



Housing Authority of the City of Pittsburgh

Contracting Officer
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April 15, 2025

Armed Security for Northview Heights High-Rise and Gym Northview Welcome Booths and Roving Patrols RFP #350-05-25

ADDENDUM NO. 2

This addendum issued April 15, 2025; becomes in its entirety a part of the Request for Proposals RFP #350-05-25 as is fully set forth herein:

- Item 1:** Q: **Training. Scope of Services, Section E. 6. XV.** How much time is involved in the ACOP. Lease One Strike Policy, Reasonable Accommodations, Bed Bug, and other training that HACP will provide?
- A: **Approximately two (2) hours, to be provided at a feasible time for the HACP and the Contracted Security Firm.**
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- Item 2:** Q: Is the time the officers spend taking this training billable time?
- A: **No, the time spent for training is not billable hours**
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- Item 3:** Q: **Vehicles. Description of Duties, Section C.** Which communities will require patrol vehicles?
- A: **The Roving Patrol listed on the Scope of Services requires a patrol vehicle.**
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- Item 4:** Q: In addition to the vehicle for the dedicated non-billed supervisor, how many vehicles are currently being used?
- A: **Currently, two (2) vehicles are being utilized, one (1) for the Roving Patrol and one (1) for the dedicated non-billed supervisor.**
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- Item 5:** Q: **Radios/Cell phones. Section C.2 and C.3.** Do all guards need to have both radios and cell phones, or will supplying a cell phone to each site post be sufficient?
- A: **The guards need to be able to communicate with each other at all times and to communicate with the HACP effectively. Therefore, cell phones and radios/scanners for each site should be sufficient. Again, the primary goal is to ensure safety for the guards and residents and to effectively communicate with the HACP, the guard supervisors and each other at all times.**

- Item 6:** Q: Canine. Scope of Work, Section B. There is a reference to canine patrols. Are any K-9's required?
A: **No canines are required.**
- Item 7:** Q: Start Date. When is the expected start date of services to begin?
A: **Within 30-60 days of the contract execution.**
- Item 8:** Q: Terms. What are HACP's payment terms. Is weekly invoicing net 30-day payment terms acceptable?
A: **Yes, the terms described above are sufficient and can be met.**
- Item 9:** Q: Police Monitoring Equipment. Description of Duties, Section C refers to the Security Guard to monitor police communications and emergency calls. Can you please provide clarification what device the Authority expect contractors to provide that enables guards to monitor police communications and emergency calls?
A: **As stated in Item 5, cell phones, radios/scanners should be sufficient to effectively communicate with the Pittsburgh Police Department (PPD).**
- Item 10:** Q: Such devices typically require sponsorship or permission from a bona fide law enforcement entity. Can the Authority please clarify its expectations on this regard?
A: **If the Security Guard Contractor needs access and permissions for the radio, they will need to work directly with the Pittsburgh Police Department (PPD) . If scanners are utilized they should have the capability and capacity to program the PPD police frequency.**
- Item 11:** Q: Can HACP confirm that funding has been fully allocated for the initial one-year term of the Armed Security (RFP #350-05-25) and Unarmed Security (RFP #350-04-25) contracts, and clarify whether funds have also been encumbered or conditionally approved for the optional extension years (Years 2 and 3)?
A: **Although, the HACP may have the financial resources to pay for the procured services, funding for the contract is conditional based on the HACP Board of Commissioners approval of the contract to include the contract amount. All extension years require the same approval.**
- Item 12:** Q: Given that proposals under RFP #350-26-23 (2023) were rejected as cost-prohibitive and the Authority extended existing contracts via multiple board-approved addendums to maintain continuity of service, can HACP confirm whether the current security services budget has been restructured or increased to align with prevailing market rates for armed and unarmed services in the Pittsburgh area?
A: **The proposals under RFP #350-26-23 were not solely rejected based on prohibited costs. Contracts were awarded to ensure the HACP was receiving the best possible services for the unarmed and armed properties.**
- Item 13:** Q: If the budget has been revised, can HACP confirm whether the full contract term (including option years) will be covered under the current financial plan, or if additional board action will be required to authorize funding for Years 2 and 3?
A: **As stated in Item 11, all decisions pertaining to the Year One and Option Years must be Board of Commissioner approved even of the HACP has identified adequate funding the contract.**

Item 14: Q: Additionally, has this revised funding level been fully allocated for the term of the new security RFPs for armed and unarmed service? Will future board action be required to approve additional funds beyond the initial contract award for the optional extension years 2 and 3?

A: See Item 13 for the response that is sufficient to answer the question. All funding for the contract to include Year One and Options must be approved by the HACP Board of Commissioners.

Item 15: Q: Which specific funding source(s) (e.g., MTW, program income) will be used to support payment of services under this contract?

A: The Contract will be paid through Moving To Work (MTW) or Program Income funds.

Item 16: Q: Does HACP reserve the right to reduce posts or hours based on funding availability mid-contract?

A: Yes, as stated in the RFP #350-04-25, Scope of Services Section C. page 7, the HACP reserves the option and the right to reduce manpower hours and posts based on the funding availability or need of services at the sites. More specifically, as stated in the RFP, the Authority reserves the right to decrease/increase the hours, number of security guards, to be provided at the contracted rate or the number of properties serviced to include properties that are in addition to those referenced in the prescribed scope of work by providing a 24 hour written notice.

Item 17: Q: Will vendors be compensated for partial mobilization or scale-backs due to internal budget adjustments?

A: No, vendors will not be compensated for a reduction in services as stated in the RFP. See Item 16.

Item 18: Q: Can HACP confirm that the contract allows for an automatic 3% annual cost escalation in Years 2 and 3, as referenced in the RFP? Is this increase applied automatically upon contract renewal, or must the contractor formally request the adjustment? Additionally, on what date or timeline is this escalation reviewed and implemented each year?

A: The 3% annual cost escalation was based on the HACP analysis as pertains to a potential increase in goods and services, i.e., cost of living. However, this adjustment will be automatically applied at contract renewal. The 3% is reviewed annually by the HACP.

Item 19: Q: Will preference be given to vendors proposing alternative or tech-driven security solutions, such as AI monitoring or remote patrols?

A: The HACP when reviewing the methodology component of the scoring criteria will consider the referenced factors of Artificial Intelligence (AI) monitoring and remote patrols as enhanced security effacements. However, all proposals will be ultimately scored on the exact criteria listed in the RFP and Scope of Services.

Item 20: Q: The RFP states that a 3% annual increase will be added for Years 2 and 3 to account for market rate fluctuations. However, Attachment K includes a blank field labeled "Yearly Increase %." Can HACP clarify whether the 3% escalation is a fixed, non-negotiable rate, or if contractors are permitted to propose a different escalation percentage in the Fee Sheet? If proposer-defined, is there a maximum allowable percentage, and how will proposed increases be evaluated during the selection process?

A: The HACP has established a fixed, non-negotiable rate as the reasonable market rate fluctuation, however, that does not prohibit a contractor from proposing a different escalation percentage on the Fee Sheet.

Item 21: Q: Would the Housing Authority consider alternative pricing proposals which would be contingent on how the work is awarded and if it is split between multiple vendors? For example, if another contractor oversees the entire security program, certain resources like a patrol vehicle may allow for the quote to be more competitive.

A: No, as the HACP is seeking to qualify one (1) vendor to provide contractual security services. See Scope of Services in the RFP.

Item 22: Q: We note the requirement in Section IL.F.18 on page 13 of the RFP for the Contractor to provide an apprenticeship for residents wishing to serve as security officers for the Housing Authority. Licensing regulations require anyone who is engaged in the performance of security services to be licensed as a security officer. Please explain what kinds of activities, beyond mere observation, that the HACP would expect an unlicensed apprentice to perform during his/her apprenticeship.

A: The HACP expects for a Contractor to abide by the State of Pennsylvania licensing requirements at all times. See page 13.

Item 23: Q: Page 16 of the RFP requires officers to "go to residents' and/or homeowner homes, as needed, to respond to security concerns." Does that specification require security officers to intervene physically to stop domestic violence?

A: The HACP expects for a Contractor to utilize discretion as to when to respond versus contacting the Pittsburgh Police Department (PPD).

Item 24: Section F on page 17 of the RFP addresses the officer's duty in cases of domestic violence. Please detail any other type of response that is required.

A: The RFP is very specific on page 17 as to the actions required of the Security Guards. The HACP expects for a Contractor to utilize discretion as to when to respond versus contacting the Pittsburgh Police Department (PPD).

Item 25: Q: Does that specification require security officers to physically intervene in other violent situations? Please detail the exact types of response that are required.

A: The RFP is very specific on page 17 as to the actions required of the Security Guards. The HACP expects for a Contractor to utilize discretion as to when to respond versus contacting the Pittsburgh Police Department (PPD).

Item 26: Q: Please explain what security officers are expected to do in order to "identify persons and/or residential units involved in drug or suspicious activity," as described in Section J on page 17 of the RFP when such activity is usually not readily observable.

A: If the activity is not observable, obviously the Security Guard is not in a position to intervene.

Item 27: Q: Section I on page 17 of the RFP requires officers to "escort" violators of curfews to their residences and "escort" trespassers and loiterers off the premises. Are officers expected to place their hands on and/or use any physical force on persons who do not willingly comply with a verbal request to return to their residence or leave the premises pending the arrival of the PPD as described in Section M on page 18 of the RFP?

A: In Section M, Page 18 specifically states "Security Guards/Supervisors shall enforce trespass rules, ask violators to leave the premises, identify residents associated with trespassers and telephone 911 for assistance in removing uncooperative individuals and document all incidents in reports."

Item 28: Q: Section P on page 18 of the RFP, Section I.R on page 22 of the RFP, Section I.BB on page 23 of the RFP and Section IL.R on page 25 of the RFP all address vehicle towing. Who will arrange for towing of vehicles, the security officer or the PPD?

A: The HACP Public Safety Department will arrange for all towing of vehicles.

Item 29: Q: Section S on page 19 of the RFP states a general reference to alarm response. Please explain: (1) the types of alarms for which a response is required; and (2) the type of response that is required, i.e., report to the alarm site, dispatch the PPD, etc.

A: Not inclusive, the types of alarms at the HACP sites are fire and door alarms. The type of response required is to notify the HACP Maintenance personnel, and depending on the severity and the nature of the alarm, i.e., an actual fire, the appropriate authority, to include 911 should be contacted immediately.

Item 30: Q: Section I.F on page 20 of the RFP requires security officers to "detain criminal suspects until police arrive" when necessary. Can that requirement be expressly limited to the authority given to citizens who are not law enforcement officers to effectuate citizen's arrests as well as the authority given to the security officers by the contractor's Use of Force Policy?

A: The HACP does not have knowledge of the Contractors "Use of Force Policy" as it is not included with this question.

Item 31: Q: Section N on page 18 of the RFP describes officers' duties in enforcing the HACP Exclusion List. Are officers expected to place their hands on and/or use any physical force on persons who do not willingly leave the premises in response to a verbal request pending the arrival of the PPD as described in the foregoing specification?

A: Section N, Page 18 specifically states "Security Guards/Supervisors shall enforce trespass rules, ask violators to leave the premises, identify residents associated with trespassers and telephone 911 for assistance in removing uncooperative individuals and document all incidents in reports."

Item 32: Q: Please clarify Section I.I on page 21 by providing examples of "circumstances which are unusual but not deemed to be emergencies."

A: The response to this question depends on the exact circumstances.

Item 33: Q: Section I.S on page 22 of the RFP requires security officers to "assist/counsel residents in crisis." Section IL.S on page 25 of the RFP also requires counseling. Security officers are not trained and/or licensed as professional counselors. Please explain what types of assistance and counseling security officers are expected to provide.

A: The narrative on Page 25 is exact in stating the procedure that should followed to include, "referring them to the appropriate persons or agencies for further assistance."

Item 34: Q: Section I.U on page 22 of the RFP requires security officers to "investigate lost or missing persons." Can that specification be deleted? Security officers are not licensed and trained as private investigators.

A: No, the verbiage will not be removed.

Item 35: Q: Please detail the types of assistance required to be provided by security officers by Section I.X on page 22 of the RFP.

A: The type of assistance provided by the security officers could include attending community meetings and speaking with youth on the premises.

Item 36: Q: Is time spent in attendance at the workshops described in Section I.Y of the RFP, attendance at resident community meetings described in Section II.N on page 24 of the RFP and preparation of court cases described in Section II.U on page 25 of the RFP billable to the HACP?

A: No, the hours referenced are not billable.

Item 37: Q: Please detail the types of actions required of security officers to enforce the policies referred to in Section I.CC on page 23 of the RFP. Are security officers required to use physical force?

A: As stated on page 23 of the Scope of Services, the Security Guards are required to enforce the policies of the HACP without the use of physical force. If the situation escalates to where physical force would be necessary, the Security Guard should immediately call 911 for assistance.

Item 38: Q: Section II.B on page 23 requires the Contractor to "utilize canine patrols, if applicable." If canine patrols are required, please provide details addressing the number of canine patrols and duration of the canine patrol service shifts.

A: No, canine patrols are not required in this RFP.

Item 39: Q: Can the phrase "and prevent" be deleted from Section II.E on page 24 of the RFP? It is not within the power of any security provider to "prevent" disorder and/or crime.

A: No, the verbiage will not be removed.

Item 40: Q: Section II.F and Section II.H on page 24 do not describe security services. Can those specifications be deleted?

A: No, the verbiage will not be removed.

Item 41: Q: Section II.Z and Section II.AA on page 25 of the RFP refer to unspecified duties. Can those sections be revised to require mutual agreement of the parties to any such duties?

A: No, the verbiage will not be changed.

Item 42: Q: Can HACP define what you consider "Administration costs"?

A: Administration costs are any costs above the actual rate paid to the security guards plus fringe benefits.

Item 43: Q: In the RFP, it is stated for both contracts that a 24/7 on site supervisor is required. That is 168 hours for each contract, which is an unbillable position. Where should this cost be applied on the fee sheet?

A: If the cost is listed as unbillable in the RFP and Scope of Service, it should not be included on the Fee Sheet of the costs to bill the HACP. The cost may be stated on the Fee Sheet as unbillable hours.

Item 44: Q: In the RFP, it is stated for both contracts that a 24/7 liaison must be present to answer any questions that arise via HACP. Where should this cost be applied in the fee sheet?

A: The cost for the 24/7 Liaison should be factored into Administrative Costs and therefore included in that category on the Fee Sheet.

Item 45: Q: Where should the payroll taxes and required insurances be noted on the fee sheet?

A: Any benefits paid to the security guards or included in their payroll allocation outside of direct hourly wages should be considered fringe benefits. However, insurances for the company are listed in Administrative Fees.

Item 46: Q: Where should the required vehicles and associated costs be noted on the fee sheet?
a) For the armed contract you will need one supervisor vehicle 24 hours/day. One patrol vehicle 8 hours/day. You will need a 3rd vehicle to split the time with the supervisor vehicle and to be back up for both supervisor and patrol
b) For the unarmed contract you will need one supervisor vehicle 24 hours/day. You will need a second vehicle as back up.
i. Per the contract these vehicles are to be marked.
ii. Confirming all fuel maintenance costs are included as well?
A: **All vehicle costs and expenses should be factored into Administrative Costs.**

Item 47: Q: These RFP's have more than half of the contracts hours as unbillable. Please confirm this is correct.
A: **The only costs that will be paid through the contract include actual pay to the security guards, fringe benefits to the security guards and Administrative Costs.**

Item 48: Q: Other costs that we are looking for guidance as to where to note are two way radio system at all sites and in vehicles, uniform costs, cell phones for each site, tablets for sites and vehicles, monthly charge for radio tower, training costs, drug tests and background checks, holiday and over-time pay (which must be included in the hourly rate). Please confirm that these items must be included in the hourly rate or is there a place on the fee sheet which you would prefer we break these out?
A: **See response for Item 27. The costs referenced would be included in the Administrative Costs. They may be itemized in the total for Administrative Costs.**

Item 49: The due date, time, and location remain unchanged on April 22, 2025, at 11:00 a.m., at the HACP Procurement Dept., 412 Boulevard of the Allies 6th Floor, Pittsburgh, PA 15219.

Item 50: 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 11:00 a.m. on April 22, 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/xyqSf3O5pzhn3pzi9W0D>

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 April 22, 2025, at 11:00 a.m. regardless of the selected delivery mechanism.

END OF ADDENDUM NO. 2



Mr. Brandon Havranek
Associate Director of Procurement/Contracting Officer

04/15/2025

Date