



## ADDENDUM NUMBER THREE

September 9, 2019

### **RFQ #19-911-23; ON CALL ARCHITECTURAL AND ENGINEERING SERVICES FOR FISCHER I, FISCHER III, FISCHER IV, FISCHER IV-A, AND FISCHER SENIOR VILLAGE HOUSING COMMUNITIES**

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

#### **ITEM #1 WRITTEN QUESTIONS RECEIVED**

**Q1: In order to meet the DBE/WBE/Section 3 requirement, must a firm be certified with HANO – or is it acceptable for the firm to be certified with the City of New Orleans?**

A1: Yes, any contractor wishing to participate in HANO contracts as a Section 3, WBE, or DBE must be certified with HANO. More information regarding certification can be found at: [http://www.hano.org/business/dbe\\_section\\_3.aspx](http://www.hano.org/business/dbe_section_3.aspx).

**Q2: Regarding DBE and WBE participation on the RFQs for the Guste and Fischer Housing Communities, if the prime is a certified DBE or WBE, will their participation count towards the goals? Or does all participation need to be from sub consultants?**

A2: Yes, the portion of the contract that is self-performed by the prime DBE/WBE/Section 3 business counts towards the requirements.

**Q3: If a firm responds as a prime, are they also eligible to submit as a consultant under a different prime?**

A3: Yes.

**Q4: RFQ #19-911-21 and RFQ #19-911-23 each contain a page entitled Index of Submittal Documents, the first six (6) of which are listed in the table are found in Appendix B: Contractor's Summary, HUD FORM 5369C, Non-Collusive Affidavit, Certification of Contractor Non-Exclusion, Acknowledgement of Addenda and Employee Verification Affidavit.**

It is stated that these forms must be submitted with the submittal of qualifications package.

Part IV - Submission Requirements details the exact form of the submittal including each Tab and what is to be placed within that Tab.

There is no specific instruction in Part IV for the Tab number or placement of the 6 documents listed above in the submittal.

**Please clarify specifically where they are to be included and tabbed, if applicable.**

A4: Refer to ITEM #3 of this Addendum.

**Q5: Can you confirm that the following forms must be submitted with the prime's submission for both referenced RFQ's?**

- Section 3 Employment Action Plan
- Section 3 Training Action Plan
- Contracting Action Plan for Section 3/DBE/WBE
- List of Core Employees
- Contracting Schedule
- Section 3 Employment and Training Schedule
- Letter of Intent – Subcontractor commitment form (from each sub)
- Statement of Understanding

The last 4 are the ones I am not sure about.

A5: Refer to ITEM #3 of this Addendum.

**Q6: Professional Insurance requirement is shown as \$1,000,000,000.00. This seems to me as a typo. Please provide the correct amount.**

A6: Refer to ITEM #4 of this Addendum.

**Q7: The total cumulative fees will not exceed \$250,000.00 .Will this be for all 3 years meaning only about \$83,000/per year? Previous RFPs did not have this restriction. Please confirm that this is correct.**

A7: The cumulative amount of Task Orders issued under the contract, throughout the term of the contract period, shall not exceed \$250,000, subject to HUD approval.

**Q8: There was a pre-submission meeting on 8/23/19. We request a copy of MoM (Minutes of Meeting) and list of attendees.**

A8: Refer to ITEM #5 and ITEM #6 of this Addendum.

**Q9: We request your consideration to extend the submission date to 9/15/2019 so that a well prepared SOQ can be submitted.**

A9: The submission due date has been extended to 9/13/19. Refer to Addendum #2.

**Q10: The instructions say that "All pages shall be numbered." Does this include the cover page, index, and front end documents (Contractor Summary, HUD Form 5396C, Non-Collusive Affidavit, etc.)?**

A10: The second sentence of paragraph 4 – Submission Format, of the SUPPLEMENTAL INSTRUCTIONS TO OFFERORS that reads “All pages shall be numbered.” means that every page in your submission package shall be sequentially numbered. The Required Certifications provided in the RFQ do not require numbering.

**Q11: For Consultants: Do you want us to provide copies of their “applicable professional licenses, certifications and accreditations” and copies of their “professional liability insurance coverage” or is a list for each of these items sufficient?**

A11: Copies of the prime consultants’ licenses are required. Copies of the sub-consultants’ licenses are not required. A list of sub-consultants licenses will be sufficient.

**Q12: The “Letter of Intent – Subcontractor Commitment Form” provided in both RFQ’s indicates that the *Prime Contract* Signature is required. Is this a mistake? I am assuming the Subcontract Firms need to sign this form and provide on company letterhead. Please clarify.**

A12: This form is not required to be submitted with the proposal. Refer to ITEM #3.

**Q13: We have a Landscape Architect on our team and the “Schedule of Hourly Rates” form does not have space allowed for those services. Does this preclude them from providing hourly rates for these submissions? If they are to be included can I recreate or modify this form?**

A13: The Schedule of Hourly Rates form must not be modified. Additional sub-consultant’s rates are not necessary at this time.

**ITEM #2 QUESTIONS ASKED DURING THE PRE-SUBMISSION CONFERENCE**

**Q14: Regarding the DBE, MBE, and Section 3 goals, is the City of New Orleans’ list acceptable (SLDBE), or does it have to be HANO-certified?**

A14: Refer to A1 of this Addendum.

**Q15: If there is a team that has SLDBE certified firms on it that are not currently HANO-certified; do they need to go ahead and initiate that certification process now, or would that be something on-board?**

A15: Prime consultants should present current, valid HANO certifications. Sub-consultants need not seek certification until the applicable task order is initiated.

**Q16: As far as the Section 3 goes, you said that the Section 3 has to be HANO-certified Section 3. So the National HUD list is not acceptable?**

A16: Refer to A1 of this Addendum.

**Q17:** At the Pre-submission Conference it was said there was already a previous question about the employment and contracting policy. Is the question regarding which employment and contracting forms are required?

A17: Yes, the question was submitted in writing prior to the Pre-proposal Conference. Refer to Q4 and ITEM #3 of this Addendum.

**Q18:** There are no employment and contracting policy forms on the required documents checklist, however the Submission Requirements says that some of the documents are required. It is unclear which ones.

A18: Refer to ITEM #3 of this Addendum.

### **ITEM #3 PART IV-SUBMISSION REQUIREMENTS**

INSERT: add the following subsection 4.6 under: PART IV-SUBMISSION REQUIREMENTS

#### **4.6 Required Certifications**

The following documents, which are contained in **Appendix B**, must be included in the proposal and must be properly executed and/or notarized:

- Employee Verification Affidavit
- Contractor's Summary
- HUD Form 5369C Certifications, Representations of Offerors – Non Construction Contract
- Non-Collusive Affidavit
- Certification of Contractor Non-Exclusion
- Acknowledgement of Addenda
- Employment, Training, and Contracting Policy
  - Section 3 Employment Action Plan
  - Section 3 Training Action Plan
  - Contracting Action Plan for Section 3/DBE/WBE
  - List of Core Employees
  - Statement of Understanding

### **ITEM #4 INSURANCE**

DELETE: remove the following from SUPPLEMENTAL CONDITIONS – INSURANCE

“...\$1,000,000,000.00 per occurrence.”

INSERT: “...\$1,000,000.00 per occurrence.”

### **ITEM #5 MINUTES OF PRE-SUBMISSION CONFERENCE MEETING**

INSERT: add the attached “Transcript of Pre-Submission Conference Meeting” to the RFQ.

**ITEM #6      PRE-SUBMISSION CONFERENCE SIGN-IN SHEET**

INSERT:      add the attached “Pre-submission Conference Sign-In Sheets” to the RFQ.

**Responses to this Request for Qualifications must be received by the Housing Authority of New Orleans (HANO) in the Office of Procurement and Contracts by 2:00 p.m. CST on Friday, September 13, 2019. All terms and conditions shall remain as stated in the original Request for Qualifications. All addenda must be acknowledged.**

**END OF ADDENDUM NUMBER THREE**

HOUSING AUTHORITY OF NEW ORLEANS

PRE-PROPOSAL/PRE-SUBMISSION CONFERENCE FOR  
ON CALL ARCHITECTURAL AND ENGINEERING SERVICES FOR  
GUSTE HIGH RISE, GUSTE I, GUSTE II AND GUSTE III  
HOUSING COMMUNITIES

RFQ #19-911-21

AND

FISCHER I, FISCHER III, FISCHER IV, FISCHER IV-A AND  
FISCHER SENIOR VILLAGE HOUSING COMMUNITIES

RFQ #19-911-23

FRIDAY, AUGUST 23, 2019

10:00 a.m.

\* \* \* \* \*

PRESENT:

MS. AUDREY PLESSY, HANO

MR. GUY BARCELONA, HANO

MS. JENNIFER ADAMS, HANO

MS. PLESSY:

Well, I guess we will get started. Good morning, everyone.

COMPANY REPRESENTATIVES:

Good morning.

MS. PLESSY:

This is the Pre-Proposal/Pre-Submission Conference for two architectural AE services, or request for qualifications that we are issuing. One will be services at Guste I, Guste II and Guste III Housing Communities, and the other will be for AE services at Fischer I, Fischer III, Fischer IV and Fischer IV-A, as well as the Fischer Senior Village Housing Communities. We are doing these pre-proposals together just because it's really the same services. It will be -- well, the same architectural services will be requested at each site, and they will be issued by a task order to one awarded contractor, one awarded AE firm for each site. So in the past we have done "on calls" multiple awards; however, this time it is just for one contract award for each site.

So for those that just walked in, if you don't mind signing in. And as I was explaining, just briefly, the Housing Authority is making an award for one AE firm at each -- for each of these request for

qualifications for each separate -- for each separate proposal, so there will be one award for the Guste community and one award for Fischer. I just wanted to reiterate that for those that just walked in.

My name is Audrey Plessy. I thank you for coming. I'm the procurement manager at the Housing Authority, and I'll just go over some submission requirements that will be for each of the qualifications and proposals that you submit for this project. The submission due dates and times currently are Friday, September 6th at 2:00 p.m. We ask that you deliver four complete sets of documents; one set marked original and three copies; submitted to the Housing Authority of New Orleans, Department of Procurement and Contracts, attention to myself, Audrey Plessy. I'm the procurement manager. And please make sure that you follow all the instructions and look at the Index of Submittal documents when completing your proposal to make sure everything is signed properly, executed, and you are turning in everything that we requested. On the outside of your envelope or box, you must have the words "Request for Quote Documents" -- I'm sorry, "Request for Qualifications Documents," your company name and address, the RFQ name and number, and the date and the time the proposals are due.

Again, please refer to the Index of Submittal documents to make sure that you turn in a complete set of required submittal documents. The instructions to offerers also in there provide information on how to prepare and deliver a responsive proposal. Please review the submission requirements. The submission requirements include specific instructions on exactly how you are supposed to tab and what information you are supposed to put in your proposals, and I strongly encourage that you do that. Follow the directions very carefully when you are completing your package.

We ask that you label each section and assemble it as requested and outlined in the RFQ. An evaluation committee will review the proposals based on the requested documentation and/or the amount of detailed information that you provide, which actually goes into the scoring criteria and how your proposals are scored. So background and relevant information -- and relevant experience, rather; staffing and qualifications; employment, training and contracting plan are all criteria that your proposals will be evaluated on. And the more detailed they are, the higher, clearly, your score will be.

Any questions regarding the RFQs must be

submitted in writing three days prior to the submission due date, and you can submit them to Dianne Wiltz-Hunley. Her information is in the Request for Qualifications. Her e-mail address is dwiltz, d-w-i-l-t-z, at HANO.org. And if you have any questions, you may contact her. Any questions on how to submit it or if you can't get through, you may contact her at 670-3249. We will prepare an addendum subsequent to this proposal conference, and it will respond formally to any questions received here.

Are there any questions on anything that I've stated thus far? Probably not. So right now we will go over and turn this over to Guy Barcelona. He is the construction manager in the modernization and development department, and he will go over the scope of work for each of these projects.

MR. BARCELONA:

Okay. Well, just one real quick comment on the Guste project, the building includes the Guste High Rise as well as the other Guste I, II, and III. So the scope of services is pretty well explained in the RFQ. It's going to run the whole gamut of AE services, rehabilitation, modernization, review for accessibility requirements and things like that. The scope of services for both properties is, if not identical,

pretty close to being identical; and to me it's just very self-explanatory. So if there are any questions, we can answer questions.

MS. PLESSY:

I see some new faces out here, so I'm wondering, is everybody comfortable with how to prepare and submit a proposal for HANO? Okay.

MR. BARCELONA:

Which firms are represented?

COMPANY REPRESENTATIVES:

Julien Engineering.

Chasm Architecture.

Perez.

N-Y Associates.

Ehlinger Engineering and Architecture.

NANO Architecture.

Broadmoor Design Group.

MS. PLESSY:

Well, I mean, you know, if you can think of anything, any questions? I know we did get some questions regarding the ETC; the employment, training and contracting policy. And they will be responded to in the addendum, but if there is any -- yeah.

MS. STIVERS:

I had a question on the DBE, MBE and

Section 3 goals. Is the City of New Orleans' list acceptable, or does it have to be the HANO-certified?

MS. PLESSY:

Would you like to answer that? This is Jennifer.

MS. ADAMS:

I'm Jennifer. They have to be certified by HANO. Typically, we have easy reciprocity for anybody who is certified at the City. And I assume you are talking about the SLDBE program?

MS. STIVERS:

Yeah.

MS. ADAMS:

So as long as they submit their SLDBE certification or also the LAUCP certification. You can submit it to HANO and we can turn that around pretty quickly so that you are a HANO-certified vendor. If it's a Section 3 vendor, we certify those at HANO. So if someone wanted to be a Section 3 vendor, they would have to send all of their paperwork to us and we do that certification.

MS. SHIVERS:

Say we have a team that has SLDBE certified firms on it that are not currently HANO-certified; do they need to go ahead and initiate that certification

process now, or would that be something on-board?

MS. ADAMS:

Let me think about that and answer it in addendum. I think the nature of this is it's task order driven, so it's tricky on how we -- how we administer the employment, training and contracting policy because it's for contracts over \$100,000. So we do anticipate this -- we do anticipate the aggregate of the task orders to be over \$100,000, but I think we need to answer it more clearly in the addendum how to address that with the proposal.

MS. STIVERS:

And as far as the Section 3 goes, you said that the Section 3 has to be HANO-certified Section 3. So the HUD, the National HUD list, is not acceptable?

MS. ADAMS:

That's correct. My understanding of the HUD list is that you self-certify. So I need to see -- HANO needs to see all of their paperwork instead of agreeing that they have self-certified.

MS. STIVERS:

Okay.

MS. ADAMS:

We just want to take that extra step.

MS. STIVERS:

Okay. And you said too there was already a previous question about the employment and contracting policy. I'm assuming it has to do with which forms that you want?

MS. ADAMS:

I do think we need to clarify that too. We need to clarify that.

MS. PLESSY:

Yeah.

MS. STIVERS:

There is none of them on the required checklist, but in the submission requirements it says that you want some of them, but it's unclear which ones.

MS. ADAMS:

Yes, we will clarify that.

MS. PLESSY:

Okay. Definitely. We will try to get that out early next week too. Any other questions? No. Okay. Well, if you do have any questions, please submit them in writing to Dianne, and we will make sure that we put them out in the addendum. Thank you all for coming.

COMPANY REPRESENTATIVES:

Thank you.

(The Pre-Proposal/Pre-Submission was concluded.)

C E R T I F I C A T E

This certification is valid only for a transcript accompanied by my original signature and original required seal on this page.

I, LAINEY B. MARGAVIO, Certified Court Reporter, in and for the State of Louisiana, as the officer before whom this testimony was taken, do hereby certify that the foregoing **9 pages** were reported by me in the stenotype reporting method, was prepared and transcribed by me or under my personal direction and supervision, and is a true and correct transcript to the best of my ability and understanding;

That the transcript has been prepared in compliance with transcript format guidelines required by statute or by rules of the board, and that I am informed about the complete arrangements for deposition services;

That I have acted in compliance with the prohibition on contractual relationships, as defined by Louisiana Code of Civil Procedure Article 1434 and in rules and advisory opinions of the board; that I have no actual knowledge of any prohibited employment or contractual relationship, direct or indirect, between a court reporting firm and any party litigant in this matter, nor is there any such relationship between myself and a party litigant;

That I am not related to counsel or to the parties herein, nor am I otherwise interested in the outcome of this matter.

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Lainey B. Margavio, CCR  
Certified Court Reporter

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|--|--|---|--|---|
| <b>#</b>   | <b>amount</b> [1] - 4:16<br><b>AND</b> [4] - 1:5, 1:6, 1:9, 1:10<br><b>answer</b> [4] - 6:3, 7:4, 8:3, 8:10<br><b>anticipate</b> [2] - 8:7, 8:8<br><b>ARCHITECTURAL</b> [1] - 1:5<br><b>architectural</b> [2] - 2:8, 2:16<br><b>Architecture</b> [3] - 6:12, 6:15, 6:16<br><b>arrangements</b> [1] - 10:10<br><b>Article</b> [1] - 10:12<br><b>assemble</b> [1] - 4:14<br><b>Associates</b> [1] - 6:14<br><b>assume</b> [1] - 7:9<br><b>assuming</b> [1] - 9:3<br><b>attention</b> [1] - 3:15<br><b>AUDREY</b> [1] - 1:22<br><b>Audrey</b> [2] - 3:5, 3:15<br><b>AUGUST</b> [1] - 1:15<br><b>Authority</b> [3] - 2:24, 3:7, 3:13<br><b>AUTHORITY</b> [1] - 1:2<br><b>award</b> [4] - 2:20, 2:24, 3:2, 3:3<br><b>awarded</b> [2] - 2:18<br><b>awards</b> [1] - 2:19 | <b>certified</b> [8] - 7:2, 7:7, 7:9, 7:17, 7:23, 7:24, 8:14, 8:20<br><b>certify</b> [3] - 7:18, 8:18, 10:5<br><b>chasm</b> [1] - 6:12<br><b>checklist</b> [1] - 9:12<br><b>City</b> [2] - 7:1, 7:9<br><b>Civil</b> [1] - 10:12<br><b>clarify</b> [3] - 9:6, 9:7, 9:15<br><b>clearly</b> [2] - 4:24, 8:10<br><b>close</b> [1] - 6:1<br><b>Code</b> [1] - 10:12<br><b>comfortable</b> [1] - 6:6<br><b>coming</b> [2] - 3:6, 9:21<br><b>comment</b> [1] - 5:18<br><b>committee</b> [1] - 4:15<br><b>COMMUNITIES</b> [2] - 1:7, 1:11<br><b>Communities</b> [2] - 2:11, 2:13<br><b>community</b> [1] - 3:3<br><b>company</b> [1] - 3:23<br><b>COMPANY</b> [3] - 2:4, 6:10, 9:22<br><b>complete</b> [3] - 3:12, 4:3, 10:10<br><b>completing</b> [2] - 3:18, 4:12<br><b>compliance</b> [2] - 10:9, 10:11<br><b>concluded</b> [1] - 9:24<br><b>conference</b> [1] - 5:9<br><b>CONFERENCE</b> [1] - 1:4<br><b>Conference</b> [1] - 2:8<br><b>construction</b> [1] - 5:14<br><b>contact</b> [2] - 5:6, 5:7<br><b>contract</b> [1] - 2:20<br><b>contracting</b> [4] - 4:21, 6:22, 8:6, 9:2<br><b>contractor</b> [1] - 2:18<br><b>contracts</b> [1] - 8:7<br><b>Contracts</b> [1] - 3:14<br><b>contractual</b> [2] - 10:12, 10:13<br><b>copies</b> [1] - 3:13<br><b>correct</b> [2] - 8:17, 10:7<br><b>counsel</b> [1] - 10:16<br><b>Court</b> [2] - 10:4, 10:23<br><b>court</b> [1] - 10:14<br><b>criteria</b> [2] - 4:18, 4:22 | <b>dates</b> [1] - 3:10<br><b>days</b> [1] - 5:1<br><b>DBE</b> [1] - 6:25<br><b>defined</b> [1] - 10:12<br><b>definitely</b> [1] - 9:17<br><b>deliver</b> [2] - 3:11, 4:5<br><b>department</b> [1] - 5:15<br><b>Department</b> [1] - 3:14<br><b>deposition</b> [1] - 10:10<br><b>Design</b> [1] - 6:17<br><b>detailed</b> [2] - 4:17, 4:23<br><b>development</b> [1] - 5:15<br><b>Dianne</b> [2] - 5:2, 9:20<br><b>direct</b> [1] - 10:14<br><b>direction</b> [1] - 10:7<br><b>directions</b> [1] - 4:11<br><b>documentation</b> [1] - 4:16<br><b>documents</b> [4] - 3:12, 3:18, 4:2, 4:3<br><b>Documents</b> [2] - 3:22, 3:23<br><b>done</b> [1] - 2:19<br><b>driven</b> [1] - 8:5<br><b>due</b> [3] - 3:10, 3:25, 5:2<br><b>dwiltz</b> [1] - 5:4<br><b>DWILTZ</b> [1] - 5:5 | <b>F</b><br><b>faces</b> [1] - 6:5<br><b>far</b> [2] - 5:12, 8:13<br><b>firm</b> [3] - 2:18, 2:25, 10:14<br><b>firms</b> [2] - 6:9, 7:24<br><b>Fischer</b> [6] - 2:12, 2:13, 3:3<br><b>FISCHER</b> [5] - 1:10, 1:11<br><b>follow</b> [2] - 3:16, 4:11<br><b>FOR</b> [2] - 1:4, 1:5<br><b>foregoing</b> [1] - 10:6<br><b>formally</b> [1] - 5:10<br><b>format</b> [1] - 10:9<br><b>forms</b> [1] - 9:3<br><b>four</b> [1] - 3:11<br><b>FRIDAY</b> [1] - 1:15<br><b>Friday</b> [1] - 3:10 |
| <b>\$</b>  |  |   |  |   |
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| <b>1</b>   |  |   |  |   |
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**HOUSING AUTHORITY OF NEW ORLEANS  
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**ON CALL ARCHITECTURAL AND ENGINEERING SERVICES FOR  
GUSTE HIGH RISE, GUSTE I, GUSTE II, AND GUSTE III HOUSING COMMUNITIES  
RFQ #19-911-21**

**ON CALL ARCHITECTURAL AND ENGINEERING SERVICES FOR FISCHER I,  
FISCHER III, FISCHER IV, FISCHER IV-A, AND FISCHER SENIOR VILLAGE  
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