Q: If a firm does not attend the mandatory pre-proposal meeting, can they still submit a proposal?**

*A: No. A direct representative of the lead proposing firm *\*must\** attend the Friday October 18, 2019, 10:00am meeting for any submitted proposal to be considered.*

**Q: For parcels which border woodland green spaces or have a tree canopy, how much of the parcel will need to be maintained (i.e., to the tree line/25 feet back from the street or sidewalk)?**

*A: The parcel must be maintained to the tree line or the start of the slope.*

**Q: If the sidewalk is in disrepair and/or has been consumed by grass and topsoil, what is the expectation of maintenance?**

*A: The grass/weeds must be maintained and trimmed to code standards and any debris or loose materials must be removed. You are not expected to repair the sidewalk. You are asked to photo-document the condition of the sidewalk via the provided web-based application so that URA staff may make any necessary additional arrangements for its repair.*

**Q: Are compost piles allowed on a parcel if they are kept neat and maintained?**

*A: No. All clippings and debris must be removed from the site.*