



ADDENDUM NUMBER ONE

December 17, 2024

RFQ #25-911-06

Architectural and Engineering Services for Repairs at 821 Washington Avenue

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

Name of RFQ has changed from On-Call Architectural and Engineering Services for Repairs at 821 Washington Avenue **to** Architectural and Engineering Services for Repairs at 821 Washington Avenue

1. The "RFQ Information Section 3.1.4.2 should read As detailed within Section 4.1, Evaluation **Factor No. 2**, herein the proposer's **Background and Relevant Experience**
 - Provide respondent firm's full legal name, founding date, entity type, and business expertise, brief history, and ownership structure.
 - Submit detailed information on at least three (3) prior projects that demonstrate the respondent's similar experience in performing the services outlined in the Scope of Services. Include the following:
 - General information
 - Project description: Provide project name, address, brief description of work
 - Client Reference: Provide the name of the client for whom the respondents' services were performed. Provide contact name, address, phone number, and email address.
 - Approach to the project
 - Explain tangible measures that your firm/team employed to control schedule, quality, and costs.
 - Explain how the project demonstrates knowledge of State and Local building codes.
 - Types of projects experience
 - Contract Value: Provide the dollar value of the contract for the services that the respondent performed and the anticipated or actual construction value of the design services.
 - State whether U.S. Department of Housing and Urban Development standard forms and procedures were used, including experience with HUD Forms 5370 and 51000 series.
 - State experience with public housing authorities.
 - State experience with affordable housing other than with public housing authorities.
 - Describe experience producing construction documents for public bid under the Louisiana Public Bid Law and experience successfully administering construction contracts signed under Louisiana Public Bid Law regulations.

- Demonstrate experience with high rise apartment rehab, especially mechanical, electrical, fire protection, and vertical transportation systems repairs and upgrades.
 - Describe any unique processes or procedures within the respondent's firm that would be beneficial to HANO when handling proposed Task Orders.
2. The “RFQ Information Section 3.1.4.3-9 should read As detailed within Section 3.1.4.3-9, Evaluation Factor No. 3, herein the proposer’s **Staffing and Qualifications**
- Describe the overall staffing approach to be used in connection with this contract. Include in the description the approach to be used to ensure that qualified and experienced staff persons are assigned to this contract. Provide resumes or curriculum vitae of each such key personnel.
 - Provide a description of the qualifications of key subcontractors anticipated to be used to complete contract work.
 - Provide evidence of capability to provide services in a timely manner, i.e. evidence of current and anticipated workload, appropriate staffing and facilities, etc.
 - Provide a list of all applicable professional licenses, certifications, and accreditations.
 - Provide current information on the amount of professional liability insurance coverage carried out by respondent's firm. Include insurance for key sub-consultants proposed. List and describe any claims within the past five (5) years levied against your firm and your sub- consultants, and against key individuals within your firm and sub-consultants' firm.
 - Provide HANO with a single point of contact that can be contacted regarding all matters related to the contract.
3. The “RFQ Information Section 3.1.4.4 should read As detailed within Section 3.1.4.3, Evaluation Factor No. 4, herein, the proposer’s **Employment, Training and Contracting Plan**
- Submit Employment, Contracting, and Training Plans. The level of participation will be evaluated through an assessment of the action plans submitted.
 - Consideration will be given to those respondents who explain the methods that will result in exceeding DBE, WBE, and Section 3 business enterprise contracting, and Section 3 resident employment and training requirements.
 - Provide data on previous levels of Section 3 Employment, Section 3 Training, as well as Section 3, DBE, WBE contracting participation on past projects.
4. Section 5.3 Contract Period should read that The Agency anticipates that it will award a one (1) year contract.

Proposals must be received by the Housing Authority of New Orleans (HANO) in the Office of Procurement and Contracts by 4:00 p.m. CST on January 17, 2025. All terms and conditions shall remain as stated in the original Request for Qualifications. All addenda must be acknowledged.

END OF ADDENDUM NUMBER ONE