Philadelphia Housing Authority
Building Beyond Expectations

3100 PENROSE FERRY RD
PHILADELPHIA, PA 19145
P 215.684.4000
www.PHA.PHILA.GOV

**RFP Number: P-004321**
**Date of Issuance: December 17, 2013**
**Proposal Due Date: January 21, 2014**

To Prospective Offerors:

The Philadelphia Housing Authority ("PHA" or the "Authority") is hereby requesting proposals for:

**Architectural and Engineering Support Services**

The Philadelphia Housing Authority (PHA) is organized under the laws of the Commonwealth of Pennsylvania to develop, acquire, lease and operate low-rent housing programs. PHA is the largest housing agency in the Commonwealth, and the fourth largest in the Nation. The Authority has approximately 81,000 residents in 34 conventional developments, and about 5,500 scattered site units. Additionally, PHA currently administers over 16,000 Housing Choice Vouchers. PHA has an annual budget of approximately $371 million, which is primarily funded by the U.S. Department of Housing and Urban Development. In April 2013, Kelvin Jeremiah was appointed President and CEO.

This procurement is being implemented in accordance with the CEA. Further, this procurement may be subject to the approval of the HUD representative acting for the Board of Commissioners as required by the CEA and the requirements of PHA's Controlled Policy and Procedure Issuance No. 10, Procurement Policy.

Offerors must submit one (1) original and six (6) copies of their proposal, including the required proposal forms, as well as an electronic copy (on one or more CDs) in Microsoft Excel, Microsoft Word, and/or Portable Document Format (PDF) formats and the proposal shall be based upon and in conformity with this Request for Proposal. The proposal shall be enclosed in an envelope, which shall be sealed and clearly labeled with the name of the offeror, the RFP number, and the proposal due date. Proposals must be received by PHA Sourcing *(formerly Contracts)* Department at 3100 Penrose Ferry Road, Philadelphia, PA 19145, no later than 11:00 A.M. on proposal due date indicated above. Late proposals will not be considered. Proposals submitted via electronic mail will not be accepted. Photo identification is required for entrance into our facility.

Requests for additional information should be directed to Vanessa Martin, Contract Specialist, Philadelphia Housing Authority, Sourcing Department, 3100 Penrose Ferry Road, Philadelphia, PA 19145, e-mail; vanessa.martin@pha.phila.gov, Fax (215) 684-1213. Note that inquiries received later than seven (7) days before receipt of proposals may not receive a response.

Kelvin A. Jeremiah
President & CEO

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**NAME OF COMPANY**_____

# MANDATORY SUBMISSIONS CHECKLIST

A complete proposal package will consist of the items identified below. Proposers must complete this checklist to confirm the items are included in the proposal, and return this checklist with the proposal package. Place a check mark or "X" next to each item that is being submitted with the proposal. For the proposal to be responsive, all required attachments must be returned.

| **PROPOSER REQUIREMENTS** | **COMPLETED (X)** |
|---|---|
| **Submitted Required Number of Copies**<br>❑ One (1) original and six (6) copies of Volume I and Volume II in separate envelopes and one electronic copy on CD | ☐ |
| **VOLUME 1 (separate envelope)** | |
| **1. Cover Page**<br>❑ RFP Number and Title of Solicitation | ☐ |
| **2. Table of Contents**<br>❑ Clearly identifying the section and subsection | ☐ |
| **3. Letter of Interest**<br>❑ Attributes of the Firm/Project Team | ☐ |
| **4. Technical Qualifications**<br>❑ Qualifications of Firm/Project Team<br>❑ Work Experience<br>❑ Capacity and Capability to perform<br>❑ Proof of Errors and Omissions insurance<br>❑ Documentation of the last five (5) completed design projects<br>❑ Past Performance<br>❑ Additional Data and Attachments (if applicable) | ☐ |
| **5. Section H**<br>❑ Pages H-2 through H-4 | ☐ |

| | |
|---|---|
| **6. Certification and Representations Form – Section I**<br>❑ Completed and Signed<br>❑ Non Collusive Affidavit included if Clause 5(e) checked | ☐ |
| **7. Affirmative Action Forms – Section J**<br>❑ J24 - Schedule Of Participation<br>❑ J25 - Schedule Of Binding Commitments With Minority And Women Owned Businesses<br>❑ J26 – Documentation of Best Efforts<br>❑ J27 – Information and Assistance Provided to Certified MBE/WBEs<br>❑ J28 – Affidavit of Unavailability of MBE/WBEs<br>❑ Forms J30 – J32 in addition to Forms J24 – J26 for Joint Ventures<br>❑ J30 – 32 Joint Venture Questionnaire | ☐ |
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| **9. Exceptions to PHA's Contract Terms and Conditions**<br>❑ PHA will not consider any exceptions that are not submitted by bidder or Offeror unless they are present at the time of bid or offer. | ☐ |
| **VOLUME II (separate envelope)** | |
| **10. Section H**<br>❑ Cost/Pricing for the base and option periods | ☐ |

## A. INSTRUCTIONS TO OFFERORS

### 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 as indicated in the Statement of Work and **"Mandatory Submission Checklist"** which precedes Section A. 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 PHA.

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

(d) If this solicitation requires proposing on all items, failure to do so will result in the proposal being rejected. If proposing on all items is not required, proposers should insert the words "NO PROPOSAL" in the space provided for any item for which no price is submitted.

### 2. 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. PHA must receive the acknowledgement by the time specified for receipt of offers.

### 3. Explanation to Prospective Offerors

Any prospective offeror desiring an explanation or interpretation of the solicitation, statement of work, etc. must request 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.

## 4. Responsibility of Prospective Contractor

(a) PHA 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 -

(i) Have adequate financial resources to perform the Contract, or the ability to obtain them;

(ii) Have a satisfactory performance record;

(iii) Have a satisfactory record of integrity and business ethics;

(iv) Have a satisfactory record of compliance with public policy (e.g., Equal Employment Opportunity); and

(v) 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 PHA/HUD.

(b) Before an offer is considered for award, the offeror may be requested by PHA 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.

## 5. 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 -

(i) 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);

(ii) Was sent by mail, or if authorized by the solicitation, was sent by telegram or via facsimile, and it is determined by the PHA that the late receipt was due solely to mishandling by PHA after receipt at PHA;

(iii) 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

(iv) Is the only offer received.

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

(c) A modification resulting from PHA'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 PHA after receipt at PHA.

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

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

(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 PHA will be considered at any time it is received and may be accepted.

(h) 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 an 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.

**6. Contract Award**

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

(b) PHA may (1) reject any or all offers if such action is in PHA'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) PHA 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. Before the offer's specified expiration time, PHA 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 PHA.

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

**7. Service of Protest**

(a) Any protest against the award of a contract pursuant to this solicitation shall be served on PHA by obtaining written and dated acknowledgement of receipt from PHA at PHA Contracts Department, 3100 Penrose Ferry Road, Philadelphia, PA 19145. The determination of PHA with regard to such protest or to proceed to award notwithstanding such protest shall be final unless appealed by the protester.

(b) An actual or prospective offeror who is aggrieved in connection with the solicitation or award of a contract may submit a protest. Protests based on the contents of the solicitation must be submitted prior to the date and time for receipt

of proposals. Protests based on contract award must be made within seven days after the protestor knows or should have known the facts giving rise to the protest.

(c) All protests shall be resolved in accordance with PHA's protest policy and procedures, copies of which are maintained at PHA.

**8. Offer Submission**

(a) Offers and modifications thereof shall be submitted in sealed envelopes or packages (1) addressed to PHA Contracts Department, 3100 Penrose Ferry Road, Philadelphia, PA 19145, and (2) showing (on the face of the envelope) the time specified for receipt, the solicitation number, and the name and address of the offeror. One original hard copy, six (6) hardcopies, and one electronic copy of the Offer and modifications, including the required proposal forms, shall be submitted (on one or more CDs) in Microsoft Excel, Microsoft Word, and/or Portable Document Format (PDF) formats.

(b) Telegraphic, e-mail, or facsimile offers, modifications, or withdrawals will not be considered unless authorized by the solicitation.

(c) 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.

**9. Pre-Proposal Conference**

A [ ] mandatory [XX ] non-mandatory pre-proposal conference/meeting will be held at **10:30 a.m. on 1 / 7 / 2014 at PHA – Sourcing Department – 3100 Penrose Ferry Road, Philadelphia, PA 19145.**

**B. SERVICE CONTRACT**

**FOR THE PROVISION OF**

**_____**

**PART I – AGREEMENT**

THIS AGREEMENT, made and entered into as of _____ __, 20__, by and between the PHILADELPHIA HOUSING AUTHORITY, a body corporate and politic created under the laws of the Commonwealth of Pennsylvania ("PHA"), whose address is 12 S. 23rd Street, Philadelphia, PA 19103 and _____ ("Contractor"), a _____, organized and existing under the laws of _____, whose address is _____.

WITNESSETH:

WHEREAS, PHA desires to retain the services of Contractor and Contractor desires to provide such services to PHA; and

WHEREAS, by Resolution No. _____, adopted on _____ the Executive Director is authorized to conclude and execute a contract.

NOW THEREFORE, in consideration of the mutual covenants set forth herein, the parties agree as follows:

**1.** SERVICE TO BE PERFORMED.

(a) Contractor agrees to perform the services described in the Solicitation No. _____, known as _____ and Contractor's proposal, both made part of this Agreement.

(b) This Contract shall be for an initial contract period of ___ (_) year(s) with an additional _____ (_) ___-year option periods, to be exercised solely at the discretion of PHA. The initial contract period will commence on _____ __, 20__, and will continue until _____ __, 20__, unless work is completed or terminated pursuant to this Contract.

**2.** COMPENSATION.

PHA will pay Contractor at the rate of $_____, with total payment not to exceed $_____ for the initial contract period of ___ (_) year(s), $_____ if PHA exercises the first ____(__)-year option period, $_____ if PHA exercises the second (_) ___-year option period, and $_____ if PHA exercises the third (_) ___-year option period. Such payment will be made monthly and upon receipt and approval of an itemized invoice, as set forth in Section 2 of the PHA General Terms and Conditions of this



SAMPLE

Agreement, including but not limited to the use of Electronic Funds transfer through the Automated Clearing House, at the option of PHA. .

**3.** COMPLIANCE WITH APPLICABLE STATUTES, ORDINANCES AND REGULATIONS

Contractor shall comply with all applicable Federal, State, county and city statutes, ordinances and regulations, including those pertaining to wages, hours and conditions of employment.

**4.** GOVERNING LAW.

This Agreement shall be governed by the laws of the Commonwealth of Pennsylvania, and all actions hereunder shall be brought in Pennsylvania.

**5.** CONTRACT COMPOSITION.

The following documents are hereby incorporated by reference, and constitute the Contract. Contractor acknowledges receipt of all listed documents. If there is any conflict between the documents of this Contract, then the following order of precedence shall govern:

Addendum Number ____ dated _____ __, 20___.

Addendum Number ____ dated _____ __, 20___.

Services Contract;

HUD Standard Terms & Conditions

Statement of Work

PHA Special Terms & Conditions

PHA Standard Terms & Conditions

Solicitation Number _____, ____ dated _____ __, 20___, and entitled _____.

Contractor's proposal and Best and Final Offer (if requested) as accepted by the PHA.

Affirmative Action requirements

Instructions to Proposers

Representations, Certifications, and other statements to Proposers

SAMPLE

**6.** PRIOR AGREEMENT SUPERSEDED.

This Agreement constitutes the sole Agreement of the parties and supersedes any prior understandings or written or oral agreements between the parties respecting the within subject matter.

IN WITNESS WHEREOF, each of the parties hereto has caused this Agreement to be duly executed as of the date first above written.

CONTRACTOR

WITNESS:

_____ BY:_____

Name:_____

(AUTHORIZED REPRESENTATIVE)

WITNESS: PHILADELPHIA HOUSING AUTHORITY

_____ BY:_____

Name:_____

CONTRACTING OFFICER

SAMPLE

# STATEMENT OF WORK
# ARCHITECTURAL AND ENGINEERING SUPPORT SERVICES
# SOLICITATION NUMBER P-004321

## I. OVERVIEW

The Philadelphia Housing Authority is seeking proposals from qualified architectural and engineering firms to provide various architectural, design and engineering support services to PHA for projects involving every aspect of PHA's operations.

PHA intends to award multiple indefinite delivery/indefinite quantity (IDIQ) contracts. The services of the successful Firms will be utilized on an as-needed basis for carrying out specific assignments. A minimum number of assignments are not guaranteed.

The contract term will be for one (1) year base year with two (2) option years. It is anticipated that the total value of a base year contract will vary from $100,000 to $2,000,000. The amount of each award will be based on the range of assignments that PHA perceives a firm is capable of handling.

PHA reserves the right to procure supplies or services on behalf of its affiliated entities, instrumentalities and subsidiaries including several limited partnerships (Related Entities). In such case, PHA will generally advise the contractor that the contract or task\delivery order is being issued on behalf of a Related Entity and provide any special instructions. However, failure of PHA to do so does not negate the contractor's obligation to provide the supply or service ordered.

Contract award will be made to Pre-qualified Firms only. Although not a condition to submitting a proposal, it is strongly advised that a pre-qualification application be obtained, completed, and returned to PHA's Pre-Qualification Division prior to the submission of a proposal. Applications may be obtained from the Pre-Qualification Division, 3100 Penrose Ferry Road, Philadelphia, PA 19145; Tel: 215-684-8562.

Proposals should be prepared in accordance with the instructions contained within this RFP and should remain valid for 120 days.

## II. MINIMUM QUALIFICATIONS

Offerors must meet the minimum qualifications listed below:

1. Branch office in the City of Philadelphia preferred.

2. Proposing Firm and Subconsultants must be licensed in the Commonwealth of Pennsylvania to practice architecture, engineering, or their related disciplines.

3. At least five (5) years of experience in design of multi-family housing.

4. Sufficient experience and knowledge of government and/or publicly-financed construction.

5. Knowledge and/or experience with Philadelphia single family, "twin", duplex, row house and residential low-rise and high-rise construction, including Philadelphia zoning and building codes.

6. Knowledge and/or experience with HUD row house and residential low-rise and high-rise design and construction requirements.

7. Experienced with LEED and Enterprise Green Community requirements and projects and a have a LEED Accredited Professional on his/her team.

8. Each Offeror and its "Team" shall, at a minimum, consist of the following disciplines: Architectural, Sustainability, Structural, Civil, Mechanical, Plumbing, and Electrical. Other disciplines, which would indicate a firm's capability to handle a full range of assignments, would include Landscaping, Environmental, Estimating, Market Analysis, Interior Design, Elevators, Roofing, Food Service, Accessibility, and Independent Third Party Commissioning Agent.

## III. INSTRUCTION TO OFFERORS

Inquiries: Offerors are instructed to contact only the solicitation issuing office for any inquiries concerning this RFP. All correspondence must be submitted in writing and emailed to Vanessa Martin, Contract Specialist at vanessa.martin@pha.phila.gov.

To be eligible for evaluation, Offerors must submit a complete response to this RFP by providing the requested information in the format below. Proposal submissions shall be submitted in two separate sealed envelopes labeled as **Volume 1** and **Volume II**. Provide one (1) original and six (6) copies of each Volume and an electronic copy of the entire submission on CD.

Contents and Format: Each proposal submission must include sufficient information to allow PHA to verify all of the Offeror's claims of meeting the RFP requirements. All Offerors shall submit the information in the following order:

| VOLUME I | |
|---|---|
| | Mandatory Submission Checklist |
| 1 | Cover Page |
| 2 | Table of Contents |
| 3 | Letter of Interest |
| 4 | Technical Qualifications<br>▪ Qualifications of Firm/Project Team<br>▪ Work Experience<br>▪ Capacity and Capability to Perform<br>▪ Last five (5) completed design projects<br>▪ Past Performance<br>▪ Additional Data and Attachments ( if applicable) |
| 5 | Section H – pages H-2 through H-4 |
| 6 | Certifications and Representations of Offers (Section I) |
| 7 | Affirmative Action (Section J) |
| 8 | Section 3 Program (Section K) |
| 9 | Exceptions to PHA's Contract Terms and Conditions |
| **VOLUME II** | |
| 10 | Section H – Cost/Pricing – pages H-1a through H-1c |

**Volume I**

Please submit the Mandatory Submission Checklist.

1. Cover Page: Solicitation Number and title of the solicitation.

2. Table of Contents: The Table of Contents must clearly identify the proposal section/subsection and the applicable page numbers.

3. Letter of Interest: Letter of Interest/Firm profile regarding the history and attributes of the firm.

   A. Firm name, address, telephone number
   B. Parent firm name (if applicable)
   C. Year established
   D. Type of ownership (corporate, partnership, etc.)
   E. Indicate business classification (small, disadvantaged, minority and/or Women Business Enterprise, etc.) if applicable
   F. Names and titles of principals
   G. Total personnel, by discipline

4. Technical Qualifications

   A. Qualifications of Firm/Project Team

      i. Provide an organizational chart with the composition of the Team including sub-consultants identifying the Project Coordinator.

      ii. Provide the resumes of each project team member indicating their educational background, work experience and area of expertise along with copies of any professional licenses, certifications and etc.

      iii. Provide evidence of current A/E license registered in the Commonwealth of Pennsylvania and evidence of Errors and Omissions insurance.

   B. Work Experience

      i. Provide a narrative description of the firm/project team's experience in performing services similar in scope as those being requested in this RFP.

      ii. Provide a narrative description of your work experience specifically with the LEED and Enterprise Green Community requirement.

      iii. Provide information on the last five (5) completed design projects. Information to include owner's project budget, final design cost, start and completion dates.

   C. Capacity and Capability to Perform

i. Indicate relationship of the firm/project team's current work load to the projected workload of this project.

ii. Provide information regarding the firm/project team's capability to meet schedules, budget and project administrative requirements.

iii. Indicate project team members to be assigned and their specific roles.

iv. Provide a list of your software capabilities.

D. Past Performance

i. Ensure a minimum of three (3) "Past Performance Surveys" **(Attachment 1)** are completed by the person/entity identified as a reference in Section H (page H-2) and submitted along with your proposal submission. References listed shall demonstrate experience in providing similar services.

E. Additional Data & Attachments

i. Material and data not specifically requested for evaluation but which the Offeror wishes to submit may be included, but only in the "Additional Data" section.

4. Section H (pages H-2 through H-4)

5. Certifications and Representations of Proposers (Section I): Submit Section I of this solicitation package.

6. Affirmative Action Plan (Section J): PHA is committed to maximize the utilization of Certified MBEs and WBEs in all PHA contracts and subcontracts. This participation is a Rating Factor to be used in the proposal evaluation.

   Include a narrative describing how the firm intends to meet the Affirmative Action goals for MBE/WBE participation for this effort. Include with your proposal submission a copy of the certification for MBE/WBE.

7. Section Three (Section K): The PHA Resident Training and Employment Policy (Section 3) requires contractors and Subcontractors to provide opportunities for Resident employment and training to the greatest extent feasible. The successful Proposer(s) will be required to confirm that they are committed to complying with PHA's Section 3 goals.

Include a narrative describing how the company intends to meet the Section Three goals for this effort.

8. Exceptions: PHA will not consider any exceptions that are not submitted by an Offeror unless they are presented at the time of proposal submission.

**Volume II**

9. Proposal Form (Section H pages H-1a thru H-1c): All Offerors shall submit billing rates for all job classifications.
   1. Direct Labor Costs - Hourly rates for each job classification.
   2. Overhead Rate (Audited) – All proposers shall include in their proposal the overhead rate that will be charged. Also, all special conditions governing when a lower overhead rate will apply should be clearly stated. It shall be understood that this rate includes all clerical costs and sub-consultant mark-ups.
   3. Maximum Profit Rate – All proposers shall include in their proposal the percentage of profit that will be charged.

# STATEMENT OF WORK
# ARCHITECTURAL AND ENGINEERING SUPPORT SERVICES
# SOLICITATION NUMBER P-004321

## IV. SCOPE OF SERVICES

It is expected that the services to be provided shall include, but not necessarily be limited to the following:

**I. Professional Services**

A. Pre-Design
1. Predesign Services/Project Administration
2. Disciplines Coordination and Document Checking
3. Agency Consulting Review/Approval
4. Coordination of Owner supplied Data
5. Programming
6. Sustainable Design Strategies
7. Commissioning strategies
8. Existing Facilities Surveys
9. Physical Needs Assessment
10. Accessibility Evaluation
11. Project Development Scheduling
12. Project Budgeting
13. Presentations, including Photorealistic Renderings, to
    a. PHA Staff
    b. Other Government Agencies
    c. Community Meetings
    d. Miscellaneous
14. Site Analysis
    a. Project Administration
    b. Site Analysis and Selection
    c. Site Development Planning
    d. Detailed Site Utilization Studies
    e. On-site Utility Studies
    f. Off-site Utility Studies
    g. Environmental Studies and Reports – including Phase I & II Assessments
    h. Zoning Processing Assistance
15. Master Planning
    a. Inclusion of Retail, Commercial, and Housing
    b. Coordination with City Agencies
    c. Coordination with Neighborhood Groups
    d. Market Analysis Studies
    e. Feasibility Studies
    f. Graphic and Electronic Presentations
    g. Mapping using ARC GIS 9.3
16. Low Income Tax Credit Application Documentation
17. Other Available Grants Application Documentation

B. Design

1. Schematic Design
   a. Project Administration
   b. Disciplines Coordination and Document Checking
   c. Agency Consulting Review/Approval
   d. Coordination of Owner Supplied Data
   e. Architectural Design Documentation
   f. Accessibility Compliance and Design Documentation
   g. Structural Design Documentation
   h. Mechanical Design Documentation
   i. Electrical Design Documentation
   j. Civil Design Documentation
   k. Landscape Design Documentation
   l. Interior Design Documentation
   m. Sustainable Design Documentation
   n. Commissioning
   o. Materials Research
   p. Outline Specifications
   q. Project Development Scheduling
   r. Cost Estimate
   s. Graphic and Electronic Presentations
   t. Photorealistic Renderings
2. Design Development
   a. Project Administration
   b. Discipline Coordination and Document Checking
   c. Agency Consulting Review/Approval
   d. Coordination of Owner Supplied Data Reviews
   e. Architectural Design Documentation
   f. Accessibility Design Documentation
   g. Structural Design Documentation
   h. Mechanical Design Documentation
   i. Electrical Design Documentation
   j. Civil Design Documentation
   k. Landscape Design Documentation
   l. Interior Design Documentation
   m. Sustainable Design Documentation
   n. Commissioning
   o. Materials Research
   p. Detailed Specifications
   q. Project Development Scheduling
   r. Cost Estimate
   s. Graphic and Electronic Presentations

3. Construction Documents
   a. Project Administration
   b. Disciplines Coordination and Document Checking
   c. Agency Consulting Review/Approval
   d. Coordination of Owner Supplied Data/Reviews
   e. Architectural Design Documentation

f. Accessibility Design Documentation
g. Structural Design Documentation
h. Mechanical Design Documentation
i. Electrical Design Documentation
j. Civil Design Documentation
k. Landscape Design Documentation
l. Interior Design Documentation
m. Sustainable Design Documentation
n. Commissioning
o. Materials Research
p. Final Specifications
q. Project Development Scheduling
r. Cost Estimate
s. Presentations

C. Construction

1. Bidding/Negotiation
   a. Project Administration
   b. Disciplines Coordination/Document Checking
   c. Agency Consulting Review/Approval
   d. Coordination of Owner supplied Data/Reviews
   e. Bidding Materials
   f. Addenda
   g. Bidding Negotiation Assistance
   h. Analysis of Alternates/Substitutions
   i. Special bidding services
   j. Bid Evaluation
   k. Construction Contract Agreement Evaluation
2. Construction Contract Administration
   a. Project Administration
   b. Disciplines Coordination Document Checking
   c. Agency Consulting Review/Approval
   d. Coordination of Owner supplied Data/Reviews
   e. Maintenance and Operational Programming
   h. Start-up Assistance
   i. Field Clarifications
   h. Record Drawings
   i. Warranty Review
   j. Post-construction Evaluation
   k. Submittal/ shop drawing review

D. Supplemental Services

1. Special Studies
2. Coordination with Non-Design Professionals
3. Historic Preservation
4. Environmental Reviews under 24 CFR Part 50, 51, 55 and 58
   a. To document that our HUD funded projects are not harming the environment and that the environment is not impacting our projects
   b. 24 CFR Part 50 -- HUD Review Documentation
   c. 24 CFR Part 51 – Documentation Including
      o » Historic Preservation Analysis

- o » Manmade Hazards
- o » Noise
- o » Explosives and Thermal
- o » Runway Clear Zones

d. 24 CFR Part 55 -- Floodplains & Wetlands Protection

e. 24 CFR Part 58 – Assisting with Local Government Review

5. Archeological Services
6. Special Discipline Consultation
7. Model Construction
8. Public Relations Services
9. Electronic Format Presentations
10. ALTA Surveys:

    a. ALTA survey of existing conditions, underground utilities, easements, lot zoning, subdivision and lot consolidation plans, complete individual parcel subdivision plans, prepare storm water management plan(s) in accordance with PADEP, PWD and other authorities' requirements (including any percolation tests that are necessary),
    b. Prepare a draft ALTA Survey of the proposed development based on the final subdivision plans during design
    c. Prepare an as-built ALTA Survey after construction completion with ALTA survey endorsement.

## II. Software Requirements

1. Autocad Architecture 2012 or newer
2. Adobe Photoshop CS 8.0
3. Adobe Acrobat 9 or newer
4. Arc Gis 9.3
5. Microsoft Office 2010
6. Microsoft Project 2010

## III. Task Order Example (See Section F for Task Order procedures)

A typical Task Order for general work to be done by a Consultant could include, and is not limited to, any of the following:

### 1. Master Planning

Creation of an overall master plan for the target area including retail, commercial, public housing, affordable housing, and or market-rate housing and both rental and home ownership opportunities.

Preparation of an overall development strategy, including identification of immediate, intermediate, and long-range development opportunities. Include costs, feasibility, market analysis, time frames associated with each development opportunity recommended and areas that may require more in-depth planning.

Incorporate within the Master Plan the development of any buildings slated for demolition or scheduled to be demolished.

PHA will supply, when available, copies of existing base maps, master plans, studies, reports and documents. The Design Team will verify this existing information for accuracy and provide updated base maps, calculations and conditions.

Planning presentation format should use both two-dimensional and computer aided graphic techniques. Planning presentations shall include maps, photorealistic renderings, and any other documents that will clarify and define the intent of the planning and design.

Preparation of a comprehensive Powerpoint presentation or other format of the study is required as part of these services.

Market Analysis Study as it relates to the Development Area shall be performed as part of the services.

Upon completion of the Master Plan and PHA's approval, the Design Professional may be requested to provide drawings, specifications, and other materials as required for compliance with the guidelines and regulations of the awarding entity. This information shall include, but not be limited to, the following:

Program Refinement:

a. Descriptive narratives of the progression and events leading to the presented program and the overall refinement from the original Master Plan intent.
b. Final development analysis, data and charts for number housing units, commercial space, rental, ownership and mix, and refinement of the Market Study.

Design Documents:

a. *Location Plan*: General vicinity Map of Area.
b. *Site Plan* (indication boundaries, property lines, structures, streets, traffic direction, specific site features, contours, utilities, local business and districts, schools, church's, etc as it relates to the entire development.
c. *Site Section*: section through a significant area of the site, illustrating the slope and general environment of building relationships to public areas.
d. *Floor Plans*: for all proposed unit types.
e. *Building Elevations*: Elevations as they relate to the Building Types including all street elevations, rear elevations, and side elevations
f. *Building Sections*: Typical cross section showing the design intent and basic construction materials. Cross sections through stairs, elevator shafts, and features showing the relationship between spaces

g. *Specification:* Outline Specifications in accordance with CSI Format
h. *Cost Estimate*: Preliminary cost estimate from an independent Consultant. The estimate must adhere to the funding source guidelines, categorization and format.

**2. Preliminary Investigation(s)**

The Consultant shall furnish surveys describing physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The grades and lines of streets, alleys, pavements and adjoining properties and structures; adjacent drainage, rights-of -way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions and necessary data pertaining to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

The Consultant shall furnish the services of geotechnical engineers when such services are requested by PHA, or deemed necessary by the Consultant. Such services may include but are not limited to test borings, test pits, determinations of soil bearing values, percolation tests, resistivity tests, including necessary operations for anticipating subsoil conditions, with reports and appropriate professional recommendations.

The Consultant shall furnish structural, mechanical, chemical, air and water pollution tests, tests for hazardous materials, and other laboratory and environmental tests, inspections and reports required by law or HUD.

The Consultant shall furnish sustainable design specialists when such services are requested by PHA, or deemed necessary by the Consultant. Such services may include but are not limited to geothermal heating/cooling technology, photovoltaic solar panels, solar panels for domestic hot water, green roofs, rainwater harvesting and storm water management. The Consultant shall retain an independent third party commissioning agent, when requested by PHA, who shall be an integral part of the design team starting at the pre-design phase.

The Consultant will also be responsible for the following additional items:

a. Furnishing a study of adjacent land uses.
b. Identifying any other existing development encumbrances.
c. Identifying any and all regulatory requirements (including, without limitation, the Fair Housing Accessibility Guidelines, the Americans with Disabilities Act Accessibility, and the Uniform Federal Accessibility Standards Guidelines).

d. Engaging in non-destructive analysis to assess and evaluate the condition of any existing buildings scheduled for rehabilitation.
e. Remaining informed in regards to the progress of the subsurface investigations and if any condition is found which would make it advisable to alter the scope of investigation or the nature of the Project and make timely reports and recommendations to PHA.

**3. Schematic Design**

The Consultant shall provide a preliminary evaluation of the PHA's program, schedule and construction budget requirements as they correlate. The Consultant shall also review with PHA alternative approaches to design and construction of the Project.

The Consultant shall prepare and deliver the Schematic Design Documents consisting of drawings and other documents illustrating the scale and relationship of Project components to PHA within the time specified. These documents shall constitute a presentation of the overall concept of the Project, including all major elements of buildings and site design. They shall include, as applicable to the work, the following:

a. Site plan(s) showing location of all buildings, general grading arrangement, surface drainage, site improvements, pedestrian and vehicular circulation, parking and recreational facilities, and preliminary layouts for utility services.

b. A schedule of building types, unit distribution, and bedroom count shown on the site plan, including identification of units designed for the handicapped and elderly use, identified separately.

c. Scale plans for all buildings and typical dwelling units showing correspondingly scaled furniture in livable arrangements.

d. Wall sections (including foundations) and elevations sufficient to serve the intended work.

e. Statement on foundation design coordinated with subsurface soil investigation findings.

f. A statement of estimated construction cost covering all work designed or specified by the Consultant representing his best judgement as a design professional familiar with the construction industry. It is recognized, however, that neither the Consultant nor PHA has control over the cost of labor, materials or equipment, over the Contractor's methods of determining bid prices, or over competitive bidding, market or negotiating conditions. Accordingly, the Consultant cannot and does not warrant or represent that bids or negotiated prices will not vary from PHA's Project budget or from any estimate of Construction Cost or evaluation prepared or agreed to by the Architect. The Consultant shall estimate construction costs according to the

prevailing market conditions of the local construction market. This estimate, as approved by PHA, herein called the Estimated Project Construction Cost, shall show separately the major components of the work; site improvements, dwelling structures, dwelling equipment, non-dwelling structures and non-dwelling equipment by line item.

g. An outline specification in the CSI Format for Sections 1 through 33, identifying potential architectural materials, systems and equipment and their criteria and quality standards consistent with the concept design. Outline specifications shall include sustainable products and commissioning criteria in compliance with PHA Green Guidelines.

**4. Low Income Housing Tax Credit and Grant Application Services**

At any time during the Master planning and schematic design process PHA may request documentation from the Consultant for the submission of a 4% or 9% Low Income Housing Tax Credit Application or other available grants or the combination of those which shall require preparation of site plan, floor plans, elevations, wall sections, detailed cost estimate, Market study, certifications, and other documents. The Consultant shall be expected to work closely with PHA staff to meet all time schedules and deliverables requirements in accordance with the grant application thresholds, criteria, and guidelines.

**5. Design Development**

Upon PHA's approval of the Schematic Design, the Architect shall develop Design Development Documents in sufficient detail to firmly establish the features of the Project. Plans, details and scales shall precisely illustrate the various living areas, auxiliary use areas, materials, and equipment, as well as site and utility installations, and shall be prepared within the schedule as approved by PHA. Such plans shall be consistent with approved Schematic Documents, Outline Specifications, and updated Estimated Project Construction Cost. The Design Development Documents shall include specifications that identify major materials and systems and establish in general their quality levels.

The Consultant shall provide a complete set of drawings and specifications with sufficient details so as to permit the award of a construction contract using the standard competitive sealed bid procedures for the designated scope at a price that does not exceed the Estimated Project Construction Cost as set forth below. When the lowest received bid for the construction contract exceeds the Estimated Project Construction Cost, PHA shall direct the Architect to modify the drawings, specifications, and contract documents, at no cost to PHA, to permit contract award within the funding limitation. PHA must approve all such changes prior to rebidding the project.

The Consultant shall promptly advise the Contracting Officer if it finds that the project being designed will, or is likely to, exceed the funding limitations or, in the worst case, if he/she is unable to design a usable facility within the funding limitations. Upon receipt of such information, PHA shall review the Architect's revised estimate of the construction cost. PHA may, if it determines that the Estimated Project Construction Cost in this contract is so low that award of a construction contract not in excess of such estimate is improbable, authorize a change in scope or materials as required to reduce the Estimated Project Construction Cost to an amount within the estimated construction contract price, or PHA may adjust such Estimated Project Construction Cost, based on the budgeting or additional funds for the work

The Consultant shall design the Project to conform to applicable Federal, State and Local laws, codes, ordinances, regulations and standards as modified by any waivers which may be obtained from the appropriate jurisdictions.

The Consultant shall avoid the use of proprietary construction systems, materials, or products that would limit competition, except where justified and authorized by PHA.

The Consultant shall not add or delete from the approved development budget any items without prior written approval from PHA and any necessary Government agency or department.

**6. Construction Documents and Bid Solicitation**

Upon completion and approval of Design Development Documents and the updated Estimated Project Construction Cost and the receipt of PHA's written Notice to Proceed, the Consultant shall prepare and deliver the Construction Documents within PHA's defined schedule. The Construction Documents shall set forth in detail the requirements of for construction of the Project. The Construction Documents shall include Drawings and Specifications that establish in detail the quality levels of materials and systems required for the Project. The Construction Documents shall be consistent with the Estimated Project Construction Cost.

Construction Drawings shall include, at a minimum, detailed floor plans with dimensions; general building sections showing spatial relationships between major features and passing through staircases; all available wall sections; details at every change in plane of the building envelop illustrating flashing, roofing, wall cladding, weeping, roof slopes, drainage, intersection of materials, etc. such details shall be inclusive of all building components and shall have a scale large enough to facilitate identification of all components.

The Consultant, following PHA's approval of the Construction Documents and of the final Estimated Project Construction Cost, shall assist PHA in obtaining bids or negotiated proposals and assist in awarding and preparing contracts for construction.

The Consultant shall reproduce, or cause to be reproduced, twenty sets (20) of Construction Documents, unless otherwise specified, which shall include all sets necessary for approvals, construction, records, and complete sets of approved construction documents to be reproduced for construction solicitation purposes. The cost of reproducing these documents shall be included in the Consultant's reimbursable fees.

Prior to issuance of the construction solicitation, the Consultant shall have submitted to all necessary agencies all documents required for approval for any features thereof. If obtaining such approvals would require compliance with the new criteria, the Architect shall promptly notify PHA in writing. The cost of any such review fees shall be borne by the Consultant.

The solicitation documents shall include all changes that may be recommended by PHA and the Consultant to keep the Project improvements within the approved budget. Such changes shall require the approval of PHA and HUD before competitive procurement.

As a general rule, the Architect shall prepare the construction solicitation documents in such form and manner as to enable PHA to solicit separate bids and award separate contracts for different projects. PHA's standard procurement format shall be used for same.

The Consultant shall promptly make all changes in the construction solicitation documents necessary to obtain approval of the agencies described above without additional compensation or reimbursement; provided that if, subsequent to the date of receiving PHA's Notice to Proceed with preparation of the documents, revisions in applicable building codes or other regulations required changes and added expense to the Architect, this shall be paid for as an Additional Service.

The Consultant shall furnish certification to PHA that the construction solicitation documents, to the best of its knowledge, are in compliance with the above terms and conditions. If any agency, as referred to above is unwilling or without authority to give written approval prior to formal application for construction permits, then the Consultant shall so report in the certification to PHA and state therein that, to the best of the Consultant's knowledge and belief, the documents as submitted will meet the approval of such agency or agencies. Also under this Contract, the Consultant shall be required to certify that, to the best of its knowledge, all drawings and specifications accurately reflect and meet the design criteria.

The Consultant shall assist in the review and tabulation of bids, and the Architect shall make recommendations to PHA in writing regarding acceptance of bid and award of the contract.

If the Bidding Phase has not commenced within 90 days after the Consultant submits the Construction Documents to PHA, any Project budget or fixed limit of Construction Cost shall be adjusted to reflect changes in the general level of prices in the construction industry between the date of submission of the Construction Documents and the date on which proposals are sought.

If a fixed limit of Construction Cost (adjusted as provided above) is exceeded by the lowest bona fide bid, PHA shall:

1. Give written approval of an increase in such fixed limit.
2. Authorize rebidding of the Project within a reasonable time.
3. Cooperate with the Architect in revising the Project scope and quality as required to reduce the Construction Cost.
4. Take other reasonable measures as provided for in this contact.

If PHA chooses to proceed, the Consultant, without additional charge, shall modify the Contract Documents as necessary to comply with the fixed limit, if established as a condition of this Agreement. The modification of Contract Documents shall be the limit of the Consultant's responsibility arising out of the establishment of a fixed limit. The Consultant shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

**7. Construction Phase Administration of the Construction Contract**

The Consultant's responsibility to provide Basic Services for the Construction Phase under this Agreement commences with the award of the Contract for Construction and terminates at the earlier of the issuance to PHA of the final Certificate for Payment or 60 days after the date of Substantial Completion of the Work.

Duties, responsibilities, and limitations of authority of the Consultant shall not be restricted, modified or extended without written agreement of PHA and the consent of the Consultant; which consent shall not be unreasonably withheld.

The Consultant shall visit the site at intervals appropriate to the stage of construction to become generally familiar with the progress and quality of the Work and to determine in general if the Work is being completed in accordance with the Contract Documents. These on-site visits shall also be the basis by which the Architect shall keep PHA informed of the progress and quality of the Work, guard PHA against defects and deficiencies in the Work, and determine the correctness of all the Construction Contractor's Applications for Payment.

Based on the Consultant's observations as noted above he shall be responsible for evaluating the Construction Contractor's Applications

for Payment and certifying that all work is completed as indicated and the amounts due the Construction Contractor are correct.

The Consultant's certification of the Application for Payment shall constitute a representation to PHA that the Work has progressed to the point indicated, and that to the best of the Architect's knowledge, information, and belief, the quality of the Work is in accordance with the Contract Documents. Such certification shall be based on the Architect's observations at the site and on the data comprising the Construction Contractor's Application for Payment. The foregoing representations are subject to an evaluation of the Work for conformance to the Contract Documents upon Substantial Completion, to results of subsequent tests and inspections, to minor deviations from the Contract Documents correctable prior to completion, and to any specific qualifications expressed by the Construction Contractor. The issuance of a Certificate for Payment shall further constitute a representation that the Construction Contractor is entitled to payment in the amount certified. The issuance of a Certificate for Payment shall be a representation that the Consultant has (1) made the necessary on-site inspections to check the quality and quantity of the Work; (2) reviewed construction means, methods, techniques, sequences and procedures; and (3) reviewed copies of requisitions received from Subcontractors and material suppliers and other data requested by PHA to substantiate the Construction Contractor's right to payment. The Architect shall not be responsible to ascertain how or for what purpose the Construction Contractor has used money paid on account of the Contract Sum.

The Consultant shall have the authority to reject Work that does not conform to the Contract Documents. Whenever the Consultant considers it necessary or advisable for implementations of the intent of the Contract Documents, the Consultant will have authority to require additional inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not such Work is fabricated, installed or completed. However, this authority shall not give rise to a duty or responsibility of the Consultant to the Construction Contractor, Subcontractors, material and equipment suppliers, their agents or employees, or other persons performing portions of the Work.

The Consultant shall review and approve or take other appropriate action upon the Construction Contractor's submittals, such as Shop Drawings, Product Data and Samples, for the purpose of checking for conformance with information given and design concept expressed in the Contract Documents. The Consultant's actions shall be taken with reasonable promptness so as to cause no delay in the Work or in the construction of PHA or of separate Construction Contractors, while allowing sufficient time (in the Architect's professional judgment) to permit adequate review. The Architect's approval of a specific item shall not indicate approval of an assembly of which that item is a component.

The Consultant shall review Change Orders for PHA's approval and execution, and shall have authority to order minor changes in the Work not involving an adjustment in the Contract Sum or an extension of the Contract Time.

The Consultant shall conduct inspections to determine the date of Substantial Completion and the date of final completion.

The Consultant shall interpret and decide matters concerning performance of PHA and the Construction Contractor under the requirements of the Contract Documents on written request of either PHA or the Construction Contractor. The Consultant's response to such requests shall be made with reasonable promptness and within any time limits agreed upon.

After completion of construction, the Consultant shall make visits to the site prior to the expiration of the guarantee period specified in the main Construction Contract to inspect for evidence of faulty materials and faulty workmanship. The Consultant shall be required to make no more than two additional visits as PHA may request, within twelve months after completion of construction. The Consultant shall ensure that one inspection is of landscaping or similar seasonal items that may not be completed at the same time as other work;

The Consultant shall advise PHA of special problems and/or changes necessitated by unforeseen conditions encountered in the course of construction.

The Consultant shall prepare a set of reproducible record drawings (as-built drawings) for submittal to PHA from markup drawings provided by the Construction Contractor, showing significant changes in the work made during construction and other data furnished by the Construction Contractor. These Drawings shall be made available to PHA in electronic format.

The Consultant shall assist in the final inspection and properly prepare and sign the Certificate of Substantial Completion on HUD's Certificate of Completion;

## VII. Accessibility Requirements

Where substantial rehabilitation is involved, the successful Proposer(s) shall fully address the accessibility requirements of Section 504 of the Rehabilitation Act of 1973 in determining the repairs to be made on a HUD owned property. The Uniform Federal Accessibility Standards (UFAS) is the current HUD standard for accessibility under Section 504, but should HUD adopt ADAAG during the time of this Contract all Proposers shall be expected to coordinate their work accordingly. Also it is to be noted that local and/or state requirements may prevail in certain instances.

## VIII. Lead – Based Paint

Lead – Based Paint surveys and abatement plans shall comply with the Lead – Based Paint guidance, available to the Consultant from HUD. In accordance with 24 CFR Part 35, subpart E – "Elimination of Lead – Based Paint Hazards in Federally Owned Properties Prior to sale for Residential Habitation", for structures constructed prior to sale 1978 testing for Lead – Based Paint shall be conducted and abatement measures developed as determined appropriate by the tests. Until testing guidelines are published for 24 CFR Part 35, Subpart E, such testing shall be conducted in accordance with Lead – Based Paint; Interim Guidelines for Hazard Identification and Abatement In Public and Indian Housing, published in the Federal Register April 18, 1990.

## IX. Asbestos

Where initial field inspections determine that it appears that Asbestos Containing Material (ACM) is present the successful Proposer shall obtain the services of a Certified Industrial Hygienist (CIH) to inspect and confirm the existence, location and level of asbestos. The inspection shall include recommendations for alternatives to mitigate the asbestos if the inspection confirms its presence. The contractor and the CIH should be guided in the ACM-related inspections and recommendations thereto by HUD's Asbestos Policy.

## X. Requirements for Subconsultants changes

From time to time the successful proposer may find it necessary or prudent to change the composition of its team of participating sub-consultants. The reasons for such changes may be the need for additional sub-consultants, the inability of a sub-consultant to perform satisfactorily, or a change in a sub-consultant's situation that renders it unable to participate. PHA, throughout the term of the contract, will consider changes in sub-consultant participation for approval. Of course, in making changes the successful proposer must remain cognizant of WBE/MBE participation goals contained in the contract.

PHA will require a brief description of any newly proposed sub-consultant describing its prior experience performing similar work, a list of position titles and responsibilities, resumes of key personnel, the firm's cost structure, a statement regarding whether the firm is or is not a city certified MBE/WBE and assurance that the firm is not debarred from participating in Federally funded contracts.

PHA will either approve or disapprove all new sub-consultants in writing. Approvals or disapprovals will be issued by PHA's Contracting Officer after consultation with technical staff, either as a separate letter of approval or as part of a proceed order.

## XI. General Notes

The Consultant(s) shall maintain professional liability insurance with a minimum coverage of $1,000,00.00 on a claim's made basis.

Security for Consultant's, and subconsultant's, personnel during field visits and/or surveys is the responsibility of the Consultant.

For the duration of the work, the Consultant shall provide the services of a qualified project coordinator.

Copies of all records, reports, field logs, and supporting information produced by the Consultant shall be submitted to PHA upon completion of each phase. All Drawings and Specifications shall be provided to PHA in electronic format (AutoCad and MS Word) at the conclusion of each Task Order.

# PAST PERFORMANCE SURVEY

Email replies to: vanessa.martin@pha.phila.gov

**PHILADELPHIA HOUSING AUTHORITY**
**CONTRACTS AND PROCUREMENT DEPARTMENT**
Past Performance Survey
Solicitation #-P-004321
Architectural and Engineering Support Services

**CLIENT INFORMATION**

☐ Commercial Client ☐ Government Client

**Client Name:** _____

**Client Address:** _____

_____ _____ _____
**City** **State** **Zip Code**

**Project Name:** _____ **Total Project Value:** _____

| **Performance Period:** | **Teaming Partner(s):** |
|---|---|
| **Government or Commercial Project Manager Contact**<br>Name: _____<br>Title: _____<br>Phone number: _____<br>Fax number: _____<br>E-mail address: _____ | **Alternate Government or Commercial Project Manager Contact**<br>Name: _____<br>Title: _____<br>Phone number: _____<br>Fax number: _____<br>E-mail address: _____ |

**SPECIFIC PERFORMANCE**

**Instructions:** This part consists of open-ended questions to determine the scope, complexity, and relevance of the project to the current requirement. Please answer the questions concisely and to the best of your knowledge.

1. Describe the overall project type the contractor provided.

2. Describe the end goal/end product and result.

3. Describe the long-term program development involved in performing this task.

4. Describe the level of planning and staffing contractor was required to perform and if they met the contracts exceptions.

5. Describe the average timeline involved in completing this project and if contractor met that timeline within reason.

**PHILADELPHIA HOUSING AUTHORITY**
**CONTRACTS AND PROCUREMENT DEPARTMENT**
Past Performance Survey
Solicitation #-P-004321
Architectural and Engineering Support Services

## PAST PERFORMANCE RATINGS

Please answer each of the following questions with a rating that is based on objective measurable performance indicators to the maximum extent possible. Comments to support ratings may be noted on last page. The Government will assess an overall past performance rating for each reference contacted. The overall ratings of each reference will then be combined to arrive at a final past performance rating that will be assigned points based upon the following rating scheme:

**RATINGS ARE DEFINED AS FOLLOWS:**

| Definition | Description |
|---|---|
| **Excellent** | The Contractor demonstrates an excellent performance level in all categories. There have been no performance problems and the Contractor has demonstrated initiative to enhance/exceed contractual requirements and objectives. The Contractor also has maintained an excellent Contractor/Government relationship throughout contract performance |
| **Good** | There are no quality of service problems; no cost/price issues; and no delays. Responses to inquiries and technical/service administrative issues are consistently effective and responsive. Non-conformance does not impact achievement of contract requirements. |
| **Acceptable** | Non-conformances are minor and have little impact in achievement of contract requirements, requires minor intervention by Government personnel to resolve issues. |
| **Marginal** | Non-conformances are impacting achievement of contract requirements, requires substantial intervention by Government personnel to resolve issues. |
| **Unacceptable** | Non-conformances are compromising the achievement of contract requirements, despite substantive intervention by Government personnel. |

## PART 1: GENERAL PERFORMANCE

**INSTRUCTIONS: PLEASE CHECK THE APPROPRIATE RATING**

| Quality of Service | Excellent | Good | Acceptable | Marginal | Unacceptable | N/A |
|---|---|---|---|---|---|---|
| **1.** Compliance with contract requirements | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| **2.** Accuracy of Reports | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| **3.** Effectiveness of Personnel | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| **4.** Technical Excellence | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| **5.** Record of conforming to specifications and standards of good workmanship | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| **6.** Ability to provide services nationwide, including small and rural communities | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

| Cost Control | Excellent | Good | Acceptable | Marginal | Unacceptable | N/A |
|---|---|---|---|---|---|---|
| **1.** Record of forecasting and controlling target costs | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| **2.** Current, accurate, and complete billings | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| **3.** Relationship of negotiated costs to actual | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| **4.** Cost efficiencies | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

| Timeliness of Performance | Excellent | Good | Acceptable | Marginal | Unacceptable | N/A |
|---|---|---|---|---|---|---|
| **1.** Met interim milestones | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| **2.** Reliability | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| **3.** Responsive to technical direction | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| **4.** Completed on time including wrap up | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| **5.** Met delivery schedules | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| **6.** Amount of Liquidated Damages (Excellent=Low or None, Unacceptable= High) | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| **Business Relations** | **Excellent** | **Good** | **Acceptable** | **Marginal** | **Unacceptable** | **N/A** |

| | | | | | | |
|---|---|---|---|---|---|---|
| **1.** Effective Management, including subcontracts | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| **2.** Reasonable/cooperative behavior | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| **3.** Responsive to contract requirements | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| **4.** Notification of problems | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| **5.** Flexibility | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| **6.** Pro-active vs. Reactive | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| **7.** Effective small/small disadvantage business subcontracting program | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| **8.** History of staff turnover | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

| **Customer Satisfaction** | **Excellent** | **Good** | **Acceptable** | **Marginal** | **Unacceptable** | **N/A** |
|---|---|---|---|---|---|---|
| **1.** Commitment to customer satisfaction | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| **2.** Would you recommend selection of this firm again? | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| **3.** Overall Rating of Contractor | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

**ADDITIONAL COMMENTS:**

| |
|---|
| |

_____ _____

**Name and Signature of Reference** **Date**

## D. TERMS & CONDITIONS

## SECTION I HUD STANDARD TERMS & CONDITIONS

### 1. Definitions

The following definitions are applicable to this Contract:

(a) "PHA" or "Authority" or "Housing Authority" means the Philadelphia Housing Authority.

(b) "Contract" means the contract entered into between the Authority and the Contractor. It includes the contract form, the Certifications and Representations, these contract clauses, and the scope of work. It includes all formal changes to any of those documents by addendum, Change Order, or other modification.

(c) "Contractor" means the person or other entity entering into the Contract with the Authority to perform all of the work required under the Contract.

(d) "Day" means calendar days, unless otherwise stated.

(e) "HUD" means the Secretary of Housing and Urban development, his delegates, successors, and assigns, and the officers and employees of the United States Department of Housing and Urban Development acting for and on behalf of the Secretary.

### 2. Changes

(a) PHA may at any time, by written order, and without notice to the sureties, if any, make changes within the general scope of this Contract in the services to be performed or supplies to be delivered.

(b) If any such change causes an increase or decrease in the hourly rate, the not-to-exceed amount of the Contract, or the time required for performance of any part of the work under this Contract, whether or not changed by the order, or otherwise affects the conditions of this Contract, PHA shall make an equitable adjustment in the not-to-exceed amount, the hourly rate, the delivery schedule, or other affected terms, and shall modify the Contract accordingly.

(c) The Contractor must assert its right to an equitable adjustment under this clause within 30 days from the date of receipt of the written order. However, if PHA decides that the facts justify it, PHA may receive and act upon a proposal submitted before final payment of the Contract.

(d) Failure to agree to any adjustment shall be a dispute under clause Disputes, herein. However, nothing in this clause shall excuse the Contractor from proceeding with the Contract as changed.

(e) No services for which an additional cost or fee will be charged by the Contractor shall be furnished without the prior written consent of PHA.

### 3. Termination for Convenience and Default

(a) PHA may terminate this Contract in whole, or from time to time in part, for PHA's convenience or the failure of the Contractor to fulfill the Contract obligations (default). PHA shall terminate by delivering to the Contractor a written Notice of Termination specifying the nature, extent,

and effective date of the termination. Upon receipt of the notice, the Contractor shall: (i) immediately discontinue all services affected (unless the notice directs otherwise); and (ii) deliver to PHA all information, reports, papers, and other materials accumulated or generated in performing this Contract, whether completed or in process.

(b) If the termination is for the convenience of PHA, PHA shall be liable only for payment for services rendered before the effective date of the termination.

(c) If the termination is due to the failure of the Contractor to fulfill its obligations under the Contract (default), PHA may (i) require the Contractor to deliver to it, in the manner and to the extent directed by PHA, any work as described in subparagraph (a)(ii) above, and compensation shall be determined in accordance with the Changes clause, paragraph 2, above; (ii) take over the work and prosecute the same to completion by contract or otherwise, and the Contractor shall be liable for any additional cost incurred by PHA; and (iii) withhold any payments to the Contractor, for the purpose of off-set or partial payment, as the case may be, of amounts owed to PHA by the Contractor.

(d) If, after termination for failure to fulfill Contract obligations (default), it is determined that the Contractor had not so failed, the termination shall be deemed to have been effected for the convenience of PHA, and the Contractor shall be entitled to payment as described in paragraph (b) above.

(e) Any disputes with regard to this clause are expressly made subject to the terms of clause titled Disputes herein.

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

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

(b) The Contractor agrees to include in first-tier subcontracts under this Contract a clause substantially the same as paragraph (a) above. "Subcontract," as used in this clause, excludes purchase orders not exceeding $10,000.

(c) The periods of access and examination in paragraphs (a) and (b) above for records relating to: (i) appeals under the clause titled Disputes; (ii) litigation or settlement of claims arising from the performance of this Contract; or, (iii) costs and expenses of this Contract to which PHA, HUD, or Comptroller General or any of their duly authorized representatives has taken exception shall continue until disposition of such appeals, litigation, claims, or exceptions.

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

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

**6. Energy Efficiency**

The Contractor shall comply with all mandatory standards and policies relating to energy efficiency which are contained in the energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub.L. 94-163) for the State of Pennsylvania.

**7. Disputes**

(a) All disputes arising under or relating to this Contract, including any claims for damages for the alleged breach there of which are not disposed of by agreement, shall be resolved under this clause.

(b) All claims by the Contractor shall be made in writing and submitted to PHA. A claim by PHA against the Contractor shall be subject to a written decision by PHA.

(c) PHA shall, with reasonable promptness, but in no event in more than 60 days, render a decision concerning any claim hereunder. Unless the Contractor, within 30 days after receipt of PHA's decision, shall notify PHA in writing that it takes exception to such decision, the decision shall be final and conclusive.

(d) Provided the Contractor has (i) given the notice within the time stated in paragraph (c) above, and (ii) excepted its claim relating to such decision from the final release, and (iii) brought suit against PHA not later than one year after receipt of final payment, or if final payment has not been made, not later than one year after the Contractor has had a reasonable time to respond to a written request by PHA that it submit a final voucher and release, whichever is earlier, then PHA's decision shall not be final or conclusive, but the dispute shall be determined on the merits by a court of competent jurisdiction.

(e) The Contractor shall proceed diligently with performance of this Contract, pending final resolution of any request for relief, claim, appeal, or action arising under the Contract, and comply with any decision of PHA.

**8. Contract Termination; Debarment**

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

**9. Assignment of Contract**

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

**10. Certificate and Release**

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

**11. Organizational Conflict of Interest**

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

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

(ii) The Contractor's objectivity in performing the Contract work may be impaired.

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

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

(d) The terms of this clause shall be included in all subcontracts and consulting agreements wherein the work to be performed is similar to the service provided by the prime Contractor. The Contractor shall include in such subcontracts and consulting agreements any necessary provisions to eliminate or neutralize conflicts of interest.

**12. Inspection and Acceptance**

(a) PHA has the right to review, require correction, if necessary, and accept the work products produced by the Contractor. Such review(s) shall be carried out within 30 days so as to not impede the work of the Contractor. Any product of work shall be deemed accepted as submitted if PHA does not issue written comments and/or required corrections within 30 days from the date of receipt of such product from the Contractor.

(b) The Contractor shall make any required corrections promptly at no additional charge and return a revised copy of the product to PHA within 7 days of notification or a later date if extended by PHA.

(c) Failure by the Contractor to proceed with reasonable promptness to make necessary corrections shall be a default. If the Contractor's submission of corrected work remains unacceptable, PHA may terminate this Contract (or the task order involved) or reduce the Contract price or cost to reflect the reduced value of services received.

**13. Interest of Members of Congress**

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

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

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

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

(a) Definitions. As used in this clause:

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

"Covered Federal Action" means any of the following Federal actions: (i) The awarding of any Federal contract; (ii) The making of any Federal grant; (iii) The making of any Federal loan; (iv) The entering into of any cooperative agreement; and, (v) The extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. Covered Federal action does not include receiving from an agency a commitment providing for the United States to insure or guarantee a loan.

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

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

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

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

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

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

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

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

(b) Prohibition.

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

(ii) The prohibition does not apply as follows:

(1) Agency and legislative liaison by Own Employees.

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

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

(c) The following agency and legislative liaison activities are permitted at any time only where they are not related to a specific solicitation for any covered Federal action: (1) Discussing with an agency (including individual demonstrations) the qualities and characteristics of the person's products or services, conditions or terms of sale, and service capabilities; and, (2)

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

(d) The following agency and legislative liaison activities are permitted where they are prior to formal solicitation of any covered Federal action: (1) Providing any information not specifically requested but necessary for an agency to make an informed decision about initiation of a covered Federal action; (2) Technical discussions regarding the preparation of an unsolicited proposal prior to its official submission; and (3) Capability presentations by persons seeking awards from an agency pursuant to the provisions of the Small Business Act, as amended by Public Law 95-507 and other subsequent amendments.

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

(2) Professional and technical services.

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

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

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

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

(c) Requirements imposed by or pursuant to law as a condition for receiving a covered Federal award include those required by law or regulation, or

reasonably expected to be required by law or regulation, and any other requirements in the actual award documents.

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

(3) Selling activities by independent sales representatives.

The prohibition on the use of appropriated funds, in subparagraph (b)(i) of this clause, does not apply to the following selling activities before an agency by independent sales representatives, provided such activities are prior to formal solicitation by an agency and are specifically limited to the merits of the matter: (i) Discussing with an agency (including individual demonstration) the qualities and characteristics of the person's products or services, conditions or terms of sale, and service capabilities; and (ii) Technical discussions and other activities regarding the application or adaptation of the person's products or services for an agency's use.

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

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

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

**16. Equal Employment Opportunity**

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

(a) The Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin.

(b) The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to (1) employment; (2) upgrading; (3) demotion; (4) transfer; (5) recruitment or recruitment advertising; (6) layoff or termination; (7) rates of pay or other forms of compensation; and (8) selection for training, including apprenticeship.

(c) The Contractor shall post in conspicuous places available to employees and applicants for employment the notices to be provided by the Contracting Officer that explain this clause.

(d) The Contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.

(e) The Contractor shall send, to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, the notice to be provided by the Contracting Officer advising the labor union or workers' representative of the Contractor's commitments under this clause, and post copies of the notice in conspicuous places available to employees and applicants for employment.

(f) The Contractor shall comply with Executive Order 11246, as amended, and the rules, regulations, and orders of the Secretary of Labor.

(g) The Contractor shall furnish all information and reports required by Executive Order 11246, as amended and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto. The Contractor shall permit access to its books, records, and accounts by the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(h) In the event of a determination that the Contractor is not in compliance with this clause or any rule, regulation, or order of the Secretary of Labor, this Contract may be canceled, terminated, or suspended in whole or in part, and the Contractor may be declared ineligible for further Government contracts, or federally assisted construction contracts under the procedures authorized in Executive Order 11246, as amended. In addition, sanctions may be imposed and remedies invoked against the Contractor as provided in Executive Order 11246, as amended, the rules, regulations, and orders of the Secretary of Labor, or as otherwise provided by law.

(i) The Contractor shall include the terms and conditions of this clause in every subcontract or purchase order unless exempted by the rules, regulations, or orders of the Secretary of Labor issued under Executive Order 11246, as amended, so that these terms and conditions will be binding upon each subcontractor or vendor. The Contractor shall take such action with respect to any subcontractor or purchase order as the Secretary of Housing and Urban Development or the Secretary of Labor may direct as a means of enforcing such provisions, including sanctions for noncompliance; provided that if the Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.

**17. Dissemination or Disclosure of Information**

The Contractor shall not disseminate or disclose information or material to the general public, the news media, or any person or organization without prior express written approval by PHA.

**18. Contractor's Status**

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

## 19. Other Contractors

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

## 20. Liens

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

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

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

(b) The parties to this Contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement section 3. As evidenced by their execution of this Contract, the parties to this Contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.

(c) The Contractor agrees to send to each labor organization or representative of workers with which the Contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the Contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

(d) The Contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The Contractor will not subcontract with any subcontractor where the Contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.

(e) The Contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the Contractor is selected but before the Contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 135 require employment opportunities to be directed, were not filled to circumvent the Contractor's obligations under 24 CFR Part 135.

(f) Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this Contract for default, and debarment or suspension from future HUD assisted contracts.

**22. Procurement of Recovered Materials**

(a) In accordance with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, the Contractor shall procure items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition. The Contractor shall procure items designated in the EPA guidelines that contain the highest percentage of recovered materials practicable unless the Contractor determines that such items: (1) are not reasonably available in a reasonable period of time; (2) fail to meet reasonable performance standards, which shall be determined on the basis of the guidelines of the National Institute of Standards and Technology, if applicable to the item; or (3) are only available at an unreasonable price.

(b) Paragraph (a) of this clause shall apply to items purchased under this Contract where: (1) the Contractor purchases in excess of $10,000 of the item under this Contract; or (2) during the preceding Federal fiscal year, the Contractor: (i) purchased any amount of the items for use under a contract that was funded with Federal appropriations and was with a Federal agency or a State agency or agency of a political subdivision of a State; and (ii) purchased a total of in excess of $10,000 of the item both under and outside that contract.

# E. TERMS & CONDITIONS

## SECTION II. PHA STANDARD TERMS & CONDITIONS

## 1. Minimum Acceptance Period

a. "Acceptance period," as used in this provision, means the number of calendar days available to PHA for awarding a contract from the date specified in this solicitation for receipt of proposals.

b. PHA requires a minimum acceptance period of **120** calendar days. If the award is delayed by a required approval of another governing agency, then the acceptance period shall be 150 days.

c. A proposal allowing less than the PHA's minimum acceptance period will be rejected.

## 2. Billing and Payment

a. The Contractor shall submit invoices to the PHA as provided pursuant to the terms of this Contract. Invoices must show the type of service performed and the amount charged to the Contract during the billing period. PHA's billing address is:

Philadelphia Housing Authority
Attn: Contract Administration
P.O. Box 8737
Philadelphia, PA 19104-9742

b. PHA shall exert its best efforts to pay the Contractor within forty-five (45) days of receipt of an accurate/uncontested invoice, given fulfillment of deliverable(s), and if Contractor is in compliance with all Contract terms and conditions. PHA reserves the right to withhold payment for performance deficiencies.

**c. PHA will apply a 2% discount on all invoices paid within 15 days after receipt of an acceptable invoice or full amount if paid after 15 but within 45 days.**

d. No interest shall be payable to the Contractor from PHA for delayed progress or final payment.

e. Payment for services rendered under this Contract shall be on a Fixed Price basis for each individual Task Order and shall be pre-negotiated and agreed to by the Consultant and PHA prior to work starting. The authorization for the Consultant to incur costs shall occur after Contracting Officer has consulted with PHA technical staff and issued a written Purchase Order that is uniquely numbered and descriptive. All invoices and other correspondence will reference that specific P.O. thereafter. Verbal or written direction to commence by other than the Contracting Officer shall not be accepted by the Consultant nor binding upon PHA.

f. The successful proposer shall invoice PHA monthly, based upon percentage completion of each item of work within a given Task Order (i.e. program development, preliminary design, design development, construction documents, etc.).

g. If certain unforeseen expenditures are required by the Consultant in the performance of his work in behalf of the PHA such as tests for PCB's ACM, LBP, Percolation Tests, Borings, etc.; the Consultant shall obtain three (3) bids for each proposed expenditure. These bids shall be submitted to the PHA for approval prior to authorization to commence work. The costs for these expenditures shall be paid by PHA without any mark-up or allowance to the Consultant.

h. Reimbursables will be negotiated on a project-by-project basis and shall be made part of each Task Order Proposal.

## 3. PHA Option for Payment by Electronic Funds Transfer

a. At PHA's option:

   i. All payments by PHA under this Contract shall be made by electronic funds transfer (EFT) except as provided in paragraph (a)(ii) of this clause. As used in this clause, the term EFT refers to the funds transfer and may also include the payment information transfer.

   ii. In the event PHA is unable to release one or more payments by EFT, the Contractor agrees to either (1) Accept payment by check or some other mutually agreeable method of payment; or (2) Request PHA to extend payment due dates until such time as PHA makes payment by EFT (but see paragraph (d) of this clause).

b. Mandatory submission of Contractor's EFT information.

   i. The Contractor is required to provide PHA with the information required to make payment by EFT (see paragraph (j) of this clause). The Contractor shall provide this information directly to the office designated in this Contract to receive that information (hereafter: designated office) within 10 days after award of the Contract. If not otherwise specified in this Contract, the payment office is the designated office for receipt of the Contractor's EFT information. If more than one designated office is named for the Contract, the Contractor shall provide a separate notice to each office. In the event that the EFT information changes, the Contractor shall be responsible for providing the updated information to the designated office(s).

   ii. If the Contractor provides EFT information applicable to multiple contracts, the Contractor shall specifically state the applicability of this EFT information in terms acceptable to the designated office.

   However, EFT information supplied to a designated office shall be applicable only to contracts that identify that designated office as the office to receive EFT information for that contract.

c. Mechanisms for EFT payment. PHA may make payment by EFT through either the Automated Clearing House (ACH) network, subject to the rules of the National Automated Clearing House Association, or the Fedwire Transfer System. The rules governing Federal payments through the ACH are contained in 31 CFR Part 210.

d. Suspension of payment.

   i. PHA is not required to make any payment under this Contract until after receipt, by the designated office, of the correct EFT payment information from the Contractor. Until receipt of the correct EFT information, any invoice or contract financing request shall be deemed not to be a proper invoice for the purpose of prompt payment under this Contract. The prompt payment terms of the Contract regarding notice of an improper invoice and delays in accrual of interest penalties apply.

   ii. If the EFT information changes after submission of correct EFT information, PHA shall begin using the changed EFT information no later than 30 days after its receipt by the designated office to the extent payment is made by EFT. However, the Contractor may request that no further payments be made until the updated EFT information is implemented by the payment office. If such suspension would result in a late payment under the prompt payment terms of this Contract, the Contractor's request for suspension shall extend the due date for payment by the number of days of the suspension.

e. Liability for uncompleted or erroneous transfers.

   i. If an uncompleted or erroneous transfer occurs because PHA used the Contractor's EFT information incorrectly, PHA remains responsible for (1) Making a correct payment; (2) Paying any prompt payment penalty due; and (3) Recovering any erroneously directed funds.

   ii. If an uncompleted or erroneous transfer occurs because the Contractor's EFT information was incorrect, or was revised within 30 days of Government release of the EFT payment transaction instruction to the Federal Reserve System, and (1) If the funds are no longer under the control of the payment office, PHA is deemed to have made payment and the Contractor is responsible for recovery of any erroneously directed funds; or (2) If the funds remain under the control of the payment office, PHA shall not make payment and the provisions of paragraph (d) shall apply.

f. EFT and prompt payment. A payment shall be deemed to have been made in a timely manner in accordance with the prompt payment terms of this Contract if, in the EFT payment transaction instruction released to the Federal Reserve System, the date specified for settlement of the payment is on or before the prompt payment due date, provided the specified payment date is a valid date under the rules of the Federal Reserve System.

g. EFT and assignment of claims. If the Contractor assigns the proceeds of this Contract as provided for in the assignment of claims terms of this Contract, the Contractor shall require as a condition of any such assignment, that the assignee shall provide the EFT information required by paragraph (j) of this clause to the designated office, and shall be paid by EFT in accordance with the terms of this clause. In all respects, the requirements of this clause shall apply to the assignee as if it were the Contractor. EFT information that shows the ultimate recipient of the transfer to be other than the Contractor, in the absence of a proper assignment of claims acceptable to PHA, is incorrect EFT information within the meaning of paragraph (d) of this clause.

h. Liability for change of EFT information by financial agent. PHA is not liable for errors resulting from changes to EFT information provided by the Contractor's financial agent.

i. Payment information. The payment or disbursing office shall forward to the Contractor available payment information that is suitable for transmission as of the date of release of the EFT instruction to the Federal Reserve System. PHA may request the Contractor to designate a desired format and method(s) for delivery of payment information from a list of formats and methods the payment office is capable of executing. However, PHA does not guarantee that any particular format or method of delivery is available at any particular payment office and retains the latitude to use the format and delivery method most convenient to PHA. If PHA makes payment by check in accordance with paragraph (a) of this clause, PHA shall mail the payment information to the remittance address in the Contract.

j. EFT information. The Contractor shall provide the following information to the designated office. The Contractor may supply this data for this or multiple contracts (see paragraph (b) of this clause). The Contractor shall designate a single financial agent per contract capable of receiving and processing the EFT information using the EFT methods described in paragraph (c) of this clause.

   i. The contract number (or other procurement identification number).

   ii. The Contractor's name and remittance address, as stated in the Contract(s).

   iii. The signature (manual or electronic, as appropriate), title, and telephone number of the Contractor official authorized to provide this information.

   iv. The name, address, and 9-digit Routing Transit Number of the Contractor's financial agent.

   v. The Contractor's account number and the type of account (checking, saving, or lockbox).

vi. If applicable, the Fedwire Transfer System telegraphic abbreviation of the Contractor's financial agent.

vii. If applicable, the Contractor shall also provide the name, address, telegraphic abbreviation, and 9-digit Routing Transit Number of the correspondent financial institution receiving the wire transfer payment if the Contractor's financial agent is not directly on-line to the Fedwire Transfer System; and, therefore, not the receiver of the wire transfer payment.

## 4. Notices

a. Any notice to or demand upon the Contractor shall be considered given if delivered at the office of the Contractor as stated on the signature page of the Contract or at such place or other address as he may designate, in writing, to the Authority.

b. All papers required to be delivered to PHA, unless otherwise specified in writing to the Contractor, shall be sent to:

Attn: Contracting Officer
Philadelphia Housing Authority
3100 Penrose Ferry Road
Philadelphia, PA 19145

c. All Contractor notices, demands, requests, instructions, approvals, claims, etc., must be made in writing to PHA. No oral communications will be considered binding under the terms of this Contract.

## 5. Option to Extend Term of Contract

PHA may extend the term of this Contract through exercise of option year(s), if any, by written notice to the Contractor.

## 6. Option to Extend Services

PHA may require continued performance of any services within the limits and at the rates specified in the Contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. This option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within ten (10) days prior to the expiration of the Contract.

## 7. Contract Modifications

a. Only the Contracting Officer has authority to modify any term or condition of this Contract. Any contract modification shall be authorized in writing.

b. PHA may modify the Contract unilaterally (1) pursuant to a specific authorization stated in a Contract clause; or (2) for administrative matters which do not change the rights or responsibilities of the parties. All other Contract modifications shall be in the form of supplemental agreements signed by the Contractor and the Contracting Officer.

## 8. Hold Harmless

The Contractor shall hold PHA harmless from and indemnify PHA against any and all claims, demands and actions based upon or arising out of any activities performed by the Contractor and its employees and agents pursuant to the Contract and shall, at the request of PHA, defend any and all actions brought against PHA based upon any such claims or demands.

## 9. Suspension of Work

a. The Contracting Officer may order the Contractor, in writing, to suspend, delay, or interrupt all or any part of the work of this Contract for the period of time that the Contracting Officer determines appropriate for the convenience of PHA.

b. If the performance of all or any part of the work is, for an unreasonable period of time, suspended, delayed, or interrupted (1) by an act of the Contracting Officer in the administration of this Contract, or (2) by the Contracting Officer's failure to act within the time specified in this Contract (or within a reasonable time if not specified), an adjustment shall be made for any increase in the cost of performance of this Contract (excluding profit) necessarily caused by the unreasonable suspension, delay, or interruption, and the Contract modified in writing accordingly. However, no adjustment shall be made under this clause for any suspension, delay, or interruption to the extent that performance would have been so suspended, delayed, or interrupted by any other cause, including the fault or negligence of the Contractor, or for which an equitable adjustment is provided for or excluded under any other term or condition of this Contract.

c. A claim under this clause shall not be allowed (1) for any costs incurred more than 20 days before the Contractor shall have notified the Contracting Officer in writing of the act or failure to act involved (but this requirement shall not apply as to a claim resulting from a suspension order), and (2) unless the claim, in an amount stated, is asserted in writing as soon as practicable after the termination of the suspension, delay, or interruption, but not later than the date of final payment under the Contract.

## 10. Default

If the Contractor refuses or fails to prosecute the work, or any separable part thereof, with the diligence that will insure its completion within the time specified in this Contract, or any extension thereof, or fails to complete said work within this time, the Contracting Officer may, by written notice to the Contractor, terminate the right to proceed with the work (or separable part of the work) that has been delayed. In this event, PHA may take over the work and complete it, by contract or otherwise, and may take possession of and use any materials, equipment, and plant on the work site necessary for completing the work. The Contractor and its sureties shall be liable for any damage to PHA resulting from the Contractor's refusal or failure to complete the work within the specified time, whether or not the Contractor's right to proceed with the work is terminated. This liability includes any increased costs incurred by the PHA in completing the work.

## 11. Contractor Claims

In the event of a controversy or claim arising from the Contract, the Contractor must, within six months after the cause of action accrues, file a written claim with the Contracting Officer for a determination. The claim shall state all grounds upon which the Contractor asserts a controversy exists. If the Contractor fails to file a claim or files an untimely claim, the Contractor is deemed to have waived its right to assert a claim in any forum. The Contracting Officer shall review timely-filed claims and issue a determination in accordance with the "Disputes" clause in Terms and Conditions, Section I, Article 7.

## 12. Contractor Integrity

a. Definitions

i. Confidential Information means information that is not public knowledge, or available to the public on request, disclosure of which would give an unfair, unethical, or illegal advantage to another desiring to contract with PHA.

ii. Consent means written permission signed by a duly authorized officer or employee of PHA, provided that where the material facts have been disclosed, in writing, by prequalification, bid, proposal, or contractual terms, PHA shall be deemed to have consented by virtue of execution of this agreement.

iii. Contractor means the individual or entity that has entered into this agreement with PHA, including directors, officers, partners, managers, key employees, and owners of more than a five percent interest.

iv. Financial Interest means: (1) ownership of more than a five percent interest in any business; or (2) holding a position as an officer, director, trustee, partner, employee, or the like, or holding any position of management.

v. Gratuity means any payment of more than nominal monetary value in the form of cash, travel, entertainment, gifts, meals, lodging, loans, subscriptions, advances, deposits of money, services, employment, or contracts of any kind.

b. The Contractor shall maintain the highest standards of integrity in the performance of this agreement and shall take no action in violation of state or federal laws, regulations, or other requirements that govern contracting with PHA.

c. The Contractor shall not disclose to others any confidential information gained by virtue of this agreement.

d. The Contractor shall not, in connection with this or any other agreement with PHA, directly or indirectly, offer, confer, or agree to confer any pecuniary benefit on anyone as consideration for the decision, opinion, recommendation, vote, other exercise of discretion, or violation of a known legal duty by any officer or employee of PHA.

e. The Contractor shall not, in connection with this or any other agreement with PHA, directly or indirectly, offer, give, or agree or promise to give to anyone any gratuity for the benefit of or at the direction or request of any officer or employee of PHA.

f. Except with the consent of PHA, neither the Contractor nor anyone in privity with him or her shall accept or agree to accept from, or give or agree to give to, any person, any gratuity from any person in connection with the performance of work under this agreement except as provided therein.

g. Except with the consent of PHA, the Contractor shall not have a financial interest in any other contractor, subcontractor, or supplier providing services, labor, or material on this project.

h. The Contractor, upon being informed that any violation of these provisions has occurred or may occur, shall immediately notify PHA in writing.

i. The Contractor, by execution of this agreement and by the submission of any bills or invoices for payment pursuant thereto, certifies and represents that he or she has not violated any of these provisions.

j. The Contractor, upon the inquiry or request of PHA, HUD, the Inspector General of the Commonwealth or any agents or representatives of PHA, HUD or the Inspector General of the Commonwealth, shall provide, or if appropriate, make promptly available for inspection or copying, any information of any type or form deemed relevant by PHA, HUD or the Inspector General of the Commonwealth to the Contractor's integrity or responsibility, as those terms are defined by federal and state statutes, regulations, or management directives. Such information may include, but shall not be limited to, the Contractor's business or financial records, documents or files of any type or form which refer to or concern this agreement. Such information shall be retained by the Contractor for a period of three years beyond the termination of the Contract unless otherwise provided by law.

k. For violation of any of the above provisions, PHA may terminate this and any other agreement with the Contractor, claim liquidated damages in an amount equal to the value of anything received in breach of these provisions, claim damages for all expenses incurred in obtaining

another contractor to complete performance hereunder, and debar and suspend the Contractor from doing business with PHA. These rights and remedies are cumulative, and the use or nonuse of any one shall not preclude the use of all or any other. These rights and remedies are in addition to those PHA may have under law, statute, regulation, or otherwise.

## 13. Subcontracts

a. There shall be no subcontracting without the prior written consent of the Contracting Officer.

b. The PHA may, without claim for extra cost by the Contractor, disapprove any subcontractor for cause on the basis of its own determination or because the proposed subcontractor is suspended or debarred by the U.S. Government, the Commonwealth of Pennsylvania or PHA.

c. The Contractor shall cause provisions to be inserted in all subcontracts to bind subcontractors to the terms of this Contract (including Affirmative Action provisions) insofar as they are applicable to the work of the subcontractor.

d. Nothing contained in the Contract shall create any contractual relation between any subcontractor and PHA.

## 14. Subcontracting with Small and Minority Firms, and Women's Business Enterprise

The Contractor shall take the following steps to assure that, whenever possible, subcontracts are awarded to small and minority firms, and women's business enterprises by:

a. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

b. Assuring that small and minority businesses and women's business enterprises are solicited whenever possible;

c. 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;

d. Establishing delivery schedules, where the requirements of the Contract permit, which encourage participation by small and minority businesses and women's business enterprises; and

e. Using the services and assistance of the U.S. Small Business Administration, the Minority Business Development Agency of the U.S. Department of Commerce, and state and local governmental small business agencies.

## 15. Contractor Conflicts

The Contractor, its employees, agents and subcontractors shall not, during the term of this Contract, undertake any employment or engagement or, except as required by law, perform any act or allow any omission, which may result in a conflict with any of their respective obligations under this Contract. A conflict includes, but is not limited to engagement by a third party to review, comment or critique PHA work in the same or similar areas as reflected in this Contract's scope of work. In the event Contractor, its agents, or subcontractors are called upon under a purported requirement of law to do or omit anything that may be in violation of the foregoing, the Contractor shall give the PHA Contracting Officer sufficient advance written notice thereof to allow the matter to be contested by PHA.

## 16. Permits and Licenses

If any permits, licenses or other approvals are necessary for the performance of this Contract, then the Contractor shall obtain all such permits, licenses or approvals, including use of patents, trademarks or copyrights, at no extra charge to PHA.

## 17. Rights in Data and Copyrights

a. Except as provided elsewhere in this clause, PHA shall have unlimited rights in data first produced in the performance of this Contract; form, fit, and function data delivered under this Contract; data delivered under this Contract (except for restricted computer software) that constitute manuals or instructional and training material for installation, operation, or routine maintenance and repair of items, components, or processes delivered or furnished for use under this Contract; and all other data delivered under this Contract unless provided otherwise for limited rights data or restricted computer software.

b. The Contractor shall have the right to: use, release to others, reproduce, distribute, or publish any data first produced or specifically used by the Contractor in the performance of this Contract, unless provided otherwise in this clause; protect from unauthorized disclosure and use those data which are limited rights data of restricted computer software to the extent provided in this clause; substantiate use of, add or correct limited rights, restricted rights, or copyright notices and to take other appropriate action in accordance with this clause; and establish claim to copyright subsisting in data first produced in the performance of this Contract to the extent provided below.

c. For data first produced in the performance of this Contract, the Contractor may establish, without prior approval of the Contracting Officer, claim to copyright subsisting in scientific or technical articles based on or containing data first produced in the performance of this Contract. The Contractor grants the PHA and others acting on its behalf a paid-up, non-exclusive, irrevocable, worldwide license in such copyrighted data to reproduce, prepare derivative works, distribute copies to the public, and perform or display publicly by or on behalf of the PHA.

d. The Contractor shall not, without the prior written permission of the Contracting Officer, incorporate in data delivered under this Contract any data not first produced in the performance of this Contract and which contains copyright notice, unless the Contractor identifies such data and grants the PHA a license of the same scope as identified in the preceding paragraph.

e. The PHA agrees not to remove any copyright notices placed on data and to include such notices in all reproductions of the data. If any data delivered under this Contract are improperly marked, the Contracting Officer may either return the data to the Contractor, or cancel or ignore the markings.

f. The Contractor is responsible for obtaining from its subcontractors all data and rights necessary to fulfill the Contractor's obligations under this Contract.

g. Notwithstanding any provisions to the contrary contained in any contractor's standard commercial license or lease agreement pertaining to any restricted computer software delivered under this Contract, and irrespective of whether any such agreement has been proposed prior to the award of this Contract or of the fact that such agreement may be affixed to or accompany the restricted computer software upon delivery, the Contractor agrees that the PHA shall have the rights set forth below to use, duplicate, or disclose any restricted computer software delivered under this Contract. The terms and conditions of this Contract, including any commercial lease of licensing agreement, shall be subject to the following procedures.

    i. The restricted computer software delivered under this Contract may not be used, reproduced, or disclosed by PHA except as provided below or as expressly stated otherwise in this Contract.

ii. The restricted computer software may be: used or copied for use in or with the computer(s) for which it was acquired, including use at any PHA location to which such computer(s) may be transferred; used or copied for use in or with backup computer if any computer for which it was acquired is inoperative; reproduced for safekeeping (archives) or backup purposes; modified, adapted, or combined with other computer software, provided that the modified, combined, or adapted portions of the derivative software incorporating any of the delivered, restricted computer software shall be subject to the same restrictions set forth in this Contract; and used or copies for use in or transferred to a replacement computer.

## 18. Royalties and Patents

The Contractor shall pay all royalties and license fees. It shall defend all suits or claims for infringement of any patent rights and shall save PHA harmless from loss on account thereof; except that PHA shall be responsible for all such loss when a particular design, process or the product of a particular manufacturer or manufacturers is specified and the Contractor has no reason to believe that the specified design, process, or product is an infringement. If, however, the Contractor has reason to believe that any design, process or product specified by PHA is an infringement of a patent, the Contractor shall promptly notify the Contracting Officer. Failure to give such notice shall make the Contractor responsible for resultant loss.

## 19. Warranty & Product Documents

a. The Contractor shall submit product data and manufacturer's specifications as required by PHA. Manufacturer's written product and procedures requirements, when approved by PHA, become part of the Contract. PHA reserves the right to reject items not in compliance with the manufacturer's specifications.

b. The Contractor shall submit warranty and guaranty papers along with the manufacturer's data for each product. The adequacy of the documentation is subject to approval by PHA. The Contractor shall be a fully authorized and qualified seller, user or installer of the materials specified and/or approved. The Contractor shall submit proof of certification indicating he is acceptable to the manufacturer.

c. On-Site Delivery

If PHA requires Contractor to deliver goods to a PHA site, then the Contractor's representative shall sign in at the PHA manager's office on-site prior to commencing delivery.

## 20. Insurance

a. Before commencing work, the Contractor and each sub-contractor shall furnish the PHA with certificates of insurance showing the following insurance is in force and will insure all operations under the Contract:

i. Workers' Compensation, in accordance with State or Territorial Workers' Compensation laws and Employers Liability with limits of not less than $500,000.

ii. Commercial General Liability with a combined single limit for bodily injury and property damage of not less than $1,000,000.00 per occurrence/$2,000,000 General Aggregate. This shall cover the use of all equipment, hoists, and vehicles on the site(s) not covered by Automobile Liability under (3) below. If the Contractor has a "claims-made" policy based on Section (e) (5) of this clause, then the following additional requirements apply: the policy must provide a "retroactive date" which must be on or before the execution date of the Contract; and should the policy be canceled on non-renewed, the extended reporting coverage will be purchased to extend coverage to one year after the end of the contract period, limited only by the exhaustion of the policy limits. See PHA Special Terms and Conditions for higher levels of coverage for certain types of purchases.

iii. Automobile Liability coverage on owned, non-owned, and hired auto coverage for motor vehicles used on the site(s) or in connection therewith and with a combined single limit for bodily injury and property damage of not less than $1,000,000.00 per occurrence.

b. All insurance shall be carried with companies which are financially responsible and admitted to do business in the State in which the project is located and have an A.M. Best Rating of A . If any such insurance is due to expire during the Contract period, the Contractor (including subcontractors, as applicable) shall not permit the coverage to lapse and shall furnish evidence of coverage to the Contracting Officer. All certificates of insurance, as evidence of coverage, shall provide that no coverage may be canceled or non-renewed by the insurance company until at least thirty (30) days prior written notice has been given to the Contracting Officer. Such notice must be sent by Certified Mail, Return Receipt Requested, to the Contracting Officer's attention.

c. Additional Insured Requirement: Philadelphia Housing Authority is to be named an "additional insured" on all policies required hereunder except Workers' Compensation, Employer's Liability, and Professional Liability. An endorsement stating the above shall be provided to the PHA by the Contractor prior to the commencement of the work. The General Liability additional insured endorsement shall be provided to PHA.

d. Minimum Scope of Insurance: Coverage should be at least as broad as:

i. Insurance Services Office form number CA 0001 (Ed. 03/06) covering Automobile Liability, Symbol "1" - "any auto".

ii. Workers' Compensation Insurance as required by the Pennsylvania Workers' Compensation Act, with $500,000 limit of liability for Employers Liability Insurance.

e. Other Insurance Provisions: The policies are to contain, or be endorsed to contain, the following provisions:

i. General Liability and Automobile Liability coverages

1) The PHA, its Board of Commissioners, officers, employees and volunteers are to be covered as additional insureds as respects: liability arising out of activities performed or should have been performed by or on behalf of the Contractor; products and completed operations of the Contractor; automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the PHA, its Board of Commissioners, officers, employees or volunteers.

2) The Contractor's insurance coverage shall be primary insurance as respects the PHA, its Board of Commissioners, officers, employees and volunteers. Any insurance or self-insurance maintained by PHA, its Board of Commissioners, officers, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

3) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the PHA, its Board of Commissioners, officers, employees or volunteers.

4) The Contractor's insurance shall apply separately to each insured against whom claim is made or suit brought, except with respect to the limits of the insurer's liability.

5) In each instance, coverage should be provided on an "occurrence" basis, as opposed to a "claims-made" basis. Claims-made coverage will only be accepted in the event that it is verified that occurrence coverage is not available.

Also included in the Commercial General Liability coverage supplied by the Contractor will be Explosion Collapse and Underground Hazard Liability, if applicable.

ii. Workers' Compensation and Employer's Liability Coverage: The Contractor agrees to obtain a waiver from the insurer waiving all rights of subrogation against the PHA, its Board of Commissioners, officers, employees and volunteers for losses arising from work performed by, for, or in behalf of the Contractor for the PHA.

iii. All Coverages: Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the PHA Risk Management Department.

iv. Professional Liability Insurance: If the entity responding to this Request for Proposal will provide architectural, engineering, consulting, construction management, counseling, medical, legal, or professional services, the Contractor shall maintain Professional Liability Insurance.. The minimum limit of liability will be $1,000,000.00 per claim, $2,000,000.00 annual aggregate on an occurrence basis. If suitable coverage cannot be obtained on an occurrence basis, then the Contractor may purchase suitable coverage on a claims-made basis with the retroactive date being on or before the execution date of the Contract. Should such insurance be cancelled, or not renewed, the Contractor agrees to purchase extended reporting coverage which extends the discovery period for at least five (5) years from the date of cancellation. The Contractor also agrees to continue the above coverage for a period of at least five (5) years from the date of completion of the Contract. This coverage shall not have a deductible maximum greater than $10,000.00 per loss. This type of insurance is required for certain types of purchases as defined in PHA Special Terms and Conditions.

f. Deductibles and Self-Insured Retention: Self-insured retentions must be declared to and approved by the PHA. At the option of the PHA, either: The insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the PHA, its Board of Commissioners, officers, employees and volunteers. Verification of Coverage: Contractor shall furnish the PHA with certificates of insurance and with original endorsements affecting coverage required by this clause. The certificate shall include the Contract number and the Development name. These certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the PHA before work commences. Upon renewal of coverages, Contractor must provide new insurance certificates meeting the insurance coverages as indicated above. The PHA reserves the right to require complete, certified copies of all required insurance policies, at any time.

g. Subcontractors: Coverage provided under the applicable Contractor's policies will include coverage for those liabilities incurred through the actions, omissions and activities of all subcontractors. Contractor will cause any subcontractors to carry insurance coverage identical to that of the Contractor as regards perils insured against, scope of coverage, and limits of liability such as for Workers Compensation and Liability Insurance for asbestos and other hazardous types of purchases. When applicable and upon request, certificates of subcontractor's insurance shall be provided to PHA.

h. Binders: Binders are not acceptable as adequate insurance coverage.

## 21. Compliance with Law

The Contractor shall comply with all applicable federal and state laws and regulations and local ordinances in performing its obligations under the Contract.

## 22. Nondiscrimination/Sexual Harassment

a. In the hiring of any employees for the manufacture of supplies, performance of work, or any other activity required under the Contract or any subcontract, the Contractor, subcontractor or any person acting on behalf of the Contractor or subcontractor shall not by reason of gender, race, creed, or color discriminate against any person who is qualified and available to perform the work to which the employment relates.

b. Neither the Contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate against or intimidate any employee involved in the manufacture of supplies, the performance of work or any other activity required under the Contract on account of gender, race, creed, or color.

c. The Contractor and any subcontractors shall establish and maintain a written sexual harassment policy and shall inform their employees of the policy. The policy must contain a notice that sexual harassment will not be tolerated and employees who practice it will be disciplined.

d. The Contractor shall not discriminate by reason of gender, race, creed, or color against any subcontractor or supplier who is qualified to perform the work to which the Contract relates.

e. The Contractor and each subcontractor shall furnish all necessary employment documents and records to and permit access to its books, records, and accounts by the Contracting Officer for purposes of investigation to ascertain compliance with this clause.

f. The Contractor shall include the provisions of this Nondiscrimination/Sexual Harassment clause in every subcontract so that such provisions will be binding upon each subcontractor.

g. PHA may cancel or terminate the Contract, and all money due or to become due under the Contract may be forfeited for a violation of the terms and conditions of this clause. In addition, PHA may proceed with debarment or suspension of the Contractor.

## 23. Americans with Disabilities Act

Contractor shall comply with federal regulations promulgated under the authority of The Americans with Disabilities Act, 28 C. F. R. § 35.101 et seq. The Contractor understands and agrees that no individual with a disability shall, on the basis of the disability, be excluded from participation in this Contract or from activities provided for under this Contract. As a condition of accepting and executing this Contract, the Contractor agrees to comply with the "General Prohibitions Against Discrimination," 28 C. F. R. § 35.130, and all other regulations promulgated under Title II of The Americans With Disabilities Act which are applicable to the benefits, services, programs, and activities provided by PHA through contracts with outside contractors.

## 24. Commonwealth of Pennsylvania Steel Products Procurement Act

a. This project is subject to the provisions of the Steel Products Procurement Act of 1978 (P.L. 6, No. 3) as amended by the Act of July 9, 1984 (P.L. 674, No. 144). All contractors, subcontractors, and material suppliers shall be required to comply with all provisions of this Act.

b. The Contractor shall be required to provide with each Application-Certificate of Payment form an executed copy of the Certification of Compliance with the Steel Products Procurement Act form and additional documentation, including but not limited to, invoices, bills of lading, mill certifications, or other acceptable evidence that the steel products represented on the payment application comply with one or more of the following categories:

   i. That the steel utilized on this project was melted and manufactured in the United States; and/or

   ii. The product contains both foreign and United States steel, and at least seventy-five percent (75%) of the cost of all of the articles, materials, and supplies incorporated in

the product have been mined, produced, or manufactured, as the case may be, in the United States; and/or

iii. The steel product is not produced in the United States in sufficient quantities to meet the requirements of the Contract, and prior written approval to use foreign steel has been obtained from The Pennsylvania State University.

c. Any nonconforming steel products incorporated into the work shall be removed and replaced by the Contractor, at its own expense, with products meeting the requirements of the Act.

d. Willful violation of this Act can result in penalties, including (but not necessarily limited to) prohibition from submitting any bids, or performing any work, or supplying any materials to a public agency for a period five (5) years from the date of the determination that a violation has occurred.

## 25. Applicable Law

The Contract shall be governed by and interpreted and enforced in accordance with the laws of the Commonwealth of Pennsylvania (without regard to any conflict of laws provisions) and the decisions of the Pennsylvania courts. The Contractor consents to the jurisdiction of any court of the Commonwealth of Pennsylvania and any federal courts in Pennsylvania, waiving any claim or defense that such forum is not convenient or proper. The Contractor agrees that any such court shall have in personam jurisdiction over it, and consents to service of process in any manner authorized by Pennsylvania law.

## 26. Provisions Required or Prohibited by Law

Each and every provision of law and clause required by law to be inserted in this Contract shall be deemed to be inserted herein, and this Contract shall be read and enforced as though such provisions were included herein. Any clause in this Contract prohibited by law shall be deemed to be deleted from this Contract, and this Contract shall be read and enforced as though such provision were not included herein.

## 27. Related Entities

PHA reserves the right to procure supplies or services on behalf of its affiliated entities and subsidiaries including but not limited to several limited partnerships ("Related Entities"). Each Related Entity shall have the right to procure such supplies or services directly from Contractor pursuant to this Contract. PHA will generally advise the Contractor that the contract or task/delivery order is being issued on behalf of a Related Entity and provide any special instructions. However, failure of PHA to do so does not negate the Contractor's obligation to provide the supply or service ordered.

## 28. Order of Precedence

Conflicts in the contract documents shall be resolved in accordance with the following order of precedence:

1. Addendum Number ____ dated _____ __, 20___.
2. Addendum Number ____ dated _____ __, 20___.
3. Services Contract;
4. HUD Standard Terms & Conditions
5. Statement of Work
6. PHA Special Terms & Conditions
7. PHA Standard Terms & Conditions
8. Solicitation Number _____, ____ dated _____ __, 20___, and entitled _____.
9. Contractor's proposal and Best and Final Offer (if requested) as accepted by the PHA.
10. Affirmative Action requirements

11. Instructions to Proposers
12. Representations, Certifications, and other statements to Proposers

## 29. Certifications and Representations

In the event that Contractor's certifications and representations set forth in Section I shall at any time cease to be true and correct in all material respects, Contractor shall promptly notify PHA of same, setting fort the particulars and identifying the steps, if any, being taken by Contractor to render such representation or certification to be true and correct in all material respects.

## 30. Taxes

a. Contractor agrees to disclose to PHA all taxes paid pursuant to 72 Pennsylvania Statutes ("P.S.") § 7202 ("Sales Tax") paid by the Contractor in connection with the Contract, including in the Contractor's bid an itemization of Sales Tax expected to be paid in connection with this Contract.

b. Contractor agrees to cooperate fully with PHA in determining which items Contractor purchases pursuant to this Contract are those on which Contractor will pay Sales Tax.

c. Contractor will also cooperate fully with PHA in seeking guidance from the Pennsylvania Department of Revenue ("Department of Revenue") in determining which items are subject to Sales Tax.

d. With respect to any item on which Contractor expects to pay Sales Tax, Contractor agrees to allow PHA the option of purchasing such item directly and to reduce the cost charged to PHA by the amount of Sales Tax Contractor would have paid had Contractor purchased such item.

e. Contractor assigns to PHA all of its right, title and interest in and to any and all refund of Sales Tax Contractor will pay in connection with this Contract and agrees to cooperate fully with PHA in assisting PHA to obtain a refund of any and all Sales Tax Contractor paid in connection with this Contract, including but not limited to:

   i. filing a petition for refund with the Department of Revenue at the request of PHA;

   ii. providing PHA with any receipts or other documentation reasonably requested by PHA in connection with PHA pursuing such refund; and

   iii. testifying at a hearing in connection with the pursuit of such refund.

f. In the event PHA exercises its right under Section e to require Contractor to file a petition for refund of Sales Tax paid, PHA will, at its sole discretion:

   i. determine the manner in which to pursue, and whether to continue pursuing, such refund; and

   ii. select the representative to pursue such refund.

   Further, PHA agrees to pay all fees and costs associated with pursuing such refund, but Contractor agrees that its payment under this Contact constitute full and complete consideration for any assistance Contractor may provide to PHA in pursuing such refund on PHA's behalf. Not later than five days after receipt thereof, Contractor agrees to pay to PHA any amount of Sales Tax refund received by Contractor in connection with a refund of Sales Tax paid in connection with this Contract.

g. Contractor agrees to purchase, but not pay Sales Tax on, every item that qualifies as 'building machinery and equipment' (as defined in 72 P.S. § 7201(pp)) by providing Contractor's vendor with a properly completed exemption certificate (REV-1220) within sixty days of the purchase of each such item. Contractor further agrees that it shall include on line 7 of such exemption certificate the following statement: Property or services qualify as 'building machinery and equipment' and will be transferred pursuant to a construction contract to a tax-exempt organization. Further, if any purchase of items by Contractor includes both Sales Tax exempt

'building machinery and equipment' and otherwise taxable property, Contractor agrees to maintain records sufficient to permit the Department of Revenue to ascertain whether the items purchased were in fact 'building machinery and equipment.'

h. Contractor agrees to be solely responsible for any Sales Tax assessed on any item Contractor purchased pursuant to this Contract and further agrees to indemnify PHA for any Sales Tax PHA is subsequently assessed by the Department of Revenue with respect to any item Contractor purchased in connection with this Contract and on which Contractor did not pay Sales Tax.

## 31. Public Disclosure

After the award of a contract pursuant to this RFP, all proposal submissions are subject to disclosure in response to a request for public records made under the Pennsylvania Right-to-Know-Law, 65 P.S. § 67.101, et seq. If a proposal submission contains confidential proprietary information or trade secrets, a signed written statement to this effect must be provided with the submission in accordance with 65 P.S. § 67.707(b) for the information to be considered exempt under 65 P.S. § 67.708(b)(11) from public records requests.

# F. TERMS & CONDITIONS

## SECTION III. PHA SPECIAL TERMS & CONDITIONS

### 1. Term Of The Contract

The term of the Contract shall consist of a one (1) year base period with two (2) one-year option periods to extend services. This term includes the performance period of all task orders or purchases released under the contract. Contract options may be exercised early if Contract funding is utilized before the Contract performance period expires; provided that PHA shall be under no obligation to do so, and the Contract rates will not increase until the annual period for which they were proposed has elapsed.

### 2. Cost Proposals

Offerors ☐ are ☒ are not required to propose prices for all line items in the Schedule.

***The following selected clauses are applicable to the Contract:***

### 3. ☐ Proposal Security

a. Failure to furnish proposal security in the proper form and amount, by the time set for opening of bids, may be cause for rejection of the proposal.

b. The Offeror shall furnish a proposal guarantee in the form of a firm commitment, e.g., proposal bond supported by good and sufficient surety or sureties acceptable to PHA, postal money order, certified check, cashier's check, irrevocable letter of credit, or, under Treasury Department regulations, certain bonds or notes of the United States. PHA will return proposal guarantees, other than proposal bonds, (1) to unsuccessful Offerors as soon as practicable after the opening of proposals, and (2) to the successful Offeror upon execution of contractual documents and bonds (including any necessary coinsurance or reinsurance agreements), as required by the proposal as accepted.

c. The amount of the proposal guarantee shall be 5 percent of the proposal price.

d. If the successful Offeror, upon acceptance of its proposal by PHA within the period specified for acceptance, fails to execute all contractual documents or furnish executed bond(s) within 10 days after receipt of the forms by the Offeror, the Contracting Officer may terminate the Contract for default.

e. In the event the Contract is terminated for default, the Offeror is liable for any cost of acquiring the work that exceeds the amount of its proposal, and the proposal guarantee is available to offset the difference.

### 4. ☒ Multiple Awards

PHA reserves the right to make multiple awards under this solicitation. Although the scope of services will remain the same for each contract, the dollar amount of each contract may vary.

## 5. ☒ Fixed Fee (hourly rates)

a. If a cost plus fixed fee type of contract is used, PHA shall pay the Contractor for performing this Contract the fixed fee specified in the Schedule.

b. Payment of the fixed fee shall be made as specified in the Schedule; provided that after payment of 85 percent of the fixed fee, the Contracting Officer may withhold further payment of fee until a reserve is set aside in an amount that the Contracting Officer considers necessary to protect PHA's interest. This reserve shall not exceed 15 percent of the total fixed fee or $100,000, whichever is less.

## 6. ☒ Indefinite Quantity (Special Services)

a. This is an indefinite-quantity contract with FIRM FIXED UNIT PRICING for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies and services specified in the Schedule are estimates only and are not purchased by this Contract.

b. Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. The Contractor shall furnish to PHA, when and if ordered, the supplies or services specified in the Schedule up to and including the quantity designated in the Schedule as the "maximum." PHA shall order at least the quantity of supplies or services designated in the Schedule as the "minimum."

c. Except for any limitations on quantities in the Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. PHA may issue orders requiring delivery to multiple destinations or performance at multiple locations.

d. Any order issued during the effective period of this Contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The Contract shall govern the Contractor's and PHA's rights and obligations with respect to that order to the same extent as if the order were completed during the Contract's effective period.

## 7. ☐ Definite Quantity

a. This is a definite-quantity, indefinite-delivery contract with FIRM FIXED UNIT PRICING for the supplies or services specified, and effective for the period stated, in the Schedule.

b. PHA shall order the quantity of supplies or services specified in the Schedule, and the Contractor shall furnish them when ordered. Delivery or performance shall be at locations designated in orders issued in accordance with the Ordering clause and the Schedule.

c. Except for any limitations on quantities in the Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. PHA may issue orders requiring delivery to multiple destinations or performance at multiple locations.

d. Any order issued during the effective period of this Contract and not completed within that time shall be completed by the Contractor within the time specified in the order. The Contract shall govern the Contractor's and PHA's rights and obligations with respect to that order to the same extent as if the order were completed during the Contract's effective period.

## 8. ☐ Requirements

a. This is a requirements contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies or services specified in the Schedule are estimates only and are not purchased by this Contract. Except as this Contract may otherwise provide, if PHA's requirements do not result in orders in the quantities described as

"estimated" or "maximum" in the Schedule, that fact shall not constitute the basis for an equitable price adjustment.

b. Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. Subject to any limitations in the Order Limitations clause or elsewhere in this Contract, the Contractor shall furnish to PHA all supplies or services specified in the Schedule and called for by orders issued in accordance with the Ordering clause. PHA may issue orders requiring delivery to multiple destinations or performance at multiple locations.

c. Except as this Contract otherwise provides, PHA shall order from the Contractor all the supplies or services specified in the Schedule that are required to be purchased by PHA activity or activities specified in the Schedule.

d. PHA is not required to purchase from the Contractor requirements in excess of any limit on total orders under this Contract.

e. If PHA urgently requires delivery of any quantity of an item before the earliest date that delivery may be specified under this Contract, and if the Contractor will not accept an order providing for the accelerated delivery, PHA may acquire the urgently required goods or services from another source.

f. Any order issued during the effective period of this Contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The Contract shall govern the Contractor's and PHA's rights and obligations with respect to that order to the same extent as if the order were completed during the Contract's effective period.

## 9. ☒ Ordering

a. Any supplies and services to be furnished under this Contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule during the term of the Contract. Such orders may be issued from the date of award through the remaining time and or available funds, in accordance with this Contract. The ordering activity for this Contract/task order is PHA's Procurement and or Contract Administration department.

b. All delivery orders or task orders are subject to the terms and conditions of this Contract. In the event of conflict between a delivery order or task order and this Contract, the Contract shall control.

c. If mailed, a delivery order or task order is considered "issued" when PHA deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic methods.

d. Contractor must resolve any discrepancies appearing on PHA's task/delivery order prior to delivery. Contractor must resolve issues regarding quantities, services, descriptions, items, etc. Failure to comply and resolve discrepancies shall remain the Contractor's sole responsibility.

## 10. ☐ Order Limitations

a. **Minimum order.** When PHA requires supplies or services covered by this Contract in an amount of less than $___, the PHA is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the Contract.

b. **Maximum order.** The Contractor is not obligated to honor-

   i. Any order for a single item in excess of 10% of the total Contract value for the Contract period;

   ii. Any order for a combination of items in excess of 100% of the total Contract value for the Contract period; or

iii. A series of orders from the same ordering office within seven (7) days that together call for quantities exceeding the limitation in paragraph (b)(1) or (2) of this section.

c. Notwithstanding paragraphs (b) of this section, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within five (5) days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons.

## 11. ☒ Prequalification

a. Contract award may only be made to pre-qualified offerors. Although not a condition to submitting an offer, it is strongly advised that a pre-qualification application be obtained, completed, and returned to PHA's Pre-Qualification Division prior to the submission of a proposal. Applications may be obtained from the Pre-Qualification Division, 3100 Penrose Ferry Road, Philadelphia, PA 19145; Tel: 215-684-8562.

b. Failure to complete the application within the required time limits may cause the offeror to be deemed non-responsive and ineligible for contract award. The following time limit applies to this solicitation:

☒ Offerors will be given ten (10) working days after notification by the Pre-Qualification Division to supply the information necessary to complete the Pre-Qualification application.

☐ Offerors will be given two (2) working days after notification by the Pre-Qualification Division to supply the information necessary to complete the Pre-Qualification application.

## 12. ☐ Liquidated Damages

a. If the Contractor fails to complete the work within the time specified in the Contract, or any extension, the contractor shall pay to the PHA as liquidated damages, the sum of $_____ for each day of delay. To the extent that the Contractor's delay or nonperformance is excused under another clause of this Contract, liquidated damages shall not be due to PHA. The Contractor remains liable for damages caused other than by delay.

b. If the PHA terminates the Contractor's right to proceed, the resulting damage will consist of liquidated damages until such reasonable time as may be required for final completion of the work together with any increased costs incurred by PHA to complete the work.

## 13. ☐ Warranty

The equipment/part provided under this Contract shall have a warranty of _____from the date of final acceptance of all deliveries or work under this Contract.

## 14. ☒ Insurance

The following types of insurance is required in addition to the general liability, workers compensation and auto liability insurance included in Section 20 of PHA Standard Terms and Conditions.

## 15. ☒ Task Orders

All Work under this Contract will be initiated by PHA through individual Task Orders. Each Task Order assigned will have a specific Scope of Services, time schedule, assigned PHA Representative, and may include a construction budget established prior to the commencement of design work. It is anticipated that the following procedures will be followed to initiate work on each assignment:

a. PHA will initiate a Task Order Request for Proposal (RFP) to one or more qualified Consultants. This document will require the Consultant(s) to submit a staffing and cost proposal for all services outlined in the Task Order RFP, and shall contain the Scope of Services requested, the required time of performance, and project deliverables (and products).

b. PHA, in most cases, will schedule a Task Order Pre-Proposal Meeting. At this meeting PHA will review the scope of services. The Consultant(s) should be prepared to ask questions regarding the RFP, raise any objections with the scope or schedule, and offer any recommendations for modifying the original Scope of Services.

c. The Consultant(s) will submit a formal proposal to PHA by the date specified in the RFP, or agreed to at the Pre-Proposal meeting. Task Order Proposals must describe the full Scope of Services, identify any work items changed by mutual agreement during the Pre-proposal Meeting, verify assigned personnel with a detailed man hour breakdown by task, and state the total cost. The cost established in the proposal shall be a maximum cost, which in no event shall be exceeded unless agreed to by the Authority prior to incurring extra costs and duly approved in writing by the Authority.

d. Under certain circumstances, HUD may require concurrence in PHA's Consultant awards funded by Federal Grants. Accordingly, to establish the eligibility of paying monies to a successful proposer in these instances, the concurrence of the respective agency or agencies will be required prior to PHA issuing a proceed order. PHA shall be solely responsible for obtaining the necessary funding agency approvals, although certain information may be needed from the successful proposer. This requirement, when it applies, could delay the issuance of a proceed order.

Upon approval of a Proposal, PHA will issue a Purchase Order that will act as the Notice to Proceed (NTP) for that particular Task Order. The selected Consultant will be expected to commence work immediately upon receipt of the Purchase Order. Only the Contracting Officer shall have the authority to issue the NTP.

# SUPPLEMENTAL INSURANCE REQUIREMENTS

*(check marks indicate required coverage for the type of work in addition to the insurance requirements state in Section E)*

| Type of Work | General Liability $2M/occurrence $2M aggregate | Professional Liability $1M/claim $2M aggregate | Liability Pollution $2M/loss $2M aggregate |
|---|---|---|---|
| **Architectural and Engineering Services** | | ☒ | |
| **Consulting** | | ☐ | |
| **Construction Management** | ☐ | | ☐ |
| **Contractor - Single Trade** | ☐ | | |
| **Boiler Maintenance** | ☐ | | |
| **Elevator Maintenance** | ☐ | | |
| **Asbestos Removal** | ☐ | | ☐ |
| **Janitorial Services** | ☐ | | |
| **Sprinkler & Fire Alarm Systems** | ☐ | | |
| **Insurance** | ☐ | ☐ | |
| **Landscaping and Snow Removal** | ☐ | | |
| **Legal Services** | ☐ | ☐ | |
| **Security Services** | ☐ | | |

## G. EVALUATION CRITERIA

All proposals received by the specified date shall be subject to evaluation by a Review Committee. The following criteria can be used to rank Offerors. PHA reserves the right to hold discussions with and request Best and Final Offers from the highest rated Offerors determined by PHA to be within the competitive range. Award will be made to the Offeror whose technical factors, and level of MBE/WBE and Section 3 participation are most advantageous to PHA.

| NUMBER | EVALUATION CRITERIA | POINTS |
|---|---|---|
| 1 | Evidence of Firm and Subconsultants (Team) ability to perform the work as indicated by the profiles of the principals and staff's professional and technical competence and experience. | 30 |
| 2 | Evidence of the Firm's capacity and capability to provide services in a timely manner. | 25 |
| 3 | Past performance on contracts with government agencies with respect to such factors as cost control, quality of work and ability to meet schedules. | 20 |
| 4 | Knowledge of building codes and accessibility regulations | 10 |
| 6 | Demonstrated plan to meet best effort goals for certified MBE participation. | 5 |
| 7 | Demonstrated plan to meet best efforts goals for certified WBE participation. | 5 |
| 8 | Demonstrated plan to meet best effort goals for Section 3 participation. | 5 |
| | TOTAL | 100 |

## I. Evaluation, Scoring and Selection Criteria:

A. Selection Criteria

PHA will evaluate and select Firm(s) according to the evaluation criteria set forth on page G-1 of this RFP.

B. Evaluation Process

Responsive proposals will be evaluated in the following manner:

1. A technical evaluation committee will review, rate and score all proposals individually on their technical merits and according to evaluation criteria on page G-1.

2. Upon completion of technical evaluation, all Offerors proposals will be classified as acceptable, potentially acceptable, or unacceptable. All respondents found to be acceptable or potentially acceptable will be deemed to be in the competitive range.

3. All proposals deemed to be in the competitive range may be given an opportunity to present an oral presentation to Evaluation Committee.

4. Those proposals in the competitive range may be asked to participate in negotiations to discuss technical and price factors to ensure a mutual understanding of both PHA requirements and the respondent's proposal, unless PHA determines that there is no need to hold negotiations and awards are made base on initial proposals received. Negotiations will be conducted either in person or by telephone depending on the nature of each proposal and the evaluation panel's requirement.

5. After negotiations are completed with those proposals in the competitive range, a date and time will be established for submission of best and final offers if they are considered necessary and in the best interest of PHA. Best and final offers will be submitted only once unless the Contracting Officer makes a written determination that it is in PHA's best interest to conduct additional negotiations or change PHA requirements and request another submission of best and final offers.

6. After best and final offers are received, a final round of technical and fee proposal evaluation will occur.

7. The Evaluation Committee will recommend the responsible Firm (s) whose proposal(s) is/are most advantageous, with price and technical factors considered, for selection.

8. The selection will be awarded to the proposal that provided PHA with the best value based on the pre-established evaluation criteria and process. Selection will not necessarily be made to the lowest respondent.

**Proposal Form**
**Solicitation Number P-004321**
**Architectural and Engineering Support Services**

NAME OF COMPANY_____

**BASE PERIOD (ONE YEAR)** – 1st Year

| **Item Number** | **Job Classification/Discipline** | **Direct Labor (+)** | **Overhead (+)** | **Profit (+)** | **Billing Rate (=)** |
|---|---|---|---|---|---|
| 01 | Principal | $ | $ | $ | $ |
| 02 | Project Director | $ | $ | $ | $ |
| 03 | Project Manager | $ | $ | $ | $ |
| 04 | Project Architect | $ | $ | $ | $ |
| 05 | Architect | $ | $ | $ | $ |
| 06 | Engineer/Civil | $ | $ | $ | $ |
| 07 | Engineer/Mechanical | $ | $ | $ | $ |
| 08 | Engineer/Electrical | $ | $ | $ | $ |
| 09 | Engineer/Structural | $ | $ | $ | $ |
| 10 | Engineer/Environmental/Geo | $ | $ | $ | $ |
| 11 | Certified Industrial Hygienists | $ | $ | $ | $ |
| 12 | Landscape Architect | $ | $ | $ | $ |
| 13 | Planner | $ | $ | $ | $ |
| 14 | Construction Inspector | $ | $ | $ | $ |
| 15 | Geologist | $ | $ | $ | $ |
| 16 | Estimator | $ | $ | $ | $ |
| 17 | Marketing Analyst | $ | $ | $ | $ |
| 18 | GIS Specialist | $ | $ | $ | $ |
| 19 | CADD Operator | $ | $ | $ | $ |
| 20 | Archeologist | $ | $ | $ | $ |
| 21 | Administrative | $ | $ | $ | $ |
| OTHER DISCIPLINES | | | | | |
| | | $ | $ | $ | $ |
| | | $ | $ | $ | $ |
| | | $ | $ | $ | $ |
| | | $ | $ | $ | $ |
| | | $ | $ | $ | $ |

**Proposal Form**
**Solicitation Number P-004321**
**Architectural and Engineering Support Services**

NAME OF COMPANY_____

**OPTION PERIOD ONE (ONE YEAR)** – 2nd Year

| **Item Number** | **Job Classification/Discipline** | **Direct Labor (+)** | **Overhead (+)** | **Profit (+)** | **Billing Rate (=)** |
|---|---|---|---|---|---|
| 01 | Principal | $ | $ | $ | $ |
| 02 | Project Director | $ | $ | $ | $ |
| 03 | Project Manager | $ | $ | $ | $ |
| 04 | Project Architect | $ | $ | $ | $ |
| 05 | Architect | $ | $ | $ | $ |
| 06 | Engineer/Civil | $ | $ | $ | $ |
| 07 | Engineer/Mechanical | $ | $ | $ | $ |
| 08 | Engineer/Electrical | $ | $ | $ | $ |
| 09 | Engineer/Structural | $ | $ | $ | $ |
| 10 | Engineer/Environmental/Geo | $ | $ | $ | $ |
| 11 | Certified Industrial Hygienists | $ | $ | $ | $ |
| 12 | Landscape Architect | $ | $ | $ | $ |
| 13 | Planner | $ | $ | $ | $ |
| 14 | Construction Inspector | $ | $ | $ | $ |
| 15 | Geologist | $ | $ | $ | $ |
| 16 | Estimator | $ | $ | $ | $ |
| 17 | Marketing Analyst | $ | $ | $ | $ |
| 18 | GIS Specialist | $ | $ | $ | $ |
| 19 | CADD Operator | $ | $ | $ | $ |
| 20 | Archeologist | $ | $ | $ | $ |
| 21 | Administrative | $ | $ | $ | $ |
| OTHER DISCIPLINES | | | | | |
| | | $ | $ | $ | $ |
| | | $ | $ | $ | $ |
| | | $ | $ | $ | $ |
| | | $ | $ | $ | $ |
| | | $ | $ | $ | $ |

**Proposal Form**
**Solicitation Number P-004321**
**Architectural and Engineering Support Services**

NAME OF COMPANY_____

**OPTION PERIOD TWO (ONE YEAR)** – 3rd Year

| **Item Number** | **Job Classification/Discipline** | **Direct Labor (+)** | **Overhead (+)** | **Profit (+)** | **Billing Rate (=)** |
|---|---|---|---|---|---|
| 01 | Principal | $ | $ | $ | $ |
| 02 | Project Director | $ | $ | $ | $ |
| 03 | Project Manager | $ | $ | $ | $ |
| 04 | Project Architect | $ | $ | $ | $ |
| 05 | Architect | $ | $ | $ | $ |
| 06 | Engineer/Civil | $ | $ | $ | $ |
| 07 | Engineer/Mechanical | $ | $ | $ | $ |
| 08 | Engineer/Electrical | $ | $ | $ | $ |
| 09 | Engineer/Structural | $ | $ | $ | $ |
| 10 | Engineer/Environmental/Geo | $ | $ | $ | $ |
| 11 | Certified Industrial Hygienists | $ | $ | $ | $ |
| 12 | Landscape Architect | $ | $ | $ | $ |
| 13 | Planner | $ | $ | $ | $ |
| 14 | Construction Inspector | $ | $ | $ | $ |
| 15 | Geologist | $ | $ | $ | $ |
| 16 | Estimator | $ | $ | $ | $ |
| 17 | Marketing Analyst | $ | $ | $ | $ |
| 18 | GIS Specialist | $ | $ | $ | $ |
| 19 | CADD Operator | $ | $ | $ | $ |
| 20 | Archeologist | $ | $ | $ | $ |
| 21 | Administrative | $ | $ | $ | $ |
| OTHER DISCIPLINES | | | | | |
| | | $ | $ | $ | $ |
| | | $ | $ | $ | $ |
| | | $ | $ | $ | $ |
| | | $ | $ | $ | $ |
| | | $ | $ | $ | $ |

References

Please provide the name, address, telephone number and email addresses of a minimum three (3) references **(name of firm, address, contact person, phone number and email address)** for whom the offeror performed work substantially similar to that required by the solicitation. All references listed below shall be supported with the **"Past Performance Survey."**

**1.**

**2.**

**3.**

**1. List all items, other than the required proposal form and certifications, included as part of the offeror's proposal:**

**2. Acknowledgement of Amendments**

The offeror hereby acknowledges the receipt of and obligation to perform pursuant to the following addenda to this RFP:

| | | | |
|---|---|---|---|
| Addendum No. | _____ | dated | _____ |
| Addendum No. | _____ | dated | _____ |
| Addendum No. | _____ | dated | _____ |

## 3. Binding Contract

The offeror acknowledges and agrees that no contract shall exist until signed by both parties, except that Section F.3 (Proposal Security), if applicable, shall be binding on the offeror in accordance with its terms prior to the execution of a contract. In addition, until an agreement is signed by both parties, PHA may rescind any recommendation of award and the offeror will be deemed to have waived any and all rights to obtain a contract with PHA or seek damages against PHA.

Name of Offeror: _____

Federal Tax Identification Number _____ (if applicable)

DUNS Number_____(if applicable)

CCS Number_____(if applicable)

State of incorporation _____ (if applicable)

Philadelphia Business A/C Number _____ (if applicable)

Social Security Number _____ last four digits (if offeror is an individual)

Address: _____

_____

_____

Signature: _____

Name: _____

Date: _____

Email: _____

# I. CERTIFICATIONS AND REPRESENTATIONS OF OFFERORS

## 1. Offeror's Certification Of Eligibility

(a) By the submission of this proposal, the offeror certifies that to the best of its knowledge and belief:

(i) Neither the offeror, nor any person or firm which has an interest in the proposal or the offeror's firm, is ineligible to be awarded contracts by any agency of the United States Government, HUD, or the State in which this Contract is to be performed;

(ii) Neither the offeror, nor any person or firm which has an interest in the proposal or the offeror's firm, is ineligible to participate in HUD programs pursuant to 24 CFR Part 24;

(iii) Neither the offeror, nor any person or firm which has an interest in the proposal or the offeror's firm, has been suspended, debarred or otherwise restricted by any Department or Agency of the Federal Government or of any State Government or of the City of Philadelphia or the Philadelphia Housing Authority from doing business with such Department or Agency for the period beginning 5 years prior to the date of this certification;

(iv) Neither the offeror, nor any person or firm which has an interest in the proposal or the offeror's firm, has experienced default or noncompliance under any contract for the U.S. Department of Housing and Urban Development, or any other governmental agency with which it has contracts for the period beginning 10 years prior to the date of this certification;

(v) Neither the offeror, nor any person or firm which has an interest in the proposal or the offeror's firm, has unresolved findings raised as a result of HUD audits, management reviews or any other Governmental investigations concerning the offeror or any person or firm which has an interest in the offeror's firm under any of the offeror's contracts;

(vi) There has not been a suspension or termination of payments under any HUD contract in which the offeror has a legal or beneficial interest attributable to the offeror's fault or negligence;

(vii) Neither the offeror, nor any person or firm which has an interest in the proposal or the offeror's firm, has defaulted on an obligation covered by a bond and have not been the subject of a claim under any fidelity bond.

(viii) Neither the offeror, nor any person or firm which has an interest in the proposal or the offeror's firm, has been found by HUD or the Commonwealth of Pennsylvania to be in noncompliance with any applicable civil rights laws.

(ix) Neither the offeror, nor any person or firm which has an interest in the proposal or the offeror's firm, is a Member of Congress or a Resident Commissioner or otherwise prohibited or limited by law from contracting with the Philadelphia Housing Authority.

(x) Neither the offeror, nor any person or firm which has an interest in the proposal or the offeror's firm is an officer or employee or commissioner of the Philadelphia Housing Authority who is prohibited or limited by law from contracting with the PHA.

(xi) Neither the offeror, nor any person or firm which has an interest in the proposal or the offeror's firm, has been convicted of a felony and are not presently the subject of a complaint or indictment charging a felony. (A felony is any offense punishable by imprisonment for more than 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.)

(b) Statements above to which the offeror cannot certify (if any) have been deleted by striking through the words with a pen. The offeror has initialed each deletion (if any) and has attached a true and accurate signed statement (if applicable) to explain the facts and circumstances which qualify the offeror as a responsible offeror for participation in this project.

(c) The certification in paragraph (a) above is a material representation of fact upon which reliance was placed when making the award. If it is later determined that the offeror knowingly rendered an erroneous certification, the Contract may be terminated for default, and the offeror may be debarred or suspended from participation in HUD and PHA programs and other Federal contract programs.

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

The offeror represents and certifies as part of its 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.

Certifying Agency & Certification Number (if applicable):

_____

(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.

(i) For the purpose of this definition, minority group members are: (check the block applicable to you)

[ ] Black Americans [ ] Asian Pacific Americans
[ ] Hispanic Americans [ ] Asian Indian Americans
[ ] Native Americans [ ] Hasidic Jewish Americans

(ii) Certifying Agency & Certification Number (if applicable):

_____

## 3. 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 the possible performance of this procurement, as described in the clause in this solicitation titled "Organizational Conflict of Interest."

## 4. Contingent Fee Representation and Agreement

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

(i) [ ] has, [ ] has not employed or retained any person or company to solicit or obtain this Contract; and

(ii) [ ] 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 offeror shall make an immediate and full written disclosure to the PHA Contracting Officer.

(c) Any misrepresentation by the 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.

**5. Certificate of Independent Price Determination**

(a) The offeror certifies that –

(i) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to (i) those prices, (ii) the intention to submit a offer, or (iii) the methods or factors used to calculate the prices offered;

(ii) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other 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

(iii) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

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

(i) Is the person in the 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)(i) through (a)(iii) above; or

(ii)

(1) 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)(i) through (a)(iii) above (insert full name of person(s) in the offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the offeror's organization):

_____

_____

_____

(2) 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)(i) through (a)(iii) above; and

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

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

(d) The offeror further certifies that he/she has not been convicted or found liable for any act prohibited by state or federal law involving conspiracy or collusion with respect to proposing or bidding on any public contract within the last three years. Such act or conviction does not automatically disqualify an offeror, but may be grounds for administrative suspension or grounds for consideration by PHA as to whether PHA should decline to award a contract to such an offeror on the basis of a lack of responsibility. If offeror has been convicted of any act prohibited by State or Federal law involving collusion with respect to proposing or bidding on any public contract within the past three years, offeror should attach an explanation of the circumstances surrounding that conviction.

(e) [ ] [check if following paragraph is applicable]

Non-collusive affidavit. (applicable to contracts for construction and equipment exceeding $50,000)

(i) Each bidder shall execute, in the form provided by the PHA/IHA, an affidavit to the effect that he/she has not colluded with any other person, firm or corporation in regard to any bid submitted in response to this solicitation. If the successful bidder did not submit the affidavit with his/her bid, he/she must submit it within three (3) working days of bid opening. Failure to submit the affidavit by that date may render the bid nonresponsive. No contract award will be made without a properly executed affidavit.

(ii) A fully executed "Non-collusive Affidavit" [ ] is, [ ] is not included with the bid. (See page I-12 for Affidavit form).

**6. Certification And Disclosure Regarding Payments To Influence Certain Federal Transactions (applicable to contracts exceeding $100,000)**

(a) The definitions and prohibitions contained in Section 1352 of title 31, United States Code, are hereby incorporated by reference in paragraph (b) of this certification.

(b) The offeror, by signing its proposal, hereby certifies to the best of his or her knowledge and belief as of _____ __, 20__, that:

(i) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding of a contract resulting from this solicitation;

(ii) If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the proposer shall complete and submit, with its proposal, OMB standard form LLL, "Disclosure of Lobbying Activities;" and

(iii) He or she will include the language of this certification in all subcontracts at any tier and require that all recipients of subcontract awards in excess of $100,000 shall certify and disclose accordingly.

(iv) Submission of this certification and disclosure is a prerequisite for making or entering into this Contract imposed by section 1352, title 31, United States Code. Any person who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision, shall be subject to a civil penalty of not less than $10,000, and not more than $100,000, for each such failure.

**7. Certification Of Nonsegregated Facilities (applicable to contracts exceeding $10,000)**

(a) The offeror's attention is called to the clause entitled "Equal Employment Opportunity" of Section I of the Terms and Conditions of the Contract.

(b) "Segregated facilities," as used in this provision, means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees, that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin because of habit, local custom, or otherwise.

(c) By the submission of this proposal, the offeror certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The offeror agrees that a breach of this certification is a violation of the Equal Employment Opportunity clause in the Contract.

(d) The offeror further agrees that (except where it has obtained identical certifications from proposed subcontractors for specific time periods) prior to entering into subcontracts which exceed $10,000 and are not exempt from the requirements of the Equal Employment Opportunity clause, it will--

(i) Obtain identical certifications from the proposed subcontractors;

(ii) Retain the certifications in its files; and

(iii) Forward the following notice to the proposed subcontractors (except if the proposed subcontractors have submitted identical certifications for specific time periods):

**NOTICE TO PROSPECTIVE SUBCONTRACTORS OF REQUIREMENT FOR CERTIFICATIONS OF NONSEGREGATED FACILITIES.**

A Certification of Non-segregated Facilities must be submitted before the award of a subcontract exceeding $10,000 which is not exempt from the provisions of the Equal Employment Opportunity clause of the prime contract. The certification may be submitted either for each subcontract or for all subcontracts during a period (i.e., quarterly, semiannually, or annually).

**NOTE:** The penalty for making false statements in bids is prescribed in 18 U.S.C. 1001.

**8. Clean Air And Water Certification (applicable to contracts exceeding $100,000)**

The offeror certifies that (check the block applicable):

(a) Any facility to be used in the performance of this Contract [ ] is [ ] is not listed on the Environmental Protection Agency List of Violating Facilities:

(b) The offeror will immediately notify the PHA Contracting Officer, before award, of the receipt of any communication from the Administrator, or a designee, of the Environmental Protection Agency, indicating that any facility that the offeror proposes to use for the performance of the Contract is under consideration to be listed on the EPA List of Violating Facilities; and,

(c) The offeror will include a certification substantially the same as this certification, including this paragraph (c), in every nonexempt subcontract.

**9. Drug-Free Workplace Certification**

By submission of its offer, the offeror, if other than an individual, who is making an offer that equals or exceeds $10,000, certifies and agrees, that with respect to all employees of the offeror to be employed under a contract resulting from this solicitation, other than a contract for the procurement of commercial items, it will - no later than 30 calendar days after contract award (unless a longer period is agreed to in writing), for contracts of 30 calendar days or more performance duration; or as soon as possible for contracts of less than 30 calendar days performance duration, but in any case, by a date prior to when performance is expected to be completed -

(a) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is

prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition;

(b) Establish an ongoing drug-free awareness program to inform such employees about:

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

(ii) The Contractor's policy of maintaining a drug-free workplace;

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

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

(c) Provide all employees engaged in the performance of the Contract with a copy of the statement required by subparagraph (a) of this provision;

(d) Notify such employees in writing in the statement required by subparagraph (a) of this provision that, as a condition of continued employment on the Contract resulting from this solicitation, the employee will:

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

(ii) Notify the employer in writing of the employee's conviction under a criminal drug statute for a violation occurring in the workplace no later than five (5) calendar days after such conviction;

(iii) Notify the Contracting Officer in writing within ten (10) calendar days after receiving notice under Subdivision (d)(2) of this provision, from an employee or otherwise receiving actual notice of such conviction. The notice shall include the position title of the employee; and

(iv) Within thirty (30) calendar days after receiving notice under subdivision (d)(2) of this provision of a conviction, take one of the following actions with respect to any employee who is convicted of a drug abuse violation occurring in the workplace:

(1) Take appropriate personnel action against such employee, up to and including termination; or

(2) Require such employee to satisfactorily participate 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.

(e) Make a good faith effort to maintain a drug-free workplace through implementation of subparagraphs (a) through (d) of this provision.

(f) By submission of its offer, the offeror, if an individual who is making an offer of any dollar value, certifies and agrees that the offeror will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the performance of the contract resulting from this solicitation.

(g) In addition to other remedies available to the PHA, the certifications required by this provision concern a matter within the jurisdiction of an agency of the Unites States and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under title 18, United States Code, section 1001.

**10. PHA Fraud Policy**

The offeror certifies that he/she has read the following PHA Fraud Policy, will adhere to it, and is aware of the penalties for failure to comply:

(a) For purposes of this policy, and in concurrence with the PHA Office of Audit Compliance (OAC) mandate, "fraud" includes: fraudulent activity by any person employed by or contracting with the PHA; bribery and official corruption; theft of PHA funds, property or benefits; and serious breaches of integrity. Some examples of activities covered include: extortion/extortion attempts by PHA employees or officials; acceptance or solicitation of bribes; submission of fraudulent documents; employee collusion with contractors or vendors; material misstatements of facts in contracts or documents, relating to services performed or materials provided; bid rigging; and disclosure of confidential information.

(b) Covered Parties

(i) All PHA employees and officials.

(ii) All contractors, subcontractors, vendors and consultants doing business with the PHA -

**NOTE: Contractors are responsible for compliance with this Fraud Policy by their subcontractors.**

(iii) All owners of housing who receive subsidies from PHA.

(iv) Any other individual or entity doing business with or seeking to do business with the PHA.

(c) Responsibilities

(i) All "covered" parties" must report any type of fraud when they become aware of such activity, and they must cooperate fully with the OAC in any ensuing investigation.

(ii) "Fraud" must be reported to a representative of the PHA's OAC, 12 S. 23rd Street, Philadelphia, PA 19103, (215) 684-8300.

(iii) Management officials will support the Fraud Policy and ensure compliance with this policy by persons they supervise, and/or individuals and business entities that they deal with.

(d) Penalties For Failure To Report Fraud

Penalties for failure to timely report fraud can include: loss of contract and/or debarment from future contracts by contractors, subcontractors, vendors, and any other individual or entity doing business with the PHA; and other action deemed appropriate by PHA officials.

(e) Confidentiality

All information reported to the OAC is confidential, and the identity of those reporting information to the OAC will be protected.

(f) Whistle Blower Protection

(i) Anyone who provides information to the OAC may not be discharged, demoted or otherwise subject to any adverse action as a result of reporting wrongdoing. Any person who retaliates against someone for reporting wrongdoing may be subject to civil liabilities and penalties.

(ii) PHA Management supports the position that "whistle blowers" will be protected and commended for their honesty and dedication to the PHA.

(g) Authorized Negotiators

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):

_____

_____

_____

**11. Offeror's Signature**

Pursuant to 28 U.S.C. § 1746, I declare under penalty of perjury that the information contained in the foregoing certifications and representations is true and correct.

_____
Signature & Date

_____
Typed or Printed Name

_____
Title

NON-COLLUSIVE AFFIDAVIT

*(required if Certification & Representation Clause 5(e) is selected)*

State of _____

County of _____

_____, being first sworn, deposes and

says: That he/she is _____(president, sole owner, partner,

etc.) of _____ (firm name) the party making the forgoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that no one conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from 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 bid price of the affiant or of any other bidder, or to fix any overhead, profit or cost element of said bid price, to secure any advantage against the Philadelphia Housing Authority or any person interested in the proposed contract: and that all statements in said proposal or bid are true.

By _____

Title _____

(Affix Corporate Seal if required)

Subscribed and sworn to before me
this _____ day of _____, 20__.

_____

My commission expires _____

_____.

(Notary Seal Required)

# SECTION J

# AFFIRMATIVE ACTION

**PHILADELPHIA HOUSING ATHORITY**

**AFFIRMATIVE ACTION SECTION**

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## PART I: GENERAL

### 1.1 POLICY

**As a requirement for receiving federal funds, the U.S. Department of Housing and Urban Development ('HUD') requires that the Philadelphia Housing Authority (hereinafter 'Authority') implement an Affirmative Action Contract Compliance Program under Executive Order Nos. 11246, 12432, 12138, 11625, to promote the development of certified Minority Business Enterprises (hereinafter 'MBE'), and certified Women Business Enterprises (hereinafter 'WBE'). This program will also comply with the requirements of Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000 d & e, as amended, and HUD Regulations 24 C.F.R. § 85.36(e).**

**The Authority by this policy affirms its commitment to maximize the utilization of certified MBEs/WBEs in Authority contracts and subcontracts. To this end, the Authority will provide such assistance as will be needed to achieve this goal.**

**The aim of this policy is to discover and deter any present discrimination by bidders who seek contracts with the Authority. MBE/WBE minimum participation goals (hereinafter 'MPGs') shall be used as a screening device to determine whether discrimination may have occurred. Minimum goals of MBE/WBE participation will be indicated for each contract in the bid documents, and will be based upon availability of certified MBEs/WBEs. The MPGs are a means of determining whether or not a contractor shall be presumed to have engaged in discrimination. If the information furnished is below the MPGs, the bid package shall be subject to further review, in accordance with criteria set forth in this policy, to determine whether or not there was actual discrimination.**

### 1.2 APPLICABILITY

**This program shall apply to all nonexempt contracts awarded by the Authority which are connected with federally funded or federally assisted programs. Exemptions are more fully described in Part VI of this program.**

### 1.3 DEFINITIONS

**A. AAO: Affirmative Action Officer, Director of the Authority's Affirmative Action Department.**

**B. *Authority:* Any department, division, unit or office of the <u>Philadelphia Housing Authority,</u> including the Board of Commissioners.**

**C. BIDS: A quotation, proposal, solicitation or offer by a Bidder or a Proposer to provide labor, materials, equipment, supplies or services to the Authority.**

**D. BIDDER: Any person or entity that submits a quotation, bid or proposal to provide Labor, materials, equipment, supplies or services to the Authority.**

**E. BIDDER/PROPOSER AFFIRMATIVE ACTION IMPLEMENTATION PLAN: Schedule of Participation and Binding Commitments Form and other documents submitted by Bidder /Proposer to support their Affirmative Action Plan. These submissions become an enforceable provision of the awarded contract.**

**F. CERTIFIED: Any business that has, after application to a recognized certifying agency, been determined to be owned, controlled and managed by minority(s), women, or disadvantaged person(s).**

**G. CERTIFYING AGENCY: Federal, state, local governmental or quasi-governmental agencies or authorities authorized by law to certify MBE/WBE's qualifications in terms of ownership, management and control.**

**H. COMPLIANCE: A contractor or subcontractor who performs under an Authority contract in accordance with this Affirmative Action Contract Compliance Program shall be determined to be in compliance.**

**I. CONTRACTS: Any Authority contract which is covered by this Affirmative Action Contract Compliance Program, whether competitively bid or negotiated, including contracts in the following areas:**

**1. VENDING: for Material, Equipment, Services, and Supplies.**

**2. CONSTRUCTION: for all types of construction; and**

**3. PERSONAL AND PROFESSIONAL SERVICES.**

**J. DEBARMENT: Exclusion from Authority contracting or subcontracting for a reasonable, specified period of time commensurate with the seriousness of the offense or failure or the inadequacy of performance.**

**K. DISCRIMINATION: Any action or pattern of disparate treatment experienced in the solicitation for bids/proposals or in the award of a contract/subcontract because of: Race, Color, Sex, National Origin, Disability, or Religion.**

**L. EXEMPTION: Any bid/proposal in which the minimum participation goal(s) have been excluded.**

**M. JOINT VENTURE: A contractual partnership between the prime contractor and a certified minority-owned business enterprise and/or a certified women-owned business enterprise, which must be executed prior to the submittal of the bid/proposal.**

**N. MINIMUM PARTICIPATION GOAL (MPG): The level of participation of certified MBE/WBEs set by the AAO. MPGs shall reflect the availability of certified MBE/WBEs in the subject area, and the level, which should be attained absent discrimination. MPGs are stated as a percentage. A Bidder/Proposer will not be rejected as not responsible solely because they fail to reach the MPGs.**

**O. MINORITY BUSINESS ENTERPRISE (MBE): A business enterprise certified as a Minority Owned Business that is owned, managed and controlled by one or more socially or economically disadvantaged person(s). Such disadvantage may arise from cultural, racial, chronic economic circumstances or background or other similar cause. Such person(s) include, but are not limited to: Blacks/African-Americans, Puerto Ricans and other Hispanics, American Indians/Native Americans, Eskimos, Aleuts, Hasidic Jews, Asian Pacific Americans, and Asian Indians.**

**P. OWNED, MANAGED AND CONTROLLED: Possession of at least fifty-one percent (51%) of the ownership of the business. Management and control of the daily for profit business operation or nonprofit organization held by one or more persons who are classified as a member of a minority group or a woman, as defined herein.**

**Q. PRIME CONTRACTOR/CONTRACTOR/BIDDER OR PROPOSER: Any person or business entity that is a party or potential party to a contract with the Authority.**

**R. RESPONSIBLE: The Bidder's/Proposer's submissions of a written commitment to meet or exceed the MPG set forth in the bid, or in the absence of meeting or exceeding the MPG, a full and complete explanation therefore in accordance with this program.**

**S. RESPONSIVENESS: The Bidder's/Proposer's submission of (in addition to the submission of any other required documentation), documentary evidence of certified MBE/WBEs who have been contacted and who are to be used on the contract. Documentation must be submitted with the bid/proposal and failure to submit evidence of "Best Efforts" and binding commitments will result in rejection of the bid/proposal and a determination made of non-responsiveness.**

**T. WOMEN BUSINESS ENTERPRISE: A business enterprise certified as a Woman Owned Business that is owned controlled and managed by a woman.**

## 1.4 CERTIFICATION – A LEGITIMATE MBE/WBE

**A. To ensure that only businesses which are owned, managed and controlled in both form and substance by MBE/WBEs are participating in the Authority's Affirmative Action Contract Compliance Program. MBE/WBE businesses, including joint ventures and nonprofit organizations, must be certified by a governmental entity authorized to certify such enterprises.**

**B. MBE/WBE certification shall not be determinative of a Bidder's or Contractor's financial or technical ability to perform specified work. The Authority reserves the right to evaluate the Bidder's/Proposer's, Contractor's or Subcontractor's ability to satisfy financial, technical or other criteria separate and apart from certification before or after bid opening.**

**C. The Authority recognizes that certified MBE/WBEs might be de-certified by the certifying governmental entity. Any business, which has been de-certified, shall not participate in the Authority's Affirmative Action Contract Compliance Program.**

**D. The Authority reserves the right, if there is cause, to refuse a certification provided by a certifying agency.**

## 1.5 SUBSTITUTION OF CERTIFIED MBE/WBEs

**Commitments to certified MBE/WBE firms made at the time of bidding must be maintained throughout the term of the contract, unless a change in commitment is pre-approved by the Authority's AAO. If at any time after a bid/proposal is opened by the Authority, a Contractor is unable to meet the obligations of the Contractor's Affirmative Action implementation Plan, as indicated on the Schedule of Participation and Binding Commitments Form, such Contractor may be required to present for approval to the AAO a substitute implementation Plan.**

## 1.6 GUIDELINES FOR JOINT VENTURING

**Joint Venture partnership(s) with either a certified MBE or a certified WBE must meet the following criteria in order to receive credit towards the minimum participation goals (MPGs):**

**A. The MBE/WBE partner(s) must be certified by a governmental entity authorized by law to certify such enterprises prior to bid/proposal submittals.**

**B. The MBE/WBE partner(s) must be substantially involved in all phrases of the contract including, but not limited to, the performance, with its own work force, a portion of the onsite work, and administrative responsibilities such as bidding, planning, staffing and daily management.**

**C. The business arrangement must be customary (i.e., each partner shares in the risk and profits of the joint venture commensurate with their ownership interests).**

**D. If the certified partner(s) is a MBE, its participation may be credited to the extent of the partner's ownership interest in the joint venture, however, it will still be required to meet the WBE goal or vice versa.**

## 1.7 CONTRACT LANGUAGE

**Authority contracts subject to these procedures shall include language providing that compliance with MBE/WBE provisions have been met, and cooperation with the Authority on contractual matters is material to the Authority's contract. The successful Bidder's/Proposer's Affirmative Action Plan submissions will become an enforceable provision of the contract. Failure to comply with the Authority's Affirmative Action Contract Compliance Program or otherwise comply with the Bidder's/Proposer's submissions, may be grounds for a finding of contractor non-responsibility.**

## 1.8 AMENDMENT

**These procedures may be amended as may be necessary. Any amendment shall become effective upon the approval and adoption by the Philadelphia Housing Authority Board of Commissioners.**

## 1.9 SEVERABILITY

**The provisions of these procedures are separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section or portion of these procedures, or the invalidity of the application thereof to any person or circumstances shall not affect the validity of the remainder of the procedures or their application to other persons.**

## PART II: RESPONSIBILITIES

### 2.1 AFFIRMATIVE ACTION OFFICER

**The AAO reports directly to the General Manager of Contracts/Procurement for the Philadelphia Housing Authority. The AAO is authorized and shall perform functions, which include, but are not limited to:**

**A. Establish or modify minimum participation goals (MPGs) for Authority contracts based upon the dictates of market availability of certified MBE/WBEs and/or applicable laws and regulations to perform various elements of the contract.**

**B. The AAO will engage in the review of bid/proposal packages to ensure that the packages provide maximum opportunity for certified MBE/WBE participation and shall have the authority to recommend approval or disapproval of any bid package to ensure compliance with this program.**

**C. Attend all Pre-bid and Pre-construction meetings.**

**D. Monitor and audit contractor's performance including site and business office visits to ascertain whether the contractor has discriminated or has practices which have had a disparaging or discriminating effect, and to determine that the certified MBE/WBE is performing its function in accordance with authorized standard industry practices.**

**E. Maintain participation records and prepare periodic reports that include, but are not limited to the following data:**

**1. A summary of contracts awarded specifying the percentage of participation.**
**2. A survey comparing past and current contract participation goals of certified businesses.**
**3. Any relevant recommendation that may enhance efficiency and effectiveness of the Affirmative Action Contract Compliance Program.**

**F. For Comprehensive Improvement Modernization Program (hereinafter "CIAP") funded contracts, prepare and report the Authority's MBE/WBE progress on HUD Form #2516 – <u>Contract and Subcontract Activity Report for Public and Indian Housing Programs</u>.**

**G. Receive, document and evaluate complaints relative to violations of the Affirmative Action Contract Compliance Program.**

**H. Report findings of discrimination, in writing, to the Executive Director through the General Manager of Contracts/Procurement.**

**I. Interact with city, state, and federal agencies involved in the administration of certified MBE/WBE programs.**

## 2.2 CONTRACTING OFFICER

**A. SOLICITATION – The Authority's Contracting Officer shall actively solicit certified MBE/WBEs to compete for contracting opportunities as Prime/General Contractors.**

**B. REPORTS – The Affirmative Action Officer shall gather information required to prepare various reports that detail:**

**1. The original total dollar amount of each contract awarded according to the categories of vending, construction, personal services and professional services, including the total dollar amount of each contract resulting from any contract amendment or change orders subsequent to award.**

**2. The original total dollar amount of each contract awarded to each certified MBE/WBE as a Prime/General Contractor, as well as the actual dollar amount of each contract including contract amendments or change order(s).**

## 2.3 COORDINATION WITH CONTRACT CONTROL SPECIALISTS

**A. The AAO shall coordinate with the Contract Control Specialist for information as may be required in the performance of the AAO function. Such information may include, but is not limited to:**

**1. Explanation of the elements of the work to be performed under a contract.**

**2. A reasonable estimate of costs, type(s) and quantity of supplies, materials and equipment required for performance under a contract.**

**3. A reasonable estimate of employees and their classifications required for performance under a contract.**

**B. The Authority's Contracting Officer shall also do the following, with or without coordination with the AAO:**

1. **Divide total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by certified MBE/WBEs.**

2. **Establish delivery schedules, where the requirement permits, which encourage participation by certified MBE/WBEs.**

3. **Use the services and assistance of the Small Business Administration and Minority Business Development Agency of the Department Commerce.**

## PART III: BIDDER/PROPOSER AFFIRMATIVE ACTION

## IMPLEMENTATION PLAN

### 3.1 GENERAL REQUIREMENTS

**Each Bidder's/Proposer's Affirmative Action implementation Plan shall include the following:**

**A. The business name, address, contact person, telephone number, certification number, certifying agency(s), and Internal Revenue Service Employer's Identification Number (E.I.N.).**

**B. A description of the work that will be performed by each designated contractor/subcontractor.**

**C. The date of solicitation, contact person's name, whether contact was by phone or mail, and if a quote was received from the designated MBE/WBE.**

**D. Confirmation of commitment made as to the level of certified MBE/WBE participation described as a percentage of the total base contract proposal dollar amount and percentage of commitments.**

**E. If no commitment is made to meet or exceed the stated MPGs, the Bidder/Proposer must provide documentation that the following steps were taken:**

**1. Requested and attended a briefing and information meeting with the Authority staff designed to explain the Affirmative Action Contract Compliance Program pertaining to certified MBE/WBE participation.**

**2. Advertised in general circulation, media, trade association publications, and minority/women-focused media concerning subcontracting and supplier opportunities.**

**3. Participated in Authority sponsored conferences and seminars designed specifically for the promotion of the Authority's Affirmative Action Contract Compliance Program pertaining to certified MBE/WBE participation.**

**4. Notified certified MBE/WBEs and solicited their participation in the reference contract. The names, addresses, telephone numbers, and contact persons of the firms notified must be provided.**

5. **Provided complete information about plans, specifications, and requirements of the contract to interested certified MBE/WBEs.**

6. **Made reasonable efforts to negotiate with certified MBE/WBEs for specific sub-bids. All such contacts must be fully documented. If a sub-bid of a certified MBE/WBE is rejected, the Bidder/Proposer must document and explain the reason for the rejection. Rejection based solely on the initial response from a certified MBE/WBE will not be sufficient to establish non-discrimination and "Best Efforts" toward compliance.**

**F. Attest to the fact that the certified MBE/WBE will perform work, which is necessary and required for contractor to fulfill their obligation under the applicable contract and specification.**

## PART IV: CONSTRUCTION CONTRACT AFFIRMATIVE ACTION IMPLEMENTATION PLAN

### 4.1 MINIMUM PARTICIPATION GOALS

**The AAO shall set MPGs for Specifications/Contracts/Request for Proposals.**

**(MODERNIZATION FUNDS)**

**The MPGs which have been set by the AAO as of the date of implementation of this program, are and shall be, until or unless they are revised, as follows:**

| MBE | WBE |
|---|---|
| 20% | 10% |

**A. A Bidder/Proposer will not be rejected as non-responsive solely because they fail to reach the MPGs. However, a contractor may be considered not responsive if the MPGs are not met and no acceptable justification is offered for a lack of compliance.**

**B. When a firm/company contracts with an enterprise that is both a certified MBE and a certified WBE, credit toward the MPG will be received for one category only. Bidders/Proposers shall indicate in their plan which category is being credited.**

**C. A certified MBE/WBE firm bidding as a prime/general contractor shall still be required to submit an Affirmative Action Implementation Plan. However, where the primary contract is awarded to either a certified MBE or a certified WBE the Authority shall count the entire dollar amount of the contract towards meeting the MPG.**

**D. Certified MBE/WBE subcontractors shall perform at least seventy-five percent (75%) of the cost of the subcontract, not including cost of materials, with their own employees. This provision shall not apply to suppliers or distributors.**

### 4.2 CONSTRUCTION CONTRACT BIDDER/PROPOSER RESPONSIVENESS

**A. Bidders/Proposers must submit information indicating certified MBE/WBE firms, which have been solicited, quotes that have received (solicited and unsolicited), and firms to which commitments have been made. Documentation of such solicitations, quotes, and commitments must be submitted concurrently with the bid/proposal. Failure to submit the required information is sufficient cause for rejection of the bid as non-responsive.**

**B. Mailings to large numbers of certified MBE/WBEs which are intended to provide notice of a contractor's interest in bidding on a construction**

**contract will not be deemed solicitation, but will be treated as informational notification only.**

**C. A Bidder/Proposer should only solicit certified MBE/WBE subcontractors, manufacturers or supplies whose work, materials or supplies are within the project scope and are related to project line items or portions thereof, and which the Bidder/Proposer reasonable believes it will choose to subcontract with or purchase from.**

**D. Bidders/Proposers failing to meet the MPGs must submit concurrently with the bid submissions, the information required under Part III, Section E, of the Affirmative Action Contract Compliance Program.**

## 4.3 CONSTRUCTION CONTRACT BIDDER/PROPOSER RESPONSIBILITY

**The submittals of each Bidder/Proposer are subject to review to determine whether the Bidder/Proposer has discriminated in the selection of manufacturers, subcontractors or suppliers, or has taken affirmative steps in the utilization of certified MBE/WBEs to ensure compliance with this policy. If a Bidder/Proposer has met the MPGs, the Authority's Contracting Officer may presume that the Bidder has not discriminated in its selections. A Bidder/Proposer who fails to meet the MPGs shall satisfactorily provide the documentation set forth in Part III, Section E, of this program. The AAO shall perform a review of the submitted documentation to determine whether discrimination has occurred. If appropriate, the AAO may invoke the provisions of Part VII, Section 7.3 (Willful Non-Compliance) and recommend sanctions contained therein.**

## PART V: VENDING AND PERSONAL/PROFESSIONAL SERVICES CONTRACT AFFIRMATIVE ACTION IMPLEMENTATION PLAN

### 5.1 MINIMUM PARTICIPATION GOALS

**The AAO shall set MPGs for Specifications/Contracts/Request for Proposals.**

**(MANAGEMENT FUNDS)**

**The MPGs which have been set by the AAO as of the date of implementation of this program, are and shall be until or unless they are revised, as follows:**

| MBE | WBE |
|---|---|
| 10% | 10% |

**A. A Bidder/Proposer will not be rejected as non-responsive solely because they fail to reach the MPGs. However, a contractor may be considered non-responsible if the MPGs are not met, and they are not in compliance with Part III, Section E.**

**B. When a firm/company contracts with an enterprise that is both a certified MBE and a certified WBE, credit toward the MPG will be received for one category only. Bidders/Proposers shall indicate in their Plan which category is being credited.**

**C. A certified MBE/WBE firm bidding as a prime contractor shall still be required to submit an Affirmative Action Implementation Plan. However, where the primary contract is awarded to either a certified MBE or a certified WBE the Authority shall count the entire dollar amount of the contract towards meeting the MPG.**

### 5.2 VENDING AND PERSONAL/PROFESSIONAL SERVICES CONTRACT AFFIRMATIVE ACTION BIDDER/PROPOSER RESPONSIVENESS

**A. Bidders/Proposers must complete and submit with the bid/proposal, certified MBE/WBE Schedule of Participation and Binding Commitments Form. Failure to submit these forms with the bid/proposal may result in the bid being rejected as non-responsive.**

**B. Mailings to large number of certified MBE/WBE's which are intended to provide notice of a contractor's interest in bidding on a vending and personal/professional service contract will not be deemed solicitation, but will be treated as informational notification only.**

**C. A Bidder/Proposer should only solicit certified MBE/WBE subcontractors, vendors, manufacturers or suppliers whose services, materials or supplies are**

**within the scope of work bidded on, and which the Bidder/Proposer reasonably believes it will choose to subcontract with or purchase from.**

**D. Bidders/Proposers failing to meet the MPGs must submit concurrently with the bid submissions the information required under Part III, Section E, of the Affirmative Action Contract Compliance Program.**

## 5.3 VENDING AND PERSONAL/PROFESSIONAL SERVICE CONTRACT AFFIRMATIVE ACTION BIDDER/PROPOSER RESPONSIBILITY

**The submittals of each Bidder/Proposer are subject to review to determine whether the Bidder/Proposer has discriminated in the selection of manufacturers, subcontractors or suppliers, or has taken affirmative steps in the utilization of certified MBE/WBEs to ensure compliance with this policy. If a Bidder/Proposer has met the MPGs, the Authority's Contracting Officer may presume that the Bidder/Proposer has not discriminated in its selections. A Bidder/Proposer who fails to meet the MPGs shall satisfactorily provide the documentation set forth in Part III, Section E, of this program. The AAO shall perform a review of the submitted documentation to determine whether discrimination has occurred. If appropriate, the AAO may invoke the provisions of Part VII, Section 7.3 (Willful Non-Compliance) and recommend sanctions contained therein.**

## PART VI: EXEMPTIONS

### 6.1 EXEMPTED CONTRACTS

**The Authority recognizes that in certain limited circumstances, compliance with this Affirmative Action Contract Compliance Program will not be feasible, nor in the best interest of the Authority or its residents. With the approval of the Executive Director, Contracting Officer and the Affirmative Action Officer, the following contracts may be exempted:**

**A. A vending contract, for equipment, materials, services and supplies where the total dollar amount of the contract is less than Ten Thousand Dollars ($10,000.00).**

**B. A construction contract where the total dollar amount of the contract is less than Ten Thousand Dollars ($10,000.00).**

**C. A professional or personal services contract where the total dollar amount of the contract is less than Ten Thousand Dollars ($ 10,000.00).**

**D. Any public exigency or emergency contract where the nature of the emergency will not allow for a delay, which would occur from competitive solicitation.**

## PART VII: COMPLIANCE REVIEW

### 7.1 STANDARDS FOR REASONABLE CAUSE: *AFTER A CONTRACT HAS BEEN AWARDED*

**A. The AAO may find that a Contractor is not in compliance with contract requirements for reasons, which include, but are not limited to:**

**1. Documentation of information furnished by the contractor, which does not demonstrate that, a certified MBE/WBE is performing the work actually contracted.**

**2. Failure or refusal by a contractor to furnish information requested by the Authority.**

**3. Discovery of information, which is contrary to compliance information previously submitted by the contractor.**

**4. Contractor's failure, neglect or refusal to pay certified MBE/WBE subcontractor(s) for completed and approved work within seven (7) working days after payment by the Authority to the contractor.**

**5. Other facts discovered by the Authority's AAO.**

**B. Whenever the AAO determines it has reasonable cause to believe that a contractor is not in compliance or that the contractor has discriminated against certified WBE/MBEs, the AAO shall promptly prepare a written notice to be signed by the Contracting Officer and sent by certified mail to the contractor. The notice shall state the reasons for the AAO's belief that the contractor is not in compliance and/or has discriminated against certified MBE/WBEs. In response to said notice, the contractor shall be required to show cause within seven (7) working days why it should not be found:**

**1. In breach of contract, or**

**2. To have discriminated against certified MBE/WBEs.**

**C. Based upon information supplied by the contractor, if any, and other documentation and/or information, and with the approval of the General Manager of Contracts/Procurement, the AAO shall proceed expeditiously with an investigatory, evaluative review to clarify the allegations. In the event that the allegations are found to be valid by the AAO, said officer shall notify the Contracting Officer and Executive Director who shall send notification of such finding(s) to the contractor setting forth the appropriate remedial action.**

## 7.2 GOOD FAITH NON-COMPLIANCE

**A.** **In cases where the AAO has cause to believe that a contractor, acting in good faith, has failed to comply with the provisions of the procedures, the AAO with the assistance and involvement of the Authority's Contracting Officer shall attempt to resolve the non-compliance through conciliation and persuasion.**

**B.** **In conciliation, the contractor must satisfy the Authority that they have made their "Best Efforts" to achieve the agreed upon participation goals by certified MBE/WBEs. "Best Efforts" on the part of the contractor include:**

1. **Entering a contractual relationship with the designated MBE/WBE in a timely manner, and fulfilling all contractual requirements.**

2. **Notifying both the certified MBE/WBEs subcontractor and the Authority's AAO of any problems in a timely manner.**

3. **Requesting assistance from the AAO in resolving any problems with certified MBE/WBEs.**

4. **Making every reasonable effort to assist the certified MBE/WBE in the performance of its contract with the Authority.**

## 7.3 WILLFUL NON-COMPLIANCE

**A.** **In cases where the AAO has cause to believe that any Bidder, Proposer, or Contractor has failed to comply with the provisions of these procedures, said officer shall be empowered to conduct an investigation subsequent to written direction of the General Manager of Contracting/Procurement.**

**B.** **After affording the Bidder, Proposer or Contractor notice and an opportunity to be heard, the AAO will be authorized to recommend sanctions for each violation of these procedures. Such sanctions may include, but are not limited to:**

1. **Declare the bid or proposal as non-responsible and the Bidder/Proposer ineligible to receive the award of the contract or any other future contracts.**

2. **Suspension from doing business with the Authority for a set period of time.**

3. **Debarment.**

4. **Withholding of payments under the contract.**

5. **Other relief the AAO deems necessary, proper, and in the best interest of the Authority.**

## PART VIII: APPEALS

**8.1 STANDARDS OF APPEAL:**
**AFTER THE CONTRACT HAS BEEN AWARDED**

**A Bidder, Proposer, or Contractor may appeal a decision pursuant to any action taken under the provisions of Part VII: Compliance Review, by filing a written grievance with the AAO. An appeal by the Bidder, Proposer or Contractor under this section shall not stay the AAO's finding(s).**

**8.2 WRITTEN GRIEVANCE**

**A. The grievance shall set forth the reasons supporting it. The grievance shall be filed within ten (10) working days of the date that the finding, recommendation, proposal or other relief becomes effective. Failure to grieve in a timely manner shall be deemed a waiver of said right or breach of the conditions of this policy.**

**B. If a person requests a hearing at the time the grievance is filed, the AAO shall schedule a hearing within seven (7) working days of the date the grievance is filed, unless the person requesting a hearing agrees to a continuance provided it is not contrary to best interest of the Authority to permit the delay. The AAO shall notify in writing, the person filing the grievance, of the date, time and place of the hearing.**

**C. If a hearing is not requested, the AAO shall make a determination and notify the contractor within (7) working days.**

**8.3 HEARING**

**Five (5) working days prior to a scheduled hearing, the AAO shall issue and serve a written notice, together with a copy of the grievance as filed, to all persons named in the grievance. Such persons may be required to appear before a hearing panel at the date, time and place specific in the notice.**

**8.3.1 PANEL**

**A. The Executive Director shall designate a panel of three (3) or more individuals, one (1) of whom will be a member of the Affirmative Action Oversight Committee, to preside at such hearing, and to render a written decision on the grievance.**

**B. A party may request testimony from any person when it is determined that such testimony may assist in the resolution of the grievance. All proceedings will be transcribed and a record shall be maintained.**

**C. Any person or heads of departments named in the grievance may file a written answer to the grievance, and may appear at such hearing in person.**

**D. The panel shall not be bound by the strict rules of evidence prevailing in the courts of law or equity.**

**8.3.2 TESTIMONY**

**A. The testimony taken at the hearing shall be under oath.**

**B. The parties have a right to request that the notes of testimony be transcribed.**

**C. Testimony shall be taken by the panel and the person filing the grievance and person (s) and heads of departments named in the grievance shall be given an opportunity to be heard.**

**8.4 DECISION**

**A. Within twenty (20) working days after the conclusion of the hearing, the panel shall render a written decision as to the validity of the grievance, as well as an appropriate recommendation.**

**B. A copy of the decision shall be sent by U.S. certified mail, returned receipt requested, to the grievant.**

**8.5 EFFECT OF A PENDING DECISION**

**Pending a decision by the panel, the Philadelphia Housing Authority's Executive Director may stay any action pertaining to the grievance, if such stay is determined to be in the best interest of the Authority.**

## PART IX: AFFIRMATIVE ACTION OVERSIGHT COMMITTEE

**The Philadelphia Housing Authority Board of Commissioners shall appoint an Affirmative Action Oversight Committee to monitor and evaluate the implementation and administration of the Affirmative Action Contract Compliance Program. The Oversight Committee shall have as its membership, at least one (1) member of the Board of Commissioners, Executive Director, General Counsel, and other individuals from the Authority's community at large. The Committee will prepare periodic reports for the Board and address related issues as requested by the Board of Commissioners.**

**SCHEDULE OF PARTICIPATION**
**"CERTIFICATION OF BEST EFFORTS"**

**Specification Number:**_____ **Name of Bidder:**_____

| MBE/WBE | Detailed Description of Work | M/WBE PARTICIPATION | | |
|---|---|---|---|---|
| | | DOLLAR AMOUNT $ | PERCENT | |
| | | | MBE% | WBE% |
| NAME: | YES NO<br>☐ ☐ Will any of this work be subcontracted by the M/WBE? (See Note #3)<br>☐ ☐ Will bidder assist M/WBE with any of this work? (See Note #4) | | | |
| ADDRESS: | | | | |
| PHONE NO: | | | | |
| IRS ID#: | | | | |
| CERT. NO.: | | | | |
| CERT. AGCY: | | | | |
| NAME: | YES NO<br>☐ ☐ Will any of this work be subcontracted by the M/WBE? (See Note#3)<br>☐ ☐ Will bidder assist M/WBE with any of this work? (See Note #4) | | | |
| ADDRESS: | | | | |
| PHONE NO.: | | | | |
| IRS ID#: | | | | |
| CERT. NO.: | | | | |
| CERT AGCY: | | | | |

DUPLICATE THIS FORM IF YOU ARE LISTING MORE THAN TWO (2) M/WBE SUBCONTRACTORS

PLEASE NOTE:

1. A binding commitment must have been achieved with the M/WBE for the detailed work and dollar amount stated on this form.
2. M/WBE listed above must be certified by a certifying agency in order to be credited towards the required minimum participation goals.
3. If the M/WBE intends to subcontract more than 10% of the work detailed on this form, such subcontractors, description of work, and dollar amount must be listed on a duplicate copy of this form.
4. If the bidder plans to supply the M/WBE with materials, personnel or equipment, such assistance must be listed on this form in the block marked "Detailed Description of work."
5. Any change to this schedule (the named M/WBE, description of work, or dollar amount) must be approved in advance by the Affirmative Action Officer (AAO).

**SCHEDULE OF BINDING COMMITMENTS WITH MINORITY AND WOMEN OWNED BUSINESSES**
**"CERTIFICATION OF BEST EFFORTS"**

**Specification Number: _____ Name of Bidder:_____**

| NAME OF CERTIFIED MINORITY/WOMEN OWNED FIRMS* (INCLUDE CONTRACTING AGENT'S NAME) | TYPE OF CONTRACT WORK SPECIFY CONSTRUCTION, INSTALLATION, SUPPLY, ETC. | TOTAL DOLLAR AMOUNT OF PARTICIPATION | PERCENTAGE OF TOTAL PARTICIPATION | |
|---|---|---|---|---|
| | | | MINORITY OWNED BUSINESSES | WOMEN OWNED BUSINESSES |
| | | | | |
| | | | | |
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| | | | | |
| | | | | |

***Bidder's are hereby notified that all firms listed above will be contacted to verify their level of participation.**

**Signature:** _____

**Name:** _____

**Title:** _____

## DOCUMENTATION OF BEST EFFORTS

**Specification Number:_____** **Name of Bidder:_____**

**CERTIFIED MINORITY/WOMEN OWNED BUSINESSESES UNAVAILABLE TO PARTICIPATE IN THE CONTRACT.**

**List below the name of all certified minority/women owned businesses whose interest in the contract were solicited, but who were unavailable to work on this project or were unable to prepare a quote. State the reasons for the unavailability of certified minority/women owned businesses. In order to facilitate verification and avoid delays in contract awards, it is requested that each business listed below be identified on the "Affidavit of Unavailability of Certified Minority/Women Owned Businesses" (Page K-28).**

**INFORMATION AND ASSISTANCE PROVIDED TO CERTIFIED MINORITY/WOMEN OWNED BUSINESSES.**

**Include names and addresses of all certified minority/women owned businesses that you provided with plans, specifications, and requirements of the contract. Detail all assistance you provided to interested certified minority/women owned businesses and all your efforts at negotiation for specific sub-bids, and include any advertisements soliciting their participation.**

**I do hereby attest that I have exerted best efforts, but have been unable to obtain the required minimum participation goals for the following reason: ***

_____

**Company Name**

_____

**Specification Number**

_____

**Name (Signature)**

_____

**Title**

***You may attach supplemental pages and documentation if necessary.**

**AFFIDAVIT OF UNAVAILABILITY OF CERTIFIED MINORITY/WOMEN OWNED BUSINESSES**

**Specification Number: _____** **Name of Bidder: _____**

**I, _____, do hereby attest that**

**I was offered an opportunity to bid on the contract for:**

_____

**(Description of Contract)**

**by _____**

**(Name of Prime Bidder)**

**but was unavailable to participate/unable to prepare a quote (strike inappropriate phrase) for the following reasons:***

_____

**Name of Certified Minority/Women Owned Business**

_____

**Address and Phone Number**

_____

**Signature of Principal of Certified Minority/Women Owned Business**

_____

**Title**

_____

**Certifying Agency and Number**

***You may attach supplemental pages and documentation if necessary.**

## GUIDELINES FOR JOINT VENTURING

## BETWEEN A PRIME CONTRACTOR AND A CERTIFIED MINORITY/WOMAN-OWNED BUSINESS ENTERPRISE

**If a Prime Contractor has made arrangements to enter into a joint venture partnership with either a certified MBE or WBE, the following criteria must be met in order to receive credit towards the minimum participation goals (MPGs):**

**A. The MBE/WBE partner(s) must be certified by a governmental entity authorized by law to certify such enterprises prior to bid/proposal submittals.**

**B. The MBE/WBE partner(s) must be substantially involved in all phases of the contract including, but not limited to, the performance, with it own work force, a portion of the on-site work, and administrative responsibilities such as bidding, planning, staffing and daily management.**

**C. The business arrangement must be customary (i.e., each partner shares in the risk and profits of the joint venture commensurate with their ownership interests).**

**D. If the certified partner(s) is a MBE, its participation may be credited to the extent of the partner's ownership interest in the joint venture. However, it will still be required to meet the WBE goal or vice versa.**

**JOINT VENTURE QUESTIONNAIRE**

**If you intend to receive credit towards the minimum participation goals (MPGs) by entering into a joint venture partnership with a certified MBE/WBE, you must complete this questionnaire and submit it along with your bid/proposal.**

**1. NAME OF THE JOINT VENTURE**_____

**2. ADDRESS OF THE JOINT VENTURE** _____

_____

**3. TELEPHONE NUMBER (  )** _____

**4. CONTACT PERSON & TITLE** _____

_____

**5. IDENTIFY BELOW ALL OF THE FIRMS WHICH COMPRISE THE JOINT VENTURE PARTNERSHIP(S). IDENTIFY WHETHER THE FIRM IS A CERTIFIED MBE/WBE. INCLUDE CERTIFICATION NUMBER AND AGENCY WHERE APPLICABLE, AND INDICATE THE PERCENTAGE OF JOINT OWNERSHIP INTEREST.**

**NAME:**

**ADDRESS:**

**TELEPHONE NUMBER:** **MBE_____ WBE_____**

**IRS ID#**

**CERTIFICATION NUMBER:** **PERCENTAGE OF OWNERSHIP _____**

**CERTIFYING AGENCY:**

---

**NAME:**

**ADDRESS:**

**TELEPHONE NUMBER:** **MBE_____ WBE_____**

**IRS ID#**

**CERTIFICATION NUMBER:** **PERCENTAGE OF OWNERSHIP _____**

**CERTIFYING AGENCY:**

---

**NAME:**

**ADDRESS:**

**TELEPHONE NUMBER:** **MBE_____ WBE_____**

**IRS ID#**

**CERTIFICATION NUMBER:** **PERCENTAGE OF OWNERSHIP _____**

**CERTIFYING AGENCY:**

6. **DESCRIBE, IN DETAIL, THE BUSINESS PURPOSE OF THE JOINT VENTURE PARTNERSHIP AND THE ROLE OF EACH FIRM IN THE JOINT VENTURE. INCLUDE INFORMATION REGARDING DAILY MANAGEMENT, BIDDING, PLANNING, ON-SITE WORK, AND STAFFING. ATTACH SUPPLEMENTAL PAGES IF NECESSARY.**

_____

_____

7. **ATTACH A COPY OF THE JOINT VENTURE AGREEMENT.**

**Any changes to the joint venture agreement attached hereto or to this questionnaire, including changes in any of the arrangements described herein, must be approved in advance by the Authority's Affirmative Action Officer.**

**Each undersigned does hereby attest that the foregoing statements are true and correct.**

| | |
|---|---|
| **NAME OF FIRM** | **NAME OF FIRM** |
| **SIGNATURE OF FIRM'S AUTHORIZED AGENT** | **SIGNATURE OF FIRM'S AUTHORIZED AGENT** |
| **PRINTED NAME** | **PRINTED NAME** |
| **TITLE** | **TITLE** |
| **DATE** | **DATE** |

# SECTION K

# SECTION 3

PHILADELPHIA
HOUSING
AUTHORITY

# SECTION 3 POLICIES AND FORMS

REVISED APRIL 2012

Philadelphia Housing Authority
Building Beyond Expectations

## INTRODUCTION

This Policy Statement and Forms Package:

- Sets forth the policy, goals, and preferences of the Philadelphia Housing Authority ("PHA") in the administration of its Section 3 program, which is intended to ensure that employment and other economic opportunities generated by certain financial assistance provided by the U.S. Department of Housing and Urban Development ("HUD") shall, to the greatest extent feasible, and consistent with existing Federal, State, and local laws and regulations, be directed to low- and very low-income persons, and to business concerns which provide economic opportunities to low- and very low-income persons;
- Summarizes the standards and procedures to be followed to ensure that the objectives of Section 3 are met that are set out in 24 C.F.R Part 135;
- Provides the guidelines for contractors to follow; and
- Contains forms for contractors to demonstrate compliance.

Special emphasis is given to hiring residents of PHA communities. The requirements and forms follow.

For more information visit HUD's website at:
**http://www.hud.gov/section3**

or visit PHA's website at:
**http://www.pha.phila.gov/section3jobs**

Educational workshops for residents, vendors and prospective businesses are available. Workshops include Section 3 Policies and Procedures, as well as Contracting Process review. Sessions and times can be found at:
**http://www.pha.phila.gov/business-opportunities.aspx**

Philadelphia Housing Authority
Building Beyond Expectations

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## STATEMENT OF PURPOSE

The purpose of Section 3 of the Housing and Urban Development Act of 1968, as amended by Section 915 of the Housing and Community Development Act of 1992, is to "ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, State, and local laws and regulations, be directed toward low- and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons." Section 915 of the Housing and Community Development Act of 1992 sets forth:

- The types of HUD financial assistance, activities, and recipients subject to the requirements of Section 3;
- The specific individuals and business concerns who are the intended beneficiaries of the economic opportunities generated from HUD-assisted activities; and
- The priority in which individuals and businesses should be recruited and solicited for employment and other economic opportunities generated from HUD-assisted activities.

The HUD regulations at 24 C.F.R Part 135 set forth the requirements of the Section 3 program. The PHA's Section 3 policy is explained in this Policy. The PHA's Section 3 procedures and policies may be amended periodically by the Executive Director or his/her designee to insure that the policy requirements are being met or to bring about efficiencies in the implementation of the program based on practice and experience.

## DEFINITIONS

The applicable definitions for PHA's Section 3 program are the same as those set out in HUD's regulations at 24 C.F.R 135. Some of the more relevant terms considered in PHA's administration of the policy are:

**EMPLOYMENT OPPORTUNITIES GENERATED BY SECTION 3 COVERED ASSISTANCE**. All employment opportunities generated by the expenditure of Section 3 covered public and Indian housing assistance (i.e., operating assistance, development assistance and modernization assistance, as described in 24 C.F.R. § 135.3(a)(1)).

**COMMUNITY**. Area within one-half (1/2) mile radius of propose Section 3 Covered Activity.

**HOUSING AND COMMUNITY DEVELOPMENT ASSISTANCE.** Any financial assistance provided or otherwise made available through a HUD housing or community development program through any grant, loan, loan guarantee, cooperative agreement, or contract, and includes community development funds in the form of community development block grants, and loans guaranteed under Section 108 of the Housing nd Community Developments Act of 1974, as amended. Housing and Community Development Assistance does not include financial assistance provided through a contract of insurance or guaranty.

**NEW HIRES**. Full-time employees hired for permanent, temporary, or seasonal employment opportunities. Building trades personnel are new hires at the start of each construction project.

**OTHER HUD PROGRAMS**. HUD programs, other than HUD public and Indian housing programs, that provide housing and community development assistance for Section 3 Covered Projects.

**PHA PRE-APPRENTICESHIP PROGRAM** Program sponsored by PHA in which its residents participate in union-exam preparation course in construction skills.

**RESIDENT OWNED BUSINESS (ROB)**. A business concern (a) at least 51% owned by one or more public housing residents; and (b) whose management and daily business operations are controlled by one or more such individuals.

**SECTION 3**. Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. § 1701u).

**SECTION 3 BUSINESS CONCERN**. A Section 3 Business Concern is a business entity formed in accordance with State law, and which is licensed under State, county or municipal law to engage in the type of business activity for which it was formed:

1. That is fifty-one (51 % or more owned by Section 3 Residents; or

2. Whose permanent, full-time employees include persons, at least 30% of whom are currently Section 3 Residents, or within three years of the date of first

employment with the business concern were Section 3 Residents; or

3. That provides evidence of a commitment to subcontract in excess of 25% of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications set forth in paragraphs (1) or (2) in this definition of "Section 3 Business Concern."

**SECTION 3 CLAUSE**. The contract provisions set forth in 24 C.F.R § 135.38.

**SECTION 3 COVERED ACTIVITY**. Any activity which is funded by Section 3 Covered Assistance including public a housing assistance.

**SECTION 3 COVERED ASSISTANCE**.

- Public and Indian housing development assistance provided pursuant to Sections 5, 9, and/or 14 of the 1937 Act;
- Assistance provided under any HUD housing or community development program that is expended for work arising in connection with:
  (i) Housing rehabilitation (including reduction and abatement of lead-based paint hazards, but excluding routine maintenance, repair and replacement);
  (ii) Housing construction; or
  (iii) Other public construction project (which includes other buildings or improvements, regardless of ownership).

**SECTION 3 COVERED CONTRACT**. A contract or subcontract (including a professional service contract) awarded by a recipient or contractor for work generated by the expenditure of Section 3 Covered Assistance, or for work arising in connection with a Section 3 Covered Project. "Section 3 Covered Contracts" do not include contracts awarded under HUD's procurement program, which are governed by the Federal Acquisition Regulation System (see 48 C.F.R. Chapter 1). "Section 3 Covered Contracts" also do not include contracts for the purchase of supplies and materials. However, whenever a contract for materials includes the installation of the materials, the contract constitutes a Section 3 Covered Contract. For example, a contract for the purchase and installation of a furnace would be a Section 3 Covered Contract because the contract is for work (i.e., the installation of the furnace) and thus is covered by Section 3.

**SECTION 3 COVERED PROJECT**. The construction, reconstruction, conversion or rehabilitation of housing (including reduction and abatement of lead-based paint hazards), other public construction which includes buildings or improvements (regardless of ownership) assisted with housing or community development assistance.

**SECTION 3 JOINT VENTURE**. An association of business concerns, one of which qualifies as a Section 3 Business Concern, formed by written joint venture agreement to engage in and carry out a specific business venture for which purpose the business concerns combine their efforts, resources, and skills for joint profit, but not necessarily on a continuing or permanent basis for conducting business generally, and for which the Section 3 Business Concern:

(i) is responsible for a clearly defined portion of the work to be performed and holds management responsibilities in the joint venture; and

(ii) performs at least 25% of the work and is contractually entitled to compensation proportionate to its work.

**SECTION 3 RESIDENT**.

(1) A public housing resident; or

(2) An individual who resides in Philadelphia County and who is:

(i) A low-income person, as this term is defined in Section 3(b)(2) of the 1937 Act (42 U.S.C. § 1437a(b)(2)). Section 3(b)(2) of the 1937 Act defines this term to mean families (including single persons) whose incomes do not exceed 80 per centum of the median income for the area, as determined by the Secretary, with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 80 per centum of the median for the area ("AMT") on the basis of the Secretary's findings that such variations are necessary because of prevailing levels of construction costs or unusually high or low-income families; or

(ii) A very low-income person, as this term is defined in Section 3(b)(2) of the 1937 Act (42 U.S.C. § 1437a(b)(2)). Section 3(b)(2) of the 1937 Act (42 U.S.C. 1437a(b)(2)) defines this term to mean families (including single persons) whose incomes do not exceed 50 per centum of the median family income for the area, as determined by the Secretary with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 50 per centum of the median for the area on the basis of the Secretary's findings that such variations are necessary because of unusually high or low family incomes.

(3) A person seeking the training and employment preference provided by Section 3 bears the responsibility of providing evidence (if requested) that the person is eligible for the preference.

# GOAL STATEMENT

The numerical goals established in this section represent minimum numerical targets.

It is the PHA's policy to achieve Section 3 goals by providing opportunities in one or more of the following areas:

**TRAINING AND EMPLOYMENT**. The numerical goal set forth below apply to new hires, and economic opportunity levels for Section 3 residents. The numerical goals reflect the aggregate hires. Efforts to employ Section 3 Residents, to the greatest extent feasible, should be made at all job levels.

(1) Numerical goals for Section 3 Covered Public and Indian Housing programs. PHA contractors and subcontractors may demonstrate compliance with this part by committing to employ Section 3 Residents as 30% of the aggregate number of New Hires, and;

(2) For construction contracts and assignments that are site based or Community specific, PHA contractors and subcontracts, will demonstrate compliance by ensuring that 50% of all Section 3 New Hires are residents of the Community, and;

(3) For construction contracts and assignments, PHA contractors and subcontracts, will demonstrate compliance by ensuring that 20% of all contract wages are paid committed to employ Section 3 Residents working on Section 3 Covered Activity.

**CONTRACTS**. The numerical goals set forth below apply to contracts awarded in connection with all Section 3 Covered Projects and Section 3 Covered Activities. PHA and each of its contractors and subcontractors may demonstrate compliance with the requirements of this part by committing to award to Section 3 Business Concerns:

(1) At least 10% of the total dollar amount of all Section 3 Covered contracts for building trades work for maintenance, repair, modernization or development of public housing, or for building trades work arising in connection with housing rehabilitation, housing construction and other public construction; and

(2) At least 3% of the total dollar amount of all other Section 3 Covered Contracts.

PHA or its contractor may contract directly with a Section 3 Business Concern or contract with contractors that subcontract to a Section 3 Business Concern. In either case, PHA's preference is to give priority to business concerns that employ PHA residents from the property in which the work is being performed.

**OTHER ECONOMIC OPPORTUNITIES**

Firms may provide other economic opportunities or make cash contributions to train and employ Section 3 Residents or to contribute to a Section 3 compliance fund which provides other economic opportunities. PHA has established the following minimum threshold requirements for contribution to funds that provide other economic opportunities:

1. For trade, construction and rehabilitation work, the "value" of the other economic opportunity must equal or exceed 5% of the total contract amount plus any modifications to price;

2. For other types of contracts, including service contracts, the "value" of the other economic opportunity must equal or exceed 3% of the total contract amount plus any modifications to price.

**Refer to page 15 for additional details of Other Economic Opportunities**

## PHA PREFERENCE TIERS

For training and employment opportunities:

(a) Order of providing preference. Recipients, contractors and subcontractors shall direct their efforts to provide, to the greatest extent feasible, training and employment opportunities generated from the expenditure of Section 3 covered assistance to Section 3 residents in the order of priority provided in paragraph (a) of this section.

(1) Public and Indian housing programs. In public and Indian housing programs, efforts shall be directed to provide training and employment opportunities to Section 3 residents in the following order of priority:

(i) Residents of the housing development or developments for which the Section 3 covered assistance is expended (category 1 residents);

(ii) Residents of other housing developments managed by the HA that is expending the Section 3 covered housing assistance (category 2 residents);

(iii) Participants in DOL Youthbuild programs being carried out in the metropolitan area (or nonmetropolitan county) in which the Section 3 covered assistance is expended (category 3 residents);

(iv) Other Section 3 residents of Philadelphia.

For contracts:

(a) Order of providing preference. Recipients, contractors and subcontractors shall direct their efforts to award Section 3 covered contracts, to the greatest extent feasible, to Section 3 Business Concerns in the order of priority provided in paragraph (a) of this section.

(1) Public and Indian housing programs. In public and Indian housing programs, efforts shall be directed to award contracts to Section 3 Business Concerns in the following order of priority:

(i) 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, or whose full-time, permanent workforce includes 30% of these persons as employees (category 1 businesses);

(ii) Business concerns that are 51% or more owned by residents of other housing developments or developments managed by the HA that is expending the Section 3 covered assistance, or whose full-time, permanent workforce includes 30% of these persons as employees (category 2 businesses); or

(iii) Business concerns that are 51% or more owned by Section 3 residents, or whose permanent, full-time workforce includes no less than 30% Section 3 residents (category 3 businesses), or that subcontract in excess of 25% of the total amount of subcontracts to business concerns identified in paragraphs (a)(1)(i) and (a)(1)(ii) of this section.

PHA's preference is to ensure that as many PHA residents as possible are employed. In an effort to further that goal, PHA has created the following preference tier structure to assist it in evaluating Section 3 performance.

Vendors demonstrating Section 3 compliance or planned compliance at the contract bid process will be allocated additional Section 3 points, and therefore a potential higher overall score than those not in compliance. As such, we strongly encourage all contractors to comply with the highest Tier by hiring PHA Section 3 Residents at the site where work is being performed.

If the contractor demonstrates to PHA's satisfaction the inability to hire at the site, PHA's next preference is for the contractor to hire residents from other PHA properties. If the contractor cannot meet its Section 3 goal in this manner and needs to move to lower tiers, that contractor must document this inability to comply with the preference and the need to move to another tier.

**TIER I**

The contractor can meet Tier I status by:

(1) Hiring Section 3 PHA Residents from the site where services are to be performed;

(2) Hiring Section 3 PHA Residents from another PHA subsidized property;

(3) Hiring non-PHA Section 3 Residents from the PHA Pre-Apprentice Program or DOL Youthbuild Program; or

(4) Hiring non-PHA Section 3 Residents from Philadelphia County.

**TIER II**

If the contractor cannot meet Tier I, it may meet Tier II by:

(1) Contracting directly with a Resident Owned Business whose full-time, permanent workforce or a Section 3 Business Concern of which the full-time, permanent workforce includes persons, at least 30% of whom are PHA residents from the site where the work is being performed;

(2) Contracting directly with any other Section 3 business whose full-time, permanent workforce includes at least 30% PHA residents from the site where the work is being performed;

(3) Contracting directly with a Resident Owned Business whose full-time, permanent workforce includes at least 30% PHA residents from other PHA properties;

(4) Contracting directly with a Section 3 business concern that is 51% or more owned by Section 3 Residents and whose full-time, permanent work force includes persons, at least 30% of whom are PHA residents from other PHA properties;

(5) Contracting directly with a Section 3 business concern whose full-time, permanent workforce includes persons, at least 30% of whom are PHA residents from other PHA properties;

(6) Contracting directly with a Resident Owned Business whose full-time, permanent workforce includes persons, at least 30% of whom are Section 3 Residents;

(7) Contracting directly with a Section 3 business concern owned by Section 3 Residents whose full-time, permanent workforce includes persons, at least 30% of whom are Section 3 Residents;

(8) Contracting directly with other Section 3 business concerns whose full-time, permanent workforce includes persons, at least of 30% of whom are Section 3 Residents;

(9) Contracting directly with a Resident Owned Business regardless of the number of Section 3 Residents employed;

(10) Contracting directly with a Section 3 business concern which is majority owned by Section 3 Residents;

(11) Subcontracting with Section 3 business concern that involves the PHA Pre-Apprentice or DOL Youthbuild Program;

(12) Using a Section 3 business concern that meets Section 3 requirements as a subcontractor(s) dollar value for a minimum of 25%; or

(13) Forming a Section 3 Joint Venture.

**TIER III**

If the Contractor cannot comply with Tier I or II, it may provide other economic opportunities to train and employ Section 3 Residents or to contribute to a fund which provides other economic opportunities. The PHA has established the following minimum threshold requirements for contribution to the fund that provides other economic opportunities:

For trade, construction and rehabilitation work, the "value" of the other economic opportunity must equal or exceed 5% of the total contract amount plus any modifications;

For other types of contracts, including service contracts, the "value" of the other economic opportunity must equal or exceed 3% of the total contract amount plus any modifications.

**Refer to page 15 for additional details of Other Economic Opportunities**

# SECTION 3 COMPLIANCE REQUIREMENTS

## I. HIRING

### A. Background

The Section 3 regulations provide that contractors and subcontractors demonstrate compliance by employing Section 3 Residents as 30% of the aggregate number of new hires.

New hires are defined as full-time employees hired for permanent, temporary, or seasonal employment. Building trades personnel are considered to be new hires at the start of each construction project.

A contractor is required to hire only when a new hire is needed to perform the work. If no new hires are needed, vendors must pursue other avenues of compliance as set forth in PHA's preference tier structure. Additionally, PHA also has an overall employment goal that 30% of all new hire hours be assigned to Section 3 residents. Contractors should give serious consideration to hiring Section 3 Residents for work on other than Section 3 Covered Projects.

The Section 3 Regulations, at 24 C.F.R Part 135, require that, in public housing programs, compliance efforts shall be directed to provide training and employment opportunities to Section 3 Residents in the following order of priority:

1. Residents of the development or developments where the covered assistance is expended.

2. Residents of other developments managed by PHA.

3. Participants in PHA's Preapprentice Program or DOL's Youthbuild Program in Philadelphia.

4. All other low- and very low-income persons within Philadelphia County.

In situations where a new hire is needed, a contractor will not be required to hire persons who are not qualified. If a new hire is needed and a Section 3 Resident is identified, that Section 3 Resident will be required to submit evidence of Section 3 status to PHA, contractor or subcontractor, through the use of **Form 6- Certification For Resident Seeking Section 3 Preference In Training and Employment.**

PHA requires a preference for hiring from the development where work is

being performed. However, PHA will not require a vendor to hire from the development at the work site if:

a) A pre-identified list of Section 3 Residents from a job site contains no persons qualified to perform the work. Qualified residents from other developments shall then be considered.

b) The contractor's workforce is adequate to do the job and no new hiring is needed.

**B. Compliance**

As part of each bid or proposal submitted, the respondent must document their workforce by position and trade. Such information will be reviewed as part of all bid proposals, and then verified at the commencement of the contract or task order. PHA will conduct periodic quality assurance checks to verify continued compliance.

Contractors will be required to submit documentation in the form of FTE/Section 3 certified payroll form submitted monthly that clearly identify the Section 3 hires, hours, and positions.

Contractors must comply with the Section 3 requirement throughout the life of the contract. PHA will periodically audit this information and failure to comply with the monthly submittal of the FTE/Section 3 certified payroll form shall result in the delay of payment.

PHA residents regardless of their income are considered Section 3 Residents. Contractors employing PHA residents must retain documentation that demonstrates any PHA residents hired to meet Section 3 employment goals are:

a) identified on the lease of the household; and

b) able to provide to the contractor or subcontractor the client number for the household where PHA residency is claimed. This client number must appear on forms submitted by the vendor to verify a Section 3 hire.

If a Section 3 Resident is employed for less than the duration of the job commitment contractors must ensure that the overall economic opportunity thresholds are met, at the following amounts:

a) 5% of the actual contract amount if a construction contract (3% for non-construction) is allocated toward economic development and opportunity, through direct employment, or

other qualifying commitments (**Refer to Page 15 for additional details of Other Economic Opportunities**).

Non-PHA households claiming Section 3 status must be prepared to submit evidence of income and residency in Philadelphia County at the time of hire. As part of the Section 3 compliance process, vendors will be required to document that employees hired meet the residency and income requirements through the use of the Resident Affidavit (Form 6).

## II. CONTRACTING

### A. Background

The Section 3 regulations, at 24 C.F.R Part 135, provide that the PHA, its contractors and subcontractors must demonstrate compliance by awarding contracts to Section 3 business concerns or to persons who contract with those firms.

PHA's contracting goals require that Section 3 firms receive at least:

a) 10% of the total dollar amount of all Section 3 covered contracts for building trades work for maintenance, repair, modernization or development of public housing, or building trades work arising in connection with housing rehabilitation, housing construction and other public construction; or

b) 3% of the total dollar amount of all other Section 3 covered contracts.

Goals apply to the entire amount of Section 3 covered assistance awarded to PHA in any calendar year, January 1st to December 31st. PHA's goals apply to the total dollar amount of each contract , task order, or purchase order.

PHA is required to ensure that contracts awarded to contractors that provide training or hiring do provide training, employment and contracting opportunities to Section 3 Residents and Section 3 Business Concerns.

Efforts shall be directed to award contracts to Section 3 business concerns in the Tiers discussed in the preceding pages.

All recipients of contracts must participate in an annual Section 3 training event held by PHA. This training event is to present compliance requirements by all contractors. A principal, officer, or Section 3 compliance officer must attend on the behalf of the contractor.

### B. Compliance

Business Concerns claiming Section 3 status based on ownership and workforce or only on workforce must meet that status at the time the bid or proposal is submitted to PHA, and shall be required to provide evidence of that status.

Anyone claiming to be a Section 3 Resident or business concern shall be required to provide evidence of that status.

A business concern need not hire Section 3 Residents to be considered a Section 3 business if:

a) the business concern is 51% or more owned by a Section 3 Resident; or

b) the business concern's workforce consists of sufficient numbers of Section 3 Residents to qualify the vendor as a Section 3 business (30% or more of the full time, permanent workforce consists of Section 3 Residents, or persons who were Section 3 Residents within 3 years of first employment); or

c) the business concern subcontracts more than 25% of the contract amount to Section 3 business concerns.

After award of a contract, if a business concern must hire to maintain the Section 3 workforce percentage, new hiring efforts must be made in accordance with the PHA preference tier for hiring (shown previously in Tier I).

If a business concern claims Section 3 status by virtue of workforce composition, documentation of the 30% workforce requirement must be submitted to the PHA as part of the response to the bid, quote, or proposal. Further, the firm must maintain the Section 3 workforce percentage throughout the life of the contract. Workforce composition is subject to audit by PHA.

A business concern (including joint-ventures) seeking to qualify for a Section 3 preference shall certify and submit evidence that they are entitled to the applicable Section 3 preference and that they are a Section 3 business concern as defined in 24 C.F.R, Part 135. Prime or subcontractors must submit documentation (including work force composition data) as part of any bid, quote, or proposal submitted to the PHA. Additional documentation is required for joint-ventures.

Firms that claim Section 3 business status by subcontracting to other Section 3 businesses must require that the subcontractor(s) provide ownership or workforce documentation as applicable. The prime contractors must keep

such records on file and available for review by the PHA. Such documentation must also be submitted as part of any bid, quote or proposal.

Subcontractors identified by any prime contractor claiming Section 3 status must be a Section 3 business by ownership and/or workforce as defined in this policy. Subcontractors used by prime contractors to comply cannot claim Section 3 status by further subcontracting.

To meet Section 3 contracting goals, PHA is permitted to contract with an association of firms at least one of which meets the PHA's definition of a Section 3 Business Concern. Compliance requirements for joint-ventures are discussed below.

Joint-ventures are subject to the following documentation requirements:

1. The joint-venture agreement must be in writing and must be submitted as part of the response to any bid or proposal solicited by the PHA. In order for PHA to evaluate the "adequacy" and "capacity", the agreement must describe in sufficient detail the area(s) of work assigned to each member of the joint-venture.

2. The joint-venture agreement must reference a completed and fully executed joint venture certification, as provided by the PHA, which must also be attached to the joint venture agreement as an exhibit.

3. PHA requires that the Section 3 joint-venture partner is a bona-fide Section 3 business, therefore the joint-venture shall provide documentation that shows that the Section 3 partner meets the ownership and workforce, or workforce requirements established in this policy. Section 3 joint-venture partners cannot use subcontracting to establish their status as a Section 3 business concern.

4. Section 3 requires that the joint-venture partner be responsible for a clearly defined portion of the work. Proposals or bids must specify the labor hours assigned to and the compensation to be received by the Section 3 joint-venture firm.

5. Section 3 firms in the joint-venture must be qualified to perform the scope of work and have the capacity to complete the work assigned under the joint-venture agreement (see item b above).

## III. OTHER ECONOMIC OPPORTUNITIES IN LIEU OF TIERS I AND II

If a contractor cannot meet requirements of Tier I or II, it may provide other opportunities.

### A. Contract Values

For contracts or purchase orders valued at $100,000 or more, other economic opportunities may only be used where a vendor cannot comply with the hiring or subcontracting goals set forth in the Preference Tier structure. For contracts valued under $100,000, other economic opportunities may be used at any time. For such contracts valued under $100,000, firms may still comply by hiring or subcontracting but are not required to propose these options or provide the reasons why they cannot hire or contract to meet the Section 3 requirements.

### B. Economic Opportunities:

1. **Internships** – the vendor may provide youth and/or adult internship or externship opportunities for PHA residents. The value of the internship or externship must equal or exceed the threshold requirements established in **C.** below.

2. **Part-Time Employment** - vendors may provide part-time work for PHA residents. The hours of part-time work when converted to dollars must equal or exceed the threshold requirements established in **C.** below.

3. **Training Related** – vendors may provide paid training opportunities for PHA residents (especially on-the-job training). Opportunities should fall under one or more of the following categories:

   (a) Life skills/job-based skills - budgeting, resume writing, interview techniques, etc.;

   (b) Employment skills – applied training such as forklift operation or truck driving training;

   (c) Business development – entrepreneurship and small business training skills.

4. **Scholarships for PHA residents** -- the vendor may contribute to a PHA Resident Scholarship fund. The funds will be provided to schools, institutes, etc. via a third party to provide scholarships exclusively for PHA residents.

5. **Daycare/Transportation** to support PHA residents who are working or are in training or education programs -- the vendor may contribute to the daycare/transportation fund. The funds will be used to pay day care providers or provide SEPTA cards or stipends exclusively for PHA residents. The daycare/transportation fund will be administered by a third party service provider under a cooperative agreement with the PHA.

6. **Community-based contribution** – such as the "WorkReady Philadelphia" program.

7. **PHA Capital fund contribution** – contribution towards the PHA Capital fund.

**C. Threshold requirements for other economic opportunities**:

PHA has established the following minimum threshold requirements for use of other economic opportunities:

1. For trade, construction and rehabilitation work the "value" of the other economic opportunity must equal or exceed 5% of the total contract amount plus any modifications;

2. For other types of contracts, including service contracts, the "value" of the other economic opportunity must equal or exceed 3% of the total contract amount plus any modifications

## IV. BID OR PROPOSAL EVALUATION

Vendors who fail to address Section 3 requirements may be deemed nonresponsive. To avoid being nonresponsive, the proposal or bid documents submitted to the PHA must include the Contractor's Affidavit and Compliance Commitment, and all applicable attachments and supporting documentation, supporting claims of compliance by hiring, contracting, or other economic opportunities, in the proposal or bid documents submitted to the PHA.

A vendor who fails to address Section 3 requirements sufficiently may receive a written notice from the PHA specifying the defects in the Section 3 information. Vendors receiving such notice will be given no more than 5 business days to address the deficiencies and provide all required documents. Failure to respond within the 5 days will result in PHA declaring the bidder or respondent non-responsive. The contact or bid will then be awarded to the next lowest bidder or to the respondent with the next highest score. Where the selection is qualifications based procurement, PHA will award to the firm that is the next highest ranked.

In evaluating proposals, PHA will give credit to firms that employ Section 3 Residents that are not new hires and that will be assigned to the Section 3 Covered Project for which the proposal is submitted.

# APPENDIX A

## SUGGESTED EXAMPLES OF EFFORTS TOWARDS SECTION 3 COMPLIANCE

Following are acceptable methods that, when documented, assist in compliance with Section 3:

1. Consulting with State and local agencies administering training programs, probation and parole agencies, unemployment compensation programs, community organizations and other officials or organizations to assist with recruiting Section 3 Residents for a contractor's or subcontractor's training and employment positions.

2. Advertising the jobs to be filled through the local media.

3. Employing a job coordinator, or contracting with a business concern that is licensed in the field of job placement (preferably a Section 3 Business Concern) that will undertake efforts to match eligible and qualified Section 3 Residents with the training and employment positions that he contractor intends to fill.

4. Establishing training programs, which are consistent with the requirements of the Department of Labor, for public housing residents and other Section 3 Residents in the building trades.

5. Advertising the training and employment positions by distributing flyers (which identify the positions to be filled, the qualifications required, and where to obtain additional information about the application process) to housing developments where category I or category 2 persons reside.

6. Entering into "first source" hiring agreements with organizations representing Section 3 Residents.

7. Contacting resident council, resident management corporations, or other resident organizations, where they exist, in the housing developments where low income persons reside, to request the assistance of those organizations in notifying residents of the training and employment positions to be filled.

8. Sponsoring a job information meeting to be conducted at a location in the housing developments where low income persons reside or in the neighborhood or service area of the Section 3 covered project.

9. Arranging assistance in conduction job interviews and completing job applications for residents of the housing developments where low income persons reside and in the neighborhood or service area in which a Section 3 project is located.

10. Arranging for a location in the housing developments where low income persons reside, or the neighborhood or service area of the project, where job applications may be delivered and collected or where job interview can be conducted.

11. Where there are more qualified Section 3 Residents than there are positions to be filled, maintaining a file of eligible qualified Section 3 Residents for future employment positions.

12. Undertaking continued job training efforts as may be necessary to ensure the continued employment of Section 3 Residents previously hired for employment opportunities.

# APPENDIX B

## EFFORTS TO AWARD CONTACTS TO SECTION 3 BUSINESS CONCERNS THAT DEMONSTRATE COMPLIANCE WITH THE "GREATEST EXTENT FEASIBLE" REQUIREMENTS OF SECTION 3

1. In determining that responsibility of potential subcontractors, consider their record of Section 3 compliance as evidence by past actions and their current plans for the pending subcontract.

2. Contacting business assistance agencies, minority contractors' associations and community organizations to inform them of contracting opportunities and request their assistance in identifying Section 3 businesses which may solicit bids or proposals for contracts for work in connection with Section 3 covered assistance.

3. Providing written notice to all known Section 3 Business Concerns of the contracting opportunities. This notice should be in sufficient time to allow the Section 3 Business Concerns to respond to the bid invitation or request for proposals.

4. Following up with Section 3 Business Concerns that have expired interest in the contracting opportunities by contracting them to provide additional information on the contracting opportunities.

5. Coordinating pre-bid meetings at which Section 3 Business Concerns could be informed of upcoming contracting and subcontracting opportunities.

6. Advising Section 3 Business Concerns as to where they may seek assistance to overcome limitations such as inability to obtain bonding, lines of credit, financing, or insurance.

7. Arranging solicitations, times for presentations of subcontract bids, quantities, specifications, and delivery schedules in ways to facilitate the participation of Section 3 Business Concerns.

8. Where appropriate, breaking out subcontract work items into economically feasible units to facilitate participation by Section 3 Business Concern.

9. Advertising subcontracting opportunities through trade association papers and newsletters, and through other local media, such as newspapers of general circulation.

10. Developing a list of eligible Section 3 Business Concerns.

# FORMS – PRIOR TO BID

The following forms should be submitted prior to or at the time of a bid in anticipation of receiving a contract award to document Section 3 efforts and compliance.

**Form 1** – Existing Employee List. This list identifies who will work on the PHA project. Any workers added after initiation of work will be assumed to be new hires.

**Form 2** – Hiring Plan. This form requires the contractor to specify all positions anticipated to be involved in work. Included is a narrative statement regarding plans.

**Form 3** – Hiring and Contracting Goals Narrative. This form is used to describe the efforts made in order to comply with Section 3 Hiring and Contracting goals.

**Form 4** – Contracting Plan Worksheet. This form lists each contract to be used and applies Section 3 and other criteria to the contracts.

**Form 5** - Subcontractor Activity. This form applies if subcontracting will be performed. Subcontractors will be listed, along with Section 3 information.

***Form 6** – Resident Affidavit. This form is to be filed out for each Section 3 Resident currently hired or hired in the future.

***Form 7** – Section 3 Business Concerns. This worksheet provides backup information regarding Section 3 Business Concerns involved in performance of work.

**Form 10** – Utilization Plans. If Tier 3 is selected, contractors shall provide the information in this form.

***Only complete forms if requesting Section 3 Business Concern Preference in proposal evaluation**

# FORMS – DURING CONTRACT

The following forms should be submitted after a contract is issued or during the contract lifespan as required (such as personnel changes) to document Section 3 efforts and compliance:

**Form 6** – Resident Affidavit. This form is to be filed out for each Section 3 Resident currently hired or hired in the future.

**Form 7** – Section 3 Business Concerns. This worksheet provides backup information regarding Section 3 Business Concerns involved in performance of work.

**Form 8** – Employee Termination Tracking Form. This form collects information on termination of Section 3 Residents.

**Form 9** – Resident and Business Concern Affidavit. This affidavit is to be executed by the Contractor and/or subcontractor to demonstration Section 3 qualifications.

**Form 11 -**FTE Report. This document tracks employees, trades, hours worked, and projects. This form should be completed monthly for construction projects and quarterly for non-construction projects.

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**FORM – 1**
EXISTING EMPLOYEE LIST

A. PROJECT NAME AND LOCATION:_____

B. DEVELOPER/CONTRACTOR /APPLICANT:_____ C. DATE: _____

| EMPLOYEE NAME/ADDRESS | SOCIAL SECURITY NUMBER (LAST 4 DIGITS) | JOB CATEGORY/TRADE |
|---|---|---|
| | | |
| | | |
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**FORM – 2** HIRING PLAN

| JOB CATEGORY (A) | Total # of Expected EMPLOYEES in each category (B) | Total # of Expected HOURS in each Category (C) | Total # of Expected NEW HIRES in each category (D) | Total # of Expected SECTION 3 NEW HIRES in each category (E) | Total # of Staff Hours for Section 3 Employees and Trainees (F) | % of Total Staff Hours for Section 3 Employees and Trainees (G) | Total # of Section 3 Trainees (H) | Expected HIRE DATE(S) of new hires by category (note: there could be more than one date in each category (I) |
|---|---|---|---|---|---|---|---|---|
| Professionals:* | | | | | | | | |
| Technicians: ** | | | | | | | | |
| Office/Clerical | | | | | | | | |
| Construction Work by Trade | | | | | | | | |
| Trade: | | | | | | | | |
| Trade: | | | | | | | | |
| Trade: | | | | | | | | |
| Other: | | | | | | | | |
| Other: | | | | | | | | |
| Other: | | | | | | | | |
| Other: | | | | | | | | |
| Totals: (G) | | | | | | | | |

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**FORM – 2 (CONT'D)**

All awarded contractors who have selected to meet their Section 3 requirement through Tier I – Hiring must complete and submit this form to PHA's Compliance Division.

Prime Contractor's Name _____ Contract # _____ PO # _____

| **JOB TITLE** | **PAY RATE** (PER HOUR, YEAR, ETC.) | **APPROXIMATE HIRE DATE** | **LENGTH OF HIRE** (MONTHS) |
|---|---|---|---|
| | | | |
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**FORM – 3**
EFFORTS TO COMPLY WITH SECTION 3
HIRING AND CONTRACTING GOALS
NARRATIVE

Please describe in a narrative the efforts you plan to make or have already made in order to comply with Section 3 Hiring and Contracting goals.

CONTRACTING PLAN (if applicable) **FORM-4**

| List Each and Describe Briefly Subcontractor (A) | Approximate Dollar Value (B) | Construction (C) or Non-Construction (NC) (C) | Section 3 Business Concern (Y/N) (D) | Ethnic Racial Code (E) | Female Owned/ Minority Owned Business (Y/N) (F) |
|---|---|---|---|---|---|
| 1. | $ | | | | |
| 2. | $ | | | | |
| 3. | $ | | | | |
| 4. | $ | | | | |
| 5. | $ | | | | |
| 6. | $ | | | | |
| 7. | $ | | | | |

Ethnic/Racial Codes:

1. White American
2. African American
3. Native American
4. Hispanic American
5. Asian Pacific American
6. Hasidic Jew

**SUBCONTRACTOR ACTIVITY REPORT** (if applicable)
**FORM-5**

| Contract Number:<br><br>(A) | HUD Funding Source:<br><br>(B) | Date:<br><br>(C) |
|---|---|---|

| Contractor:<br><br>(D) | Address: |
|---|---|

| Project Name and Location:<br><br>(E) | Actual Construction<br>Start Date:<br>(F) |
|---|---|

| Name of Subcontractor Complete Address and Tax I. D. Number<br><br>(G) | Amount of Contract<br><br>(H) | Ethnic/Racial Code<br><br>(I) | Gender Code<br><br>(J) | Section 3 Business Concern (Y/N)<br><br>(K) | Type (s) of Services Provided (Including Supplies)<br><br>(L) | Anticipated Start and Completion Date:<br><br>(M) |
|---|---|---|---|---|---|---|
| #: | $ | | | | | From:<br><br>To; |
| #: | $ | | | | | From:<br><br>To: |
| #: | $ | | | | | From:<br><br>To; |
| #: | $ | | | | | From:<br><br>To: |
| #: | $ | | | | | From:<br><br>To: |

Ethnic/Racial Codes:

1. White American
2. African American
3. Hispanic American
4. Asian Pacific American

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**CERTIFICATION FOR RESIDENT SEEKING SECTION 3 PREFERENCE IN TRAINING AND EMPLOYMENT** (if applicable)
**FORM-6**

I, _____, am a legal resident of the City of Philadelphia, and meet the income eligibility guidelines for a low- or very-low-income person as published on the next page.

My permanent address is:
_____

_____

I have attached the following documentation as evidence of my status:

- ☐ Copy of lease
- ☐ Copy of receipt of public assistance
- ☐ Copy of Evidence of participation in a public assistance program
- ☐ Other evidence

My social security number is: _____

I have a family size of _____ and my total annual income for the prior calendar year (2010) was $_____.

I understand that the information above relating to the size and annual income of my family may require verification. I agree to provide upon request documents verifying this information and I authorize my employer to release information required for HUD or the PHA to verify my status as a Section 3 Resident.

Under penalty of perjury, I certify that I have voluntarily provided the above information in conjunction with employment on a HUD related project. I attest to the truthfulness of my statements fully understanding that this information is subject to verification by the appropriate federal agencies.

Signature _____

Print Name _____ Date _____

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**SECTION 3 INCOME LIMITS** (Effective 5/31/11)

All residents of public housing developments of the Philadelphia Housing Authority qualify as Section 3 residents. Additionally, individuals residing in the City of Philadelphia, who meet the income limits set forth below, can also qualify for Section 3 status.

A picture identification card and proof of current residency is required.

**Eligibility Guideline**

| Number in Household | Very Low Income | Low Income |
|---|---|---|
| 1 individual | $ 28,150 | $44,950 |
| 2 individuals | $ 32,200 | $51,400 |
| 3 individuals | $ 36,200 | $57,800 |
| 4 individuals | $ 40,200 | $64,200 |
| 5 individuals | $ 43,450 | $69,350 |
| 6 individuals | $ 46,650 | $74,500 |
| 7 individuals | $ 49,850 | $79,650 |
| 8 individuals | $ 53,100 | $84,750 |

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**AFFIDAVIT FOR BUSINESS CONCERNS SEEKING SECTION 3 PREFERENCE IN CONTRACTING AND DEMONSTRATION OF CAPABILITY**
(if applicable) **FORM-7**

The undersigned, being first duly sworn, on oath represents, warrants, certifies, deposes and says, under penalty of law, as follows:

**A.**

Name of Business (the "Company") _____

Address of Business_____

Type of Business: o Corporation o Partnership
o Sole Proprietorship o Joint Venture

Attached is the following documentation as evidence of status:

**B.**

**For Business claiming status as a Section 3 resident-owned enterprise:**

- o Copy of resident lease
- o Copy of evidence of participation in a public assistance program
- o Copy of receipt of public assistance
- o Other evidence

**C.**

**For business entity as applicable:**

- o Copy of Articles of Incorporation
- o Assumed Business Name Certificate
- o List of owners/stockholders and % ownership of each
- o Organization chart with names and titles and brief function statement
- o Certificate of Good Standing
- o Partnership Agreement
- o Corporation Annual Report
- o Latest Board minutes appointing officers
- o Additional documentation

**D.**

**For business claiming Section 3 status by subcontracting 25 percent of the dollar amount awarded to qualified Section 3 business:**

- o List of subcontracted Section 3 business(es) and subcontract amount

**E.**

**For business claiming Section 3 status, claiming at least 30 percent of its workforce are currently Section 3 residents or were Section 3 eligible residents within 3 years of date of first employment with the business:**

- o List of all current full-time employees
- o PHA Residential lease less than 3 years from day of employment
- o List of employees claiming Section 3 status
- o Other evidence of Section 3 status less than 3 years from date of employment

NOTE: Current HUD income limits for Section 3 residents may be found by going to http://www.huduser.org/portal/datasets/il/il11/index.html and selecting the Philadelphia region.

The Company hereby agrees to provide, upon request, additional documents verifying the information provided above.

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Building Beyond Expectations

Under penalty of perjury, I certify that I am the _____ (Title) of the Company, that I am authorized by the Company to execute this affidavit on the Company's behalf, that I have personal knowledge of the certifications made in this affidavit and that the same are true.

_____ (Corporate Seal)
Signature

_____
Name

**F.**

Commonwealth of Pennsylvania

County of _____

Subscribed and sworn to before me this _____ day of _____, _____

_____
Notary Public

My Commission expires: _____

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Building Beyond Expectations

**EMPLOYEE TERMINATION TRACKING FORM**
**SECTION 3 RESIDENTS FORM-8**

(A) Contractor's Name/Address of the project: _____

(B) Contract #: _____

(C) Report Period – From: _____ To: _____

| EMPLOYEE NAME (D) | SOCIAL SECURITY NUMBER (E) | POSITION HELD (F) | START DATE (G) | FINISH DATE (H) |
|---|---|---|---|---|
| | | | | |
| | | | | |
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| | | | | |

The undersigned company official does swear or affirm that the information on this form is true and correct to the best of his or her knowledge and there is no willful intent to mislead or commit fraud.

_____ _____ _____

(I) Signature (J) Title (K) Date

Philadelphia Housing Authority
Building Beyond Expectations

**SECTION 3 RESIDENT AFFIDAVITS**
**FORM – 9A**

I, _____, the Developer/Contractor, or the authorized representative of the Developer/Contractor, do hereby attest that I have examined the proofs of residency and income for each person signing a Section 3 Resident affidavit (FORM-5) as a low or very low-income person and or a resident of the Philadelphia Housing Authority. I also attest that the proofs supplied and representations made for Section 3 status are accurate as required by Section 3 of the U.S. Housing and Urban Development Act of 1968, as amended and the regulations.

I fully understand that this affidavit is a substantive part of the contract and that intentional submission by the developer/contractor of false information shall be a material breach of the contract, and that the Philadelphia Housing Authority may exercise those rights provided to it under the contract by law.

| _____ | _____ | _____ |
|---|---|---|
| Developer/Contractor | Signature | Date |
| _____ | _____ | _____ |
| Contract number | Work Site | Position/Title |

Commonwealth of Pennsylvania

County of _____

Subscribed and sworn to before me this _____ day of _____, _____

_____
Notary Public My Commission Expires:_____

Philadelphia Housing Authority
Building Beyond Expectations

**SECTION 3 BUSINESS CONCERN AFFIDAVIT**
**FORM – 9B**

I, _____, the Developer/Contractor or the authorized representative of the Developer/Contractor, hereby attests that the Business identified below is a Section 3 Business Concern. I also attest that the proofs supplied and representations made for Section 3 status are accurate as required by Section 3 of the U.S. Housing and Urban Development Act of 1968, as amended and the regulations.

_____
Name of Section Business

_____ _____
Contract No. Dollar Amount of Contract

_____ _____
Contact Person Phone Number

_____
Reporting Period

_____
Project Name

This Section 3 Business Concern is:

_____ Corporation _____ Partnership

_____ Sole Proprietorship _____ Joint Venture

Qualifying Business:

1. _____ 51% owned by Section 3 low income residents.

2. _____ 30% Section 3 low income residents dollar award.

3. _____ 25% of contract work committed to subcontract to Section 3 Business Concerns.

I do certify that the above information is correct.

_____ _____
Signature Title

Philadelphia Housing Authority
Building Beyond Expectations

**SECTION 3 UTILIZATION PLAN** (if applicable)
**FORM – 10**

The Contractor agrees to provide other economic opportunities (the value of which must equal or exceed the threshold requirements) to train and employ Section 3 Residents or contribute to a fund which provides Other Economic Opportunities in accordance with provisions of the Section 3 Policy as indicated below:

[ ] Internships – the vendor may provide youth and/or adult internship or externship opportunities for PHA residents.

[ ] Part-Time Employment – contractors will provide part-time work for PHA residents.

[ ] Training Related – vendors may provide paid training opportunities for PHA residents (especially on-the-job training). Opportunities should fall under one or more of the following categories: Life skills/job-based skills, Employment skills, or Business development.

[ ] Scholarships for PHA residents -- the vendor may contribute to a PHA Resident Scholarship fund. The funds will be provided to schools, institutes, etc. via a third party to provide scholarships exclusively for PHA residents.

[ ] Daycare/Transportation to support PHA residents who are working or are in training or education programs -- the vendor may contribute to the daycare/transportation fund. The funds will be used to pay day care providers or provide SEPTA cards or stipends exclusively for PHA residents. The daycare/transportation fund will be administered by a third party service provider under a cooperative agreement with the PHA.

[ ] Community-based or PHA Capital fund contribution– such as the WorkReady Philadelphia program or towards the PHA Capital fund.

By signing below, the Contractor hereby agrees to comply with the selected Section 3 requirements indicated above. To the extent that the completion of this form is contingent upon future information, for example price negotiations, request for specific services, etc., the undersigned hereby affirms and agrees to fully adhere to the spirit and intent of the PHA Section 3 Policy. Furthermore, the undersigned acknowledges and affirms responsibility for completion and submission of this form PRIOR TO AWARD of a contract from the Philadelphia Housing Authority. Failure to submit this form may jeopardize the responsiveness of our submission.

Attested to by:

_____

President or Authorized Officer Date

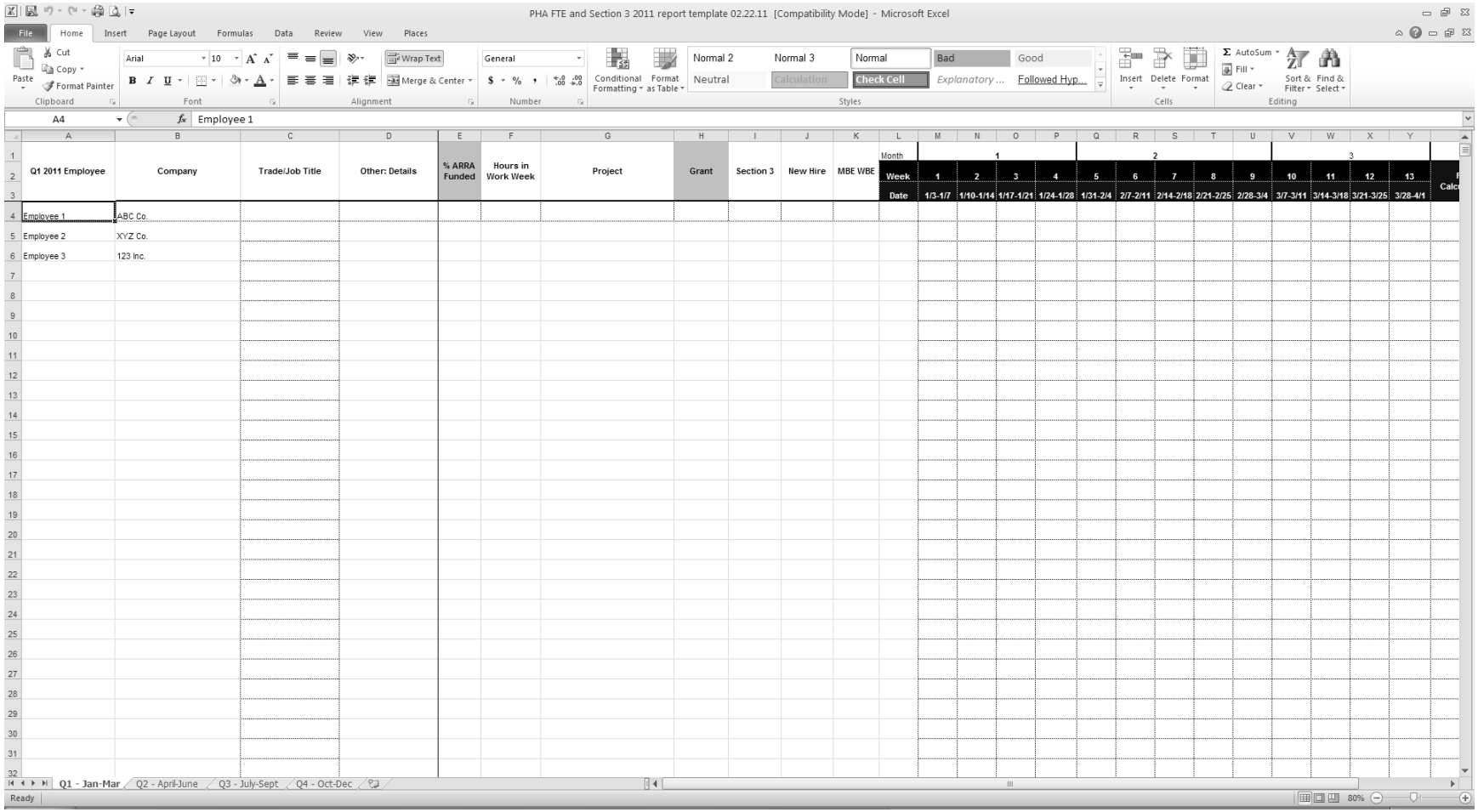
Notary Seal

Signature _____ Date _____

Acceptance / Approval By: _____

Senior Manager, Contract Compliance Date

# FTE REPORT (SAMPLE) - FORM 11



| Q1 2011 Employee | Company | Trade/Job Title | Other: Details | % ARRA Funded | Hours in Work Week | Project | Grant | Section 3 | New Hire | MBE WBE | Month | 1 | | | | 2 | | | | | 3 | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | Week | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | F Calc |
| | | | | | | | | | | | Date | 1/3-1/7 | 1/10-1/14 | 1/17-1/21 | 1/24-1/28 | 1/31-2/4 | 2/7-2/11 | 2/14-2/18 | 2/21-2/25 | 2/28-3/4 | 3/7-3/11 | 3/14-3/18 | 3/21-3/25 | 3/28-4/1 | |
| Employee 1 | ABC Co. | | | | | | | | | | | | | | | | | | | | | | | | |
| Employee 2 | XYZ Co. | | | | | | | | | | | | | | | | | | | | | | | | |
| Employee 3 | 123 Inc. | | | | | | | | | | | | | | | | | | | | | | | | |