



## Housing Authority of the City of Pittsburgh

Contracting Officer  
100 Ross Street, 2<sup>nd</sup> Floor Suite 200  
Pittsburgh, PA 15219  
(412) 456-5116  
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**February 23, 2023**

### **PROJECT BASED VOUCHERS 2023 PHASES 1-4: Phase 1 RFP #125-01-23**

#### **ADDENDUM NO. 2**

This addendum issued February 23, 2023 becomes in its entirety a part of the RFP #125-01-23 as is fully set forth herein:

**Item 1: Q: Attachment 4 (Application for Project Based Voucher Assistance) is not included with the RFP and the link to it in the FAQ doesn't work. Can you please provide the required paperwork?**

A: Please refer to Attachment 4; available for download on the Open Procurement page under the Doing Business section of our website.

**Item 2: Q: Please confirm that electronic only submission is acceptable. There is conflicting information - some places say four paper copies plus electronic (page 11), some places say will accept online (page 4)**

A: HACP will accept online submissions for this Request for Proposals in addition to accepting submissions at our 100 Ross Street office. For respondents wishing to submit online, please go to the following web address to upload documents:

<https://www.dropbox.com/request/k5hp861YGdAz9Mgl0GLO> Please include your name and email address when prompted before submitting, and upload all relevant attachments in the same document. Formatting for online submission should be organized in the same manner as if submitting the information via CD or flash drive. The title of the uploaded proposal shall be as follows:

**[Full Company Name]\_RFP #125-01-23\_Project Title**

In the unlikely event your proposal is too large to be uploaded as a single file, add: \_Part-1, \_Part-2... etc. to the end of the file name.

In addition to the electronic submittal above, the Housing Authority of the City of Pittsburgh will be accepting physical proposals dropped off in person only from **8:00 AM until the closing time of 9:00 AM on March 2, 2023 for Phase 1, June 1, 2023 for Phase 2, September 7, 2023 for Phase 3, and November 2, 2023 for Phase 4** in the lobby of 100 Ross St. Pittsburgh, PA 15219. Proposals 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 proposals must be received no later than 9:00 a.m. the day of the Phase closing to be considered for award during that Phase, regardless of the selected delivery mechanism.

Offers selecting to submit a physical proposal in person or by mail must submit one (1) original technical proposal, one (1) fee proposal, and an electronic copy in .PDF format on a CD, on the form or in the format provided by HACP.

**Item 3: Q: Please confirm that the maximum number of PBVs is the greater of 25% of 25 units, unless utilizing “expected units” as described in the RFP. Correct?**

A: This is correct

**Item 4: Q: Can we request PBVs for only specific unit types (for example, only 3-bedroom units or only 1-bedroom units)?**

A: Yes.

**Item 5: Q: The RFP says HACP is making 200 PBVs available – is that 200 across all four rounds? Is it first come first serve – for example, in theory could all of the vouchers be assigned to projects in the first round, leaving none for rounds 2-4? If PBV with gap financing is issued at a later date, will there be more vouchers in addition to the 200 mentioned here?**

A: The HACP does not anticipate exhausting the 200 PBV in any single round. The HACP has the authority to amend the number of PBV available should the issue arise.

**Item 6: Q: Will a PBV with gap funding app be issued this year? If uncertain at this time, do you recommend people apply for the PBVs only and then fill out another application later if the gap financing opportunity arises?**

A: The HACP has not made a decision regarding a gap funding app being issued this year. The HACP cannot provide guidance on how you should move forward regarding applications. As it pertains to the current RFP, should a company decide not to move forward, or decide the company no longer wants to use the awarded vouchers, the awardee will let HACP know they are declining the PBV award.

**Item 7: Q: Can you share information about the HACP’s wait list by unit type (1br, 2br, 3br)?**

A: The HACP has several Waiting Lists. It should be noted that the numbers on the Waiting Lists is very fluid. The numbers provided are solely for data for 2/22/2023 at 11:48 a.m. for Low Income Public Housing units. Housing Choice Voucher Waiting Lists are not based on bedroom size.

**Item 8:** The proposal due date, time, and location remain unchanged at March 2, 2023 at 9:00 AM, at the HACP Procurement Dept., 100 Ross St. Pittsburgh, 1<sup>st</sup> Floor, Lobby, PA 15219

**Item 9:** 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 9:00am on March 2, 2023** in the lobby of 100 Ross St. Pittsburgh, PA 15219. Proposals may still be submitted electronically via our Dropbox link: <https://www.dropbox.com/request/k5hp861YGdAz9Mgl0GLO> and may still be mailed via USPS at which time they will be Time and Date Stamped at 100 Ross Street 1st Floor, Lobby, Pittsburgh, PA 15219. All proposals must be received at the above address no later than March 2, 2023 at 9:00 am regardless of the selected delivery mechanism.

**END OF ADDENDUM NO. 2**

*Kim Detrick*

Kim Detrick (Feb 23, 2023 09:30 EST)

Mr. Kim Detrick

Procurement Director/Chief Contracting Officer

**Feb 23, 2023**

Date