



Allies & Ross
Management and Development Corporation
200 Ross Street
Pittsburgh, PA 15219
412-456-5000

May 11, 2020

Allies & Ross Management and Development Corporation

ARMDC RFQ #2020-32

Master Developer Services

ADDENDUM NO. 3

This addendum issued May 11, 2020 becomes in its entirety a part of the Request for Qualifications RFQ #2020-32 as is fully set forth herein:

Item 1: **Q:** I have a couple of questions regarding the MWBE requirements listed in the above-mentioned RFQ. Under the Content of Response Documents, the MWBE section is a bit confusing. It states 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. ARMDC’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 ARMDC 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 ARMDC may be deemed nonresponsive by ARMDC.”

Are these certifications required for the response due on May 4th? Earlier in the RFQ, it is required that the Master Developer competitively bid the construction before selecting a contractor, so it seems premature to provide this information now. Can you please clarify?

A: **Yes. To maximize your score, Offerors should include a listing of MBE/WBE firms that they are subcontracting with, a copy of that firm's certifications, and letters of commitment; with a detailed Scope of Work that the subcontractor will be providing. There is plenty of opportunity within the Scope of Work to utilize MBE/WBE firms prior to going out for construction.**

Item 2: **Q:** The RFQ mentions that the Master Developer will qualify as a Tier 1 Co-Developer for future phases of the development. Now, say Trek is not chosen as the Master Developer, but we certainly meet the qualifications. Do we need to apply separately for the Co-Developer RFQ 2020-31 as well, or will

we automatically be placed in the Co-Developer category? We're happy to apply to both, we just didn't want to cause any confusion by doing so.

A: A firm that is not selected under RFQ #2020-32 will not be automatically selected to provide services under RFQ #2020-31.

Item 3: Q: p. 14 Organizational Certification" Please provide a little clarity on the request for "Copies of Certificate of Incorporation." Are you just looking for a one page certificate, or all the supporting paperwork? (which is 70+ pages in our case)

A: Please provide the Certificate of Incorporation in its entirety.

Item 4: Q: Attachment 4-MBE/WBE participation summary: Can you provide some additional guidance on your expectations for the charts contained on the bottom of this page? We can certainly list all the qualified firms on our team, but without a specific project being proposed, it doesn't seem possible to specify a dollar amount and may be challenging to specify a percentage based on unknown project.

A: You can use the MBE/WBE participation summary chart to list the subcontractors that you plan to utilize. As this is a RFQ and no task order has been issued, the amounts can be left as 'To Be Determined'. To maximize your score, Offerors should include a listing of MBE/WBE firms that they are subcontracting with, a copy of that firm's certifications, and letters of commitment; with a detailed Scope of Work that the subcontractor will be providing.

Item 5: Q: Attachment 5-Section 3 Opportunities Plan: Similar question as above. We're unclear on how to full out this form, given that this is an RFQ and no specific project is being proposed. Any additional guidance is appreciated.

A: A Section 3 Plan must be submitted as part of the proposal to be deemed responsive. A quality Section 3 plan should include detailed descriptions of the Offeror's track record, methods, and procedures for promoting and creating opportunities for Section 3 employment/training/contracting in addition to numeric goals committed by the offeror for future development projects assigned by ARMDC.

Item 6: Q: Also, just FYI, the hyperlink to your email address in the RFP actually creates an email addressed to will.mcdanel@hacp.org, so you guys may inadvertently get some questions submitted there if people don't notice.

A: Thank you for bringing this to our attention. Any questions regarding this Request for Qualifications should be in writing and directed to:

**Mr. Kim Detrick – Procurement Director/Chief Contracting Officer
Housing Authority of the City of Pittsburgh
100 Ross Street 2nd Floor Suite 200
Pittsburgh, PA 15219
412.643.2832
412.456.5007 fax
kim.detrick@hacp.org**

Item 7: Q: The Respondent requirements of the team include a Cost Estimator. Is that needed at this time? I don't see any reference to the Cost Estimator in the Content of Required Documents.

A: Please include information regarding the Cost Estimator.

Item 8: Q: Under Section E. Methodology – number 3. Financing under Planning/Predevelopment requires "Provide a proforma and a sources and uses budget for the predevelopment and development phases." But it seems that would be placed in number 6. Predevelopment Budget and number 2. Development Budget under Development. Should the budgets also be placed in the Finance section?

A: Please disregard the following sentence located on page 18:
“Provide a proforma and a sources and uses budget for the predevelopment and development phases.”
Follow all other submission requirements as directed in the RFQ.

Item 9: **Q:** Can you provide some clarity on what you mean by an “original” version of the proposal? If you’re looking for wet signatures, etc, that will be very challenging to achieve in the current environment with everyone working remotely, etc. Can this be simplified to just four copies, etc?

A: Yes.

Item 10: The Allies & Ross Management and Development Corporation will only be accepting physical proposals dropped off in person from 8:00 AM until the closing time of 10:30 AM on May 26, 2020 in the lobby of 100 Ross St. Pittsburgh, PA 15219.

Item 11: To adhere to State of Emergency in the City of Pittsburgh, declared by Mayor William Peduto, to reduce the spread of COVID-19, the Building at 100 Ross St. has been closed. Proposals sent via UPS or FedEx cannot be delivered at this time. If shipping proposals please utilize the United States Postal Service. Proposals delivered via USPS will be received at which time they will be Time and Date Stamped at 100 Ross Street 2nd Floor, Suite 200, Pittsburgh, PA 15219. All proposals must be received at the above address no later than May 26, 2020 at 10:30 a.m., regardless of the selected delivery mechanism.

Item 12: The Proposal due date, time, and location remain unchanged at May 26, 2020 at 10:30 a.m., at HACP Procurement Dept., 100 Ross St. 2nd Floor, Suite 200, Pittsburgh, PA 15219.

END OF ADDENDUM NO. 3

Kim Detrick
Kim Detrick (May 11, 2020)

Mr. Kim Detrick
Agent

May 11, 2020

Date