



**Solicitation Number: RFP20000346**

**Pick Up PGH**

Request for Proposal (RFP)

**City of Pittsburgh**

August 18, 2020 - September 17, 2020

## General Header Information

**No.** RFP20000346  
**Title:** Pick Up PGH  
**Start Date:** August 18, 2020 at 3:00:00 PM EDT  
**End Date:** September 17, 2020 at 3:00:00 PM EDT  
**Vendor Q&A Start Date:**  
**Vendor Q&A End Date:**  
**Estimated Total Value:**  
**Who can respond to this bid? :** All Vendors  
**Description:**  
**Delivery Terms:** Free On Board Destination  
**Payment Terms:** Vendor Specified  
**Contact Information:** City of Pittsburgh  
Dan Tobin  
414 Grant Street Room 502 Office of Management and Budget  
Pittsburgh PA, 15219 United States  
Tel: 412-255-2458  
Fax:  
daniel.tobin@pittsburghpa.gov  
**Contact Details:** If you have any questions, Please contact:  
Dan Tobin  
414 Grant Street Room 502 Office of Management and Budget  
Pittsburgh PA, 15219 United States  
Tel: 412-255-2458  
Fax:  
daniel.tobin@pittsburghpa.gov  
**Selected Categories:** Landscaping services (72102902)  
Environmental Services (77000000)

## Solicitation Requirements: Tentative Schedule of Events

### *Tentative Schedule of Events*

The following represents the tentative schedule for this project. Any change in the scheduled dates for the Pre-Proposal Conference (if applicable), Deadline for Submission of Written Questions, or Proposal Submission Deadline will be advertised in the form of an addendum to this RFP. The schedule for the evaluation process and other future dates may be adjusted without notice.

RFP released:	<i>August 18, 2020</i>
Pre-proposal conference:	<i>Multiple, see below</i>
Cut-off questions:	<i>September 8, 2020 3:00 PM</i>
Proposal submission deadline:	<i>September 17, 2020 3:00 PM</i>
Proposal review & supplier scoring:	<i>September 2020</i>
Contract award:	<i>October, 2020</i>
Council approval:	<i>October 2020</i>
Project start date:	<i>November 2020</i>

Wednesday, August 26, 3-4pm

Tuesday, September 1, 10-11am

Thursday, September 3, 5-6pm

Join Zoom Meeting online:

<https://us02web.zoom.us/j/89382782735?pwd=QkQzWDVmWVdWNXZMaVdTV0JBU1Vndz09>

or dial in

+1 312 626 6799

Meeting ID: 893 8278 2735

Passcode: 076289

All questions asked during information sessions will be documented and listed on the City's Beacon website as an addendum to the solicitation

## Scope of Services

### *Background*

The Clean Pittsburgh Commission (CPC) was established in 2005 through Pittsburgh City Code Title I, Article IX: - Boards, Commissions and Authorities, Chapter 179A, and re-authorized by Pittsburgh City Council in 2019. The CPC's mission, in part, is to act as the primary resource for addressing quality of life issues in Pittsburgh's neighborhoods through education, clean-ups, and beautification.

The CPC was granted funds in the Department of Public Works' 2020 Operating Budget, and the Department of Public Works, on the CPC's behalf, now seeks proposals from businesses and/or organizations to coordinate neighborhood litter and illegal dumping clean-up services in adopted areas over the course of a year.

The CPC values community engagement and believes the best approach to neighborhood improvement is always directed by the people in that neighborhood.

The CPC intends to award multiple contracts to businesses and/or organizations to coordinate a year of clean-ups and directly fund neighborhood participants in those efforts.

Clean-up areas will be proposed by respondents through referencing a combination of maps and visual assessments, including citizen reports of litter and illegal dumping submitted to the City through 311.

Pittsburgh Neighborhoods with highest rates of citizen-reported illegal dumping are as follows:

- Allentown
- Beltzhoover
- Garfield
- Homewood North
- Homewood West
- Hazelwood
- Knoxville
- Larimer
- Marshall Shadeland
- Perry South

**Minimum Requirements**

The business or organization must be licensed to do business in the Commonwealth of Pennsylvania

**Period of Contract**

November 2020 - October 2021

One year with two one-year options to renew, dependent on funding

## *Scope Details*

## Scope

Over the course of the contract, selected vendors will provide the following services:

- Provide all labor, tools, equipment, and personal protective equipment (PPE) needed to meet the scope of work
- Conduct contact-free outreach/ notification of work to surrounding households within, at minimum, one block radius of work
- Recruit, engage and train neighborhood participants to assist with work, with social distancing protocols in place
- Require waivers of liability to hold both the City of Pittsburgh and the vendor harmless for risk or damage
- Remove litter and illegally-dumped debris from focused areas of service, with social distancing protocols in place
- Dispose of litter and illegally-dumped debris at a landfill cited in the Allegheny County Solid Waste Management Plan, most current edition, or at a City-approved drop-off location
- Provide receipts of scale weight from debris disposal at an approved landfill and/or proof of drop-off at a City-approved location
- Communicate regularly with the Clean Pittsburgh Commission and the Department of Public Works regarding concerns or feedback
- Photograph sites before work and after work
- Fulfill reporting and invoice requirements (detailed below)

A list of Allegheny County landfills can be found here: <https://pittsburghpa.gov/dpw/disposal-resources/>

The Department of Public Works Division yards referenced as City-approved locations are as follows:

- First Division, located at 300 Kilbuck Road, Pittsburgh, PA 15214; and
- Second Division, located at 6814 Hamilton Avenue, Pittsburgh, PA 15206; and
- Third Division, located at 5344 Second Avenue, Pittsburgh, PA 15207; and
- Fifth Division located at 1330 Hassler Street, Pittsburgh, PA 15220

Parameters and hours of access for Division yard locations will be formalized as an Exhibit in executed contract.

## Compensation

Compensation will be based on hourly rates as proposed in this response, within an annual not-to-exceed amount determined by executed contract.

Two hourly rates will be submitted with this proposal:

- Business or organization's outreach, training, and coordination time
- Neighborhood participants in Pick Up PGH time

Work may not be subcontracted without the written consent of the City of Pittsburgh.

## Reporting Requirements

Attend and/or share updates and locations of service, number of participants, and participant hours for the monthly Clean Pittsburgh Commission meeting standing agenda item Pick Up PGH.

Clean Pittsburgh Commission meeting times and locations can be found here <https://pittsburghpa.gov/clean-pgh/cpc>

Share yearly report for the City and Clean Pittsburgh Commission to publish.

**Invoicing Terms**

Invoice the City at least once a month, with dates and locations of service, number of participants, and participant hours clearly shown.

Provide geo-tagged before and after photos along with invoice.

**Monitoring**

The City and/ or the Clean Pittsburgh Commission will periodically inspect work to ensure that service has been completed in a manner consistent with program standards. Periodic inspections may be both proactive and response-based to citizen submissions to the City's 311 line.

The City and/ or the Clean Pittsburgh Commission may request the geo-tagged before and after photos submitted with invoices

**Insurance Declaration**

The selected contractor shall purchase and maintain the following insurance coverage and minimum limits during the contract period. The City must be named as "additional insured" and "certificate holder" for both Comprehensive General Liability Insurance and Comprehensive Automobile Liability Insurance on the contractor'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 Insurance	\$ 500,000 aggregate, \$ 250,000 / occurrence
Comprehensive Automobile Liability Insurance	\$ 500,000 for bodily injury and property damage

**Appendix Items**

Appendix A – Citizen reports of illegal dumping submitted to City in 2020

Appendix B - Citizen reports of litter submitted to the City in 2020

Appendix C - City-mapped Cartegraph locations of known and recurring dumpsites

Appendix D - Residential Security Legend for the 1937 Cram's Official Indexed Street Map of Pittsburgh, as prepared and implemented by the Home Owners' Loan Corporation

Interactive website link:

<https://dsl.richmond.edu/panorama/redlining/#loc=12/40.421/-80.037&city=pittsburgh-pa>

**Proposal Format****Project Approach and Plan**

1. Provide bid for two hourly rates
  - Business or organization's administration of outreach, training, and coordination time
  - Compensation for neighborhood participants in Pick Up PGH time
2. Propose and describe and/or show geographic area for clean-up adoption in context of the maps in Appendix and photographs of visual assessments.
3. Provide list of names and positions of staff with project oversight
4. Propose and explain intended process for outreach, training and orientation for neighborhood participants
  - Provide sample of liability waiver for neighborhood participants
  - Describe or show compensation process, including method and frequency, for neighborhood participants

## *Experience & Capability*

1. Provide a summary of the business or organization's experience with organizing clean-up efforts, including length of time in operation

## *Community Development Background*

The Clean Pittsburgh Commission seeks to provide opportunities to a local and diverse workforce by supporting businesses or organizations engaged at a community level. Please share business or organization's Mission statement.

1. Description of work in specific Pittsburgh neighborhoods and partnerships with groups and individuals in those neighborhoods
2. Equal Opportunity Statement and description of advancing equity in work

## **Submittal Requirements**

### *Submittal Requirements*

1. All respondents must register on Beacon to submit a bid for this opportunity. The registration link can be found here: <http://pittsburghpa.gov/beacon/registration.html>
2. Once registered, respondents must login and find the solicitation for which they intend to submit a proposal. The list of solicitations can be found here: <http://pittsburghpa.gov/beacon/bid-opportunities.html>
3. If additional assistance is needed with registration or submitting a proposal in response to the solicitation, please email support [webprocure-support@proactis.com](mailto:webprocure-support@proactis.com) or call the support line at 866-889-8533.
4. Respondents must submit their proposals electronically within the eProcurement tool located on Beacon by the submission deadline.
5. Respondents are required to provide one (1) electronic copy of their proposal in either MS Word or PDF by the submission deadline.
6. Questions regarding proposals should be delivered **ONLY** to the Sourcing Specialist, whose contact information can be found in the header of this solicitation.
- 7 Additional submission considerations:
  - Late proposals will not be accepted or considered. Respondents should allow enough time to register company on Beacon, search the solicitation they wish to respond to and complete the submission process online before the deadline.
  - The City of Pittsburgh shall not be responsible for proposals delivered to a person or location other than that specified herein.
  - All submittals, whether selected or rejected, shall become the property of the City of Pittsburgh and will not be returned.
  - All costs associated with proposal preparation shall be borne by the applicant.

## Proposal Evaluation & Selection

### *Selection Procedure*

This proposal will be evaluated by a Selection Committee comprised of the following City of Pittsburgh staff.

- Chief Operating Officer or designated staff
- At least two members of the Department of Public Works
- Any other department representatives as deemed necessary.

and

- At least two members of the Clean Pittsburgh Commission who have disclosed no conflicts of interest related to the business(es) and/or organization(s) for evaluation

### *Evaluation Criteria*

All proposals will be evaluated using the following criteria:

- Project Approach & Plan (50 points)
- Experience & Capability (15 points)
- Community Development Background (35 points)

# Award and Contract

## *Award*

After the City has received all Proposals and conducted its initial Evaluation, described above, the Proposal Committee may invite one or more Respondents to a follow-up interview to further discuss their Proposal(s).

The Proposal Committee may decide to accept the Proposal of one or more Respondents. It may decide to reject all proposals. Once a Proposal is accepted, the contract negotiation process will commence. This RFP and your response to it, in the form of your entire Proposal, will become part of the Contract. If a real or apparent conflict should arise between this RFP/Proposal and other language contained in the final Contract, the language of the final Contract shall control.

## *Contracting Process*

Successful Respondents will be required to enter into a Contract with the City of Pittsburgh, contingent upon the approval of City Council. This Contract will be directed and managed by the issuing department and the Office of Management & Budget.

Work cannot commence on the Scope of the RFP until it a contract is fully executed. The City cannot process invoices nor approve payments until this Contract has been fully executed by the Respondent and all required City signatories, including the issuing department, the Law Department, and the City Controller.

City laws and policies mandate the incorporation of various custom terms and conditions into all City contracts. For this reason the City will not sign any standard contract proffered by the respondent.

An agreement shall not be binding or valid with the City unless and until it is fully executed by authorized representatives of the City and of the Proposer. Once the Contract is fully executed the City will notify Respondent in writing and give the order to proceed.

## General Terms & Conditions

### *Examination of Proposal Documents*

1. The submission of a proposal shall be deemed a representation and certification by the Respondent that they:

- Have carefully read and fully understand the information that was provided by the City to serve as the basis for submission of the proposal
- Have the capability to successfully undertake and complete the responsibilities and obligations of the proposal being submitted.
- Represent that all information contained in the proposal is true and correct.
- Did not, in any way, collude; conspire to agree, directly or indirectly, with any person, firm, corporation or other proposer in regard to the amount, terms or conditions of this proposal.
- Acknowledge that the City has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by a proposer, and proposer hereby grants the City permission to make these inquiries, and to provide any and all related documentation in a timely manner.

2. No request for modification of the proposal shall be considered after its submission on the grounds that the proposer was not fully informed to any fact or condition.

### *RFP Term*

Respondent's proposal shall remain firm and effective, subject to the City's review and approval, for a period of one hundred twenty (120) days from the closing date for the receipt of proposals.

The City may enter into negotiations with one or more Respondents during the one hundred twenty (120) day period during which all proposals will stay effective. The purpose of such negotiations will be to address questions and identify issues as the parties move towards the execution of a final contract or contracts.

## ***RFP Communications***

Unauthorized contact regarding this RFP with employees or officials of the City of Pittsburgh other than the RFP Coordinator named in the header section of this solicitation may result in disqualification from this procurement process.

Neither Respondent(s) nor any person acting on Respondent(s)'s behalf shall attempt to influence the outcome of the award by the offer, presentation or promise of gratuities, favors, or anything of value to any appointed or elected official or employee of the City of Pittsburgh, their families or staff members. All inquiries regarding the solicitation are to be directed to the designated RFP Coordinator. Outside of pertinent RFP questions directed to the City of Pittsburgh as specified above, any other attempts to contact any City of Pittsburgh personnel regarding this RFP, without prior approval by the RFP Coordinator will be considered grounds for dismissal and immediate disqualification from the RFP process. This includes, but is not limited to, all verbal, voice, text, e-mail, and social media (e.g. – LinkedIn) contact.

Please note the following:

- The City shall not be responsible for nor bound by any oral instructions, interpretations or explanations issued by the City or its representatives.
- Each proposer shall assume the risk of the method of dispatching any communication or proposal.
- The RFP Coordinator must receive all written comments, including questions and requests for clarification, no later than the Deadline for Submission Questions listed in the tentative project schedule.
- The City reserves the right to determine, at its sole discretion, the appropriate and adequate responses to written comments, questions, and requests for clarification. The City's official responses and other official communications pursuant to this RFP shall constitute an addendum of this RFP.
- The City will publish all official responses and communications pursuant to this RFP to the City of Pittsburgh procurement website. It is the responsibility of each proposer to check the site and incorporate all addenda into their response.

- All addenda for this RFP will be distributed via the City of Pittsburgh procurement website at [procurement.pittsburghpa.gov/beacon/opportunities](http://procurement.pittsburghpa.gov/beacon/opportunities)

- Only the City's official, written responses and communications shall be considered binding with regard to this RFP.

## ***Addenda/Clarifications***

Should discrepancies or omissions be found in this RFP or should there be a need to clarify this RFP, questions or comments regarding this RFP must be put in writing and received by the RFP Coordinator as outlined in the submittal requirements section of this solicitation.

## ***Withdrawal of Proposals***

A proposer may withdraw its proposal at any time before the expiration of the time for submission of proposals as provided in this RFP by delivering a written request for withdrawal signed by, or on behalf of, the proposer.

## ***Public Record***

Respondent, by submittal of a proposal, acknowledges that all proposals may be considered public information in accordance with the Commonwealth of Pennsylvania Right to Know laws. Subject to award of this RFP, all or part of any submittal may be released to any person or firm who may request it. Therefore, proposers shall specify in their proposal response if any portion of their submittal should be treated as proprietary and not releasable as public information. Proposers should be aware that all such requests may be subject to legal review and challenge.

Any information considered proprietary should be indicated as such or not included in the response.

## ***Non-Conforming Proposal***

A proposal shall be prepared and submitted in accordance with the provisions of these RFP instructions and specifications. Any alteration, omission, addition, variance, or limitation of, from or to a proposal may be sufficient grounds for non-acceptance of the proposal, at the sole discretion of the City.

## ***Disqualification***

Factors such as, but not limited to, any of the following may be considered just cause to disqualify a proposal without further consideration:

- Evidence of collusion, directly or indirectly, among proposers in regard to the amount, terms or conditions of this proposal;
- Any attempt to improperly influence any member of the evaluation team;
- Existence of any lawsuit, unresolved contractual claim, or dispute between the proposer and the City;
- Evidence of incorrect information submitted as part of the proposal;
- Evidence of proposer's inability to successfully complete the responsibilities and obligation of the proposal; and
- Proposer's default under any previous agreement with the City, which results in termination of the agreement.

## ***Restrictions on Gifts & Activities***

The City of Pittsburgh Ethics Code and Chapter 198 of the City Code (Code of Conduct) was established to promote public confidence in the proper operation of our local government. These resources outline the requirements for disclosure of interests and restricted activities as related to public procurement processes. Proposers are responsible to determine the applicability of these requirements to their activities and to comply with its requirements.

## ***Rights of the City of Pittsburgh***

This RFP does not commit the City to enter into a contract, nor does it obligate the City to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract. The City reserves the right to:

- Reject any and all proposals;
- Issue subsequent Requests for Proposals;
- Cancel this RFP with or without issuing another RFP;
- Remedy technical errors in the Request for Proposals process;
- Approve or disapprove the use of particular sub-consultants;
- Make an award without further discussion of the submittal with the proposer (therefore, the proposal should be submitted initially on the most favorable terms that the firm or individual might propose);
- Meet with select proposers at any time to gather additional information;
- Make adjustments to the scope of services at any time if deemed by the Office of Management and Budget to be in the best interest of the City;
- Accept other than the lowest offer.
- Waive any informality, defect, non-responsiveness, or deviation from this RFP that is not material to the Respondent's proposal;
- Reject the proposal of any Respondent who, in the City's sole judgment, has been delinquent or unfaithful in the performance of any contract with the City;
- Reject the proposal of any Respondent who, in the City's sole judgment, is financially or technically incapable of performing in accordance with this RFP;
- Negotiate with any, all, or none of the Offerors and to enter into an agreement with another Offeror in the event that the originally selected finalist defaults or fails to execute an agreement with the City.
- Award a contract to the firm(s) that presents the best qualifications and whose proposal best accomplishes the desired results; and/or
- Enter into an agreement with another proposer in the event the originally selected proposer defaults or fails to execute an agreement with the City.
- Require a performance bond and/or other "failure to deliver" agreement by the awardee at time of contracting.

## Miscellaneous Requirements

### *Acknowledgements*

- 1. Conflict of Interest**-By submission of a proposal to this solicitation, Respondent agrees that it presently has no interest and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of the services required under this RFP.
- 2. Code of Ethics**-By submission of a proposal to this solicitation, Respondent agrees to abide by the Code of Ethics of The City of Pittsburgh. The full Ethics Handbook can be found here:[http://pittsburghpa.gov/humanresources/files/policies/10\\_Ethics\\_Handbook.pdf](http://pittsburghpa.gov/humanresources/files/policies/10_Ethics_Handbook.pdf)
- 3. Fair Trade Certification**-By responding to this solicitation, the Respondent certifies that no attempt has been made, or will be made, by the Respondent to induce any other person or firm to submit or not to submit a submission for the purpose of restricting competition.
- 4. Non-Disclosure**-By responding to this solicitation, the Respondent acknowledges they may be required to sign a Non-Disclosure Agreement during the contracting process if they are the successful respondent.
- 5. Debarment** -This solicitation is also subject to Section 161.22 of the City of Pittsburgh Code related to debarment from bidding on and participating in City contracts.
- 6. Financial Interest**-No proposal shall be accepted from, or contract awarded to, any individual or firm in which any City employee, director, or official has a direct or indirect financial interest in violation of applicable City and State ethics rules. Entities that are legally related to each other or to a common entity which seek to submit separate and competing proposals must disclose the nature of their relatedness.
- 7. Full Fee Disclosure**-Pursuant to Section 161.36 of the Pittsburgh City Code, a Respondent must include a disclosure of any finder's fees, fee splitting, firm affiliation or relationship with any broker-dealer, payments to consultants, lobbyists, or commissioned representatives or other contractual arrangements of the firm that could present a real or perceived conflict of interest.

## Questionnaire:

### Required Documents

Description: Please fill in the following required documents/information

#### *Upload completed vendor contact sheet*

Type	ATTACHMENT
Is Required	Y

#### *Upload completed updated W9*

Type	ATTACHMENT
Is Required	Y

#### *Upload completed Vendor Registration Form*

Type	ATTACHMENT
Is Required	Y

#### *Upload completed Statement of Affiliation*

Type	ATTACHMENT
Is Required	Y

*Provide the name, title, & email address of the authorized signer for your company (for details on who is considered an authorized signer, please look at our terms & conditions section)*

Type	TEXT
Is Required	Y

## Documents:

Appendix A - Citizen reports of illegal dumping.docx  
Appendix B - Citizen reports of litter.docx  
Appendix C - City-mapped Cartegraph locations.docx  
Appendix D - Residential Security Legend .docx  
Statement of Affiliations.pdf  
Vendor Contact Sheet.pdf  
Vendor Registration Form.pdf  
W9.pdf  
311 Litter citizen submissions 2020.xlsx  
311 Illegal Dumping citizen submissions 2020.xlsx  
Pick Up PGH QA Document.docx  
Pick Up PGH QA Document.2.docx

**Solicitation has been designated as having no line items.**

