

Pittsburgh Land Bank

REQUEST FOR PROPOSALS (RFP)

Community Engagement and Facilitation

RFP Issue Date: October 25, 2016

Due Date: November 9, 2016 at Noon ET

I. INTRODUCTION

Goal of the RFP

The Pittsburgh Land Bank (PLB) requests proposals from eligible firms to provide community outreach, engagement and public meeting facilitation services for a discreet series of topic-specific meetings. This is NOT a request for ongoing community outreach and engagement, which will be the subject of a subsequent RFP. The contract for services is estimated to be six months.

Scope of Work

The PLB is seeking an organization and/or team to plan and execute a series of five community meetings and associated community engagement for the vetting and input around its initial policies and procedures. This process will ensure the PLB meets its legislative obligations for public input. At the same time, this process will provide for a springboard for robust community engagement in the PLB moving forward. A draft policies and procedures document will be available by the November 2016 PLB board meeting. Public engagement is anticipated to begin immediately thereafter.

Expected outcomes for the work include:

- Citywide outreach regarding the PLB draft policies and procedures, including advertisement of related community meetings and public hearing;
- Scheduling, logistics and execution of five geographically dispersed community meetings, ensuring typical barriers of attendance are eliminated, such as: proximate to public transport, childcare services, interpretation services, and providing food;
- Work with PLB communications committee to develop agenda for meetings;
- Facilitation and note taking of said meetings using a model such as World Café or Deliberative Democracy;
- Utilization of existing PLB-provided online platform(s) for additional community engagement and input; and
- Synthesis of comments and notes from all community input into a final deliverable.

Eligibility Requirements

The selected respondent should be familiar with the City of Pittsburgh (the "City"), including the existing network of community stakeholders, as well as relevant government entities, have a background of community engagement, as well as a cursory understanding of land banking and local land use issues.

To be considered for this work, the qualification standards are as follows:

- Respondent is in compliance with any City required licenses and is current, or has made satisfactory arrangements, with the City to become current with City taxes;
- Respondent's business address is within the City;
- Respondent must employ (or utilize, if engaging volunteers) a majority of City residents to conduct the work of this contract;
- Respondent has demonstrated experience with conducting similar work as described herein; and
- Selected respondent shall maintain the following insurance coverage and minimum limits during the contract period. With the exception of Workers Compensation Insurance, the PLB must be named as "additional insured" and "certificate holder" on the respondent's policy. A certificate of insurance specifying these coverages must be provided at the time of award.

Insurance

Amount

Workers' Compensation Insurance	As required by law
Comprehensive General Liability	\$1,000,000 aggregate \$500,000/occurrence
Comprehensive Automobile Liability Insurance	\$500,000 for bodily injury and property damage

RFP Timeline

RFP Issue Date	Tuesday, October 25, 2016
Question and Answer Period *	Tuesday, October 25 -Thursday, November 2, Noon ET
Proposals Due	Wednesday, November 9, 2016 at Noon ET
Proposal Evaluation Period	November 9, 2016 to November 14, 2016

* All questions should be submitted in writing to Bethany Davidson at bdavidson@ura.org within the Question and Answer Period. All questions submitted in writing within this period will be answered in writing, with those answers made publicly available on Friday, November 3. Any questions received in another format or after the Question and Answer Period has concluded will not be answered.

II. PROPOSAL REQUIREMENTS

All responses should include the RFP Summary Page ('**Exhibit A**'), which can be found at the end of this document. This page should be fully completed by the respondent. **ALL RESPONSES MUST BE RECEIVED BY THE RESPONSE DUE DATE AND TIME AS STATED IN THE RFP TIMELINE** for consideration. Any late responses will not be reviewed. Submissions lacking one or more of the requested documents may be considered irregular. The PLB reserves the right to reject any irregular submission and to waive any irregularity in submissions.

Respondents should submit one hard copy of the proposal package with one electronic copy in a single bookmarked PDF file. Electronic copies of all documents required as part of the RFP can be sent either via email or on flash drive. Flash drives will not be returned. Please limit your response to eight pages. All submissions should be directed to:

Bethany Davidson, Manager of Land Recycling
 Urban Redevelopment Authority of Pittsburgh
 200 Ross Street, 10th Floor
 Pittsburgh, PA 15219
bdavidson@ura.org

The response should follow the general structure as outlined below.

Cover Letter containing at a minimum:

- Company name and contact information;
- Understanding of services and ability to proceed promptly; and
- Why this entity and/or team is the most qualified to complete this project.

Narrative:

- **Experience / Qualifications** - Briefly describe organization/team qualifications. Include the following information:
 - Description of similar work your firm has completed
 - Description of unique or innovative aspects of previous or current work
 - Description of team's experience working with economically disadvantaged neighborhoods and/or communities of color

- **Organization Profile** - Briefly describe your organization and partner organizations (if any), included on the team. Please include the following information:
 - Managing principal, CEO, or president;
 - Number of total employees;
 - Number of employees who will be dedicated to this work;
 - Type of organization (nonprofit, sole proprietorship, partnership, corporation, etc.); and
 - Resumes for key staff members assigned to the project

- **References** - Provide two (2) references from City or State governments or other 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.

- **Implementation Plan**
Briefly describe an implementation plan to deliver the expected outcomes for the scope of work described in this RFP, including a project timeline and key milestones.

- **Fee Proposal**
The fee proposal shall identify cost breakdown for the implementation plan. The fee proposal should include expected hours, hourly rates for project staff, fees related to meeting execution, related expenses, and an overall budget for services. Fee proposal should be based upon a contract duration of six months.

- **MWBE Participation** - State as succinctly as possible what specifically your firm is doing to promote opportunities for women and minority professionals within your organization. See 'Exhibit A' for MWBE Spreadsheet. MWBE participation can be satisfied by:
 - Ownership/Partnership of firm;
 - Employment levels of minorities and/or women in the organization;
 - Use of minorities and/or women as part of consultant team;
 - Firm's use of minority- or women-owned businesses as vendors for legal, printing, office supplies, travel, etc.; and
 - 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. Following the award of the audit contract, no additional subcontracting will be allowed without the express prior written consent of the PLB. The PLB encourages the full participation of minority and women business owners and professionals in this effort.

- **Other Information** - Please provide any other information which you believe is pertinent to the URA's consideration of your firm. Please limit your response to no more than one (1) page.

III. SELECTION PROCESS

The PLB intends to make a recommendation based upon information in the response to the RFP submitted by the respondent, performance in previous undertakings, and other pertinent factors. The recommended respondent will be chosen on the basis of the respondent's qualifications and experience.

Responses to the RFP will be evaluated by a selection committee made up of PLB board members and advisors. Finalists of the RFP process may be asked to meet with the selection committee in a formal interview process. Final selection will be made by the PLB board, which will be informed by the recommendation of the selection committee.

The PLB shall be the sole judge as to which respondent best meets the selection criteria. The PLB reserves the right, in its sole discretion, to reject any or all proposals received, to waive any submission requirements contained within this RFP, and to waive any irregularities in any submitted proposal.

Upon notification of selection by PLB staff, the successful respondent will be required to execute an agreement with the PLB within four weeks of notification. If the successful respondent is unwilling or unable to execute the agreement as required by the RFP, the PLB has the right to request another respondent to enter into the contract with the PLB.

V. LEGAL INFORMATION

The PLB 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 a respondent to perform the obligations in the response. The PLB in its discretion reserves the right to reject any response when the available evidence or information does not satisfy the PLB that the respondent is qualified to carry out properly the obligations of the response; is a person or firm of good reputation or character for strict, complete and faithful performance of business obligations; or if the respondent refuses to cooperate with and assist PLB in the making of such investigation.

1. **Disclaimer of Liability:** Respondents acknowledge by submitting information and proposals to the PLB that the PLB does not undertake any obligations, and shall have no liability with respect to the program, this RFP, and responses thereto, nor with respect to any matters related to any submission by a respondent.
2. **Minority- and Women-Owned Business Enterprises (MWBE) Requirements:** The selected respondent will be required to demonstrate a good faith effort to obtain minority and women owned business participation in the project. MWBE spreadsheet is included in 'Exhibit A'.
3. The respondent, for itself and its employees, contractors, and primary subcontractors, agrees not to discriminate in employment, contracting, or any other matter against or segregate any person or group of persons on any unlawful basis or on the basis of sexual orientation, gender identity, and/or gender.
4. The PLB reserves the right to accept a proposal other than the lowest offer.
5. The PLB reserves the right to negotiate with any, all, or none of the respondents and to recommend another respondent in the event that the originally selected respondent defaults or fails to execute a contract.
6. The PLB shall be the sole judge as to which proposals and respondents best meet the selection criteria. Notwithstanding anything in this RFP to the contrary, PLB reserves the right to reject any or all proposals received, to waive any submission requirements contained within this RFP, and to waive any irregularities in any submitted proposal.

To ensure receipt of any addenda to the RFP, please email Bethany Davidson for inclusion on the list at bdavidson@ura.org.

ATTACHED EXHIBITS

- A. RFP Summary Page
- B. Firm Qualification Form
- C. Signature Page

EXHIBITS ARE ATTACHED BELOW – SCROLL DOWN

RFP SUMMARY PAGE

<i>Project Team</i>			
Ownership Entity			
Primary Contact			
Business Address			
Phone			
E-mail			
Is lead Entity a For-Profit or Nonprofit?			
Is lead Entity a certified MBE or WBE?	Yes	No	NA
%MBE			
%WBE			
Partner 1 Name			
Partner 1: % of Overall Scope			
Is the partner based in Pittsburgh?			
If eligible, is the partner a certified MBE or WBE?			
<i>RFP Summary</i>			
Total Estimated Project Cost			
Total number of employees			
Number of employees engaged to work on this proposal			
% relevant employees which are City of Pittsburgh residents			
Number of volunteers proposed			
% volunteers which are City of Pittsburgh residents			
Other (please specify)			
<i>Complete any fields that apply.</i>			
Other (please specify)			
Other (please specify)			
<i>Project Timeline</i>			
Project Start			
Deliverables delivered by			

EXHIBIT B
FIRM QUALIFICATION FORM

All questions must be answered and the data given must be clear and comprehensive. If necessary, questions may be answered on a separate attached sheet. Additional relevant information is welcome.

Name of Company/Organization: _____

Owner: _____

Company Address: _____

Phone #: _____

Fax#: _____

Email: _____

Date organized: _____

IRS Determination: For-Profit Non-Profit

State if you are a minority-owned business: (If Yes, list certifying agencies) (Y / N / NA)

If a corporation, when and where incorporated: _____

City Tax Identification Number: _____

Number of Employees: _____

Employs Pittsburgh City Residents: Yes How many? _____ No _____

Number of years you have been engaged in facilitation and engagement work under your present firm or trade name: _____

Please provide two (2) references. _____

Have you received contracts for community engagement work in the past from the City of Pittsburgh or related government entity? (Y / N)

If so, when? _____

EXHIBIT C

Signature Page

The undersigned hereby authorizes and requests any person, firm or corporation to furnish any information requested by the PLB 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: _____