

October 2, 2026

**Third-Party Property Management Agent for Homewood House Apts, LLC (HHA)
RFP #125-30-26**

ADDENDUM NO. 1

This addendum issued October 2, 2026, becomes in its entirety a part of the Request for Proposals RFP #125-30-26 as is fully set forth herein:

Item 1: Q: Can HACP confirm the current occupancy rate and NSPIRE inspection score at Homewood House, since the contract sets performance targets of 95% occupancy and high NSPIRE scores?

A: Occupancy Rate: 72 Units Occupied (71%) 29 Vacant (29%)
10 Vacant - Leased
19 Vacant - Not Leased
NSPIRE / REAC Score: Score of 81 on 11/25/2026

Item 2: Q: Will HACP provide the existing tenant files, resident ledgers, and TRACS/HUD-50059 data for transition, or must the new Management Agent rebuild these from scratch?

A: The HACP will acquire this information from the existing management company upon closing and make it available to the awardee.

Item 3: Q: Is there an incumbent management company currently in place, and if so, what is the anticipated transition timeline after award?

A: Yes. There is an existing management company, Tarantino Properties, Inc. The transition date is dependent upon the date of acquisition, which has not yet been determined.

Item 4: Q: Can HACP clarify the expected timeline between award and contract start/mobilization date?

A: Not at this time.

Item 5: Q: Regarding the Management Fee Calculation (per-unit-month caps under HUD Handbook 4381.5), can HACP confirm the current number of occupied vs. allowable vacant units used for that calculation?

A: This information will not be available until after closing and once Form HUD-9836 (Project Owner's/Management Agent's Certification) is completed because HUD determines these amounts.

Item 6: Q: Site Visit / Property Inspection. Will HACP provide prospective Management Agents with an opportunity to conduct an on-site visit and walkthrough of Homewood House Apartments prior to the proposal submission deadline?

Given the scope of the third-party management responsibilities, a site visit would assist prospective Management Agents in evaluating the property's current physical and operational condition,

including common areas, representative units where permissible, vacant units, management and maintenance areas, building systems, deferred maintenance concerns, and overall staffing and operational needs. If a formal site visit has not already been scheduled, would HACP consider establishing a date and time for interested proposers to tour the property prior to submission of final proposals?

A: Yes. A non-mandatory site visit has been scheduled for Friday, October 9, 2026, from 11:00 AM to 12:00 PM, at the exterior front entrance of building - 7130 Frankstown Avenue, Pittsburgh, PA 1520.

Interested parties must RSVP by 12:00 PM on Thursday, October 8, 2026, using the following link: <https://forms.gle/UY6pGRMmGh49H5vo7>

Late and/or non-registered parties will not be allowed to participate.

Item 7: Q: Current Rent Roll, Operating Budget and Historical Expenses?

A: Not available at this time.

Item 8: Q: Financial Information – Can your team please provide at least one year of P&L statements for review, along with the associated 2025 audit documentation?

A: No

Item 9: Q: Site Visit – Can we schedule a site visit so our team can get a better understanding of the property's current condition? This will help us appropriately assess staffing levels, maintenance needs, work order management, and overall operational requirements as we prepare our RFP response.

A: See Item 6.

Item 10: Q: Historical Work Orders – Do you have historical work order data that can be provided for our review?

A: No.

Item 11: Q: Rent Schedules – Can you please provide the redacted rent schedules that were requested during the introductory call?

A: No

Item 12: Q: Current Property Management Company – If you are able to share, who is the current property management company operating the site?

A: See Item 3.

Item 13: Q: Site Assessment – When is the site assessment currently being completed by your team expected to be finalized? If it is completed prior to the RFP submission deadline, would it be possible for us to receive a copy for review?

A: The PCNA will take place in early October 2026. The results will not be available by the close of this RFP process.

Item 14: The due date, time, and location remain unchanged at October 15, 2026, at 9:00 a.m., at the HACP Procurement Dept., 412 Boulevard of the Allies 6th Floor, Pittsburgh, PA 15219.

Item 15: 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 October 15, 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/oa269p7kvgzu526k4ev0>

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 October 15, 2026, at 9:00 a.m. regardless of the selected delivery mechanism.

END OF ADDENDUM NO. 1



Mr. Brandon Havranek
Associate Director of Procurement/Contracting Officer

10/02/2026

Date