



Housing Authority of the City of Pittsburgh

Contracting Officer
100 Ross Street
2nd Floor Suite 200
Pittsburgh, PA 15219
(412) 456-5248
Fax: (412) 456-5007
www.hacp.org

November 28, 2011

Tenant Representative for the Purpose of Purchasing or Leasing Office Space

RFQ#600-46-11

ADDENDUM NO.1

This addendum issued November 28, 2011 becomes in its entirety a part of the Request for Proposal RFQ#600-46-11 as is fully set forth herein:

Item 1: The Pre-Bid Meeting time is corrected to read: Thursday, December 1, 2011 at 10:00A.M.

Item 2: Attachment A of this Addendum is the Fee Sheet to be incorporated and submitted with your response documentation in a Separate Sealed Envelope.

The Proposal due date, time and location remain unchanged at Friday, December 8, 2011 at 2:00 p.m., at HACP Procurement Dept., 100 Ross St. 2nd Floor, Suite 200, Pittsburgh, PA 15219.

END OF ADDENDUM NO. 1

William D. McDanel
Contracting Officer

11-28-2011
Date

Attachment A
Fee Sheet

November 28, 2011

**Tenant Representative for the Purpose of Purchasing or Leasing Office
Space**

RFQ#600-46-11

ADDENDUM NO.1

PRICE IS TO BE LISTED PER THE FOLLOWING:

Term (3 years):

The compensation schedule submitted shall be guaranteed by the offeror for the maximum term of the contract, and any extensions thereof. Compensation is contingent upon the close of escrow resulting from a real estate transaction.

The offeror must provide a proposed total budget and fee structure based on the following assumption:

- When HACP purchases office space:
 - Assumption of purchase price: \$1,000,000.00
 - Commission as a percentage of purchase value as described above:
_____ %

- When HACP leases office space:
 - Assumptions on total lease value: 40,000 square feet of office space, \$20 per square foot (rent) and three-year lease.
 - Commission as a percentage of total lease value as described above:
_____ %

Provide Commissions percentages for both Purchase and Leasing

The offeror shall warrant that quoted fees are the only compensation (direct or indirect) that he/she will receive from transactions completed under this RFQ.

Attachment A
Fee Sheet

November 28, 2011

**Tenant Representative for the Purpose of Purchasing or Leasing Office
Space**

RFQ#600-46-11

ADDENDUM NO.1

Company Name (Printed): _____

Name (Printed): _____

Title: _____

Address: _____

Phone/Fax: _____

Email Address: _____

Signature: _____