



March 22, 2024

**Property Management for 412 Boulevard of the Allies
RFP #125-04-24**

ADDENDUM NO. 4

This addendum issued March 22, 2024, becomes in its entirety a part of the RFP #125-04-24 as is fully set forth herein:

- Item 1:** Q: I would like to understand the expectations for staffing levels. Should there be a full-time Engineer? A full-time property manager? Would a part-time engineer and a part-time manager work if one of them were at the property during business hours?
A: **Currently, there is a full-time engineer.**
- Item 2:** Q: Is cleaning to be completed at night or during day?
A: **Night**
- Item 3:** Q: Is there a certain format required for submission of proposal?
A: **Except as outlined.**
- Item 4:** Q: Operating Engineer should be local 95 and cleaning employees should be SEIU?
A: **Yes. Local 95.**
- Item 5:** Q: Will the PM or Building Engineer, who we expect to be onsite daily have an office within the building?
A: **There is not one at this time. The engineer works out of the lower level which is under construction.**
- Item 7:** Q: Is there currently any onsite staff that you within the Association would hope to retain?
A: **The engineer is good. But no requirement to retain.**
- Item 8:** Q: Are there any warranty or closed out documents from the renovations available to review? Including lists of new equipment, façade and other inspections done.
A: **Yes. There are also three to four floors under construction.**
- Item 9:** Q: How do you currently track work orders and repairs? Does the building wish to continue using a particular piece of software for work orders or would we introduce a

system we're currently using to the project?

A: Building Engines.

Item 10: Q: Will there be an opportunity to perform a walk-through of the building?

A: Yes, if requested.

Item 11: Q: Can we request the current office floor plans so that we can better prepare a number for cleaning?

A: Floor plans are only available for the 5th through 9th floors and part of the 1st. The remainder are under construction.

Item 12: Q: Are you able to share any historical maintenance repairs or open items? Mentioned on the call were frequent plumbing needs.

A: The URA moved into the Building in January 2020. HACP moved into the Building in April 2023. So, there is not much available of historical nature.

Item 13: Q: Is there a general timeline for the City to be moving into their space? Any need for construction services?

A: Tentative timeline is by mid-summer.

Item 14: Q: Do the construction services need to be MBE and WBE?

A: No, the construction services do not need to be MBE and WBE, however; it may be beneficial to consider utilizing them to help reach the 18% MBE goal and 7% WBE goal. Additional resources that can be utilized to help reach the MBE/WBE goals are the following:

* **The Pennsylvania Unified Certification Program (PA UCP)** which contains certified MBE and WBE businesses. <https://paucp.dbesystem.com>

* **African American Chamber of Commerce Business Directory-**
<https://aaccwp.com/directory/>

* **PHFA Minority and Women Owned Business Database Search-**
<https://mwbe.phfa.org/directory/search.aspx>

* **Eastern Minority Supplier Development Council- (412) 710-2060** You can submit a request for a list of MBEs- <https://emsdc.org/mbes-form/>

* **Pennsylvania Department of General Services- Advanced Search-**
<https://www.dgs.internet.state.pa.us/suppliersearch>

Item 15: Q: Is your present budget setup in a particular software or program. Ex. Yardi, MRI.


A: Yardi.

- Item 16:** Q: Is there a specific bank that has to be used for the accounting?
A: **Yes. First National Bank**
- Item 17:** Q: Is there a 5-year capital budget in place or is this the responsibility of the new management company?
A: **No.**
- Item 18:** Q: Regarding A/P and emergency repairs, would each entity or board in the association have to provide authorization or would there be a single POC for paying invoices and answering questions?
A: **Yes. Invoices are paid through a City of Pittsburgh account.**
- Item 19:** Q: Page 9 B. (3) – referencing the last three jobs – what does that mean? Construction projects?
A: **Yes. Or Maintenance projects.**
- Item 20:** Q: Page 9 B. (4) - same question - should we just say “NA” if we have not done work for PCGA?
A: **Yes.**
- Item 21:** Q: Should the building engineer be a union employee?
A: **Yes.**
- Item 22:** Q: When will the contract start?
A: **We are targeting May 1st.**
- Item 23:** Q: Will points be lost if we choose Tier 4 – Opportunities plan?
A: **No.**
- Item 24:** Q: If we hire a maintenance person direct, do they need to be union?
A: **Yes.**
- Item 25:** Q: Are there already tools and a lift for building staff at the building?
A: **Some tools. No lift.**
- Item 26:** Q: Are we able to hire a day porter/maintenance person to be on site m-f through the janitorial company or another service provider?
A: **We have no preference.**
- Item 27:** Q: Is there already a work order system in place? Is this pricing a requirement for our submission?
A: **Yes. Building Engines.**
- Item 28:** Q: Will the potential offerors have the opportunity to walk the building; preferably during the week of 3/4/24?
A: **Not the week of March 4th, but upon request we will open it to all.**

- Item 29:** Q: Will the chosen cleaning contractor be responsible for all paper products, supplies, machinery/equipment?
A: **Yes.**
- Item 30:** Q: Will all vendor contracts be held with the Manager? Is there a list of all the services that will need to be contracted?
A: **Yes. Yes.**
- Item 31:** Q: Do these contracts with the vendors count towards the MBE/WBE minimum thresholds?
A: **It depends on the vendors' relationship to the Property Manager. Example, if a subsidiary, yes.**
- Item 32:** Q: Do we need to submit only a plan showing that we intend to submit request for bids to a specific list of MBE/WBE contractors if/when we are awarded the job? Or do we need to submit those requests for bids before we are awarded? If we need to submit before awarded, how do these vendors have the ability to scope the specific jobs they need to perform?
A: **Yes.**
- Item 33:** Q: How do building managers typically comply with the Section 3 requirements (own labor or through Section 3 certified businesses being hired as vendors?)
A: **It is a vendor-by-vendor case.**
- Item 34:** Q: How do building managers typically comply with the Section 3 requirements (own labor or through Section 3 certified businesses being hired as vendors?)
A: **It is a vendor-by-vendor case.**
- Item 35:** Q: The directions say to "Complete a Letter of Intent for each MBE/WBE firm contacted. A sample letter is provided as Attachment I." Are these for vendors we intend to hire?
A: **Yes.**
- Item 36:** Q: Page 15 of the RFP indicates that two PDFs would be uploaded; one titled "Technical" and the other titled "Fee Proposal". Is the Technical file the entire submittal less the Fee Proposal? Is the "Fee Proposal" just the Fee Sheet? Or were these just examples and can we submit the entire proposal as one PDF document?
A: **Yes. It could be, they are directions.**
- Item 37:** Q: Can you please further define - maintain and operate the parking lot
A: **Monitor, note needed repairs, contract for needed repairs and supervise repairs to their conclusion. In addition, clean up the trash on a regular (not less than weekly) basis.**

- Item 38:** Q: Can you elaborate on sections B 3 and 4? They seem more directed toward a contractor and not a property manager.
A: **This question needs to be more specific.**
- Item 39:** Q: Several forms seem to have multiple letters attached to them; for example Exhibit C and Attachment J appear to be the same form.
A: **This is a statement, not a question.**
- Item 40:** Q: Any security requirements for onsite both during business hours and overnight? Front desk concierge? Is there a separation
A: **From 6 AM to 8 PM.**
- Item 41:** The bid due date, time, and location remain unchanged on **April 2, 2024**, at **10:00 am**, at the HACP Procurement Dept., 412 Boulevard of the Allies, 6th Floor, Pittsburgh, PA 15219.
- Item 42:** 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 April 2, 2024**, in the lobby of 412 Boulevard of the Allies, 6th Floor Pittsburgh, PA 15219. Proposals may still be submitted electronically: <https://www.dropbox.com/request/1KN1E862cWfql4CY2qwE> and may still be mailed via USPS at which time they will be Time and Date Stamped at 412 Boulevard of the Allies, 6th Floor, Pittsburgh, PA 15219. All proposals must be received at the above address no later than April 2, 2024, at 10:00 am regardless of the selected delivery mechanism.

END OF ADDENDUM NO. 4


Kim Detrick (Mar 22, 2024 10:54 EDT)

Mr. Kim Detrick
Sr. Procurement Director/Chief Contracting Officer

03/22/2024