

April 21, 2014

TO: ALL POTENTIAL OFFERORS

RE: ADDENDUM NO. 1 & 2 for Solicitation P-004384, "Consultant Management Services"

Dear Sir/Madam:

Attached is Addendum No. 1 dated April 15, 2014 in regard to the above referenced solicitation. This addendum shall be attached to the noted solicitation and take precedence over the same.

If you should have any questions, please contact Rovshan Safarov at (215) 684-4059.

Sincerely,  
Philadelphia Housing Authority

Rovshan Safarov  
Sourcing Manager - Procurement

Attachment: Addendum No. 1  
Addendum No. 2

cc: File P-004384

THE PHILADELPHIA HOUSING AUTHORITY  
3100 Penrose Ferry Road, Philadelphia, PA 19145  
ADDENDUM NO. 1  
Dated April 15, 2014 for  
Solicitation No. P-004384  
“Consultant Management Services”

This addendum shall be attached to the noted solicitation and shall take precedence over the same and previous addenda. Any items not mentioned herein nor affected hereby shall be performed strictly in accordance with the original specifications, drawings, and previous addenda thereto.

**ITEM 1: Frequently Asked Questions**

**1-Q:** Page H-2 states that “performance surveys (included in package) must be completed and accompany bid responses in separately sealed envelopes.” Could you please provide the page number or location where we can find the survey forms?

**1-A:** *The Past Performance Survey is Located is to be completed by your References that you will list on Page H-2.*

**2-Q:** Can you please confirm that the MBE requirement for this RFP is 10%, as stated on page J-15?

**2-A:** *Yes, the MBE Requirement is 10% and 10% for WBE. (For details call: Mss. Chrystal Jordan at 215-684-5856)*

**3-Q:** The Section 3 forms have a different RFP number. Should we still use these in our response?

**3-A:** *Please use Section 3 Forms included in the Solicitation Package P-004384*

**4-Q:** Should our cost proposal include forms H1a and H1e, as indicated, or H1a through H1e? In addition, section H stops at H1c.

**4-A:** *The Cost Proposal need to be completed for all 5 years ( H-1-a through H-1-e)*

**5-Q:** What information should be provided for the General Description/information of services associated with Task 2 on page H-1? Should we include a work plan?

**5-A:** *Please provide the brief General Info/Work Plan (associated with Task 2 “Strategic Planning” Only \_ (Page H-1)*

**6-Q:** Do the five Tasks listed on pages C4 and C5 fall within the 11 services areas listed, or are these considered separate services areas?

**6-A:** *The Five Tasks do fall within the 11 services, but are not limited to them either*

**7-Q:** Can you please confirm that PHA would like one original and five copies of the proposal?

**7-A:** *While submitting the Proposal, please provide with 1 Original and 5 Copies as required.*

**8-Q:** Can you please confirm that we are not required to bid on all components of the SOW?

**8-A:** *Even though this is the Multi Award Bid, all bidders are encouraged to completely fulfill the Scope of Work.*

**9-Q:** Do proposed personnel need to provide personal references, as indicated on page C6?

**9-A:** *Please see Answer 1 shown above*

**9-Q:** As a WBE prime, can Proposer fulfill the entire MPG without bringing in an MBE?

**9-A:** *Yes, WBE prime can fulfill the entire MPG without bringing in an MBE.*

**10-Q:** Should the proposal structure follow the checklist or the outline on page C6?

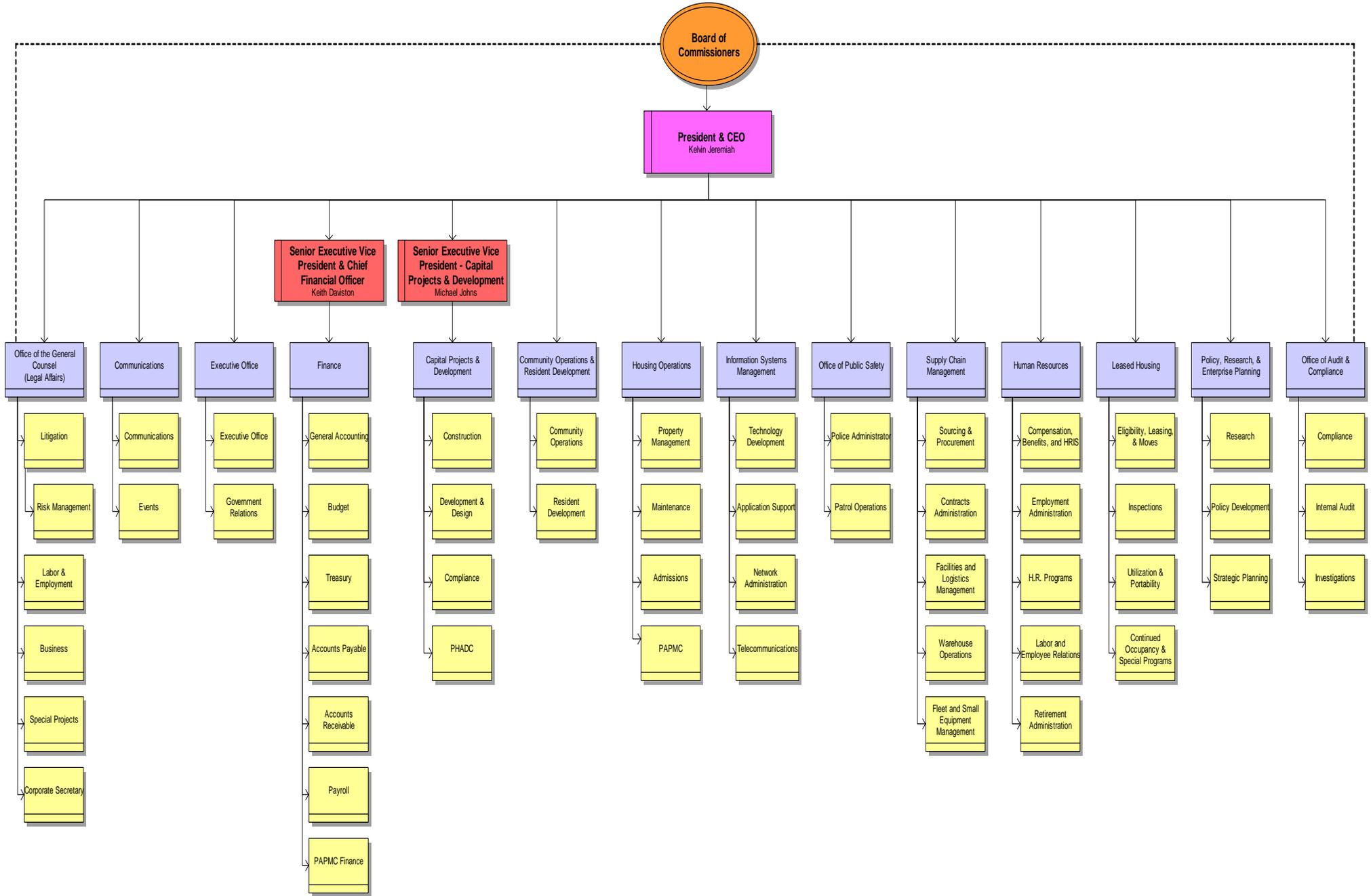
**10-A:** *It should follow the checklist (page 1 and page2)*

**11-Q:** How many vendors will be selected?

**11-A:** *This is the multi-award Bid (will be determined upon responses)*

**12-Q:** Organizational Structure of the ***Philadelphia Housing Authority***.

Philadelphia Housing Authority. Consultant Management Services. P-004384. **Frequently Asked Questions.**



End of Addendum

THE PHILADELPHIA HOUSING AUTHORITY  
 3100 Penrose Ferry Road, Philadelphia, PA 19145  
 ADDENDUM NO. 1  
 Dated April 15, 2014 for  
 Solicitation No. P-004384  
 "Consultant Management Services"

**"Consultant Management Services"**  
**Addendum # 2 Hourly Rates Per Task P-004384**

TASK Definitions		(A)	(B)	(A) X (B) = (C)	(A)	(B)	(A) X (B) = (C)	(A)	(B)	(A) X (B) = (C)	(A)	(B)	(A) X (B) = (C)	(A)	(B)	(A) X (B) = (C)
		PHA estimate Hours / Year *	Propose r Avg Hourly Rate Per Task **	Base Year 1 Total	PHA estimate Hours / Year *	Propose r Avg Hourly Rate Per Task **	Base Year 2 Total	PHA estimate Hours / Year *	Propose r Avg Hourly Rate Per Task **	Base Year 3 Total	PHA estimate Hours / Year *	Propose r Avg Hourly Rate Per Task **	Option Year 1 Total	PHA estimate Hours / Year *	Propose r Avg Hourly Rate Per Task **	Option Year 2 Total
<b>Task 1</b>	Conduct Evaluation and Review of Department Operations	1,500	\$ -	\$ -	1,500	\$ -	\$ -	1,500	\$ -	\$ -	1,500	\$ -	\$ -	1,500	\$ -	\$ -
<b>Task 2</b>	Assistance in Strategic Planning	2,500	\$ -	\$ -	2,500	\$ -	\$ -	2,500	\$ -	\$ -	2,500	\$ -	\$ -	2,500	\$ -	\$ -
<b>Task 3</b>	Development and Implementation of New Funding and/or Program Initiatives	1,000	\$ -	\$ -	1,000	\$ -	\$ -	1,000	\$ -	\$ -	1,000	\$ -	\$ -	1,000	\$ -	\$ -
<b>Task 4</b>	Assistance Regarding the Development of the Asset Management Model	1,000	\$ -	\$ -	1,000	\$ -	\$ -	1,000	\$ -	\$ -	1,000	\$ -	\$ -	1,000	\$ -	\$ -
<b>Task 5</b>	Advice on MTW Planning and Reporting	1,000	\$ -	\$ -	1,000	\$ -	\$ -	1,000	\$ -	\$ -	1,000	\$ -	\$ -	1,000	\$ -	\$ -
* - This PHA estimate of work hours by task area is for cost -comparison purposes only and does not guarantee nor even imply that the estimated hours will be realized during the contract period.																
** - Proposer is to insert the average hourly rate for work related to each task based upon use of various professional disciplines and/or sub-contractors. This may vary by task.																