



Housing Authority of the City of Pittsburgh

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September 24, 2013

**Bond Trustee Services
RFP#600-16-13**

ADDENDUM NO.3

This addendum issued September 24, 2013 becomes in its entirety a part of the Request for Proposals RFP#600-16-13 as is fully set forth herein:

- Item 1:** Q. Section II Scope of Services Subsection D, please clarify, “Other Services”. Will there be services that are requested that are outside Bond trustee services?
- A. The Agency does not anticipate Other Services outside the Bond Trustee services at this time. Disregard items 2 and 4, and respond to items 1 and 3 as they would apply to the indenture.**
- Item 2:** Q. Section II Scope of Services Subsection D, Item 2, please clarify, “Trust Services”.
- A. See answer to Item 1 above.**
- Item 3:** Q. Section II Scope of Services Subsection D, Item 3, please clarify, “BAI critical quality indicators”. What exactly is HACP looking for?
- A. The question is meant to address the quality control measures that the Trustee has in place with respect to the services to be performed under the Indenture. Please respond to Item 3 accordingly with any information that would apply to the services to be provided under the indenture.**
- Item 4:** Q. Page 7 paragraph 4, Does this apply to this RFP or the Bond Counsel RFP?
- A. Please disregard this paragraph as it does not apply to this RFP.**

Item 5: Q. Section I, Background Information, Are you looking for certification that the firm follows 24 CFR Part 941 subpart F and Section 42 of the Internal Revenue Code?

A. The cited regulations may not relate directly to the Services. HACP is expecting the Trustee to comply with all state and federal statutes and regulations.

Item 6: Q. The RFP references that a trust indenture will be attached as Exhibit A. However, a draft trust indenture was not attached to the RFP. Is there a draft trust indenture that can be sent for review?

A. No, it is not available at this time.

Item 7: Q. Qualified respondents can be appointed for a three year term. If the term is not renewed will the trustee remain appointed on all bond transactions during such three year period?

A. The Agency may select a pool of qualified candidates to utilize for services under this RFP and/or future bond financings. The firm selected for this RFP will serve for the term of the bonds unless terminated per terms of the indenture.

Item 8: Q. Attachment A states “Contractor Services shall be rendered at such times and places as directed by the Authority.” Will the trustee be able to determine the specific office that the services will be administered?

A. Yes

Item 9: Q. Attachment A Section 5 states “Monthly written narrative progress reports” shall be provided. This does not seem applicable for a trustee. Can you further clarify what type of report, if any, the Authority is suggesting that the Trustee provide?

A. The Agency expects that the Indenture will include standard reporting requirements normally included in similar transactions.

Item 10: Q. Attachment A Section 12. This language does not seem applicable for a Trustee. Can this indemnification language be amended or removed from the contract?

A. The Indenture will include standard industry provisions with respect to indemnification.

Item 11: Q. Attachment A Section 16. This does not allow for retention of records after termination with conflicts with standard record keeping provisions. Will the Trustee be able to retain copies of such information with regards to the financing documents?

A. Retention of HACP property shall be subject to all applicable legal and record keeping requirements to which Trustee shall be subject.

Item 13: Q. Attachment A Section 18. There may be future claims by bondholders of which the Trustee would not be aware at the time of release. Will this be subject to the terms of the financing document so such claims may be addressed?

A. Yes, the requirement for release shall be subject to the terms of the financing documents.

Item 14: Q. Attachment A Section 22. Will the indenture allow for successor trustee appointments?

A. Yes

Item 15: Q. Are nationally recognized trust companies incorporated pursuant to the Office of the Comptroller of the Currency permitted to enter into the contract?

A. Yes

Item 16: Section IV Content of Response Documents Section O Minority and Women Business Participation is revised to read “In accordance with Executive Order 11625, HACP has established a minimum threshold of **eighteen percent(18%)** of the total dollar amount for MBE utilization in this contract. HACP has established a **seven percent (7%)** threshold for participation of WBEs...”

Item 17: Section IV Content of Response Documents Section O Minority and Women Business Participation is revised to include the following “**Proposals submitted in response to this solicitation MUST include an MBE/WBE participation plan which, at a minimum, demonstrates “Best Efforts” have been taken to achieve compliance with MBE/WBE goals. HACP’s Procurement Policy defines “Best Efforts” in compliance with MBE/WBE goals to mean that the contractor must certify and document with its bid or proposal that it has contacted in writing at least ten (10) certified MBE/WBE subcontractors to participate in the proposed contract with HACP or lesser number if the contractor provides documentation that ten (10) certified MBE and ten (10) certified WBE contractors could not be identified. Each contractor shall certify as to same under penalty of perjury and shall submit the back-up documentation with its bid or proposal. Any bid or proposal received from a contractor that does not contain such certification and back-up documentation acceptable to HACP may be deemed non-responsive by HACP.”**

Item 18: Section IV Content of Response Documents Section P Section 3 Participation is revised to include the following “**Any bid or proposal received from a contractor that does not contain a Section 3 Opportunities Plan or certification and back-up documentation acceptable to HACP shall be deemed non-responsive by HACP.**”

Item 19: The proposal due date, time and location remain unchanged at October 1, 2013 at 10:00 AM. at the HACP Procurement Dept., 100 Ross St. 2nd Floor, Suite 200, Pittsburgh, PA 15219.

END OF ADDENDUM NO. 3



Mr. Kim Detrick
Procurement Director/Contracting Officer

9/24/13

Date