



ADDENDUM NUMBER ONE

December 14, 2021

RFQ #22-910-03; ON CALL ARCHITECTURAL AND ENGINEERING SERVICES FOR AGENCY-WIDE HOUSING COMMUNITIES AND SCATTERED SITES

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

ITEM #1 REVISED TABLE OF CONTENTS

DELETE: remove "TABLE OF CONTENTS" from the RFQ

INSERT: add "REVISED TABLE OF CONTENTS" to the RFQ, as attached.

ITEM #2 REVISED INDEX OF SUBMITTAL DOCUMENTS

DELETE: remove "INDEX OF SUBMITTAL DOCUMENTS" from the RFQ.

INSERT: add "REVISED INDEX OF SUBMITTAL DOCUMENTS" to the RFQ, as attached.

ITEM #3 QUESTIONS ASKED DURING PRE-SUBMISSION CONFERENCE

Q1: What facilities are going to be put out for this work?

A1: There are a wide variety of projects that will be incorporated into this on-call contract. These range from re-roofing projects to improvements of existing facilities at various HANO housing communities.

Q2: If you are selected as one of the five firms and a task order is given, will there be other firms applying for that task order also, or is it just the one firm you select per task order?

A2: Individual task orders will be executed with a single firm.

Q3: Is there a dollar value range for the project task orders that are being considered?

A3: The dollar value of the various task orders may differ significantly depending on the scope of services required.

ITEM #4 WRITTEN QUESTIONS RECEIVED

Q4: Are sections required to be tabbed?

A4: Yes.

Q5: The section titles and order are stipulated in Section 4.1 Submission Requirements, but the list does not include all the forms. Do we have discretion to include the forms in a separate section or appendix?

A5: Refer to ITEM #2 of this Addendum.

Q6: The Letter of Intent – Subcontractor Commitment Form is included but is not listed in the index of submittal documents. Please confirm if this completed form is required of all Subcontractors?

A6: Refer to ITEM #2 of this Addendum.

Q7: It is understood that task orders for professional services (non-construction) are required to meet these requirements:

- a. 25% SMDBE contracting
- b. 5% WBE contracting
- c. Section 3 training and internships in accordance with the chart provided based on contract value.

Are professional service contracts also required to comply with the 25% Section 3 worker or 10% Section 3 contracting requirements?

A7: Refer to ITEM #2 of this Addendum.

ITEM #4 PRE-SUBMISSION CONFERENCE SIGN-IN SHEET

INSERT: add "PRE-SUBMISSION CONFERENCE SIGN-IN SHEET", as attached

ITEM #5 SCHEDULE OF HOURLY RATES

INSERT: add the "SCHEDULE OF HOURLY RATES" to the RFQ, as attached.

Proposals 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, December 17, 2021. All terms and conditions shall remain as stated in the original Request for Qualifications. All addenda must be acknowledged.

END OF ADDENDUM NUMBER ONE

REVISED TABLE OF CONTENTS
(RFQ #22-910-03)

REQUEST FOR QUALIFICATIONS

INDEX OF SUBMITTAL DOCUMENTS

INSTRUCTIONS

- Instructions to Offerors – Non-Construction HUD Form 5369-B
- Supplemental Instructions to Respondent

PART I – GENERAL INFORMATION

PART II – SCOPE OF SERVICES

PART III – TASK ORDERS

PART IV – SUBMISSION REQUIREMENTS

PART V – PROCUREMENT PROCESS

APPENDIX A

- (Sample) Model Form of Agreement Between Owner and Design Professional – HUD Form 51915
- (Sample) Contract Provisions Required by Federal Law or Owner Contract with the U.S. Department of Housing and Urban Development – HUD Form 51915-A
- Supplemental Conditions

APPENDIX B

- 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
- E-Verification Affidavit

- Schedule of Hourly Rates (submitted in a separate sealed envelope)

APPENDIX C

- (Sample) Task Order Form

**HOUSING AUTHORITY OF NEW ORLEANS
REQUEST FOR QUALIFICATIONS
ON-CALL ARCHITECTURAL AND ENGINEERING SERVICES
FOR
AGENCY-WIDE HOUSING COMMUNITIES AND SCATTERED SITES
RFQ #22-910-03**

INDEX OF SUBMITTAL DOCUMENTS

The Index of Submittal Documents is provided to assist in completing a responsive submittal. The Index of Documents contains a listing of all required submittal items.

Please review this table, and submit with your qualification submittals, all documents that are checked as a "Required Submittal". Documents that are checked "Signature Required" must be properly executed. Documents that are checked "Notary/Corporate Seal Required" must be notarized and/or have a corporate seal affixed.

REVISED INDEX OF SUBMITTAL DOCUMENTS			
DOCUMENT	REQUIRED SUBMITTAL	SIGNATURE REQUIRED	NOTARY/CORPORATE SEAL REQUIRED
CONTRACTOR'S SUMMARY	√	√	√
HUD FORM 5369C – CERTIFICATIONS, REPRESENTATIONS AND OTHER STATEMENTS OF OFFERORS- NON-CONSTRUCTION	√	√	
NON-COLLUSIVE AFFIDAVIT	√	√	√
CERTIFICATION OF CONTRACTOR NON-EXCLUSION	√	√	
ACKNOWLEDGEMENT OF ADDENDA (IF REQUIRED)	√	√	
EMPLOYEE VERIFICATION AFFIDAVIT	√	√	√
WRITTEN QUALIFICATION SUBMITTAL (IN ACCORDANCE WITH PART IV – SUBMISSION REQUIREMENTS)	√		
SCHEDULE OF HOURLY RATES (SUBMIT IN A SEPARATE SEALED ENVELOPE)	√	√	

NOTE: ALL REQUIRED SUBMITTAL DOCUMENTS MUST BE SUBMITTED WITH THE SUBMITTAL OF QUALIFICATIONS PACKAGE.

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Me to Everyone

Good Morning! Please provide Name,
Company Name, Phone Number and
Email Address in the chat. Thank You!

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**ON CALL ARCHITECTURAL AND ENGINEERING SERVICES FOR AGENCY-
WIDE HOUSING COMMUNITIES AND SCATTERED SITES; RFQ #22-910-03
SCHEDULE OF HOURLY RATES**

DESCRIPTION	HOURLY RATE
<u>Architectural Services</u>	
Senior Project Engineer/Principle	
Draftsman/CADD	
Project Manager/Engineer	
Inspector/Jr. Engineer	
Clerical/Administrative	
Cost Estimator	
Graphic Designer	
<u>Structural Engineering</u>	
Senior Project Engineer/Principle	
Draftsman/CADD	
Project Manager/Engineer	
Inspector/Jr. Engineer	
Clerical/Administrative	
<u>Electrical Engineering</u>	
Senior Project Engineer/Principle	
Draftsman/CADD	
Project Manager/Engineer	
Inspector/Jr. Engineer	
Clerical/Administrative	
Typical Reimbursable Expenses	

Mechanical Engineering	
Senior Project Engineer/Principle	
Draftsman/CADD	
Project Manager/Engineer	
Inspector/Jr. Engineer	
Clerical/Administrative	
Civil Engineering - Infrastructure	
Senior Project Engineer/Principle	
Draftsman/CADD	
Project Manager/Engineer	
Inspector/Jr. Engineer	
Clerical/Administrative	

COMPANY NAME

AUTHORIZED SIGNATURE

PRINT NAME

DATE