



Housing Authority of the City of Pittsburgh

Contracting Officer
100 Ross Street, 2nd Floor Suite 200
Pittsburgh, PA 15219
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October 11, 2021

Green Physical Needs Assessment Integrated Energy Audit (GPNA) RFP #600-32-21

ADDENDUM NO. 2

This addendum issued October 11, 2021 becomes in its entirety a part of the Request for Proposals RFP #600-32-21 as is fully set forth herein:

Item 1: Q: If our company is a certified MBE and does not contact 10 other MBE companies will we get less points than if we did contact 10 other MBE companies?

A: If an Offeror is a certified MBE, they would meet the MBE portion of the MBE/WBE goals and therefore not be required to do a good faith effort.

Item 2: Q: Do we need to use the exact language found in the sample MBE/WBE Letter of Intent or can we use our own wording? The current wording states that we would “intend to utilize” a subcontractor if they agree to the terms. We would like the ability to evaluate our decision first before selecting a subcontractor. Therefore we would prefer to instead say “intends to consider”

A: The letter included in the RFP is just a sample of a letter of intent. However, if a vendor falsifies their commitment to MBE/WBE to gain a contract, HACP may determine it to be in its best interest to terminate that contract.

Item 3: Q: If we are unable to contact ten certified WBE subcontractors, what type of documentation do you need to prove this?

A: Vendor would have to prove 10 WBE firms do not exist.

Item 4: Q: For the Section 3 Opportunities Plan, if we have the staff in-house to complete all of the work and choose Tier 4, would we get less points than if we had chosen Tier 1, Tier 2, or Tier 3?

A: Yes.

Item 5: Q: Page 11 of the RFP indicates that the GPNA “must be performed by a licensed architect or professional engineer.” HUD does not require program managers for GPNAs to have a PE or RA credential – is this a Housing Authority of the City of Pittsburgh requirement?

A: The minimum requirements of the Integrated Energy Audit section of the RFP, Page 11, remain unchanged.

Item 6: Q: Is there a recording of the September 29 Zoom meeting available?

A: No. It was a non-mandatory pre-submission meeting.

Item 7: Q: Is an electronic only submission acceptable with no physical proposals being submitted?

A: Yes.

Item 8: Q: Addendum 1, Question #1 states the HUD CNA e-Tool is an acceptable alternative to the GPNA. Note that the CFP program does not currently utilize the eTool. Is a CFP compliant CNA acceptable without the e-Tool an acceptable alternative?

A: Addendum #1 states that vendors may use the tool. HUD Compliant submissions are acceptable.

Item 9: Q: The e-Tool would be desirable should a HUD RAD submission be pursued. Is it acceptable to provide a separate price to complete the e-Tool in addition to a CFP compliant CNA? This would allow PHA to contract the individual scopes as needed.

A: Vendors should review Page 1 for further detail regarding submitting alterations to the HACP contract.

Item 10: Q: The pricing request lists both “DOC-1205 Liverpool” and “Central Maintenance 201 Kirkpatrick” as needing separate reports. Please confirm that these are indeed to be priced separately for their own CNA report, or should these be included with another site?

A: Attachment H demonstrates that there is 1 Non-Dwelling Structure to survey for DOC 1205 Liverpool and 1 Non-Dwelling Structure to Survey for Central Maintenance.

Item 11: Q: Please provide address details and/or sitemaps. This is especially important to know the extent of the scattered sites.

A: Scattered Site information will be provided upon award.

Item 12: Q: Do scattered site require 100% inspection density?

A: Attachment H demonstrates the total number of units needed to survey for Scattered Sites South and Scattered Sites North.

Item 13: Q: RFP requests a 10% inspection density of dwelling units. However, if the HA may be interested in a RAD conversion, you may want to consider using a HUD compliant density of 25% min.

A: Thank you for your comment. The total number of units to survey on Attachment H remains unchanged.

Item 14: Q: Section B Integrated Energy Audit, sub 2, requires blower door testing. This is typically not a requirement of an ASHREA Level-2 energy audit. May this be omitted, or is it a requirement?

A: The blower door requirements remain unchanged.

Item 15: Q: If our proposal will be submitted by the Chief Executive Officer and owner of our firm, is it necessary to include a corporate resolution certifying the signature of the offer?

A: Please refer to Section V Content of Response Documents for offerer submissions.

Item 16: Q: If this opportunity is a No New Hire Opportunity for our firm, is a letter stating as such and the notation of Tier IV on the Section 3 Opportunities Plan a sufficient response?

A: Yes.

Item 17: Q: Can a further breakdown of fees (GPNA and Energy Audit line items) be included with either Exhibit B or Attachment H?

A: Vendors must submit Attachment H and Exhibit B as part of their proposal.

Item 18: Q: Can you specify the types of non-dwelling buildings to be included in the GPNA reports?

A: The buildings are not occupied for dwelling purposes.

Item 19: Q: Not a question, rather FYI - proper completion of an energy audit requires examination of past utility bills. These can take a long time to procure and we suggest the HA start this process as soon as possible to avoid delays. Below is our typical utility request information:

- a. We need utility bills for all utilities- gas, electric, water/sewer. This is inclusive of a 12-month consecutive period, so 12 bills for each meter for each utility. This doesn't have to be perfectly up to date, as it could be all of 2018 for example, or February 2018 to February 2019, etc. We need this for every single meter that is paid by the owner and not the tenants. In addition, we need the same information for at least 25% of the dwelling units with tenant paid accounts.
- b. Some things to note:
 - o Some utility providers will give you this information in a generic format, i.e. with meter numbers only and no tenant information.
 - o Some may require their information release form to be filled out by a tenant and turned into them first.
 - o We can also use whole building data if they will present it in this format- i.e. they could provide a list of what each building used from all tenant meters combined for each month (x 12 months). This would yield 100% tenant data which is ideal, but not required.

A: Thank you for your comment. The scope of services of the RFP remains the same.

Item 20: The proposal due date is changed to October 26, 2021; time and location remain unchanged at 10:00 AM, at the HACP Procurement Dept., 100 Ross St. 2nd Floor, Suite 200, Pittsburgh, PA 15219.

Item 21: The Housing Authority of the City of Pittsburgh will **only be accepting physical bids dropped off in person from 8:00 AM until the closing time of 10:00 AM on October 26, 2021** in the lobby of 100 Ross St. Pittsburgh, PA 15219. Bids may still be submitted electronically: <https://www.dropbox.com/request/17OT8K3AdiGLNgoX77ld> and may still be mailed via USPS at which time they will be Time and Date Stamped at 100 Ross Street 2nd Floor, Suite 200, Pittsburgh, PA 15219. All bids must be received at the above address no later than October 26, 2021 at 10:00 AM regardless of the selected delivery mechanism.

END OF ADDENDUM NO. 2

Kim Detrick

Kim Detrick (Oct 11, 2021 13:41 EDT)

Mr. Kim Detrick
Procurement Director/Chief Contracting Officer

Oct 11, 2021

Date