

# Quote Request

## Physical Needs Assessment Services

**Quotes due May 23, 2025 @ 10:00 AM**  
Email Quote to [Corey.Mitchell@hacp.org](mailto:Corey.Mitchell@hacp.org)

The Housing Authority City of Pittsburgh (“HACP”), hereby requests a quote from qualified offerors to provide professional physical needs assessment services (“Services”) to complete a Physical Needs Assessment (“PNA”).

### **BACKGROUND INFORMATION**

The Services will be provided for the properties located at 744-746 Litchfield Street and 750-752 Litchfield Street, Pittsburgh, PA 15204, in the 20th Ward of Allegheny County (“Project”). HACP intends to submit an application to the U. S. Department of Housing and Urban Development (HUD) for the demolition of the Project. The Project consists of approximately 5,200 square feet and contains four (4) residential rental units.

### **SCOPE OF WORK**

HACP is seeking proposals from offerors for the completion of the Services for the Project to determine obsolescence based on HUD requirements as described in Section 4 of PIH Notice 2021-07 (**Attachment A**). Please see **Attachment B** for a site map of the properties in question. The properties consist of two (2) parcels, where each parcel contains two (2) units, for a total of four (4) units. The selected firm will complete the following tasks:

- 1) Meet with HACP staff to include, but not limited to, Development and Modernization, Asset Management and Site Staff, and Facilities Services to discuss issues and concerns identified within the units and the building and review the past work order history
- 2) Prepare a PNA to include the RS Means Number, Item Description, Unit Cost and Total Cost. The report should **not** include a cost inflation factor. The report should be formatted as an Excel document. The Physical Needs Assessment report will be relevant for a demolition application for the Project in accordance with 24 CFR part 970. The PNA should include the following:
  - a) A detailed list of specific work items that require rehabilitation or repair within 3 years or less. This should be an analysis of what existing items, within the building, need to be repaired or replaced immediately to continue to provide safe and decent housing for HACP residents.
  - b) The cost of the repairs and/or replacements using the RS Means Cost Index.
  - c) Any repairs and/or replacements within a 5’ perimeter around the building.

For more information or questions, please contact Corey Mitchell-LaBrie  
at 412-643-2776 or [Corey.Mitchell@hacp.org](mailto:Corey.Mitchell@hacp.org)

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- d) Only the cost to replace/repair an item. The cost to complete upgrades or install a non-existing item should not be included.
  - e) The cost to bring property to local code IF substantial rehabilitation/repair costs requires adherence to local code regulations.
  - f) Cost estimates based on the standards outlined in the most recent International Building Code (IBC) and National Fire Protection Association (NFPA) 5000 standards. This may include local code requirements (i.e. fire codes; requirements for natural disasters such as flooding or wildfires).
  - g) Accessibility improvements for persons with mobility, vision, hearing, or other impairments if triggered by substantial rehabilitation/repair costs.
  - h) Imminent health and/or safety issues even if such costs are otherwise not eligible. In this case, supporting documentation from an independent party must be included evidencing the occurrence and resulting health and/or safety risks. The R.S. Means Cost-Index will be used to determine the cost of the needed repairs.
  - i) Mitigation costs of asbestos, lead-based paint (LBP), or other environmental issues. These must be supported by test results and/or reports. HACP will provide the contractor with asbestos and LBP reports previously completed, however, the reports should be considered informational only, and the information should not be relied upon to determine the current rehabilitation/repair costs.
- 3) Provide pictures, reports and evidence of local code requirements to document the needed repairs/replacements and any structural or environmental issues with the building.

### **SCHEDULE**

HACP will issue a Notice to Proceed to the selected offeror. A final draft of the PNA Report will be submitted by the selected offeror within 30 days after the Notice to Proceed. The final report will be submitted by the selected offeror within 45 days after the Notice to Proceed

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Cost	Total
\$	\$

Total Cost: \$ \_\_\_\_\_  
(in words)

Contract award will be based on lowest responsive and responsible bid amount

(Please print clearly)

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(of company)

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_  
(of person signing)

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

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