

ADDENDUM NUMBER TWO

February 8, 2017

**RFP #17-912-04;
CONSTRUCTION QUALITY CONTROL CONSULTANT SERVICES FOR GUSTE III
GROUP 3 - 7**

THIS ADDENDUM IS BEING ISSUED TO INCORPORATE THE FOLLOWING IN THE REFERENCED REQUEST FOR PROPOSALS

ITEM #1 PROPOSAL DUE DATE AND TIME

Delete: Thursday, February 9, 2017 from the RFP.

Insert: Monday, February 13, 2017 into the RFP.

ITEM #2 WRITTEN QUESTIONS RECEIVED

Q1: Page one, Paragraph 4 of the advertisement states "Deliver 3 complete sets (one original and two (2) copies of the required submittals..." The Supplemental Instructions to Offerors, Item 4 - Proposal Submission, states "... submit one (1) original and three (3) copies of the Proposal..." Which one is correct?

A1: Refer to Item #3 of this Addendum.

Q2: Part I of the RFP – Introduction/Background Information, Page 2 states "Each completion and corrective work contract is a lump sum amount, inclusive of a unit price list." The Cost Proposal Form, however, does not include a request for lump sum and unit price for the three phases separately. Please clarify.

A2: This statement refers to the nature of the contract between HANO and the construction completion contractor(s) that the LQCA will be monitoring, not the nature of the contract that will be executed in relation to this procurement.

Q3: The Supplemental Conditions, Paragraph 3 - Term of Contract, states "The contract shall be for a period of seven (7) months" whereas the Cost Proposal Form, Paragraph 1, states "... the fee of the Contract shall be based on provision of services for a four month period..."

Refer to Item #4 of this Addendum.

Additionally, Part III of the RFQ – SUBMISSION REQUIREMENTS, Section 3.1 Staffing and Qualifications, Paragraph 3 states “The Consultant shall provide one (1) full-time onsite Lead Quality Control Advocate (LQCA)...” The Cost Proposal Form includes 1200 hours for LQCA. This equates to a little over seven (7) months for one LQCA. Is it the intent in the Cost Proposal Form, for seven months of contract time for all three phases?

A3: Refer to the Supplemental Conditions and Item #4 of this Addendum.

Q4: The Supplemental Conditions, Contract Type/Contract Amount, states “The Consultant shall provide the services at contracted hourly rates, in an amount not to exceed \$231,612.00.” However, the Cost Proposal requires unit price as well as TOTAL ESTIMATED PROJECT COST. If a NTE amount is already established and payment will be based on hourly rates, then all that is needed is Hourly Billing Rates for each category. This Cost Proposal Form may not be applicable in this case. Please advise.

A4: The Cost Proposal Form is required to determine a break-down of costs that include overhead and profit, and travel expenses (if applicable).

Q5: Addendum Number One, dated February 3, 2017, included the requirements for HANO’s Employment, Training and Contracting Policy, which requires awarding 20% to DBE, 5% to WBE and 3% to section 3 Businesses. This RFP requires only three categories of personnel with very specific qualifications and experience. How it is possible to meet this requirement for this unique RFP? Please advise.

A5: The contracting percentages (20%, 5%, 3%) are required when subcontracting takes place. The employment percentage (30%) is required when new hires are made on this project. The training portion is required for any contract with duration of 6 months or more.

Q6: Extending the Proposal Submission date is requested.

A6: Refer to Item #1 of this Addendum.

**ITEM #3 SUPPLEMENTAL INSTRUCTION TO OFFERORS,
PROPOSAL SUBMISSION**

Delete: Respondents shall submit one (1) original and three (3) copies of the Proposal...

Insert: Respondents shall submit three (3) complete sets (one original clearly marked or stamped “original”, and two (2) copies of the Proposal...

ITEM #4 COST PROPOSAL FORM

Delete: "the Contract shall be based on provision of services for a four month period, with an option to extend for up to two additional months, (if exercised by HANO)", from the Cost Proposal Form.

Insert: "the contract shall be for a period of seven (7) months. HANO may extend the Term of Contract for up to an additional seven (7) months. Each option month shall only be exercised if the consultant has met deliverables and satisfactorily performed under the terms of the Contract", into the Cost Proposal Form.

Proposals must be received by the Housing Authority of New Orleans (HANO) in the Department of Procurement and Contracts by 2:00 p.m. CST on Monday, February 13, 2017. All terms and conditions shall remain as stated in the original Request for Proposals. All addenda must be acknowledged.

END OF ADDENDUM NUMBER TWO