



Housing Authority of the City of Pittsburgh

Contracting Officer
412 Boulevard of the Allies, 6th Floor
Pittsburgh, PA 15219
(412) 456-5116
www.hacp.org

October 30, 2024

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

ADDENDUM NO. 3

This addendum issued October 30, 2024, becomes in its entirety a part of the Request for Proposal RFP #125-01-24 as is fully set forth herein:

Item 1: **Q:** Generally, I found the RFP understandable if we were talking about a contracting job, but I had trouble translating a lot of the requirements to an application for vouchers. Page 10 (Section III). Are the Items listed under the heading “ALL PROPOSALS MUST PROVIDE ADEQUATE INFORMATION FOR THE HACP TO DETERMINE PROPOSAL COMPLIANCE WITH THE FOLLOWING” to be included as separate attachments or is there a different part of the application where we are supposed to provide this information?

A: **That is up to each offeror on how to compile their proposal.**

Item 2: **Q:** Page 13 (Section IV). In regard to part B, how does this translate to a bid for PBVs? Should we be providing the last three projects that we received vouchers for? The last projects that we have completed? Who should be included as references for PBVs?

A: **An Offeror's references are theirs to provide.**

Item 3: **Q:** Page 13 (Section IV). In regard to part C, what proposed staffing is being referred to? Our property management team who will be running the building and using the vouchers? If we haven't gotten to the point where we have hired a property manager for that property, what type of staffing should we be describing?

A: **Offerors should list a narrative of the Team Members and the roles each will have in the initiative being pursued under this RFP.**

Item 4: **Q:** Page 17 (Section V). How will the proposed fee section of the scoring be evaluated if Attachment K: Fee Proposal was removed from the application?

A: **Please See Item 1 of Addendum No. 1.**

Item 5: **Q:** Pages 23, 20, 33, and 42 (pages are out of order in RFP). Where can I find these attachments? The link on the RFP redirects to the HACP home page and I was unable to find these forms elsewhere on the website. Also, will these need to be submitted alongside the list of attachments described in Section IV?

A: **Please visit HACP's website www.HACP.org/doing-business/landlord-resources/**

Item 6: **Q:** Page 35 (Attachment E). Where the attachment says “If No, are any consultants classified as MBE/WBEs?”. Does this refer to consultants specifically related to PBVs or the entire development/project team in general?

A: Describe ways the Offeror will utilize MBE/WBE businesses to meet HACP's and the City of Pittsburgh's goal of 18% Minority owned and 7% woman owned business participation. The attached Special Participation Summary must be completed. Submission of additional narrative with a detailed plan to maximize the participation of MBE/WBE in the award of contracts/purchase of goods and services is encouraged.

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

Item 8: 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, 6th 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. 3



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

10/30/2024

Date