



Allies & Ross  
Management and Development Corporation  
200 Ross Street  
Pittsburgh, PA 15219

412-456-5000

**July 1, 2020**  
**Manchester Market Study Analysis Services**  
**3 Quote Bid**

**ADDENDUM NO.4**

This addendum issued July 1, 2020 becomes in its entirety a part of the 3 Quote Bid as is fully set forth herein:

**Item 1:** Q: Are the procurement regulations relevant to the 3 Quote Bid for Professional Services that are published on the HACP website (clipped below) current and the ones that apply to this quote request?

*3.2.4 Small Purchases of Professional Services (\$3,000.01-\$25,000) For small purchases of Professional Services in excess of \$3,000 but not exceeding \$25,000, no less than three offerors shall be solicited to submit price quotations, which may be obtained orally, by telephone, or in writing. Award shall be made to the offeror providing the lowest acceptable quotation, unless justified in writing based on price and other specified factors, such as for architect-engineer contracts. If non-price factors are used, they shall be disclosed to all those solicited. It is the policy of HACP if a quotation is obtained orally; the quote and vendor information must be documented in writing for the file. The names, addresses, and/or telephone numbers of the offerors and persons contacted, and the date and amount of each quotation shall be recorded and maintained.*

**A: Yes. This Quote Request will be awarded to the lowest responsive and responsible bidder.**

**Item 2:** Q: In the previous addendum, you have indicated that the quotation is not bound by the number of hours provided on the bid form. In completing the bid form, may we delete/cross out those figures and provide our own?

**A: A new fee sheet will be provided. Please see attached.**

**Item 3:** Q: If a rent comparability study (RCS) is required, would it be an “as-is” study or an “as-is/as-renovated” study?

**A: As-is/as-renovated.**

**Item 4:** Q: Should the pricing for the RCS be included in the market analysis bid, even if it's not certain that these services will be required?

**A: Yes.**

**Item 5:** Q: Should the quote include pricing for potential updates (1-year contract extension) for both the market study and the RCS, or only for the market study?

**A: Both.**



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

**Item 6:** Q: Does the dollar maximum applicable to the 3 Quote bidding process apply only to the base year services or to base year plus the potential 1-year contract extension?

**A: The “dollar maximum” would apply to the total contract amount that can be awarded under this process.**

**Item 7:** The proposal due date is changed to July 10, 2020, time and location remain unchanged at 10:00 AM, at the HACP Procurement Dept., 100 Ross St. 2nd Floor, Suite 200, Pittsburgh, PA 15219.

**END OF ADDENDUM NO. 4**

*Kim Detrick*

Kim Detrick (Jul 1, 2020 11:20 EDT)

Mr. Kim Detrick  
Agent

Jul 1, 2020

Date

# Quote Request

## Manchester Market Study Analysis Services

Quotes due July 10, 2020 @ 10:00 AM

	Hourly Rates	Market Analysis	Total # of Hours	Total Amount of Fees
Principal Consultant	\$			\$
Senior Associate	\$			\$
Associate/Project Manager	\$			\$
Clerical	\$			\$
				\$

**REVISED**

Jul 1, 2020

Travel Expenses \$

TOTAL \$

Total Cost: \$ \_\_\_\_\_  
(in words)

**Contract award will be based on lowest responsive and  
responsible bid amount**

(Please print clearly)

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(of company)

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_  
(of person signing)

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_