



Housing Authority of the City of Pittsburgh

Contracting Officer
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February 27, 2018

Consultant for Strategic Planning 3 Quote Bid ADDENDUM NO.1

This addendum issued February 27, 2018 becomes in its entirety a part of the 3 Quote Bid as is fully set forth herein:

Item 1: Q: Can you provide the type of Strategic Planning the HACP is seeking (example: Strategic planning for new developments, budgets, master planning, construction, etc.)?

A: The HACP is seeking to explore long term goals for all aspects of Housing including the ones you mentioned.

Item 2: Q: Are you requesting a formal proposal?

A: No.

Item 3: Q: Is the Strategic Planning service restricted to 40 total hours or is there opportunity for additional hours?

A: 40 is an estimated number.

Item 4: Q: Is HACP looking for a consultant for 1 week (40 hours) or is that a generic estimate on the Request for Quote?

A: See Item 3.

Item 5: Q: We need to include a sample of work (I am assuming a Strategic Plan sample) with the request for quote? No other company information such as experience, etc.?

A: Yes, you can provide any information you feel is relevant.

Item 6: Q: Other than the submission of the 1 page quote sheet and a sample of our past work, does HACP require any other documents or materials to be submitted.

A: See Item 5.

Item 7: **Q:** What does the 40 hours listed on the quote represent? Is this a figure an HACP estimate for the amount of effort needed to complete this project or just used for purposes of standardizing prices across bidders?

A: **See Item 3.**

Item 8: **Q:** How is the HACP treating travel, since it's not in the fee proposal? Is the expectation that travel will be negotiated/approved after final contract? Or is the expectation that work will be done remotely?


A: **Travel should be included in your hourly rate, it will not be negotiated separately.**

Item 9: **Q:** Is HACP anticipating that the SOW will only take 40 hours? Or is this just a baseline to be able to compare costs per vendor equally?

A: **See Item 3.**

Item 10: The proposal due date, time and location remain unchanged at March 2, 2018, at 11:00 AM at the HACP Procurement Dept., 100 Ross St. 2nd Floor, Suite 200, Pittsburgh, PA 15219.

END OF ADDENDUM NO. 1



Mr. Kim Detrick
Procurement Director/Contracting Officer

2-27-18
Date