

**REQUEST FOR QUALIFICATIONS (RFQ)**

**April 1<sup>st</sup> 2023**

**CO-DEVELOPER  
FOR  
AFFORDABLE HOUSING DEVELOPMENT  
IN ALACHUA COUNTY, FLORIDA**

*Alachua County Housing Authority  
703 NE 3rd Street  
Gainesville, FL 32601  
Ken D. Armstrong, Executive Director*

**Issue Date:  
April 1st , 2023**

**Submission Date:  
April 28th 2023  
4:30 PM EST**

## **BACKGROUND**

The Alachua County Housing Authority (the “Authority”) is requesting firms or individuals interested in serving as Co-Developer to the Authority to submit qualifications for consideration. The Alachua County Housing Authority is a public housing authority created pursuant to Chapter 421 of the Florida Statutes.

The Alachua County Housing Authority desires to provide additional housing opportunities to low and low to moderate-income residents of Alachua County located in north central Florida. The Authority is a dual program authority with public housing (ACC) capacity and administers the Section 8 Housing Choice Voucher Program sponsored by the United States Department of Housing and Urban Development (HUD). The Authority has multiple public housing properties. Currently the Authority desires to reposition all assets to their highest and best use and consider redevelopment or rehabilitation of public housing properties through a public/private partnership with a qualified developer. The Authority also owns the Sunshine Inn, a 51-bed SRO type facility; with 40 units

The Authority has approximately 1100 Section 8 vouchers none of which are project based and 276 public housing units.

The selected developer would serve in a full service capacity, advising the Authority as needed on all financings and programs of work involving acquisition and development of affordable housing assets designed to improve and expand the availability of affordable housing in Alachua County, Florida.

The Authority will consider utilizing multiple debt and equity instruments including tax exempt bonds, low income housing tax credits, mortgage financing, limited partnerships, HOME funds, SHIP funds and public/private collaborations as its principal forms of financing and development of existing assets and the creation of additional affordable housing. The Authority may from time to time use proprietary funds for credit enhancements, development loans or other purposes in order to provide affordable housing in Alachua County. The HUD Rental Assistance Demonstration (RAD) program, project based vouchers and other programs will be considered. A major role of the selected developer will be to identify adequate development funds from these and other sources.

## REQUEST FOR QUALIFICATIONS

The Authority is inviting statements of qualifications from experienced Developers to participate in the development activities as described herein. The Authority's development activities may utilize a mixed finance methodology resulting in a viable mixed income residential community containing affordable housing, which may include elderly and family units.

In keeping with the Authority's current development plan, the Authority is considering redevelopment, rehabilitation, preservation activities or new construction on other sites.

All properties as presented in the attached insurance application and binder are available for consideration for development or redevelopment, with the exception of the NSP (Neighborhood Stabilization Program) units. The Sunshine Inn is not public housing but is owned by the Authority and used as an SRO for housing homeless veterans. It has 51 beds in 40 rooms

The primary property names for these properties and the number of units are shown below. For more detailed information on these units see pages 19 – 47 of the FHARMI Property Schedule (attached):

Alachua	80	Public Housing
Archer East	15	Public Housing
Archer West	15	Public Housing
Cedar Ridge	12	Public Housing
Greentree	2	Public Housing
Mill Run	12	Public Housing
Newberry	30	Public Housing
Phoenix	12	Public Housing
Pine Forest	12	Public Housing
Dogwood Estates	1	Public Housing
Rocky Point	38	Public Housing
Sugarfoot	12	Public Housing
Tower Oaks	12	Public Housing
Waldo	20	Public Housing
Westpoint	3	Public Housing
Sunshine Inn	40	Authority Owned
NSP Properties	6	Neighborhood Stabilization Program

The Authority may elect to self-develop should funding become available from HUD or other sources which do not require a developer. The Authority further reserves the right to look at new sites not currently owned by the Authority. The Authority reserves the right to choose whether or not to utilize a Developer or a Developer partner for any of its anticipated projects or to utilize the same Developer/Co-Developer for multiple projects. The Authority may elect to select multiple Developers/Co-Developers for specific sites at its discretion based on specific development experience and funding availability.

The Authority wishes to encourage a high quality architectural design for all work. The developments will provide amenities commensurate with market rate properties in accordance with state and local ordinances and, any requirements of applicable funding applications which may include a clubhouse, pool, business center, laundry facilities, etc.

The Authority seeks to incorporate Green Building techniques, increase community safety through environmental design, and provide ample green space and parking.

The Authority is requesting qualification statements from interested Developers to undertake the Development(s).

**A. RESPONSE DUE DATE**

Responses must be submitted by **4:30 p.m.** on April 28<sup>th</sup> 2023 to be eligible for consideration. Respondents should make early submission of the materials to avoid any risk of loss of eligibility brought about by unanticipated delays or other delivery related problems. Facsimile and e-mail responses will not be accepted. Responses received after the deadline for receipt will be deemed unresponsive and will be disqualified.

**B. RECEIPT OF RESPONSES**

An original and six (6) copies of the response to this RFQ shall be submitted in sealed packages and marked "**Qualifications for Co-Developer**". **Only one set of financials per submission is required and should be in a separate envelope contained within the original submission.** All material should be submitted in an 8 ½" x 11" format in 3 ring binders or other professional binding. All submissions must be received at the following address:

**Alachua County Housing Authority**  
Attention: Ken D. Armstrong, Executive Director  
703 NE 1<sup>st</sup> Street  
Gainesville, FL 32601

The Authority reserves the right to reject any or all responses wherever it is in the best interest of the Authority. Alachua County Housing Authority is an Equal Opportunity Employer. Minority and Women-owned business are encouraged to submit a proposal.

**C. MASTER PLAN**

The mission of the Authority is to provide decent, safe and sanitary affordable housing and to enhance the Alachua County community by developing attractive housing in the community.

The Authority's vision for Development is to create vibrant, attractive, mixed-income communities, where people of all economic strata, races and cultures will live, learn, work, and play in close proximity to employment, retail, and cultural opportunities. The

Authority strives to have mixed income properties specifically designated for the area's need.

#### **D. SCOPE OF SERVICES**

The Authority's goal is to have Development proceed as expeditiously as possible. Responses that demonstrate an ability to complete Developments on the earliest possible, realistic schedule will be favorably received by the Authority. The Respondent shall certify its ability to start work immediately, and should propose a staffing plan that describes the existing time commitments of the staff proposed to be assigned to the project and whether any of the staff will be locally based.

This RFQ is intended to procure a Co-Developer for Development. Respondents are encouraged to present to the Authority a complete team, including the trades required for the success of the Development.

The selected Respondent will develop a comprehensive Master Plan and budget and submit same to the Authority for review and approval.

#### **THE CO-DEVELOPER'S ROLE**

The selected Co-Developer will develop mixed-income communities that improve and revitalize the surrounding neighborhoods.

The following will be the responsibility of the selected Co-Developer, subject to Authority approval:

- Work with an architect on undertaking and conducting environmental and geotechnical testing and an analysis of the condition of existing utilities at the site.
- Work with an architect on a plan including street layout and common area facilities based on the Master Plan.
- Design and construction of all infrastructure and site improvements.
- Provide genuine training and employment opportunities to Section 3 individuals.
- Ensure significant participation by D/M/WBE and Section 3 firms throughout the development by insuring that the D/M/WBE and Section 3 requirements set forth on Exhibit A to this RFQ are satisfied.
- Develop a construction strategy and a development implementation schedule.
- Work with the Authority to create detailed development and operating budgets. The selected Co-Developer will be required to expand and to update the budgets throughout the development process.

- Provide regular monthly reports to the Authority on the progress of the development efforts, including work already completed associated costs, schedule, and budgetary requirements.
- Work with the Authority and its legal team to create an ownership structure for the development which may include an affiliate or instrumentality of the Authority as a general partner.
- Obtain financing, through the use of Low-Income Housing Tax Credits, HOME Funds, Community Development Block Grant Funds, State Housing Initiatives Partnership (“SHIP”) program funds, State Apartment Incentive Loan (“SAIL”) program funds, and other public or private funding sources, to develop the property.
- Oversee the design, construction, and quality control of the development.
- Procure the construction contractor.
- Select subcontractors.
- Provide all required operating and financing guarantees to the Authority and other lending institutions.
- Obtain all required building permits and zoning approvals.
- Work with the Authority and its marketing consultant, as applicable, to undertake all marketing and lease up efforts.
- Attend meetings with residents, Local Government, and the Community.

Respondent should indicate its requirements with regard to advance funding, compensation, and similar issues. The Authority is interested in a financial structure that allows it to participate in a stream of income from the development which may include but is not limited to, a portion of the developer fee, a share of the property management fee, incentive management fee, a per centage of the cash flow, deferred developer fee to be shared according to the developer fee split negotiated by the parties. Respondent must provide a demonstration of the Respondent’s financial stability and ability to provide adequate assurances for completion of the development. Additionally, each Respondent must have, or within its team provide, the following:

- a. Experience in the development or revitalization of neighborhoods;
- b. Experience in the development, construction, and operation of a successful affordable housing development;
- c. Experience in Green Building;
- d. Experience in the development of housing for the elderly;

- e. Experience in site preparation and infrastructure development;
- f. Expertise in regulatory compliance issues;
- g. Expertise in Section 3, DBE, MBE, and WBE, compliance; and,
- h. Expertise with local government authorities which regulate the permits and utilities necessary for the Revitalization.

**E. INSTRUCTIONS AND NOTICE TO RESPONDENTS:**

**1. SUBMISSION AND CONTENT OF RESPONSES**

**Inquiries:** The intent of this RFQ is to establish the general Scope of Services needed and to provide prospective Respondents with sufficient information to enable them to provide an acceptable response to this RFQ. Every effort has been made to outline requirements, and to provide information in a format that is clear and concise. Nevertheless, questions may arise, or additional information may be needed. Questions and inquiries regarding this RFQ must reference this RFQ and be submitted in writing, (email is permissible) to:

**Alachua County Housing Authority**  
**703 NE 1<sup>st</sup> street, Gainesville, FL 32601**  
Attention: Ken D. Armstrong, Executive Director  
Email: [ken@acha-fl.com](mailto:ken@acha-fl.com)

**SITE VISIT:** A site visit will be scheduled for Monday April 17<sup>th</sup> , 2023 at 2:00 p.m. EST at the Authority Central Office. **Site address is 703 NE 1<sup>st</sup> Street, Gainesville, FL 32601.** This is not mandatory but interested parties wishing to review the RFQ are encouraged to attend. Any information pertaining to the site visit will be made available to all interested parties prior to the time of the site visit via email. All questions, resulting from the site visit, must be presented in writing to the Authority by the date specified below. **Please notify the Authority of your intent to attend by 4pm Friday April 14<sup>th</sup> ,2023** by emailing Ken D. Armstrong [ken@acha-fl.com](mailto:ken@acha-fl.com) .

All inquiries must be in writing, reference this RFQ and be received no later than 4:00 p.m. EST, on Friday April 14<sup>th</sup> ,2023.

Answers will be provided as a written addendum to this RFQ, issued by e-mail to all firms who have requested the RFQ no later than 4:00 p.m. on **Thursday, April 20<sup>th</sup> , 2023.**

**2. SUBMISSION REQUIREMENTS**

**Responses that do not include all required information will be deemed unresponsive and may be disqualified.**

Submissions must comply with the requirements of Sections A and B of this RFQ. The completed and signed off checklist attached to this RFQ is a mandatory submission requirement.

No proposal shall be withdrawn for a minimum period of ninety (90) days following the proposal deadline without the consent of the Authority.

Disadvantaged, minority and women-owned businesses are encouraged to respond to this solicitation.

Respondents must address their plan to meet the specific requirements of the Scope of Services as set forth in Section D of this RFQ by including, at a minimum, the following:

- a. **Letter of Interest:** Respondent's submittals shall be accompanied by a Letter of Interest on the Respondent's letterhead. This letter should include the Respondent's statement of understanding for the scope of work outlined in this RFQ, the commitment to perform the work expeditiously, a brief statement indicating why the Respondent believes itself to be best qualified to perform the engagement, and a statement that the response is firm and irrevocable for ninety (90) days.
- b. **Respondent's Qualifications:**  
The Respondent shall submit the following information regarding its qualifications:
  1. **Organizational Structure and Staffing:** Provide a detailed description of the organizational structure and staffing of the Respondent. List the members of the Respondent's team; indicate their areas of specialization and specific contribution to the team. Provide a brief description of previous collaboration among the members of the Respondent's team. Additionally, for each discipline represented on the Respondent's team, indicate if familiarity with state or local rules, practices or conditions is important to the effective accomplishment of the development and, if so, indicate the extent of and basis for the team's familiarity.
  2. **Profile of Principals and Key Staff:** Provide profiles of the principals and key staff to be involved in the development effort. This information should specify their roles, their existing time commitments, their previous development experience, and whether the staff will be locally based. Identify the individual who will serve as the project manager and who will direct and coordinate the Project to completion.



3. **Termination:** Indicate whether the Respondent or any Respondent team member has been terminated from a contract, and if so, describe the circumstances and outcome.
4. **Litigation:** Indicate whether the Respondent or any Respondent team member has ever sued or been sued by a public agency, and if so, describe the circumstances and outcome.
5. **Eligibility to Bid and Contract:** Any Respondent who has been disbarred from bidding on projects by any federal, state, or local government agency must fully disclose to the Authority the details of such disbarment. Further, any person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO, for a period of thirty-six (36) months from the date of being placed on the convicted vendor list. Respondent shall complete and submit the “Certification of Proposer Regarding Debarment, Suspension, and Other Responsibility Matters” attached to this RFQ.
6. **Previous Housing Development Experience:** Provide information on residential rental development projects in which the Respondent has participated. Focus on the ten most recently completed developments, particularly Florida affordable partnerships with public housing authorities for which the Respondent was procured. Information should list the project name, location, project size, project completion date or current status, funding sources and amounts, ownership type, public programs utilized, income levels served (very low, moderate, market rate, or mixed), type of development (high, mid or low-rise, walk-ups, townhouses, etc.), extent of community and/or resident participation, and total development cost.

In addition, complete the attached Exhibit B for four projects most comparable to this RFQ.

Finally, include the name of a contact at each housing authority that you have prior experience with and their phone number and e-mail address.

7. **Financing Experience:** Describe new and innovative financing techniques for raising capital that the Respondent has employed. Describe Respondent's approach to managing the financial risk associated with affordable housing development.

Demonstrate that the Respondent possesses an understanding of state and local requirements and procedures that will enable necessary equity to be raised and the effort to be efficiently completed.

Describe the financing strategy of the Respondent and the proposed methods that will be utilized to identify and obtain the maximum financial funding needed to complete the development effort while minimizing the amount of Authority funds required to successfully complete the project. Describe what funds the Respondent will commit, what other private and public funds will likely be necessary, and from what sources and when these funds will likely be available.

Respondent shall provide their approach to the division of work and responsibility between them and the Authority, as well as their requirements with regard to advance funding, compensation and similar issues. The Authority is interested in a financial structure that allows it to participate in the financial benefits of the development. In addition, the Authority has limited funds currently available for predevelopment costs.

8. **Green Building Experience:** Provide information on all green building development projects in which the Respondent has participated. An important goal of the Authority is to develop environmentally responsible development that can serve as a model for residential construction in Alachua County and the State of Florida. It is the intent of the Authority to implement financially feasible, technologically sound strategies to conserve energy and to surpass current norms for water conservation, waste management/recycling and the quality of the indoor environment. The Authority will require that such strategies be fully explored in the development of the site(s).
9. **Capacity:** Respondent shall certify that the Respondent and all team members are available to start immediately. The Respondent should describe any existing time commitments of the proposed team members or their proposed staff which would impair the Respondent ability to proceed expeditiously.

10. **Financial Statement:** Provide current financial statements of the Respondent prepared by a Certified Public Accountant.
11. **Insurance Requirements:** The Respondent for this project must have the following minimum insurance coverage or include a plan to acquire such coverage prior to execution of a contract. Please note that any additional premiums required for this coverage will be at the expense of the Respondent in submitting an RFQ proposal to the Authority.
  - Professional liability insurance in the amount of \$1,000,000 per occurrence for the Respondent and any other professionals used by the Respondent, with respect to negligent acts, errors or omissions in connection with professional services to be provided in connection with the development project. The Authority must be added as an “additional insured”.
  - Workers' compensation insurance and employer's liability insurance in the maximum statutory liability amount, naming the Authority and its affiliate nonprofit as additional insured.
  - Business automobile liability insurance.
12. **References:** Provide the name, mailing address, and telephone number of two community partner references, two housing authority references (if the Respondent has housing authority experience), two tax credit investor references, and one Housing Finance Agency reference. References must verify Respondent's representations. The Authority reserves the right to check other references as well.
13. **Certifications:** Provide the following signed Certifications in substantially the forms attached to this RFQ:
  - (i) Certification of Respondent Regarding Debarment, Suspension and Other Responsibility Matters,
  - (ii) Non-Collusive Affidavit,
  - (iii) Certification Regarding Lobbying,
  - (iv) Conflicts Certification, and
  - (v) Certification of Priority, and
  - (vi) Respondent Profile Form

(vii) **Certifications and Representations of Respondents**  
**Non-Construction Contract HUD-5369-C**

- c. **Proposed Development Methods and Strategy:** Provide a narrative description of the Respondent's methods and strategy for the development of this project. Illustrate this approach with descriptions of at least four such developments, including one well established development and one recently completed development.
- d. **Utilization of Disadvantaged (DBE), Minority (MBE) and Women (WBE) Business Enterprises:** Describe Respondent's approach and process to promote DBE, MBE, WBE, and Section 3 business participation in the development effort. Respondent must show proof of a good faith effort to obtain 30% minority participation in the development effort. The Respondent must comply with the requirements set forth on Exhibit A. The requirements set forth on Exhibit A must be addressed with the Respondent's responses to this RFQ.
- e. **Understanding Local Requirements:** Demonstrate that the Respondent possesses an understanding of local (County and City) requirements and procedures that will enable the effort to be efficiently completed.
- f. **Fee Structure:** Propose a developer fee share structure as well as a fee structure for predevelopment and development activities and the source of payment of such fees and sharing of costs.

### 3. **EVALUATION FACTORS**

A committee will evaluate the proposals received under this solicitation in accordance with the minimum information requirements and the Proposal Preparation and Submission Outline below. The evaluation process will be based on a weighted point system with the evaluation factor or sub-factor's relative weight listed immediately following each factor/sub-factor. The Authority urges all interested Respondents to carefully review the requirements of this RFQ.

All submissions will be evaluated by an Evaluation Committee. Submissions containing the requested information will serve as the initial basis for selection of finalists. Each submitted response has a possible score of one hundred (100) points as set forth in Section E.3.a.

A short list of finalists will be established based upon the submitted responses. Interviews may or may not be conducted with the finalists. These interviews of the finalists may be used to identify the top-rated Respondents utilizing the same point system as described in Section E.3.a. The finalists may be required to present their qualifications to the Alachua County Housing Authority Board of Commissioners.

All proposals will be ranked in accordance with this point system and contract negotiations will be initiated with the highest ranked Respondent(s). If negotiations between the Authority and the highest ranked Respondent(s) fail to produce a mutual agreement, the Authority will terminate those negotiations and proceed with contract negotiations with the next highest ranked Respondent. At the Authority's own discretion, the Authority may continue that process until a mutual agreement is reached between the Authority and a Respondent.

The Authority reserves the right to reject any and/or all proposals.

The Authority further reserves the right to negotiate with the Respondent(s) selected and to accept the proposal which is in the best interest of the Authority.

**a. Proposal Preparation and Submission Outline**

Firms shall submit proposals in accordance with the following outline to receive the maximum points (100) under this solicitation. Items which are not addressed within the proposal will be given a score of zero (0).

1.1 Evidence of the Respondent's ability to perform the work as indicated by profiles of the principles and staff and team members and explanation of their professional, technical competence and relevant experience with projects of similar size and scope. Please identify which team members will be assigned to this project.  
**(30 points)**

1.2 Qualification of key personnel, location of staff, and resumes, including the firm's capacity as it relates to size and available resources to complete the development.  
**(20 points)**

1.3 Firm's approach and ability to meet the Authority's deadlines.  
**(10 points)**

1.4 Explanation of cost to the Authority, if any, together with a demonstration of the Respondent's financial stability and ability to provide adequate assurances for completion of the development as well as anticipated fee structure.  
**(15 points)**

1.5 References  
**(10 points)**

1.6 Provide evidence of demonstrated knowledge and familiarity of applicable governmental regulations and codes as required by the U.S. Department of Housing and Urban Development, State of Florida, County of Alachua, City of Gainesville and any other agencies having authority.  
**(10 points)**

1.7 Status of Respondent as a DBE, MBE, WBE, Section 3 Business concern or Statement of Respondent's Section 3 Plan.  
**(5 points)**

#### **4. ACKNOWLEDGEMENT OF AMENDMENTS**

The Respondent shall acknowledge in its response to this Request for Qualifications, receipt of any amendment(s). The Respondent's failure to acknowledge an amendment may result in rejection of the response.

#### **5. COMPLETE AND ACCURATE SUBMISSION**

A Respondent's failure to provide accurate information in response to this Request for Qualifications may disqualify the Respondent from further participation in the selection process.

Qualifications may be corrected, modified, or withdrawn, provided that the correction, modification, or request for withdrawal is made by the Respondent, in writing, and is received by the Authority; Alachua County Housing Authority, 703 NE 1st Street, Gainesville, FL 32601 Attn: Kenneth Armstrong, Executive Director, prior to the date and time designated in the RFQ for final receipt of submissions. After such date and time, the Respondent may not change any provision of its proposal in a manner prejudicial to the interest of the Authority and/or fair competition. Respondents are solely responsible for ensuring timely delivery by courier services; The Authority will not accept any responses to this solicitation, after the final deadline, due to Respondent's misunderstanding of courier service hours and delivery times.

#### **6. RETENTION**

All submissions are the property of the Authority and shall be retained by the Authority. Responses will not be returned.

#### **7. CANCELLATION/WAIVER**

The Authority reserves the right to cancel this RFQ or to reject, in whole or in part, any and all submissions received in response to this RFQ upon its determination that such cancellation or rejection is in the best interest of the Authority. The Authority further reserves the right to waive any minor informality in any submissions received, if it is in the public interest to do so. The decision as to who shall receive a contract award, or whether or not an award shall be made as a result of this RFQ, shall be at the absolute sole discretion of the Authority. In addition, multiple awards may be made.

#### **8. KEY PERSONNEL**

The key personnel specified by the successful Respondent will be considered essential to the work to be performed by the successful Respondent. Prior to diverting any of the key personnel for any reason(s), the contractor shall notify the Authority in writing, at least thirty (30) calendar days in advance, and shall submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on the contract. The firm shall not change key personnel or hours to be devoted, before or after contract award, without written permission from the Authority.

## **9. PART OF CONTRACT**

The contents of the documents submitted by the successful Respondent may become part of any contract award at the sole discretion of the Authority.

## **10. NO COMPENSATION FOR RESPONSE**

Respondent will not be compensated for work or costs related to preparation and submission of this proposal. Respondents selected for further interviews and negotiations will be responsible for all expenses incurred during these processes.

### **F. INITIAL REVIEW**

All responses will be initially reviewed to determine compliance with the response format requirements specified within this RFQ. Responses that are not complete and accurate; and, do not comply with these requirements may result in disqualification from the solicitation without further review.

### **G. AMENDMENT / ADDENDA**

The Authority will endeavor to provide copies of applicable amendment or addenda to all potential Respondents to whom this Request for Qualifications has been provided. However, it will be the responsibility of each Respondent to make inquiry as to the existence and content of amendment or addenda, as the same shall become part of this RFQ and all Respondents will be bound thereby, whether or not the amendment or addenda are actually received by the Respondent.

### **H. AUTHORITY'S OPTIONS**

The Authority reserves the right to cancel this RFQ, or to reject, in whole or in part, any and all submissions received in response to this RFQ, upon its determination that such cancellation or rejection is in the best interest of the Authority. The Authority further reserves the right to waive any minor informality, or the failure of any Respondent to comply therewith, if it is in the public interest to do so. The Authority will pay no compensation to any Respondent for any costs related to preparation or submittal of the qualifications.

The Authority will reject the qualifications of any Respondent who is suspended and/or debarred by HUD from providing services to public housing authorities, and reserves the

right to reject the proposal of any Respondent who has previously failed to perform any contract properly for the Authority.

The determination of the criteria and process whereby submissions are evaluated and the decision as to whom shall receive a contract award shall be at the sole and absolute discretion of the Authority.

By submitting a response to this RFQ, Respondent acknowledges and agrees to the following conditions:

- All submissions in response to this RFQ become the property of the Authority. As such, all submissions are public records, subject to public review.
- The Authority will make no determination as to the adequacy or accuracy of any system, process, procedure or representation made by any Respondent. As such, pre-qualification does not infer approval of any such systems, processes, procedures or representations.
- No Respondent shall initiate contact with any member of the Board of Commissioners of the Authority regarding this RFQ until after completion of the selection process and execution of a contract. If any Respondent has any reason, not related to this RFQ, to contact any of the above parties, they will be required to disclose to that party that they are a respondent in this solicitation. Failure to adhere to these requirements may result in disqualification from the solicitation.
- Respondent shall not have employed or retained any company or person, other than a bona fide employee working solely for the Respondent to solicit or secure the execution of a contract with the Authority. Respondent certifies that they have not paid or agreed to pay any person, company, corporation, individual or firm other than a bona fide employee working solely for the Respondent, any fee, commission, percentage, gift or any other consideration, contingent upon or resulting from the award of or the making of a contract from this solicitation.



## **EXHIBIT A**

### **Use of Disadvantaged Business Enterprises (DBEs), Minority Business Enterprises (MBEs), and Women's Business Enterprises (WBEs)**

#### **A. REQUIRED EFFORTS**

1. Consistent with Presidential Executive Order 11625, 12138, and 12432, and Section 3 of the HUD Act of 1968, the Authority shall make efforts to ensure that small and minority-owned businesses, women's business enterprises, disadvantaged business enterprises, labor surplus area businesses, and individuals or firms located in or owned in substantial part by persons residing in the area of an Authority project are used when possible. Such efforts shall include, but shall not be limited to:
  - a. Including such firms, when qualified, on solicitation mailing lists;
  - b. Encouraging their participation through direct solicitation of bids or proposals whenever they are potential sources;
  - c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;
  - d. Establishing delivery schedules, where possible, which encourage participation by such firms;
  - e. Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce;
  - f. Including in contracts a clause requiring contractors, to the greatest extent feasible, to provide opportunities for training and employment generated from the expenditure of Section 3 covered funds to Section 3 residents in the order of priority prescribed in 24 CFR 135.34(a), and to award Section 3 covered subcontracts to Section 3 business concerns in the order of priority set forth in 24 CFR 135.36(a), requiring prime contractors, when subcontracting is anticipated, to take the positive steps listed herein.

2. Goals may be established periodically by the Authority for participation by small businesses, minority-owned businesses, women's business enterprises, disadvantaged business enterprises, labor surplus area businesses, and business concerns which are located in, or owned in substantial part by persons residing in the area of an Authority project, in the Authority's prime contracts and subcontracting opportunities.

## B. DEFINITIONS

1. A small business concern is defined as a business which is independently owned and operated, not dominant in the field of operation in which it is bidding on government contracts, and qualified as a small business under the criteria and size standards in 13 CFR Part 121.
2. A minority-owned business is defined as a business which is at least 51% owned by one (1) or more minority group members; or, in the case of a publicly-owned business, one (1) in which at least 51% of its voting stock is owned by one (1) or more minority group members, and whose management and daily business operations are controlled by one (1) or more such individuals. Minority group members include, but are not limited to Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, Asian Indian Americans, and Hasidic Jewish Americans.
3. A women's business enterprise is defined as a business that's at least 51% owned by a woman or women who are U.S. citizens and who also control or operate the business.
4. A labor surplus area business is defined as a business which, together with its immediate subcontractors, will incur more than 50% of the cost of performing the contract in an area of concentrated unemployment or underemployment, as defined by the U. S. Department of Labor in 20 CFR 654, Subpart A, and in lists of labor surplus areas published by the Employment and Training Administration.
5. A Section 3 Business concern is defined as one (a) that is 51% or more owned by Section 3 Residents; or (b) whose permanent, full-time employees include persons, at least 30% of whom are currently Section 3 Residents, or within three (3) years of the date of first employment with the business concern were Section 3 Residents; or (c) that provides evidence of a commitment to subcontract in excess of 25% of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications set forth in paragraphs (a) or (b) in this definition of "Section 3 business concern."

6. A Disadvantaged Business Enterprise is a small business concern that is certified as being (a) at least 51 percent owned by one (1) or more socially and economically disadvantaged individuals or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one (1) or more socially and economically disadvantaged individuals; and (b) whose management and daily business operations are controlled by one (1) or more of the socially and economically disadvantaged individuals who own it. "Socially and Economically Disadvantaged individuals" means those individuals who are citizens or lawfully admitted permanent residents of the United States and who are minorities or individuals found by the Small Business Administration pursuant to Section 8(a) of the Small Business Act to be disadvantaged.

### C. SECTION 3 REQUIREMENTS

1. Section 3 Purpose - Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u) (Section 3) requires the Authority to ensure that employment and other economic and business opportunities generated by HUD financial assistance, to the greatest extent feasible, are directed to public housing residents and other low-income persons, particularly recipients of government housing assistance, and business concerns that provide economic opportunities to low- and very-low income persons.
2. Section 3 Contracting Policy and Procedure - All contractors/businesses seeking Section 3 preference must complete certifications, as appropriate, as acknowledgement of the Section 3 contracting and employment provisions required by this section. Such certifications shall be adequately supported with appropriate documentation as referenced in the form.
3. Resident Hiring Requirements - The Authority has adopted the following threshold for resident hiring that is to be used on all construction contracts, service contracts and professional service contracts that contain a labor component (The Authority's complete Section 3 Policy is available online or upon request). It is expected that an appropriate number of Section 3 persons with particular qualifications or a willingness to begin unskilled labor will be able to participate in the Authority's contracted labor efforts. A prime contractor may satisfy the Authority's resident hiring requirements through its own work force, its subcontractors, or any combination thereof.

<b>TOTAL LABOR DOLLARS USE TOTAL CONTRACT AMOUNT FOR SERVICE CONTRACTS</b>	<b>RESIDENT AS A % OF TOTAL LABOR DOLLARS</b>
<b>Labor dollars \$25,000 but less than \$100,000</b>	<b>10% of the labor dollars</b>

<b>\$100,000, but less than \$200,000</b>	<b>9% of the labor dollars</b>
<b>At least \$200,000, but less than \$300,000</b>	<b>8% of the labor dollars</b>
<b>At least \$300,000, but less than \$400,000</b>	<b>7% of the labor dollars</b>
<b>At least \$400,000, but less than \$500,000</b>	<b>6% of the labor dollars</b>
<b>At least \$500,000, but less than \$1 million</b>	<b>5% of the labor dollars</b>
<b>At least \$1 million, but less than \$2 million</b>	<b>4% of the labor dollars</b>
<b>At least \$2 million, but less than \$4 million</b>	<b>3% of the labor dollars</b>
<b>At least \$4 million, but less than \$7 million</b>	<b>2% of the labor dollars</b>
<b>\$7 million or more</b>	<b>1 – ½% of the labor dollars</b>

4. It is expected that an appropriate number of Section 3 persons with particular qualifications or willingness to begin unskilled labor will be able to participate in contracted labor efforts. If that does not occur, a prime contractor, on its own or through its subcontractor(s), may satisfy the Section 3 requirement set forth above by doing the following:
  - a. Subcontracting or joint venturing with a resident owned business. The business must be 51% or more owned by public housing residents, or subcontract/joint venture with a business that employs full-time, 30% or more public housing residents, or low and very-income individuals within the City of Gainesville, Alachua County or other qualified low income persons, or
  - b. Direct hiring of public housing residents and/or low and very low-income neighborhood residents, or
  - c. Incurring the cost of providing skilled training for public housing residents in an amount commensurate with the applicable percentage to reach the goal for the contracting threshold.

**CERTIFICATION OF RESPONDENT REGARDING SECTION 3  
REQUIREMENTS**

**Respondent hereby acknowledges the Section 3 contracting and employment provisions required and set forth by this section. Supporting appropriate documentation is attached hereto.**

Date: \_\_\_\_\_

Signature of Key Principal of Respondent

## EXHIBIT B

For each project described in Section E.2.b.6. put an "x" in the box if the Respondent performed the function or utilized the described financing. For Section 3/DBE/MBE/WBE, insert the appropriate numbers of persons employed.

	Project 1	Project 2	Project 3	Project 4
<b>NAME:</b>				
<b>Real Estate</b>				
Development Feasibility Studies				
Sale of Real Estate				
Real Estate Redevelopment				
Zoning Approval				
Subdivision Approval				
Site Preparation Work				
Environmental Work				
Dedicated Infrastructure				
Other (specify)				
<b>Financing Employed</b>				
Financial Feasibility Studies				
LIHTC				
HOPE VI				
CDBG (also HOME, RHF, etc.)				
FHA Multi-Family Insurance				
Fannie Mae DUS				
Federal Home Loan Bank				
Other Insurance Programs				
County Financing Programs				
Bank Financing				
Bond Financing				
Bond Underwriting				
Tax Credit Syndicator				
Personal Guarantees				
Corporate Guarantees				
<b>Construction Services</b>				
Construction Contractor				
Construction Manager				
Infrastructure Construction				
Design Services				
<b>Property Management</b>				
Marketing Plans				
Property Manager				
Site Maintenance				

	<b>Project 1</b>	<b>Project 2</b>	<b>Project 3</b>	<b>Project 4</b>
Site Security				
<b>Section 3/MBE/WBE</b>				
Dollars Paid as % of Total Development Cost				
# of Persons Employed				
<b>Miscellaneous</b>				
Mixed Finance Proposal				
Supportive Services				

- a) Describe new and innovative financing techniques for raising capital that the Respondent has employed.
- b) Describe the approach to managing the financial risk associated with each project.
- c) Describe how each project was kept on budget and on schedule. Describe any impediments that occurred and how they were handled.
- d) Provide a statement of how you will honor all financial guarantees, should the need arise. The statement should include more than a reference to the financial statements.
- e) Describe prior Public Housing Authority projects; inclusive of the financing structure and the developer fee structure for each. Describe any other one time or on-going fees earned by the Public Housing Authority.

**CERTIFICATION OF RESPONDENT REGARDING DEBARMENT,  
SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

I, \_\_\_\_\_, hereby certify on behalf of \_\_\_\_\_

(insert name of Respondent) and its key principals that we:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by a Federal, State or Local department or agency; and
2. Have not, within a three (3) year period preceding this bid, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and
3. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or Local) with commission of any of the offenses enumerated in Paragraph (2) of this certification; and
4. Have not within a three (3) year period preceding this bid, had one or more public transactions (Federal, State or Local) terminated for cause of default.

\_\_\_\_\_  
Signature of Key Principal of Respondent



## NON-COLLUSIVE AFFIDAVIT

State of \_\_\_\_\_

County of \_\_\_\_\_

\_\_\_\_\_, being first duly sworn, deposes and states:

That he/she is \_\_\_\_\_

(a partner or officer of the firm, etc.)

The party making the foregoing proposal, that such proposal is genuine and not collusive or sham, that said Respondent has not colluded, conspired, connived or agreed, directly or indirectly, with any person, to put in a sham proposal or to refrain from proposing and has not in any manner directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the proposed price of affiance or any other Respondent, to fix any overhead, profit or cost element of said proposed price, or that of any other Respondent, or to secure any advantage against the:

Alachua County Housing Authority

or, any person interested in the proposed contract, and that all statements in said proposal are true.

Signature \_\_\_\_\_

(Respondent, if Respondent is an individual)

Partner, if the Respondent is a partnership

Officer, if Respondent is a corporation

## CERTIFICATION REGARDING LOBBYING

I, \_\_\_\_\_, hereby certify on behalf of  
\_\_\_\_\_ (insert name of Respondent) and its key  
principals that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, or any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclosure accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

\_\_\_\_\_  
Signature of Key Principal of Respondent

## **CONFLICTS CERTIFICATION**

I, \_\_\_\_\_, hereby certify on behalf of

\_\_\_\_\_ (insert name of Respondent) and its key principals that:

- (i) No actual or apparent conflict of interest exists with regard to the Alachua County Housing Authority,
- (ii) No actual or apparent conflict exists with regard to Respondent's or its key principal's possible performance as Co-Developer under this Request for Qualifications, and
- (iii) No actual or potential claim exists against the Alachua County Housing Authority.

\_\_\_\_\_  
Signature of Key Principal of Respondent

## RESPONDENT APPLICATION PRIORITY CERTIFICATION

I, \_\_\_\_\_, hereby certify on behalf of  
\_\_\_\_\_ (insert name of Respondent) and its key principals  
that:

(i) that the Respondent will make every effort to give this project priority over any other projects it will be submitting funding applications for in the same county or scoring category, and

(ii) the Respondent will make every effort not to submit competing applications within the same geographic, demographic or special set-aside categories within a funding cycle, without notification to the Authority and written approval by the Authority, and

(iii) the Respondent will provide notice to the Authority of any and all contemplated competing funding applications within any same funding cycle in which -the Authority intends to submit an application.

\_\_\_\_\_  
Signature of Key Principal of Respondent

## RESPONDENT PROFILE FORM

Firm Name \_\_\_\_\_

Business Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Names and Titles of Two Contact Persons:

1. \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Name Title

2. \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Name Title

Submittal is for:

<input type="checkbox"/> Parent Company	<input type="checkbox"/> Division
<input type="checkbox"/> Subsidiary	<input type="checkbox"/> Branch Office

Type of Firm: ☐ Corporation  
☐ Partnership  
☐ Sole Ownership  
☐ Joint Venture

Name & Address of Parent Company, if applicable:

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---

---

Former Firm Name(s), if applicable:

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Please indicate if your firm is a recognized Minority Business Enterprise.

☐ Yes                      ☐ No

If yes, please indicate the appropriate category:

☐ American Indian      ☐ Female-Owned      ☐ Spanish Surname  
☐ African-American    ☐ Asian-American      ☐ Other

**Respondent Profile Form**  
**Page two**

Federal Employer Identification Number \_\_\_\_\_

Year Firm was established \_\_\_\_\_

**AUTHORIZATION**

I hereby verify that the questions listed in the Respondent Profile Form and all statements therein contained are true and correct

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

By \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

## REFERENCES

Provide the name, mailing address, and telephone number of two community partner references, two housing authority references, two tax credit investor references, and one housing finance agency reference. References must verify Respondent's representations.

<b>Community Partner</b>	
Address	
Phone	
Fax	
<b>Community Partner</b>	
Address	
Phone	
Fax	
<b>Housing Authority</b>	
Address	
Phone	
Fax	
<b>Housing Authority</b>	
Address	
Phone	
Fax	
<b>Tax Credit Investor</b>	
Address	
Phone	
Fax	
<b>Tax Credit Investor</b>	
Address	
Phone	
Fax	

<b>Housing Finance Authority</b>	
Address	
Phone	
Fax	



**ACKNOWLEDGMENT OF RECEIPT  
OF  
AMENDMENT OF SOLICITATION or  
ADDENDA TO SOLICITATION  
FOR DEVELOPMENT IN ALACHUA COUNTY FLORIDA**

1. **AMENDMENT NUMBER(S) and dates issued:** \_\_\_\_\_  
\_\_\_\_\_
2. **ADDENDA NUMBER(S) and dates issued:** \_\_\_\_\_  
\_\_\_\_\_
3. **ISSUED BY:** The Alachua County Housing Authority (the “Authority”)
4. **BRIEF DESCRIPTION OF AMENDMENT(S):**  
(attach copy(s) of Amendment(s) as issued by the Authority)
4. **BRIEF DESCRIPTION OF ADENDA(S):**  
(attach copy(s) of Amendment(s) as issued by the Authority)
5. THE ABOVE SOLICITATION IS AMENDED OR CLARIFIED AS SET FORTH IN THE ATTACHED AMENDMENT(S) OR ADDENDA(S) AS ISSUED BY THE AUTHORITY. RESPONDENTS MUST ACKNOWLEDGE RECEIPT OF THIS/THESE AMENDMENT(S) OR ADDENDA(S) PRIOR TO THE HOUR AND DATE SPECIFIED FOR RECEIPT OF PROPOSALS, BY SIGNING THIS FORM BELOW.

EXCEPT AS PROVIDED HEREIN, ALL TERMS AND CONDITIONS OF THE SOLICITATION REMAIN UNCHANGED AND IN FULL FORCE AND EFFECT.

ACKNOWLEDGMENT OF RECEIPT:

\_\_\_\_\_  
Name

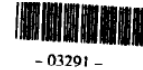
\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Instructions to Offerors Non-Construction

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



- 03291 -

## 1. Preparation of Offers

(a) Offerors are expected to examine the statement of work, the proposed contract terms and conditions, and all instructions. Failure to do so will be at the offeror's risk.

(b) Each offeror shall furnish the information required by the solicitation. The offeror shall sign the offer and print or type its name on the cover sheet and each continuation sheet on which it makes an entry. Erasures or other changes must be initialed by the person signing the offer. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the HA.

(c) Offers for services other than those specified will not be considered.

## 2. Submission of Offers

(a) Offers and modifications thereof shall be submitted in sealed envelopes or packages (1) addressed to the office specified in the solicitation, and (2) showing the time specified for receipt, the solicitation number, and the name and address of the offeror.

(b) Telegraphic offers will not be considered unless authorized by the solicitation; however, offers may be modified by written or telegraphic notice.

(c) Facsimile offers, modifications or withdrawals will not be considered unless authorized by the solicitation.

## 3. Amendments to Solicitations

(a) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

(b) Offerors shall acknowledge receipt of any amendments to this solicitation by

- (1) signing and returning the amendment;
- (2) identifying the amendment number and date in the space provided for this purpose on the form for submitting an offer,
- (3) letter or telegram, or
- (4) facsimile, if facsimile offers are authorized in the solicitation. The HA/HUD must receive the acknowledgment by the time specified for receipt of offers.

## 4. Explanation to Prospective Offerors

Any prospective offeror desiring an explanation or interpretation of the solicitation, statement of work, etc., must request it in writing soon enough to allow a reply to reach all prospective offerors before the submission of their offers. Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a prospective offeror concerning a solicitation will be furnished promptly to all other prospective offerors as an amendment of the solicitation, if that information is necessary in submitting offers or if the lack of it would be prejudicial to any other prospective offerors.

## 5. Responsibility of Prospective Contractor

(a) The HA shall award a contract only to a responsible prospective contractor who is able to perform successfully under the terms and conditions of the proposed contract. To be determined responsible, a prospective contractor must -

- (1) Have adequate financial resources to perform the contract, or the ability to obtain them;

- (2) Have a satisfactory performance record;
- (3) Have a satisfactory record of integrity and business ethics;
- (4) Have a satisfactory record of compliance with public policy (e.g., Equal Employment Opportunity); and
- (5) Not have been suspended, debarred, or otherwise determined to be ineligible for award of contracts by the Department of Housing and Urban Development or any other agency of the U.S. Government. Current lists of ineligible contractors are available for inspection at the HA/HUD.

(b) Before an offer is considered for award, the offeror may be requested by the HA to submit a statement or other documentation regarding any of the foregoing requirements. Failure by the offeror to provide such additional information may render the offeror ineligible for award.

## 6. Late Submissions, Modifications, and Withdrawal of Offers

(a) Any offer received at the place designated in the solicitation after the exact time specified for receipt will not be considered unless it is received before award is made and it -

- (1) Was sent by registered or certified mail not later than the fifth calendar day before the date specified for receipt of offers (e.g., an offer submitted in response to a solicitation requiring receipt of offers by the 20th of the month must have been mailed by the 15th);
- (2) Was sent by mail, or if authorized by the solicitation, was sent by telegram or via facsimile, and it is determined by the HA/ HUD that the late receipt was due solely to mishandling by the HA/ HUD after receipt at the HA;
- (3) Was sent by U.S. Postal Service Express Mail Next Day Service - Post Office to Addressee, not later than 5:00 p.m. at the place of mailing two working days prior to the date specified for receipt of proposals. The term "working days" excludes weekends and U.S. Federal holidays; or
- (4) Is the only offer received.

(b) Any modification of an offer, except a modification resulting from the HA's request for "best and final" offer (if this solicitation is a request for proposals), is subject to the same conditions as in subparagraphs (a)(1), (2), and (3) of this provision.

(c) A modification resulting from the HA's request for "best and final" offer received after the time and date specified in the request will not be considered unless received before award and the late receipt is due solely to mishandling by the HA after receipt at the HA.

(d) The only acceptable evidence to establish the date of mailing of a late offer, modification, or withdrawal sent either by registered or certified mail is the U.S. or Canadian Postal Service postmark both on the envelope or wrapper and on the original receipt from the U.S. or Canadian Postal Service. Both postmarks must show a legible date or the offer, modification, or withdrawal shall be processed as if mailed late. "Postmark" means a printed, stamped, or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable without further action as having been supplied and affixed by employees of the U.S. or Canadian Postal Service on the date of mailing. Therefore, offerors should request the postal clerk to place a hand cancellation bull's-eye postmark on both the receipt and the envelope or wrapper.

(e) The only acceptable evidence to establish the time of receipt at the HA is the time/date stamp of HA on the offer wrapper or other documentary evidence of receipt maintained by the HA.

(f) The only acceptable evidence to establish the date of mailing of a late offer, modification, or withdrawal sent by Express Mail Next Day Service-Post Office to Addressee is the date entered by the post office receiving clerk on the "Express Mail Next Day Service-Post Office to Addressee" label and the postmark on both the envelope or wrapper and on the original receipt from the U.S. Postal Service. "Postmark" has the same meaning as defined in paragraph (c) of this provision, excluding postmarks of the Canadian Postal Service. Therefore, offerors should request the postal clerk to place a legible hand cancellation bull's eye postmark on both the receipt and the envelope or wrapper.

(g) Notwithstanding paragraph (a) of this provision, a late modification of an otherwise successful offer that makes its terms more favorable to the HA will be considered at any time it is received and may be accepted.

(h) If this solicitation is a request for proposals, proposals may be withdrawn by written notice, or if authorized by this solicitation, by telegram (including mailgram) or facsimile machine transmission received at any time before award. Proposals may be withdrawn in person by a offeror or its authorized representative if the identity of the person requesting withdrawal is established and the person signs a receipt for the offer before award. If this solicitation is an invitation for bids, bids may be withdrawn at any time prior to bid opening.

#### **7. Contract Award**

(a) The HA will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the HA, cost or price and other factors, specified elsewhere in this solicitation, considered.

(b) The HA may

- (1) reject any or all offers if such action is in the HA's interest,
- (2) accept other than the lowest offer,
- (3) waive informalities and minor irregularities in offers received, and (4) award more than one contract for all or part of the requirements stated.

(c) If this solicitation is a request for proposals, the HA may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the offeror's best terms from a cost or price and technical standpoint.

(d) A written award or acceptance of offer mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer shall result in a binding contract without further action by either party. If this solicitation is a request for proposals, before the offer's specified expiration time, the HA may accept an offer, whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award. Negotiations conducted after receipt of an offer do not constitute a rejection or counteroffer by the HA.

(e) Neither financial data submitted with an offer, nor representations concerning facilities or financing, will form a part of the resulting contract.

#### **8. Service of Protest**

Any protest against the award of a contract pursuant to this solicitation shall be served on the HA by obtaining written and dated acknowledgment of receipt from the HA at the address shown on the cover of this solicitation. The determination of the HA with regard to such protest or to proceed to award notwithstanding such protest shall be final unless appealed by the protestor.

#### **9. Offer Submission**

Offers shall be submitted as follows and shall be enclosed in a sealed envelope and addressed to the office specified in the solicitation. The proposal shall show the hour and date specified in the solicitation for receipt, the solicitation number, and the name and address of the offeror, on the face of the envelope.

It is very important that the offer be properly identified on the face of the envelope as set forth above in order to insure that the date and time of receipt is stamped on the face of the offer envelope. Receiving procedures are: date and time stamp those envelopes identified as proposals and deliver them immediately to the appropriate contracting official, and only date stamp those envelopes which do not contain identification of the contents and deliver them to the appropriate procuring activity only through the routine mail delivery procedure.

[Describe bid or proposal preparation instructions here:]

# Certifications and Representations of Offerors Non-Construction Contract

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

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 85.36, and those requirements set forth in Executive Order 11625 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)

- |   |   |
|---|---|
| <input type="checkbox"/> Black Americans    | <input type="checkbox"/> Asian Pacific Americans  |
| <input type="checkbox"/> Hispanic Americans | <input type="checkbox"/> Asian Indian Americans   |
| <input type="checkbox"/> Native Americans   | <input type="checkbox"/> 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

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- (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.

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Signature & Date:

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Typed or Printed Name:

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Title:

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# General Conditions for Non-Construction Contracts

## Section I – (With or without Maintenance Work)

### U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

Office of Labor Relations

OMB Approval No. 2577-0157 (exp. 3/31/2010)

Public Reporting Burden for this collection of information is estimated to average 0.08 hours 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600; and to the Office of Management and Budget, Paperwork Reduction Project (2577-0157), Washington, D.C. 20503. Do not send this completed form to either of these addressees.

**Applicability. This form HUD-5370-C has 2 Sections. These Sections must be inserted into non-construction contracts as described below:**

- 1) **Non-construction contracts** (without maintenance) **greater than \$100,000 - use Section I;**
- 2) **Maintenance contracts** (including nonroutine maintenance as defined at 24 CFR 968.105) **greater than \$2,000 but not more than \$100,000 - use Section II;** and
- 3) **Maintenance contracts** (including nonroutine maintenance), **greater than \$100,000 – use Sections I and II.**

### Section I - Clauses for All Non-Construction Contracts greater than \$100,000

#### 1. Definitions

The following definitions are applicable to this contract:

- (a) "Authority or Housing Authority (HA)" means the Housing Authority.
- (b) "Contract" means the contract entered into between the Authority and the Contractor. It includes the contract form, the Certifications and Representations, these contract clauses, and the scope of work. It includes all formal changes to any of those documents by addendum, Change Order, or other modification.
- (c) "Contractor" means the person or other entity entering into the contract with the Authority to perform all of the work required under the contract.
- (d) "Day" means calendar days, unless otherwise stated.
- (e) "HUD" means the Secretary of Housing and Urban development, his delegates, successors, and assigns, and the officers and employees of the United States Department of Housing and Urban Development acting for and on behalf of the Secretary.

#### 2. Changes

- (a) The HA may at any time, by written order, and without notice to the sureties, if any, make changes within the general scope of this contract in the services to be performed or supplies to be delivered.
- (b) If any such change causes an increase or decrease in the hourly rate, the not-to-exceed amount of the contract, or the time required for performance of any part of the work under this contract, whether or not changed by the order, or otherwise affects the conditions of this contract, the HA shall make an equitable adjustment in the not-to-exceed amount, the hourly rate, the delivery schedule, or other affected terms, and shall modify the contract accordingly.
- (c) The Contractor must assert its right to an equitable adjustment under this clause within 30 days from the date of receipt of the written order. However, if the HA decides that the facts justify it, the HA may receive and act upon a

proposal submitted before final payment of the contract.

- (d) Failure to agree to any adjustment shall be a dispute under clause Disputes, herein. However, nothing in this clause shall excuse the Contractor from proceeding with the contract as changed.
- (e) No services for which an additional cost or fee will be charged by the Contractor shall be furnished without the prior written consent of the HA.

#### 3. Termination for Convenience and Default

- (a) The HA may terminate this contract in whole, or from time to time in part, for the HA's convenience or the failure of the Contractor to fulfill the contract obligations (default). The HA shall terminate by delivering to the Contractor a written Notice of Termination specifying the nature, extent, and effective date of the termination. Upon receipt of the notice, the Contractor shall: (i) immediately discontinue all services affected (unless the notice directs otherwise); and (ii) deliver to the HA all information, reports, papers, and other materials accumulated or generated in performing this contract, whether completed or in process.
- (b) If the termination is for the convenience of the HA, the HA shall be liable only for payment for services rendered before the effective date of the termination.
- (c) If the termination is due to the failure of the Contractor to fulfill its obligations under the contract (default), the HA may (i) require the Contractor to deliver to it, in the manner and to the extent directed by the HA, any work as described in subparagraph (a)(ii) above, and compensation be determined in accordance with the Changes clause, paragraph 2, above; (ii) take over the work and prosecute the same to completion by contract or otherwise, and the Contractor shall be liable for any additional cost incurred by the HA; (iii) withhold any payments to the Contractor, for the purpose of off-set or partial payment, as the case may be, of amounts owed to the HA by the Contractor.
- (d) If, after termination for failure to fulfill contract obligations (default), it is determined that the Contractor had not failed, the termination shall be deemed to have been effected for the convenience of the HA, and the Contractor shall be entitled to payment as described in paragraph (b) above.
- (e) Any disputes with regard to this clause are expressly made subject to the terms of clause titled Disputes herein.

#### 4. Examination and Retention of Contractor's Records

- (a) The HA, HUD, or Comptroller General of the United States, or any of their duly authorized representatives shall, until 3 years after final payment under this contract, have access to and the right to examine any of the Contractor's directly pertinent books, documents, papers, or other records involving transactions related to this contract for the purpose of making audit, examination, excerpts, and transcriptions.

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- (b) The Contractor agrees to include in first-tier subcontracts under this contract a clause substantially the same as paragraph (a) above. "Subcontract," as used in this clause, excludes purchase orders not exceeding \$10,000.
  - (c) The periods of access and examination in paragraphs (a) and (b) above for records relating to:
    - (i) appeals under the clause titled Disputes;
    - (ii) litigation or settlement of claims arising from the performance of this contract; or,
    - (iii) costs and expenses of this contract to which the HA, HUD, or Comptroller General or any of their duly authorized representatives has taken exception shall continue until disposition of such appeals, litigation, claims, or exceptions.

#### **5. Rights in Data (Ownership and Proprietary Interest)**

The HA shall have exclusive ownership of, all proprietary interest in, and the right to full and exclusive possession of all information, materials and documents discovered or produced by Contractor pursuant to the terms of this Contract, including but not limited to reports, memoranda or letters concerning the research and reporting tasks of this Contract.

#### **6. Energy Efficiency**

The contractor shall comply with all mandatory standards and policies relating to energy efficiency which are contained in the energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub.L. 94-163) for the State in which the work under this contract is performed.

#### **7. Disputes**

- (a) All disputes arising under or relating to this contract, except for disputes arising under clauses contained in Section III, Labor Standards Provisions, including any claims for damages for the alleged breach there of which are not disposed of by agreement, shall be resolved under this clause.
- (b) All claims by the Contractor shall be made in writing and submitted to the HA. A claim by the HA against the Contractor shall be subject to a written decision by the HA.
- (c) The HA shall, with reasonable promptness, but in no event in no more than 60 days, render a decision concerning any claim hereunder. Unless the Contractor, within 30 days after receipt of the HA's decision, shall notify the HA in writing that it takes exception to such decision, the decision shall be final and conclusive.
- (d) Provided the Contractor has (i) given the notice within the time stated in paragraph (c) above, and (ii) excepted its claim relating to such decision from the final release, and (iii) brought suit against the HA not later than one year after receipt of final payment, or if final payment has not been made, not later than one year after the Contractor has had a reasonable time to respond to a written request by the HA that it submit a final voucher and release, whichever is earlier, then the HA's decision shall not be final or conclusive, but the dispute shall be determined on the merits by a court of competent jurisdiction.
- (e) The Contractor shall proceed diligently with performance of this contract, pending final resolution of any request for relief, claim, appeal, or action arising under the contract, and comply with any decision of the HA.

#### **8. Contract Termination; Debarment**

A breach of these Contract clauses may be grounds for termination of the Contract and for debarment or denial of participation in HUD programs as a Contractor and a subcontractor as provided in 24 CFR Part 24.

#### **9. Assignment of Contract**

The Contractor shall not assign or transfer any interest in this contract; except that claims for monies due or to become due from the HA under the contract may be assigned to a bank, trust company, or other financial institution. If the Contractor is a partnership, this contract shall inure to the benefit of the surviving or remaining member(s) of such partnership approved by the HA.

#### **10. Certificate and Release**

Prior to final payment under this contract, or prior to settlement upon termination of this contract, and as a condition precedent thereto, the Contractor shall execute and deliver to the HA a certificate and release, in a form acceptable to the HA, of all claims against the HA by the Contractor under and by virtue of this contract, other than such claims, if any, as may be specifically excepted by the Contractor in stated amounts set forth therein.

#### **11. Organizational Conflicts of Interest**

- (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 this contract and a contractor's organizational, financial, contractual or other interests are such that:
  - (i) Award of the contract may result in an unfair competitive advantage; or
  - (ii) The Contractor's objectivity in performing the contract work may be impaired.
- (b) The Contractor agrees that if after award it discovers an organizational conflict of interest with respect to this contract or any task/delivery order under the contract, he or she shall make an immediate and full disclosure in writing to the Contracting Officer which shall include a description of the action which the Contractor has taken or intends to take to eliminate or neutralize the conflict. The HA may, however, terminate the contract or task/delivery order for the convenience of the HA if it would be in the best interest of the 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 Contracting Officer, the HA may terminate the contract for default.
- (d) The terms of this clause shall be included in all subcontracts and consulting agreements wherein the work to be performed is similar to the service provided by the prime Contractor. The Contractor shall include in such subcontracts and consulting agreements any necessary provisions to eliminate or neutralize conflicts of interest.

#### **12. Inspection and Acceptance**

- (a) The HA has the right to review, require correction, if necessary, and accept the work products produced by the Contractor. Such review(s) shall be carried out within 30 days so as to not impede the work of the Contractor. Any

product of work shall be deemed accepted as submitted if the HA does not issue written comments and/or required corrections within 30 days from the date of receipt of such product from the Contractor.

- (b) The Contractor shall make any required corrections promptly at no additional charge and return a revised copy of the product to the HA within 7 days of notification or a later date if extended by the HA.
- (c) Failure by the Contractor to proceed with reasonable promptness to make necessary corrections shall be a default. If the Contractor's submission of corrected work remains unacceptable, the HA may terminate this contract (or the task order involved) or reduce the contract price or cost to reflect the reduced value of services received.

### 13. Interest of Members of Congress

No member of or delegate to the Congress of the United States of America or Resident Commissioner shall be admitted to any share or part of this contract or to any benefit to arise there from, but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit.

### 14. Interest of Members, Officers, or Employees and Former Members, Officers, or Employees

No member, officer, or employee of the HA, no member of the governing body of the locality in which the project is situated, no member of the governing body in which the HA was activated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the project, shall, during his or her tenure, or for one year thereafter, have any interest, direct or indirect, in this contract or the proceeds thereof.

### 15. Limitation on Payments to Influence Certain Federal Transactions

- (a) Definitions. As used in this clause:

"Agency", as defined in 5 U.S.C. 552(f), includes Federal executive departments and agencies as well as independent regulatory commissions and Government corporations, as defined in 31 U.S.C. 9101(1).

"Covered Federal Action" means any of the following Federal actions:

- (i) The awarding of any Federal contract;
- (ii) The making of any Federal grant;
- (iii) The making of any Federal loan;
- (iv) The entering into of any cooperative agreement; and,
- (v) The extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

Covered Federal action does not include receiving from an agency a commitment providing for the United States to insure or guarantee a loan.

"Indian tribe" and "tribal organization" have the meaning provided in section 4 of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450B). Alaskan Natives are included under the definitions of Indian tribes in that Act.

"Influencing or attempting to influence" means making, with the intent to influence, any communication to or appearance before an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any covered Federal action.

"Local government" means a unit of government in a State and, if chartered, established, or otherwise recognized by a State for the performance of a governmental duty, including a local public authority, a special district, an intrastate district, a council of governments, a sponsor group representative organization, and any other instrumentality of a local government.

"Officer or employee of an agency" includes the following individuals who are employed by an agency:

- (i) An individual who is appointed to a position in the Government under title 5, U.S.C., including a position under a temporary appointment;
- (ii) A member of the uniformed services as defined in section 202, title 18, U.S.C.;
- (iii) A special Government employee as defined in section 202, title 18, U.S.C.; and,
- (iv) An individual who is a member of a Federal advisory committee, as defined by the Federal Advisory Committee Act, title 5, appendix 2.

"Person" means an individual, corporation, company, association, authority, firm, partnership, society, State, and local government, regardless of whether such entity is operated for profit or not for profit. This term excludes an Indian tribe, tribal organization, or other Indian organization with respect to expenditures specifically permitted by other Federal law.

"Recipient" includes all contractors, subcontractors at any tier, and subgrantees at any tier of the recipient of funds received in connection with a Federal contract, grant, loan, or cooperative agreement. The term excludes an Indian tribe, tribal organization, or any other Indian organization with respect to expenditures specifically permitted by other Federal law.

"Regularly employed means, with respect to an officer or employee of a person requesting or receiving a Federal contract, grant, loan, or cooperative agreement, an officer or employee who is employed by such person for at least 130 working days within one year immediately preceding the date of the submission that initiates agency consideration of such person for receipt of such contract, grant, loan, or cooperative agreement. An officer or employee who is employed by such person for less than 130 working days within one year immediately preceding the date of submission that initiates agency consideration of such person shall be considered to be regularly employed as soon as he or she is employed by such person for 130 working days.

"State" means a State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, a territory or possession of the United States, an agency or instrumentality of a State, and a multi-State, regional, or interstate entity having governmental duties and powers.

- (b) Prohibition.

- (i) Section 1352 of title 31, U.S.C. provides in part that no appropriated funds may be expended by the recipient of a Federal contract, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered Federal actions: the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

- (ii) The prohibition does not apply as follows:



(1) Agency and legislative liaison by Own Employees.

(a) The prohibition on the use of appropriated funds, in paragraph (i) of this section, does not apply in the case of a payment of reasonable compensation made to an officer or employee of a person requesting or receiving a Federal contract, grant, loan, or cooperative agreement, if the payment is for agency and legislative activities not directly related to a covered Federal action.

(b) For purposes of paragraph (b)(i)(1)(a) of this clause, providing any information specifically requested by an agency or Congress is permitted at any time.

(c) The following agency and legislative liaison activities are permitted at any time only where they are not related to a specific solicitation for any covered Federal action:

(1) Discussing with an agency (including individual demonstrations) the qualities and characteristics of the person's products or services, conditions or terms of sale, and service capabilities; and,

(2) Technical discussions and other activities regarding the application or adaptation of the person's products or services for an agency's use.

(d) The following agency and legislative liaison activities are permitted where they are prior to formal solicitation of any covered Federal action:

(1) Providing any information not specifically requested but necessary for an agency to make an informed decision about initiation of a covered Federal action;

(2) Technical discussions regarding the preparation of an unsolicited proposal prior to its official submission; and

(3) Capability presentations by persons seeking awards from an agency pursuant to the provisions of the Small Business Act, as amended by Public Law 95-507 and other subsequent amendments.

(e) Only those activities expressly authorized by subdivision (b)(ii)(1)(a) of this clause are permitted under this clause.

(2) Professional and technical services.

(a) The prohibition on the use of appropriated funds, in subparagraph (b)(i) of this clause, does not apply in the case of-

(i) A payment of reasonable compensation made to an officer or employee of a person requesting or receiving a covered Federal action or an extension, continuation, renewal, amendment, or modification of a covered Federal action, if payment is for professional or technical services rendered directly in the preparation, submission, or negotiation of any bid, proposal, or application for that Federal action or for meeting requirements imposed by or pursuant to law as a condition for receiving that Federal action.

(ii) Any reasonable payment to a person, other than an officer or employee of a

person requesting or receiving a covered Federal action or an extension, continuation, renewal, amendment, or modification of a covered Federal action if the payment is for professional or technical services rendered directly in the preparation, submission, or negotiation of any bid, proposal, or application for that Federal action or for meeting requirements imposed by or pursuant to law as a condition for receiving that Federal action. Persons other than officers or employees of a person requesting or receiving a covered Federal action include consultants and trade associations.

(b) For purposes of subdivision (b)(ii)(2)(a) of clause, "professional and technical services" shall be limited to advice and analysis directly applying any professional or technical discipline.

(c) Requirements imposed by or pursuant to law as a condition for receiving a covered Federal award include those required by law or regulation, or reasonably expected to be required by law or regulation, and any other requirements in the actual award documents.

(d) Only those services expressly authorized by subdivisions (b)(ii)(2)(a)(i) and (ii) of this section are permitted under this clause.

(iii) Selling activities by independent sales representatives.

(c) The prohibition on the use of appropriated funds, in subparagraph (b)(i) of this clause, does not apply to the following selling activities before an agency by independent sales representatives, provided such activities are prior to formal solicitation by an agency and are specifically limited to the merits of the matter:

(i) Discussing with an agency (including individual demonstration) the qualities and characteristics of the person's products or services, conditions or terms of sale, and service capabilities; and

(ii) Technical discussions and other activities regarding the application or adaptation of the person's products or services for an agency's use.

(d) Agreement. In accepting any contract, grant, cooperative agreement, or loan resulting from this solicitation, the person submitting the offer agrees not to make any payment prohibited by this clause.

(e) Penalties. Any person who makes an expenditure prohibited under paragraph (b) of this clause shall be subject to civil penalties as provided for by 31 U.S.C. 1352. An imposition of a civil penalty does not prevent the Government from seeking any other remedy that may be applicable.

(f) Cost Allowability. Nothing in this clause is to be interpreted to make allowable or reasonable any costs which would be unallowable or unreasonable in accordance with Part 31 of the Federal Acquisition Regulation (FAR), or OMB Circulars dealing with cost allowability for recipients of assistance agreements. Conversely, costs made specifically unallowable by the requirements in this clause will not be made allowable under any of the provisions of FAR Part 31 or the relevant OMB Circulars.

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## 16. Equal Employment Opportunity

During the performance of this contract, the Contractor agrees as follows:

- (a) The Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin.
- (b) The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to (1) employment; (2) upgrading; (3) demotion; (4) transfer; (5) recruitment or recruitment advertising; (6) layoff or termination; (7) rates of pay or other forms of compensation; and (8) selection for training, including apprenticeship.
- (c) The Contractor shall post in conspicuous places available to employees and applicants for employment the notices to be provided by the Contracting Officer that explain this clause.
- (d) The Contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
- (e) The Contractor shall send, to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, the notice to be provided by the Contracting Officer advising the labor union or workers' representative of the Contractor's commitments under this clause, and post copies of the notice in conspicuous places available to employees and applicants for employment.
- (f) The Contractor shall comply with Executive Order 11246, as amended, and the rules, regulations, and orders of the Secretary of Labor.
- (g) The Contractor shall furnish all information and reports required by Executive Order 11246, as amended and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto. The Contractor shall permit access to its books, records, and accounts by the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- (h) In the event of a determination that the Contractor is not in compliance with this clause or any rule, regulation, or order of the Secretary of Labor, this contract may be canceled, terminated, or suspended in whole or in part, and the Contractor may be declared ineligible for further Government contracts, or federally assisted construction contracts under the procedures authorized in Executive Order 11246, as amended. In addition, sanctions may be imposed and remedies invoked against the Contractor as provided in Executive Order 11246, as amended, the rules, regulations, and orders of the Secretary of Labor, or as otherwise provided by law.
- (i) The Contractor shall include the terms and conditions of this clause in every subcontract or purchase order unless exempted by the rules, regulations, or orders of the Secretary of Labor issued under Executive Order 11246, as amended, so that these terms and conditions will be binding upon each subcontractor or vendor. The Contractor shall take such action with respect to any subcontractor or purchase order as the Secretary of Housing and Urban Development or the Secretary of Labor may direct as a means of enforcing such provisions, including sanctions for noncompliance; provided that if the

Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.

## 17. Dissemination or Disclosure of Information

No information or material shall be disseminated or disclosed to the general public, the news media, or any person or organization without prior express written approval by the HA.

## 18. Contractor's Status

It is understood that the Contractor is an independent contractor and is not to be considered an employee of the HA, or assume any right, privilege or duties of an employee, and shall save harmless the HA and its employees from claims suits, actions and costs of every description resulting from the Contractor's activities on behalf of the HA in connection with this Agreement.

## 19. Other Contractors

HA may undertake or award other contracts for additional work at or near the site(s) of the work under this contract. The contractor shall fully cooperate with the other contractors and with HA and HUD employees and shall carefully adapt scheduling and performing the work under this contract to accommodate the additional work, heeding any direction that may be provided by the Contracting Officer. The contractor shall not commit or permit any act that will interfere with the performance of work by any other contractor or HA employee.

## 20. Liens

The Contractor is prohibited from placing a lien on HA's property. This prohibition shall apply to all subcontractors.

## 21. Training and Employment Opportunities for Residents in the Project Area (Section 3, HUD Act of 1968; 24 CFR 135)

- (a) The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- (b) The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.
- (c) The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of

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apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

- (d) The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.
- (e) The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR Part 135.
- (f) Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

## **22. Procurement of Recovered Materials**

- (a) In accordance with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, the Contractor shall procure items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition. The Contractor shall procure items designated in the EPA guidelines that contain the highest percentage of recovered materials practicable unless the Contractor determines that such items: (1) are not reasonably available in a reasonable period of time; (2) fail to meet reasonable performance standards, which shall be determined on the basis of the guidelines of the National Institute of Standards and Technology, if applicable to the item; or (3) are only available at an unreasonable price.
- (b) Paragraph (a) of this clause shall apply to items purchased under this contract where: (1) the Contractor purchases in excess of \$10,000 of the item under this contract; or (2) during the preceding Federal fiscal year, the Contractor: (i) purchased any amount of the items for use under a contract that was funded with Federal appropriations and was with a Federal agency or a State agency or agency of a political subdivision of a State; and (ii) purchased a total of in excess of \$10,000 of the item both under and outside that contract.

## CO-DEVELOPER RFQ 2023 CHECKLIST

**NOTE: The completed and signed off checklist is a mandatory submission requirement.**

**Firm Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

Y/N	MANDATORY SUBMISSION/INCLUSION REQUIREMENTS	COMMENTS
	1 Original & 6 Copies Submitted	RFQ shall be submitted in sealed packages and marked "Qualifications for Co-Developer PHA."
	Deadline Met	Deadline Time: 4:30 PM Date: April 30 <sup>th</sup> , 2018
	Letter of Interest Submitted	As outlined in Section 2.a. of the RFQ
	Organizational Structure & Staffing	As outlined in Section 2.b.1 of the RFQ
	Profile of Principals & Key Staff	As outlined in Section 2.b.2 of the RFQ
	Contract Termination Explanation	As outlined in Section 2b.3. of the RFQ
	Litigation Explanation	As outlined in Section 2b.4. of the RFQ
	Eligibility to Bid & Contract	As outlined in Section 2.b.5. of the RFQ
	Previous Housing Development Experience	As outlined in Section 2.b.6. of the RFQ
	Financing Experience	As outlined in Section 2.b.7. of the RFQ
	Green Building Experience	As outlined in Section 2.b.8. of the RFQ
	Capacity	As outlined in Section 2.b.9. of the RFQ
	Financial Statement	As outlined in Section 2.b.10. of the RFQ
	Insurance	As outlined in Section 2.b.11. of the RFQ
	References	As outlined in Section 2.b.12. of the RFQ
	Certifications	As outlined in Section 2.b.13. of the RFQ
	Proposed Development Methods & Strategy	As outlined in Section 2.c. of the RFQ
	Utilization of DBE/MBE & WBE Business Enterprises	As outlined in Section 2.d. of the RFQ
	Understanding Local Requirements	As outlined in Section 2.e. of the RFQ
	Fee Structure	As outlined in Section 2.f. of the RFQ
<b>Y/N</b>	<b>SUBMISSION OUTLINE</b>	<b>To receive the maximum points; proposals shall be submitted in accordance with the outline in Section 3.a. of the RFQ.</b>
	Evidence of the Respondent's Ability to Perform the Work	Maximum points - 30
	Qualification of Key Personnel, Location & Capacity	Maximum points - 20
	Ability to Meet Deadlines	Maximum points - 10
	Cost to the Authority/Fee Structure	Maximum points - 15
	References	Maximum points - 10
	Demonstrated Knowledge of Governmental Regulations	Maximum points - 10
	Ability of Respondent to Meet Section 3 Requirements	Maximum points - 5

Y/N	MANDATORY REQUIREMENT ATTACHMENTS	Submissions MUST include ALL of the required documentation as requested per the RFQ. Failure to do so may result in disqualification from the solicitation without further review.
	Exhibit A - Certification of Respondent Regarding Section 3 Requirements	
	Exhibit B	For each project described in Section E.2.b.6 per the RFQ.
	Certification of Respondent Regarding Debarment, Suspension & Other Responsible Matters	
	Non-Collusive Affidavit	
	Certification Regarding Lobbying	
	Conflicts Certification	
	Respondent Application Priority Certification	
	Respondent Profile Form	
	References	Two (2) community partner references, two (2) housing authority references, two (2) tax credit investor references, and one (1) housing finance agency reference.
	Acknowledgement of Receipt of Amendment / Addenda of Solicitation	Applicable if the Authority issues an Amendment or Addenda prior to the RFQ deadline date.
	HUD Form 5369-C Certifications and Representations of Respondents	Form may be downloaded at: <a href="http://www.hud.gov/offices/adm/hudclips/forms/hud5a.cfm">http://www.hud.gov/offices/adm/hudclips/forms/hud5a.cfm</a>
	Co-Developer RFQ Checklist	Must be signed and dated by Key Principal of Respondent
	Insurance Documentation	As outlined in Section 2.b.12. of the RFQ

**Key Principal of Respondent**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Evaluation Committee	Comments