



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

March 11, 2025

Professional Architectural and Engineering Services RFP # 600-13-25

ADDENDUM NO. 1

This addendum issued March 11, 2025, becomes in its entirety a part of the Request for Proposals RFP # 600-13-25 as is fully set forth herein:

Item 1: Q: We are currently reviewing the opportunity listed on the HACP website for RFP # 600-13-25 and is considering submitting a proposal. As we prepare, we wanted to clarify the submission requirements — does the proposal need to be submitted in both digital and physical formats, or is a digital submission sufficient?

A: Please reference Section I and Section IV of the RFP. Offerors may choose either delivery mechanism for submission of proposals be it physical or online. For proposals being physically delivered, please refer to Section IV - Content of Response Documents for further details regarding the preparation of paper submissions.

Item 2: Q: The W9 form is 6 pages long. The first page is the information provided, and pages 2-6 are directions for the first page. Does HACP require all the pages to be submitted or just the first page?

A: Offerors are to at minimum provide a completed version of the one (1) page IRS W-9 form, excluding the instructions pages following it as shown in the RFP as part of its proposal submission to satisfy the request for a completed IRS W-9 form pursuant to the RFP.

Item 3: Q: Since COVID, many of the project contacts have retired, changed jobs, started their own business, or passed away. We can provide names and numbers of who was the project contact, but have no current information on them. How do we handle this situation?

A: Please reference Section IV, Part B of the RFP. Offerors are requested to provide contact information sufficient in detail to permit reference checks to be performed. The identified parties must be those who have firsthand knowledge regarding the operation of the contracted facility or project and who were involved in managing the contract between the Offeror and the contracting entity. Please ensure the individuals identified are available at the contact information provided in the proposal.

Item 4: Q: It is our understanding that the consultants must submit the Fee Form and project titles must not be changed. Is this correct?

A: Yes, that is correct.

Item 5: Q: In the Pre-Proposal Zoom meeting, we were informed that of the requirement to solicit 10 MBE and 10 WBE businesses. Could you please locate this request in the proposal? We did not see this request. Please note one week is a very short time to solicit 10 MBE and 10 WBE and receive a response.

A: Please reference Section IV, Part F, third paragraph.

Item 6: Q: Could we have a time extension because if an MBE/WBE business responds positively, there will not be enough time for them to create the required information to place in the solicitation.

A: No. Please reference Section IV, Part F, third paragraph. Offerors should document and record the outreach by indicating the method, phone, email, date, business name, and contact to show a Best Efforts.

Item 7: Q: To aid us and be consistent in the proposal, does HACP have a stand form these solicitations?

A: Please see Attachment A to this Addendum as a sample.

Item 8: Q: Do the solicited companies have to reply? Or do we have to have proof that we solicited a business?

A: No. Please reference Section IV, Part F, third paragraph. Offerors should document and record the outreach by indicating the method, phone, email, date, business name, and contact to show a Best Efforts.

Item 9: Q: Generally, businesses do not always reply, and it takes many requests, and more than 10 MBEs and WBEs to receive 10 replies

A: Please reference Section IV, Part F, third paragraph. Offerors should document and record the outreach by indicating the method, phone, email, date, business name, and contact to show a Best Efforts.

Item 10: Q: What if the minority or woman-owned business is not certified, but is in business? Can they qualify?

A: This RFP is available to any qualified professional firms or individuals to provide architectural and engineering services. With regards to the MBE/WBE participation goals, as per the City of Pittsburgh Title 1 Article IX Chapter 117A.06(g), *“Only... certified M/WBE primary or subcontractor are accepted toward the M/WBE goals.”*

Item 11: Q: Is OneStopPGH included in the reimbursable expenses?

A: No. Please refer to HUD-5370-C, Section I, Part 2.

Item 12: The due date, time, and location remain unchanged on March 18, 2025, at 10:00 a.m., at the HACP Procurement Dept., 412 Boulevard of the Allies 6th Floor, Pittsburgh, PA 15219.

Item 13: The Housing Authority of the City of Pittsburgh will **only accept physical proposals dropped off in person from 8:00 AM until the closing time of 10:00 a.m. on March 18, 2025**, in the lobby of the One Stop Shop at 412 Boulevard of the Allies, Pittsburgh, PA 15219.

Proposals may still be submitted electronically via:

<https://www.dropbox.com/request/0msDJymWoIJ3ceVKkuWg>

Sealed proposals may still be mailed via USPS at which time they will be Time and Date Stamped at 412 Boulevard of the Allies, 6th Floor - Procurement, Pittsburgh, PA 15219. All proposals must be received at the above address no later than March 18, 2025, at 10:00 a.m. regardless of the selected delivery mechanism.

END OF ADDENDUM NO. 1



Mr. Brandon Havranek
Associate Director of Procurement/Contracting Officer

03/11/2025

Date

Attachment A
MBE/WBE Solicitation and Commitment Table

HOUSING AUTHORITY OF THE CITY OF PITTSBURGH
MBE/WBE SOLICITATION AND COMMITMENT RECORD

SOLICITATION AND COMMITMENT STATEMENT MINORITY (MBE) AND FEMALE (WBE) OWNED BUSINESS ENTERPRISES									
BID NUMBER	NAME OF BIDDER	ADDRESS	PHONE						
List below All MBE/WBE's that were solicited - whether or not a commitment was obtained -- Copy this form as necessary									
MBE _____ WBE _____ COMPANY NAME _____ ADDRESS _____ CONTACT PERSON PHONE _____	TYPE OF SUBCONTRACT WORK OR MATERIALS	DATE SOLICITED BY PHONE BY MAIL	COMMITMENT MADE YES (IF YES, GIVE DATE) NO	GIVE REASON(S) IF NO COMMITMENT MADE					
		QUOTE RECEIVED YES NO	AMOUNT COMMITTED DOLLAR AMOUNT \$ PERCENT OF TOTAL BID %						
MBE _____ WBE _____ COMPANY NAME _____ ADDRESS _____ CONTACT PERSON PHONE _____	TYPE OF SUBCONTRACT WORK OR MATERIALS	DATE SOLICITED BY PHONE BY MAIL	COMMITMENT MADE YES (IF YES, GIVE DATE) NO	GIVE REASON(S) IF NO COMMITMENT MADE					
		QUOTE RECEIVED YES NO	AMOUNT COMMITTED DOLLAR AMOUNT \$ PERCENT OF TOTAL BID %						
MBE _____ WBE _____ COMPANY NAME _____ ADDRESS _____ CONTACT PERSON PHONE _____	TYPE OF SUBCONTRACT WORK OR MATERIALS	DATE SOLICITED BY PHONE BY MAIL	COMMITMENT MADE YES (IF YES, GIVE DATE) NO	GIVE REASON(S) IF NO COMMITMENT MADE					
		QUOTE RECEIVED YES NO	AMOUNT COMMITTED DOLLAR AMOUNT \$ PERCENT OF TOTAL BID %						

Prepared by:

Title:

Phone:

NOTE: Certification and letters of intent for each MBE/WBE commitment must accompany this document.