

REQUEST FOR PROPOSALS (RFP)
FOR THE TENANCY AND MANAGEMENT OF
THE PENN HILLS MULTI-PURPOSE CENTER AT
2025 LINCOLN ROAD, PENN HILLS

Three (3) Copies should be mailed or hand delivered to:

Penn Hills Municipality
Attn: MPC RFP
102 Duff Road
Pittsburgh, PA 15235

NO EMAILED PROPOSALS WILL BE ACCCEPTED

**A Mandatory Onsite Tour and Q&A will be conducted on April 8, 2020 at
2025 Lincoln Road, Penn Hills from 9:00AM to 12:00PM.**

**No questions will be answered by telephone or email and the Q&A session is
intended to be the venue to answer all questions proposers may have
regarding this RFP prior to your submitting a proposal.**

Issued: February 26, 2020

Proposals Due: April 30, 2020

Mandatory Q&A and Tour: April 8, 2020 (9:00AM – 12:00PM)

1. BACKGROUND:

The Municipality of Penn Hills owns a facility at 2025 Lincoln Road. The facility is known as the Penn Hills Multi-Purpose Center. The facility was designed to serve the beneficial needs of the Penn Hills community and was funded by state and federal grants over the last two decades. Penn Hills is seeking a tenant for the facility. Penn Hills Municipality is issuing this RFP to identify Pittsburgh area Non-Profit and/or Faith-Based Organizations who can lease and manage the facility, use it for the general betterment of the Penn Hills community and offer programs and services to the public.

2. THE FACILITY - SITE:

The facility is located at 2025 Lincoln Road, Penn Hills, Allegheny County. The property is located on Lincoln Road which provides direct access to the City of Pittsburgh and public transportation. It is identified as parcel #229-F-26. The building sits on approximately 2.3 acres of property and includes a large play area. The facility is a two-level building constructed in the mid 1980s. The first floor consists of a commercial kitchen with small banquet hall and the second floor consists of office space. The Municipality recently installed accessible ramps, doors, restrooms, handrails and exterior ramps at the building. The Municipality installed an accessible ramp to the ball field, basketball court and pavilion. The playground and safety surface were installed in recent years and remain in good condition.

Future improvements at the Multi-Purpose Center will include the installation of new flooring, renovation of the existing stairway to including painting, and the installation of new stair treads, and nosing.

The building area is estimated to be approximately 6,500 square feet. On-site visits of the site and facility are offered on April 8, 2020 from 9:00AM to 12:00PM.

The building sits adjacent to approximately 14 acres of municipal owned recreational property that includes woodlands and ball fields. That parcel is identified as 229-K-50 and the tenant would have access to that parcel as well.

3. THE COMMUNITY:

Penn Hills is a township with Home Rule status located directly east of City of Pittsburgh. According to the 2010 census, Penn Hills is home to 42,000 residents thereby making Penn Hills the largest community in southwestern Pennsylvania, aside from the City of Pittsburgh itself.

Penn Hills comprises approximately 19 square miles of land with 18,000 households. Penn Hills is has a good affordable housing stock and remains primarily owner occupied with 75% owner occupation. Penn Hills has a vibrant business community with commercial and industrial uses including the region's largest dairy production facility. The Penn Hills School District has three public schools including an Elementary Center, a middle school and a high school that serve a total of 3,600 students. Penn Hills contains a variety of open space and recreational opportunities with 23 parks including 6 play lots, 5 neighborhood parks, 3 district parks and a number of vacant and undeveloped parks that total approximately 200 acres. The Municipality is a bedroom community of the City of Pittsburgh and shares a land border with a multitude of communities and neighborhoods; Verona and Oakmont to the north, Plum Borough to the east and northeast, Monroeville to the southeast, Wilkins Township, Churchill and Wilkinsburg to the south and the Pittsburgh neighborhoods of East Hills, Homewood North and Lincoln-Lemington-Belmar.

4. FUNDING STREAMS / RENTS PAYABLE:

The facility currently houses, as a subtenant, a rent-producing daycare on the second floor. The second floor, while currently housing a daycare, could also house another activity, and it would be the prerogative of the successful candidate to determine if the second floor as a daycare is best use of the facility. The commercial kitchen area on the first floor is used for afterschool programs and the first floor banquet hall is rented out as a second source of direct income. Again, it would be the prerogative of the tenant, working with the Municipality, to determine the best use of the commercial kitchen.

As the building's owner, major repairs to the building are completed by the Municipality of Penn Hills, which also insures the facility. The tenant is responsible for support and management of all programming in the center, along with daily operational costs of the facility, including utilities, landscaping and snow removal. As the building is owned by a municipal entity, the facility is also eligible for state and federal grants for capital repairs and improvements, although sources of funding for such projects has narrowed in recent years. Generally, the proposer should expect to operate the programs without any financial assistance from the Municipality. Any Municipal injection of funds would be restricted to capital improvements of the building and grounds.

Rent Payable to Penn Hills

Historically, there has been no rent paid to Penn Hills Municipality for the operation of the facility by the tenant. The facility operates for the betterment of Penn Hills and not as a revenue generator for the Municipality. While certain overhead and administrative costs are expected and understandable on the part of the tenant, Penn Hills will require that any excess revenue

generated through the facility be invested back into the facility, either through brick and mortar or in programming.

While there is no specific rent associated with a lease, Penn Hills is conscientious of its many other financial obligations and to the greatest extent possible, the successful tenant will utilize the facility to create funding streams to offset the costs associated with operating the Multi-Purpose Center. Any rents will depend on the financial viability of the programs offered, and financial strength of the tenant and its programs, based on the financial data that is shared with the Municipality by the tenant.

5. NARRATIVE:

Penn Hills Municipality envisions the successful proposer to enter into a multi-year lease agreement with the tenant/operator of the facility. Depending on the success of the programs offered by the non-profit, Penn Hills Municipality would also be open to selling the facility, although that would be a future decision made only after the successful tenant demonstrates what he or she is able to offer the community by way of programming.

Penn Hills Municipality is desirous of housing a tenant that has the most to offer the community of Penn Hills. The Multi-Purpose Center was originally funded and constructed to serve the population of Penn Hills, and specifically the neighborhood that surrounds the facility. Any number of activities, or a combination of activities, may be considered by Penn Hills to be community-service oriented. While not an exhaustive list, examples of what could qualify as community service programs include the following:

- Healthcare and Personal Wellness Activities
- Public Educational Activities
- Children and Family Activities
- Drug & Crime Prevention Activities
- Community Outreach
- Kitchen Incubator
- Multi-Generational Wellness Activities

Generally speaking, Penn Hills is broadly construing what constitutes beneficial service to the community of Penn Hills. However, a priority will be given to those activities that benefit children and families of Penn Hills. All activities offered at the facility must also be open and accessible to all residents of Penn Hills.

6. THE SUCCESSFUL CANDIDATE:

The successful candidate should have a documented history of serving a community or communities within southwestern Pennsylvania. While not strictly required by this RFP, a heavy preference will be given to organizations that have a non-profit tax status, although for-profit entities that can deliver the services Penn Hills desires will be considered as well.

Because the Municipality believes that common synergies exist, Penn Hills would like to see any tenant interact in new and positive ways with Penn Hills Parks and Recreation, Penn Hills Library or the Penn Hills Senior Center. A tenant who can incorporate their services with those being delivered by Penn Hills Municipality would be viewed favorably by the selection committee. Penn Hills is desirous of a candidate who is not so much a tenant strictest sense, but rather a community partner with the Municipality.

7. SELECTION PROCESS:

Proposals will be received and reviewed by a committee comprised of the Municipal Manager, Planning Director, Library Executive Director and Parks and Recreation Director. The Committee will then select what it deems to be the top proposals, based on the following considerations. No one consideration is weighted more heavily than another and it is the intent of the scoring criteria to make a decision based on the totality of all the following factors:

- Experience of the Organization Managing Community Programming
- Responsive of the Proposal to the Needs of the Penn Hills Community
- Creativity of the Proposal
- Wherewithal of the Proposer to Deliver the Services Outlined in the Proposal
- Depth of Human Capital and Staff Resources for the Project

Once the Committee identifies what it believes to be the top proposals that best meet the needs of the Penn Hills Community, interviews will be conducted with those agencies, so that a recommendation can be made to Mayor and Council on the approval of a multi-year lease.

FORM OF PROPOSAL

Interested parties wishing to respond to this RFP should organize their proposal using the following guidelines. While it is not strictly necessary to follow these guidelines, it is strongly encouraged.

1. CONTACT INFORMATION. Name, address, email address and contact person for the organization.
2. PROJECT STAFF. Include the name and experience of those individuals that will be responsible for carrying out the project outlined in the proposal.
3. EXPERIENCE. This should give information about your organization's experience in managing non-profit programming. It should include information about any successful programs that have been implemented by your agency.
3. PROJECT NARRATIVE. This would be the area that the proposer outlines what the agency intends to do at the Multi-Purpose Center. The narrative should explain, in detail, what programs would be offered at the facility and what community partnerships are expected to form as part of the programming. It should comprise the majority of your proposal.
4. PRELIMINARY PROJECT BUDGET. This would be an explanation of how the proposer intends to fund the programs at the Center. This would be based on your expectations of how the programs at the center will be funded, through subleases or through other operating revenue. Information about operational expenses (utilities) will be shared with the proposer should the proposal lead to an interview.
5. TIMELINE FOR IMPLEMENTATION. This should be an estimate of how long it would take the agency to take possession of the facility and begin offering programs. Ideally it should outline any obstacles to implementation or requirements prior to initiating programs.

PROPOSAL INSTRUCTIONS

Three (3) Copies of the Proposal should be mailed or hand delivered to:

Penn Hills Municipality
Attn: MPC RFP
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Pittsburgh, PA 15235

No emailed proposals will be accepted.

Proposals are due on or before Thursday, April 30, 2020.

A Mandatory Site Tour and Q&A Session is available on April 8, 2020 from 9AM to 12AM at 2025 Lincoln Road, Penn Hills. Your participation in the site tour and the Q&A is mandatory, and proposals will not be considered unless your agency or its representative has toured the site.