

**December 5, 2025**

**Employee Retirement Plan Investment Management  
and Financial Wellness Consulting**

**RFP #650-41-25**

**ADDENDUM NO. 2**

This addendum, issued December 5, 2025, becomes in its entirety a part of the Request for Proposals RFP #650-41-25 as is fully set forth herein:

**Item 1:** Q: What are the total assets of the plan?

A: **See Item 1 of Addendum #1.**

**Item 2:** Q: Is the plan a defined benefit plan or contributory?

A: **See Item 5 of Addendum #1.**

**Item 3:** Q: How many participants are in the plan?

A: **See Item 9 of Addendum #1.**

**Item 4:** Q: What is the participation rate?

A: **See Item 20 of Addendum #1.**

**Item 5:** Q: What are the current investment management and financial wellness consulting fees?

A: **See Item 21 of Addendum #1.**

**Item 6:** Q: Can we see a copy of the existing Investment Policy?

A: **This is a Right-to-Know request. Please contact HACP's Open Records Officer, whose information can be found on our website [www.hacp.org](http://www.hacp.org).**

**Item 7:** Q: Other than attesting to best faith efforts are there any other requirements or proof of working with or subcontracting with a Minority Owned Business for the RFP?

A: **Yes. You would submit a completed Letter of Intent, as sample is attached to the RFP as Attachment I.**

**Item 8:** Q: Proof of Business- It refers to Articles of Incorporation. Are you looking for the documents themselves or instead can we provide you with a EIN, DUNS numbers or NAIC codes?

A: **If you are referring to Section IV(a)(4) Organizational Certifications, HACP is looking for:**

**(a) Copies of Certificate of Incorporation, Partnership Agreement, Joint Venture or other organizational document.**

**(b) A corporate resolution signed by the Secretary of the Corporation and notarized, certifying the name of the individual(s) authorized to sign the offer, the contract and any amendments thereto.**

**Item 9:** Q: If a bidder has not performed work for HACP, how should that section be addressed—should we state “Not Applicable,” or provide an alternative example?

A: **If the Offeror has not performed services for HACP then that section would be not applicable.**

**Item 10:** Q: For the contact person listed for each reference, do you require someone who was directly involved in day-to-day operations, or is a senior manager who oversaw the contract acceptable?

A: **That is up to the Offeror as they are their references to provide.**

**Item 11:** Q: Will the evaluation committee place more weight on public sector experience versus private sector references?

A: **HACP’s Evaluation Committee will evaluate the Proposals utilizing the criteria established in Section V of this Request for Proposals. HACP will award a contract to the highest-ranked Offeror or Offerors determined to be responsive and responsible and whose offer is in the best interest of HACP.**

**Item 12:** Q: The RFP requests copies of all change orders and related financial details for the last three jobs and the most recent HACP job. Our firm does not issue change orders for professional services engagements, and we are contractually prohibited from disclosing client financial information. Could you please clarify:

- a. How should firms in this situation respond to this requirement?
- b. Would a written statement explaining that change orders and financial details are not applicable for our service model be acceptable?
- c. Is there an alternative form of documentation you would consider (e.g., narrative explanation of scope adjustments without financial data)?

A: **A Change order is defined as a unilateral modification made to the contract by the Contracting Officer under the authority of the contract’s Changes clause. Only the specific changes permitted by the particular Changes clause may be made under a change order (e.g., modify the drawings, design, specifications, method of shipping or packaging, place of inspection, delivery, acceptance, or other such contractual requirement; see form HUD-5370). All change orders must be within the scope of the contract. If your change orders don’t meet that specification, it would not be applicable.**

**Item 13:** Q: Firm Demographics (Attachment G): We note the request to provide a detailed demographic description of all employees (Attachment G). Our firm maintains strict privacy standards and does not collect or disclose individual-level demographic data that could identify employees. Would the Authority accept aggregate, anonymized demographic information presented at the firm-wide level, or alternatively, a written attestation of our equal employment opportunity and non-discrimination policies, in lieu of the detailed table?

**A: That is acceptable as long as the Offerors "detailed demographic description" complies with all the provisions of Section 3 as set forth in 24 CFR Part 75 et seq. and the HACP Section 3 Policy and Program requirements.**

**Item 14:** Q: The RFP requires submission of a Section 3 Opportunities Plan and references hiring or contracting with low-income persons or Section 3 businesses (Attachment F). Our firm does not typically hire for these engagements and does not collect income-level data on employees or subcontractors. Could you please clarify if no new hires will result from this contract, is selecting Tier IV – No New Hire Opportunity and providing a written explanation acceptable?

**A: Tier IV is an acceptable Tier to choose. Any bid or proposal received from a contractor that does not contain a Section 3 Opportunities Plan or certification and back-up documentation acceptable to HACP may be deemed non-responsive by HACP.**

**Item 15:** The due date, time, and location remain unchanged on December 12, 2025, at 9:00 a.m., at the HACP Procurement Dept., 412 Boulevard of the Allies 6<sup>th</sup> Floor, Pittsburgh, PA 15219.

**Item 16:** 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 9:00 a.m. on December 12, 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/IBsbse7Vb6Q9uoaIWdJz>

Sealed proposals may also be mailed via USPS at which time they will be Time and Date Stamped at 412 Boulevard of the Allies, 6<sup>th</sup> Floor - Procurement, Pittsburgh, PA 15219. All proposals must be received at the above address no later than December 12, 2025, at 9:00 a.m. regardless of the selected delivery mechanism.

## END OF ADDENDUM NO. 2



Mr. Brandon Havranek  
Associate Director of Procurement/Contracting Officer

12/05/2025

Date