



**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

November 5, 2025

**Compliance Consultant Services
RFP #125-40-25**

ADDENDUM NO. 1

This addendum issued November 5, 2025, becomes in its entirety a part of the Request for Proposal RFP #125-40-25 as is fully set forth herein:

Item 1: Q: Can you please confirm whether the Technical and Cost Proposals should be as two separate documents?

A: Yes. Refer to page 3 of the RFP

Item 2: Q: Is the Pre-submission meeting on November 18, 2025, mandatory?

A: It is not mandatory, although prospective respondents are strongly encouraged to attend the Pre-Submission Conference.

Item 3: Q: If we choose to submit the proposal electronically via Dropbox, can you confirm the physical copies are not also required or should both electronic (Dropbox) and physical copies be submitted?

A: Refer to page 13 of the RFP. You can submit electronically or by dropping your physical bid off in person. We only require one submission.

Item 4: Q: Regarding Attachment 1 – Sample M/WBE Commitment Letter, should we complete and include this exact “Sample” form in our proposal with subcontractor information, or is it provided for reference only?

A: The “Sample Commitment Letter” is for reference. Every Offeror should use a document with their own letterhead.

Item 5: Q: If the proposing firm is an MBE, may we count ourselves toward fulfillment of the MBW participation requirements?

A: Yes.

Item 6: Q: Please confirm which of the following RFP attachments are required to be completed or attached and submitted with our proposal. If not, all are required, please indicate which ones must be included and which are for references only:

- Attachment A – Contract
- Exhibit A – Scope of Services
- Exhibit B – Fee Schedule
- Exhibit C – Certification of Proposer
- Exhibit D – Certification Regarding Lobbying
- Exhibit E – Disclosure of Lobbying Activities
- Exhibit F – Conflicts of Interest
- Attachment B – Instructions to Offerors (Non-Construction)
- Attachment C – General Conditions for Non-Construction Contracts
- Attachment 12 – Supplemental General Conditions
- Attachment D – Certifications and Representations of Non-Construction Contract
- Attachment E – Special Participation Summary
- Attachment F – Section 3 Clause
- Attachment G – Firm Demographics
- Attachment H – Request for Taxpayer Identification Number and Certification
- Attachment I – Sample M/WBE Commitment Letter
- Attachment J – Previous Related Experience / References
- Attachment K – Fee Sheet

A: Review Section IV Content of Response Documents. Offerors are expected to examine the statement of work, the proposed contract terms and conditions, and all instructions. Failure to do so will be at the offerors risk.

Item 7: Q: Could you please advise where responses to these clarification questions will be posted and the anticipated date for release?

A: The answers will be posted on HACP's website (www.HACP.org).

Item 8: The due date, time, and location remain unchanged on December 10, 2025, at 11:00 a.m. at the HACP Procurement Dept., 412 Boulevard of the Allies 6th Floor, Pittsburgh, PA 15219.

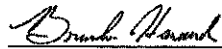
Item 9: The Housing Authority of the City of Pittsburgh will **only accept physical proposals dropped off in person from 9:00 AM until the closing time of 11:00 a.m. on December 10, 2025**, in the lobby of the One Stop Shop at 412 Boulevard of the Allies, Pittsburgh, PA 15219.

Proposals may still be submitted electronically via:

<https://www.dropbox.com/request/QZLCLXEYNC8OX1KE2bcd>

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

END OF ADDENDUM NO. 1



Mr. Brandon Havranek
Associate Director of Procurement/Contracting Officer

11/05/2025

Date