



525 South Lawrence Street
Montgomery, Alabama 36104

REQUEST FOR PROPOSALS (RFP) 2021-01

Choice Neighborhoods Initiative (CNI)

Planning Partner for the Montgomery Housing Authority

**Focusing on the
Historic Centennial Hill Neighborhood**

DATE ISSUED: **Monday, March 8, 2021**

TYPE OF PROJECT: The Montgomery Housing Authority (MHA) is seeking proposals from qualified firm(s)/individual(s) to provide Consulting Services for Montgomery's Historic Centennial Hill neighborhood.

CONTACT PERSON: Sheila Brown, Interim Procurement/Contract Administrator
sbrown@mhatoday.org

LAST DAY FOR QUESTIONS: **Tuesday, March 16, 2021 at 3:00 p.m. (CST)**

SUBMISSION DEADLINE: **Tuesday, March 29, 2021 at 12:00 p.m. (CST)**

SUBMISSION ADDRESS: Sheila Brown, Interim Procurement/Contract Administrator
Montgomery Housing Authority
525 South Lawrence Street
Montgomery, Alabama 36104

To request a copy of this RFP please visit our procurement page at www.mhatoday.org/procurement, the Housing Authority Marketplace, or you may request it in writing by emailing sbrown@mhatoday.org.

Separate sealed proposals will be accepted at the MHA's, Procurement/Contract Office, 525 South Lawrence Street, Montgomery, Alabama 36104, until the date and time noted above. Proposals will be held in confidence and not released in any manner until after contract award.

The responsibility for submitting a response to this RFP at the MHA on or before the stated time and date will be solely and strictly the responsibility of the respondent. The offeror shall wholly absorb all costs incurred in the preparation and presentation of the proposal.

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March 8, 2021

Potential Respondents:

Attached is a Request for Proposals (RFP) for CNI Planning Consulting Services for Montgomery's Historic Centennial Hill neighborhood.

MHA is a innovative, creative, and forward-looking entity. We are seeking experienced consultants (individuals or companies) that excel at working collaboratively with their clients. Please review the RFP documents for details regarding this work and the preferred attributes and experience of the Planning Partner.

Proposals are due by 12:00 PM CST, March 29, 2021.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Sheila Brown".

Sheila Brown
Procurement/Contract Administrator

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Forms. Proposers should verify that they have downloaded and reviewed the following forms, which are required to be included as part of their response. All forms are attached to this RFP and are available on MHA’s procurement page at www.mhatoday.org/procurement.

Form of Proposal

Profile of Firm

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

Form HUD 5369-C Certifications and Representations of Offerors – Non-Construction Contract

Form HUD SF-LLL Disclosure of Lobbying Activities

Form HUD 50071 Certification of Payments to Influence Federal Transactions

Form HUD 50070 Certification for a Drug-Free Workplace

Form HUD 2530 Previous Participation Certification

Statement of Contractor’s Qualifications

Section 3 Business Self Certification Form

W/MBE and Section 3 Subcontractor Certification

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1. **Introduction.** The Montgomery Housing Authority and the City of Montgomery, AL were awarded a 2020 Choice Neighborhoods Initiative (CNI) Planning Grant by the U.S. Department of Housing & Urban Development (HUD) for the historic Centennial Hill neighborhood. MHA is currently seeking proposals from qualified individuals and planning firms to become our Master Planning Partner for the 2-year CNI planning process during which we will jointly create a community transformation plan. The awarded Planning Partner will ensure that all grant requirements are met during the grant period as set by HUD. Additionally, the successful firm must be willing and able to continue working with MHA through a CNI grant implementation period, if awarded. All proposals submitted in response to this RFP must conform to the requirements and specifications outlined herein and in the RFP attachments. MHA encourages Section 3, minority- and/or women-owned businesses to respond.

Preferred Attributes of the Planning Partner. MHA, the City of Montgomery, and our partners are creative and visionary professionals. The existing team will continue to make meaningful contributions to the direction and overall vision throughout the entire CNI planning process. MHA seeks a professional planning partner with a servant-leadership orientation that will work with us in collaborative ways throughout the planning period and implementation period, if awarded. In addition, the preferred planning partner must have a successful track record in working effectively and respectfully with diverse populations, spanning age, race, gender, ethnic background, religious background, educational attainment, professional attainment, and with people at all income levels. The Planning Partner must have the ability to produce high quality work products and planning documents of a standard that is acceptable to HUD. Finally, the preferred planning partner should have extensive experience developing successful plans that engage communities and lead to improved quality of life for residents of underserved neighborhoods. Extra points will be awarded for firms who have worked on planning grants that subsequently were awarded implementation grants in HUD's CNI program.
2. **Pre-Proposal Conference.** None scheduled.
3. **Availability of the RFP.** Proposers may obtain the RFP electronically at the Housing Agency Marketplace and the MHA website. The Proposer may also request a copy by emailing Sheila Brown at sbrown@mhatoday.org.
4. **Question Deadline and Contact with MHA.** All communication, correspondence, and questions regarding this RFP must be submitted by **EMAIL ONLY** to Sheila Brown at sbrown@mhatoday.org. The deadline to submit questions is **4:00 PM on Tuesday, March 16, 2021.**

MHA will not conduct any in-person conversations regarding this RFP during the procurement process that may give one prospective proposer any real or perceived advantage over any other prospective proposers. Therefore, questions regarding the RFP that are properly submitted in writing via email to sbrown@mhatoday.org will be responded to by addendum to the RFP and released electronically to all known prospective proposers simultaneously. Proposers may not communicate with any other MHA staff member or official regarding this RFP, including members of the MHA Board of Commissioners. Nor may proposers contact MHA consultants for additional information. Failure to abide by this requirement may result in a determination of ineligibility to submit a proposal for this work.

5. **Proposal Due Date.** Proposers shall submit four hard copies of their proposal and one electronic copy on a jump drive in a sealed envelope clearly marked "CNI MASTER PLANNING-RFP 2021-01" to Sheila Brown, MHA Procurement Department, 525 S Lawrence St., Montgomery, AL 36104 no later than **12:00 PM Central Standard Time on Monday, March 29, 2021.** Late proposals will not be accepted.

Note: An essential function of the planning firm will be to comply with HUD timelines. Therefore, proposers must be available for interviews and contract negotiations promptly.

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1. Background and Scope of Services. The MONTGOMERY HOUSING AUTHORITY (MHA) is currently seeking proposals from qualified individuals and planning firms to become our Master Planning Partner for the CNI planning process. The Planning Partner will lead the CNI planning process in conjunction with our team at MHA and the subsequently procured Development Partner for the Paterson Court redevelopment project. MHA is the lead applicant for the CNI Planning Grant, and the City of Montgomery serves as Co-Applicant. The selected Contractor will perform CNI planning activities including: Assessing the Existing Conditions, the Visioning Process, Neighborhood Plan Process, Housing Plan Process, People Plan Process, and the Transformation Plan. The list of tasks and current planning schedule is attached to this RFP as is the current organizational structure. MHA will only share their winning CNI application with the Contractor that is selected to perform this work. Tasks may be modified based on the needs of the MHA, the City of Montgomery, MHA's chosen development partner and HUD.

1.1 Goals of Choice Neighborhoods Initiative. The Choice Neighborhoods Initiative bolsters community-generated strategies to address struggling neighborhoods wherein there is distressed public or HUD-assisted housing. The CNI program aims to transform these areas into neighborhoods of choice using a comprehensive approach to neighborhood transformation that goes well beyond the normal scope of standard affordable housing redevelopment. The CNI program supports organizations that work to transform neighborhoods by not only revitalizing severely distressed public housing but also by leveraging investments in well-functioning community programs and services, providing new investment dollars where none exist currently, supporting high quality public schools and innovative education programs such as high quality early learning programs and services, creatively leveraging existing public assets, public transportation, and by working to improve access to jobs for all residents in the community focus area. Additional and more detailed information about HUD's 10-year history of progress under the CNI program can be found at: [Choice Neighborhoods Implementation Grants | HUD.gov / U.S. Department of Housing and Urban Development \(HUD\)](#)

The Choice Neighborhoods Initiative is focused on three core goals:

- (a) Housing: Transform distressed public and assisted housing into energy efficient, mixed-income housing that is physically and financially viable over the long term
- (b) People: Support positive outcomes for families who live in the target developments and the surrounding neighborhood, particularly outcomes related to residents' education, health and recreation, safety, employment, and mobility
- (c) Neighborhood: Transform distressed, high-poverty neighborhoods into viable, mixed-income neighborhoods with access to well-functioning services, high quality public schools and education programs, high quality early learning programs and services, public assets, public transportation, and improved access to jobs.

1.2 Scope of Services. The selected Planning Partner will co-lead the CNI planning process in conjunction with the team currently working on the CNI planning grant at the direction of the MHA. The target neighborhood is historic Centennial Hill. The distressed public housing development is Paterson Court. Additionally, two advisory boards will be created for this initiative. The first is the Centennial Hill Advisory Board (CHAB), which will be composed of community leaders. The second is the Paterson Innovators (PI), which is a group of the Paterson Court development resident leaders. The MHA team will also create Neighborhood, Housing and People Committees and additional Task Forces as needed.

The Planning Partner will be involved in the following:

- Assessing the Existing Conditions. Facilitating the Paterson Court meetings, identifying community assets, interviewing service provider organizations, conducting the resident needs assessment, and conducting the community needs assessment. In addition, the Planning Partner will document the process and the results. The MHA team will retain a market study consultant. The

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Services MHA, CHAB and PI will review the outputs and provide comments.

- **The Visioning Process.** Conducting individual and joint visioning sessions for Paterson Court residents, Centennial Hill residents as well as others identified as stakeholders within in the footprint of the Montgomery CNI's historic Centennial Hill footprint. Refinement of the vision in community-wide meetings. Documentation of the plan, the process and the results, using community data gleaned from the process to form a vision that can be implemented. The MHA-led team will actively participate in this visioning process. The MHA, CHAB and PI will review the outputs and provide comments and feedback to inform the process further.
- **Neighborhood Plan Process.** Conducting Paterson Court and Centennial Hill meetings to explore options and opportunities. Identify potential projects and identify realistic options for funding to support each project. Assist in evaluating the strength of each project. Documentation of the plan, the process and the results is necessary and key to the success of this effort. The MHA team will implement Early Action Activities. The MHA, CHAB and PI will review the outputs and provide comments and feedback to inform the process further.
- **The Housing Plan Process.** Assist the MHA team with the State Historic Preservation Office (SHPO) consultation, Part 58 Environmental Review and Phase I and II Environmental Assessments as needed. Work with the Housing Committee and Task Forces, the Paterson Court community residents and Centennial Hill residents as well as business investment interest to create a shared wider-community vision for housing. Support the MHA and their selected architectural firm when needed to develop conceptual housing alternatives and schematic drawings for stakeholders to review and discuss at public meetings or elsewhere. Work with the master developer and financial consultants retained by MHA to identify financing options. The MHA, CHAB and PI will review the outputs and provide comments.
- **The People Plan Process.** Work with the People Committee and Tasks Forces and the service providers, supported by the results of the resident needs assessment to identify appropriate programs and services that will assist families to become economically self-sufficient, improve the educational outcomes for children, improve health outcomes, improve safety and security, and assist seniors to successfully age in place. Identify funding sources. Document the process and the results, including a plan that can be carried into the implementation phases. The MHA team will participate in this process. The MHA, CHAB and PI will review the outputs and provide comments.
- **Project Outputs.** Develop the Transformation Plan with Content, the draft Transformation Plan and the Final Transformation Plan. The MHA team will participate in this process. The MHA, CHAB and PI will review the outputs and provide comments.

2. **Proposal Requirements.** MHA intends to retain a Contractor using a best value basis, meaning MHA will consider factors other than just cost in making an award (see Section 4). Therefore, to allow for easy comparison of proposals during evaluation, proposals should contain the following information with documentation and be arranged in consecutive order.

2.1 Profile of Firm, Form of Proposal, HUD 5369 B, HUD 5369 C, HUD SF-LLL, HUD 50071, HUD 50070 and HUD 2530. These forms must be fully completed, if applicable, and submitted as part of the proposal submittal.

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2.2 Success Rate, Qualifications, Experience, and Personnel Listing.

- List the community engagement plans the proposer has prepared for housing development and/or neighborhood revitalization projects, and details that illustrate the success of those plans. Include the name, address and telephone number of client contacts for each
- The proposer's qualifications, relevant experience, and ability of staff to successfully perform the required services; include experience with Choice Neighborhoods applications, if applicable
- The number of years the firm has been in business
- The project team members, their roles on the project and provide resumes that describe how they meet the qualifications listed above.

2.3 Description of the Planning Process. Please address each item listed in the Scope of Services in 1.2.

2.4 Statement of Contractor Qualifications. This form must be complete and submitted as part of the proposal submittal. The proposal must include relevant resumes, a representative list of community engagement plans the firm has written as well as two samples.

2.5 References. Include a list of at least three references to explain your experience with performing services similar to those detailed herein. Include contact information for each reference. At least one reference should be from an organization that is similar in nature to MHA.

2.6 Misc. Pricing. The proposer must include his hourly rate for any additional work, outside of what is outlined in this RFP, that the MHA may request. This hourly rate will be applicable to the work beyond those proposed in the lump sum amounts associated Community Engagement and with the preparation of a Choice Neighborhoods Implementation Grant application.

2.7 Women-/Minority-Owned Business Enterprises and Section 3 Participation. Attachment G must be fully completed and submitted as part of the proposal submittal. The proposer must also submit a copy of its Equal Employment Opportunity Policy or Affirmative Action Plan.

2.8 Section 3 Self-Certification Form (Optional). Section 3 is an income-based program through the U.S. Department of Housing and Urban Development that allows MHA to give preferences to those that qualify. To claim a Section 3 Preference for this RFP, the proposer must complete and submit Section 3 certification along with any documentation required by the form.

2.9 Subcontractor/Joint Venture Information (Optional). Identify whether your firm intends to use any subcontractors to perform these services and/or if the proposal is a joint venture with another firm. All preceding information required from the proposer must also be included for any major subcontractors (10% or more) or any joint ventures.

2.10 Other Information (Optional). The proposer may include any other information that they believe is appropriate to assist MHA in its evaluations.

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3. **Proposed Fees.** The proposed fees (Pricing Items) must be submitted as part of this proposal. Unless otherwise stated, the proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services, including, but not limited to: employee wages and benefits; clerical support; overhead; profit; licensing; insurance; materials; supplies; tools; equipment; long distance telephone calls; trip fees; mileage; travel expenses; document copying; etc.

3.1 Realistic Fees. The proposer is encouraged to propose a realistic fee for each Pricing Item. MHA reserves the right to not award to any proposer that proposes an unreasonable fee(s).

Pricing Item No.	Qty.	U/M	Description
1	1	LS	Firm-fixed base bid fee to complete community engagement work for the Choice Neighborhoods Transformation Plan per the specified scope.
2	1	LS	Firm-fixed base bid fee to develop the Transformation Plan. The firm-fixed base bid fee will be negotiated with the firm based on the scope of the Transformation Plan.

3.2 Quantities. All quantities entered by MHA herein are estimates and are for calculating purposes only. MHA does not guarantee any minimum or maximum for the amount of services resulting from any ensuing contract award.

3.3 No Deposit/Retainer. MHA will not pay any deposit or retainer fees under any ensuing contract, meaning MHA will only pay the successful proposer or actual work performed. The Contractor will be required to submit full back-up details of all services provided.

3.4 Proposer's Responsibilities. It is the proposer's responsibility to be aware of and abide by all dates, times, terms, conditions, requirements and specifications set forth herein, in the attachments to the RFP and any addenda. By submitting a proposal, the proposer agrees to comply with all terms, conditions and requirements set forth in the RFP documents. Written notice from the proposer not authorized in writing by MHA to exclude any of the requirements may cause such proposer to not be considered for an award.

4. **Evaluation Factors.** Each proposal received will first be evaluated for responsiveness (i.e. meets the minimum requirements). Proposals will then be evaluated by an Evaluation Panel made up of staff members and representatives of MHA. No proposer will be informed at any time as to the identity of any Evaluation Panel member. If a proposer becomes aware of the identity of such person(s), they shall not attempt to contact or discuss anything regarding this RFP with such person. Failure to abide by this requirement may cause the proposer to be eliminated from consideration for award. Evaluations will be based on the following criteria:

No.	Maximum Point Value	Description
1a	10 points	Cost: Firm-fixed base bid fee to complete community engagement work for the Choice Neighborhoods application per the specified scope.

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1b	5 points	Cost: Hourly rate to develop the Transformation Plan for the Historic Centennial Hill neighborhood. The firm-fixed base bid fee will be negotiated with the firm based on this hourly rate submitted.
2	15 points	Quality: Proposal is complete and addresses the proposal requirements (Section 6) and additional materials; compelling narrative that demonstrates writing skills; demonstrated grasp of the work required.
3	30 points	Success Rate: Demonstrated record of success in successfully writing and implementing community engagement plans.
4	40 points	Qualifications and Experience: General qualifications; specialized qualifications and professional competence in areas directly related to this RFP (includes a review of references).
	100 points	Total Base Points
BONUS	10 points	Direct experience working on a CNI planning grant and or CNI implementation plan preparation
	110 points	Total Points*

* Additional points available for Section 3 businesses.

Section 3 Business Preference Evaluation Factor. A proposer may receive a Section 3 Business Preference if they qualify as detailed in Attachment F.

Factor No.	Maximum Point Value	Description
5		
5a	15 points	Priority I, Category 1a. Business concerns that are 51% or more owned by residents of the housing development or developments for which the Section 3-covered assistance is expended.
5b	13 points	Priority II, Category 1b. Business concerns whose workforce includes at least 30% of residents of the housing development for which the Section 3-covered assistance is expended, or within three (3) years of the date of first employment with the business concern, were residents of the Section 3-covered housing development.
5c	11 points	Priority III, Category 2a. Business concerns that are 51% or more owned by residents of any other housing development(s).
5d	9 points	Priority IV, Category 2b. Business concerns whose workforce includes 30% of residents of any other public housing development(s), or within three (3) years of the date of first employment with the business concern, were "Section 3" residents of any other public housing development.
5e	7 points	Priority V, Category 3. Business concerns participating in HUD Youth-build programs being carried out in the metropolitan area in which the Section 3-covered assistance is expended.

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5f	5 points	Priority VI, Category 4. Business concerns that are 51% or more owned by Section 3 residents or Individuals whose income falls below the HUD Income in the metropolitan area; or whose permanent, full-time workforce includes no less than 30% of Section 3 residents or Individuals whose income falls below the HUD Income in the metropolitan area, or within three (3) years of the date of employment with the business concern, were Section 3 residents in the metropolitan area; or business concerns that subcontract at least 25% of the total amount of subcontracts to Section 3 business concerns.
	125 points	Total Maximum Points

- 4.1 Potential Best and Finals Negotiations.** MHA reserves the right to conduct a best and finals process, including conducting oral interviews with proposers deemed to be in the competitive range. A proposer must receive a total calculated average of at least 70 points to be considered in the competitive range. Any proposer not in the competitive range will be notified of such in writing by MHA.
- 4.2 Ties.** In the case of a tie in points awarded, the award shall be decided by drawing lots or other random means of selection.
- 4.3 Notice of Results.** If an award is made, all proposers will receive a written Notice of Results informing proposers of:
- Which proposer received the award.
- 4.4 Restrictions.** All persons having familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a proposer entity will be excluded from participation on the Evaluation Panel. Similarly, all persons having ownership interest in and/or contract with a proposer entity will be excluded from participation on the Evaluation Panel.
- 4.5 No Public Opening.** There is no public opening for this RFP. MHA will receive, open and evaluate all proposals in private, and will inform proposers of the results in a timely manner.
- 4.6 Assignment of Personnel.** MHA shall retain the right to request and receive a change in personnel assigned to the work if MHA believes that such change is in its best interests.
- 4.7 Unauthorized Sub-contracting Prohibited.** The Contractor shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFP (including, but not limited to, selling or transferring the contract) without MHA's prior written consent. Any purported assignment of interest or delegation of duty, without MHA's prior written consent shall be void and may result in the cancellation of the contract with MHA, or may result in the full or partial forfeiture of funds paid to the Contractor as a result of the proposed contract; either as determined by MHA.
- 4.8 Contract Period.** MHA anticipates that it will award a contract for the period of time that it takes the Contractor to complete the work and submit the completed Transformation Plan to HUD by the HUD-mandated deadlines. It is currently contemplated that the completion of the Transformation Plan will be completed within 24 months or less.
- 4.9 Licensing and Insurance Requirements.** Prior to contract award, the successful proposer must provide the following to MHA:

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- **Workers Compensation Insurance.** An original certificate of insurance evidencing the proposer's current policy of industrial (worker's compensation) coverage in the minimum amount of \$1,000,000 per each single occurrence plus sufficient amounts of reinsurance. Such policy should cover any and all individuals, employed by proposer, performing work on MHA's premises.
- **General Liability Insurance.** An original certificate evidencing the proposer's current policy of General Liability coverage, naming MHA as an additional insured, in the minimum amount of \$1,000,000 per each single occurrence;
- **Automobile Insurance.** An original certificate evidencing the proposer's current policy of automobile insurance, naming MHA as an additional insured, in the minimum amount of combined single limit coverage of \$1,000,000 plus adequate amounts of reinsurance.
- **Professional Liability Insurance.** An original certificate evidencing proposer's professional liability and/or "errors and omissions" coverage in the minimum amount of (minimum of \$1,000,000 per each occurrence.
- **Business License(s).** Copies of any applicable business license(s) allowing the proposer to provide the services in the City of Montgomery, Montgomery County, and/or the State of Alabama.

4.10 Contract Service Standards. All work performed pursuant to this RFP must conform and comply with all applicable local, state and federal codes, statutes, laws and regulations.

4.11 Equal Employment Opportunity and Supplier Diversity. Both the successful proposer and MHA have certain responsibilities regarding the hiring and retention of personnel and subcontractors pursuant to HUD regulations. 2 CFR § 200.321 states:

- The Non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- (b) Affirmative steps must include:
 - (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
 - (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
 - (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
 - (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises;
 - (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
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- (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

4.12 Prompt Return of Contract Documents. Any and all documents required to complete the contract, including contract signature by the successful proposers, shall be provided to MHA within 10 working days of receipt from MHA.

5. Reservation of Rights. MHA reserves the following rights:

- 5.1 The Right to Reject, Waive, or Terminate the RFP.** Reject any or all proposals, waive any informality in the RFP process, or terminate the RFP process at any time, if deemed by MHA to be in its best interests.
- 5.2 The Right to Not Award.** Not award a contract pursuant to this RFP.
- 5.3 The Right to Determine Time and Location.** Determine the days, hours and locations that the successful proposer will provide the services detailed in this RFP.
- 5.4 The Right to Retain Proposals.** All proposal shall remain open for acceptance for a period of 180 days beginning upon submission to MHA.
- 5.5 The Right to Reject Any Proposal.** Reject and not consider any proposal that does not meet the requirements of this RFP, including, but not limited to, incomplete proposals and/or proposals offering alternative or non-requested services.
- 5.6 No Obligation to Compensate.** Have no obligation to compensate any proposer for any costs incurred in responding to this RFP.
- 5.7 The Right to Prohibit.** At any time during the RFP or contract process prohibit any further participation by a proposer or reject any proposal submitted that does not conform to the requirements detailed herein. By submitting a proposal, the proposer agrees to abide by all terms and conditions listed herein and in the attachments.
- 5.8 The Right to Reject – Obtaining the RFP Documents.** The Housing Agency Marketplace and the MHA Website are the only places to obtain the RFP documents and any other information regarding this RFP, such as addenda. By submitting a proposal, the proposer affirms that they obtained all information on such site. Any other group, such as a bid depository, that informs potential proposers of competitive solicitations, is hereby instructed to not distribute the RFP documents to any potential proposers, but to instruct such to visit the Housing Agency Marketplace or the MHA website to obtain the documents.
- 5.9 The Right to Modify.** The right to increase, reduce, add or delete any item to this solicitation as deemed necessary. MHA also reserves the right to increase or delete any scheduled items, reduce the quantity of any scheduled item, or to only award portion of this RFP as deemed necessary.

FORM OF PROPOSAL

(This Form must be fully completed and placed under Tab No. 1 of the "hard copy" tabbed proposal submittal.)

(1) Instructions. Unless otherwise specifically required, the items listed below must be completed and included in the proposal submittal. Please complete this form by marking an "X," where provided, to verify that the referenced completed form or information has been included within the "hard copy" proposal submittal submitted by the proposer. Also, complete all the statements and certifications listed following herein:

[Table No. 1]

"X" = Item Included	Tab No.	Submittal Item (one original signature copy of each document)
	1	Form of Proposal
	2	form HUD 5369-C, Form HUD SF-LLL Disclosure of Lobbying Activities, Form HUD 50071 Certification of Payments to Influence Federal Transactions, Form HUD 50070 Certification for a Drug-Free Workplace and Form HUD 2530 Previous Participation Certification
	3	Profile of Firm Form
	4	Proposed Services
	5	Managerial Capacity/Financial Viability, including resumes
	6	Client Information
	7	Equal Employment Opportunity Statement
	8	Subcontractor/Joint Venture Information (Optional)
	9	Section 3 Submittal Form & Section 3 Business Preference Documentation (Optional)
	10	Other Information (Optional)

(2) SECTION 3 STATEMENT. Are you claiming a Section 3 business preference? Yes ☐ No ☐
If "YES," pursuant to the Section 3 portion within the Conditions and Specifications, and pursuant to the documentation justifying such submitted under Tab No. 9, which priority are you claiming? _____.

(3) Debarred Statement. Has this firm, or any principal(s) thereto, ever been debarred from providing any services by the Federal Government, any state government, the State of Alabama, or any local government agency within or without the State of Alabama? Yes ☐ No ☐
☐ If "Yes," please attach a full detailed explanation, including dates, circumstances, and current status.

(4) Disclosure Statement. Does this firm or any principals thereof have any current, past personal or professional relationship with any Commissioner or Officer of the Agency? Yes

Signature Date Printed Name Company

MONTGOMERY HOUSING AUTHORITY, AL

FORM OF PROPOSAL

(This Form must be fully completed and placed under Tab No. 1 of the "hard copy" tabbed proposal submittal.)

☐ No ☐ If "Yes," please attach a full detailed explanation, including dates, circumstances, and current status.

(5) Felony Disclosure. Has any principal(s) or any person(s) proposed to perform the work ever been convicted of a felony? Yes ☐ No ☐ If "Yes," please attach a full detailed explanation, including dates, circumstances, and current status. PLEASE NOTE: The Agency reserves the right to not make award to any proposer that has staff who has been convicted of a felony if the Agency feels that doing such is in its best interests.

(6) Non-Collusive Affidavit. The undersigned party submitting this proposal hereby certifies that such proposal is genuine and not collusive and that said proposer entity has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer or 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 proposal price of affiant or of any other proposer, to fix overhead, profit or cost element of said proposed price, or that of any other proposer or to secure any advantage against the Agency or any person interested in the proposed contract; and that all statements in said proposal are true.

(7) Proposer's Statement. The undersigned proposer hereby states that by completing and submitting this Form and all other documents within this proposal submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if the Agency discovers that any information entered herein to be false, such shall entitle the Agency to not consider or make award or to cancel any award with the undersigned party. Further, by completing and submitting the proposal submittal, and by entering and submitting the costs where provided within the eProcurement Marketplace, the undersigned proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by the Agency, either in hard copy or on the eProcurement Marketplace, including an agreement to execute the attached Sample Contract form. Pursuant to all RFP Documents, this Form of Proposal, and all attachments, and pursuant to all completed Documents submitted, including these forms and all attachments, the undersigned proposes to supply the Agency with the services described herein for the fee(s) entered within the areas provided within the eProcurement Marketplace pertaining to this RFP.

Signature

Date

Printed Name

Company

MONTGOMERY HOUSING AUTHORITY, AL

PROFILE OF FIRM



Montgomery Housing Authority

525 South Lawrence Street
Montgomery, Alabama 36104

(This Form must be fully completed and placed in the submittal.)

PRIME _____ **SUB-CONTRACTOR** _____

(Proposer must also identify his sub-contractors (if any) by providing Profile of Vendor form for each)

(1) Name of

Vendor: _____

(2) Address, City, State, Zip: _____

(3) Telephone: _____ Fax: _____

Email: _____

(4) Proposer Diversity Statement: You must check all of the following that apply to the ownership of this vendor and enter where provided the correct percentage (%) of ownership of each:

<input type="checkbox"/> Caucasian American (Male) _____ %	<input type="checkbox"/> Public-Held Corporation _____ %	<input type="checkbox"/> Government Agency _____ %	<input type="checkbox"/> Non-Profit Organization _____ %
--	--	--	--

Resident – (RBE), Minority- (MBE), or Woman-Owned (WBE) Business Enterprise (Qualifies by virtue of 51% or more ownership and active management by one of more of the following:

<input type="checkbox"/> Resident- Owned _____ %	<input type="checkbox"/> African American _____ %	<input type="checkbox"/> Native American _____ %	<input type="checkbox"/> Hispanic American _____ %	<input type="checkbox"/> Asian/Pacific American _____ %	<input type="checkbox"/> Asian/Indian American _____ %
--	---	--	--	---	--

<input type="checkbox"/> Woman-Owned (MBE) _____ %	<input type="checkbox"/> Woman-Owned (Caucasian) _____ %	<input type="checkbox"/> Disabled Veteran _____ %	<input type="checkbox"/> Other (Specify) _____ %
--	--	---	--

WMBE Certification Number: _____

Certified by: _____

(NOTE: A CERTIFICATION / NUMBER NOT REQUIRED TO PROPOSE – ENTER IF AVAILABLE)

(5) Federal Tax ID No. _____

DUNS No. _____

(6) Business License No. _____ State _____

(7) General Liability Insurance Carrier: _____

Policy No. _____ Expiration Date _____

(8) Worker's Compensation Insurance Carrier: _____

MONTGOMERY HOUSING AUTHORITY, ALABAMA

PROFILE OF FIRM

Policy No. _____ Expiration Date _____

- (9) Professional Liability Insurance Carrier: _____

Policy No. _____ Expiration Date _____

- (10) Debarred Statement: Has this firm or any principal(s) ever been debarred from provided any services by the Federal Government, any state government, the State of Alabama, or any local government agency within or without the State of Alabama? ☐ Yes ☐ No

If "Yes" please attach a full detailed explanation, including dates, circumstances and current status.

- (11) Disclosure Statement: Does this firm or any principals thereof have any current past personal or professional relationship with any Commissioner or Officer of MHA? ☐ Yes ☐ No

If "Yes" please attach a full detailed explanation, including dates, circumstances and current status.

- (12) **Non-Collusive Affidavit:** The undersigned party submitting this proposal or bid hereby certifies that such proposal or bid is genuine and not collusive and that said proposer entity has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer or person to put in a sham proposal or bid or to refrain from proposing or bidding, and has not in any manner, directly or indirectly sought by agreement or collusion or communication or conference with any person, to fix the proposal or bid price of affiant or of any other proposer or bidder, to fix overhead, profit or cost elements of said proposal or bid price, or that any other proposer or bidder or to secure any advantage against the Housing Authority or any person interested in the proposed contract; and that all statements in said proposal or bids are true.

- (13) **Verification Statement:** The undersigned proposer hereby states that by completing and submitting this form he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and agrees that if MHA discovers that any information entered herein if false, that shall entitle MHA to not consider nor make or to cancel any award with the undersigned party.

- (14) **Code of Alabama §11-93-2. Maximum amount of damages recoverable against governmental entities; settlement or compromise of claims not to exceed maximum amounts.**

The recovery of damages under any judgment against a governmental entity shall be limited to \$100,000.00 for bodily injury or death for one person in any single occurrence. Recovery of damages under any judgment or judgments against a governmental entity shall be limited to \$300,000.00 in the aggregate where more than two persons have claims or judgments on account of bodily injury or death arising out of any single occurrence. Recovery of damages under any judgment against a governmental entity shall be limited to \$100,000.00 for damage or loss of property arising out of any single occurrence. No governmental entity shall settle or compromise any claim for bodily injury, death or property damage in excess of the amounts herein above set forth. (Acts 1977, No. 673, p. 1161, §2.)

Signature

Date

Printed Name

Title

PROFILE OF FIRM

Client Reference Form

The past performance of the respondent on prior work of the same or similar nature, in the past (3) years, based on the letters of reference and/or client lists submitted, and based upon the results of any consultation that the MHA chooses to conduct with such. The past performance shall also include quality of work, and compliance with performance schedules.

Respondent shall submit a listing of former or current clients, including any other Public Housing Authority for whom the respondent has performed similar or like services to those being proposed in the QSP. The listing shall at a minimum include:

- Client's name
- Client's contact name
- Client's telephone number
- A brief description and scope of the service(s) and the dates the services were provided

Client Information

Organization Name (Client):	Organization Address:
Contact Name:	Title:
Phone Number:	Email address:

Brief Description of Services	Dates Provided

Client Information

Organization Name (Client):	Organization Address:
Contact Name:	Title:
Phone Number:	Email address:

Brief Description of Services	Dates Provided

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 and 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/offers 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

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

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

4. Organizational Conflicts of Interest Certification

- (a) The Contractor warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation in which the nature of work under a proposed contract and a prospective contractor's organizational, financial, contractual or other interest are such that:
- (i) Award of the contract may result in an unfair competitive advantage;
 - (ii) The Contractor's objectivity in performing the contract work may be impaired; or
 - (iii) That the Contractor has disclosed all relevant information and requested the HA to make a determination with respect to this Contract.
- (b) The Contractor agrees that if after award he or she discovers an organizational conflict of interest with respect to this contract, he or she shall make an immediate and full disclosure in writing to the HA which shall include a description of the action which the Contractor has taken or intends to eliminate or neutralize the conflict. The HA may, however, terminate the Contract for the convenience of HA if it would be in the best interest of HA.
- (c) In the event the Contractor was aware of an organizational conflict of interest before the award of this Contract and intentionally did not disclose the conflict to the HA, the HA may terminate the Contract for default.
- (d) The Contractor shall require a disclosure or representation from subcontractors and consultants who may be in a position to influence the advice or assistance rendered to the HA and shall include any necessary provisions to eliminate or neutralize conflicts of interest in consultant agreements or subcontracts involving performance or work under this Contract.

5. Authorized Negotiators (RFPs only)

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

6. Conflict of Interest

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

7. Offeror's Signature

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

Signature & Date:

Typed or Printed Name:

Title:

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance		2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award		3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____	
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known:			5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:		
6. Federal Department/Agency:			7. Federal Program Name/Description: CFDA Number, if applicable: _____		
8. Federal Action Number, if known:			9. Award Amount, if known: \$ _____		
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):			b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.			Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____		
Federal Use Only:				Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)	

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity 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 a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including 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 the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

Certification for a Drug-Free Workplace

U.S. Department of Housing
and Urban Development

Applicant Name

Program/Activity Receiving Federal Grant Funding

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. Sites for Work Performance. The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Check here ☐ if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Title

Signature

Date

X

Certification of Payments
to Influence Federal Transactions

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

Applicant Name

Program/Activity Receiving Federal Grant Funding

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to 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 an 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 disclose 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.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title	
Signature		Date (mm/dd/yyyy)

WUFGrcctwo gpvqhJ qwulpi cpf Wtdcp Fgxngro gpv
Office of Housing/Federal Housing Commissioner

WUFGrcctwo gpvqhCi tlewnwt g
Farmers Home Administration

RctvKw dg eqo rnygf d{ Rtlpekr cmqhO wnlkro k{ Rtqlgevu (See instructions)		Hqt J WF J S Hb J C wug qpr{	
Reason for submission: 30Agency name and City where the application is filed		4. Project Name, Project Number, City and Zip Code	
5. Loan or Contract amount \$	6. Number of Units or Beds	7. Section of Act	8. Type of Project (check one) <input type="checkbox"/> Existing <input type="checkbox"/> Rehabilitation <input type="checkbox"/> Proposed (New)

90Nlucmrtrqrqgf Rtlpekr cmcpf cwcej qti cplk cvlqp ej ctvht cmqti cplk cvlqpu

Name and address of Principals and Affiliates (Name: Last, First, Middle Initial) proposing to participate	: Tqg qhGcej Rtlpekr cnlp Rtqlgev	; 0Gzrgevdf ' Qy pgtuj lr lp Rtqlgev	320UUP qt KtUGo rnyf gt Pwo dgt

Certifications: The principal(s) listed above hereby apply to HUD or USDA FmHA, as the case maybe, for approval to participate as principal(s) in the role(s) and project listed above. The principal(s) each certify that all the statements made on this form are true, complete and correct to the best of their knowledge and belief and are made in good faith, including any Exhibits attached to this form. Y ctpkpi <HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. The principal(s) further certify that to the best of their knowledge and belief:

- Schedule A contains a listing, for the last ten years, of every project assisted or insured by HUD, USDA FmHA and/or State and local government housing finance agencies in which the principal(s) have participated or are now participating.
- For the period beginning 10 years prior to the date of this certification, and except as shown on the certification:
 - No mortgage on a project listed has ever been in default, assigned to the Government or foreclosed, nor has it received mortgage relief from the mortgagee;
 - The principals have no defaults or noncompliance under any Conventional Contract or Turnkey Contract of Sale in connection with a public housing project;
 - There are no known unresolved findings as a result of HUD audits, management reviews or other Governmental investigations concerning the principals or their projects;
 - There has not been a suspension or termination of payments under any HUD assistance contract due to the principal's fault or negligence;
 - The principals have not been convicted of a felony and are not presently the subject of a complaint or indictment charging a felony. (A felony is defined as any offense punishable by imprisonment for a term exceeding one year, but does not include any offense classified as a misdemeanor under the laws of a State and punishable by imprisonment of two years or less);
 - The principals have not been suspended, debarred or otherwise restricted by any Department or Agency of the Federal Government or of a State Government from doing business with such Department or Agency;
 - The principals have not defaulted on an obligation covered by a surety or performance bond and have not been the subject of a claim under an employee fidelity bond;
- All the names of the principals who propose to participate in this project are listed above.
- None of the principals is a HUD/FmHA employee or a member of a HUD/FmHA employee's immediate household as defined in Standards of Ethical Conduct for Employees of the Executive Branch in 5 C.F.R. Part 2635 (57 FR 35006) and HUD's Standard of Conduct in 24 C.F.R. Part 0 and USDA's Standard of Conduct in 7 C.F.R. Part 0 Subpart B.
- None of the principals is a participant in an assisted or insured project as of this date on which construction has stopped for a period in excess of 20 days or which has been substantially completed for more than 90 days and documents for closing, including final cost certification, have not been filed with HUD or FmHA.
- None of the principals have been found by HUD or FmHA to be in noncompliance with any applicable fair housing and civil rights requirements in 24 CFR 5.105(a). (If any principals or affiliates have been found to be in noncompliance with any requirements, attach a signed statement explaining the relevant facts, circumstances, and resolution, if any).
- None of the principals is a Member of Congress or a Resident Commissioner nor otherwise prohibited or limited by law from contracting with the Government of the United States of America.
- Statements above (if any) to which the principal(s) cannot certify have been deleted by striking through the words with a pen, and the relevant principal(s) have initialed each deletion (if any) and have attached a true and accurate signed statement (if applicable) to explain the facts and circumstances.

Pco g qhRtlpekr cn	Uli pcwvt g qhRtlpekr cn	EgtvHecvqp Fcv*o o Ff H{{{	Ctgc Eqf g cpf Vgr0Pq0
Vj luhqto rtgrctgf d{ *rtlpvpcog+	Ctgc Eqf g cpf Vgr0Pq0		

Previous Participation Certification

OMB Approval No. 2502-0118

(Exp. 02/29/2016)

Uej gf wng C< Nkuvqh Rt gxlqwu Rt qlgevu cpf Ugevlqp : Eqpvtcevu Below is a complete list of the principals' previous participation projects and participation history in multifamily Housing programs of HUD/FmHA, State and local Housing Finance Agencies. **Pqvg<** Read and follow the instruction sheet carefully. Make full disclosure. Add extra sheets if you need more space. Double check for accuracy. If no previous projects, write by your name, **"Pq rt gxlqwu rct vlek cvlqp. Hlt uv Gzrgt lgepegö."**

1. Principals Name (Last, First)	2. List of previous projects (Project name, project ID and, Govt. agency involved)	3. List Principals' Role(s) (indicate dates participated, and if fee or identity of interest participant)	4. Status of loan (current, defaulted, assigned, foreclosed)	5. Was the Project ever in default during your participation [guPq H{gu gznrlp	6. Last MOR rating and Physical Insp. Score and date

Rct v Ht J WF Kpvt pcnRt qegulpi Qprf

Received and checked by me for accuracy and completeness; recommend approval or refer to Headquarters after checking appropriate box.

Date (mm/dd/yyyy)	Tel No. and area code	<input type="checkbox"/> A. No adverse information; form HUD-2530 approval recommended. <input type="checkbox"/> B. Name match in system	<input type="checkbox"/> C. Disclosure or Certification problem <input type="checkbox"/> D. Other (attach memorandum)
Staff	Processing and Control		
Supervisor	Director of Housing/Director, Multifamily Division	Approved <input type="checkbox"/> Yes <input type="checkbox"/> No	Date (mm/dd/yyyy)

Ինքնաշարժիչ Եզրագծի վրա Ռեգիստրացիայի Վճար/4752

Carefully read these instructions and the applicable regulations. A copy of those regulations published at 24 C.F.R. 200.210 to 200.245 can be obtained from the Multifamily Housing Representative at any HUD Office. Type or print neatly in ink when filling out this form. Mark answers in all blocks of the form. If the form is not filled completely, it will delay approval of your application.

Attach extra sheets as you need them. Be sure to indicate "Continued on Attachments" wherever appropriate. Sign each additional page that you attach if it refers to you or your record.

Եզրագծի տեղեկությունները լրացրե՛ք (գրե՛ք կամ խմբագրե՛ք)

Any questions regarding the form or how to complete it can be answered by your HUD Office Multifamily Housing Representative.

Րաճաճություն < This form provides HUD with a certified report of all previous participation in HUD multifamily housing projects by those parties making application. The information requested in this form is used by HUD to determine if you meet the standards established to ensure that all principal participants in HUD projects will honor their legal, financial and contractual obligations and are acceptable risks from the underwriting standpoint of an insurer, lender or governmental agency. HUD requires that you certify your record of previous participation in HUD/USDA-FmHA, State and Local Housing Finance Agency projects by completing and signing this form, before your project application or participation can be approved.

HUD approval of your certification is a necessary precondition for your participation in the project and in the capacity that you propose. If you do not file this certification, do not furnish the information requested accurately, or do not meet established standards, HUD will not approve your certification.

Note that approval of your certification does not obligate HUD to approve your project application, and it does not satisfy all other HUD program requirements relative to your qualifications.

Կապակցությունը լրացրե՛ք Ինքնաշարժիչ Եզրագծի Վճար/4752

Form HUD-2530 must be completed and signed by all principals applying to participate in HUD multifamily housing projects, including those who have no previous participation. The form must be signed and filed by all principals and their affiliates who propose participating in the HUD project. Use a separate form for each role in the project unless there is an identity of interest.

Principals include all individuals, joint ventures,

partnerships, corporations, trusts, non-profit organizations, any other public or private entity that will participate in the proposed project as a sponsor, owner, prime contractor, turnkey developer, managing agent, nursing home administrator or operator, packager, or consultant. Architects and attorneys who have any interest in the project other than an arm's length fee arrangement for professional services are also considered principals by HUD.

In the case of partnerships, all general partners regardless of their percentage interest and limited partners having a 25 percent or more interest in the partnership are considered principals. In the case of public or private corporations or governmental entities, principals include the president, vice president, secretary, treasurer and all other executive officers who are directly responsible to the board of directors, or any equivalent governing body, as well as all directors and each stockholder having a 10 percent or more interest in the corporation.

Affiliates are defined as any person or business concern that directly or indirectly controls the policy of a principal or has the power to do so. A holding or parent corporation would be an example of an affiliate if one of its subsidiaries is a principal.

Գերակա իրավունքներ < All principals and affiliates must personally sign the certificate except in the following situation. When a corporation is a principal, all of its officers, directors, trustees and stockholders with 10 percent or more of the common (voting) stock need not sign personally if they all have the same record to report. The officer who is authorized to sign for the corporation or agency will list the names and title of those who elect not to sign. However, any person who has a record of participation in HUD projects that is separate from that of his or her organization must report that activity on this form and sign his or her name. The objective is full disclosure.

Գերակա իրավունքներ < The names of the following parties do not need to be listed on form HUD-2530: Public Housing Agencies, tenants, owners of less than five condominium or cooperative units and all others whose interests were acquired by inheritance or court order.

Կապակցությունը լրացրե՛ք Կապակցությունը Վճար/4752 Օրենսդրություն

Ինքնաշարժիչ < The original of this form must be submitted to the HUD Office where your project application will be processed at the same time you file your initial project application. This form must be filed with applications for projects, or when otherwise required in the situations listed below:

- Projects to be financed with mortgages insured under the National Housing Act (FHA).

- Projects to be financed according to Section 202 of the Housing Act of 1959 (Elderly and Handicapped).
- Projects in which 20 percent or more of the units are to receive a subsidy as described in 24 C.F.R. 200.213.
- Purchase of a project subject to a mortgage insured or held by the Secretary of HUD.
- Purchase of a Secretary-owned project.
- Proposed substitution or addition of a principal or principal participation in a different capacity from that previously approved for the same project.
- Proposed acquisition by an existing limited partner of an additional interest in a project resulting in a total interest of 25 percent or more or proposed acquisition by a corporate stockholder of an additional interest in a project resulting in a total interest of 10 percent or more.
- Projects with U.S.D.A., Farmers Home Administration, or with state or local government housing finance agencies that include rental assistance under Section 8 of the Housing Act of 1937. For projects of this type, form HUD-2530 should be filed with the appropriate applications directly to those agencies.

Ինքնաշարժիչ Եզրագծի Վճար/4752 < If approval of your participation in a HUD project is denied, withheld, or conditionally granted on the basis of your record of previous participation, you will be notified by the HUD Office. You may request reconsideration by the HUD Review Committee. Alternatively, you may request a hearing before a Hearing Officer. Either request must be made in writing within 30 days from your receipt of the notice of determination.

If you do request reconsideration by the Review Committee and the reconsideration results in an adverse determination, you may then request a hearing before a Hearing Officer. The Hearing Officer will issue a report to the Review Committee. You will be notified of the final ruling by certified mail.

Ինքնաշարժիչ Եզրագծի Վճար/4752

Ինքնաշարժիչ Եզրագծի Վճար/4752 < This Certification: e.g., refinance, change in ownership, change in management agent, transfer of physical assets, etc.

Ինքնաշարժիչ Եզրագծի Վճար/4752 < Fill in the name of the agency to which you are applying. For example: HUD Office, Farmers Home Administration District office, or the name of a State or local housing finance agency. Below that, fill in the name of the city where the office is located.

Ինքնաշարժիչ Եզրագծի Վճար/4752 < Fill in the name of the project, such as "Greenwood Apts." If the name has not yet been selected, write "Name unknown." Below that, enter the HUD contract or project identification number, the Farmers Home Administration project number, or

the State or local housing finance agency project or contract number. Include **cm** project or contract identification numbers that are relevant to the project. Also enter the name of the city in which the project is located, and the ZIP Code.

Ինքնաշարժիչ Եզրագծի Վճար/4752 < Fill in the dollar amount requested in the proposed mortgage, or the annual amount of rental assistance requested.

Ինքնաշարժիչ Եզրագծի Վճար/4752 < Fill in the number of apartment units proposed, such as "40 units." For hospital projects or nursing homes, fill in the number of beds proposed, such as "100 beds."

Ինքնաշարժիչ Եզրագծի Վճար/4752 < Fill in the section of the Housing Act under which the application is filed.

Ինքնաշարժիչ Եզրագծի Վճար/4752 < Definitions of all those who are considered principals and affiliates are given above in the section titled "Who Must Sign and File...."

Ինքնաշարժիչ Եզրագծի Վճար/4752 < Beside the name of each principal, fill in the appropriate role. The following are examples of possible roles that the principals may assume: Owner/Mortgagor, Managing Agent, Sponsor, Developer, General Contractor, Packager, Consultant, Nursing Home Administrator etc.

Ինքնաշարժիչ Եզրագծի Վճար/4752 < Fill in the percentage of ownership in the proposed project that each principal is expected to have.

Ինքնաշարժիչ Եզրագծի Վճար/4752 < Fill in the Social Security Number or IRS employer number of every principal listed, including affiliates.

Ինքնաշարժիչ Եզրագծի Վճար/4752

Be sure that Schedule A is filled-in completely, accurately and the certification is properly dated and signed, because it will serve as a legal record of your previous experience. All Multifamily Housing projects involving HUD/ FmHA, and State and local Housing Finance Agencies in which you have previously participated **o w w d g** listed. Applicants are reminded that previous participation pertains to the individual principal within an entity as well as the entity itself. A newly formed company may not have previous participation, but the principals within the company may have had extensive participation and disclosure of that activity is required.

Եզրագծի Վճար/4752 < All previous projects must be listed or your certification cannot be processed. Include the name of all projects, project number, city where it is located and the governmental agency (HUD, USDA-FmHA or state or local housing finance agency) that was involved.

Եզրագծի Վճար/4752 < List the role(s) as a principal, dates participated and if fee or identity of interest (IOI) with owners.

<p>Equo p 60Indicate the current status of the loan. Except for current loan, the date associated with the status is required. Loans under a workout arrangement are considered assigned. For all noncurrent loans, an explanation of the status is required.</p> <p>Equo p 70 Explain any project defaults during your participation.</p> <p>Equo p 80Provide the latest Management Review (MOR) rating and Physical Inspection score.</p> <p>Egtvllcevp<After you have completed all other parts of</p>	<p>form HUD-2530, including schedule A, read the Certification carefully. In the box below the statement of the certification, fill in the names of all principals and affiliates as listed in block 7. Each principal should sign the certification with the exception in some cases of individuals associated with a corporation (see "Exception for Corporations" in the section of the instructions titled "Who Must Sign and File Form HUD-2530). Principal who is signing on behalf of the entity should attach signature authority document. Each principal who signs the form</p>	<p>should fill in the date of the signature and a telephone number. By providing a telephone number, HUD can reach you in the event of any questions.</p> <p>If you cannot certify and sign the certification as it is printed because some statements do not correctly describe your record, use a pen to strike through those parts that differ with your record, and then sign and certify.</p> <p>Attach a signed statement of explanation of the items you have struck out on the certification. Item 2e. relates to felony</p>	<p>convictions within the past 10 years. If you are convicted of a felony within the past 10 years, strike out 2e. and attach statement of explanation. A felony conviction will not necessarily cause your participation to be disapproved unless there is a criminal record or other evidence that your previous conduct or method of doing business has been such that your participation in the project would make it an unacceptable risk from the underwriting stand point of an insurer, lender or governmental agency.</p>
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The Department of Housing and Urban Development (HUD) is authorized to collect this information by law (42 U.S.C. 3535(d) and 24 C.F.R. 200.217) and by regulation at 24 CFR 200.210. This information is needed so that principals applying to participate in multifamily programs can become HUD-approved participants. The information you provide will enable HUD to evaluate your record with respect to established standards of performance, responsibility and eligibility. Without prior approval, a principal may not participate in a proposed or existing multifamily project. HUD uses this information to evaluate whether or not principals pose an unsatisfactory underwriting risk. The information is used to evaluate the potential principals and approve only individuals and organizations that will honor their legal, financial and contractual obligations.

Rtlxce{ CevUcvgp gpv< The Housing and Community Development Act of 1987, 42 U.S.C. 3543 requires persons applying for a Federally-insured or guaranteed loan to furnish his/her Social Security Number (SSN). HUD must have your SSN for identification of your records. HUD may use your SSN for automated processing of your records and to make requests for information about you and your previous records with other public agencies and private sector sources. HUD may disclose certain information to Federal, State and local agencies when relevant to civil, criminal, or regulatory investigations and prosecutions. It will not be otherwise disclosed or released outside of HUD, except as required and permitted by law. You must provide all of the information requested in this application, including your SSN.

Rwdnle tgrqtvp dwtfgp for this collection of information is estimated to average 1 hour 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 agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

A response is mandatory. Failure to provide any of the information will result in your disapproval of participation in this HUD program.



AIA® Document A305™ – 1986

Contractor's Qualification Statement

The Undersigned certifies under oath that the information provided herein is true and sufficiently complete so as not to be misleading.

SUBMITTED TO:

ADDRESS:

SUBMITTED BY:

NAME:

ADDRESS:

PRINCIPAL OFFICE:

- ☐ Corporation
- ☐ Partnership
- ☐ Individual
- ☐ Joint Venture
- ☐ Other

NAME OF PROJECT: *(if applicable)*

TYPE OF WORK: *(file separate form for each Classification of Work)*

- ☐ General Construction
- ☐ HVAC
- ☐ Electrical
- ☐ Plumbing
- ☐ Other: *(Specify)*

§ 1 ORGANIZATION

§ 1.1 How many years has your organization been in business as a Contractor?

§ 1.2 How many years has your organization been in business under its present business name?

§ 1.2.1 Under what other or former names has your organization operated?

§ 1.3 If your organization is a corporation, answer the following:

§ 1.3.1 Date of incorporation:

§ 1.3.2 State of incorporation:

§ 1.3.3 President's name:

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This form is approved and recommended by the American Institute of Architects (AIA) and The Associated General Contractors of America (AGC) for use in evaluating the qualifications of contractors. No endorsement of the submitting party or verification of the information is made by AIA or AGC.

§ 1.3.4 Vice-president's name(s)

§ 1.3.5 Secretary's name:

§ 1.3.6 Treasurer's name:

§ 1.4 If your organization is a partnership, answer the following:

§ 1.4.1 Date of organization:

§ 1.4.2 Type of partnership (if applicable):

§ 1.4.3 Name(s) of general partner(s)

§ 1.5 If your organization is individually owned, answer the following:

§ 1.5.1 Date of organization:

§ 1.5.2 Name of owner:

§ 1.6 If the form of your organization is other than those listed above, describe it and name the principals:

§ 2 LICENSING

§ 2.1 List jurisdictions and trade categories in which your organization is legally qualified to do business, and indicate registration or license numbers, if applicable.

§ 2.2 List jurisdictions in which your organization's partnership or trade name is filed.

§ 3 EXPERIENCE

§ 3.1 List the categories of work that your organization normally performs with its own forces.

§ 3.2 Claims and Suits. (If the answer to any of the questions below is yes, please attach details.)

§ 3.2.1 Has your organization ever failed to complete any work awarded to it?

§ 3.2.2 Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?

§ 3.2.3 Has your organization filed any law suits or requested arbitration with regard to construction contracts within the last five years?

§ 3.3 Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? (If the answer is yes, please attach details.)

§ 3.4 On a separate sheet, list major construction projects your organization has in progress, giving the name of project, owner, architect, contract amount, percent complete and scheduled completion date.

§ 3.4.1 State total worth of work in progress and under contract:

§ 3.5 On a separate sheet, list the major projects your organization has completed in the past five years, giving the name of project, owner, architect, contract amount, date of completion and percentage of the cost of the work performed with your own forces.

§ 3.5.1 State average annual amount of construction work performed during the past five years:

§ 3.6 On a separate sheet, list the construction experience and present commitments of the key individuals of your organization.

§ 4 REFERENCES

§ 4.1 Trade References:

§ 4.2 Bank References:

§ 4.3 Surety:

§ 4.3.1 Name of bonding company:

§ 4.3.2 Name and address of agent:

§ 5 FINANCING

§ 5.1 Financial Statement.

§ 5.1.1 Attach a financial statement, preferably audited, including your organization's latest balance sheet and income statement showing the following items:

Current Assets (e.g., cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials inventory and prepaid expenses);

Net Fixed Assets;

Other Assets;

Current Liabilities (e.g., accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued salaries and accrued payroll taxes);

Other Liabilities (e.g., capital, capital stock, authorized and outstanding shares par values, earned surplus and retained earnings).

§ 5.1.2 Name and address of firm preparing attached financial statement, and date thereof:

§ 5.1.3 Is the attached financial statement for the identical organization named on page one?

§ 5.1.4 If not, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent-subsidiary).

§ 5.2 Will the organization whose financial statement is attached act as guarantor of the contract for construction?

§ 6 SIGNATURE

§ 6.1 Dated at this day of

Name of Organization:

By:

Title:

§ 6.2

M being duly sworn deposes and says that the information provided herein is true and sufficiently complete so as not to be misleading.

Subscribed and sworn before me this day of

Notary Public:

My Commission Expires:

Additions and Deletions Report for ***AIA[®] Document A305[™] – 1986***

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 14:09:50 on 03/13/2012.

There are no differences.

Certification of Document's Authenticity

AIA® Document D401™ – 2003

I, Antoinette Dube, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 14:09:50 on 03/13/2012 under Order No. 3340356929_1 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document A305™ – 1986, Contractor's Qualification Statement, as published by the AIA in its software, other than those additions and deletions shown in the associated Additions and Deletions Report.

(Signed)

(Title)

(Dated)

Section 3 Business Preference Submittal Form

1.0 Introduction. This form must be fully completed, accompanied by all required attachments, for any proposer claiming a Section 3 Business Preference (hereinafter, "Preference").

1.1 This fully completed form and any attachments thereto, will become a part of any ensuing contract.

1.2 Each proposer shall mark an "X" where provided following for all that apply to his/her claim of a Preference.

1.3 The proposer shall provide as an attachment to this completed form a detailed work plan clearly explaining how each following "preference claim" will be accomplished. Failure on the part of the proposer to include any such required attachment fully explaining the claim of the proposer shall result in the Agency not considering the claim for a Preference (though the Agency may, if awarded, later require the proposer to submit the information to satisfy the Section 3 requirements of the ensuing contract).

2.0 Current Section 3 Status. The undersigned proposer hereby claims that it is a Section 3 business concern and claims such preference in that he/she can provide evidence that (the proposer has attached justifying documentation for each item following marked with an "X"):

2.1 ____ It is 51% or more owned by a Section 3 resident(s):

[Table No. 1]

(1) Section	(2) Mark "X" * if Included	(3) Description
2.1.1		Agency resident lease
2.1.2		Evidence of participation in a public assistance program
2.1.3		Articles of Incorporation
2.1.4		Fictitious or Assumed Business Name Certificate
2.1.5		List of owners/stockholders and % of each
2.1.6		Latest Board minutes appointing officers
2.1.7		Organization chart with names and titles and brief functional statement
2.1.8		Partnership Agreement
2.1.9		Corporation Annual Report

2.2 ____ At least 30% of its full-time employees include persons that are currently Section 3 residents, or within 3 years of the date of first employment with the business concern were Section 3 residents:

Section 3 Business Preference Submittal Form

2.2.1 To justify this claim, please see the immediate following:

[Table No. 2]

(1) Classification	(2) Total Number of Current Permanent Employees	(3) Total Number of Section 3 Resident Employees
Trainees		
Apprentices		
Journeypersons		
Laborers		
Supervisory		
Superintendent		
Professional		
Clerical		
Other:		

2.2.2 Attach a listing of all employees listed within column (3) above, including name and total annual income. Also attach proof of the income, such as a copy of the last tax return (please be sure to "black-out" all but the last 4 digits of the person(s) social security number), or any documentation showing proof of the receipt of public assistance.

2.3 ____He/she has a commitment to subcontract in excess of 25% of the dollar award of all subcontracts to be awarded to a Section 3 business concern.

2.3.1 To justify this claim, please see the immediate following:

[Table No. 3]

(1) Name of Section 3 Firm Receiving the Subcontract	(2) Total Amount of Subcontract(s)	(3) Percentage the Subcontract(s) is/are of the Total Proposed Contract Amount
	\$	%
	\$	%

Section 3 Business Preference Submittal Form

2.3.2 Attach for each firm listed immediately above:

2.3.2.1 A detailed description of the subcontracted activity; and

2.3.2.2 A fully completed Profile of Firm form.

2.3.2.3 Proof of the income of the ownership of the Section 3 firm receiving the subcontract, such as a copy of the last tax return for the owner(s) (please be sure to "black-out" all but the last 4 digits of the person(s) social security number) or any other documentation showing proof of receipt of public assistance.

3.0 As further detailed herein, which of the following priority are you claiming? (NOTE: Mark with an "X" the highest claimed Priority only.)

[Table No. 4]

Priority Claimed (Mark "X")	Max Point Value	Factor Type	Factor Description
		Objective	SECTION 3 BUSINESS PREFERENCE PARTICIPATION. (NOTE: A maximum of 10 points awarded).
	10 points		Priority I, Category 1a. Business concerns that are 51 percent or more owned by residents of the housing development or developments for which the Section 3-covered assistance is expended.
	10 points		Priority II, Category 1b. Business concerns whose workforce includes 30 percent of residents of the housing development for which the Section 3-covered assistance is expended, or within three (3) years of the date of first employment with the business concern, were residents of the Section 3-covered housing development.
	10 points		Priority III, Category 2a. Business concerns that are 51 percent or more owned by residents of any other housing development or developments.
	9 points		Priority IV, Category 2b. Business concerns whose workforce includes 30 percent of residents of any other public housing development or developments, or within three (3) years of the date of first employment with the business concern, were "Section 3" residents of any other public housing development.
	7 points		Priority V, Category 3. Business concerns participating in HUD Youth-build programs being carried out in the metropolitan area in which the Section 3-covered assistance is expended.
	5 points		Priority VI, Category 4a. Business concerns that are 51 percent or more owned by Section 3

Section 3 Business Preference Submittal Form

			residents in the metropolitan area, or whose permanent, full-time workforce includes no less than 30 percent of Section 3 residents in the metropolitan area, or within three (3) years of the date of employment with the business concern, were Section 3 residents in the metropolitan area.
	3 points		Priority VII, Category 4b. Business concerns that subcontract in excess of 25 percent of the total amount of subcontracts to Section 3 business concerns.

4.0 The undersigned proposer hereby declares:

4.1 The information within this completed form (and any attachments) is, to the best of his/her knowledge, true and accurate.

4.2 He/she is aware that if the Agency discovers that any such information is not true and accurate, such shall allow the Agency to:

4.2.1 NOT award the proposer a Preference; and

4.2.2 If the Agency deems such is warranted (e.g. in the case of submitting information the proposer knows to be untrue), declare such proposer to be nonresponsive and not allow the proposer to receive an award.

4.3 He/she is aware that if he/she receives an award as the result of this competitive solicitation, even though he/she may not receive a Preference from the Agency as a result of this submittal, he/she will still be required to, to the greatest extent feasible, implement a Section 3 Plan, including a commitment to interview and consider hiring Section 3 persons (most specifically, residents of the Agency) whenever the successful proposer has need to hire additional employees during the term of the ensuing contract.

The undersigned contractor hereby affirms that the foregoing is true and accurate and that he/she hereby agrees to comply as denoted herein.

Signature

Date

Printed Name

Company

SECTION 3 AND MBE PRE-AWARD COMPLIANCE CERTIFICATION		Housing Authority of the City of Montgomery 525 South Lawrence Street Montgomery, AL 36104																																					
1. Contractor Name & Address (street, city, state, zip):	2. Contract Number and Description:	3. Dollar Amount of Contract:																																					
	4. Contact Person:	5. Phone Number:																																					
	6. Contracting Period:	7. Date Report Submitted:																																					
Part I: Employment and Training of Section 3 Residents (If Prime Contractor is Section 3 Owned Check Here) <input type="checkbox"/>																																							
The employment and training component of section 3 applies to the prime contractor and all sub-contractors providing construction services and professional services to the Montgomery Housing Authority. It is the responsibility of the Prime Contractor to enforce these same requirements within any sub-contracts. Instructions: Complete items A, B and C and adjoining worksheet A. Total Number of Current Employees? _____ B. Total Number of Anticipated New Hires & Trainees? _____ C. Total Number of Section 3 New Hires & Trainees? _____ (the established goal is 30% of Line B)		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="3" style="text-align: center; padding: 5px;">Adjoining worksheet</th> </tr> <tr> <th style="width: 33%; text-align: center; padding: 5px;">(A) Job Category</th> <th style="width: 33%; text-align: center; padding: 5px;">(B) Number of anticipated new hires and trainees</th> <th style="width: 33%; text-align: center; padding: 5px;">(C) Number of column (B) that will be Section 3 residents</th> </tr> <tr><td style="padding: 5px;">Professional</td><td></td><td></td></tr> <tr><td style="padding: 5px;">Technical</td><td></td><td></td></tr> <tr><td style="padding: 5px;">Office/Clerical</td><td></td><td></td></tr> <tr><td style="padding: 5px;">Construction by Trade (list)</td><td></td><td></td></tr> <tr><td style="padding: 5px;"> </td><td></td><td></td></tr> <tr><td style="padding: 5px;"> </td><td></td><td></td></tr> <tr><td style="padding: 5px;"> </td><td></td><td></td></tr> <tr><td style="padding: 5px;">Other (List)</td><td></td><td></td></tr> <tr><td style="padding: 5px;"> </td><td></td><td></td></tr> <tr><td style="padding: 5px;">Total</td><td></td><td></td></tr> </table>		Adjoining worksheet			(A) Job Category	(B) Number of anticipated new hires and trainees	(C) Number of column (B) that will be Section 3 residents	Professional			Technical			Office/Clerical			Construction by Trade (list)												Other (List)						Total		
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Other (List)																																							
Total																																							
Part II: Subcontract awards – Section 3 and MBE (If Prime Contractor is Section 3 Owned Check Here) <input type="checkbox"/>																																							
The contracting component of section 3 and minority-owned business participation apply to all prime contractors and sub-contractors providing construction services, professional services, and supplies to the Montgomery Housing Authority's project. It is the responsibility of the prime contractor to enforce the same requirements within any sub-contracts. Instructions: All contractors must complete item D. Complete item E for construction contracts only. Complete item F for professional service and supplier contracts only. All contractors must complete item G. D. Total dollar amount of all sub-contracts anticipated for this project? \$ _____ Applies to construction contracts only: E. Total amount of anticipated Section 3 sub-contract awards? \$ _____ (The established goal is 10% of Line D) Applies to professional service contracts and suppliers: F. Total amount of anticipated section 3 sub-contract awards? \$ _____ (The established goal is 3% of Line D) Applies to all contracts: G. Total amount of anticipated minority-owned business contract awards? \$ _____ (The established goal is 20% of Line D) A minority-owned business is an entity that is 51% owned or controlled by one or more of the following minority group members: Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, Asian Indian Americans and Hasidic Jewish Americans.																																							
Part III: Certification																																							
As a duly authorized representative of the prime contractor, it is hereby agreed that the prime contractor and all sub-contractors will make every effort to achieve at least the minimum levels for compliance with Section 3 and Minority- Owned Business participation goals. It is further understood that the undersigned will enforce and ensure compliance within all sub-contracts.																																							
Signature:	Print Name and Title		Date																																				