



*"The Capital City of the Palm Beaches"*

**PROCUREMENT DIVISION**  
401 Clematis Street, 5<sup>th</sup> Floor  
West Palm Beach, FL 33401  
Tel: 561-822-2100  
Fax: 561-822-1564

REQUEST FOR QUALIFICATIONS  
RFQ 10-11-50

## **NON-PROFIT DEVELOPER**

The City of West Palm Beach is accepting proposals from qualified organizations for the purpose of providing assistance through the federally funded HOME Investment Partnership Program to construct affordable housing in the City of West Palm Beach. The City anticipates \$1,000,000 in HOME Investment Partnership Program funds to be available to non-profit developers for the construction of affordable housing on lots owned by the City.

Time is of the essence and any proposal received after 1:00 p.m., Monday, October 3, 2011, whether by mail or otherwise, will be returned unopened. The time of receipt shall be determined by the time clock located in the office of the Procurement Division. Proposals shall be placed in a sealed envelope, marked in the lower left-hand corner with the RFQ number, title, and date and hour proposals are scheduled to be received. Proposers are responsible for insuring that their proposal is stamped by Procurement Division personnel by the deadline indicated.

Interested parties may obtain a copy of this Proposal by web site at [www.wpb.org/procurement/index.php](http://www.wpb.org/procurement/index.php).

All proposals must be delivered or mailed to:  
City of West Palm Beach Procurement Division  
401 Clematis Street, 5th Floor  
West Palm Beach, FL 33401

ENVELOPE MUST BE IDENTIFIED AS RFQ 10-11-Q050.

BY: Althea Pemsel  
Procurement Official

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# TABLE OF CONTENTS

Overview of the Request for Qualifications Process.....	3
Introduction.....	3
HOME Investment Partnership Program.....	3
Reporting Results.....	3
Minimum Qualifications .....	4
Review Process.....	5
Award Recommendation .....	5
Appeal Process .....	6
Project Information and Standards .....	7
Other Terms and Conditions.....	7
Attachment A .....	Page 15
Attachment B .....	Page 16
Attachment C .....	Page 18

## **Overview of the RFQ Process:**

The City of West Palm Beach receives HOME Investment Partnership Program (HOME) funds from the U.S. Department of Housing and Urban Development (HUD) to develop housing for low-income persons in the city limits of West Palm Beach. This year the City seeks to maximize the benefits of these funds by partnering with local eligible agencies. The City is seeking non-profit developers to construct affordable housing on lots owned by the City of West Palm Beach funded in whole, or partially, by the HOME Program.

## **Introduction:**

The City of West Palm Beach Housing and Community Development Department (HCD) is currently seeking qualifications from eligible non-profit organizations to utilize a portion of its federal funds to act as a developer of housing on lots currently owned by the City. The City anticipates \$1,000,000 in HOME Investment Partnerships Program funds will be available.

The proposed developments shall provide long-term, affordable housing to low and very low income households. By submitting the attached application, the Applicant acknowledges their understanding of and agrees to adhere to all federal, state, and local requirements associated with these funds, including the HOME Investment Partnerships Program.

The HCD invites eligible non-profit organizations to submit proposals.

## **HOME Investment Partnership Program:**

The HOME program was created by the National Affordable Housing Act of 1990 (NAHA), and has been amended several times by subsequent legislation.

Objectives: The intent of the HOME Program is to:

1. Provide decent affordable housing to lower income households
2. Expand the capacity of nonprofit housing providers
3. Strengthen the ability of state and local governments to provide housing
4. Leverage private-sector participation

## **Reporting Results:**

HUD reports program outcomes at a national level. The purpose for this reporting is to demonstrate program results to policy makers and the public, to allow HUD and the grantees to capture program accomplishments, to help enhance program capacity and results, and to build public support for the funded programs. Because the group of grantees and their activities are so diverse, data must be reported consistently so that it can be nationally aggregated. HUD requires each activity funded by HOME to report on standard objectives and outcomes. HOME project results will be most often reported in terms of the number of households assisted with improved access to decent, affordable housing.

## **Minimum Qualifications**

The Respondent must meet all of the following minimum qualifications at the time of opening:

1. Possess a valid and current Certified General, Building or Residential Contractor's License, or if partnering with contractor, that contractor must meet qualifications
2. Have the staffing capacity to provide construction services on at least three (3) concurrent housing rehabilitation projects
3. Have at least five (5) years' experience in affordable housing construction
4. Must be excluded from Federal, State of Florida or City of West Palm Beach Debarred, Excluded or Suspended Parties listing or Suspended Vendor Listing and must not have any current open audit findings.
5. Be free of any substantiated complaint or violation during the past two (2) years.
6. Maintain a consistent record of passed inspections with no lengthy construction delays during the prior two (2) years.
7. Provide, upon request, certified financial statements.
8. Submit evidence of being registered or having filed with the State of Florida Division of Corporations.
9. Have pulled permits and built or rehabilitated at least three (3) homes within the last two (2) years. Contractors who have recently received their license will still be considered and may be approved with a probationary status. New contractors must complete three (3) rehabilitation or new construction projects (one project at a time) in compliance with all program requirements before they can be awarded a maximum of three (3) projects at one time.

## **Selection Process:**

All responses that meet the minimum qualifications will be reviewed by a Selection Committee and selections will be made based on the criteria listed below.

1. Responses are limited to three (3) pages, excluding organizational chart and resume.
  - a. Provide proven performance and experience in completing projects of similar scope.
  - b. Provide experience in relation to the work to be performed, including demonstrated ability to meet project budgets, schedules, and personnel assigned to the construction projects.
  - c. Attach resumes for key personnel of the Project Team, detailing qualifications and past experience as it relates to similar types of projects.
2. ***Past Experience/References***
  - d. Provide four (4) recent letters of reference for projects of similar size and scope completed within the last year.
  - e. Provide past experience with the Federal Housing Rehabilitation Programs (CDBG, HOME, NSP, etc.) See Attachment B
3. ***Financial Capacity***
  - f. Provide evidence of the firm's financial capacity to perform all requirements for the proposed projects. Such evidence should include banking and credit references.
  - g. Provide past two (2) years, and past recent quarter, Financial Statements for the firm by a Certified Public Account (CPA).

### **Review Process:**

All responses to this RFQ will be reviewed by a Review Committee. It is the responsibility of the Review Committee to ensure that each proposal contains all the information and documents required to verify that the proposal is appropriate for funding.

If a proposal is determined to be ineligible, the Applicant is informed and the proposal is withdrawn from consideration. In cases where there is uncertainty as to the proposal's eligibility, the City's HUD CPD representative will be consulted for a final decision.

The Review Committee will evaluate proposals based on information provided in the original submission, but have the option of requesting additional information for clarification purposes.

### **Award Recommendations:**

The Review Committee will make funding recommendations to the Director of the Housing and Community Development Department. The number of awards will be determined by the number of qualifying Applicants and the amounts requested by each. Award amounts may not be equal to the full amount requested in the proposal.

The Director of the Housing and Community Development Department will confirm or revise the recommendations and will subsequently make tentative commitments.

The number of awards will be determined by the number of qualifying Applicants and the amounts requested by each. Award amounts will not necessarily be equal to the full amount requested in the proposal.

If the City has committed funds to a project that can no longer proceed (i.e. other required funding is no longer available, site is not feasible due to environmental issues, etc.), the City reserves the right to redistribute funds to the next highest ranked Applicant. At the City's discretion, the funding commitment may be increased based on funding availability and need.

### **Disclaimer:**

The City reserves the right to: 1) accept or reject any or all proposals received; 2) waive any non-substantive deficiency or irregularity; 3) negotiate with any qualified Applicant; 4) award a contract in what it believes to be the best interest of the City; 5) cancel this request, in part or its entirety, if it is deemed to be in the best interest of the City; 6) reject the Proposal of any Applicant who has previously failed to perform properly; 7) reject the Proposal of any Applicant who has failed to complete a contract within the specified timeframe; 8) reject the Proposal of any Applicant that is not in a position to fulfill a resulting contractual obligation. This RFQ does not commit the City to award any contract, pay any pre-award expenses, or pay any costs incurred in the preparation of a Proposal.

### **Appeal Process: (After Contract Award)**

In the event a Applicant (1) did not submit a complete proposal and will not be considered for funding, (2) is ineligible to receive funding for their proposal, or (3) was not recommended for funding by the Review Committee, the HCD will notify the Applicant in writing. This notice will be sent via certified mail with the return receipt requested.

If the Applicant wishes to object, it must do so not later than five (5) working days from the date the letter was sent by sending a letter to the Director of the Housing and Community Development Department that includes all pertinent documents and information necessary to support the Applicant's position.

If the HCD receives an objection within the five (5) working day period, the appropriate staff will review the objection and provide a recommendation to the Director of the Housing and Community Development Department.

If the Director of the Housing and Community Development Department concurs with the Applicant, the Applicant will be notified, and the process will be concluded. If the Director of the Housing and Community Development Department does not concur with the Applicant, the Applicant will be notified in writing of the decision and that it may appeal to the Deputy City Administrator. This notice will be sent via certified mail with the return receipt requested.

If the Applicant wishes to appeal to the Deputy City Administrator, it must do so not later than five (5) working days from the date the letter was sent by sending a letter to the Director of the Housing and Community Development Department, requesting that the appeal be forwarded to the Deputy City Administrator.

If the Department receives the appeal within the five (5) working day period, the appropriate staff will review the appeal and the Director of the Housing and Community Development Department will provide information for review by the Deputy City Administrator. If the Deputy City Administrator concurs with the Applicant, the Applicant will be notified, and the appeal process will be concluded.

If the Deputy City Administrator does not concur with the Applicant, the Applicant will be notified in writing of the City's intent to proceed. The Deputy City Administrator's response will constitute the Applicant's final administrative action with regard to its appeal. If an Applicant fails to object or respond at any point in the process, that Applicant waives its rights to appeal. Objections or responses received after the five (5) day time period will not be considered.

The Director of the Housing and Community Development Department has the authority to determine whether or not a recommendation will be deferred pending the outcome of a protest.

Prior to responding to RFQs resulting from this solicitation, each qualified organization is urged to review the RFQ and read the instructions carefully. Before submitting the proposal, check all calculations and review the package for completion of all forms and sections. Inaccuracies, omissions and use of RFQ forms from previous competitions will be grounds for rejection.

## **Project Information and Standards:**

### ***Income Eligibility Standards:***

All HOME funded units must be made available exclusively to individuals or families whose incomes do not exceed 80 percent of the area median income. Household income limit information is updated annually by HUD.

### **HOUSEHOLD INCOME LIMITS - 50% of Area Median Income (as of 7/2011)**

	<b>1 Person</b>	<b>2 People</b>	<b>3 People</b>	<b>4 People</b>	<b>5 People</b>	<b>6 People</b>	<b>7 People</b>
50% AMI	\$26,650	\$30,450	\$34,250	\$38,050	\$41,100	\$44,150	\$47,200
80% AMI	\$42,650	\$48,750	\$54,850	\$60,900	\$65,800	\$70,650	\$75,550

## **Other Requirements, Terms and Conditions:**

### ***Affirmative Marketing***

Any entity applying for funds for development activities that will result in five (5) or more City assisted units must adopt an affirmative marketing plan including affirmative marketing procedures and requirements. Affirmative marketing requirements and procedures must include:

1. Methods for informing the public, owners and potential tenants about fair housing laws and the City of West Palm Beach's policies;
2. A description of what owners and/or the property managers will do to affirmatively market housing assisted with HOME Program funds;
3. A description of what owners and/or the property managers will do to inform persons not likely to apply for housing without special outreach;
4. Maintenance of records to document actions taken to affirmatively market HOME-assisted units and to assess marketing effectiveness; and
5. A description of how efforts will be assessed and what corrective actions will be taken when requirements are not met.

### ***Minority and Women's Business Enterprises***

The requirements of Executive Orders 11625, 12432, 12138 and 24 CFR 85.36(e) applies to grants under this part. Consistent with HUD's responsibilities under these Orders, the Applicant must make efforts to encourage the use of minority and women's business enterprises in connection with funded activities. MBE reporting on contractor activity is required to be submitted to HCD quarterly.

### ***Housing Development Act Section 3***

Section 3 of the Housing Development Act of 1968 will apply as amended (12 U.S.C. 1701U), relative to the hiring and training of low- and moderate-income persons and the use of local Section 3 certified businesses. The purpose of Section 3 is to ensure that the employment and other economic opportunities generated as a result of U.S. HUD assistance or by a U.S. HUD-assisted project covered by Section 3 shall, to the greatest extent feasible, and be directed to low- and very-low income persons, particularly persons who are recipients of U.S. HUD housing assistance.

### ***Labor Standards***

Labor standards requirements apply to any construction, rehabilitation, alteration, or repair, including painting, flooring, and decoration, in an amount of \$2,000 or more or eight (8) units or more, any part of which is federal money. These standards include:

1. Paying workers the prevailing federal wages and fringe benefits effective at the time the job is contracted must be paid. (This information is provided by HUD through HCD).
2. Paying workers weekly and submitting certified payrolls weekly in the prescribed format. The payrolls must include details of each worker's job classification, hours worked, and wages and benefits paid. Certified payrolls must be reviewed as soon as they are received and compared to the appropriate federal wage decision. Any discrepancies must be resolved immediately.
3. Workers must be interviewed on the job site regarding appropriate job classification and wages and benefits received. Employee interviews must be compared to the appropriate federal wage decision. Any discrepancies must be resolved immediately.
4. Contractor and successful bidder must maintain all records for a minimum of five (5) years of the completion of the project.

Contractors and subcontractors must comply with Federal laws and regulations regarding labor standards and the HUD Handbook 1344.1 (Federal Labor Standard Compliance in Housing and Community Development Programs) as applicable to the project.

The prevailing wage provisions do not apply to volunteers who receive no compensation and are not otherwise employed at any time in the construction work. The provisions also do not apply to members of a family providing labor in exchange for acquisition of a property for homeownership or in lieu of, or as a supplement to, rent payments. For more information about labor standards, see 24 CFR 570.603. HCD will have a Davis Bacon Wage Consultant to assist in processing and reporting Davis Bacon activities.

### ***Environmental Review***

The environmental effects of each HOME funded activity must be assessed in accordance with the provisions of the National Environmental Policy Act of 1969 (NEPA) and related authorities listed in HUD's implementing regulations at 24 CFR Parts 50 and 58. This review is completed by the City of West Palm Beach's Housing and Community Development Department.

**No activity may commence until the environmental review has been completed and the Finding of No Significant Impact has been received and approved by HUD.**

### ***Flood Insurance***

Under the Flood Disaster Protection Act of 1973 (U.S.C. 4001-4128), HOME funds may not be used with respect to the acquisition, new construction, or rehabilitation of a project located in an area identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards, unless flood insurance is obtained as a condition of approval or commitment. Flood insurance will be required to be maintained on the property for the term of the mortgage and note.

### ***Accessibility***

In addition to the Fair Housing Act, HUD has enforcement obligations under the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), which provide additional protections to persons with disabilities. Together, these federal laws require housing providers, state and local governments, and all recipients of federal financial assistance to ensure accessibility for persons with disabilities. Public facilities and buildings, as well as all projects receiving federal financial assistance, must be designed, constructed and altered to be fully accessible to people with mobility and sensory impairments.

The Fair Housing Act applies to both public and private housing. Under the Fair Housing Act, new multifamily buildings must be designed and constructed to have fully accessible common areas. These buildings must also incorporate basic adaptive features in ground floor and elevator-accessible dwelling units to allow for use by people with disabilities. In addition to these requirements, when housing is created using federal funding, at least five (5) percent of a project's dwellings must be fully accessible to people with mobility impairments, and an additional two (2) percent must be accessible to people with vision and hearing impairments.

Recipients of HUD funding include, but are not limited to, public housing authorities, CDBG entitlement entities, and private organizations receiving HUD grant monies. Recipients must ensure full compliance with these federal laws and must also ensure compliance by all sub-recipients to whom funds are distributed. The Uniform Federal Accessibility Standards, the ADA Accessibility Guidelines, and the Fair Housing Act Accessibility Guidelines set forth architectural specifications for features of accessible design, such as ramps, passable doorways, and Braille signage.

HUD encourages state and local governments to adopt local building codes that comply with the accessibility requirements of the Fair Housing Act. In this regard, HUD has recognized ten (10) "safe harbor" model building codes which fully comply with the Fair Housing Act's accessibility requirements. HUD provides free training and technical assistance on the Fair Housing Act's design and construction requirements through its Fair Housing Accessibility FIRST program. For more information, please visit [www.fairhousingfirst.org](http://www.fairhousingfirst.org). The Applicant must comply with the applicable provisions of the Americans with Disabilities Act (42 U.S.C. 12101-12213) and assist the City with complying with the implementing regulations at 28 CFR part 35.

### ***Lead-Based Paint***

The utilization of HOME funds requires the City and its partners to ensure that their activities comply with the same lead regulatory requirements that apply to Community Block Grant Development programs. These requirements are in the Lead Disclosure Rule (24 CFR part 35, subpart A), and the Lead Safe Housing Rule's provisions for rehabilitation (subpart J), and for acquisition, leasing, support services, or operation (subpart K), and the accompanying procedural requirements in subparts B and R. For more information regarding compliance with the Lead rules, visit the OHHLHC's web site at: [www.hud.gov/offices/lead/enforcement/regulations.cfm](http://www.hud.gov/offices/lead/enforcement/regulations.cfm).

### ***Uniform Relocation Act***

The Uniform Act, passed by Congress in 1970, is a federal law that establishes minimum standards for federally funded programs (see Accessibility Section above) and projects

that require the acquisition of real property (real estate) or displace persons from their homes, businesses, or farms. The Uniform Act's protections and assistance apply to the acquisition, rehabilitation, or demolition of real property for federal or federally funded projects. The Applicant agrees to adhere to 49 CFR Part 24, the government-wide regulation that implements the URA, and HUD Handbook 1378, which provides HUD policy and guidance on implementing the URA and 49 CFR Part 24 for HUD funded programs and projects. For additional information visit the HUD website at: <http://www.hud.gov/offices/cpd/library/relocation/nsp/index.cfm>.

### ***Conflict of Interest Provisions***

Applicants must guarantee that no member of, or Delegate to, the Congress of the United States shall be admitted to any share or part of this contract or to any benefit to arise from the same. Additionally, the Applicant must agree that no members of the governing body of the locality in which the Project Sponsor is situated, no other public official of such locality or localities, and no person, unless expressly permitted by HUD, who is an employee, agent, consultant, officer, or elected or appointed official of the Applicant, and who exercises or has exercised any functions or responsibilities with respect to HOME-assisted activities, or who is in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from the HOME-assisted activity, or have any interest in any contract, subcontract, or agreement with respect thereto, or with respect to the proceeds hereunder, either for himself or herself or for those with whom he or she has family or business ties, during his or her tenure or for one (1) year thereafter. The Applicant must agree that the codes of conduct provisions in 24 CFR § 84.42 shall apply to the procurement of supplies, equipment, construction and services. In all cases not governed by 24 CFR 84.42, the provisions of 24 CFR 92.356 shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the Applicant assistants of the Applicant to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to 24 CFR 92).

The Applicant must represent that it has no interest, and shall not acquire such interest, financial or otherwise, direct or indirect, nor engage in any business transaction or professional activity or incur any obligation of any nature which would conflict in any manner with the performance of scope of service required hereunder.

Without receiving prior written authorization by the City, the Applicant shall not (i) retain any individual or company with whom the Applicant or any individual member thereof has a financial or other conflict of interest; nor (ii) in fulfillment of this Agreement, do business with a for-profit entity in which the Applicant or any individual member has a financial or other interest therein. The Applicant warrants to the City that no gifts or gratuities have been or will be given to any City employee or agent, either directly or indirectly, to obtain this Award.

### ***Rehabilitation Standards***

All housing that requires rehabilitation must meet local building codes including but not limited to, the Standard Southern Building Code (SBCCI), and ordinances pertaining to providing housing that is decent, safe, sanitary, and fit for habitation.

# SUBMITTAL OF PROPOSAL

## 1. General Instructions

Proposer shall submit **one (1) original and four (4) paper copies, and one (1) electronic copy (on diskette or CD-ROM, in MS Word or searchable PDF)** of the proposal to the Procurement Division, at the time and date specified in the legal notice to:

Althea Pemsel, MA, C.P.M., Procurement Official  
City of West Palm Beach Purchasing Division  
401 Clematis Street – 5<sup>th</sup> Floor  
West Palm Beach, FL 33401

***Time is of the essence and any Proposal received after the date and time indicated in this RFQ, whether by mail or any other means whatsoever, will be returned unopened.*** In accordance with Sec. 66-63 of the City Code of Ordinances, proposals not received by that time will be refused. **The time of receipt shall be determined by the time clock located in the office of the Procurement Division.** Proposals received by any means other than as provided herein will not be accepted. Only one proposal may be submitted by each Proposer.

Proposals shall be presented in a clear and concise format, on 8 ½" x 11" paper, in English. Each tabbed set shall contain all the information required by this RFQ. Omission of required data may be cause for disqualification. All Proposals must be typed or written in ink, and must be signed in ink by an officer or employee having authority to bind the company. **Signatures are required where indicated; failure to do so shall be cause for rejection of proposal.**

Proposals shall be placed in a sealed envelope, marked in the lower left-hand corner with the RFQ number, RFQ title, deadline date and hour for receipt of Proposals.

## 2. Proposer's Responsibilities

Each Proposer is required, before submitting its Proposal, to carefully examine the requirements and to completely familiarize themselves with all of the terms and conditions that are contained within this RFQ. It is the responsibility of the Proposer to insure that all pages are included.

## 3. Checklist/Format

**A. Proposal:** To assist the City in reviewing the applications, Proposers must use the following format below. Under no circumstances should whiteout (correction fluid) or correction tape be used on the proposal application.

1. **Agency's Title Page:** Create a title page that includes agency name and address, program name, RFQ # and program year.

2. **Cover Page:** The cover page must contain a table of contents and a listing of all exhibits or attachments.
3. **Letter of Transmittal:** The letter of transmittal should be a maximum of two pages in length; must be on agency letterhead; must include the address and telephone number of the principal office; **must be signed by an official legally authorized to bind the Proposer.** Additionally, the letter shall briefly state the organization's history, its understanding of the work to be done, number of years in business, commitment to perform the work within the established time frame, the name and title of the primary person responsible for this project, and the dollar amount of the request. List the names of individuals authorized to make representations for the agency, their titles, addresses and telephone numbers.

4. **Organization Profile:**

Service Experience and Personnel - Proposer shall provide, on no more than two pages:

1. A statement describing the full range of public service activities that your organization currently provides.
2. A statement describing the proposed number of projects your organization could service under this agreement.
3. *Personnel:* A statement identifying
  - a. The total number of staff in the organization, delineating the number of staff who will work with the program along with a brief listing of their responsibilities.
  - b. Whether the contractor to provide the service(s) is currently available or if recruitment is necessary.

Financial Soundness - Please provide the following on no more than one page:

- a. Describe the impact on the proposed program such as the reduction or elimination of service units, clients, and/or other program components. Please indicate the agency's approach to projects.
- b. Explain your agency's plans for funding its operations and services in the future.

Procedures and Reports: On no more than two pages, Proposer shall:

1. Explain the system utilized to ensure compliance with agreement reporting requirements.
2. Explain agency's system for safeguarding of clients information.
3. Describe the process used to monitor and control the quality of services provided by agency staff.

Collaborations: On one page, Proposer shall:

1. Describe how the agency/organization plans to contact and enlist prospective partners.
2. List the organizations that will work with the agency in providing the services requested including:

- a. The organizations' names and addresses,
- b. The contact name and phone number, and
- c. An explanation of how the agency will coordinate the services with the other organizations.

***Other Forms and Attachments:***

*All required forms and attachments as applicable are to be included.*

**5. Representations and Disclosures**

By submitting its Proposal, Proposer acknowledges that its Proposal may become part of any contract entered into between the City and Proposer for the project or study.

By submitting its Proposal, Proposer shall make the following representations and disclosures, and shall submit **W-9 Form**.

1. Conflict of Interest. Proposer has disclosed any actual, apparent or potential conflicts of interest that are present or could develop with respect to the scope of services for the Project and any parties to this solicitation or any third parties. Proposer has identified the name of any officer, director, or agent who is also an employee or official of the City of West Palm Beach. Further, Proposer has disclosed the name of any City employee who owns, directly or indirectly, interest of ten percent (10%) or more in the Respondent's firm or any of its affiliates or team members

The existence of any such conflicts of interest will not automatically disqualify any proposing team from consideration. The City will evaluate such disclosures and determine whether they are disqualifying or subject to possible mitigation measures.

2. Good Faith. Proposer represents that the Proposal is made without connection with any persons, company or party submitting another proposal, and that it is in all respects fair and in good faith without collusion or fraud.
3. Financial. Proposer certifies that Proposer has not filed for bankruptcy in the past five (5) years.
4. Criminal. Proposer certifies that neither Proposer nor any of Proposer's principals have been convicted of a felony or fraud. Indicate if any principals have been indicted for a felony or fraud.

5. Procurement. Proposer certifies that Proposer and any parent corporations, affiliates, subsidiaries, members, shareholders, partners, officers, directors or executives thereof are not presently debarred, proposed for debarment or declared ineligible to bid or participate in any federal, state or local government agency projects and are not listed on the Florida convicted vendor list. Pursuant to F.S. 287.133, a person or affiliate who has been placed on the convicted vendor list maintained by the State of Florida may not submit a bid to the City of West Palm Beach for 36 months following the date of being placed on the convicted vendor list.
6. No Contingency. Proposer warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for Proposer, to solicit or secure an award under this RFQ and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for Proposer, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from an award.
7. Truth in Negotiation. Proposer certifies the compensation and hourly rates and other expenses or costs to be compensated under the contract are accurate, complete and current and the time of contracting and no higher than those charged to the Proposer's other customers for the same or substantially similar service in the Southeast Region of the United States during the preceding twelve (12) month period. The fees and expenses payable under the contract shall be adjusted to exclude any significant sums should the City determine that the fees and costs were increased due to inaccurate, incomplete or non-current wage rates or due to inaccurate representations of fees paid to sub-Contractors or sub-contractors.

# ATTACHMENT A

## References

Please provide three (3) references for similar or like work for this type of project and

**Respondent/Firm Name:**

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Client Contact Name and Title:

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Name of Client Company:

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Dates of Performance: \_\_\_\_\_

Define scope of services provided:

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Name of Staff that performed services:

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Attach additional reference and supplemental information as needed.

# ATTACHMENT B

## REPRESENTATIONS AND DISCLOSURE

RFQ No. \_\_\_\_\_

STATE OF \_\_\_\_\_ }

COUNTY OF \_\_\_\_\_ }

} SS:

I am a officer of the Respondent firm, named below, submitting its qualifications under an RFQ and am authorized to make the following Representations and Disclosures on behalf of the Respondent. I certify or affirm that to the best of my knowledge and belief, the following statements are true:

1. Respondent agrees that its proposal may become part of any contract entered into between the City and the Respondent.
2. There are no actual, apparent or potential conflicts of interest with Respondent or any sub-Contractors or subcontractors that are present or could develop with respect to the scope of services for the project/study and any parties to this solicitation or any third parties.
3. Submittal of Respondent's Proposal is made without connection with any persons, company or party making another submittal, and that it is in all respects fair and in good faith without collusion or fraud.
4. Respondent has not filed for bankruptcy in the past five (5) years.
5. Neither Respondent nor any of Respondent's principals have been convicted of or indicted for a felony or fraud.
6. Respondent and any parent corporations, affiliates, subsidiaries, members, shareholders, partners, officers, directors or executives thereof are not presently debarred, proposed for debarment or declared ineligible to bid or participate in any federal, state or local government agency projects and are not listed on the Florida convicted vendor list.
7. Respondent warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for Respondent, to solicit or secure an award under this RFQ and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for Respondent, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from an award.
8. Respondent certifies the compensation and hourly rates and other expenses or costs to be compensated as proposed are accurate, complete and current and the time of contracting and no higher than those charged to the Respondent's other customers for the same or substantially similar service in the Southeast Region of the United States during the preceding twelve (12) month period.

9. Respondent certifies to the best of its knowledge and belief that no funds or other resources received in connection with an award of a contract from this RFQ will be used directly or indirectly to influence legislation or any other official action by the Florida Legislature or any state agency.

I certify or affirm that to the best of my knowledge and belief, the above 9 statements are true.

Respondent Firm: \_\_\_\_\_

Officer's Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

AFFIRMED AND SIGNED before me this \_\_\_\_\_ day of \_\_\_\_\_, 2011  
by \_\_\_\_\_ (name) as \_\_\_\_\_ (title) of  
\_\_\_\_\_ (Respondent firm), and who is personally known to me  
or produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public

Notary Stamp:

*In the event Respondent cannot execute this form as drafted, Respondent may substitute a similar Representations and Disclosure certifying to the facts applicable to the Respondent.*

## **ATTACHMENT C**

### **FEE SCHEDULE**

**NOTE:** This is not the format for your pricing; this is only an example of the information that should be included in your cost.

Please use this attachment to include a fee schedule or proposed cost structure or Proforma.