



January 27, 2014

TO: ALL POTENTIAL OFFERORS

RE: ADDENDUM NO. 1 for Solicitation P-004338, "Large Construction Management Services"

Dear Sir/Madam:

Attached is Addendum No. 1 dated January 27, 2014 in regard to the above referenced solicitation. This addendum shall be attached to the noted solicitation and take precedence over the same.

All offerors must acknowledge receipt of this addendum on page H-5 of their solicitation packages.

If you should have any questions, please contact James Davis at (215) 684-8313.

Sincerely,
Philadelphia Housing Authority


James B. Davis
Senior Sourcing Manager - Procurement

Attachment: Addendum No. 1

cc: File P-004338



THE PHILADELPHIA HOUSING AUTHORITY
3100 Penrose Ferry Road, Philadelphia, PA 19145
ADDENDUM NO. 1
Dated January 27, 2014 for
Solicitation No. P-004338
“Large Construction 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.

Responses to questions after pre-bid conference of January 9, 2014.

1.) Is its PHA's intent to engage more than one CM?

Answer: Yes, This will be a multiple award contract.

2.) Should the CM's include pricing for potential design services in the initial RFP response?

Answer: They can present a % of project cost for the A/E fee for Design and Construction Administration Services.

3.) Will the prime sub-contractors be contracted to the CM or directly to PHA?

Answer: They are contracted by the CM. The CM is responsible to ensure that their subs and sub-consultant contracts meet or exceed the PHA scope of work , terms and conditions

4.) Will the CM's be authorized to include project specific safety plan requirements in the supplemental special conditions?

Answer: Project specific Safety Plans will be required.

5.) Line item GMP – is the intent for a line item / discipline + general conditions GMP?

Answer: The project or task order will be have a GMP or multiple GMP's within a task order depending on the project's complexity

6.) The buyout savings, contingency and line item GMP language appear to be somewhat inconsistent. Please clarify what the specific delivery method will be and how it will be administered.

Answer: The CM's usage of buyout savings and contingency are subject to the approval of PHA and are intended for items not identified within the Task Order RFP

7.) Will the CM be required to bond the projects?

Answer: Yes, each task order will require bonding

8.) Will the CM's have to be pre-qualified by PHA prior to submission of a response to this RFP?

Answer: CM does not have to be pre-qualified prior to submission on before receipt of a contract.

9.) It was mentioned during the Pre-proposal meeting that an Addenda may be issued. When will the Addenda be issued and will it appear on your website?

Answer: Addendums will be added to the website and to anyone who attended the pre-bid meeting

10.) Item Number 10 of the checklist states *Evidence of Bid Bond Equal to 5% and Ability to Obtain Other Bonding Requirements*; Section F1 No.3 requires *proposal security at the time of bid openings* (although not checked); Section A5 No.8 (d) Proposal Security is not checked and

Section C26 No.7 requires *documentation from Surety stating proposer's bonding capacity and amount available*. Is this a requirement of this submittal?

Answer: A Pennsylvania licensed Surety stating proposer's bonding capacity and amount available is required of this RFP.

11.) Although this is a Master Term Contract, are we to assemble a team with MBE/WBE firms for this submission?

Answer: You are to note all potential professionals, and consultants that may be used during the term of this agreement.

12.) During the Pre-proposal meeting, the question was asked if the due date will be extended. Will the answer be included in the Addenda?

Answer: Proposal date has been extended to February 7, 2014. Submission time remains 11:00AM.

13.) What are the terms of payment under this contract for CM – Agency task orders?

Answer: See form HUD- 5370 General Conditions for Construction Projects

14.) Confirm that the submission format should follow section V on pages C-24-26 ensuring that all items in the Appendix 4-10 checklist are accounted for.

Answer: Submission should follow C-24 through 26 ensuring all except evidence of PHA prequalification.

15.) Will the same wage rates, to be submitted on form H-3 be relevant for all five contracted years or will PHA revise to include H pages for incremental years?

Answer: Any proposed incremental adjustments are to be submitted with the CM's proposal.

16.) May this Professional Liability Insurance be provided by the A/E Subcontractor firm and at the same time it covers the responsibility of the CM?

Answer: As an "additional insured" This should be permissible. The most likely entity to actually make a professional error is the A/E and it is common for the A/E to name "additional insures" in this way. PHA should be named as an additional insured.

17.) Mandatory Submission Checklist, Item #3 – Proposal Form Section H
The proposal form, Section H, does not coincide with the cost proposal requirements listed in the Statement of Work, Proposal Submission, Item #4 on page C-25. Please provide an updated proposal form and/or clarify the requirements for the cost proposal.

Answer: All cost indicated shall be furnished with the proposal.

18.) Section H-Proposal Form, page H-1 Is the proposer required to submit a fee percentage for both CM Fee Percentage and the CM Fixed Fee or are the percentages provided based on the Cost of Work utilized for both scenarios?

Answer: Yes a percent of the work

19.) Statement of Work, Section 5, Proposal Submission, Item #4, page C-25 Please confirm the job classification rates requested are for professional services only (ie. Project Manager, Estimator) and not for subcontractor rates (ie. Carpenters, Electricians).

Answer: Yes those are professional positions of the CM. Trades-person (prevailing wages) rates are established by the Department of Labor.

20.) Please confirm a Statement of Surety is required.

Answer: Yes

21.) RFP section "H" – "Proposal Form", page H-4 requests that we provide performance surveys for work substantially similar to that required by the solicitation. Is this request applicable for this RFP? If so, please provide the performance survey FORM that the section paragraph suggests is included in this package.

Answer: Reference form is hereby incorporated in the solicitation.

22.) RFP section "C" – "Statement of Work", page C-24 and C-25, Proposal Submission instructs the proposer to provide specific detailed information for our firm as well as A&E "sub-consultants". Some of this information wasn't required for A&E firms in previous CM proposal submissions. Is it the intent per the RFP to include this level of information for our A&E consultants. Please confirm.

Answer: Yes

23.) Proposal Submission contents are ONLY the items that appear under V. PROPOSAL SUBMISSION – pages C-24/25/26 in the **Statement of Work** C section

Answer: Correct but you will also need to demonstrate knowledge and ability to fulfill the Affirmative Action and Section (3) requirements.

24.) The two-page Mandatory Submissions Checklist exhibit will NOT be required to be submitted with the Proposal

Answer: The Mandatory Checklist is applicable for the exception of line (1) "Evidence of PHA prequalification", under the "Qualification Statement."

25.) The ONLY exhibits from the RFP documentation that are required to be included with this Proposal are I. Certifications and Representations of Offerors and H. Proposal Form

Answer: Part of section H is the "Performance Survey Form"

Page H-2, is hereby updated to reflect adding an additional line on the "Cost of Work" schedule - \$75,000,001 - \$90,000,000.

SECTION H

<u>Cost of Work:</u>	<u>CM Fixed Fee</u>
\$0 to \$2,000,000	_____ %
\$2,000,001 to \$10,000,000	_____ %
\$10,000,001 to \$20,000,000	_____ %
\$20,000,001 to \$50,000,000	_____ %
\$50,000,001 to \$75,000,000	_____ %
\$75,000,001 to \$90,000,000	_____ %

Construction Management Fixed Fee: Percentage based on PHA or PHA's representative construction estimate. PHA reserves the right to negotiate a lower rate.

Based on all the above, solicitation opening has been hereby extended from January 28, 2014 to February 7, 2014.

**PHILADELPHIA HOUSING AUTHORITY
CONTRACTS AND PROCUREMENT DEPARTMENT**

Past Performance Survey
Solicitation #-P-004338- Large Construction Management Services

Contractor Name: _____

CLIENT INFORMATION

Commercial Client Government Client

Client Name: _____

Client Address: _____

_____ **City** **State** **Zip Code**

Project Name: _____ **Total Project Value:** _____

Performance Period:	Teaming Partner(s):
Government or Commercial Project Manager Contact Name: _____ Title: _____ Phone number: _____ Fax number: _____ E-mail address: _____	Alternate Government or Commercial Project Manager Contact Name: _____ Title: _____ Phone number: _____ Fax number: _____ E-mail address: _____

SPECIFIC PERFORMANCE

Instructions: This part consists of open-ended questions to determine the scope, complexity, and relevance of the project to the current requirement. Please answer the questions concisely and to the best of your knowledge.

1. Describe the overall project type the contractor provided.
2. Describe the end goal/end product and result.
3. Describe the long-term program development involved in performing this task.
4. Describe the level of planning and staffing contractor was required to perform and if they met the contracts exceptions.
5. Describe the average timeline involved in completing this project and if contractor met that timeline within reason.

Forward Replies to: _____ **at the following e-mail:** _____

SOURCE SELECTION SENSITIVE
NOT FOR PUBLIC RELEASE

Past Performance Survey

PAST PERFORMANCE RATINGS

Please answer each of the following questions with a rating that is based on objective measurable performance indicators to the maximum extent possible. Comments to support ratings may be noted on last page. The Government will assess an overall past performance rating for each reference contacted. The overall ratings of each reference will then be combined to arrive at a final past performance rating that will be assigned points based upon the following rating scheme:

RATINGS ARE DEFINED AS FOLLOWS:

Definition	Description
Excellent	The Contractor demonstrates an excellent performance level in all categories. There have been no performance problems and the Contractor has demonstrated initiative to enhance/exceed contractual requirements and objectives. The Contractor also has maintained an excellent Contractor/Government relationship throughout contract performance
Good	There are no quality of service problems; no cost/price issues; and no delays. Responses to inquiries and technical/service administrative issues are consistently effective and responsive. Non-conformance does not impact achievement of contract requirements.
Acceptable	Non-conformances are minor and have little impact in achievement of contract requirements, requires minor intervention by Government personnel to resolve issues.
Marginal	Non-conformances are impacting achievement of contract requirements, requires substantial intervention by Government personnel to resolve issues.
Unacceptable	Non-conformances are compromising the achievement of contract requirements, despite substantive intervention by Government personnel.

Past Performance Survey

PART 1: GENERAL PERFORMANCE

INSTRUCTIONS: PLEASE CHECK THE APPROPRIATE RATING

Quality of Service	Excellent	Good	Acceptable	Marginal	Unacceptable	N/A
1. Compliance with contract requirements	<input type="checkbox"/>					
2. Accuracy of Reports	<input type="checkbox"/>					
3. Effectiveness of Personnel	<input type="checkbox"/>					
4. Technical Excellence	<input type="checkbox"/>					
5. Record of conforming to specifications and standards of good workmanship	<input type="checkbox"/>					
6. Ability to provide services nationwide, including small and rural communities	<input type="checkbox"/>					

Cost Control	Excellent	Good	Acceptable	Marginal	Unacceptable	N/A
1. Record of forecasting and controlling target costs	<input type="checkbox"/>					
2. Current, accurate, and complete billings	<input type="checkbox"/>					
3. Relationship of negotiated costs to actual	<input type="checkbox"/>					
4. Cost efficiencies	<input type="checkbox"/>					

Timeliness of Performance	Excellent	Good	Acceptable	Marginal	Unacceptable	N/A
1. Met interim milestones	<input type="checkbox"/>					
2. Reliability	<input type="checkbox"/>					
3. Responsive to technical direction	<input type="checkbox"/>					
4. Completed on time including wrap up	<input type="checkbox"/>					
5. Met delivery schedules	<input type="checkbox"/>					

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Past Performance Survey

6. Amount of Liquidated Damages (Excellent=Low or None, Unacceptable= High)	<input type="checkbox"/>							
Business Relations	Excellent	Good	Acceptable	Marginal	Unacceptable	N/A		
1. Effective Management, including subcontracts	<input type="checkbox"/>							
2. Reasonable/cooperative behavior	<input type="checkbox"/>							
3. Responsive to contract requirements	<input type="checkbox"/>							
4. Notification of problems	<input type="checkbox"/>							
5. Flexibility	<input type="checkbox"/>							
6. Pro-active vs. Reactive	<input type="checkbox"/>							
7. Effective small/small disadvantage business subcontracting program	<input type="checkbox"/>							
8. History of staff turnover	<input type="checkbox"/>							

Customer Satisfaction	Excellent	Good	Acceptable	Marginal	Unacceptable	N/A
1. Commitment to customer satisfaction	<input type="checkbox"/>					
2. Would you recommend selection of this firm again?	<input type="checkbox"/>					
3. Overall Rating of Contractor	<input type="checkbox"/>					

ADDITIONAL COMMENTS:

Name and Signature of Reference _____

Date _____

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