

Request for Proposals Property Maintenance – LandCare Questions & Answers

Question Period: October 15, 4 p.m. ET – October 23, 2019, 5 p.m. ET

The following are the questions received during the LandCare RFP question period either asked at the mandatory October 18, 2019 pre-proposal meeting, received through Public Purchase, or submitted via email.

Q1: If a firm is submitting bids for multiple bundles and needs to submit different community engagement strategies for each bundle, how would the strategy change for the citywide bundles?

A1: A firm awarded a citywide bundle is not expected to reach all included neighborhoods twice a month. They still must complete two touchpoints a month total. These engagements should be geographically spread out to cover all their neighborhoods over the course of the entire contract period.

Q2: On Exhibit D (Bundle Ranking and Pricing), does “total” refer to the bundles with City-owned properties included and “partial” refer to the bundles with City-owned properties removed?

A2: Yes.

Q3: Can a firm be awarded more than one bundle under the same, single contract?

A3: No. Each firm may only be awarded a single contract as the primary, or lead partner under the LandCare program. A firm may, however, be a subcontractor or partner on other contracts, so long as the firm does not hold 50% or more of the ownership of the other firm or of the work of the contract.

Q4: Can I submit a bid for more than one bundle?

A4: Yes. Firms may submit bids for all of the bundles they would be willing and interested in a contract. If submitting multiple bids, you must provide a ranking of your preference in bundles in Exhibit D (Bundle Ranking and Pricing), with “1” being your top preference.

Q5: If my company is partnering on multiple submissions, which company should submit the proposal?

A5: The Company who would hold the contract and would conduct the majority of the work is considered the “Primary”. The Primary would submit the proposal

Q6: Is there a limit to the number of contracts a firm can be a partner or subcontractor on?

A6: No. The URA has a goal to provide opportunities to as many companies as possible under this program, which is a consideration in contractor selection.

Q7: Is the fee proposed on Exhibit D (Bundle Ranking and Pricing) tax deductible?

A7: No.

Q7: Should a contractor factor in rubbish disposal fees into their final fee proposal(s)?

A7: No. If the City-owned parcels remain part of the LandCare Program, contractors should have free access to City waste drop-off sites.

Q8: Have the City-owned properties proposed to be included in LandCare been maintained overtime to the same standards as the URA-owned properties?

A8: This varies. All parcels included are listed by street address and block & lot in Exhibit G. Contractors are encouraged to visit the properties included in the bundles they are interested in submitting proposals for to understand the types and level of maintenance activities that may be required. If parcels need additional or more intensive maintenance at the beginning of the contract, this should be factored into your fee proposal.

Q9: How should a contractor factor in the potential remediation of heavy dumping?

A9: Dumping does occur and is part of the scope of services of the LandCare program. In the event of heavy dumping, this may fall outside of the LandCare program. Any such occurrences should be documented via the provided mobile app for URA staff to assess appropriate remediation steps – should that be part of the LandCare scope or through a separate limited agreement with the LandCare provider in that area or another firm.

Q10: Can you help other firms if you have equipment they may need?

A10: Yes. Contractors are encouraged to engage with the LandCare contractor network for smaller-value assistance. Any subcontracting valued at over \$1,000 needs to be approved by URA staff in advance.

Q11: Do I need to include insurance certificates in my proposal submission?

A11: No. If your firm is selected, insurance certificates will be required as part of the contracting process, prior to beginning work.

Q12: Needing to submit 'before' photos via the reporting software is new this year, correct?

A12: Contractors have always been asked for both 'before' and 'after' photos of the properties being maintained; however, the URA understands this is not always feasible. The 'after' photo is of higher priority than the 'before' photo.

Q13: Are the fees included on Exhibit D (Bundle Ranking and Pricing) to be for one or two years?

A13: Fees submitted should cover the full 24 months (i.e. two years) of the contract.

Q14: Should we be bidding on a 12-month contract or a 24-month contract? Being the initial contract period is for 24 months, do we base the bid on 1 year or 2 years?

A14: See question above. Each fee proposal should be for two (2) years.

Q15: Invoice payment has been troublesome at times. Are we to submit invoices to ap@ura.org and assume everything is fine unless we hear otherwise weeks later?

A15: Monthly invoices are to be submitted per the methods stated in the URA's new Prompt Payment Policy, the most convenient of which is to email the invoice to ap@ura.org. Questions about invoice processing should be directed to Judy Thomas (jthomas@ura.org). The URA has adopted a Prompt Payment Policy and is working to make the process much more efficient and reliable. Additional controls have been put in place to help monitor the payment process and identify gaps or issues. Once contracts are fully executed, there will be a meeting with all selected firms to go into more detail about program administration, including invoicing and payment expectations to help this process run more smoothly.

Q16: How am I to calculate a fair price for maintenance if I may be asked to maintain some properties more often?

A16: The requirement for all "Active" properties is to have them inspected and serviced as needed once monthly. Contractors should calculate a base fee for monthly maintenance and include an additional amount for as-needed service requests. The LandCare program has reduced the number of service requests. If there is a problem property in any bundle, the URA will work with the selected contractor to find a reasonable solution.

Q17: Should we rank all 13 bundles even though we may not want certain bundles?

A17: No. On Exhibit D (Bundle Ranking and Pricing), only rank and provide a fee proposal for the bundles you are interested in receiving a contract to maintain.

Q18: I was confused about the date of the mandatory meeting and missed it. Will there be anymore LandCare opportunities coming up after November 2019?

A18: There are no additional LandCare opportunities anticipated. The meeting was mandatory for any firm interested in being the lead on any LandCare contract with the URA from November 15, 2019, through November 14, 2021. If you were not in attendance and your firm wishes to partner or sub-contract, you may do so with any of the firms in attendance at the meeting. The list of firms in attendance is available on both the Public Purchase and URA website pages for this LandCare RFP. In the event there are bundles without selected contractors, the URA would have to release a second RFP, however we are unable to determine that until after this current RFP process completes.

Q19: A representative of my firm attended the mandatory pre-proposal meeting; however, they wrote the incorrect firm name on the sign-in sheet. Am I still able to submit a proposal under our firm's name?

A19: Yes. Please provide documentation demonstrating the relationship of the person in attendance at the pre-proposal meeting to the name of the firm submitting the proposal at time of submission.

Q20: Bundle K has parcels with an * next to it. What does the * indicate?

A20: Please ignore the asterisk (*) next to any parcels in Exhibit G.

Q21: Does Workers Compensation have to be in place at the time of bid?

A21: No. All insurances must be in place for all selected firms before executing contracts, prior to beginning work.

Q22: In Frequently Asked Questions, please help me understand the question:

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.

A22: There are 13 bundles. You must submit Exhibit D (Bundle Ranking and Pricing) as part of the proposal requirements. Exhibit D has two parts:

- 1) Ranking only the bundles you are submitting proposals for in order of preference with 1 being your top choice, and
- 2) providing fee proposals for those bundles you ranked in step 1.

There are two sizes for each bundle: Full (includes City-owned properties) and Partial (does *not* include City-owned property). In a few bundles, the Partial size option is significantly smaller. If, because of this, you are only interested in the Full bundle, please place a dollar amount for the corresponding Full Fee Proposal box, and then a \$0 in the Partial Fee Proposal box.

Q23: If I want to bid on more than one bundle, do I submit a separate proposal for each? If so, can I submit the same proposal making changes only to Exhibit D (Bundle Ranking and Pricing)?

A23: See page 6 the revised RFP. There are eight (8) proposal requirements. Items 1-7 need only to be submitted once per firm, including Exhibit D, regardless of the number of bundles you are interested in. Item 8 (Community Outreach Plan) must be submitted separately for each bundle being bid on.

Q24: Should the proposal provide a base bid with a cost estimate for 24 months?

A24: See Questions 13 and 14 above as well as Page 7 of the RFP regarding the Fee Proposal. The dollar amounts provided in Exhibit D (Bundle Ranking and Pricing) should be “for the entire contract period and include all labor, equipment and materials required to perform the work.”

Q25: How do I submit my proposal electronically?

A25: Per Page 6 of the Revised RFP, proposals are to be submitted via email to Tim Dolan at tdolan@ura.org.