LandCare RFP
Pre-Proposal Meeting

October 18, 2019

ura
Urban Redevelopment Authority of Pittsburgh
Program Overview

Response Overview

Technology

Selection Criteria
Program Goals

- Achieve URA Mission: Economic Development
- Board Mandate: Increase Community Engagement and Local Economic Stimulus
- Provide greater transparency and access to info
- Increase efficiency
- Better coordinate with public partners (City, URA, PLB, etc)
Contract Round Timeline

- **Oct 15**: RFP Released
- **Oct 18**: RFP Pre-Proposal Mtg
- **Oct 22**: Q&A period ends
- **Oct 25**: Q&A Response Released
- **Oct 31**: Proposals DUE
- **Nov 1-7**: Analysis of Proposals
- **Nov 8-10**: Awardees notified
- **Nov 14**: Awardees to URA Board for Approval
- **Nov 14-15**: Contracting Process
- **Nov 15**: Contract Begins
- **Nov 20**: Post-Selection Meeting

*tentative
Overview

13 Bundles*

- 2 Mini - 85,000 – 87,000 ft²
- 4 Small - 143,000-171,000 ft²
- 3 Mid - 208,000-291,000 ft²
- 2 Large - between 400,000 – 555,000 ft²
- 2 Citywide 3.1-3.4 m ft² + 23 - 27 small structures

24-Month Contract: November 15, 2019 – November 14, 2021

Frequency:
- Active – Monthly
- Response Only – Quarterly

Special Events:
- Before Marathon Weekend
- Before First & Last Day of School
- Summer Holidays (Memorial Day, 4th of July, Labor Day)

*Respondents may submit for multiple bundles, but may be awarded a contract for no more than one bundle. *bundles may change throughout contract period as ownership changes (by no more/less-than 10%)
Scope of Services

Year-Round Maintenance

Land:
• Removal and disposal of debris;
• Cutting of grass and general overgrowth;
• Removal of trees;
• Snow removal and de-icing of sidewalks and drives (to occur on an as-needed basis per City code and in response to URA requests);
• Responding to emergency situations;
• Posting “No-Dumping,” “No Trespassing,” “No Parking,” and other signs as needed;
• Repairing of fencing, cables, and damaged locks; and
• Clean-out of non-hazardous materials from lots.

Structures:
• Un/re-sealing and minimal repair of structures as-needed;
• Replacing damaged locks; and
• Conducting condition surveys on a quarterly basis.

Not Included*:
• Whole tree removal;
• Repairing sidewalks;
• Patching Roofs;
• Demolition activities;
• Vehicle removal;
• Cleaning out structures

*If these conditions exist, note them on parcel survey so URA can make arrangements to remediate
Scope of Services

Service Requests

• 311 Request
• PLI Notice
• Direct communication
• Internal staff-generated

Steps:

1. Transmitted via email
2. 48hrs to visually verify condition
3. 7 days (total) to address issue
4. Must log work in mobile app & follow-up with staff

Documentation

• Smartphone / Tablet with data is required in the field
  • GIS-based mobile application with parcel based survey, including photographs
• Community engagement
Eligibility Requirements

Contractor(‘s):

• is in compliance with City required licenses and is current, or has made satisfactory arrangements, with the City to become current with City taxes;
• business address is within the City;
• employs a majority of City residents to conduct the work of this contract (front and back office, and in the field); and
• has demonstrated experience with conducting similar work as described in RFP.
Eligibility Requirements

Equipment. Contractor has access to all equipment necessary to carry out the work of this contract. A sample equipment list to perform this type of work could include:

- Storage facility;
- Vehicle(s), preferably with a trailer;
- High-weed cutter(s) or brush cutter(s);
- Commercial gas-powered string trimmers;
- Hand rakes, loppers or hand saw for pruning trees.

- Commercial mower(s)
  - 33” or larger, either ride-on or walk-behind
- Smaller push mower(s)
  - 22” or smaller for harder-to-access areas

Insurance. A Certificate(s) of Insurance is required at time of Contracting, for all participating parties (URA, City, and PLB) at these amounts:

<table>
<thead>
<tr>
<th>Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comprehensive General Liability</td>
<td>$1,000,000 aggregate $500,000/occurrence</td>
</tr>
<tr>
<td>Comprehensive Automobile Liability</td>
<td>$500,000 for bodily injury and property damage</td>
</tr>
<tr>
<td>Worker’s Compensation</td>
<td>As Required by law</td>
</tr>
</tbody>
</table>
Minority and Women-owned Business Enterprise (MWBE) Requirements

MWBE Narrative Requirements

- Ownership/partnership of firm
- Use of minority and/or women-owned businesses as vendors for legal, printing, office supplies, travel, etc.
- 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.

MWBE Certification

- Pennsylvania Unified Certification Program (PA UCP)
- URA self-certification
Public Purchase

• https://www.publicpurchase.com/gems/register/vendor/register

• 2-Step process
RFP

LandCare Property Maintenance

Date Listed
Tuesday, October 15, 2019

Proposal Due Date
Thursday, October 31, 2019, 4 p.m. ET

The Urban Redevelopment Authority of Pittsburgh (the “URA”) is accepting competitive proposals from experienced property maintenance firms to perform all-season maintenance of its vacant property real estate portfolio.

CONTACT INFORMATION

Tim Dolan
tdolan@ura.org

RESOURCES & ADDENDUMS

Resources
LandCare RFP (PDF)
Exhibit A - Instructions for Registering on Public Purchase
Exhibit B - RFP Summary Page
Exhibit C - Contractor Information Form
Exhibit D - Bundle Rankings and Fees

www.ura.org/proposals-bids/landcare-property-maintenance
# Proposal Requirements

## 1. RFP Summary Page

(Exhibit B)

| Contractor Team |  |
|-----------------|--
| Ownership Entity |  |
| Primary Contact  |  |
| Business Address |  |
| Phone            |  |
| E-Mail           |  |

- **Is the lead entity a for-profit or non-profit?**
- **Is lead entity a certified MBE or WBE?**
  - % MBE
  - % WBE

| Partner 1: Name |  |
|-----------------|--
| Partner 1: % of Overall Scope |  |

| Partner 2: Name |  |
|-----------------|--
| Partner 2: % of Overall Scope |  |

- **Are any of the partners based in Pittsburgh?**
- **Are any of the partners MBE or WBE certified?**

| RFP Summary |  |
|-------------|--
| Total Estimated Project Cost |  |
| Total number of employees |  |
| Number of employees engaged in work of this proposal |  |
| % relevant employees which are City residents |  |

**Complete any fields that apply.**

| Other (please specify) |  |
|------------------------|--
| Other (please specify) |  |
| Other (please specify) |  |

**Project Schedule**

| Maintenance Plan |  |
2. Contractor Information Form
(Exhibit C)
Proposal Requirements

3. Qualifications

a. Description of the project organization, details on staffing to manage/perform the work. Number of employees, equipment on-hand.

b. Statement of similar contracts

c. Subcontractor info (if applicable) – Business name, type, address, experience, MWBE status

d. Workforce development practices

On-hand Equipment and Tools
- 2 pickup trucks
- Company smart phone or tablet per crew
- Weed eaters/ trimmers
- Loppers and hand saw
- Shovels, rakes, brooms
- Wheel barrows
- Leaf blowers
- Snow blowers
- Snow shovels
- Salt spreader

b. Similar contracts
- ABC Development – Mike Matthews
  Maintenance of 3 apartment buildings, approximately 80,000 sq ft
- XYC School District – Rebecca James
  Landscaping and maintenance of School X
4. Firm Profile

a. Narrative description of firm and its history, detailing type of work performed, ability to handle a contract of this capacity - both technically and organizationally.

b. Indication of whether or not the firm is an MWBE owner/partnership.
5. Other Information
(if applicable)

Provide any other information which you believe is pertinent to the URA’s consideration of your firm.
6. Community Outreach Plan

Identify plans to engage with the community in which you’ll be working. You may provide links to public info or relevant organizational profiles.
7. Bundle Selection

Rank in order of priority (1 = highest) all bundles in which you are interested in a potential contract.

Fee

1. Fee shall be for the entire contract period and include all labor, equipment and materials required to perform the work.

2. Provide a fee proposal for the **total** bundle AND the **partial** bundle, where interested.
   
i. If uninterested in the partial bundle, place an N/A, or ‘$0’ in that block
## Sample Fee (detail not necessary)

### Labor / Management

**Level of effort and man-hours:**
- Executive Director will devote xxx hours per year and will be responsible for overseeing all work completed on URA property.
- Controller will devote x-hours/ month for a total of xx for bookkeeping
- Crew leaders and members: xxxx hours

The job classifications and direct hourly rates applied to the work tasks:

<table>
<thead>
<tr>
<th>Role</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Director</td>
<td>$x/hr</td>
</tr>
<tr>
<td>Controller</td>
<td>$x/hr</td>
</tr>
<tr>
<td>Crew Leaders</td>
<td>$x/hr</td>
</tr>
<tr>
<td>Crew Members</td>
<td>$x/hr</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$x/hr</td>
</tr>
</tbody>
</table>

**Total salary cost for the services:**

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$x</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>$x</td>
</tr>
<tr>
<td>Payroll Taxes</td>
<td>$x</td>
</tr>
<tr>
<td>Worker’s Compensation</td>
<td>$x</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$x</td>
</tr>
</tbody>
</table>

### Equipment

- New equipment: $x
- Maintenance of existing equipment: $x

### Supplies/Other

- Hauling and disposal fees: $x / month
- Salt purchase: estimate x full loads at $x
- Rent of storage space: xx% of rent
- Liability Insurance: $x
- Utilities: $x
- Admin: x% or $x

### Subcontractor’s Fees

$x / month

Breakout of labor per partner or subcontractors, if applicable.

**TOTAL FEE:** $XXX
8. Signature Page

Exhibit F

SIGNATURE PAGE

The undersigned hereby authorizes and requests any person, firm or corporation to furnish any information requested by the URA in verification of eligibility to submit a proposal for this work.

Name of Company: _________________________

Date: _________________________

Title of Authorized Agent/Owner: _________________________

Name of Authorized Agent/Owner: _________________________

Signature of Authorized Agent/Owner: _________________________
Technical Assistance

What is provided:

- Understanding RFP
- Preparing Response

✓ Provided by 3rd party
✓ No Cost to you
✓ Up-to 3 hours per firm

Interested?
To participate: email tdolan@ura.org no later than Friday, October 25, 2019

Participation in technical assistance is completely voluntary and not a guarantee of selection.
Responses Due By:
Thursday, October 31, 2019 by 4 p.m. ET

Submit to:
Public Purchase*

*Responses received via any other means will be automatically disqualified
1. Mandatory Elements
   • No conflict of interests with other URA work
   • Response follows instructions outlined in “Proposal Requirements” section

2. Technical Qualifications
   • Experience and Expertise
   • Community Outreach Plan
   • Workforce Development Plan
   • Minority and Women-Owned Business Enterprise (MWBE) participation
   • Fee Information
   • Business Location
Field Technology
Contract Management

Getting Under Contract:
- W-9
- Tax Clearance with City of Pittsburgh
- COI(s)
- Executed Contract

Ongoing Management:
- Invoicing
  - Simple invoice with total amount
  - Mobile app survey responses are the ‘back-up’
  - Include community engagement information
- Pay cycle
  - 1/24\textsuperscript{th} of total contract amount monthly
New Business Registration

The City of Pittsburgh offers the following options to register your business:

(\textit{It is advised to download the New Business Registration and complete it in Adobe Reader})

1) Online - Please click on the New Business Registration link below, download and save the form as a PDF. Right click and open the form using Adobe Reader. Please complete and sign the form and then email it to registration@pittsburghpa.gov. Please allow up to \textbf{5-10 business days} for your business to be registered. Your business is NOT registered until you receive a verification letter from the Department of Finance.

2) Mailing - Click on the New Business Registration link below, download and save the form as a PDF. Right click and open the form using Adobe Reader. Complete, print and mail the form below to: Registration, City of Pittsburgh, 414 Grant Street RM 207, Pittsburgh, PA 15219-2476 Business Registration Form

3) Walk-in - You can also register your business by coming into the Department of Finance.

Please call \textbf{412-255-2543} to have the registration form mailed to you, or to have any questions you have answered.

\url{https://pittsburghpa.gov/finance/new-bus-reg}
Submission Information

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Submit to:
Public Purchase*

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Contacts

**Real Estate**
Tim Dolan  
tdolan@ura.org  
Bethany Davidson  
b davidson@ura.org  
Joy Akrie  
jakrie@ura.org

**Engineering & Construction**
Corey Derico  
cderico@ura.org  
Judy Thomas  
jthomas@ura.org  
Edie Godwin  
egodwin@ura.org

**MWBE**
Lisa Moses  
lmoses@ura.org

**Center for Innovation & Entrepreneurship**
Karlee Turkaly  
kturkaly@ura.org