



REQUEST FOR QUALIFICATIONS (RFQ)

TREE SERVICES

CITY OF PITTSBURGH

RFQ Issue Date: Monday, October 19, 2020

Proposal Due Date: Friday, November 6, 2020, 4 p.m. ET

URBAN REDEVELOPMENT AUTHORITY OF PITTSBURGH
REQUEST FOR QUALIFICATIONS (RFQ)
Tree Services
City of Pittsburgh
Issued on Monday, October 19, 2020

I. INTRODUCTION

The Urban Redevelopment Authority of Pittsburgh (URA) is soliciting qualifications from contractors to provide tree services on an as-needed basis for URA properties located throughout the City of Pittsburgh (City). The services could include the following tree services: inspection, health assessment, trimming, and removal services. It is the goal of the URA to select one or more contractors for these services and to enter into contracts with each of them, thereby giving the URA the flexibility to use different contractors for various projects based upon type of work, past experience with similar projects, time constraints, and cost.

The URA has adopted the City’s goal of 18% minority and 7% women-owned business enterprise (MWBE) participation in its contract work and wishes to achieve this level of significant MWBE participation in these contracts. To that end, majority consultants are encouraged to team with, subcontract, and/or joint venture with certified minority and women-owned firms.

The URA anticipates that the duration of these contracts will be three (3) years.

II. PROCUREMENT TIMELINE

RFQ Issue Date	Monday, October 19, 2020
Written Question Period	Monday, October 19 to Tuesday, October 27, 2020, 5 p.m. ET
Question & Answer Response Release	Friday, October 30, 2020, 5 p.m. ET
Qualifications Deadline	Friday, November 6, 2020, 4 p.m. ET
Qualifications Evaluation Period	Friday, November 6 to Friday, November 13, 2020

III. QUALIFICATIONS REQUIREMENTS

The URA is interested in hiring contractors for tree services within the City that have yet to be determined. A firm’s qualifications should include:

1. Identify your firm’s strengths in performing a variety of tree services. Include examples of past services by your firm that demonstrate the firm’s ability to professionally and efficiently provide tree services.

2. Provide qualifications of the staff that will be available to provide these services (please identify the person that will be the URA's primary point of contact during the work).
3. Provide a plan of action for how your firm will respond to as-needed tree services.
4. The URA has a long history of diversity and inclusion within all 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 respondents demonstrate a good faith effort to obtain minority and women-owned business enterprise (MWBE) participation in work performed in connection with URA projects. In the form of a narrative, state as succinctly as possible your firm's efforts to provide opportunities for MWBE firms. MWBE participation can be satisfied by:
 - a. Ownership/partnership of firm;
 - b. Use of minority or women-owned businesses as vendors for legal, printing, office supplies, travel, etc.; and
 - c. 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.

Any questions about MWBE requirements should be directed to MWBE@ura.org.

5. Indicate the MWBE status of your firm, if applicable.
6. Submit a proposed billing structure for how your firm will invoice for tree services performed. Include escalation percentages, if applicable, for 2021, 2022, and 2023.

IV. CONTRACTOR SELECTION CRITERIA

Selection for this assignment will be made based on the following criteria:

1. The qualifications and experience of the firm and its professional experience with similar type projects;
2. Experience of the firm in providing a variety of tree services;
3. The MWBE narrative and the overview of the firm's strategy toward MWBE participation; and
4. Proposed billing structure.

V. QUALIFICATION SUBMISSION

Respondents must submit their qualification responses electronically via Public Purchase. Responses received via other means will not be considered. **ALL RESPONSES MUST BE RECEIVED BY THE RESPONSE DUE DATE AND TIME AS STATED IN THE RFP FOR CONSIDERATION.** Any late responses will not be reviewed.

Please note that the URA uses Public Purchase as its bid notification, Q&A, and RFQ submission platform. All questions about this RFQ must be submitted through this RFQ's Public Purchase page. Answers to the questions submitted on Public Purchase by Tuesday, October 27, 2020, 5 p.m. ET, will be posted exclusively on Public Purchase by Friday, October 30, 2020, 5 p.m. ET. Inquiries received after that time or not in writing will not be responded to.

Instructions for registering on Public Purchase are available as Exhibit "A" to this RFQ.

Registration can be done by using the following link:

<https://www.publicpurchase.com/gems/register/vendor/register>.

VI. SELECTION PROCESS

The URA intends to select contractors based upon information in the response to the RFQ submitted by the proposer, performance in previous undertakings and other pertinent factors. The selected respondent will be chosen based on the respondent's qualifications, experience and the criteria outlined in this RFQ. The URA shall be the sole judge as to which qualifications and respondents best meet the selection criteria. The URA reserves the right to negotiate with any, all, or none of the respondents.

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 respondent(s) 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 respondent(s) 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(s) refuses to cooperate with and assist URA in the making of such investigation.

Respondent(s) acknowledge by submitting information and proposals to the URA that the URA does not undertake any obligations and shall have no liability with respect to this RFQ and responses thereto, nor with respect to any matters related to any submission by a respondent.

VII. LEGAL

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 respondent 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 respondent is qualified to carry out properly the obligations of the response.

2. The URA shall be the sole judge as to which, if any, Respondent 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. Respondents and team members must disclose any conflict of interest with regards to any other work performed by the Respondent for the URA, the City of Pittsburgh, or any related entity.

VIII. EXHIBIT

- A. Instructions for Registering on Public Purchase