



# REQUEST FOR QUALIFICATIONS

(SOLICITATION NO. 4920)

for

**Architect-Engineer Services**

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### ATTACHMENTS:

Section 3 Business Certification and Resident Employment Plan  
Suspension and Debarment Compliance Certificate for Consultant  
Suspension and Debarment Compliance Certificate for Sub-Consultants  
Certifications and Representations of Offerors – Non-Construction Contract (form HUD-5369-C)  
For-Profit Subgrantee and Contractor Certifications and Assurances Form

EXHIBIT A – Threshold Criteria Form

RFQ Issued On:	Submittal Due:
<b>Monday, March 27, 2017</b>	<b>Thursday, April 20, 2017</b>

**Seattle Housing Authority**  
**Request for Qualifications (Solicitation No. 4920)**  
**Architect-Engineer Services**

**A. INTRODUCTION**

- 1) **General:** The Seattle Housing Authority (SHA) is seeking qualified professional firms (hereinafter “Submitter” and/or “Consultant”) to provide architect-engineer services for redevelopment of various properties within the city of Seattle.

Currently SHA owns and maintains approximately 600 subsidized dwelling units in its Scattered Sites portfolio. This portfolio comprises many single-family detached dwellings as well as small multi-family buildings. Over the next few years SHA intends to consolidate approximately 100 to 200 of these units by redeveloping some of the larger sites as well as other property owned or to be acquired by SHA.

The larger sites currently targeted for redevelopment include Blue Topaz, a 0.8 acre site zoned MR in northeast Seattle (included in the Scattered Sites portfolio), and Lam Bow, a 1.8 acre site zoned LR-3 in southwest Seattle, which is not a Scattered Site portfolio property. SHA intends to proceed with redevelopment of one or more of these larger sites as an initial step in the repositioning program. Depending on the outcome of feasibility studies, SHA may also proceed with redevelopment of one or more smaller sites in the Scattered Sites Portfolio, which are generally smaller than 0.4 acre, variously zoned.

As more fully described below, the initial scope of services for this contract will include: (1) development of standard dwelling unit plans, details, and specifications; and (2) feasibility studies of all the sites targeted for redevelopment.

Depending on the outcome of the feasibility studies, the scope may be extended to include full design and construction administration services for redevelopment of one or more of the sites, which may include new construction and/or rehabilitation.

Firms must meet certain threshold criteria, relative to experience in the design of affordable housing, in order to have their qualifications further evaluated for selection.

- 2) **Seattle Housing Authority Background:** SHA is a public body corporate and politic that provides affordable housing to about 29,500 low-income people in Seattle. SHA operates according to the following Mission and Values:

***Our Mission***

*Our mission is to enhance the Seattle community by creating and sustaining decent, safe and affordable living environments that foster stability and increase self-sufficiency for people with low-income.*

***Our Values***

*As stewards of the public trust, we pursue our mission and responsibilities in a spirit of service, teamwork, and respect. We embrace the values of excellence, collaboration, innovation, and appreciation.*

SHA owns and operates approximately 6,153 conventional public housing units subsidized by the U.S. Department of Housing and Urban Development (HUD), including over 1,029 units for seniors and people with disabilities as part of the Seattle Senior Housing Program, and about 1,850 low- and mixed-income units developed and acquired primarily through the use of debt financing. SHA also administers about 10,147 Housing Choice Vouchers and 759 Moderate Rehab units. Approximately 9,286 SHA residents are children and approximately 8,415 SHA residents are elderly or disabled.

SHA owns and operates housing in neighborhoods throughout Seattle. These include the four large family communities of New Holly and Rainier Vista in Southeast Seattle, High Point in West Seattle, and Yesler Terrace in Central Seattle.

SHA was established by the City of Seattle under State of Washington enabling legislation in 1939. SHA is governed by a seven-member Board of Commissioners appointed by the Mayor of Seattle and confirmed by the Seattle City Council. The Executive Director is appointed by, and reports to, the Board and is responsible for staff hiring and direction.

SHA has approximately 530 employees and a total budget of \$223 million for Calendar Year 2016. In addition to the housing SHA owns, it serves as General and Managing Partner for several Low Income Housing Tax Credit limited partnerships.

- 3) **Women and Minority Business Enterprise (WMBE) Inclusion:** SHA requires proposers to make good-faith efforts to meet SHA's 14% aspirational WMBE goal and provide meaningful opportunities to WMBE firms to participate in the direct performance of commercially useful work as sub-consultants under the contract.
- 4) **Cooperative Purchasing:** RCW 39.34 allows cooperative purchasing between public agencies (political subdivisions) in the State of Washington. Public agencies that file an Interlocal Joint Purchasing Agreement with SHA may also wish to procure the services herein offered by the successful party. The successful party shall have the option of extending its offer to SHA to other agencies for the same cost, terms and conditions.

SHA does not accept any responsibility for agreements, contracts or purchase orders issued by other public agencies to the successful party. Each public agency accepts responsibility for compliance with any additional or varying laws and regulations governing purchase by or on behalf of the public agency. SHA accepts no responsibility for the performance of the successful party in providing services to other public agencies, nor any responsibility for the payment price to the successful party for other public-agency purchases.

## B. SUBMITTAL REQUIREMENTS

### Schedule:

Activity	Location	Day	Date	Time
Pre-Submittal Meeting	SHA Central Office 190 Queen Anne Ave. N. Seattle, WA 98109 Check in at Reception Desk on the 5 <sup>th</sup> floor.	Thursday	04/06/17	1:30 p.m.

Deadline for Questions	N/A	Monday	04/10/17	2:00 p.m.
<b>SUBMITTAL DEADLINE AND DELIVERY INFORMATION</b>				
<b>Mail To:</b> Seattle Housing Authority Attn: Don Tucker Sr. Contract Administrator P.O. Box 19028 Seattle, WA 98109-1028	<b>OR Hand Deliver To:</b> Seattle Housing Authority Attn: Don Tucker Sr. Contract Administrator 190 Queen Anne Ave. N. Seattle, WA 98109	Thursday	04/20/17	2:00 p.m.

**Questions:** Questions must be in writing and sent prior to the Deadline for Questions date and time shown above. Submit your questions to Don Tucker, Sr. Contract Administrator at [don.tucker@seattlehousing.org](mailto:don.tucker@seattlehousing.org).

**Addenda:** In the event there are changes or clarifications to this RFQ, SHA will issue an addendum. Addenda will be published on SHA's website at: <http://www.seattlehousing.org/business/consulting/requests/>. It is the responsibility of proposers to check this website prior to submitting in order to review and download any addenda issued. If you are unable to download the addenda, you may call the Sr. Contract Administrator, Don Tucker at 206-615-3475 to have a copy of the addenda mailed or e-mailed to you.

**Pre-Submittal Meeting:** Firms interested in this project (both as a prime consultant or as sub-consultants) are strongly encouraged to attend a Pre-Submittal Meeting at the date and time indicated above.

**Submittal:** The deadlines given above are firm as to place, date, and time. SHA will not consider any submittal received after the deadline and will return all such submittals unopened.

Submittals will be in two parts, designated Part I and Part II. Part I submittals are to include information relative to the Threshold Criteria. Part II submittals are to include more detailed information demonstrating to the firm's and staff's experience relative to affordable housing.

Submittals shall be in two separate envelopes clearly marked as Part I to Solicitation No. 4920 and Part II to Solicitation No. 4920. The first envelope shall contain the firm's information with respect to the threshold criteria, to be evaluated in Part I of the selection process. The second envelope shall contain the firm and staff qualifications to be evaluated in Part II of the selection process, as well as the forms listed below.

Firms not meeting the threshold criteria under Part I will not be evaluated under Part II and the Part II envelope will be returned to them unopened if requested.

All submittals should be clearly marked when delivered or mailed to avoid any confusion about recording arrival dates and times. Firms should take this practice into account and submit their materials early to avoid any risk of ineligibility caused by unanticipated delays or other delivery problems. *NOTE: A faxed or e-mailed submittal is not acceptable.*

Upon receipt of each submittal, SHA's Purchasing Division will date-stamp it to show the exact time and date of receipt. Upon request, Purchasing will provide the submitter with an acknowledgment of receipt. All Part I submittals received will become the property of the Seattle Housing Authority and will not be returned to the submitter. Any Part II submittals

that are evaluated will also become the property of the Seattle Housing Authority and will not be returned to the submitter.

**Part I Submittals** shall include a cover letter and documentation for at least one, but no more than three, qualifying projects as described below under Section D. For each qualifying project, include (a) a completed copy of EXHIBIT A – Threshold Criteria, attached hereto, using that EXHIBIT as a form; (b) a description of the project which may include photographs (not-to-exceed 2 pages); and (c) the name and contact information for the owner or developer of the project, who can provide a reference to verify the information requested in EXHIBIT A. Any other information included in the Part I submittal will be disregarded.

**Part II Submittals** are limited to a maximum of 8 pages single sided, or 4 pages double sided in no smaller than 11 point font on 8½” by 11” sheets. The following are NOT INCLUDED in the page limit mentioned above: your cover letter, resumes, project descriptions, Section 3 form, Certifications and Representations of Offerors – Non-Construction Contract (form HUD-5369-C), and the Suspension and Debarment Certificate.

Your **cover letter** should express your interest in performing the work and include the name, title, telephone number and e-mail address of the person SHA may contact relating to your submittal. A principal or officer of the firm authorized to execute contracts or other similar documents on the firm’s behalf must sign the letter.

1) **Required number of copies:** Firms responding to this RFQ shall submit **one original and four copies of each of their Part I and Part II submittals** to the address indicated above. **The following items/forms are to be submitted with the one original Part II submittal only.** Do not include these items/forms with the Part II submittal copies.

- Section 3, Business Certification and Resident Employment Plan Form
- Suspension and Debarment Compliance Certificate for Consultant
- Suspension and Debarment Compliance Certificate for Sub-Consultants
- Certifications and Representations of Offerors (form HUD-5369-C)
- Suspension and Debarment Compliance Certificates for Consultant
- For-Profit Subgrantee and Contractor Certifications and Assurances Form

2) **Proprietary Submittal Material:**

Any records or materials submitted to SHA in response to this RFQ become public records under Washington State law (see RCW Chapter 42.56, the Public Disclosure Act, at <http://www1.leg.wa.gov/LawsAndAgencyRules>). Public records must be promptly disclosed upon request unless a statute exempts disclosure. Exemptions from disclosure include trade secrets and valuable formulas (see RCW 42.56 and RCW Ch. 19.108); however, public disclosure exemptions are narrow and specific. Submitters are expected to be familiar with any potentially-applicable exemptions, and the limits of those exemptions.

Submitters are obligated to separately bind and clearly mark as “proprietary” information any submittal records they believe are exempted from disclosure. The body of the submittal may refer to these separately-bound records. Submitters should mark as “proprietary” only that information they believe legitimately fits within a public-disclosure exemption. SHA may reject solicitation responses that are marked proprietary in their entirety.

If SHA receives a public disclosure request for records that a Submitter has marked as “proprietary information,” SHA may notify the Submitter of this request and postpone disclosure briefly to allow the Submitter to file a lawsuit under RCW 42.17.330 to enjoin disclosure; however, this is a courtesy of SHA and not an obligation.

SHA has no obligation to assert an exemption from disclosure. If the Submitter believes that its records are exempt from disclosure, the Submitter is obligated to seek an injunction under RCW 42.56. By submitting, the Submitter acknowledges this obligation; the Submitter also acknowledges that SHA will have no obligation or liability to the Submitter if the records are disclosed.

- 3) **Cost of Preparing Submittals:** SHA will not be liable for any costs incurred by the Submitter in the preparation and presentation of submittals submitted in response to this RFQ including, but not limited to, costs incurred in connection with the Submitter’s participation in demonstrations and the pre-submittal conference.
- 4) **Rights Reserved by SHA:** SHA reserves the right to waive as an informality any irregularities in submittals and/or to reject any or all submittals. SHA requests that companies refrain from requesting public disclosure of selection information until a contract has been executed as a measure to best protect the solicitation process, particularly in the event of a cancellation or re-solicitation. With this preference stated, SHA shall continue to properly fulfill all public disclosure requests for such information as required by State Law.

## C. SCOPE OF WORK

- 1) The initial scope of services will include, but is not limited to the following:
  - a) Development of standard dwelling unit plans, details, and specifications for one-to five bedroom single level apartments as well as two-to five bedroom two-level dwellings. This design work will be carried to a 100% design development level of completion and detail including floor plans, reflected ceiling plans, mechanical and electrical plans, interior elevations and details, as well as standard specifications. The documentation of this work will become the property of SHA, will be used for all purposes under this contract, and may be used by SHA for other projects outside the scope of this contract, subject to documentation releasing the architect from liability for use on projects for which the architect is not the architect of record.
  - b) Feasibility Studies for all sites targeted for redevelopment. These include:
    - i. “Blue Topaz,” 0.8 acre in northeast Seattle, zoned MR.
    - ii. “Lam Bow,” 1.8 acres in southwest Seattle, zoned LR-3.
    - iii. Several smaller sites to be designated, about one-third acre each, various zones.
    - iv. Services may be required in connection with other properties located within the City of Seattle. Properties may or may not be owned by SHA. Properties may or may not be vacant, and non-vacant properties may or may not be occupied at the time the services are rendered.

In each case the feasibility study will include site analysis, programming, and conceptual design. Financial analysis will be done by SHA.

- c) It is anticipated that work in this initial phase will be compensated on an hourly-not-to-exceed basis at rates to be established in the contract.
- 2) At SHA's sole discretion, the scope of work under this contract may be extended to include full services for design, permitting, and construction of buildings on one or more of the sites studied in the initial phase of work, to include associated site amenities, utilities, and right-of-way improvements. It is anticipated that such services will be compensated on a fixed-fee basis to be negotiated for each building project. SHA reserves the right in its sole discretion to award contracts for such services to other firms through a competitive selection process based on qualifications.
- 3) The selected architect shall engage the services of sub-consultants, such as landscape architects, interior designers, engineers, cost estimators, and other specialty consultants as necessary, subject to SHA approval. Architects will have the option of relying upon and coordinating the services of other design professionals that SHA has on-call contracts with, which currently include geotechnical engineering, land survey, mechanical engineering, and civil engineering.

## D. EVALUATION CRITERIA

Qualifications will be evaluated in two steps:

Part I will consist of evaluation of the firm's experience and qualifications with respect to certain threshold criteria. Firms not meeting the threshold criteria (see D.1. below) will not have their qualifications further evaluated under Part II.

Part II will consist of more detailed evaluation of the qualifications of the firm and the personnel proposed, with respect to experience in affordable housing. In addition, Part II will include evaluation of the firm's WMBE inclusion plan.

### 1) Part I: Threshold Criteria:

To have its qualifications further considered in Part II, a firm must within the past five years, on its own and not in a team arrangement with another firm, have provided complete architectural services, from schematic design through construction administration and project closeout, for at least one *qualifying project*. A *qualifying project* is one having *all* of the following characteristics:

- a) A multifamily building or buildings of at least 50 dwelling units, developed on one site at the same time.
- b) At least half of the dwelling units must be rent-restricted to households earning no more than 30% of Area Median Income for the locale of the project.
- c) Occupied for at least one year past the date of final completion.
- d) Developed by a Public Housing Authority or non-profit developer of affordable housing,
- e) Subject to regulation by the US Department of Housing and Urban Development (HUD) and/or a state or city affordable housing agency
- f) Financed in whole or in part by direct federal, state, and/or local grants and/or subsidies, and/or by federal Low Income Housing Tax Credits
- g) Designed and constructed subject to LEED, Built-Green, Evergreen Sustainable Development Standards, Evergreen Green Communities, or equivalent sustainable building standard.

Firms not meeting the Threshold Criteria will not have their qualifications evaluated under Part II.

**2) Part II: Firm and staff experience with affordable housing.**

Qualifications will be evaluated on the experience of the firm and the staff proposed, with respect to the following criteria.

- a) Design for low-income populations, such as the elderly and disabled, immigrants, families, and projects with populations comprising more than one of these populations; design principles for low-income and immigrant populations including defensible space and Crime Prevention Through Environmental Design (CPTED).
- b) Mixed construction-type buildings (IBC/SBC Section 510)
- c) Work with public housing authorities and/or non-profit housing developers
- d) Land use and building permitting in the city of Seattle
- e) Sustainable building standards
- f) Accessibility and fair housing principles and regulations

## **E. INFORMATION TO BE PROVIDED IN YOUR SUBMITTAL**

### **Response / Submittal Content:**

To facilitate the Part II evaluation, submittals should address and be organized in the order of the outline given below and include the following information:

- Cover Letter as further described in Section B above
- Description of the firm's and proposed staff's experience and qualifications with respect to the criteria listed in D.2 above. This is subject to the 8-page limitation cited in B. above.
- Women and Minority Business (WMBE) Inclusion Plan . Provide a detailed Inclusion Plan describing your proposed good-faith efforts to meet the aspirational WMBE goal and provide meaningful opportunities to WMBE firms to participate in the direct performance of commercially useful work. This does not include such things as in-house hiring (EEO) or maintenance or supplies unless required for an assigned SHA project. Describe past experience that may be relevant to this effort.
- Staffing Plan. Describe how you intend to organize staff for this project, and list key personnel to be assigned to this contract. For each, describe: their anticipated role in the contract; their current workload, and any commitments to future projects in the firm's backlog of work.
- Resumes of key personnel. Be specific as to the roles performed on past projects cited as experience, and the degree of involvement. Ideally, list the total number of hours worked on each project cited.
- Descriptions of projects demonstrating experience with respect to the evaluation criteria. For each project list the key personnel whether they will be assigned to this contract or not, and indicate whether they are still employed at the firm.
- Reference List. Include a list of at least three references for whom the firm or staff have performed similar work in the last five years (including agency or business name of client, contact person, address, telephone number and e-mail address if available.)



## F. EVALUATION PROCESS

Submittals will be evaluated based on the criteria listed in this Section and further described in Section D above. In preparing the submittal to SHA, it is important for submitters to clearly demonstrate their expertise in the areas described in this document. Because multiple areas of expertise are required for successfully performing this contract, the Submitter, must demonstrate expertise and have available adequate numbers of experienced personnel in all of the areas described.

Submitters are encouraged to identify and clearly label in their submittal how each criterion is being fully addressed. Evaluation of responses to this RFQ will be based only on the information provided in the submittal package, and if applicable, interviews, and reference responses. SHA reserves the right to request additional information or documentation from the firm regarding its submittal documents, personnel, financial viability, or other items in order to complete the selection process. If a responding firm chooses to provide additional materials in their submittal beyond those requested, those materials should be identified as such and included in a separate section of the submittal.

The evaluation criteria with a point system of relative importance and an aggregate total of one hundred (100) points will be utilized to evaluate the qualifications of each proposer:

The experience of the Firm and the proposed staff will be evaluated separately according to the same criteria, except that the Firm's WMBE inclusion plan will be evaluated only with respect to the firm.

Experience of staff proposed for the contract, while employed at the Firm, will be given greatest weight.

**Firms** will not be credited with experience of staff while employed at other firms. Firms' experience on projects where the responsible staff are no longer employed at the Firm may be discounted.

**Staff's** experience in these areas while employed at other firms will be considered but may be discounted.

For both the firm and staff evaluations, more recent experience will be weighed more heavily than experience more than five years old.

Evaluation Criteria - Qualifications		Firm Weighting (Max. Points)	Staff Weighting (Max. Points)
1	<b><u>Women and Minority Business Enterprise (WMBE) Inclusion Plan</u></b> (See Section E above for a complete description of this Criterion.)	10	-
2	Design for low-income populations, such as the elderly and disabled, immigrants, families, and projects with populations comprising more than one of these populations; design principles for low-income and immigrant populations including defensible space and Crime Prevention Through Environmental Design (CPTED)	15	25

3	Mixed construction-type buildings (IBC/SBC Section 510)	5	5
4	Work with public housing authorities and non-profit housing developers	5	5
5	Land use and building permitting in the city of Seattle	5	5
6	Sustainable building standards	5	5
7	Accessibility and fair housing principles and regulations	5	5
<b>MAXIMUM TOTAL POINTS FOR QUALIFICATIONS</b>		<b>50</b>	<b>50</b>

## G. SELECTION PROCESS

As described above, an evaluation panel will rate responses to this RFQ that are received on or before the stated deadline, according to the criteria listed above. Based on its evaluation, the panel may:

- 1) Make a recommendation to SHA's Executive Director and request authority to negotiate a Contract with one or more submitters; or
- 2) Request additional information from the submitter or submitters whose responses appear to have the greatest likelihood of success; and/or
- 3) Invite one or more submitter whose responses appear to have the greatest likelihood of success to attend an interview/presentation to discuss their submittal; and then make a recommendation to SHA's Executive Director and request authority to negotiate a contract with one or more submitters.

SHA reserves the right to conduct reference checks, at either or at both of the following two points of the evaluation process:

- 1) After submittals are evaluated, for the submitter or submitters with the highest-scoring submittal(s);
- 2) In the event that interviews are held, for the submitter or submitters with the highest-scoring submittal(s) and interview(s).

In the event that information obtained from the reference checks reveals concerns about any submitter's past performance and their ability to successfully perform the contract to be executed based on this RFQ, SHA may, at its sole discretion, determine that the Submitter is not a responsible submitter and may select the next highest-ranked Submitter whose reference checks validate the ability of the Submitter to successfully perform the contract to be executed based on this RFQ.

In conducting reference checks, SHA may include itself as a reference if the Submitter has performed work for SHA, even if the Submitter did not identify SHA as a reference.

Qualifications of staff, including academic degrees, professional registrations, and professional affiliations, may be verified by SHA at any point in the selection process. Falsification of such qualifications will be grounds for disqualification of the Firm.

By submitting in response to this RFQ, the submitter accepts the procurement method used and acknowledges and accepts that the evaluation process will require subjective judgments by SHA and the evaluation panel.

Any protest of the selection process shall be resolved in accordance with SHA's Procurement Policies, which may be reviewed at the following web site address:

[http://www.seattlehousing.org/business/guidelines/pdf/Procurement\\_Policies.pdf](http://www.seattlehousing.org/business/guidelines/pdf/Procurement_Policies.pdf)

## H. CONTRACT NEGOTIATIONS

SHA shall negotiate with the most qualified Submitter, as determined by evaluation of the responses and, if applicable, interviews. If SHA is unable to reach agreement with the highest ranked firm, it may negotiate with the next highest ranked firm or firms, proceeding in turn to each firm that SHA has determined to be qualified, in order of rank. If agreement cannot be reached with any qualified firm, SHA reserves the right to cancel the solicitation.

SHA expects to execute a Contract for services for two years. At SHA's option, a Change Order may be executed extending the Contract(s) for up to three additional one-year periods.

## I. ADMINISTRATIVE INFORMATION

- 1) **Small and/or Disadvantaged Business Enterprise Requirements:** SHA strongly encourages minority-owned and women-owned businesses, socially and economically disadvantaged business enterprises, HUD Section 3 businesses, small businesses and veteran-owned businesses to submit proposals, to participate as partners, or to participate in other business activity in response to this RFQ. As outlined in more detail in Section E, SHA has also included a 14% Women and/or Minority Business Enterprise (WMBE) aspirational participation goal. Consequently, in responding to the solicitation, submitters must include an Inclusion Plan demonstrating good faith efforts in seeking meaningful opportunities for WMBEs in the work of the Contract.
- 2) **Section 3 Requirements:** Section 3 of the Housing and Urban Development Act of 1968 (hereinafter "Section 3") requires SHA to the greatest extent feasible to provide employment opportunities to Section 3 residents. Section 3 residents include residents of SHA communities and other low-income residents of Seattle. Each Submitter is required to include with their one Original Part II submittal the Section 3 Business Certification and Residential Employment Plan form.
  - a) **Section 3 Contract Language:** The following language regarding Section 3 will be included as part of the contract to be executed based on this RFQ.
    - 1) The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

- 2) The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- 3) The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers representative of the contractors commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- 4) The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontractor in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
- 5) The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractors obligations under 24 CFR part 135.
- 6) Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

**3) Basic Eligibility:** By submitting for this Solicitation:

- a) Submitter represents that it is licensed to do business in the State of Washington and it has a state Unified Business Identifier (UBI) number.
- b) Submitter represents by its submission of the SUSPENSION AND DEBARMENT COMPLIANCE CERTIFICATE FOR CONSULTANT form, attached hereto, that neither it nor its principals/officers are presently debarred, suspended, proposed for debarment, or declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency. Submitter further represents that by submitting and being selected for this work, that it will comply with the requirements regarding sub-contracting and the purchase of supplies or materials for this work and the sub-contractors and/or firms, and their principals/officers are not debarred or otherwise disqualified from doing business with SHA. The Submitter understands that if sub-contractors that may be used can be identified at this point, it shall provide evidence with the SUSPENSION AND DEBARMENT COMPLIANCE

CERTIFICATE FOR SUB-CONSULTANTS form attached to this RFQ of their eligibility.

- c) Certification and Representations of Offerors Form: The Submitter shall include a completed and signed Certifications and Representations of Offerors form (HUD-5369-C) (attached hereto) for itself.
- 4) **Payment Requirements:** Submitters should be aware that SHA will only make payments on the contract issued under this RFQ after the work being billed has been completed, and within 30 calendar days of receipt of a properly prepared and SHA approved invoice. Supporting documentation is required for payment of reimbursable expenses. No advance payments will be made. The Submitter must have the capacity to meet all project expenses in advance of payments by SHA.
- 5) **Approval of Sub-Consultants:** SHA retains the right of final approval of any sub-consultant under the contract.
- 6) **Documents Produced:** All construction drawings, reports, specifications, and other documents produced under contract to SHA must be submitted to SHA in both hard copy and a digital format that meets SHA's requirements, using Microsoft Office or AutoCad products in an IBM-compatible format. All documents and products created by the Consultant and their sub-consultants shall become the exclusive property of SHA.
- 7) **Other Contracts:** During the original term and all subsequent renewal terms of the contract resulting from this RFQ, SHA expressly reserves the right, through any other sources available, to pursue and implement alternative means of soliciting and awarding similar or related services as described in this RFQ.
- 8) **Funding Availability:** By responding to this RFQ, the Submitter acknowledges that for any contract signed as a result of this RFQ, the authority to proceed with the work is contingent upon the availability of funding.
- 9) **For-Profit Subgrantee and Contractor Certifications and Assurances Form:** In the event that the Contract for these services includes any Federal Grant Funds, the Submitter is required to complete and sign the Certifications and Assurances Form (copy attached to this RFQ) for itself and each sub-consultant to be utilized on the Contract that can be identified at this time. Such form(s) shall be submitted with the one Original included in Part II.
- 10) **Contract Requirements:** Submitters may review a sample of SHA's standard contract language that will form the basis for any contract executed based on this solicitation by visiting the following web site:

[http://www.seattlehousing.org/business/guidelines/pdf/A & E Contract Boilerplate.pdf](http://www.seattlehousing.org/business/guidelines/pdf/A_&_E_Contract_Boilerplate.pdf)

SHA's standard contract document is intended to guide you in developing your Submittal. The actual contract that the successful Submitter and SHA will sign will be based on this sample contract. Please be advised that SHA will only negotiate some aspects of the contract. Much of the contents of the sample contract are based on non-flexible requirements and cannot be modified in any form.

In addition to any SHA-owned properties that may be included in the scope of work of this solicitation, during the term of the Contract, there may be other properties for which

SHA serves as General and Managing Partner. These properties are Low-Income-Housing Tax Credit limited partnerships. If any of these Limited Partnership (LP) properties are included in the scope of work under this solicitation, the selected firm must also name those LP's as additional insureds to their policy under the required insurance coverages described under Section H. 11C. below. The Contract resulting from this solicitation must also be entered into by SHA, the selected firm, and all legal entities, including the LPs if applicable.

SHA may also be acting as an agent to Condominium or other Associations that are associated with the SHA or LP properties included in the scope of work for this solicitation. If so, the contract(s) resulting from this solicitation will be between the selected firm and the applicable Association.

**11) Insurance:** The following are the insurance requirements that will be included in the contract executed based on this RFQ:

Within seven (7) days from the date of the Notice of Award, and prior to commencement of the Work, Consultant shall obtain all the insurance required by the Contract Documents and provide evidence satisfactory to SHA that such insurance has been procured. Review of the Consultant's insurance by SHA shall not relieve or decrease the liability of Consultant.

Failure of the Consultant to fully comply with the insurance requirements of this Contract will be considered a material breach of contract and, at the option of SHA, will be cause for such action as may be available to SHA under other provisions of this Contract or otherwise in law, including immediate termination of the Contract.

a) General Insurance Requirements:

- i. Prior to undertaking any work under this Contract, the Consultant shall procure and maintain continuously for the duration of this Contract, at no expense to SHA, insurance coverage as specified below, in connection with the performance of the work of this Contract by the Consultant, its agents, representatives, employees and/or subcontractors.
- ii. The Consultant's insurance shall be primary as respects SHA, and any other insurance maintained by SHA shall be excess and not contributing insurance with the Consultant's insurance.
- iii. Except with respect to the limits of insurance, and any rights or duties specifically assigned to the first named insured, the Consultant's Commercial General Liability and Commercial Automobile Liability insurance coverage shall apply as if each named insured were the only named insured, and separately to each insured against whom claim is made or suit is brought.

b) Insurance Coverage: The following are the types and amounts of insurance coverage that must be maintained by the Consultant during the term of this Contract. The Consultant must provide acceptable evidence of such coverage prior to beginning work under this Contract. Consultant shall maintain the following insurance coverage for the duration of the contract and for one (1) year after final completion.

- i. Commercial General Liability Insurance. Commercial General Liability (CGL) insurance including bodily injury, property damage, and products/completed operations, written on an occurrence form, with the following minimum coverage:

\$1,000,000 each occurrence, and

\$2,000,000 aggregate

Coverage shall extend to cover the use of all equipment on the site or sites of the work of this Contract. In the event that the services to be provided under this Contract involve the Consultant's contact with minor children, and/or elderly, disabled or vulnerable adults as defined in RCW 74.34.020, the Consultant shall provide evidence that sexual misconduct coverage has not been excluded from the policy and is covered under the policy. Acceptable evidence of sexual misconduct coverage must include an endorsement and policy excerpt(s) and is subject to approval by SHA's Risk Manager.

- ii. Employers Liability or Washington Stop Gap Liability. A policy of Employers Liability or a Washington Stop Gap Liability insurance endorsement with the following minimum coverage:

\$1,000,000 each accident/disease

- iii. Commercial Automobile Liability Insurance. A policy of Commercial Automobile Liability Insurance, including coverage for owned, non-owned, leased or hired vehicles written on an insurance industry standard form (CA 00 01) or equivalent, with the following minimum coverage:

\$1,000,000 combined single limit (CSL) coverage

- iv. Workers Compensation. A policy of Workers Compensation. As respects Workers Compensation insurance in the State of Washington, the Consultant shall secure its liability for industrial injury to its employees in accordance with the provisions of Title 51 of the Revised Code of Washington (RCW). If the Consultant is qualified as a self-insurer in accordance with Chapter 51.14 RCW, the Consultant shall so certify by a letter signed by a corporate officer, indicating that it is a qualified self-insured, and setting forth the limits of any policy of excess insurance covering its employees, or any similar coverage required.

- v. Pollution Liability (PL) – If Applicable, when project scope of work includes any of the items below, the Submitter will provide a Pollution Liability policy against claims for bodily injury, property damage and cleanup costs/environmental damages arising from pollution conditions caused in the performance of covered operations when:

- (a) The Work involves remediation, abatement, repair, maintenance or other work with asbestos containing materials, lead-containing products (paint, coatings, components), mercury, underground storage tanks, and/or other hazardous materials. A PL policy specifically covering these exposures shall be required from the Consultant and the subconsultant performing such work.

- (b) The Work involves the transporting hazardous materials or waste, a separate policy or endorsement to the PL policy specifically providing coverage for liability and cleanup, arising from an upset or collision during transportation of hazardous materials is required from the Consultant or subconsultant performing such work.

\$1,000,000 each Claim

- vi. Professional Liability Insurance: A policy of Errors and Omissions Liability Insurance appropriate to the Consultant's profession. Coverage should be for a professional error, act, or omission arising out of the scope of work as described in Attachment A – Scope of Work, with the following minimum coverage:

\$1,000,000 each Claim

If the Professional Liability Insurance policy is written on a claims-made form, the Consultant warrants continuation of coverage, either through policy renewals or the purchase of an extended reporting period ("tail") for a minimum of three (3) years from the date of completion of the work authorized by the Contract. In the event that the Consultant is authorized to engage subcontractors, each subcontractor shall provide evidence of separate professional liability coverage equal to the levels specified above, unless such requirement is waived in writing by SHA.

- vii. Cyber Liability: When applicable, the Consultant shall provide Cyber Liability coverage including both first and third party coverage, covering claims involving privacy violations, information theft, damage to or destruction of electronic information, intentional and/or unintentional release of private information, alteration of electronic information, extortion and network security. This coverage can be either stand alone or be included within Professional liability policy.

\$1,000,000 each Occurrence

- viii. Commercial Crime Insurance/Employee Theft Insurance. A policy of Commercial Crime Insurance/Employee Theft Insurance including third party coverage in favor of OWNER with the following minimum coverage:

\$1,000,000 per claim / aggregate

- c) Owner As Additional Insured: All liability policies except Professional Liability and Workers Compensation shall be endorsed to include Owner as additional insured on a primary and non contributory basis for Work performed in accordance with the Contract documents, and all insurance certificates shall evidence the Owner as additional insured.
- d) Waiver of Subrogation: Consultant's policy shall provide waiver of subrogation by endorsement or otherwise.
- e) Deductibles or Self-Insured Retention: Any deductibles or self-insured retentions \$25,000 or higher must be declared to, and approved by the Owner. The deductible



and/or self-insured retention of the policies shall not limit or apply to the Consultant's liability to the Owner.

Payment of deductibles shall be the responsibility of the Consultant for all risk claims to the extent damage is not caused by the negligent acts of the Consultant or any sub contractor.

- f) No Limitation of Liability - The limits of liability specified herein are minimum limits only. Such minimum limits of liability requirements shall not be construed to limit the liability of the Consultant or of any of their respective insurers. The Consultant shall include the Owner an additional insured for primary and non-contributory limits of liability for the full valid and collectible limits of liability maintained by the Consultant whether such limits are primary, excess, contingent or otherwise. This provision shall apply regardless of whether limits maintained by the Consultant are greater than the minimum limits required by this Contract, and regardless of whether the certification of insurance by the Consultant specifies lower minimum limits than those specified for or maintained by the Consultant.
- g) Proof of Insurance and Insurance Expiration:
- i. The Consultant shall furnish certificates of insurance and policy endorsements as evidence of compliance with the insurance requirements of the Contract. Such certificates and endorsements must be signed by a person authorized by that insurance company to bind coverage on its behalf.
  - ii. The Owner must be included as an Additional Insured on a primary and non-contributory basis on all Commercial General Liability and Automobile Liability policies of the Consultant. As respects the CGL insurance such additional insured status shall be evidenced by an ISO endorsement form CG2010 or equivalent.
  - iii. As respects CGL insurance such Additional Insured status shall contain a "separation of insureds" provision.
  - iv. The Consultant shall include all subcontractors at any tier as insureds, and ensure that the Consultant's coverage of subcontractors under the Consultant's policies is not excluded by any policy provision or endorsement. Alternatively, the Consultant shall:
    - (a) Obtain from each subcontractor not insured under the Consultant's policy or policies of insurance, evidence of insurance meeting all the requirements of this Contract, and
    - (b) Maintain such evidence on file for a period of one (1) year after the completion of this Contract and, upon request, submit such evidence to SHA for examination.
  - v. The Consultant's insurance shall not be reduced or canceled without forty-five (45) days prior written notice to SHA, except that SHA shall receive written notice ten (10) days prior to cancellation due to non-payment. The Consultant shall not permit any required insurance coverage to expire during the term of this Contract.

- vi. Owner reserves the right to require complete, certified copies of all required insurance policies at any time during the term of this Contract, or to waive any of the insurance requirements of this Contract at its sole discretion.
  
- h) Criminal Background Investigation: The Consultant shall conduct a criminal background investigation of all employees, volunteers, subcontractors and sub-consultants performing any work who may reasonably be expected to have direct or incidental contact with SHA residents, SHA staff members, or vulnerable population. In addition, a criminal background investigation shall be performed for any person performing work under this Contract who is given use of an SHA building-access card or who collects payments of any kind. The criminal background investigation shall include, but not necessarily be limited to, a Washington State Patrol background report or if the employee, volunteer, subcontractor or subconsultant resides in a state other than Washington, the background report should be obtained from the state patrol office where the employee, subcontractor or subconsultant has resided for the last 3 years. In the event a background check provides evidence of a felony conviction that information shall be provided to the SHA Project Manager. If any person performing work under this Contract is charged with a felony, the Consultant agrees to remove that person from performing any further work on the project unless and until SHA agrees in writing to allow the person to continue.

# Seattle Housing Authority

## Section 3 Business Certification

The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed low-and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

For more information regarding the Section 3 requirements for Consulting Contracts and to view the full contract provisions, see Section 7 of the standard contract at:

[http://seattlehousing.org/business/guidelines/pdf/Consultant\\_professional\\_services\\_contract.pdf](http://seattlehousing.org/business/guidelines/pdf/Consultant_professional_services_contract.pdf)

**Section 3 Business Criteria:** Your business is eligible for Section 3 Certification if it meets any one of the following criteria. If your business meets one or more of these criteria, please circle the applicable criteria.

1. Fifty-one percent or more of your business is owned and managed by a Section 3 qualified person or persons. (See qualification guidelines below) A completed and signed Individual Certification form for each Section 3 qualified person or persons is required to be submitted.
2. Thirty percent or more of your permanent, full time employees are Section 3 qualified persons. (When seeking certification under this criteria, please submit a listing of all current, permanent, full-time employees, as well as a completed and signed Individual Certification form for each Section 3 qualified employee.)
3. You can provide evidence of a commitment to subcontract in excess of 25 percent of the amount of all subcontracts to Section 3 certified businesses. (When seeking certification under these criteria, please consult with the Section 3 Coordinator regarding the documentation to be submitted.)

**Section 3 Person Criteria:** A Section 3 qualified person must:

- 1) Be a City of Seattle Housing Authority public housing resident; or
- 2) Live in the metropolitan statistical area (MSA) covering King, Snohomish, and Pierce counties, and,
- 3) Earn no more than the following amounts for the respective MSA area:

Region/Area	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
King and Snohomish Counties	\$ 48,550	\$55,450	\$ 62,400	\$ 69,300	\$ 74,850	\$ 80,400	\$ 85,950	\$ 91,500
Pierce County	\$ 40,500	\$ 46,300	\$ 52,100	\$ 57,850	\$ 62,500	\$ 67,150	\$71,750	\$ 76,400

**Section 3 Statement:** Please check the appropriate box below.

My business is eligible to be certified as a Section 3 business in accordance with the criteria circled above under Section 3 Business Criteria.

My business is not a Section 3 business.

Signature:		Date Signed:
Name:	Title:	
Company Name:		
Address:		
Telephone Number:		

Note: If you certify above that your business is a Section 3 business, SHA will request documentation and additional information as may be reasonably required to certify whether your business qualifies as a Section 3 business.

## Section 3 Resident Employment Plan

Section 3 of the Housing and Urban Development Act of 1968 (hereinafter "Section 3") requires SHA, to the greatest extent feasible, to provide employment opportunities to "Section 3 residents." Section 3 residents include residents of SHA communities and other low income residents of the metropolitan statistical area (hereinafter "MSA") covering King, Snohomish, and Pierce counties. SHA residents, preferably residents of the SHA community in which the work is to be done, are favored over other low-income residents of the MSA.

### For construction contracts only:

- Each bidder is required to submit with their bid package a plan which will result in the hiring of Section 3 residents to perform the work contemplated by the bid. SHA has established a goal that 100% of all new hires be Section 3 Residents to the greatest extent feasible.
- At a minimum, the Contractor and its subcontractors shall advertise new positions created in order to perform the work called for herein and will post notices to the Contractor's commitments under Section 3 in conspicuous places at the work site. In addition, the Contractor must notify each labor organization with whom it or its subcontractors have a collective bargaining agreement or other understanding of these Section 3 commitments.

### For consulting contracts only:

- Firms are required to include this Section 3 Resident Employment Plan (hereinafter "Plan") in their submittal showing, if applicable, the hiring of Section 3 residents to perform the work contemplated by the submittal.

In order to fulfill its Section 3 obligations, the Contractor/ Consultant may work with service providers on site at various SHA communities including, but not limited to, Neighborhood House and the Employment Opportunities Center. The plan should specify the number of positions the Contractor/ Consultant expects will be created and what minimum qualifications and skills will be required in order to perform the positions. The plan, if applicable, should also address the Contractor/ Consultant's strategy for recruiting SHA residents for the available positions, which should include consultation with SHA's Section 3 Coordinator.

1. How many new positions do you expect this contract will require you to create?

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2. Describe each position and provide the name and provide the location of the person(s) taking applications for each such position.

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3. What minimum skills will be required for each position?

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4. Please describe any training opportunities which the contract may create and any agreements concerning training you have.

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5. How will you advertise these positions to SHA residents?

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If you have any questions about this form, please call Samuel Pierce, SHA's Section 3 Coordinator, at (206) 913-9227.

# SEATTLE HOUSING AUTHORITY

## SUSPENSION AND DEBARMENT COMPLIANCE CERTIFICATE FOR CONSULTANT

By signing below, the Consultant certifies that to the best of its knowledge and belief neither its firm nor any of its principals as named below are presently debarred, suspended, or have been declared ineligible or are excluded from participation in this transaction by any federal, state or local government.

**Consultant's Firm Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
**City, State, Zip:** \_\_\_\_\_

	<b>PRINCIPAL(S) Name(s)</b>	<b>Title(s)</b>
1		
2		
3		
4		
5		

<b>Consultant's Signature</b>	<b>Printed Name</b>	<b>Title</b>	<b>Date</b>

**NOTE:** This requirement applies to the Consultant's firm as well as its principals. Principal is defined in the regulation (2 CFR 180.995) as follows:

- 1) An officer, director, owner, partner, principal investigator, or other person within a participant with management or supervisory responsibilities related to a covered transaction; or
- 2) A consultant or other person, whether or not employed by the participant or paid with Federal funds, who-
  - a) Is in a position to handle Federal funds;
  - b) Is in a position to influence or control the use of those funds; or,
  - c) Occupies a technical or professional position capable of substantially influencing the development or outcome of an activity require to perform the covered transaction.

The federal websites to verify eligibility include: <https://www.sam.gov/portal/public/SAM/> and [http://portal.hud.gov/hudportal/HUD?src=/topics/limited\\_denials\\_of\\_participation](http://portal.hud.gov/hudportal/HUD?src=/topics/limited_denials_of_participation).

# SEATTLE HOUSING AUTHORITY

## SUSPENSION AND DEBARMENT COMPLIANCE CERTIFICATE FOR SUB-CONSULTANTS

*The Prime Consultant may use this form if the Prime can verify that their Sub-Consultants named below, nor any of their principals are debarred, suspended or ineligible from involvement by an Federal, State or Local Government. If the Prime is unable to verify this information, the Prime must send the previous SUSPENSION AND DEBARMENT COMPLIANCE CERTIFICATE FOR CONSULTANT form to each sub- consultant to be completed and returned.*

**Prime Consultant's Name:** \_\_\_\_\_ certifies that neither any of the sub- consulting firms named below, nor any of its principals are debarred, suspended or ineligible from involvement by an Federal, State or Local Government. I understand that the Seattle Housing Authority (SHA) relies on this certification and I understand that I am obligated to submit the following to SHA:

- A certification for any new sub- consultant hired after submission of this certification.
- A renewal certification for every sub- consultant on the anniversary of the Contract execution date if the Contract Time extends beyond one year.

**(Note:** In lieu of this certification, the Prime Consultant may elect to submit a separate certification signed by each sub- consulting firm to SHA as evidence of sub- consultant eligibility. It is the Prime Consultant's responsibility to initiate, obtain, and provide all such individual sub-consultant certifications to SHA.)

Prime Consultant's Signature	Printed Name	Title	Date

**Sub- Consultant Firm Listing:** (If sub- consultants are not involved in the project, please enter **NONE.**)


If additional pages are necessary, copy this form to ensure signed statement precedes any listing of sub- consultants.

Please contact Don Tucker at 206-615-3475 or by e-mail at [don.tucker@seattlehousing.org](mailto:don.tucker@seattlehousing.org) if you have any questions regarding compliance with this requirement.

# Certifications and Representations Of Offerors

## Non-Construction Contract

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

This form includes clauses required by OMB's common rule on bidding / offering procedures, implemented by HUD in 24 CFR 85.36, and those requirements set forth in Executive Order 11625 for small, minority, women-owned businesses, and certifications for independent price determination, and conflict of interest. The form is required for nonconstruction contracts awarded by Housing Agencies (HAs). The form is used by bidders/Offerors to certify to the Has 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. 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.

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**Signature & Date:**

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**Typed or Printed Name:**

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**Title:**

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## **For-Profit Subgrantee and Contractor Certifications and Assurances**

The Department of Housing and Urban Development (HUD) requires that all for-profit Subgrantees and Contractors on HOPE VI projects sign this “Certifications and Assurances” form certifying that they will comply with the specific federal requirements described below. The parties who must sign a “Certifications and Assurances” form are defined below:

- **Subgrantees:** These are for-profit organizations to which the Housing Authority (Housing Authority or Grantee) has awarded a grant from the HOPE VI grant that the Housing Authority received from HUD. The subgrantee is accountable to the Housing Authority for the use of the funds provided, but the Housing Authority is ultimately accountable to HUD.
- **Contractors:** This includes any for-profit contractor, consultant, service provider, or supplier that the Housing Authority contracts with for goods or services on any HOPE VI project.



**Certification and Assurance:** The subgrantee or contractor executing this certification hereby assures and certifies that it will comply with all of the applicable requirements of the following, as the same may be amended from time to time, including adding appropriate provisions to all contracts between Grantee and for-profit Subgrantees or Contractors:

- (1) Administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate. (Contracts more than the simplified acquisition threshold)
- (2) Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000)
- (3) Compliance with Executive Order 11246 of September 24, 1965, entitled “Equal Employment Opportunity,” as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60). (All construction contracts awarded in excess of \$10,000 by grantees and their contractors or subgrantees)
- (4) Compliance with the Copeland “Anti-Kickback” Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR part 3). (All contracts and subgrants for construction or repair)
- (5) Compliance with the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor regulations (29 CFR part 5). (Construction contracts in excess of \$2000 awarded by grantees and subgrantees when required by Federal grant program legislation)
- (6) Compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor

regulations (29 CFR part 5). (Construction contracts awarded by grantees and subgrantees in excess of \$2000, and in excess of \$2500 for other contracts which involve the employment of mechanics or laborers)

- (7) Notice of awarding agency requirements and regulations pertaining to reporting.
- (8) Notice of awarding agency requirements and regulations pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under such contract.
- (9) Awarding agency requirements and regulations pertaining to copyrights and rights in data.
- (10) Access by the grantee, the subgrantee, the Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.
- (11) Retention of all required records for three years after grantees or subgrantees make final payments and all other pending matters are closed.
- (12) Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15). (Contracts, subcontracts, and subgrants of amounts in excess of \$100,000).
- (13) Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).

The information contained in this certification is true and accurate, to the best of my knowledge.

Name of Subgrantee or Contractor	Name and Contract Number:	
Signature of Authorized Certifying Official:	Title:	Date:

**WARNING:** Section 1001 of the Title 18 of the United States Code (Criminal Code and Criminal Procedure, 72 Stat.967) applies to this certification. 18 U.S.C. 1001, among other things, provides that whoever knowingly and willfully makes or uses a document or writing knowing the same to contain any false, fictitious or fraudulent statement or entry, in any matter within jurisdiction of any department or agency of the United States, shall be fined no more than \$10,000 or imprisoned for not more than five years, or both.

Return this form to:

Seattle Housing Authority  
Attn: Don Tucker, Purchasing  
P.O. Box 19028  
Seattle, WA 98109-1028

**EXHIBIT A**

**Threshold Criteria for Qualifying Project**

**RFQ # 4920 – Architect-Engineer Service**

Firm Name:

Name of Project:

Address of Project:

Owner or Developer:

Date of Final Completion:

Dwelling Units: 1BR:                2BR:                3BR:                4BR:                Total:

Describe Income Restrictions:

Subject to regulation by (check all that apply):

HUD (identify):

State affordable housing agency (identify):

Other (identify):

Financed by - in whole or part, give amounts

HUD grant or other direct subsidy (identify):

State grant, loan, or other subsidy (identify):

Low Income Housing Tax Credits (specify type):

Other (identify):

Project Costs: Construction:                                Total Development Cost:

Environmental Standards (check all that apply):

LEED (indicate version, level):

Built Green (indicate version, level):

Evergreen Sustainable Development Standards (indicate version):

Evergreen Green Communities (indicate version):

Other (identify):

Reference (Owner, Developer, or their representative):

Name and Title:                        Phone:                        E-Mail Address: