

East Liberty Transit Revitalization Investment District  
Revitalization Authority

BOOKEEPING/ACCOUNTING AND TAX FIRMS

REQUEST FOR PROPOSALS

APRIL 7, 2014

## I. Introduction

### A. Purpose

With this Request for Proposals (“RFP”), an affiliate of the Urban Redevelopment Authority of Pittsburgh (URA), the East Liberty Transit Revitalization Investment District Revitalization Authority (ELTRIDRA) is soliciting professional accounting/bookkeeping and tax services for its transactions. ELTRIDRA is staffed by the URA. A professional service provider is being sought who will enter into a three (3) year contract to do bookkeeping/accounting and tax work for ELTRIDRA.

### B. Background

#### **East Liberty Transit Revitalization Investment District Revitalization Authority (ELTRIDRA)**

The City of Pittsburgh formed a new Municipal Authority in November 2013 referred to as ELTRIDRA. The ELTRIDRA Board is comprised of a representative from each of the following entities: City of Pittsburgh, County of Allegheny, Pittsburgh Public School District, Port Authority of Allegheny County and the Urban Redevelopment Authority of Pittsburgh.

ELTRIDRA is charged with managing the East Liberty Transit Revitalization Investment District (TRID) which includes the following tasks:

- Administering the Investment Plan, much like Tax Increment Financing Administration;
- Providing a TRID Trustee Report on an annual basis; and
- Administering the TRID Implementation Plan that is approved by the taxing bodies

#### **East Liberty Transit Revitalization Investment District (TRID)**

The East Liberty TRID boundary includes the major potential redevelopment sites within a 0.5 mile radius surrounding the East Liberty stop on the East Busway. Within the TRID boundary, the current five-year development pipeline comprises the Phase 1 subprojects which will be the only pledged parcels (“Phase 1 Pledged Parcels”). Much of this activity will focus on the core of East Liberty’s commercial corridor and the area commonly referred to as the Eastern Gateway.

Over \$300 million of commercial and residential development is currently within the ‘pipeline’ over the next ten years and beyond. A total of 75 percent of the real estate and parking tax revenue received from these Phase 1 Pledged Parcels will be allocated to ELTRIDRA to be spent on a variety of infrastructure projects.

The TRID proceeds in the short-term could be used to partially fund the conversion of the remaining segments of Penn Circle to two-way traffic, Eastside III TOD Infrastructure (Design and Engineering), Transit Center Maintenance (PAAC), Public Art/Fountain (Foundations), Pedestrian Enhancement for Obama Academy and Highland Ave.

In subsequent years, there could be an East Liberty TRID Phase 2. If so, an additional RFP will be issued.

## **Urban Redevelopment Authority of Pittsburgh**

The ELTRIDRA Board is staffed by the URA. The Urban Redevelopment Authority of Pittsburgh (the "URA") is the City of Pittsburgh's economic development agency, committed to creating jobs, expanding the City's tax base and improving the vitality of businesses and neighborhoods. The URA achieves this mission by assembling, preparing and conveying sites for major mixed-use developments, and by providing a portfolio of programs that include housing construction and rehabilitation; and flexible financing for job-creating businesses.

## **II. Scopes of Services**

ELTRIDRA is requesting proposals from accounting firms interested in providing the following scope of services:

### **A. Bookkeeping/Accounting and Taxes**

On a monthly basis or from time to time, ELTRIDRA will require the following services from a qualified bookkeeping/accounting firm:

- Accounts receivable deposits and tracking;
- Accounts payable check writing and tracking;
- Monthly reconciliation report with issues identified;
- Monthly financial reports with bank balances;
- Loan tracking;
- Identify variances from budget;
- Fee tracking and appropriate invoicing and recording;
- Amortization of loans;
- Pay as directed any expenses by ELTRIDRA appointed staff;
- Maintain ELTRIDRA bookkeeping so that ELTRIDRA can enter checks and issue checks in a timely manner; and

The initial monthly report for ELTRIDRA will be as of April 30th, 2014, and due on May 16, 2014.

On a yearly basis, ELTRIDRA would require the following services from a qualified bookkeeping/accounting firm:

- Tax preparation;
- Communication with investors involved in deals regarding reporting requirements (to be determined per project loan documents); and
- Annual Report(s) for Municipal Authorities to Pennsylvania Department of Community and Economic Development (DCED), due June 1, 2014

**The following information shall be provided in each proposal in the order listed below:**

### **III. Description of the Firm**

#### **A. Identifying Information**

- i. Identify the full legal name, address and type of legal entity (e.g., corporation, partnership, limited partnership, trust, joint venture, sole proprietorship) with whom the contract will be entered into and all trade names/assumed names, which are used by that entity.
- ii. Federal Employer Identification Number.
- iii. Name and telephone number of the representative of the bidder who is authorized to discuss and/or negotiate his/her company's proposal.

#### **B. Staff**

- i. Provide brief resumes of the individuals in your firm who would be assigned to provide relevant services to ELTRIDRA.
- ii. Identify the lead person who will be responsible for coordinating the required services, as well as third party contractors, if any. Provide job descriptions for each position that would be involved in the performance of any contract resulting from this RFP and indicate responsibilities and qualifications of such personnel. Indicate how much time each person will dedicate to the project described in this RFP.
- iii. Provide an organizational chart by job title for those individuals assigned to provide relevant services.
- iv. Identify any minority or women-owned business enterprises (M/WBE). In particular:
  1. Describe any minority or women-owned business enterprises (M/WBE) or employees. In particular, describe those firms or employees' experience in servicing loans, providing accounting services.

#### **C. Relevant References**

- i. Provide a listing of the firm's clients over the last three (3) calendar years (client name, address, phone number, and contact person).
- ii. For each client identified, provide a brief description of the scope of work for each project.

## IV. Scope of Services

### A. Consulting Qualifications

- i. Bookkeeping/Accounting and Tax Work
  1. Experience/Expertise in managing Municipal Authorities
  2. Fee Structure/Price
  3. Capacity
  4. Technical approach
  5. Familiarity with government entities and their funding i.e. TIF financing, as TRID financing is similar
  6. Employment of minority or women consultants, and/or employment of minority or women owned business enterprises (M/WBE) as a primary or sub-consultant(s).
  7. Explanation of timing of services
    - a. Please explain how much time will be spent with ELTRIDRA in bookkeeping activities and how regular check entries, wires, and check requests will be handled. Also please explain your process for providing reports and your support during regular audits and for tax filing.
  8. Fee Schedule
    - a. Please provide a fee structure that is reflective ELTRIDRA. The fee shall be billed and paid monthly as an authorized expense for which the provider will be the agent of the ELTRIDRA.

## V. Proposal Deadlines and Requirements

### A. RFP Timetable

- i. RFP advertisement: April 7, 2014
- ii. Proposals Due: April 18, 2014 **by 12 PM**
- iii. Anticipated awards: April 25, 2014
- iv. Commencement of contracts: May 1, 2014

## B. Submission Requirements

- i. The firm shall submit one (1) bound copy and one (1) unbound copy of all documents required as part of the RFP, as well as a CD with a digital version. The digital file should consist of one (1) PDF file that includes all components of the proposal. Responses should not exceed twenty (20) pages.
- ii. Submissions must be delivered by the time indicated below; e-mail or electronic delivery will not be accepted. Submissions lacking one or more of the requested documents may be considered irregular. ELTRIDRA reserve the right to reject any irregular submission and reserves the right to waive any irregularity in submissions. It is the firm's sole responsibility to read and interpret this RFP and the written instructions contained herein. Questions should be directed to:

Rebecca Schenck at 412-255-6616 or at rschenck@ura.org

- iii. Responses to the RFP shall be addressed and submitted to:

Rebecca Schenck, Project Development Specialist

East Liberty TRID Revitalization Authority  
c/oUrban Redevelopment Authority of Pittsburgh  
200 Ross Street, 12<sup>th</sup> Floor  
Pittsburgh, PA 15219

- iv. Responses are due on or before April 18, 2014 by **12PM**. Responses to the RFP that are not received in prior to the time and date specified will be considered late. LATE RESPONSES WILL NOT BE CONSIDERED FOR AWARD.
- v. As a newly formed entity, this will be ELTRIDRA's first year of operation and hence prior audits will not be available prior to the due date of proposals.

## C. Restrictions

- i. Information

Information contained herein shall be considered as clear and complete unless written attention is called to any apparent discrepancy or omission thereof before opening of proposals.

ii. Proposal Preparation Costs

All costs incurred in the preparation and presentation of the proposal shall be wholly absorbed by the proposer. All supporting documentation submitted with the proposal will become the property of ELTRIDRA unless otherwise requested by the proposer at the time of submission. The proposal and documentation submitted may be subject to the PA Right-to-know Act of 2008, and the proposer understands and consents to the release thereof should said Act so require and/or should ELTRIDRA exercise discretion to release such information.

iii. Debarred, Suspended and Ineligible Organizations

The proposer certifies by submission of a proposal that it is not a debarred, suspended, or ineligible organization by any agency of federal, state or local government. No proposal received from a debarred, suspended, or ineligible organization will qualify for an award from ELTRIDRA.

In addition, any arrearage on City taxes shall make the proposer ineligible for consideration.

iv. Organization Selection

1. The URA as the staff of ELTRIDRA shall be the sole judge as to which proposals best meet the selection criteria. The organization selected will be chosen on the basis of the greatest benefit to the ELTRIDRA based on, but not limited to, the following criteria:
  - a. Experience/Expertise, including the role of certified public accountants involved in performing the work.
  - b. Fee Structure/Price
  - c. Expertise
  - d. Capacity
  - e. Technical approach
  - f. Familiarity with government entities and their funding i.e. TIF financing as these are similar to TRID deals
  - g. Employment of minority or women consultants, and/or employment of minority or women owned business enterprises (M/WBE) as a primary or sub-consultant(s).
2. ELTRIDRA reserve at their sole discretion the right to reject any or all proposals received, to waive any submission requirements contained within this RFP, or to waive any irregularities in any submitted proposal.