

TRI-COG LAND BANK
REQUESTS FOR QUALIFICATIONS
ARCHITECTURAL SERVICES

Submission Deadline: November 16, 2018 10:00 AM

Mail to: Ms. An Lewis
1705 Maple Street, Suite 100
Homestead, PA 15120

Contractual Contact: Ms. An Lewis 412-462-7600

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I. General Information

Introduction

The Tri-COG Land Bank (TCLB) is a new public body corporate and politic established within Allegheny County. The purpose of the Land Bank is to address blight and transition abandoned properties to beneficial reuse using a unified, predictable, and transparent process in order to revitalize neighborhoods and strengthen the respective tax bases of its members. To date twenty-one (21) municipalities, six (6) school districts, and Allegheny County passed legislation to join and create the TCLB. Appendix A is a map of the participating communities. TCLB will gain another municipality in 2019, as Blawnox has joined the Land Bank

The TCLB is an opt-in land bank that requires participation of all three taxing jurisdictions for each parcel of land it acquires. Its governance structure includes advisory committees comprised of appointments by TCLB member municipalities and school district and Allegheny County. A nine-member Board of Directors (the 'Board') is charged with TCLB's governance. Appendix B represents the governance structure. TCLB staff will be the primary point of contact for the consultant. The consultant not be expected to speak with, attend or present at TCLB Board, or Advisory Committee meetings.

Background

The TCLB website lists properties as they are acquired on an ongoing basis at <https://public-tclb.epropertyplus.com/landmgmtpub/app/base/landing>. Please view the properties in the field, or online prior to submitting a proposal.

Most of the properties will be single family homes. However, some will be vacant land, multi-family, or properties zoned commercial. The TCLB expects to acquire 25-30 properties in 2019. This is expected to increase over time. Not all properties will need architectural services.

The respondent should demonstrate their knowledge, experience and ability with:

- The Pennsylvania Land Bank Act, Act No. 153 of 2012
- The operation of local governmental units in Pennsylvania.

II. Scope

TCLB is seeking qualified, licensed architects that will design scopes of work for the rehabilitation of properties on an as-needed basis and may manage general contractors. The ideal candidate will have previous experience with distressed properties in a non-profit setting. Demonstrated experience with affordable housing development as provided by federal, state, or local community development programs is a plus, but not all projects will involve these programs. Be sure to explain how you have

worked around any cost/design constraints put forth by low value real estate market conditions and limited supplemental funding. The TCLB will be working largely in real estate markets of this type and will have to balance budget and funding constraints regularly. A clear description of your previous experience in these conditions and your approach to working with TCLB should be outlined in your letter. If you are interested in assisting the TCLB with such services, please provide a statement of your firm's qualifications in accordance with the procedures outlined in this RFQ. It is the goal of the TCLB to select one or several consultants and to enter into contracts based on similar experiences and past projects.

III. Submission Requirements

Letter of Submittal

The Letter of Submittal must be signed and dated by a person authorized to legally bind the Respondent to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship. Along with introductory remarks, the Letter of Submittal is to include by attachment the following information about the Respondent:

1. Name, address, principal place of business, telephone number, and e-mail address of legal entity or individual with whom contract would be written.
2. Identify firm's principals and include resumes for each
3. Federal Employer Tax Identification number
4. Location of the facility from which the Respondent would operate.
5. Brief history of firm including year established and number of years firm has been offering architectural services for distressed real estate.
6. List personnel to be assigned to this project, brief job description, qualifications and experience for each.
7. A copy of respondent's applicable licenses, including AIA.
8. Identify any employees currently employed or on the firm's governing board, as of the date of the qualification submittal, who have worked for a member municipality (see Appendix A) or who have been employed by or served on the Board of any of the three Council of Governments (COG); Steel Valley COG, Twin Rivers COG (now the Steel Rivers COG) or Turtle Creek Valley COG. Include their position and responsibilities within the Respondent's organization and current or past involvement. If following a review of this information, it is determined by the AGENCY that a conflict of interest exists, the Respondent may be disqualified from further consideration for the award of a contract.

The firm must provide full disclosure of all existing client relationships that currently or prospectively may give rise to conflicts of interest and disqualification as governed by the codes and rules of professional responsibility.

Capacity

Please provide a narrative answering the following questions related to your firm's capacity:

1) Respondent's Qualifications and Experience:

- a) The previous experience of the professional or firm, including those in low value real estate market conditions with limited funding
- b) Three examples, and references, where you provided similar architectural services to communities in Pennsylvania
- c) Describe your firm's approach and method to successfully develop and deliver the services requested under this RFQ
- d) Familiarity with the TCLB's operational jurisdiction (Appendix A)
- e) Review and comment on application of Section 2117(d)(4)(i) of the PA Land Banks Act, 68 Pa.C.S.A. §2117(d)(4)(i).

2) Management and work plans:

- a) The ability of the Firm or professional to perform all required professional services on a timely basis
- b) The technical resources of the Firm that will be made available to complete the assignments

3) Rates

- a) Please provide an hourly rate or schedule of hourly rates for the services set forth in this RFQ in accordance with Appendix C.

IV. Selection process

The TCLB will take into consideration the qualifications of the firm; the responsiveness of the submittal in meeting the requirements and specifications; contractual requirements and any additional specific criteria for evaluation included in the Request for Qualifications.

A contract may be awarded to the most qualified firm for a project based on the following criteria:

- Demonstrated understanding of the specific areas of specialty in this Request for Qualifications.
- Ability of the firm to meet the availability requirements.
- Such other appropriate information as TCLB deems appropriate.

TCLB will review all proposals to determine which firm or professional best meets the needs prescribed in this RFQ. The review may include a request for additional information, interviews, and negotiations with submitting Professionals. TCLB may also request more detailed project information, including but not limited to the Professional's financial information and a project pro forma. The information provided will be used to evaluate which proposal is most appropriate for working toward a contract that is agreeable to both parties.

V. General Information for Respondents

Contractual Contact

Name	An Lewis
E-Mail Address	an@tricoglandbank.org
Mailing Address	1705 Maple Street, Suite 100 Homestead, PA 15120
Physical Address for Delivery	1705 Maple Street, Suite 100 Homestead, PA 15120
Phone Number	412-462-7600
Fax Number	412-462-3986

Estimated Schedule of Procurement Activities

Issue Request for Qualifications	November 2, 2018
Issue last addendum to RFQ	November 14, 2018
Qualifications due	November 16, 2018
Conduct oral interviews with finalists, if required	November 28, 2018

The TCLB reserves the right to revise the above schedule.

The Firm's qualifications, whether mailed or hand delivered, must arrive at the TCLB no later 10:00 AM on November 16, 2018

The Firm's qualifications should be sealed, labeled and sent or hand delivered to the Contractual Contact at the address noted in Section V. The envelope should be clearly marked to the attention of the Contract Contact and marked in the lower left-hand corner of the envelope, "Requests for Qualifications Architectural Services."

Respondents mailing qualifications should allow normal mail delivery time to ensure timely receipt of their submittals by the RFQ Contact. Respondents assume the risk for the method of delivery chosen.

The TCLB assumes no responsibility for delays caused by any delivery service. Qualifications may not be transmitted using facsimile, email, or any online transmission.

Late submissions will not be accepted and will be automatically disqualified from further consideration. All submissions and any accompanying documentation become the property of the TCLB and will not be returned.

Revisions to RFQ

The TCLB reserves the right to revise, rescind, or revoke this RFQ, in whole or in part, at any time prior to the date on which the authorized representative of the TCLB executes a contract with the selected respondent. In the event it becomes necessary to revise any part of this RFQ, addenda will be provided via e-mail to all individuals, who have made the Contractual Contact aware of their interest.

Responsiveness

All qualifications will be reviewed by the Contractual Contact to determine compliance with administrative requirements and instructions specified in this RFQ. The respondent is specifically notified that failure to comply with any part of the RFQ may result in rejection of the proposal as non-responsive. The TCLB also reserves the right at its sole discretion to waive minor administrative irregularities.

Most Favorable Terms

The TCLB reserves the right to make an award without further discussion of the qualifications and cost proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms which the respondent can propose. The TCLB does reserve the right to contact a respondent for clarification of its qualifications.

The selected respondent should be prepared to accept this RFQ for incorporation into a contract resulting from this RFQ. Contract negotiations may incorporate some or all of the Respondent's proposal. It is understood that the document will become a part of the official procurement file on this matter without obligation to the TCLB.

Contract

Any contract resulting from this RFQ will not necessarily be awarded to the vendor with the lowest price for hourly rates. This RFQ will result in a pool of qualified vendors selected based on pricing and other criteria as defined within this RFQ, and it is anticipated that notification of the candidate pool will be made by December 3, 2018. There will be no guarantee of assignments to anyone in the qualified candidate pool. The particulars of the assignment and cost proposals will determine the best candidate for any assignment.

Cost to Propose

The TCLB will not be liable for any costs incurred by the Respondent in preparation of any documents submitted in response to this RFQ, in conduct of a presentation, or any other activities related to responding to this RFQ.

No Obligation to contract

This RFQ does not obligate the TCLB to contract for services specified herein.

Rejection of proposals

The TCLB reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFQ.

Insurance

The selected contractor shall purchase and maintain the following insurance coverage and minimum limits during the contract period. With the exception of Workers Compensation Insurance, the TCLB must be named as “additional insured”, and “certificate holder” on the contractor’s policy. A certificate of insurance specifying these coverages must be provided at the time of award.

<i>Insurance</i>	<i>Amount</i>
Worker’s Compensation Insurance	As required by law
Comprehensive General Liability	\$1,000,000 aggregate \$500,000 per occurrence
Comprehensive Automobile Liability Insurance	\$500,000 for bodily injury \$500,000 property damage

Nondiscrimination

The TCLB complies with all applicable laws prohibiting discrimination. The land bank is committed to assure that the public body, its Board members, its staff and those under its discretion and control shall provide services in a manner that does not discriminate based on religion, race, color, national origin, age, sex, sexual orientation, height, weight, marital status, partisan considerations, disability, or genetic information.

General Conditions and Hold Harmless

The respondent agrees to waive all rights to protest or seek legal action with any part of the RFQ process, the review, the selection, or any possible contract in relation to this RFQ process.

The respondent agrees by submitting a proposal that the TCLB does not undertake and shall have no liability in relations to any architectural services. By submitting this proposal, the respondent releases

the TCLB from any and all liability in relation to activities at the properties, the RFQ, and all related matters, covenants not to sue TCLB and agrees to hold TCLB harmless from any claims made by the respondent, or anyone claiming by, through, or under the respondent in connection therewith.

Appendix A

Land Bank Members

Allegheny County, Six (6) School Districts, and Twenty-One (21) Municipalities:

Clairton City School District

City of Clairton

Fox Chapel School District

Sharpsburg, Blawnox (2019)

Gateway School District

Monroeville, Pitcairn

McKeesport Area School District

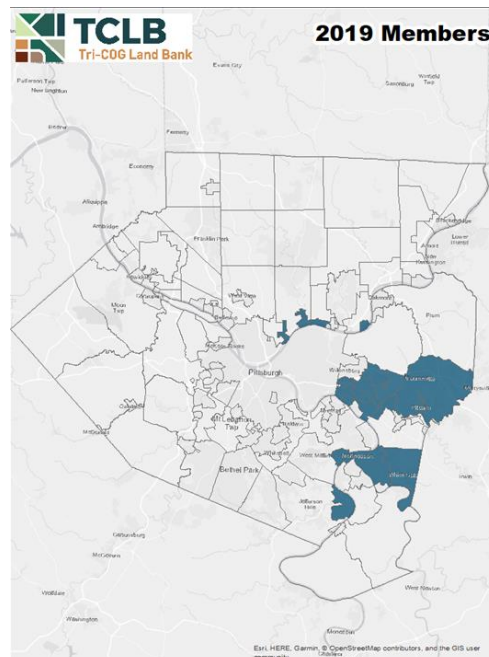
Dravosburg, City of McKeesport, South Versailles, White Oak

Shaler Area School District

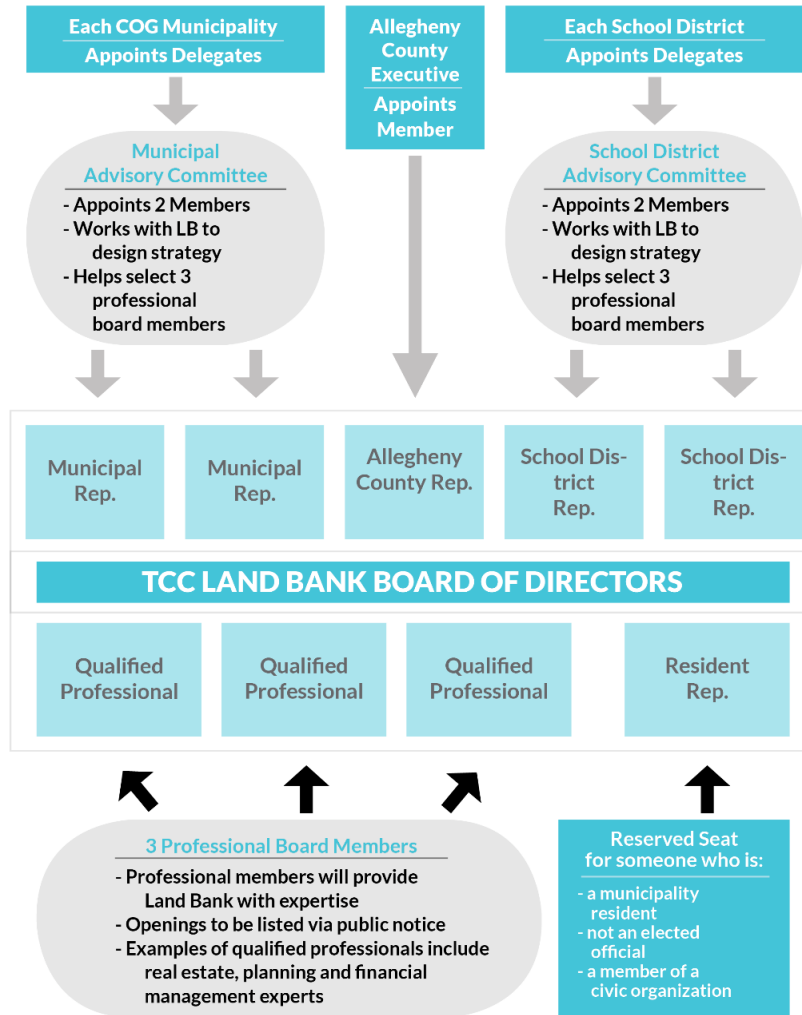
Etna, Millvale

Woodland Hills School District

Braddock Hills, Chalfant, Churchill, East Pittsburgh, Edgewood, Forest Hills, North Braddock, Rankin, Swissvale, Turtle Creek, Wilkins



Appendix B



Appendix C

Hourly billing rates

Profit:

Overhead:

Employee	Classification	Hourly salary rate	Overhead	Profit	Hourly billing rate