



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

August 28, 2025 Construction Management Services RFP #600-25-25

ADDENDUM NO. 4

This addendum issued August 28, 2025, becomes in its entirety a part of the Request for Proposals RFP #600-25-25 as is fully set forth herein:

- Item 1:** Q: Will the CM be involved in the submittal process?
A: **Yes. Refer to Section II, parts 1(k) and 3(c).**
- Item 2:** Q: Will the Architect be receiving and responding to the product submittals?
A: **Yes, where the project involves an Architect. Refer to Section II, parts 1(k) and 3(c).**
- Item 3:** Q: Does HACP plan to use a construction team structure where each Prime Contractor provides trade superintendent and staff, such as a foreperson and safety manager, on a rotating, as-needed basis? If so, will those teams also include professional construction managers in addition to trade supervisors (e.g., foreperson to project manager)?
A: **Refer to Section II, part 3(a), Section VI part D and Attachment J.**
- Item 4:** Q: Will Prime Contractors adopt HACP's safety plan, or will each contractor be required to submit their own?
A: **Refer to Section II, part 3(o).**
- Item 5:** Q: Will CM service be expected to provide an on-site QA/QC Superintendent?
A: **Refer to Section II, part 3, Section VI part D and Attachment J.**
- Item 6:** Q: Will CM service be required to assign an on-site QA/QC Construction Inspector?
A: **Refer to Section II, part 3 (e), (h), (k), (l), (o), Section VI part D and Attachment J.**
- Item 7:** Q: Will CM service be responsible for providing an on-site Safety Manager?
A: **Refer to Section II, part 3(o), Section VI part D and Attachment J.**
- Item 8:** Q: Can HACP provide an estimate of the size of the Prime Contractor's construction staff that CM service will be expected to coordinate with?

A: Not currently. The size of Prime Contractor's construction staff will vary per project.

Item 9: Q: How frequently will progress meetings take place, FRP is bi-weekly, will the frequency be subject to changed during the course of construction?

A: Frequency of construction job progress meetings may vary depending on the needs of a project and can be defined within task orders let for Construction Management services.

Item 10: Q: In addition to meeting minutes and daily progress reports, what other reporting formats or documentation will be required?

A: Refer to Section II Scope of Services for the variety of reporting and documentation that may be included in any task order issued.

Item 11: Q: Will a professional scheduler be utilized to manage the overall construction schedule?

A: Refer to Section II, part 3(b) and (c). It is the Offeror(s) decision as to how it will meet the scope of services of the RFP.

Item 12: Q: Will each Prime Contractor be responsible for managing and submitting their own individual construction schedules?

A: Refer to Section II, part 3(b) and (c).

Item 13: Q: Will CM service be required to perform progress payment inspections?

A: Refer to Section II, part 1(i) and 3(k).

Item 14: Q: Will CM service be expected to assist with construction closeout?

A: Yes. Refer to Section II, part 3(l) and (u).

Item 15: Q: Regarding the RFP statement: "Provide specialized support, guidance, and expertise to help HACP achieve its goals, particularly in the area of construction management, in instances where specific knowledge or resources may be lacking." Will CM service be expected to deliver this support in person? If so, how frequently?

A: It is possible, depending on HACP's need. Needs for such services; their frequency and logistics pertaining thereto would be further delineated in a task order for which such services are being requested.

Item 16: Q: Will it be acceptable to provide guidance on a recurring basis, and if so, can you estimate the expected frequency?

A: Should such a need arise, HACP may issue a task order, requesting such service; including stipulating the frequency the service is needed.

Item 17: Q: Could you clarify the specific areas or subject matter in which support is needed?

A: Support may be needed pertaining to any of the areas described in Section II Scope of Services. The objective of these services is to supplement HACP's resources and improve the efficiency and accuracy of its daily operations – particularly in the area of construction management.

Item 18: Q: As an example, will it be required to provide clarity on the Davis Bacon approved practices?

A: Not necessarily. Refer to Section II, part 3(f).

Item 19: Q: Regarding the RFP statement: “Provide cost estimating services relating to existing contracts for actions such as recommended quantities for various services...” Is the ICE a part of the required CM responsibility.

A: Refer to Section II, part 1(g) and (h). Construction Management firms may be tasked to make recommendations on appropriate quantities in terms of resources and time, not for costs. Construction Management firms are not anticipated to perform cost estimating from scratch.

Item 20: Q: Is a standard Independent Cost Estimate (ICE) considered acceptable?

A: Refer to answer to Item 19 herein. Should a Construction Management firm be tasked in that regard, HACP can provide a template for such use.

Item 21: Q: At what intervals will ICEs be required?

A: Refer to answer to Item 19 herein. Should a Construction Management firm be tasked in that regard, the task order can delineate the service and schedule for such that are needed.

Item 22: Q: Will ICE be used during pre-construction, during contract execution, and/or for change orders?

A: No. Refer to answers to Items 19 and 21 herein.

Item 23: Q: Will ICE also be used to determine stage payments under the “various services” scope?

A: No.

Item 24: Q: Regarding the RFP statement: “Assess Change Order proposals in conjunction with associated cost estimates. Provide recommendations and prepare written justifications. If a Changer Order happens based on unforeseen conditions on construction activity that a CM's tasks are associated with, CM may act as a liaison between HACP and contractors to follow the Change Order process per HACP's Policies and Procedures. If an unforeseen condition Change Order occurs, then CM should immediately notify HACP as soon as possible to avoid delays. Also, CM should advise contractors not to proceed with change order work without HACP appropriate approval (Contracting Officer).”

Assess Change Order proposals in conjunction with associated cost estimates.

Change orders as a proposal are by HACP policies and practiced, given to the CM for assessment as a complete document.

The Cost estimate required is required itemized by the contractors based on the existing contract that is to be changed if approved. ICE is the baseline for comparison much like a group of bidders' numbers range the cost.

When changes arrive will adjusted ICE be required at the CM's cost?

A: No.

Item 25: Q: Regarding the RFP statement: “Provide recommendations and prepare written justifications.” Will it be required to justify the contractors’ price of change, cost difference, if products are or not equal.

A: Construction Management firms are not responsible for determining if products are or are not equal to what is specified. Refer to Section II, part 1(h). Justification is needed when seeking exceptions or making specific determinations, requiring supporting documentation, evidence, and a clear explanation of the circumstances. A Construction Management firm’s task order may involve the service of comparing provided change order proposals to their associated independent cost estimates and providing recommendations and justifications for those recommendations being provided.

Item 26: Q: Will the following steps be applied prior to CM advise?

- a) HACP will be the first to see change order request for distribution.
- b) Architects will review project submittals of product exchange and state equity.
- c) Contractor has justified the product change under advisement by cost difference with
- d) exchange of installation labor as equal value. If a Changer Order happens based on unforeseen conditions on construction activity that a CM's tasks are associated with, CM may act as a liaison between HACP and contractors to follow the Change Order process per HACP's Policies and Procedures.

A: It is possible. It depends on the parties involved in the project and the role that those parties are tasked with serving in which can vary. Firm’s task orders will delineate roles and responsibilities pertaining to the project(s) they are being assigned. Construction Contractor’s contracts stipulate their responsibilities. Coordination for a project can vary based on the parties involved and the needs of the project.

Item 27: Q: If a Changer Order happens based on unforeseen conditions on construction activity that a CM's tasks are associated with, CM may act as a liaison between HACP and contractors to follow the Change Order process per HACP's Policies and Procedures. Will the following be acceptable steps for resolution of change plus or minis unforeseen conditions?

- a) CM service will inform the Contractor not to proceed with any work outside of the contract without approval from the HACP.
- b) HACP has closing documentation will be finalized and amended the contract and budget.
- c) The Condition (flaw) is within the limit of contract area.
- d) Demo or excavation has uncovered condition.
- e) The disturbance of the area is not a contractor’s error.
- f) The need for additional work has not occurred due to accidental damage.
- g) HACP has required the addition of work for a cause.
- h) The Contractor has substantiated the work was not in contract, plans, or specifications.
- i) The process of uncovering the need for additional work was during the execution of work in contract.
- j) HACP will review work request with CM
- k) Architect will describe the fix with Drawings, as necessary.
- l) HACP/Architect/CM will review the change order.
- m) When the HACP is satisfied and additional work will be approved in writing,
- n) Change order will be issued to the Contractor in writing.

- o) Architect's/HACP approval of additional work as a fix or add will be recommended to HACP Contracting officer.
- p) The executed change order will be adjusted into the contract by HACP Contracting officer.
- q) Architect, HACP, and CM will receive the documentation that the HACP Contracting officer deems appropriate.

A: Refer Section II, part 1(h) and to the answer to Item 26 herein.

Item 28: Q: If an unforeseen condition Change Order occurs, then CM should immediately notify HACP as soon as possible to avoid delays. Will the HACP require the CM of the team to be on the project site daily during a full 8 hour shift.

A: Refer to Section II, part 3(h) and (l). A Construction Management firm's task order will delineate the extent of the services needed.

Item 29: Q: Can a CM Team member be the daily observer?

A: Refer to Section II, part 3(h) and (l). It is the Offeror(s) decision as to how it will meet the scope of services of the RFP.

Item 30: Q: A Team member would report a change in conditions at once?

A: Refer to answer to Item 29 herein.

Item 31: Q: CM can value the change in conditions, evaluate a need for makeup scheduling?

A: Refer to Section II Scope of Services for the services Construction Management firms may be tasked with performing.

Item 32: Q: Also, CM should advise contractors not to proceed with change order work without HACP appropriate approval (Contracting Officer). Will the HACP agree that a on site experienced quality control and quality assurance person is a daily requirement.

A: Refer to Section II Scope of Services, Section VI part D, and Attachment J. It is the Offeror(s) decision as to how it will meet the scope of services of the RFP. A Construction Management firm's task order will delineate the extent of the services needed within the parameters of the Construction Management firm's contract.

Item 33: Q: Will make it clear that QCSM person will be diligent.

A: The expectation is that all services will be performed in accordance with contract requirements resulting from this solicitation.

Item 34: Q: If we plan to have guaranteed MBE/WBE partners that meet or exceed the required participation percentages (with all company information provided in our proposal), do we still need to reach out to other MBE/WBE companies?

A:Yes, Good Faith Effort outreach still needs to be performed as described in the RFP/RFQ. This item in the document ensures fair subcontracting opportunities for minority and women owned businesses.

Item 35: Q: Why are there Liquidated Damages listed for a CM agency contract? (Item 23 listed in CM Services Contract – page 28 of RFP)

A: Refer to the following portions of the RFP: Professional Service Contract at Articles 5(b), 7, 8(ii) and General Conditions for Non-Construction Contracts Article 3(c)(ii).

Item 36: Q: Attachment F – What is the expectation of completing the Section 3 Opportunities Plan form if a construction contract is not in place? The form indicates to provide *Prime Contractor's Name* (pages 56-59 of RFP).

A: This form as it pertains to this RFP applies to the Offerors submitting a proposal in response to the RFP & the form's use of titles such as "Prime Contractor" and Contractor would equate to the Offeror responding to this RFP. Offerors completing the Section 3 Opportunities Plan are to ensure that the Offeror and its subcontractors comply with the selected tier. Also, refer to Section IV, part G.

Item 37: Q: Can you please define superintendent and what the expectations are for this role under this RFP/contract?

A: Project Superintendent for the purposes of Construction Management Services is a Construction Management firm's representative to HACP as Owner who may be the Construction Management firm's on-site knowledgeable person serving as "eyes and ears" for HACP on the job site. Responsible for elements of Section II Scope of Services as determined by the Offeror's intended use of the position in the performance of the services which may include scope of services language found at Section II, part 3(e), (h). Concentrates on the work being performed on the ground. Ensures the project stays on schedule, within budget, and that contractors are working harmoniously and in a safe manner. They are a primary point of contact for all activities happening at the job site.

Item 38: Q: Please define the Job Title/Classification of "Project Superintendent".

A: Refer to answer to Item 37 herein.

Item 39: Q: Section V Evaluation Criteria identifies "Methodology" as a Criteria with Maximum of 20 Points, however, Methodology is not identified in the Section IV Content of Response Documents. Where would HACP like to see the information regarding Methodology?

A: As part of the proposal, provide a description of Offeror's proposed Construction Management methodology. Outline your firm's approach, processes, and tools in sufficient detail to allow for evaluation. At a minimum, address the following:

- 1. Project Planning & Management – Approach to planning, scheduling, resource allocation, project controls, change management, and milestone tracking.**
- 2. Cost Control & Budget Management – Approach to cost control and monitoring techniques, and methods for tracking and forecasting costs throughout the project.**
- 3. Quality Assurance & Safety – Approach to quality control, inspection protocols, compliance measures to ensure work meets specifications, and is performed safely.**
- 4. Risk Management – Identification, assessment, and mitigation strategies for risks (e.g., delays, budget overruns, unforeseen conditions).**
- 5. Communication & Collaboration – Approach to communication plan, meeting/reporting, stakeholder coordination, and conflict resolution approach.**
- 6. HUD Requirements – Approach to meeting HUD requirements in managing projects.**

Item 40: Q: Section II Scope of Services, 3) Construction Phase CM Services, item c. discusses the preparation of a detailed CPM schedule being coordinated by the CM. Since the CPM schedule and coordination is typically the responsibility of the General Contractor, would HACP consider revising or omitting this section?

A: No.

Item 41: Q: The Professional Services Contract identifies “Liquidated Damages. Contractor shall pay \$300.00 per day for each day of delay.” HACP is requested to qualify this statement.

A: Refer to answer to Item 35 herein.

Item 42: Q: Are the DBE Goals (18%MBE/7%WBE) required on a Task Order Basis or are they tracked based on overall Contract DBE participation?

A: Both, MWBE measurement is applied on each task order and on the overall contract.

Item 43: Q: The MBE/WBE Participation Plan form found in Attachment E includes columns for **\$ Value Contract** and **% of Fee**. These amounts are unknown until a Task Order is issued and the scope of work is defined. Should the response remain blank, or should TBD be entered for these values?

A: Yes, TBD would be an appropriate response as the scopes may vary on the Task Order; however, when the amounts are established; HACP requires a completed form.

Item 44: Q: Section 8.ii. of the Professional Service Contract included in Attachment A states that HACP may enforce Liquidated Damages in a sum of \$300/day “*in the event of a contractor’s failure to comply with equal opportunity and affirmative action provisions*”. If the Consultant does not meet the stated Minority/ Women Participation Goals for any Task Order or the overall Contract, can Liquidated Damages be incurred?

A: Yes

Item 45: Q: What specific issues would trigger Liquidated Damages?

A: Refer to answer to Item 35 herein.

Item 46: Q: If lack of meeting DBE Goals can trigger Liquidated Damages, at what point would LDs begin, and at what point would they end?

A: The date the Contractor’ first fails to comply with equal opportunity and affirmative action provisions. The end would be the earlier of the date the Contractor comes into compliance or the date the Contract expires.

Item 47: Q: Is Section 3 Participation tracked on a Task Order Basis or as an aggregate of the overall Contract value?

A: Both. It is tracked per task order and in aggregate to the overall contract.

Item 48: Q: Is Section 3 Participation required for all subconsultants as well or is it required of the Prime Consultant only?

A: Optionally, you would work with the Resident Sustainability Manager to identify a prospective candidate if you choose Tier 1.

Item 49: Q: If threshold levels of Section 3 hiring are not obtained, are training payments or cash contributions as identified in the RFP mandatory or optional?

A: Optionally, you will work with the Resident Sustainability Manager to identify a prospective candidate if you choose Tier 1.

Item 50: Q: Could you please provide a list of MWDBE Certifications accepted by HACP?

A: HACP accepts MWDBE certifications from any reputable certifying body such as the Pennsylvania Unified Certification Program (PAUCP), State Department of Transportation (State DOT) and the PA Department of General Services official certifications (self-certifications are not accepted). We also accept third party certifying agencies such as the Eastern Minority Supplier Diversity Council and the Women Business Enterprise National Council (WBENC)

Item 51: Q: If selected as a Construction Manager, would this restrict the CM from the ability to work as a GC, subcontractor, or Construction Manager at risk on future HACP projects in any capacity, or would this just preclude the ability for the selected CM to work on a particular project?

A: A Conflict of Interest cannot exist between a Construction Management firm and any project or activity that HACP is conducting or participating in.

Item 52: The due date, time, and location remain unchanged at September 11, 2025, at 10:00 a.m., at the HACP Procurement Dept., 412 Boulevard of the Allies 6th Floor, Pittsburgh, PA 15219.

Item 53: 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 September 11, 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/nkcNv98yneUyyGYDSlvc>

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 September 11, 2025, at 10:00 a.m. regardless of the selected delivery mechanism.

END OF ADDENDUM NO. 4



Mr. Brandon Havranek
Associate Director of Procurement/Contracting Officer

08/28/2025

Date