



REQUEST FOR PROPOSALS (RFP)

MANAGEMENT SERVICES FOR SOUTHSIDE WORKS GARAGES and PITTSBURGH TECHNOLOGY CENTER GARAGE

RFP Issued: March 19, 2014

RFP Due: Tuesday, April 15, 2014 at 9 AM ET

General

The Urban Redevelopment Authority of Pittsburgh (URA) owns four (4) garages totaling 2,316 spaces which serve SouthSide Works, a life style center located in the vicinity of East Carson Street and Hot Metal Street on Pittsburgh's South Side. SouthSide Works is a 34-acre riverfront development located just across the renovated Hot Metal Bridge, minutes from Pittsburgh's CBD and the education and medical hub of the Oakland area. SouthSide Works combines retail (289,140 square feet), office (664,637 square feet – including AEO Campus buildings) and 84 Apartment units to create one of the region's most prominent cultural, shopping, working and living environments.

The URA also owns a garage at 401 Technology Drive in the Pittsburgh Technology Center (PTC) along Second Avenue in the City's Hazelwood neighborhood. The PTC is a 56- acre former brownfield development housing research and development facilities.

Customer service is of utmost importance to the URA, the property owners of SouthSide Works, its tenants/occupants, shoppers and visitors; along with the continued development of the SouthSide Works and the Pittsburgh Technology Center.

The Garages

The Hot Metal Garage at 2822 Sidney Street contains 673 spaces and was built in 2003. It is primarily used by the employees of the adjacent UPMC insurance servicing facility.

The Ladle Garage at 2640 Sidney Street containing 377 spaces and built in 2005, is the most heavily used by weekend transients. It also includes 84 reserved spaces leased to SouthSide Works Lofts residents. Due to this residential use, it is the only garage of the four existing garages open 24/7.

The Ingot Garage at 2812 Tunnel Boulevard was built in 2006 containing 868 spaces and is fully utilized by American Eagle Outfitters during weekdays. Through a Co-Management Agreement, the URA retains control week nights and weekends when it is available for transient use.

The 408 space Furnace Garage at 536 South 28th Street, also built in 2006, is primarily used by the employees of General Dynamics and the patrons of LA Fitness.

A final garage, Open Hearth, is planned to front on Sidney Street on the north side of the 2600 block. This 559 +/- space garage to open in late 2015/early 2016 will be owned by Village Green which is developing an adjacent 262 unit apartment building. The apartment tenants will have 24/7 access. The garage will also serve approximately 12,000 square feet of retail on Sidney Street with the remaining spaces open to the public. It is contemplated that this could be commonly managed with the four URA owned garages.

The Pittsburgh Technology Center Garage at 401 Technology Drive contains 724 spaces and opened in 2009. It is predominantly used by employees of the nearby Pitt research facilities, Braskem SA and Carnegie Mellon University's Entertainment Technology Center. It is an all credit card garage with small transient use. Due to the nature of use of these facilities it is open 24/7.

Inspection

The garages are open to the public and therefore available for inspection during operating hours. Please note that the garage at the western end of Pittsburgh Technology Center also on Technology Drive and across from Ansaldo is not open to the public and is not part of this Request for Proposals.

Scope of Services

The Scope of Work for garage management includes, but is not limited to, the following:

1. **Operating system management:** Assure the functionality of gates, pay stations and their computer systems, elevators, etc., directly and/or through maintenance and service contracts.
2. **Cash management budgets and financial reporting:** Collect and deposit cash, bill and receive lease payments, pay operating expenses, parking taxes and debt service. There is a secure cashier's office on site. An operating account will be established with the manager as agent for the URA at a bank approved by the URA and located within South Side Works. Prepare and submit monthly financial and operating reports by the 10th of the month, and an annual budget for the URA's approval due each October 15.

3. Prepare and Implement a Long Term Maintenance Plan: Identify and perform maintenance activities needed monthly, quarterly and annually to keep the garage at the highest quality appearance and function.
4. Monitor the use of the garage: Prepare and submit weekly reports of the garage's use.
5. Oversight of vendors: Oversee contracted general maintenance and cleaning, security, insurance and any and all other services performed by others. Recommend contract renewal or replacement vendors and negotiate new or renewed contracts on the URA's behalf.
6. Marketing: Seek opportunities for use of spaces not under current leases, e.g. commuter shuttle parking to Downtown and /or Oakland.
7. Lease administration: Assure compliance with multi-space leases.

The URA will continue to be responsible for the establishment of rates and hours of operation as advised by the manager, negotiation of multi-space, multi-year leases and their renewals, adherence to debt and grant covenants, and all other aspects of lender relations.

The URA has adopted a goal of 18 percent minority participation and 7 percent women participation in its contract work, and the URA wishes to achieve this level of significant M\WBE participation in its professional services contracts.

Proposal Requirements

We are soliciting proposals from experienced garage management firms. If your company is interested in performing the services that we require, please submit your proposal, which is to include the following information:

1. Description of your firm's experience with similarly sized and operated garages with similar mixed use, user friendly environment;
2. Your firm's capacity to perform this Scope of Work in addition to your current management contracts;
3. A detailed description of the work program that your firm would undertake in performing this work, including weekly staff hours anticipated to perform the above described Scope of Services and response time to equipment malfunction if staff is not on site;
4. Resumes of personnel who will be assigned to provide management services for this contract;

5. Evidence of garage operator's insurance and ability to add the four (4) South Side Works garage and the Pittsburgh Technology Center Garage to this coverage;
6. Experience with maximizing energy efficiency and other sustainable management practices;
7. A detailed description of your firm's approach to preparing and implementing a long term maintenance plan for each garage. Provide examples of similar plans on other garages; and
8. Detailed fee proposal for a three (3) year contract; as an alternative, a fee proposal may be provided for the planned Open Hearth Garage under a one (1) year contract with Village Green.

Consultant Selection Criteria

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

1. Your firm's qualifications and experience with similar work;
2. The qualifications of the staff to be assigned to the project and their professional experience with similar type projects;
3. Ability to perform this work in conjunction with other garages under management by your firm;
4. The level of significant MBE/WBE participation; and
5. Fee.

The URA retains the right to reject any or all proposals.

Four (4) copies and a PDF file of the Proposal must be submitted to the offices of the URA:

**David Thomas, Manager
Urban Redevelopment Authority of Pittsburgh
200 Ross Street, 12th Floor
Pittsburgh, PA 15219**

The proposals must be received no later that 9 AM ET on Tuesday, April 15, 2014. Proposals will not be returned.