



**URBAN REDEVELOPMENT AUTHORITY OF PITTSBURGH  
REQUEST FOR QUALIFICATIONS (RFQ)**

**Appraisal Services**

**RFQ Issue Date: February 25, 2021**

**Qualifications Due Date: March 31, 2021 by 12:00PMET**

**SUMMARY INFORMATION**

The Urban Redevelopment Authority of Pittsburgh (“URA”) requests qualifications from a variety of firms (“the Applicant”) to provide appraisal services to the URA, the Pittsburgh Land Bank (“PLB”), and the URA’s affiliated entities as needed.

The URA plans to approve one or more applicants to be part of an approved list of firms to perform the above services for the URA’s Legal and Transaction teams within the URA’s Central Operation’s Unit. Firms selected for this list will be eligible for selection by the URA to perform services, as-needed, at its discretion. Each approved firm will remain on the list from the date approved by the URA Board of Directors through December 31, 2023. The RFQ process may be revisited during this period to invite additional firms to qualify to provide these services.

**Submission Requirements:**

Due Date: **March 31, 2021** by 12:00 PM ET

Delivery: John Trainor  
[jtrainor@ura.org](mailto:jtrainor@ura.org)

Deliverables: One (1) electronic copy delivered in PDF format via email

**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 PLB is a Single Purpose entity that facilitates the transition of distressed real property into productive reuse, whether public use or private development. The PLB is an affiliated entity of the URA.

### **OBJECTIVES**

The URA seeks to create a panel of qualified firms to conduct as-needed services related to property appraisals. To effectively accomplish the URA's objectives, the URA is soliciting information from interested firms on their ability to perform these services, including scale, volume and price structure.

### **GENERAL INFORMATION**

The URA maintains an inventory of approximately 1,500 properties, annually acquiring and disposing of approximately 100 parcels, respectively. These parcels vary greatly in typology – physical condition, size, dimensions, location, zoning, and end use. The URA requires on-demand appraisals of parcels which it may acquire, sell, or include in requests for development proposals.

### **QUALIFICATIONS:**

The selected applicants / appraisers must:

- Have a certified real estate appraiser license in the Commonwealth of Pennsylvania
- Have a minimum of 3-5 years of performing appraisal services
- Have experience in appraising all types of property including, but not exclusive of, vacant lots, residential properties, commercial properties, industrial properties, special use properties, easements, and real property interests less than fee, i.e., leaseholders, reversions, remainders, easements, etc.
- Be qualified to testify before Pennsylvania Courts of competent jurisdiction and Board of Viewers
- Have Court demeanor and a reputation for credibility; be articulate and possess strong written communication skills
- Be available to perform the work assigned within the time frame required in the agreement
- Have familiarity with the Eminent Domain Code of Pennsylvania and relevant Real Estate Laws
- Possess knowledge of land values in the City of Pittsburgh
- Be qualified to appraise pursuant to the laws of Pennsylvania and should possess an active real estate broker's license

Additionally: Prior acceptable experience with the URA will be considered.

### **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 for which your firm would like to be considered. Briefly describe similar work your firm or team has completed.
4. Firm Profile - Provide a brief profile of your firm, including:
  - i. Number of total employees; and
  - ii. 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. References - Provide three (3) 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.
7. Minority and Women-Owned Business Enterprise Participation (MWBE) – The URA is committed to diversity and inclusion within all of 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 Applicants demonstrate a good faith effort to obtain minority and women-owned business participation in work performed in connection with URA initiatives.

A MWBE narrative needs to be included with the respondent's qualifications. The narrative should outline how the respondent plans to incorporate MWBE participation into this opportunity. MWBE participation can be satisfied by:

- i. Ownership/partnership of firm (Please note that ownership is defined as 51% or more);
- ii. Use of minority and/or women as part of the contracting team;
- iii. Subcontracting with organizations owned and controlled by minorities and/or women;
- iv. Firm's use of minority or women-owned businesses, in general, as vendors for legal, printing, office supplies, travel, etc.

Any questions about MWBE requirements should be directed to the URA's MWBE Program Office at [mwbe@ura.org](mailto:mwbe@ura.org)

8. Fees –Describe you proposed fee structure (e.g., hourly, fixed fee per item, etc.) and include proposed rates.
9. Other Information - Please provide any other information which you believe is pertinent to the URA's consideration of your firm.

## **INQUIRIES**

All inquiries related to this RFQ are to be directed by email to:

**John Trainor**  
[jtrainor@ura.org](mailto:jtrainor@ura.org)

**SUBMISSION DEADLINE: March 31, 2021 by 12:00 PM ET**

The Applicant should submit one (1) electronic copy delivered in PDF format via email to [jtrainor@ura.org](mailto:jtrainor@ura.org)

## **REVIEW OF QUALIFICATIONS**

- The qualifications review committee (“Committee”) will consist of the members of the URA Legal, Transaction and Compliance teams.
- 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 URA Board of Directors a list of Applicants based upon their response to this RFQ.

RFQ Evaluation Period	
URA Board approval and final notification of firms	

## **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 in its response to organizations like the URA.
- 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 – Respondent’s strategy for incorporating MWBE participation in this opportunity.

### **Mandatory Elements**

1. 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.
2. The applicant must adhere to the instructions contained in this RFQ in preparing the submitted qualification response.
3. The Respondent must include a MWBE narrative.

## **LEGAL INFORMATION**

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

1. The URA shall have the right to verify the accuracy of all information submitted and to make such investigation as it deems necessary to determine the ability of each applicant to perform the obligations in the response. The URA in its discretion reserves the right to reject any response when the available evidence or information does not satisfy the URA that the applicant is qualified to carry out properly the obligations of the response.
2. The URA shall be the sole judge as to which, if any, Applicant best meet the selection criteria. The URA reserves the right to reject any or all responses, to waive any submission requirements contained within this response, and to waive any irregularities in any submitted response.
3. This form is submitted subject to errors, omissions, and/or withdrawal without notice by the URA at any time.
4. All responses, including attachments, supplementary materials, addenda, etc. shall become the property of the URA and will not be returned.
5. Applicants and team members must disclose any conflict of interest, or potential conflict of interest, with regards to any employee or staff of the URA or the City of Pittsburgh, and/or any work performed by the Applicant for the URA, the City of Pittsburgh, or any related entity.