



# Housing Authority of the City of Pittsburgh

Contracting Officer  
412 Boulevard of the Allies, 6<sup>th</sup> Floor  
Pittsburgh, PA 15219  
(412) 456-5116  
[www.hacp.org](http://www.hacp.org)

October 10, 2024

## PROJECT BASED VOUCHERS: PHASE 4 RFP# 125-01-24

### ADDENDUM NO. 1

This addendum issued October 10, 2024, becomes in its entirety a part of the Request for Proposals RFP# 125-01-24 as is fully set forth herein:

**Item 1: Q:** The following attachments are referenced in the RFP but were not attached. Are these documents available? Attachment G - Firm Demographics table, Attachment I - MBE/WBE firm Letter of Intent sample letter and Attachment K - Fee Sheet.

**A: Attachment G- Firm Demographics table and Attachment I- MBE/WBE Firm Letter of Intent are included as attachments G and I following this addendum. All references to Attachment K- Fee Sheet are removed.**

**Item 2:** All references to Mr. Kim Detrick are to be removed and replaced with the following:  
Mr. Brandon Havranek, Associate Director of Procurement  
412 Boulevard of the Allies  
6<sup>th</sup> Floor Procurement Department  
Pittsburgh, PA 15219

**Item 3:** The bid due date, time, and location remain unchanged at November 7, 2024 at 10:00 am, at the HACP Procurement Dept., 412 Boulevard of the Allies, 6<sup>th</sup> Floor, Pittsburgh, PA 15219.

**Item 4:** 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** in the lobby of the One Stop Shop at 412 Boulevard of the Allies, Pittsburgh, PA 15219. Proposals may still be submitted electronically: <https://www.dropbox.com/request/qOCcv0etYEr8znCXVvoa> and may still be mailed via USPS at which time they will be Time and Date Stamped at Procurement Department, located at 412 Boulevard of the Allies, 6<sup>th</sup> Floor, Pittsburgh, PA 15219. All proposals must be received at the above address no later than November 7, 2024, regardless of the selected delivery mechanism.

END OF ADDENDUM NO. 1

Ms. Dereen Neice  
Sr. Director of Procurement/Contracting Officer

10/10/2024

Date

ATTACHMENT G - Firm Demographics																	
		Male								Female						Total # of American Minorities	
	All employees	White American	African American	Hispanic American	Asia American	Hasidic Jew American	Other American Minority	Foreign	Total Males	White American	African American	Hispanic American	Asia American	Hasidic Jew American	Other American Minority	Foreign	
Partner																	
Associate																	
Professional																	
Secretarial																	
Clerical																	
Other																	
Total																	

Explain all other American Minority:

Be certain that the numbers in this table are accurate and add up correctly.

**Attachment I**  
**Sample M/WBE Commitment Letter**

<Date>

<Name Of MBE or WBE Contact Person>

<Name of MBE or WBE firm>

<Address>

<City>, <State> <Zip>

Re: <Name of HACP Project>

Dear <Name of Contact Person at MBE or WBE Firm>

<Name of Prime Bidder> has submitted a bid for the above referenced project to the Housing Authority City of Pittsburgh (HACP).

If we are the successful bidders and awarded the contract, <Name of Prime Bidder> intends to utilize <Name of proposed MBE or WBE firm> as follows:

Scope of Proposed Services: \_\_\_\_\_

Estimated Dollar Value: \_\_\_\_\_

Please call should you have any further questions. We thank you for your continuing interest.

Sincerely,

<Contact Person from Prime Bidder>

<Contact Person from MBE/WBE>

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Name)