



OR008

REQUEST FOR PROPOSAL
#2019-001

Rental Assistance
Demonstration (RAD)
Consultative Services

PROPOSAL DUE DATE: March 7, 2019

REQUEST FOR PROPOSALS

RFP # 2019-001

The Housing Authority & Urban Renewal Agency of Polk County -dba West Valley Housing Authority (WVHA) is seeking proposals for the **provision of consultative and/or development services for the purpose of successful repositioning of the WVHA's Public Housing (PH) portfolio; principally through utilization of the Rental Assistance Demonstration options offered through the Department of Housing & Urban Development.**

The WVHA's PH portfolio consists of 373 rental units with sites located across the agency's jurisdiction of Polk County, Oregon.

Interested vendors may obtain proposal requirements by contacting Christian Edelblute at 503-623-8387, Ext. 314, by emailing to cedelblute@wvpha.org, or from our website at www.wvpha.org.

The **deadline to submit proposals** for this request is **4:30 PM (PST), March 7, 2019** at the following address:

WEST VALLEY HOUSING AUTHORITY (WVHA)
P.O. Box 467
204 S.W. Walnut
Dallas, Oregon 97338
503-623-8387
Fax: 503-623-6907
cedelblute@wvpha.org

Section 3, small businesses, and minority or women-owned enterprises (MBWE) are encouraged to respond.

Award will be based on a competitive selection process with primary consideration given to the best, overall value to West Valley Housing Authority. Evaluation criteria will be as follows: 30 pts possible for Expertise/Qualifications, 30 pts possible for RAD Conversion Experience, 20pts possible for Methodology, 15pts possible for Cost, and 5pts possible for MWBE, Section 3, or Veteran Owned Enterprises.

The WVHA reserves the right to waive any informality in the award of this project, reject any or all proposals, and / or cancel this solicitation, at its sole discretion, if it is determined to be in the best interest of the WVHA to do so.

VENDOR SELECTION AND PROPOSED PROJECT AGENDA

RFP ADVERTISED	February 13, 2019
QUESTION / ANSWERCUT-OFF	February 28, 2019 at 4:30 PM (PST)
VENDOR PROPOSALS DUE	March 7, 2019 by 4:30 PM (PST)
EVALUATION / SELECTION OF VENDORS FOR INTERVIEW & DEMONSTRATION	March 8, 2019
CONDUCT INTERVIEWS / ON-SITE MEETINGS	March 11, 2019 thru March 14, 2019
FINAL EVALUATION / SELECTION OF SUCCESSFUL VENDOR	March 15, 2019
CONTRACT NEGOTIATION	March 18, 2019 thru March 19, 2019
CONTRACT APPROVAL	March 27, 2019
NOTICE TO PROCEED	March 27, 2019
REQUIRED COMPLETION DATE	Undetermined

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1. Introduction

The West Valley Housing Authority (WVHA) is a public housing authority (PHA) that was established in 1950 by the Board of Polk County Commissioners. The agency's mission is to provide safe, decent, and affordable housing for those in need in Polk County, Oregon; while encouraging their efforts towards self-sufficiency. This mission is served through the provision and administration of federal assistance programs financed and supervised by the U.S. Department of Housing and Urban Development (HUD).

The WVHA has been a very prudent steward of the funds received and have strived to maintain the quality of our Public Housing (PH) through ongoing capital improvements and proper, asset management. Traditionally, the leadership of the WVHA has been focused on maintaining the status quo, but new members are much more supportive of setting the WVHA on a course of enhanced sustainability and growth.

Similar to most housing authorities throughout the country (perhaps more so here on the West Coast), the WVHA is experiencing unprecedented escalations in area rents, a severe shortage in supply of acceptable, affordable rental units, and decreases in federal subsidy. The need to think outside the box is at its greatest and the WVHA must position itself to serve as an additional resource in working toward overcoming our area's affordable housing crisis.

The Board of Commissioners and agency management are currently working through a strategic planning process and one of the first points of the plan is to reposition the agency's PH assets in order to enhance their sustainability, unencumber the agency of PH regulation and oversight, and establish a property portfolio more in keeping with the current, affordable housing industry.

2. Purpose of this Request for Proposal (RFP)

The WVHA is currently working to reposition our PH portfolio through the utilization of the various options provided under the Rental Assistance Demonstration (RAD), and offered through HUD. Due to the complexity of the process, the variety of options, and the limitations of staff availability (and expertise), the WVHA is seeking assistance from qualified consultants. In order to properly entertain all of our options, the WVHA is currently soliciting proposals from qualified firms providing RAD consultative and/or development services properly suited for the successful repositioning of the WVHA's PH assets. The proposer must clearly demonstrate their firm's ability to conform to all requirements set forth in the remainder of this RFP.

3. WVHA's Reservation of Rights

The WVHA reserves the right to reject any or all proposals, to waive informalities and minor irregularities, and/or to modify or cancel this solicitation. Proposals that appear unrealistic, or are indicative of failure to comprehend the requirements of this RFP, and subsequent contracts, may be rejected.

Proposers are advised to provide thorough and complete responses. The WVHA reserves the right to 1) contact any proposer for clarification of any response; 2) contact any customer (current or past) of the proposer's services; 3) solicit information from any, available source, concerning any aspect of the proposal; and, 4) seek and review any other information deemed pertinent to the thorough evaluation of the proposals.

All costs of the proposal process (preparation, submittal, interviews, contract negotiation, and related expenses) are solely the responsibility of the vendors/proposers submitting a proposal. All proposals shall remain valid for a period of one hundred and eighty (180) calendar days after the date specified for receipt of proposals.

4. Errors & Omissions in Proposal

The WVHA will not be liable for any error or oversight in the presentation of a proposal. Proposer(s) will not be allowed to amend proposal documents after the deadline for proposal submission. The WVHA reserves the right to make corrections or clarifications related to errors identified in this RFP by either the WVHA or the Proposer.

5. Scope of Services

The WVHA is inviting independent contractors and/or professional firms to submit proposals for consultative services to fully evaluate the feasibility and applicability of the repositioning of our PH assets through RAD.

Successful proposers shall exhibit an ability to provide services including, but not limited to, the following:

Assessment Phase-

- Offer technical expertise and guidance to inform the WVHA in their efforts to establish an overall plan for the repositioning of all PH assets.
- Review property profiles (financials, performance, physical condition, location, composition, and potential of additional development).

- Assess adequacy of existing physical needs assessment(s) (PNA) to establish reasonable estimates of physical needs / capital improvements necessary at the time of repositioning and 20 years thereafter.
- Evaluation of the need for, and potential implications of, relocation assistance.
- Determine best course for repositioning of each PH development/AMP.
- Determine best course of financing and establish realistic development budgets incorporating all Sources and Uses.
- Create operating proformas to ensure conformance with HUD and lender requirements.
- Work with WVHA management and Board in finalizing a plan of action for moving forward with each PH development.

Preparation Phase-

- Assist WVHA in the conduct of resident meetings and the provision of information to the Resident Advisory Board (RAB).
- Assist WVHA in establishing a relationship with potential investors/lenders.
- Assist WVHA in the procurement of a complete physical conditions/need assessment.
- Assist WVHA in planning for rehabilitation, demolition, redevelopment, tenant relocation issues, and choice-mobility implications.
- Work with the Accounting Department to provide an overview of the implications of a RAD award in regard to changes in the WVHA's accounting protocols and structure.

Application Phase-

- Work with WVHA management and Board to establish final draft of all, necessary application materials.
- Either submit, or assist WVHA in their submission of, any, and all, application materials.

Award Phase-

If the application results in the award of a CHAP, the WVHA shall expect the proposer to provide additional services including, but not limited to:

- Assistance with the submission of the Physical Conditions Assessment.
- Assistance with any environmental review submission requirements.
- Assistance with lenders, investors, legal counsel, developers, contractors, and etcetera.
- Creation, and submission of, final financial packages.
- Guidance in establishing new accounting protocols and procedures.
- Oversight to ensure WVHA continues to meet all submission requirements on schedule.
- Work to resolve any outstanding issues regarding the finalization of the conversion.
- Provide guidance on final commitments (Use Agreements, contracts, and etcetera).

6. Respondent Experience

The Respondent must be thoroughly familiar with the PH asset repositioning process and have an historic base of customers that have successfully repositioned their PH assets with the assistance of the Respondent. The Respondent must have the staff, technical, and financial resources necessary to conduct the work required.

7. Submission Deadline and Delivery Address

All bid proposals must be received at the WVHA's main office no later than 4:30 PM Pacific Standard Time on March 7, 2019. Late bids will not be accepted. Proposals must be submitted with 1 original and 3 (three) copies. All bid packets received shall indicate the project name and RFP #.

Delivery Address:

WEST VALLEY HOUSING AUTHORITY
204 S.W. Walnut
Dallas, Oregon 97338

1. *Inquiries*

All inquiries will be in writing and submitted via email to cedelblute@wvpha.com or by fax (503)-623-6907 Attn: Christian Edelblute. The deadline for all inquiries is March 7, 2019 at 4:30 PM (PST). Receipt of inquiry will be confirmed within a 24-hour period of normal office hours. If receipt is not confirmed, please call Christian Edelblute at (503)- 623-8387 Ext. 314.

If, in the opinion of the WVHA, additional material or interpretation is needed, it will be provided as an Addendum to the RFP and will be communicated to all other vendors.

Any instruction or information, pertaining to the specifications of this project that is provided to prospective respondents in any form other than writing shall not bind the WVHA.

8. Proposal Format & Submission Requirements

All proposals shall follow the format provided below. Responses will be generally reviewed for completeness prior to the performance of the detailed evaluation. Any response submitted in a manner that makes evaluation unnecessarily time consuming may be eliminated from further consideration.

All responses should be neatly assembled and generally follow the following order:

8.1 *Letter of Transmittal*

All proposals must include a letter of transmittal that includes the company name, address, telephone, fax, email and authorized contact person. An individual within the company, having the authority to contractually bind the vendor, must sign the letter of transmittal.

8.2 *Expertise*

Provide a history of the business and a brief overview of the qualifications of key staff to be involved in PH asset repositioning consultation. Provide a brief non-technical overview of the Proposer's business including the range of products and services offered. Proposers should provide information reflecting how and why proposer's experience and service offerings best meet the WVHA's needs.

- 8.3 *Work Experience (Use Attachment 'B' 'References')*
Proposer is required to submit a minimum of four (4) customer references who have gone through, or are currently going through, the asset repositioning process through RAD.
- 8.4 *Methodology*
Proposer is required to provide an overview of the methodology they use to ensure professional, timely, responsive, detail-oriented, and collaborative engagement with clients in need of guidance and direction in repositioning their PH assets within the RAD program.
- 8.5 *Proposal Cost (Use Attachment 'C' 'Cost Proposal')*
Respondents must provide an estimated, not to exceed, cost for each of the four phases set forth above.
- 8.6 *MWBE, Section 3, Veteran Owned*
Respondents are eligible for five (5) points if business is minority or women-owned, a Section 3 employer, or a veteran owned enterprise.

9. Evaluation Method

9.1 Initial Evaluation for Responsiveness

Each proposal received will first be evaluated for responsiveness (e.g., meets the minimum of the published requirements). The WVHA reserves the right to reject any proposals deemed by the WVHA not minimally responsive (the WVHA will notify such firms in writing of any such rejection). Proposals deemed responsive will be included in an evaluation packet and shared with each evaluator.

9.2 Evaluation Committee

The WVHA anticipates that it will select a minimum of a three-person committee to evaluate each of the responsive proposals submitted in response to this RFP. PLEASE NOTE: No Proposer shall be informed at any time during or after the RFP process as to the identity of any evaluation committee member. If, by chance, a Proposer does become aware of the identity of such person(s), he/she SHALL NOT make any attempt to contact or discuss with such person anything related to this RFP, as detailed within this RFP the designated staff is the only person at the WVHA that the Proposers shall contact pertaining to this RFP. Failure to abide by this requirement may (and most likely will) cause such Proposer(s) to be eliminated from consideration for award.

9.3 Evaluation

The appointed evaluation committee members will each, independently, evaluate the responsive proposals submitted and award points pertaining to Evaluation Factors. Upon final completion of the proposal evaluation process, the evaluation committee will forward the completed evaluations to the Executive Director.

9.4 Determination of Top-ranked Proposer

Typically, the points awarded by the evaluation committee will determine the final rankings, which are typically forwarded to the ED for approval. If the evaluation was performed to the satisfaction of the ED, the final rankings may be forwarded to the WVHA's Board of Commissioners (BOC) at a scheduled meeting for approval (depending on contract cost).

Contract negotiations may, at the WVHA's option, be conducted prior to or after the BOC approval. If this contract requires the approval of the WVHA's BOC, but the BOC does not approve the contract, it will not move forward.

9.5 Notice of Results of Evaluation

If an award is completed, all Proposers may request to receive the results of the evaluation.

9.6 Restrictions

The WVHA reserves the right to make an award based solely on the responses to this RFP or to negotiate further with one or more Proposer. The contract will be awarded to the Proposer whose proposal will be the most advantageous to the WVHA and whose experience, and other factors considered, are the most closely conforming to this RFP. Due to the evaluation procedure for the Request for Proposal, lowest dollar price will not indicate the successful Proposer. Price constitutes only one of the several evaluation criteria. The Evaluation Committee will judge the merit of the proposals/interviews received that shall include, but are not necessarily limited to those listed in the Evaluation Criteria.

9.7 Interview

A committee determined by WVHA staff will interview Proposers whose proposals are the highest rated. The interview process may include a verbal, phone interview, e-mail correspondence, or an in person meeting. The WVHA reserves the right to short list the RFP respondents and to interview only those WVHA feels are best qualified.

10. Evaluation Factors

The following factors will be utilized by the WVHA to evaluate each proposal received; award of points for each listed factor will be based upon the documentation that the proposer submits within his/her proposal. Evaluation Criteria – 100 Points possible.

CRITERIA	POINTS POSSIBLE
<i>10.1 Expertise/Qualifications</i>	
The Proposer has extensive knowledge, skill, and qualifications serving in the capacity of consultant on asset repositioning projects.	30
<i>10.2 Work Experience with RAD Conversions</i>	
The Proposer has proven experience working within the context of Rental Assistance Demonstrations. Proposer must have been a direct, consultative, party to at least four (4) RAD conversion projects with agencies of the same size, or larger than, the WVHA.	30
<i>10.3 Methodology</i>	
Professed approach to this prospective project is indicative of a professional, collaborative, detail-oriented, and responsive focus on behalf of the Proposer.	20
<i>10.4 Cost</i>	
The proposals will be evaluated for the projected cost associated with each phase of the project.	15
<i>10.5 M/WBE, Section 3, Veteran Owned Entity</i>	
Minority and/or women-owned enterprises, Section 3 employers, and or veteran owned entity shall automatically receive 5 points.	5

11. Contract Award Procedure

The WVHA will make an award based on the proposal that best conforms to the solicitation and is most advantageous to the WVHA. The point ranking system as outlined in this RFP is designed to assist the WVHA in determining those proposals which best conform to the solicitation. The WVHA will discuss the proposals with one or more vendors based upon results obtained from the ranking.

The WVHA may award the contract based upon criteria other than the lowest price. As noted in the ranking process, proposals will first be ranked on technical evaluation.

If all proposals do not meet the WVHA criteria or the satisfaction of the BOC, the software contract may not be awarded.

If a contract is awarded pursuant to this RFP, the following detailed procedures will be followed:

11.1 Contract Conditions

By completing, and submitting, the Proposal, the proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by the WVHA, including the contract clauses already attached and identified in this RFP including General Conditions. Accordingly, the WVHA has no responsibility to conduct any negotiations pertaining to the contract clauses already published, after the submittal deadline.

11.2 Contract Form

The WVHA will not execute a contract on the successful Proposer's form--contracts will only be executed on the WVHA form (please see sample CONTRACT FORM, ATTACHMENT), and by submitting a proposal the successful Proposer agrees to do so (please note that the WVHA reserves the right to amend this form as the WVHA deems necessary). However, the WVHA will, during the RFP process (prior to the submittal deadline), consider any contract clauses that the proposer wishes to include therein and submits in writing a request for the WVHA to do so; but the failure of the WVHA to include such clauses does not give the successful proposer the right to refuse to execute the WVHA 's contract form. It is the responsibility of each prospective proposer to notify the WVHA, in writing, prior

to submitting a proposal, of any contract clause that he/she is not willing to include in the final executed contract and abide by. The WVHA will consider and respond to such written correspondence, and if the prospective proposer is not willing to abide by the WVHA's response (decision), then that prospective proposer shall be deemed ineligible to submit a proposal.

Please note that the WVHA has no legal right or ability to (and will not) at any time negotiate any clauses contained within ANY of the HUD forms included as a part of this RFP.

11.3 Assignment of Personnel

The WVHA shall retain the right to demand and receive a change in personnel assigned to the work if the WVHA believes that such change is in the best interest of the WVHA and the completion of the contracted work.

11.4 Unauthorized Sub-Contracting Prohibited

The successful proposer shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFP (including, but not limited to, selling or transferring the contract) without the prior written consent of the WVHA. Any purported assignment of interest or delegation of duty, without the prior written consent of the WVHA shall be void and may result in the cancellation of the contract with the WVHA, or may result in the full or partial forfeiture of funds paid to the successful proposer as a result of the proposed contract; either as determined by the WVHA.

11.5 Licensing and Insurance Requirements:

Prior to award (but not as a part of the proposal submission) the successful proposer will be required to provide:

An original certificate evidencing the proposer's current industrial (worker's compensation) insurance carrier and coverage amount;

An original certificate evidencing General Liability coverage, naming the WVHA as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the WVHA as an additional insured under said policy (minimum of \$1,000,000 each occurrence, general aggregate

minimum limit of \$2,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000), with a deductible of not greater than \$1,000;

An original certificate showing the proposer's automobile insurance coverage in a combined single limit of \$1,000,000.

11.6 Right To Negotiate Final Fees

The WVHA shall retain the right to negotiate the amount of fees that are paid to the successful proposer, meaning the fees proposed by the top-rated proposer may, at the WVHA's options, be the basis for the beginning of negotiations. Such negotiations shall begin after the WVHA has chosen a top-rated proposer. If such negotiations are not, in the opinion of the WVHA successfully concluded within five (5) business days, the WVHA shall retain the right to end such negotiations and begin negotiations with the next-rated proposer. The WVHA shall also retain the right to negotiate with and make an award to more than one proposer, as long as such negotiation(s) and/or award(s) are addressed in the above manner (i.e. top-rated first, then next-rated following until a successful negotiation is reached).

11.7 Contract Service Standards

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

12 Attachments

ATTACHMENT B: PROPOSAL COST FORM



Project: RAD Consultative Services
Project #: 2019-001
Location: 204 SW Walnut Street Dallas, OR 97338

Proposer Name: _____

The undersigned, having familiarized themselves with the entirety of this RFP and any, local conditions affecting the cost of the work, hereby proposes to furnish all labor, material, equipment, and service described in the Scope of Work, in accordance therewith, for the sum not to exceed:

_____ Dollars (\$ _____)

Total Established from Following Cost Per Phase:

Assessment Phase.....(\$ _____)

Preparation Phase.....(\$ _____)

Application Phase.....(\$ _____)

Award Phase(\$ _____)

By submission of this proposal, the Proposer is agreeing to abide by all of the terms and conditions listed herein. It is understood that the right is reserved by the WVHA to reject any and all bids. If written notice of the acceptance of this bid is mailed, telegraphed, or otherwise delivered to the undersigned within thirty (30) days of the date indicated by the Contractor below, or at any time thereafter before this bid is withdrawn, the undersigned agrees to execute the contract in the prescribed form.

Note: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

DATE: _____, 20__

BY: _____
Signature

Official Address

Printed Name

TITLE: _____

PHONE: _____

This form MUST be submitted with proposal. Failure to do so will disqualify the Proposer.

ATTACHMENT C: REFERENCES

Project: RAD Consultative Services
Project #: 2019-001
Location: 204 SW Walnut Street Dallas, OR 97338



Proposer Name: _____

Entity Name _____

Street _____

City, State, Zip _____

Contact Name _____

Contact E-mail _____

Contact Phone _____

Entity Name _____

Street _____

City, State, Zip _____

Contact Name _____

Contact E-mail _____

Contact Phone _____

Entity Name _____

Street _____

City, State, Zip _____

Contact Name _____

Contact E-mail _____

Contact Phone _____

Entity Name _____

Street _____

City, State, Zip _____

Contact Name _____

Contact E-mail _____

Contact Phone _____

This form MUST be submitted with proposal. Failure to do so will disqualify the Proposer.

ATTACHMENT D: NON-COLLUSIVE AFFIDAVIT

Project: RAD Consultative Services

Project #: 2019-001

Location: 204 SW Walnut Street Dallas, OR 97338

State of _____

County of _____

_____, being first duly sworn, deposes and says:

That he/she is _____

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

the party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, 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 of conference, with any person, to fix the bid prices of affiant or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that or any other bidder, or to secure any advantage against the West Valley Housing Authority (Housing Authority and Urban Renewal Agency of Polk County) or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

That I have examined and carefully prepared this proposal from the specifications, and have checked the same in detail before submitting this proposal; that the undersigned is duly authorized to make this affidavit.

That following this affidavit is a full and complete list of all subcontractors and the class of work to be performed by each, which the bidder proposes to use.

Company Name

By: _____

Title: _____

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

Notary Signature

My Commission Expires

ATTACHMENT E:

COMPLIANCE WITH SECTION 3

for

WEST VALLEY HOUSING AUTHORITY
204 SW WALNUT, DALLAS, OREGON 97338

For Project: **RAD Consultative Services
#2019-001**

INTRODUCTION

By developing and implementing this plan, subgrantees, contractors, subcontractors and consultants will comply with Section 3 of the HUD Act of 1968, which requires a good faith effort to:

1. Use low income project area residents as employees;
2. Use low income project area residents as trainees; and
3. Use project area small business concerns to obtain services and supplies.

DEFINITION OF SECTION 3 PROJECT AREA

The Section 3 project area boundary for activities under this Plan is Polk County.

Within this project area, first consideration shall be given to persons or small businesses located near the construction site.

PART I: STEPS PLANNED TO USE LOWER INCOME AREA RESIDENTS AS EMPLOYEES AND TRAINEES:

- A. The total number of employees I intent to use on this project is _____. The number of these employees that would be considered lower income project area residents is _____.
- B. The total number of trainees I intent to use on this project is _____. The number of these trainees that would be considered lower income project area residents is _____.
- C. Activities planned to meet hiring objectives include (check those applicable):
 - Recruit through local advertising media (include phrase "equal opportunity employer" in ad);
 - Recruit through signs, placed at project site;
 - Recruit by contacting community service organizations serving the project area;
 - Maintain a list of lower income residents who have applied for training positions and employ eligible applicants from this list;
 - Other _____

PART II: AFFIRMATIVE ACTION PLAN FOR USING SMALL BUSINESS LOCATED IN THE PROJECT AREA OR OWNED BY PROJECT AREA RESIDENTS.

- A. To the greatest extent possible, I will obtain services and/or supplies from small business concerns located within the Section 3 project area or small businesses owned in substantial part by residents of the project area.
- B. Of the _____ contracts to be awarded in connection with these project activities, _____ will be awarded to Section 3 project area small business (e.g., suppliers, subcontractors, etc.).
- C. Of the total \$_____ estimated dollar value of these contracts, \$_____ will be awarded to Section 3 project area small businesses.

PART III: OTHER AFFIRMATIVE ACTION ACTIVITIES

I agree to:

- A. Insert the regulations contained in 24 CFR Part 135, pertaining to Section 3, in all bid documents for project.
- B. Take steps to insure that contracts typically let on a negotiated rather than a bid basis will be let in this Section 3 covered project area.
- C. Cooperate with the WVHA Contract Compliance Officer in his/her efforts to provide assistance in the accomplishment and evaluation of these goals.

Date

Signature

Agency or Firm

ATTACHMENT F:

FORM OF CONTRACT

CONTRACT FOR:
RAD Consultative Services
#2019-001

THIS AGREEMENT is made this 27th day of March, 2019 between the West Valley Housing Authority (hereinafter referred to as "WVHA") and _____ (hereinafter referred to as "Contractor"), a legal business entity authorized to conduct its business (particularly of the nature set forth in this contract) under the laws of the State of Oregon.

WITNESSETH, that the WVHA and the Contractor mutually agree as follows:

Article 1. Scope of Work: The Contractor shall furnish all labor, material, equipment and services necessary to perform and complete the work involved to provide consultative services for the repositioning of Public Housing assets through the Department of Housing & Urban Development's Rental Assistance Demonstration program. The Request For Proposal Packet, and any Addenda, are incorporated herein by reference and made a part hereof.

Article 2. The Contract Price: The WVHA shall pay the Contractor for the performance of the Contract, in current funds, subject to additions and deductions as provided in the Scope of Work, the sum of:

_____ Dollars **(\$00)**

Article 3. Contract Documents: The Contract shall consist of this Form of Contract and shall incorporate the component parts enumerated below:

- I. Request for Proposal dated – February 13, 2019
- II. General Conditions of the Contract

THIS INSTRUMENT, together with the other documents enumerated in this Article 3, which said other documents are as fully a part of the Contract as if hereto attached or herein repeated, form the Contract. In the event that any provision in any component part of this Contract conflicts with any provision of any other component part, the provision of the component part first enumerated in this Article 3 shall govern, except as otherwise specifically stated.

Article 4. Employment Opportunities: The Contractor shall offer Equal Opportunity in Employment and, to the greatest extent feasible, hire, and/or employ, low to very low income persons in compliance with 24 CFR Part 135 and Section 3 of the Housing and Urban Development Act of 1968.

Article 5. Termination for Cause & Convenience: The WVHA may terminate this Contract at any time due to failure of the Contractor to comply (or enforce compliance among subcontractors) with any of the terms of this Contract. The WVHA shall provide the Contractor with a Notice to Stop Work and shall then establish a meeting with Contractor to discuss the basis for the Notice to Stop Work and the potential of termination of the Contract. If it is determined to be in the best interest of the WVHA to terminate this Contract before final completion of the work, the Contractor will be paid for the value of the material provided and the work performed up until the date of the Notice to Stop Work.

Article 6. Responsibility: All of the requirements of this Contract extend to the Contractor's sub-contractors with the ultimate responsibility for enforcement of compliance being that of the Contractor.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed in two (2) original counterpart(s) as of the day and year first above written.

ATTEST:

Business: _____

By: _____

Signature

Printed Name

Title: _____

Business Address/Telephone:

1234 ABC Lane
Woodburn, OR 97071
(503) 123-4567

ATTEST:

West Valley Housing Authority

By: _____ Christian Edelblute

Title: _____ Executive Director

Business Address/Telephone:

204 SW Walnut
P.O. Box 467
Dallas, Oregon 97338
(503) 623-8387