



PITTSBURGH **YARDS**™

CONNECTING PEOPLE.
CREATING OPPORTUNITY.

Request for Services
Greenspace Programming

Pittsburgh Yards™
352 University Avenue SW
Atlanta, GA 30310

I. Pittsburgh Yards Overview

The transformation of Pittsburgh Yards™ is an unprecedented opportunity to spur a more equitable distribution of income, wealth, jobs, and entrepreneurial opportunities for residents in Neighborhood Planning Unit V and other southwest Atlanta neighborhoods. Located near many of the city's major redevelopment projects, including the Atlanta BeltLine, the former Turner Field and State Farmers Market, Hartsfield-Jackson International Airport and Fort McPherson, this 31-acre site is part of an area that is in the midst of significant - and promising - transition. Once complete, the hope is that Pittsburgh Yards™ will be a vibrant space where residents can work, create, shop, and play.

The property owner is UA Associates I LLC, a Georgia limited liability company ("Associates") which is affiliated with the the Annie E. Casey Foundation (the "Foundation"), a national philanthropy. Atlanta is one of two civic sites, along with Baltimore, where Casey has a special connection and long-term commitment to child and family well-being. In Atlanta the Foundation is particularly focused on a set of neighborhoods — Adair Park, Capitol Gateway, Mechanicsville, Peoplestown, Pittsburgh and Summerhill — called Neighborhood Planning Unit V (NPU-V) in the southwest corner of the city. This industrial site at 352 University Avenue was acquired in 2006, with a vision to develop an economic catalyst in an area where living-wage jobs and economic opportunities were scarce. The Great Recession stalled development across Atlanta, but now the first phase of development of Pittsburgh Yards™ is well underway.

For more information about Pittsburgh Yards™, please see www.pittsburghyards.com.

II. Request for Services Overview

The purpose of this Request for Services ("RFS") is to assist with determining community programming for greenspace within a 31.2-acre mixed-use development at 352 University Avenue SW, Atlanta, 30310 in Fulton County. Organizations are being sought who are interested in providing programming on a specific area that is approximately 237 feet x 342 feet with a natural grass surface (the "Greenspace"). The site is adjacent to the future Atlanta Beltline and includes ample parking. Reference is made to the site attached as Exhibits "A" and "B". There are no public restrooms immediately adjacent to the site; however, portable restrooms can be made available adjacent to the greenspace.

Greenspace anticipated hours of operation are:

October – March

Monday – Sunday 7:00am – 7:00pm

April – September

Monday – Sunday 7:00am – 8:30pm

III. Scope of Services

The property owner, in cooperation with local community members, is interested in establishing relationships with organizations to provide ongoing recreational community programming for the Greenspace. Please note that there will be a separate application for reserving the space for one-time events; this request for services process is intended for programming that will continue for a defined period of time. The property owner is willing to have an agreement allowing free usage of all, or a portion of, the Greenspace in exchange for the provision of valuable, regular programming to the community as well as other contributions to the site, such as assisting with maintenance and/or provision of amenities such as seating or equipment. Accepted partner organizations may be subject to a trial period to ensure mission alignment with the overall objectives of Pittsburgh Yards™ and the Greenspace in particular. A property management firm will be managing the facilities at Pittsburgh Yards™, including the Greenspace, and the organizations providing community programming will need to adhere to procedures established and monitored by the property management firm to ensure effective and safe operations.

Proposals for both traditional and non-traditional outdoor recreational activities are sought. Examples of potential programming include: lacrosse, soccer, kickball, flag football, frisbee, volleyball, cross-fit, yoga, screen on the green, markets, etc. We are particularly interested in programming for neighborhood youth, but the focus is not limited to youth as well as open to appropriate non-sport related usage that have a community focus.

IV. Timeline

The following is a schedule that will apply to this RFS but is subject to change. Changes will be communicated to all registered applicants.

Activity	Date / Time (EST)
Issue RFS (post on pittsburghyards.com)	January 28, 2019
Host Informational Session	Mid-February 2019*
Deadline for Potential Applicants to Register Their Intent to Respond	March 1, 2019
Deadline for Potential Applicants to Submit Questions	March 1, 2019

Responses to Questions Provided (post on pittsburghyards.com)	March 25, 2019
Applications Due	April 15, 2019
Evaluators Complete Additional Information Requests	May 15, 2019
Evaluators Conduct Site Visits and Reference Checks	June 15, 2019
Applications Fully Evaluated and Next Steps Communicated. Anticipated construction completion fall 2019.	July 1, 2019

***Update on information session location and timing will be posted on www.pittsburghyards.com/opportunities by February 6, 2019.**

V. Communications and Submission Process

Inquiries, questions, and requests for clarification related to this RFS are to be directed in writing to info@pittsburghyards.com.

Verbal communication shall not be effective unless formally confirmed in writing. In no case shall verbal communication govern or override written communication.

All RFS responses must be submitted via email to the same contact: info@pittsburghyards.com

VI. Selection Process

The questions and specifications in this RFS are intended to minimize the investigative time in selecting our programming partners. However, we reserve the right to seek additional information about each applicant, including making a visit to the applicant's other program sites.

By way of illustration, some of the criteria that will be considered in the evaluation process include:

- Scope, quality and reliability of the Applicant and the services it proposes to provide;
- Community engagement and connections;
- Creativity and innovation;
- Contributions to the site; and
- Commitment to racial equity.

Evaluation will occur by a selection committee that will include community members. It is possible that multiple Applicants will be selected. Each selected Applicant will be subject to the terms, conditions and provisions of a written Agreement of Service to be entered into between the selected Applicant and Associates to include such representation warranties, covenants and indemnifications as are customary in such documentation.

RFS RESPONSE CONTENT

Please provide a narrative and attachments that respond to each of the items described below.

ORGANIZATIONAL DESCRIPTION:

1. Provide an organizational profile, including: (a) the full name and address of the Applicant; (b) type of organization (corporation, partnership nonprofit, limited liability company, etc.) and copies of its organizational document such as articles of incorporation and bylaws, or certificate of organization or formation and operating agreement, and (c) a brief description of when and how the organization was formed, size of organization, number of employees and/or volunteers, number of people served annually.
2. Please attach a recent financial audit if one is available. If not, please attach one of the following: (a) recent financial statements, including income and expense statement and balance sheet; (b) if a tax exempt organization, a form 990 as filed with the Internal Revenue Service; or (c) if not a tax-exempt organization, an income tax return as filed with the Internal Revenue Service.
3. Please attach 501(c)(3) letter if the organization is a nonprofit.
4. Please provide a certificate of insurance evidencing the Applicant's insurance coverages and amounts consistent with the requirements set forth on Exhibit "C". If the Applicant does not currently maintain such insurance coverages in such amounts, please provide a letter noting the Applicant's willingness to acquire such coverage prior to signing an Agreement for Services.
5. What distinguishes your organization from your peer organizations?
6. Please identify and describe any pending, or to the knowledge of the Applicant threatened, lawsuits or uninsured or insured claims against the Applicant.

ORGANIZATIONAL STRUCTURE AND STAFFING:

7. Please describe your organization's overall structure; include an organizational chart if available.
8. Please describe the backgrounds of personnel that you would allocate to deliver this service and define their roles.
9. Please describe the process your organization utilizes for recruiting and screening qualified personnel.
10. Name, title and contact information for the individual who will handle communications related to this application.
11. Name, title and contact information of the individual who will be the programming lead for the provision of services.

12. If Associates were to have concerns with the delivery of the anticipated services after an agreement is entered into, describe the internal procedures of the Applicant established to address such concerns.
13. Please describe your contingency planning process when issues arise such as personnel absenteeism, weather, equipment failure, etc.

SERVICES:

14. Please provide a full description of proposed services and or activities for the site, including:
 - Details of the content of the activity(ies);
 - Profile of target participants, including demographics;
 - Recurrence/duration of time Applicant intends to provide the services (i.e. 6 months, 1 year, 3 years, etc.);
 - Will there be any merchandise, meals, or items of any sort that will be sold;
 - Area space needs (full, partial, etc.);
 - Target number of participants per activity;
 - Overview of schedule of activities available in a calendar year and timeline for starting services; and
 - A schedule of fees, if any, intended to be charged for any proposed activities at the Greenspace.
15. Is the organization currently providing such services? If so, please describe these similar programs and their location.
16. Does your program have an evaluation process? If so, please describe the process and attach a copy of any recent results.
17. Please describe how you recruit participants.
18. Describe any communication materials and mechanisms that you use to keep the community informed of your programming. Describe methods you use to outreach to community. Include social media handles as applicable.
19. Please list contact information for two references, preferably references for the type of programming that you are proposing for the site.
20. Please describe any expectations you would have for the site or for the property management firm.

NOTICES:

Associates reserves the right to request clarification and details for any application. This RFS is not an offer to contract, nor should it be construed as such. Issuance of this RFS, the preparation and submission of a response, and the subsequent receipt and evaluation of the response does not commit Associates or anyone else to award an agreement or contract to any Applicant, even if all of the requirements stated in the RFS are met. Associates reserves the right to award no contract at all, or to award a contract to more than one applicant.

It should be understood that a response to this RFS constitutes an offer to do business on the terms stated in the response and that, should an agreement be awarded, Associates may, at its sole option, incorporate all or any part of a response to this RFS into any definitive agreement.

This RFS does not commit or obligate Associates to pay any expenses incurred in the preparation of a response. All such expenses are solely the obligation of the Applicant. By submitting a response, the Applicant agrees that all responses to this RFS shall become the property of Associates.

Exhibit "B" Rendering



Exhibit "C"

Insurance Requirements

Organization shall procure and maintain with reputable insurers with A.M. Best Company's rating of not less than "A-:VII", policies of insurance written on an occurrence basis with limits and terms not less than those indicated below. A certificate of insurance acceptable to Organization and Associates, evidencing said coverage must be provided.

- Commercial General Liability Insurance including not limited to all Premises and Operations, Blanket Contractual Liability, Personal and Advertising Injury Liability, Products and Completed Operations Liability, Fire Legal Liability, and Broad Form Property Damage Liability with limits not less than: \$1,000,000 Bodily Injury & Property Damage each occurrence; \$1,000,000 Personal and Advertising Injury each occurrence; \$2,000,000 Products and Completed Operations Aggregate; and \$2,000,000 General Aggregate

The Commercial General Liability policy shall be endorsed to include UA Associates I LLC, The Annie E. Casey Foundation, Inc. and AECF Atlanta Realty, LLC Inc. as an additional insured and provide that the coverage afforded to UA Associates I LLC, The Annie E. Casey Foundation, Inc. and AECF Atlanta Realty, LLC Inc. as an additional insured will be primary to any other coverage available. The Commercial General Liability policy shall be endorsed to include a Waiver of Subrogation in favor of UA Associates I LLC, The Annie E. Casey Foundation, Inc. and AECF Atlanta Realty, LLC Inc.

- Workers' compensation and Employers' Liability insurance with limits not less than:

Workers' compensation –	Statutory	
Employers' Liability –	Each Employee	\$500,000 BI by accident
	Each Employee	\$500,000 BI by disease
	Policy Limit	\$500,000 BI by disease
- Business Automobile Liability insurance, including hired and non-owned automobile coverage with combined single limit of \$1,000,000
- Umbrella Liability insurance on an occurrence form with minimum limits of \$5,000,000 Each Occurrence, \$5,000,000 Aggregate

All insurance must provide that coverage shall not be suspended, voided, canceled, non-renewed, reduced in scope or limits except after forty five (45) days' prior written notice has been given to UA Associates I LLC, The Annie E. Casey Foundation, Inc. and AECF Atlanta Realty, LLC Inc.