



ADDENDUM NUMBER TWO

July 14, 2020

RFQ #20-910-18; ON-CALL ARCHITECTURAL AND ENGINEERING SERVICES FOR MODERNIZATION OF VARIOUS PORTIONS OF HANO PROPERTIES

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

ITEM #1 HUD FORM 5369-C

INSERT: "Form HUD 5369-C" in the RFQ, as attached.

ITEM #2 WRITTEN QUESTIONS RECEIVED

Q1: Due to the pandemic, the State of Louisiana is accepting all documentation in digital format by email, with a follow-up hard copy when required. Will HANO accept a digital Statement of Qualifications in lieu of bound hard copies, which require face-to-face interaction with a printing/binding company and with HANO personnel?

A1: Unfortunately, HANO will not be able to accept proposal submittals electronically. Please submit proposals by hand delivery or by U.S. Mail, Federal Express, or any other type of delivery service.

Q2: Due to the pandemic, the State of Louisiana is not requiring notarized documents to limit the requirement for face-to-face interaction. Will HANO waive the requirement for notarized documents that are included in the RFQ?

(a) If required, can a notarized hard copy be provided upon selected for award?

A2: Per the State of Louisiana Executive Department Proclamation Number 37 JBE 2020, "... a notary public commissioned under the laws of the State of Louisiana may perform notarization for an individual not in the physical presence of the notary public, subject to certain safeguards to ensure the integrity of the notarial process"...

Q3: In the Scope of Services for the RFQ, it is stated that a *single* Architectural/Engineering firm will be selected for multiple projects located throughout the City of New Orleans. Will HANO consider

selecting multiple firms for possible assignment of tasks as has been done in previous years?

A3: No. HANO will award one (1) contract pursuant to this solicitation.

Q4: If a single Architectural/Engineering firm will be selected to perform multiple projects located throughout the City of New Orleans, what is the anticipated duration of the agreement?

A4: The Contract Period shall be for an initial period of two (2) years, with an option to extend for an additional one (1) year period.

Refer to the Supplemental Conditions in the RFQ.

Q5: Although a pre-proposal conference will not be held, will HANO provide a list of potential projects?

A5: A list of projects may include:

- Perform an assessment and draft a scope of work for mechanical systems repair/replacement;
- Perform an assessment and draft a scope of work for housing unit modernization;
- Perform an assessment and draft a scope of work for renovations to occupied and vacant housing units
- Perform an assessment and draft a scope of work for the development and construction of new housing units

Q6: NANO LLC is planning on submitting as a prime architect, but are we also allowed to be featured as a sub-consultant on a separate submission in addition to the prime submission?

Q6: Yes.

Q7: I am confused. Addendum Number One says that the HUD Form 5369C is NOT a required submittal. Yet the REVISED "Index of Submittal Documents" includes the HUD Form 5369C. Please confirm that the Form 5369C is NOT required.

A7: Form HUD-5369-C; as indicated in the "INDEX OF SUBMITTAL DOCUMENTS – REVISED" is a required submittal. Refer to ITEM #1 of this addendum.

Qualification submittals must be received by the Housing Authority of New Orleans (HANO) in the Office of Procurement and Contracts by 2:00 P.M. Local Time on Friday, July 17, 2020. All terms and conditions shall remain as stated in the original Request for Qualifications. All addenda must be acknowledged.

END OF ADDENDUM NUMBER TWO

**Certifications and
Representations
of Offerors
Non-Construction Contract**

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No: 2577-0180 (exp. 7/30/96)

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

This form includes clauses required by OMB's common rule on bidding/offering procedures, implemented by HUD in 24 CFR 85.38, and those requirements set forth in Executive Order 11925 for small, minority, women-owned businesses, and certifications for independent price determination, and conflict of interest. The form is required for nonconstruction contracts awarded by Housing Agencies (HAs). The form is used by bidders/offerors to certify to the HA's Contracting Officer for contract compliance. If the form were not used, HAs would be unable to enforce their contracts. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

1. Contingent Fee Representation and Agreement

(a) The bidder/offeror represents and certifies as part of its bid/offer that, except for full-time bona fide employees working solely for the bidder/offeror, the bidder/offeror:

- (1) has, has not employed or retained any person or company to solicit or obtain this contract; and
- (2) has, has not paid or agreed to pay to any person or company employed or retained to solicit or obtain this contract any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of this contract.

(b) If the answer to either (a)(1) or (a) (2) above is affirmative, the bidder/offeror shall make an immediate and full written disclosure to the PHA Contracting Officer.

(c) Any misrepresentation by the bidder/offeror shall give the PHA the right to (1) terminate the resultant contract; (2) at its discretion, to deduct from contract payments the amount of any commission, percentage, brokerage, or other contingent fee; or (3) take other remedy pursuant to the contract.

2. Small, Minority, Women-Owned Business Concern Representation

The bidder/offeror represents and certifies as part of its bid/offer that it:

- (a) is, is not a small business concern. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.
- (b) is, is not a women-owned small business concern. "Women-owned," as used in this provision, means a small business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.
- (c) is, is not a minority enterprise which, pursuant to Executive Order 11625, is defined as a business which is at least 51 percent owned by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals.

For the purpose of this definition, minority group members are:

(Check the block applicable to you)

- Black Americans Asian Pacific Americans
- Hispanic Americans Asian Indian Americans
- Native Americans Hasidic Jewish Americans

3. Certificate of Independent Price Determination

(a) The bidder/offeror certifies that—

- (1) The prices in this bid/offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder/offeror or competitor relating to (i) those prices, (ii) the intention to submit a bid/offer, or (iii) the methods or factors used to calculate the prices offered;
- (2) The prices in this bid/offer have not been and will not be knowingly disclosed by the bidder/offeror, directly or indirectly, to any other bidder/offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and
- (3) No attempt has been made or will be made by the bidder/offeror to induce any other concern to submit or not to submit a bid/offer for the purpose of restricting competition.

(b) Each signature on the bid/offer is considered to be a certification by the signatory that the signatory:

- (1) Is the person in the bidder/offeror's organization responsible for determining the prices being offered in this bid or proposal; and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
- (2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above (insert full name of person(s) in the bidder/offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the bidder/offeror's organization);
(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

(iii) As an agent, has not personally participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.

(c) If the bidder/offeror deletes or modifies subparagraph (a)2 above, the bidder/offeror must furnish with its bid/offer a signed statement setting forth in detail the circumstances of the disclosure.

4. Organizational Conflicts of Interest Certification

(a) The Contractor warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation in which the nature of work under a proposed contract and a prospective contractor's organizational, financial, contractual or other interest are such that:

(i) Award of the contract may result in an unfair competitive advantage;

(ii) The Contractor's objectivity in performing the contract work may be impaired; or

(iii) That the Contractor has disclosed all relevant information and requested the HA to make a determination with respect to this Contract.

(b) The Contractor agrees that if after award he or she discovers an organizational conflict of interest with respect to this contract, he or she shall make an immediate and full disclosure in writing to the HA which shall include a description of the action which the Contractor has taken or intends to eliminate or neutralize the conflict. The HA may, however, terminate the Contract for the convenience of HA if it would be in the best interest of HA.

(c) In the event the Contractor was aware of an organizational conflict of interest before the award of this Contract and intentionally did not disclose the conflict to the HA, the HA may terminate the Contract for default.

(d) The Contractor shall require a disclosure or representation from subcontractors and consultants who may be in a position to influence the advice or assistance rendered to the HA and shall include any necessary provisions to eliminate or neutralize conflicts of interest in consultant agreements or subcontracts involving performance or work under this Contract.

5. Authorized Negotiators (RFPs only)

The offeror represents that the following persons are authorized to negotiate on its behalf with the PHA in connection with this request for proposals: (list names, titles, and telephone numbers of the authorized negotiators):

6. Conflict of Interest

In the absence of any actual or apparent conflict, the offeror, by submission of a proposal, hereby warrants that to the best of its knowledge and belief, no actual or apparent conflict of interest exists with regard to my possible performance of this procurement, as described in the clause in this solicitation titled "Organizational Conflict of Interest."

7. Offeror's Signature

The offeror hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

Signature & Date:

Typed or Printed Name:

Title: