

**THE CITY OF PITTSBURGH
DEPARTMENT OF FINANCE**

**REQUEST FOR PROPOSAL FOR A CONTRACT FOR THE INSTALLATION,
MAINTENANCE, AND OPERATION OF A PUBLIC SPACE RECYCLING
PROGRAM AND THE DISPLAY OF ADVERTISING THEREON
IN THE CITY OF PITTSBURGH**

DATE OF ISSUE: March 18, 2015

Proposers are advised that the Department's authorized contact for all matters concerning this Request for Proposals ("RFP") is:

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SECTION I - SUMMARY

The City of Pittsburgh, acting through its Department of Finance ("Department"), invites all qualified firms to submit Proposals for a ten (10) year Contract for the installation, maintenance and operation of Public Space Recycling Program ("PSRP") and the display of advertising thereon. The City seeks Proposals to install, maintain, and operate Recycling Bins that are clean, safe and attractive, in convenient locations to serve the needs of residents and visitors. If both parties agree, the agreement may be extended for an additional period up to five years. Such an extension would be based upon the Programs first eight years of operation.

This Request for Proposals is made pursuant of an exclusive Contract to install, operate and maintain Recycling Bins. Pursuant to this authority, the Department is seeking Proposals for the installation and maintenance of a minimum of 100 Recycling Bins, with amenities for the public in the form of free public recycling bins that are attractive, practical, and user friendly and designed to avoid contamination, and *fully customizable* to match the current streetscape. This will require the creation of new designs and preferably will include the replacement of some of the existing bins.

The selected Contractor and the City of Pittsburgh will be responsible for the identification and valuation of potential Recycling Bins locations, the selection of final Recycling Bin locations, bin design, fabrication, installation, maintenance and repair.

The Contractor will be permitted to display advertising on 100 of the Bins subject to specific criteria and limitations as more fully described in the Scope of Services below.

The Proposal must indicate the amount of compensation the Proposer offers to the City for the rights granted under the Contract. This compensation must be stated as both a percentage of gross revenues derived by the Contractor as a result of the installation of the PSRP and the display of advertising thereon and a fixed guaranteed minimum annual amount, whichever is greater. The Proposer may structure the compensation package as they desire and may offer guaranteed alternative compensation packages provided the package is clearly understandable and a minimum annual compensation amount is clearly stated.

Proposals are due on Monday, April 13, 2015, by or before 4:00 PM, and must be submitted in accordance with the Proposal Package Submission Requirements contained herein.

SECTION II - SCOPE OF SERVICES

1. General Information

Generally, the Contractor shall be responsible for the following:

- Evaluation of Recycling Bins Locations
- Recycling Bin Design and Fabrication
- Recycling Bin Installation
- Inventory of Recycling Bins Maintenance, Operation, Repair and Operation of Recycling Bin Program

2. Number of Recycling Bins

The Contractor shall install and maintain 100 Recycling Bins over the first two years of the Contract and operate those Bins for a total of ten years. The contract shall contain an option to install up to 50 additional Bins, which may be exercised at the sole discretion of the City of Pittsburgh.

The option to install additional Recycling Bins shall be exercise no later than the eighth year of the ten-year Contract. The total number of Recycling Bins will not exceed 150 unless with parties agree whereby, the total number of Recycling Bins may be increased to a mutually agreeable number.

100 of the initial Bins may contain advertising and will be located in non-residential zoning districts. The remaining 50 Bins will be located in locations of particular community interest. Additional bins would be installed when approve by the City of Pittsburgh.

3. Recycling Bins Locations

A. General Remarks

The Contractor will evaluate lists of existing Recycling Bins sites to determine which locations are feasible, will propose to the Department a refined list of potential Recyclable Bin locations, work with Department staff to finalize locations, and if necessary, work with property owners to obtain approval for installations. The Contractor shall also relocate Recycling Bins as required.

B. Evaluate Potential Sites

The Departments of Public Works, working with members of City Council, can develop a list of potential Recycling Bins locations.

Potential Recycling Bins Locations - This list contains bins in the City of Pittsburgh of potential sites. The Contractor may select sites from the list provided bins are located in agreeable locations. Should the City and Contractor increase the maximum number of Bins, no more than 10 percent of the additional bins may be located in any one business district without written permission of the Director of Finance. The goal is to achieve a proportional distribution of bins throughout the city.

The Contractor shall visit each site to determine if there are any on-site or sub-surface conditions that make Recycling bin installation infeasible. Specific requirements for Recycling Bin placement are contained in the Sitting Criteria contained in **Appendix 1**. The Contractor shall evaluate each site to determine whether a bin can be accommodated as outlined in the Sitting Criteria.

Finalize Locations

Based on the information obtained during their site visits, the Contractor shall submit to the Department a list of 100 Recycling Bin locations. The list of proposed locations shall cover a wide range of communities and city buildings. Recycling Bins shall be located where the demand is greatest. The Department shall review the list and suggest changes to the proposed list within thirty days of its submission.

Contact Property Owners

If necessary, the Contractor will contact property owners adjacent to the chosen sites. Such contact will be in written form. The content of the form shall be approved in advance by the Department. This contact will be made at least thirty days prior to Bin installation and will allow the adjacent owner ten days to respond to the City and/or the Contractor with objections. When an objection is raised the Department, in consultation with pertinent members of the Evaluation Committee and the Contractor, will determine if the proposed Bin site is viable.

Recycling Bin Relocation

During the term of the contract, the Department may direct the Contractor to remove, replace, and relocate structures as necessary to accommodate changing needs or to address security concerns. The Contractor, at the request of the Department, shall be required to remove Recycling Bins which interfere with the construction, maintenance or repairs of public utilities, public works or public improvements, or which the Department otherwise deems to be inappropriate at a particular location. At the request of the Department, Recycling Bins so removed shall be reinstalled when construction, maintenance or repairs are completed or relocated to sites approved by the City. All such removals, replacements and/or relocations shall be accomplished at the sole expense of the Contractor.

4. Recycling Bins Design and Fabrication

A. General Remarks

The recycling bins contract is an important new initiative for the City of Pittsburgh. Therefore, design excellence is of greatest importance. Primary design goals are as follows:

Provide meaningful protection from precipitation, wind, and sun.

Provide for user security.

Provide Recycling Bins that are easily accessed by users.

Enhance the appearance of the streetscape by providing attractive, high quality Recycling Bin designs.

Provide a coordinated scheme of Recycling Bin designs that are compatible with a wide variety of built contexts.

Provide functional and durable Recycling Bins.

Provide Recycling Bins that accommodate persons with disabilities as defined by the Americans with Disabilities Act and with any other applicable federal, state, and local laws relating to accessibility for people with disabilities as applicable.

Provide Recycling Bins that comply with all City of Pittsburgh, Commonwealth of Pennsylvania and federal laws, rules and codes related to materials, installation and construction.

B. Size

The station's 3-stream construction and design standards are as follow:

Dimensions: 23.6" (width) 70.8" (length) x 47" (height); approx. 300lbs.

Liner Dimensions: 19 x 19 x 28"; capacity 39 gallon each

However, this station is only one of many options to choose from. The Contractor must have the capabilities to customize any design to fit the City of Pittsburgh's needs in accordance with the City's current tone and mandatory regulations.

C. Design

The Recycling Bins shall have a unified visual image citywide. Nevertheless, a distinctive Downtown image is also necessary. Therefore, Contractor shall submit two basic designs.

The Contractor may be required to adapt the basic Bin design to a specific street conditions and/or service needs, including Recycling Bins for heavily used areas. Bins with shorter and narrower footprints for sidewalks where space is limited in length or in width. Contractor should indicate how their basic Bins design could be varied to suit specific contexts. This might be achieved, for example, through alternative shapes or forms for component parts, alternate materials and/or varying the color of applied finishes.

Some of the Bins might be installed in City designated historic districts. A separate design will not be required for those districts. However, the overall design approach shall be restrained and understated so as not to detract from Pittsburgh's outstanding architectural heritage. Department of City Planning staff will work with the Contractor to obtain approval of the Bin design from the Historic Review Commission and will review and approve individual Bin installations in historic districts.

Advertising panels shall be located so as to minimize their impact on the visibility of adjacent buildings in the historic district.

Recycling Bins shall not interfere with pedestrian or motorist sight lines necessary for traffic safety. The Contractor should consult the Sitting Guidelines contained in **Appendix 1** for additional information.

All elements of Recycling Bins designs are subject to the approval of the Department

D. Amenities

All designs must provide the following amenities:

An area or areas on the structure for street identification.

Proposers are encouraged to propose additional public amenities.

E. Materials and Technical Specifications and Submittals

All components of the Recycling Bins must be fabricated of high quality, durable and vandal-resistant materials. The following are minimum guidelines for key building materials:

The station's 3-stream construction and design standards are as follow:

Dimensions: 23.6" (width) 70.8" (length) x 47" (height); approx. 300lbs.

Liner Dimensions: 19 x 19 x 28"; capacity 39 gallon each

Opening 2.9" x 14" – Mixed Paper

 5.4" – Cans & Bottles

 3.9" x 14.9" – Litter Only

However, this station is only one of many options to choose from. The Contractor must have the capabilities to customize any design to fit the City of Pittsburgh's needs in accordance with the City's current tone and mandatory regulations.

All finishes should be durable, scratch-resistant and easily maintained. Finishes accessible to the public should be graffiti-resistant.

F. Engineering, Fabrication and Submittals

The Contractor is solely responsible for designing and fabricating safe, structurally sound Recycling Bins. The Bins will be designed, engineered and fabricated by the Contractor at its sole expense.

The Contractor shall have the Recycling Bins fabricated by a manufacturer experienced in the fabrication of Recycling Bins for urban installations. A statement of the fabricator's qualifications and experience shall be provided as part of this proposal.

The material descriptions above indicate minimum acceptable materials. Prior to fabrication, the Contractor shall submit detailed engineering drawings and calculations to the Department indicating the structural integrity of the proposed Recycling Bin designs.

5. Recycling Bins Installation

A. General Remarks

The Contractor will be responsible for all installation costs.

B. Installation Schedule

The Contractors shall have installed all of the Recycling Bins by the end of the second year of the contract term. At a minimum, the following numbers of Bins shall be installed each year:

Year 1	50 Bins
Year 2	50 Bins

By no later than the end of the second year, the entire inventory of at least 100 Bins must conform to the new designs and amenities. The Contractor is encouraged to provide a more ambitious schedule for installation and may include a schedule for expedited installation in their proposal.

Failure to adhere to the installation schedule as directed by the Department will be grounds for cancellation of all or any portion of the Contract.

C. Installation Methods

The Contractor shall install all Recycling Bins in a workmanlike manner, in compliance with all applicable codes and regulations. These shall include, but are not limited to, local building, local Public Works and Streets regulations, local historic preservation ordinances, and the Americans with Disabilities Act

1. Trades - Quality workmanship, provided by skilled tradesmen, shall be employed for all items of the work.
2. Installation Details - The Contractor is responsible for developing installation details that insure the safe and secure operation of the Recycling Bins.
3. Prior to installation, the Contractor shall submit the following information to the Department for review and approval:

A list of Recycling Bins, indicating the installation method to be used for each.

Shop drawings for each installation detail.

Engineering data, indicating that the Recycling Bins design and installation method are safe, secure and will withstand area wind and snow loads.

The Department will review and comment on all submissions within thirty (30) days of their receipt. The Department reserves the right to request that any submission it finds to be incomplete or unsatisfactory to be revised and resubmitted.

D. Sidewalk Repair

After the installation or removal of any Recycling Bin, the sidewalk immediately under or adjacent thereto shall be restored to its proper condition by the Contractor at the Contractor's sole expense. All sidewalks shall be patched or replaced with materials of the same type, quality, color and texture. Materials shall be patched at a joint line.

E. Recycling Bins Relocation

In some cases, new Recycling Bins will replace existing bins.

F. Historic District

Some of the Recycling Bins may be located in designated Historic Districts. The Department of City Planning will assist the Contractor in obtaining Historic Review Commission approval of the Recycling Bin design prior to installation. .

The Contractor will not be responsible for obtaining Encroachment Permits for Recycling Bins installation. The Department will arrange for City Council to consider approval of all encroachments when Recycling Bin locations are approved.

6. Recycling Bin Inventory

The Contractor shall provide to the Department, at its sole expense, a computerized inventory of the Recycling Bins. The system shall be compatible with the City's PAGIS system and shall have database, mapping and graphic information for recording the location, type, design and features of all installed Recycling Bins and the location, features and status of proposed sites for Bins, including sites that have been rejected. The system shall also have the capacity for contemporaneous two-way information sharing between the Department and the Contractor regarding the installation, operation and maintenance of the Bins. Such system shall be installed and operational at the commencement of the Contract. On the expiration or sooner termination of the Contract, the data shall become the property of the City without compensation to the Contractor.

7. Maintenance and Operation

A. General Remarks

Immediately on the commencement of the Contract and throughout the Contract term, the Contractor will be responsible for the complete maintenance and operation of the entire

PSRP. This responsibility includes the Recycling Bins and amenities, the sidewalk under the Bins and all premises within five feet of the perimeter edge of the Bins.

Where there is work to be done in connection with the operation, maintenance, repair, and removal of the Bins require that such work be performed by the Contractor.

B. Maintenance and Operations

At a minimum, the following routine maintenance and operations services shall be provided:

Inspect each Recycling Bin every five days. Determine what repair work is necessary.

Remove trash and debris from the surrounding sidewalks and the street once every five days or more frequently if required by usage.

Sweep sidewalks in and around the Bins every five days.

Clean and wash sidewalks under and around the Bins, every two weeks.

Remove graffiti from each Bin when needed.

Replace broken fixture when needed.

Remove all snow and ice in and around the Bins within twenty-four hours of the end of a snow event. A three-foot access path for wheelchairs shall be cleared. Salt or, preferably, a noncorrosive de-icer shall be applied as required to prevent slippery conditions.

C. Preventative Maintenance

The Contractor is responsible for conducting all preventive maintenance and repair operations in a timely fashion.

Prior to installation of Bins, the Contractor shall submit a proposed schedule for preventative maintenance activities.

D. Repairs

Damaged parts shall be repaired or replaced within 72 hours of notification by the Department. All replacement parts shall be the same type, style, quality, material and color as the parts used during the initial fabrication of the Bin.

The sidewalk immediately under or adjacent to the Bins shall be maintained in proper walking condition, level and free of cracks or other irregularities. If necessary, the Contractor shall repair or restore the concrete in this area at its sole expense. All sidewalk repairs shall match existing adjacent sidewalk concrete in color, texture, quality and pattern.

Emergency repairs necessary to protect public health and welfare shall be conducted by the Contractor immediately upon notice from the Department. If the Contractor is unable to make such emergency repairs in a timely fashion, the Department reserves the right to undertake the repairs and obtain reimbursement from the Contractor. The Department is solely responsible for determining which repairs need to be completed on an emergency basis.

E. Response to Complaints

Any complaints the Department receives concerning the siting, installation or requested removal of the Recycling Bins shall be forwarded to the Contractor by the Department for immediate review, comment and action. All Recycling Bins shall contain a conspicuously posted telephone number of the office within the Department to which the public may direct complaints and comments. The Contractor shall cooperate with the Department in timely responding to any complaints.

F. Maintenance and Operations Records

The Contractor shall record all maintenance, operations, and preventative maintenance and repair tasks performed at each Recycling Bin on the computerized inventory list. The nature of the task shall be recorded, along with the date and time that each task was completed and the person responsible for completing the task. This information shall be transmitted to the Department at the end of each business month.

G. Liquidated Damages

The Contract will provide for liquidated damages related to the Contractor's failure to perform such maintenance to the satisfaction of the Department. A schedule of liquidated damages will appear in the Contract; liquidated damages will likely range from \$50 to \$500 per day per breach, based on the severity of the breach. Repeated failure to perform such maintenance to the satisfaction of the Department may be deemed a default in performance by the Contractor and grounds for cancellation of all or any portion of the Contract. The City will have the right to inspect the Recycling Bins and to order compliance with installation, maintenance, operational and repair requirements.

8. Recycling Bin Advertising

A. General Remarks

The primary source of revenue to the Contractor will be the sale of advertising space on the Recycling Bins. Advertising shall be permitted on all structures.

B. Size and Types of Advertising

The station's 3-stream construction and design standards are as follow:

Dimensions: 23.6" (width) 70.8" (length) x 47" (height); approx. 300lbs.

Liner Dimensions: 19 x 19 x 28"; capacity 39 gallon each

Opening 2.9" x 14" – Mixed Paper

5.4" – Cans & Bottles

3.9" x 14.9" – Litter Only

However, this station is only one of many options to choose from. The Contractor must have the capabilities to customize any design to fit the City of Pittsburgh's needs in accordance with the City's current tone and mandatory regulations. Electronic media (such as "zippers") will not be permitted. Audio advertising will not be permitted.

C. Types of Advertising Messages

The display or placement of tobacco, political and alcohol advertising shall be prohibited. Any type of advertising which is false or misleading, which promotes unlawful or illegal goods, services or activities, or which is otherwise unlawful or obscene as determined by the Department including but not limited to advertising that constitutes the public display of offensive sexual or suggestive material shall also be prohibited. Any such prohibited material displayed or placed shall be immediately removed by the Contractor upon notice from the Department.

D. Public Service Advertising

The Contractor shall develop a program for providing free or below cost advertising to non-profit organizations and to the City of Pittsburgh for “government speech” announcements. Such a program shall be developed in writing as part of the final contract and shall comply with all (if any) City regulations. Unsold advertising space shall be made available at no cost to the City or any non-profit group approved by the City. The City or non-profit group will be responsible for copies of advertisement materials.

SECTION III - CONTRACT REQUIREMENTS

1. Ownership of the Structures

The Recycling Bins will remain the property of the Contractor during the term of the Contract. On expiration of the Contract the Recycling Bins will become the property of the Contractor. Alternatively, the City may elect to have the Contractor remove any or all of the Bins and restore their sites to their proper condition, which removal and restoration shall be at the Contractor's sole expense.

In the event that the Department cancels the Contract in whole or in part, for any reason other than by reason of default of the Contractor, the City shall have the option to purchase from the Contractor the then-existing Recycling Bins. The purchase price shall be determined by calculating 100 percent of the cost of fabricating and installing the structures, less depreciation on a straight-line basis using an annual depreciation rate of 10 percent. Alternatively, the Department may direct the Contractor to remove any or all of the Structures and restore their sites to their proper condition, which removal and restoration shall be at the Contractor's expense.

In the event of termination in whole or in part due to the default of the Contractor, the Recycling Bins shall become the property of the Contractor. Alternately, the City may direct the Contractor to remove any or all of the Contract Bins and restore their sites to their proper condition, which removal and restoration shall be at the Contractor's sole expense.

2. Performance Bond or Letter of Credit

Prior to the execution of the Contract, the Contractor will be required to deposit with the City of Pittsburgh's Controller's office a surety performance bond in the amount of \$1 million by the City sufficient to ensure the installation of the Contract Structures and the faithful performance of all of the terms and conditions of the Contract. In the event of a breach, the Department will be authorized to complete the work of the contract and collect the cost via the bond. This performance bond shall also expressly provide for the in-kind replacement and repair of Distinctive Sidewalks and Historic Pavement.

A portion of this performance bond may be in the form of cash, and the remainder shall be in the form of a bond, legally executed by a surety company or companies approved by the City of Pittsburgh and authorized to do business in the State of Pennsylvania. Up to 50% of the total amount of the performance bond will be returned to the Contractor upon the successful installation of the Bins, the percentage of the bond amount to be returned shall be the same as the percentage of the total number of Bins that have been installed. The remaining 50% of the total bond amount will remain on deposit throughout the term of the Contract.

3. Liability and Insurance

The Contractor will be liable for, and shall indemnify, defend and hold the City, and the adjacent property owner its officers, agents and employees harmless from, any and all claims or damages to persons or property by reason of the installation, operation or maintenance of the Recycling Bins. The Contractor will be required to procure and maintain, at its sole cost and expense, the following types of insurance from an insurance company acceptable to the City:

- a.) Commercial General Liability Insurance in the amount of one million dollars (\$1,000,000) in the Company's name, and naming the City, its officers, agents and employees as an additional insured thereunder, and endorsed to cover the liability assumed by the Company.
- b.) Workers Compensation Insurance in accordance with applicable law.
- c.) Employers' Liability Insurance in accordance with applicable law.
- d.) Automobile Liability Insurance in the amount of two million dollars (\$2,000,000) and naming the City, its officers, agents and employees as an additional insured.

4. Employment Policy

The Contractor shall act to recruit, train and place City of Pittsburgh residents in full and part time positions at all levels of employment. **FINANCIAL PROPOSALS SHALL SHOW A BUDGET IN TWO WAYS:**

- 1) **With all labor supplied by the contractor;**
- 2) **With emptying and relining (if any) performed by City workforce.**

5. Participation by Minorities and Women

The Contractor shall insure that Pittsburgh area Minority Business Enterprises (MBE) and Women's' Business Enterprises (WBE) shall participate in sub-contracts associated with this program. Goals for this project are:

Minority Business Enterprises:	25%
Women's' Business Enterprises:	10%

6. Applicable Law and Regulations

The Contractor shall comply with all applicable local, state and federal laws. The Contractor shall perform all work in compliance with zoning, building, and public works ordinances. A copy of an ordinance amending the City's zoning code to permit advertising signs on Recycling Bins is already in place.

7. Contract

The City of Pittsburgh will enter into a standard form of agreement with the successful responder. This request for proposals will be included as an attachment to that agreement.

8. Interim Review

At the completion of each of year, the Department shall evaluate the performance of the Contractor. This evaluation will include, but will not be limited to, the following:

- Timely completion of contract tasks, including design, fabrication and installation of Bins.
- Quality of materials and installation.
- Adequacy of maintenance, operations and repair tasks.
- Response to inquiries and complaints.
- Advertising content and presentation.

The Department will provide a written evaluation to the Contractor and will rate the prior year's performance "Acceptable", "Requires Improvement" (including a specific statement of recommendations to improve performance), and "Unacceptable". If the Department rates Contractor performance "Unacceptable" the Contractor shall have one calendar quarter to improve performance. Failure to so improve the performance will be grounds for terminating the Contract. If the Department rates the performance as "Requires Improvement", the Contractor shall develop a plan to upgrade performance over the next contract year. Interim quarterly evaluations will be made to insure that performance is improving. Failure to make progress to improved performance will be grounds for termination of the contract.

IV. PROPOSAL PROCEDURES AND REQUIREMENTS

1. Proposal Package

The Proposal Package shall contain the following:

A. Proposal Cover Sheet

The Proposer shall submit a completed Proposal coversheet, transmitting the Proposal Package to the Department. The Cover Sheet shall be signed and dated by an individual authorized to enter into a Contract with the City on behalf of the Proposer. A separate cover sheet shall be completed and submitted for each firm that is a party to the Proposal, e.g., two firms submitting one Proposal as a joint venture.

B. Statement of Qualifications

The statement of qualifications is a presentation of the qualifications and experience of the Proposer's organization and the staff that will be participating in the Contract. A statement of qualifications shall be included for each firm that is a party to the Proposal or that will provide services associated with this contract. E.g., Two firms submitting one Proposal as a joint venture or one firm submitting a Proposal that will require subcontracting on a long-term basis to one or more firms.

At a minimum, the statement qualifications shall include the following:

1. Narrative

Proposers must provide information regarding their relevant experience and knowledge of street furniture and outdoor advertising media. Each Proposal must include a detailed narrative setting forth the background, experience, and qualifications of the firm (s) and the principals of the firm(s), including a list of previous completed work that is similar or related to that described in the Scope of Services required pursuant to Section II of this RFP. Such information should identify the cities or localities where such services are or have been provided, and should also describe in detail the scope and value of relevant current and past contracts, licenses, franchises and any other agreement.

In addition, the Proposer can include information in forms such as video, photographs, etc., to demonstrate its existing structures in operation in other cities or localities.

2. References

Proposers should provide the names, phone numbers and addresses of no fewer than five (5) client references, including at least one reference for each contract or license identified in response to the previous section of this RFP. The Department may request additional references for individual members of the project team, including subcontractors.

3. Organization Chart and Team Members

Proposers must provide an organization outline or chart identifying the names and titles of project team members, reporting relationships within the project team and a resume or summary of qualifications of each team member, including past performance on similar or related projects, and an explanation of the roles that these individuals will have in the fulfillment of the Contract

4. Financial Statements

Each firm that is a party to the Proposal must submit audited financial statements for its two most recent completed fiscal years. Supporting documentation shall be submitted as requested by the Department.

C. Technical Proposal

1. Narrative

Each Proposal must include a detailed narrative description of how the Proposer plans to fulfill and, if applicable, exceed the terms and conditions of the Contract as described in the Scopes of Services section (Section H) of this RFP, as well as any commitments to improve design, technology and/or services during the term of the Contract. The narrative must describe in detail the Proposer's plans pertaining to design, manufacture, installation, maintenance and operation of each of the types of Franchise Structures. In addition, the narrative must describe the Proposer's plans for administering and marketing the Bins and the advertising thereon. The narrative must also describe the proposed computerized inventory and information-sharing system, including the operating system, type of computer, data to be entered and reports to be made available to the Department.

Any Proposer seeking this preference will state the value of the labor and materials involved in the manufacture and assembly of the value of the contract which the Proposer certifies will be done in the relevant jurisdiction.

2. Drawings

Each Proposal must include color renderings or samples of each basic design for each type of Recycling Bin. The Recycling Bins shall show all proposed amenities, and all special features unique to that type of structure. Methods by which each basic design can be varied to suit specific contexts shall be indicated by means of notes and/or additional graphic representations.

The sample required for each type of recycling bin pursuant to this section shall include the following, Recycling Bin to a scale of 1/2 inch to 1 foot. Samples shall be accompanied by an outline specification indicating the type, grade, thickness and finish of every proposed material. A description of anticipated routine maintenance and repair tasks associated with each material shall also be included.

Maximum sample size drawing shall be 30 inches by 42 inches. All dimensions shall be included on the samples indicating in detail methods of construction and the specific types of materials and finishes to be used, including colors and textures as applicable. Notes shall also confirm that the designs meet applicable code requirements.

D. Cash Flow Analysis

Proposers must submit a detailed cash flow analysis itemizing the revenues and expenses anticipated over the term of the contract.

E. Compensation Proposal

The compensation to be paid to the City each year for the rights granted under the contract shall be a fixed, guaranteed minimum annual amount, or a percentage of any gross revenues derived by the contract as a result of the installation of the bins and the display of advertising thereon, whichever is greater. The Proposer may structure the compensation package in any way but a minimum payment to the City on an annual basis must be stated.

"Gross revenues" shall consist of the sum of any and all user fees and any and all revenues obligated to be paid to the contractor, its subsidiaries, affiliates or third parties as a result of the installation of the Recycling Bins irrespective of the contractor's ability to collect the revenues. Gross revenues shall be calculated on the basis of the total amount contracted for by advertisers, shall include any amount received in the form of materials, services or other benefits, tangible or intangible, or in the nature of barter. Gross revenues shall not be subject to any deductions for commissions, brokerage, labor charges or other expenses. The City may agree to deduct fees paid to the City from the gross revenues.

Proposers must propose both a fixed guaranteed minimum annual amount of compensation and a percentage of gross revenues to be paid each contract year during the term of the contract. A percentage of the net receipts will not be acceptable.

The compensation proposal shall be submitted in a separate, sealed envelope clearly labeled "Compensation Proposal."

Such compensation shall not be considered in any manner in the nature of a tax, but such payments shall be made in addition to any and all taxes of whatever kind or descriptions which are now or at any time hereafter may be required to be paid pursuant to any local, state or federal law.

F. Required City Documents

The following documents shall be completed by each firm that is a party to the Proposal or that will provide services associated with this contract, e.g., two firms submitting one Proposal as a joint venture or one firm submitting a Proposal that will require subcontracting on a long-term basis to one or more firms:

Affirmation

The Proposer shall complete and submit the Affirmation as part of the Proposal package.

G. Acknowledgement of Addenda

The Proposer shall complete and submit the Acknowledgement of Addenda form, as part of the Proposal Package. This form serves as the Proposer's acknowledgement of the receipt of Addenda that may have been distributed by the Department prior to the Proposal Due Date and Time.

2. Proposal Package Submission Requirements

A. Delivery

Proposal Packages must be received by Chuck Durham, Department of Finance, Room 200 City-County Building, 414 Grant Street, Fourth Floor, Pittsburgh, PA 15219 on or before Monday, April 13, 2015 at 4:00 PM (EST).

Proposals received after the Proposal Due Date and Time are late and shall not be considered.

B. Copies

Proposers shall hand deliver one signed original and five (5) copies of the Proposal Package, except that Proposers need provide only two complete sets of the drawings mounted on foam-core boards described in Section 3.2, and only one original and two copies of the "Required City Documents" described in Section IF.

C. Length of Proposal

Proposers are advised that while there is no page limitation for Proposals, discretion should be used.

D. Labeling

The outer envelope enclosing any materials submitted in response to this RFP shall be addressed as follows:

From: Proposer Name/Address

To: Department of Finance
Room 200, City County Building 414
Grant Street Pittsburgh, PA 15219

RFP Title: Request for Proposals to install, operate and maintain Bus Stop Bins.

Proposal Due Date and Time: Monday, April 13, 2015 at 4:00 PM (EST).

3. Proposal Evaluation Procedures

A. Evaluation Committee

1. Proposals shall be evaluated by an Evaluation Committee. Members of the Committee will likely include representatives of the Department of Finance and Department of Public Works. The Evaluation Committee also will have technical advisors who may include representatives of other public entities such as the Art Commission and City Planning. The Evaluation Committee will deliver its recommendation to the Director of the Department of Finance, who will be guided, but not bound by the recommendation.
2. Rating sheets or other written evaluation forms shall be used to evaluate Proposals and shall be signed and dated by all members of the Evaluation Committee reviewing the Proposal. Initial ratings may be amended, and the amended ratings shall be recorded on amended rating sheets. Copies of all initial and amended rating sheets or evaluation forms shall be maintained as part of the Department's files.

B. Evaluation Procedures

Proposals received in response to this RFP will be reviewed and evaluated in five phases, in accordance with the following procedures. The Evaluation Committee may use any information from those interviews, presentations and/or demonstrations in evaluating a Proposal.

1. Phase 1: Responsiveness Determination

The Department will review each Proposal to ensure that it includes and addresses each item or document required by this RFP. Failure to provide a complete responsive submission may result in the Proposal receiving no further review.

2. Phase 2: Assessment of Proposer's Ability to Provide Required Services

Each Proposal that is deemed responsive will be forwarded to the Evaluation Committee for its review. The Committee will examine and evaluate each Proposer's business organization, financial fitness and experience with street furniture and the sale and maintenance of outdoor advertising in urban environments. Each Proposer will receive a numerical score after this Phase. The committee will recommend the three Proposers receiving the highest scores, plus any Proposer whose score is within 5 percent of the lowest of these three scores, for further review and consideration by the Evaluation Committee. All Proposals with scores lower than those satisfying the criteria above will receive no further review.

3. Phase 3: Assessment of the Technical Proposals

The Committee will examine and evaluate the technical proposals of each of the Proposers selected in accordance with Phase 2 of the Evaluation Procedures. The factors to be considered by the Committee in Phase 3 include but are not limited to: The contract as described in Section II of this RFP; any commitments to improve design, technology and/or services during the term of the Franchise Contract; the Proposer's plans pertaining to design, fabrication, installation, maintenance and operation of each of the types of bins. The Proposer's plans for administering the contract including the Proposer's computerized inventory and information sharing system; and the Proposer's plans for marketing the Recycling bins and the advertising thereon. Each Proposer will receive a numerical score after this Phase.

4. Phase 4: Assessment of the Compensation Package

The Committee will review and evaluate the compensation to be paid to the City proposed by each Proposer. Each Proposer will receive a numerical score after this Phase.

5. Phase 5: Final Selection

The Committee will total all scores derived from Phases 2, 3 and 4, apply any applicable bonus points, and recommend one or more Proposers who may be invited to enter into negotiations with the City for Best and Final Offers for the Contract.

C. Evaluation Criteria

The Evaluation Committee will review and evaluate Proposals according to the following criteria, which are listed in relative weight order for each phase:

1. Phase 1

Proposers will either pass or fail this Phase, based on whether or not their Proposals are responsive to the RFP.

2. Phase 2

The following evaluation criteria will be applied:

- a) The Proposer's business integrity and financial soundness, including without imitation adequate access to sources of capital and operating funds and the demonstrated ability to maintain books and records adequately.
- b) The Proposer's experience and demonstrated ability in the design, installation, operation and maintenance of Recycling Bins in an urban environment.
- c) The Proposer's experience in the sale and maintenance of outdoor advertisements in an urban environment.
- d) The skill and capabilities of the Proposer's management, technical staff and field personnel.

3. Phase 3

The following evaluation criteria will be applied:

- a) The designs of the Franchise Structures, including functional efficiency, aesthetics, security, durability, adaptability for various built environments around the City and accommodation for people with disabilities.
- b) The Proposer's plans for installing, maintaining and operating the Franchise Structures.
- c) The Proposer's plan for marketing the bins and the advertising thereon, including neighborhood needs and the consideration of both local and national advertisers.
- d) The Proposer's plans for administering the contract, including the allocation of resources (i.e. staff, materials, equipment, administrative overhead, etc.) for providing each element of the Scope of Services described in Section II of the RFP.
- e) The Proposer's operational plan to meet or exceed the build-out schedule specified in the RFP.
- f) The adequacy of the Proposer's computerized information-sharing system.

g) The Proposer's ability to maintain the property of the City in good condition throughout the term of the contract. h) The Proposer's commitments to improve designs, technology and/or services during the term of the contract.

In addition, a preference shall be granted to any Proposal which commits to manufacture and assemble the Bins in the City of Pittsburgh, in accordance with Section IV,1, C, 1 of this RFP; and to any Proposal which commits to manufacture and assemble the Franchise Structures in the United States of America in accordance with Section IV, 1, C, 1, of this RFP; and to any Proposal which commits to using an independent power source which provides a viable alternative to connecting to the local utility by underground conduit. These preferences will be granted in the form of bonus points to be applied to each qualifying Proposer's numerical score from this Phase.

4. Phase 4

The following evaluation criterion will be applied:

The adequacy of the proposed compensation to be paid to the City.

D. Prototype Structures

Proposers should be aware that prior to awarding the contract, the Department may require the selected Proposer to provide prototypes of each Recycling Bin proposed. Failure to provide prototype structures which meet with the approval of the Department shall be grounds for the Department to select another Proposer.

SECTION V - GENERAL PROPOSAL INFORMATION

1. Status of Information

- A. The Department shall not be bound by any oral or written information released prior to the issuance of the RFP.
- B. The Department shall not be bound by any oral or written representations, statements or explanations other than those made in this RFP, in Department-written responses to Proposer inquiries or in a formal written addendum to this RFP.

2. Communication with the Department

Proposers are advised that from the date this RFP is issued until the award of the contract, no contact with Department personnel related to this solicitation is permitted, except as shall be authorized by a Department Contact.

3. Proposer Inquiries

- A. All inquiries regarding this solicitation shall be submitted in writing to a Department Contact, who shall respond in writing to all potential Proposers.
- B. The Department Contacts may orally respond to oral inquiries of a non-substantive nature.
- C. Proposers are advised that the Department cannot ensure a response to inquiries received later than five (5) calendar days prior to the Proposal Due Date.

4. Addenda to the RFP

- A. The Department shall issue responses to inquiries related to substantive issues and any other corrections or amendments to the RFP it deems necessary prior to the Proposal Due Date in the form of written addenda.
- B. It is the Proposer's responsibility to assure receipt of all addenda by verifying with a Department Contact prior to submitting a Proposal that all addenda have been received. Proposers shall acknowledge the number of addenda received as part of their Proposals on the Acknowledgment.

5. PRE-PROPOSAL QUESTIONS

- A. Any questions will be answered by the Department contact to assist Proposers in understanding the RFP and contract requirements. Questions asked by Proposers shall not change this RFP unless the change is made in writing in addenda issued by a Department Contact. A written summary of questions, including the names and affiliations of all proposers, shall be maintained by the Department in its files.
- B. Questions about the RFP should be submitted in writing to a Department Contact. No questions will be addressed that are not in writing and received.
- C. Proposers should notify the Department Contact of whom, if anyone, will represent their company their company with questions.

6. Location Listings

- A. Proposers may request from a Department Contact a list of the locations of all existing Recycling Bin Locations.
- B. Proposers are advised to visit a substantial number of these locations, as well as a substantial number of other possible locations to become

familiar with the wide variety of built contexts and topographical conditions in which the Recycling Bins will be located.

7. Modified Proposals

- A. A Proposer may submit a modified Proposal to replace all or any portion of a previously submitted Proposal until the Proposal Due Date and Time and, if applicable, until the due date and time set for the submission of Best and Final Offers, if Best and Final Offers are required by the Department.
- B. The Evaluation Committee shall consider only the latest timely version of the Proposal.

8. Withdrawal of Proposals

A proposal may be withdrawn only in writing and only prior to the Proposal Due Date and Time or, if applicable, until the Due Date and Time set for the submission of Best and Final Offers.

9. Late Proposals and Modifications

Proposals, modifications and, if applicable, Best and Final Offers received after the applicable due date and time are late and shall not be considered.

10. Confidential and/or Proprietary Information

- A. The Department will endeavor to protect from disclosure any confidential and/or proprietary information of the Proposer submitted to the Department pursuant to this RFP in accordance with applicable law, provided that the Proposer shall specifically identify those portions of the Proposal deemed to be confidential, proprietary information or trade secrets.
- B. Such information deemed by the Proposer to be confidential and/or proprietary shall be easily separable from the non-confidential/non-proprietary sections of the Proposal. Marking the entire Proposal as confidential or proprietary will result in the proposal being rejected and returned to the Proposer unread.
- C. Proposers expressly acknowledge and agree that neither the Department nor the City of Pittsburgh will have any obligation or liability to any Proposer in the event of disclosure of materials designated as confidential or proprietary.

11. Costs Incurred by Proposers

The Department shall not be liable for any costs incurred by Proposers in the preparation of Proposals or for any work performed in connection therewith.

12. Supplemental Information. Presentations, and Demonstrations

- A. The Department may require Proposers to submit supplemental or explanatory information regarding their Proposals.
- B. The Department may require Proposers to attend interviews, to give oral or visual presentations in support of their Proposals or to exhibit or otherwise demonstrate the information contained therein.

13. Negotiations. Best and Final Offers

- A. The Department reserves the right to award a Contract on the basis of initial offers received, without negotiation. Therefore, each initial offer should contain the Proposer's best terms from a programmatic and cost standpoint.
- B. The Department reserves the right to enter into negotiations with one or more Proposers and subsequently to request the submission of Best and Final Offers from those Proposers who, after the conclusion of such negotiations, are still under consideration for award. No Proposer shall have any rights against the Department arising from an invitation to enter into negotiations or to submit a Best and Final Offer.

14. Proposer Acceptance of RFP and Contract Provisions

Submission of a Proposal signifies to the Department the Proposer's intention to compete for the award of the Contract By submitting a Proposal. Proposers understand and accept that at a minimum the terms and conditions specified in this RFP will become part of any contract granted.

15. Contract Award

Any recommendation of a contractor by the Evaluation Committee will not be binding on the Director of the Department of Finance, who will have the sole discretion of determine whether or not to offer a Proposer a Contract in the best interests of the City. A Contract will be issued, if at all, to the responsible Proposer who submits the most beneficial Proposal in the interest of the City and who demonstrates the required skills and resources for the service required by the Contract. The City reserves the right to reject any and all Proposals in the best interests of the City.

16. Determination of Proposer Responsibility

- A. A Contract will be awarded only to a Proposer deemed responsible by the Department. Factors that are considered in making a determination of responsibility include, but are not limited to: financial resources; technical qualifications; experience; organization; material; equipment, facilities and personnel resources and expertise (or the ability to obtain them) necessary to carry out the work and to comply with the Contract requirements, taking into consideration other business commitments satisfactory record of performance; satisfactory record of business integrity; and administrative (e.g., record of past performance) and other appropriate information.

- B. A Contract may not be issued to any Proposer who is in arrears or default on any debt, contract, obligation or taxes to the City of Pittsburgh. In addition, a Franchise Contract may not be issued to any Proposed until all outstanding adjudicated fines and/or liens owed to the City of Pittsburgh are paid in full.
- C. After the opening of the Proposals, a Proposer may be asked to submit sworn statements and supporting documentation setting forth such information as the Department may require including, but not limited to, the Proposer's financial condition, present and proposed plant and equipment, the personnel and qualifications of its working organization prior experience and performance record.
- D. Failure of a Proposer to provide information specifically requested by the Department may be grounds for an automatic determination of non-responsibility. If a Proposer who otherwise would have been awarded a Contract is found non-responsible, a written determination of non-responsibility setting forth in detail and with specificity the reasons for the finding of non-responsibility will be immediately sent to the non-responsible Proposer.

17. RFP Postponement/Cancellation

The Department reserves the right to postpone or cancel this RFP and to reject any and all Proposals at any time.

Appendix 1

Sitting Criteria

The general provisions contained in the first section of these criteria apply to all Recycling Bins. Additional requirements applying to particular types of structures are stated in the sections that follow. These additional requirements are designed to accommodate differences in the structures' function, appearance and use to ensure appropriate and consistent locational opportunities.

A. General Provisions:

1. Clear Path. All Structures shall be installed so as to allow a straight unobstructed path ("clear path") for pedestrian circulation on the sidewalk.

2. Sight Lines. The placement of the Recycling Bins shall not interfere with pedestrian or motorist sight lines necessary for traffic safety.

3. Minimum Distance Requirements. Unless otherwise stated, distances shall be measured between the nearest points, viewed in plan, of the Recycling Bin and the specified object or element. Where a distance is required to be measured parallel to the curb line, the measurement shall be taken between the two line perpendicular to the curb line, one touching the Recycling Bin and the other touching the specified object or element, that are closest to each other.

a) The following minimum distances shall be required between the Recycling Bins and the specified element or object:

- i) Ten feet from: Fire hydrants; standpipes; Siamese connections; driveways; building lines extended at the intersection of two streets.
- ii) Five feet from: The trunk of any tree; canopies; information kiosks.
- iii) Three feet from: Street lights and traffic signal poles.
- iv) Two feet from: Ventilation or other grills; manholes; access plates; street signs; parking meters; fixed Utter baskets; tree pits; valve boxes; telephones; cellar doors; mailboxes.