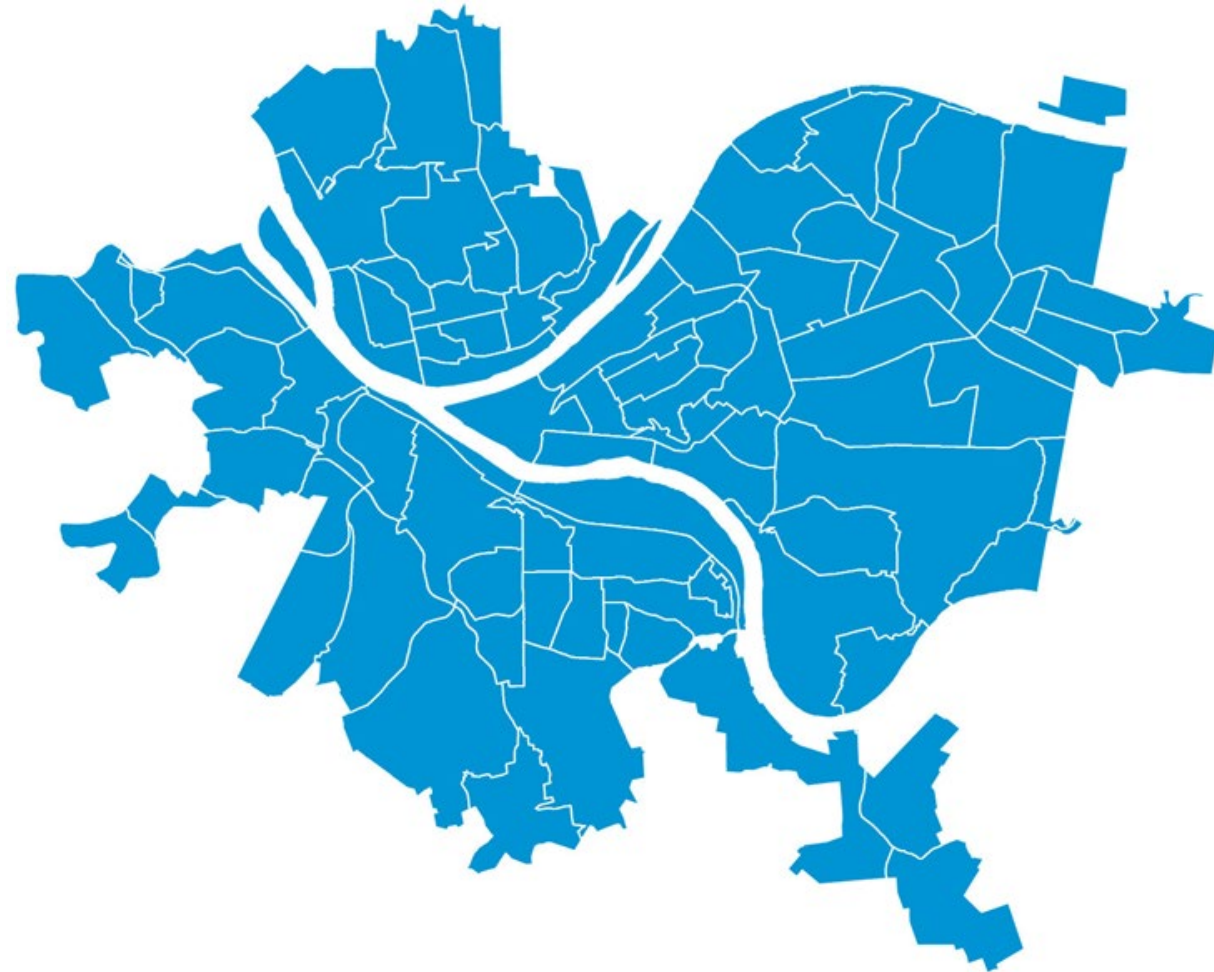


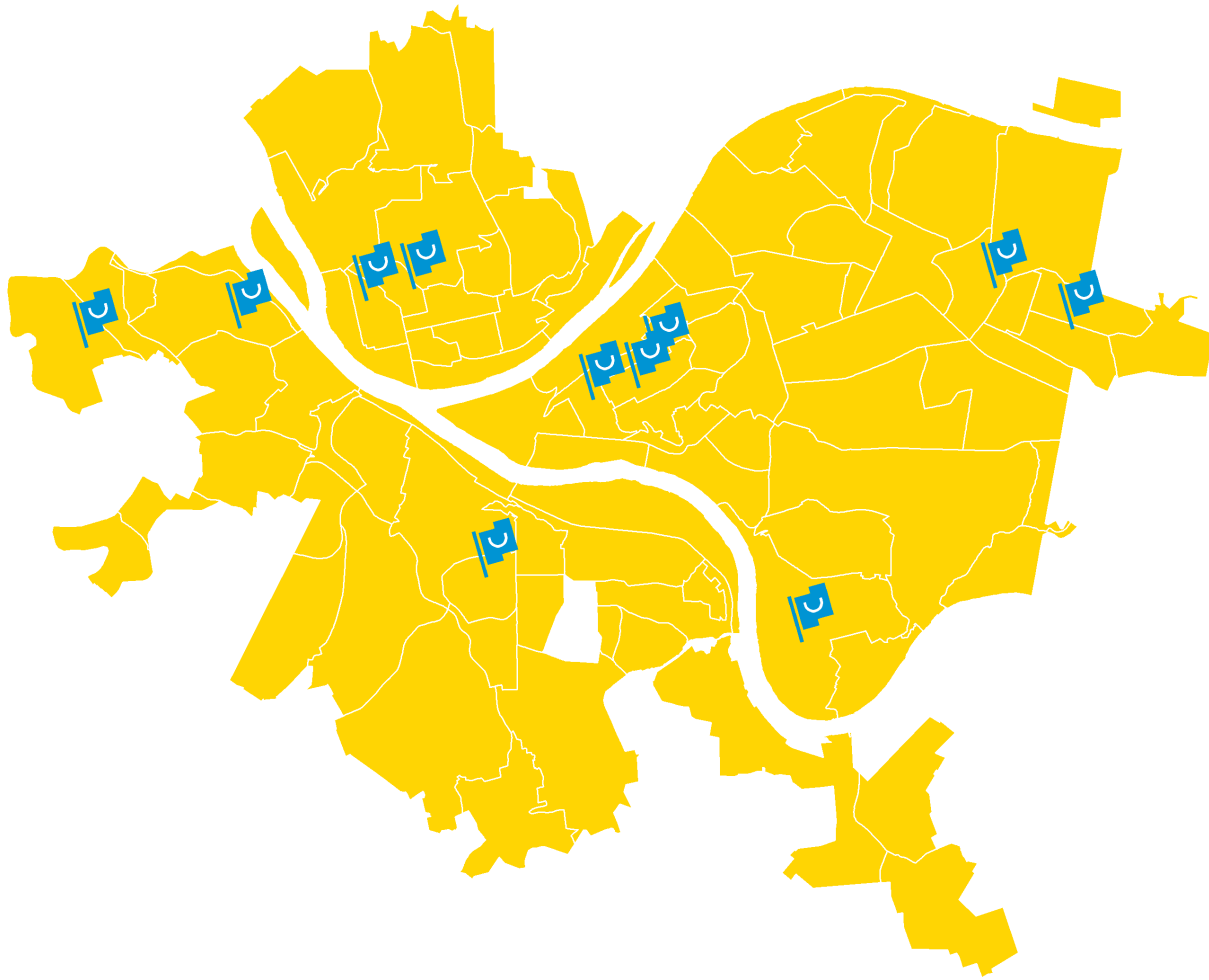
# LandCare RFP

## Pre-Proposal Meeting



October 18, 2019





# Agenda

Program Overview

RFP Timing & Scope

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)



**REQUEST FOR PROPOSALS (RFP)**

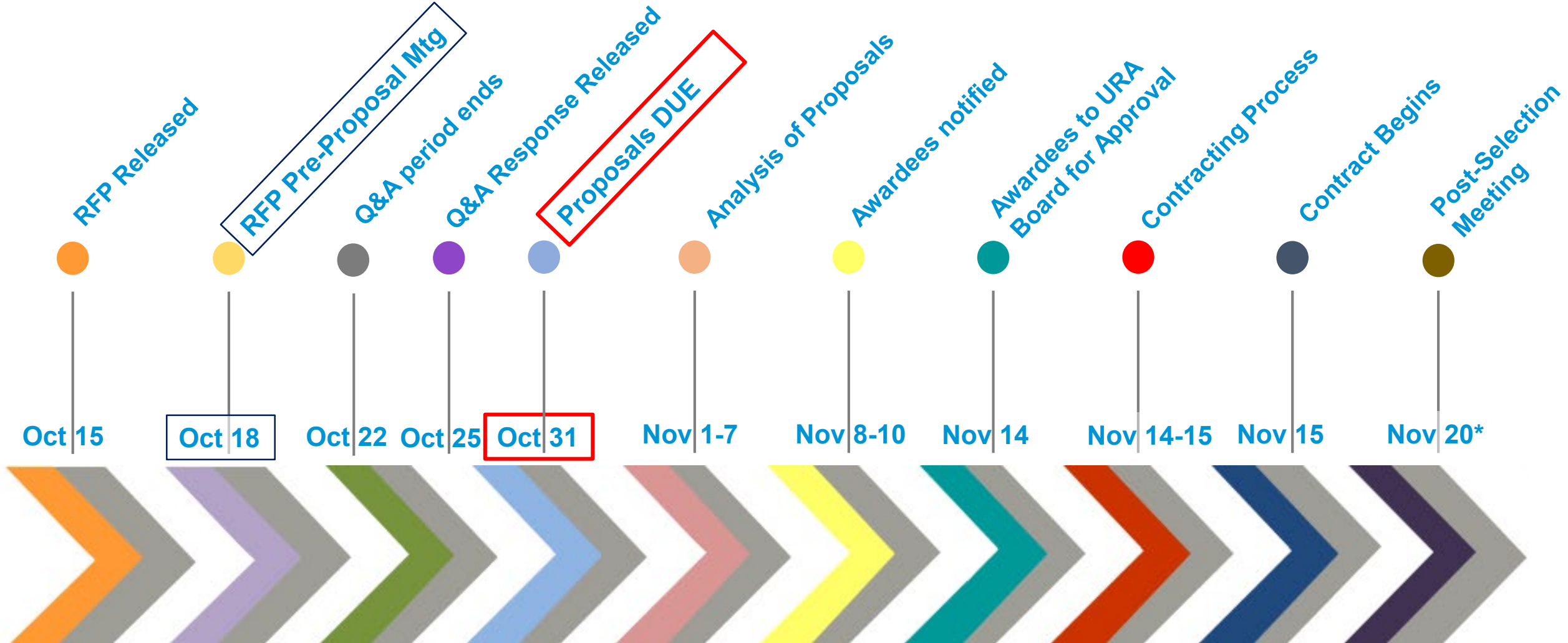
**PROPERTY MAINTENANCE**

**LANDCARE PROGRAM**

**RFP Issue Date: Tuesday, October 15, 2019**

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

# Contract Round Timeline



\*tentative

# Overview

## 13 Bundles\*

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

Respondents may submit for multiple bundles, but may be awarded a contract for no more than one bundle.

**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, 4<sup>th</sup> of July, Labor Day)

\*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:

<u>Type</u>	<u>Amount</u>
Comprehensive General Liability	\$1,000,000 aggregate \$500,000/occurrence
Comprehensive Automobile Liability	\$500,000 for bodily injury and property damage
Worker’s Compensation	As Required by law



# 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

Public | Purchase™

Chat Help Logout

Home Search Browse My Stuff Tools



Urban  
Redevelopment  
Authority  
of Pittsburgh

1. Addendum

minor typo correction to RFP document

Oct 15, 2019 2:54:46 PM EDT

 [Track Changes]

Bid RFP #RE-008-LC - LandCare - Property Maintenance of URA, City, and Pittsburgh Land Bank portfolios

Bid Type RFP

Bid Number RE-008-LC

Title LandCare - Property Maintenance of URA, City, and Pittsburgh Land Bank portfolios

Start Date Oct 15, 2019 12:02:15 PM EDT

End Date Oct 31, 2019 4:00:00 PM EDT

Important • Pre-Bid Conference Attendance Required (see information below)

Agency Urban Redevelopment Authority

Bid Contact Timothy Dolan  
(412) 255-6694  
tdolan@ura.org  
200 Ross Street, 10th Floor  
Pittsburgh, PA 15219

Questions

0 Questions

[View/Ask Questions]

Pre-Bid Conference

Date Oct 18, 2019 10:00:00 AM EDT

Location URA - Wherrett Memorial Conference Room, 13th Floor, 200 Ross Street, Pittsburgh, PA 15219

Notes The Urban Redevelopment Authority of Pittsburgh (the "URA") is accepting competitive proposals from experienced property maintenance firms to perform year-long maintenance of its vacant property real estate portfolio. Approximately 1,700 properties are involved and located throughout the City of Pittsburgh (the "City"). Vacant land and a small number of smaller residential and commercial structures all owned by either the URA, the City of Pittsburgh, and/or the Pittsburgh Land Bank are included in thirteen (13) different bundles for which interested firms may submit proposals. A listing of properties is included in this proposal package for those companies wishing to submit a proposal. The initial contract period will be for two (2) years. The properties are subject to change minimally throughout the contract period as ownership changes.

Please see attached RFP for more detail. All exhibits and proposal instructions are found in the attached RFP.

 Vendor attendance is required

Documents

Name	Acceptance Required	
 LandCare RFP Y4 FINAL.pdf	No	[Download]
 Exhibit A - Instructions for Registering on Public Purchase.pdf	No	[Download]
 Exhibit B - LandCare RFP Summary Page.pdf	No	[Download]
 Exhibit C - Contractor Information Form.pdf	No	[Download]

**RFP**

# LandCare Property Maintenance

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**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

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**Tim Dolan**  
tdolan@ura.org

## RESOURCES & ADDENDUMS

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**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**

# Proposal Requirements

Exhibit B  
RFP SUMMARY PAGE  
URA LandCare

## 1. RFP Summary Page (Exhibit B)

<b>Contractor Team</b>	
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?	
<b>RFP Summary</b>	
Total Estimated Project Cost	
Total number of employees	
Number of employees engaged in work of this proposal	
% relevant employees which are City residents	
<i>Complete any fields that apply.</i>	
Other (please specify)	
Other (please specify)	
Other (please specify)	
Other (please specify)	
<b>Project Schedule</b>	
Maintenance Plan	

# Proposal Requirements

## 2. Contractor Information Form (Exhibit C)

### Exhibit C

#### CONTRACTOR INFORMATION FORM

##### Firm

Name of Firm \_\_\_\_\_

Address of Firm (No P.O. Boxes) \_\_\_\_\_

Type of Entity ☐ Nonprofit ☐ For-profit

Business Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Are you currently registered to do business in the City of Pittsburgh?

☐ Yes ☐ No If yes, provide City Tax ID number \_\_\_\_\_

Are you an MBE or WBE? ☐ MBE ☐ WBE

If an M or WBE, are you certified? ☐ Yes ☐ No

If certified, name of certification or certifying entity \_\_\_\_\_

Have any principals done, or are currently doing business using any other names? ☐ Yes ☐ No

If yes, provide ALL: \_\_\_\_\_

Have you done work with the City of Pittsburgh or the URA in the past 10 years? ☐ Yes ☐ No

Number of years your company has engaged in property maintenance work? \_\_\_\_\_

Provide 2 references (name, firm, phone number). Reference #1 \_\_\_\_\_

Reference #2 \_\_\_\_\_

What is your firm's current capacity? (# full time employees) \_\_\_\_\_ If awarded a contract, would you need to hire additional staff? ☐ Yes ☐ No

List tools and equipment currently available to you to complete this scope of work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE OF APPLICANT \_\_\_\_\_

DATE: \_\_\_\_\_

##### Insurance

*Doing business with URA requires proof of insurance at time of contracting.*

Are you currently insured? ☐ Yes ☐ No

If yes, please provide the following:

Insurance Carrier \_\_\_\_\_

Insurance Policy No. \_\_\_\_\_

##### Owner(s) of Business or Officer(s) of Corporation

Name and Title (if Corporate Officer) \_\_\_\_\_

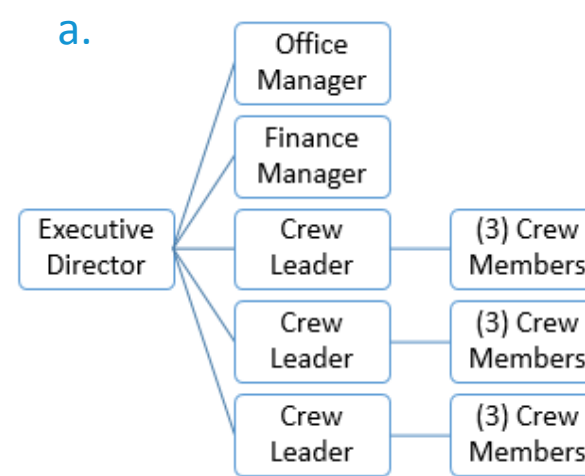
Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

# 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
- XYZ School District – Rebecca James  
Landscaping and maintenance of School X

# Proposal Requirements

## 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.



# Proposal Requirements

## 5. Other Information (if applicable)

Provide any other information which you believe is pertinent to the URA's consideration of your firm.

# Proposal Requirements

## 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.

# Proposal Requirements

## 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

Exhibit D

#### BUNDLE PRIORITY AND PRICING

- 1) Indicate bundle(s) you are interested in by placing a ranking in the 'Rank' Column below (e.g., 1 - highest priority, 13 - lowest priority)
- 2) Provide a fee for each bundle you ranked in #1 above in the corresponding columns below

Bundle	Rank	Total Bundle		Partial Bundle	
		Square Footage	Fee Proposal 1	Square Footage	Fee Proposal 2
A		86,390		5,840	
B		143,013		37,945	
C		145,259		128,396	
D		85,313		N/A	N/A
E		170,241		159,611	
F		143,153		46,022	
G		235,635		176,019	
H		290,766		261,695	
I		208,925		114,614	
J		553,629		301,041	
K		399,474		215,966	
L		3,198,284 (Active) 23 Structures		3,183,602 (Active) 23 Structures	
M		3,387,592 (Active) 27 Structures		N/A	N/A

# 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:

Executive Director	\$x/hr
Controller	\$x/hr
Crew Leaders	\$x/hr
Crew Members	\$x/hr
<u>Total</u>	<u>\$x/hr</u>

Total salary cost for the services:

Salaries	\$x
Employee Benefits	\$x
Payroll Taxes	\$x
<u>Worker's Compensation</u>	<u>\$x</u>
<b>Total</b>	<b>\$x</b>

## 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.

<b>TOTAL FEE:</b>	<b>\$XXX</b>
-------------------	--------------

# Proposal Requirements

## 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

- ✓ Provided by 3<sup>rd</sup> party
- ✓ No Cost to you
- ✓ Up-to 3 hours *per* firm

Interested?

To participate: email [tdolan@ura.org](mailto:tdolan@ura.org) *no later than* Friday, October 25, 2019

What is provided:

- Understanding RFP
- Preparing Response

Participation in technical assistance is completely voluntary and not a guarantee of selection

# Submission Information

## 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

# Selection Criteria

## 1. Mandatory Elements

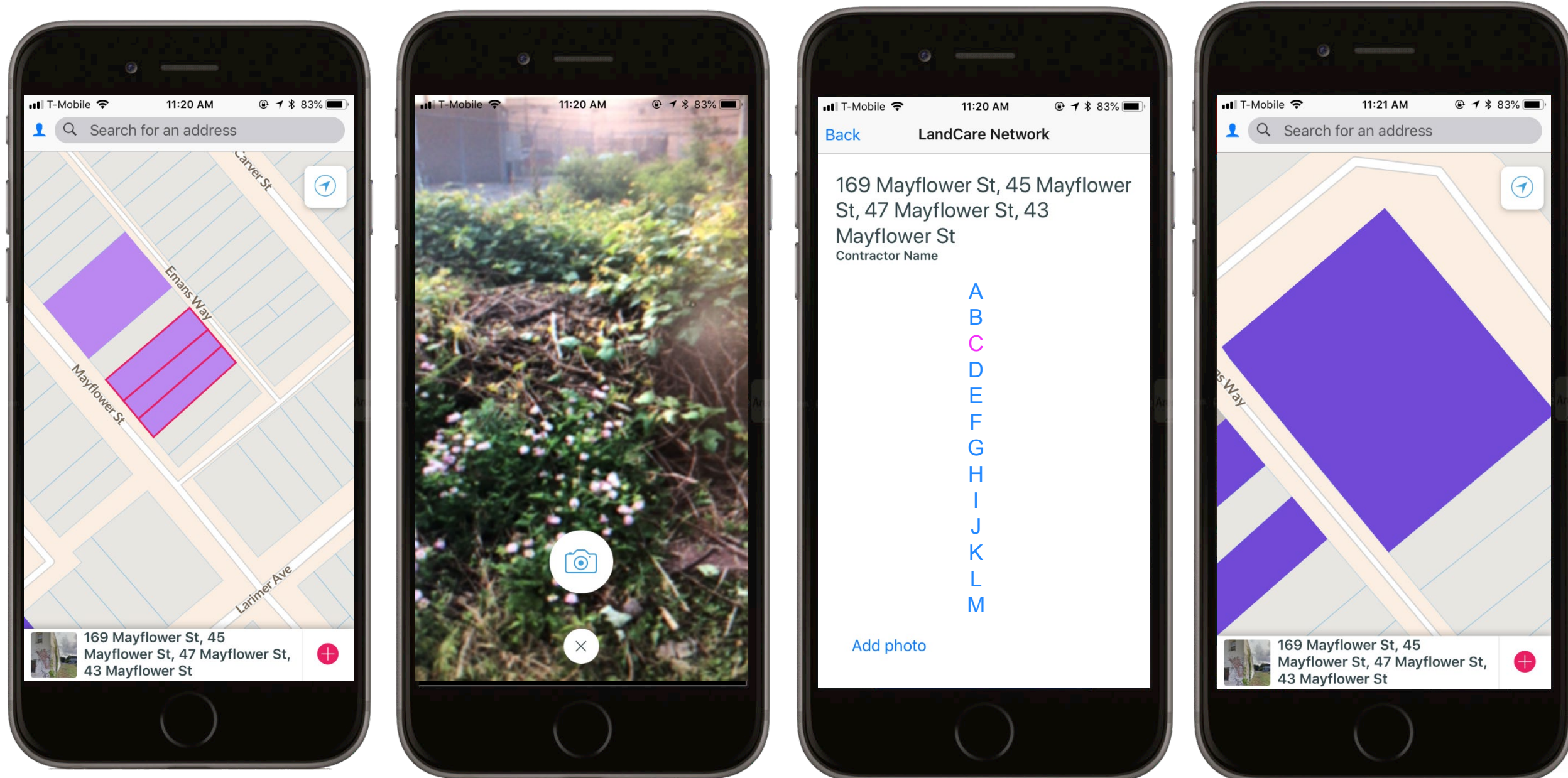
- No conflict of interests with other URA work
- Response follows instructions outlined in “Proposal Requirements” section

## 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<sup>th</sup> of total contract amount *monthly*

## NEW BUSINESS REGISTRATION

« Finance Home

### DEPARTMENT MENU

Taxes



Finance Links



### New Business Registration

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

**(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](mailto:registration@pittsburghpa.gov). Please allow up to **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 **412-255-2543** to have the registration form mailed to you, or to have any questions you have answered.

NEW BUSINESS REGISTRATION

<https://pittsburghpa.gov/finance/new-bus-reg>



# QUESTIONS

# Submission Information

**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



# Contacts

## Real Estate

Tim Dolan

[tdolan@ura.org](mailto:tdolan@ura.org)

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Joy Akrie

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## MWBE

Lisa Moses

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## Engineering & Construction

Corey Derico

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Edie Godwin

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## Center for Innovation & Entrepreneurship

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