

March 26, 2026

Authority-Wide Professional Real Estate Appraisal & Market Study Service(s)

RFP #600-16-26

ADDENDUM NO. 1

This addendum issued March 26, 2026, becomes in its entirety a part of the Request for Proposals RFP #600-16-26 as is fully set forth herein:

Item 1: Q: Attachment K: Fee Proposal Form - Is it acceptable to provide a flat fee for the various types of appraisals and market study services vs an hourly rate? If it cannot be provided on the form, can it be provided within the technical response of the proposal?

A: All offerors are required to submit their price for providing the goods or services requested under this RFP in accordance with Attachment K, titled "FEE SHEET." Failure to do so will be at the offeror's risk.

Item 2: Q: In the RFP, it had mentioned participation of Women and Minority Owned Businesses. We previously were certified with the Pennsylvania Housing Finance Agency list of Women and Minority Owned Business. The listing is no longer available; however, we are certified with the Commonwealth Department of General Services. We used the Pennsylvania Housing Finance Agency to draw from certified Women and Minority Owned Businesses. Does the Housing Authority of the City of Pittsburgh maintain a list of certified Women and Minority Owned Business for contracting?

A: We accept current certifications from the PA Uniform Certification Program via our local state agencies who are under department of transportation (DOT) oversight. HACP does not maintain a list of M/WBE(s). It's the offeror's responsibility to do required Best Effort outreach to certified vendors who met the scope of work qualifications in our RFP.

Item 3: Q: Are proposers required to submit attachment J as included in the RFP, or can they include the same information in their own styled format?

A: All Offerors shall complete and submit Attachment J in the format provided.

Item 4: Q: Does HACP anticipate that any task orders will require the market analyst to hold or pursue NCHMA membership, or is that strictly a preference factor for scoring?

A: No, The HACP does not anticipate requiring market analysts or firms to hold or pursue membership with the National Council of Housing Market Analysts (NCHMA) as a condition of any task order. However, given the strong emphasis by both HUD and the Pennsylvania Housing Financing Agency (PHFA) on market studies adhering to the NCHMA's Model Content Standards demonstrated familiarity with and adherence to those standards is important. NCHMA membership may be considered as a preference factor during the evaluation process, as it can indicate alignment with industry's best practices and underwriting expectations.

Item 5: Q: Will HACP issue task orders to multiple vendors simultaneously for the same service category, or will task orders be routed to a single preferred vendor per category?

A: The HACP intends to establish a pool of qualified vendors under each service category through this solicitation. While multiple vendors may be awarded contracts and included in the vendor pool for each service category, task orders will generally be issued to one vendor at a time for a given assignment. The HACP reserves the right to issue a task order to another qualified vendor within the pool under certain circumstances, including but not limited to:

- The selected vendor declines the assignment or is unavailable to meet required timelines
- Performance concerns or conflicts of interest
- The need for specialized expertise better aligned with another firm in the pool

Item 6: Q: Attachment K: Page 88 – Category A (Appraisal Services) In the below Grid named Category A: Real Estate Appraisal Services – The fee, for each product within the GRID, must be submitted in Hourly Rate or can it be a flat fee for each of the products?

A: All offerors are required to submit their price for providing the goods or services requested under this RFP in accordance with Attachment K, titled “FEE SHEET.” Failure to do so will be at the offeror’s risk.

Item 7: The due date, time, and location remain unchanged at April 7, 2026, at 11:00 a.m., at the HACP Procurement Dept., 412 Boulevard of the Allies 6th Floor, Pittsburgh, PA 15219.

Item 8: The Housing Authority of the City of Pittsburgh will **only accept physical bids dropped off in person from 8:00 AM until the closing time of 11:00 a.m. on April 7, 2026**, 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/okvkzcQCRNH7bGREJs3>

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 bids must be received at the above address no later than April 7, 2026, 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

03/26/2026

Date