ALLIES & ROSS MANAGEMENT AND DEVELOPMENT CORPORATION

REQUEST FOR QUALIFICATIONS
RFQ-2026-46
FOR CO-DEVELOPER SERVICES

Due: 10:00 AM on September 21, 2026

To: Mr. Brandon Havranek
412 Boulevard of the Allies, 6th Floor
Pittsburgh, PA 15219

ALLIES & ROSS MANAGEMENT AND DEVELOPMENT CORPORATION

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Note: Any submission received from a contractor that does not contain such certification and backup documentation supporting the MBE/WBE and Section 3 participation plans acceptable to the ARMDC may be deemed non-responsive.

SECTION I: INTRODUCTION AND BACKGROUND

Allies & Ross Management and Development Corporation (ARMDC), a non-profit corporation and instrumentality of the Housing Authority of the City of Pittsburgh, (HACP), requests qualifications from eligible firms to provide **Co-Developer Services** for affordable housing development opportunities in the City of Pittsburgh (Co-Developer Services). The scope of services for the selected firm(s) (Co-Developer(s)) is detailed in Section III of this Request for Qualifications (RFQ).

The mission of the ARMDC is to create new affordable housing and transform public housing communities across the City of Pittsburgh. The ARMDC works cooperatively with the United States Department of Housing and Urban Development Department (HUD), the City of Pittsburgh, the Pennsylvania Housing Finance Agency (PHFA), and other public entities. Because ARMDC operates as HACP's development instrumentality and adheres directly to HACP and HUD policies and regulations, the terms ARMDC and HACP may be used interchangeably throughout this RFQ.

In addition to the Federal laws, rules and regulations, Co-Developer Services must be performed in compliance with all applicable Commonwealth of Pennsylvania laws and regulations, including those governing PHFA's Low Income Housing Tax Credit program, Allegheny County, City of Pittsburgh and HACP requirements.

The ARMDC intends to select and award multiple qualified firms to establish a pool of pre-qualified Co-Developers. Selection under this RFQ does not constitute an executed contract or guarantee of work; rather, awarded firms will receive an Award Letter of Qualifications (Award Letter) valid for a term of five (5) years from the date of issuance.

As specific development opportunities arise during the five (5) year period, the ARMDC will issue Requests for Task Order Proposals (Task Order) exclusively to a Co-Developer. Selected Respondents for a specific development opportunity will then enter a binding, project specific agreement, such as a Memorandum of Agreement (MOA) or Master Development Agreement (MDA) with the ARMDC. To remain active and eligible for the development opportunity, a Co-Developer must execute an MOA or MDA with the ARMDC within the five (5) year term.

The ARMDC reserves the right to reject any or all submissions under this RFQ, cancel this solicitation, or elect not to issue any future Task Orders. The ARMDC currently anticipates issuing Task Orders for two (2) future developments following the Award Letter.

If submitting questions in writing, please send to:

Housing Authority of the City of Pittsburgh
Attn: **Mr. Brandon Havranek**
Associate Director of Procurement/Contracting Officer
Housing Authority of the City of Pittsburgh
412 Boulevard of the Allies, 6th Floor

Pittsburgh, PA 15219
(412) 456-5000 ext. 2890

If submitting questions via email, please send to brandon.havranek@hacp.gov.

A complete submission package may be obtained from: Business Opportunities Section of the HACP website, www.hacp.org.

TIMELINE FOR THIS RFQ

Following are the key dates and submission instructions associated with this RFQ.

September 21, 2026 10:00 AM	**Deadline for Submission of Qualifications** Mr. Brandon Havranek Associate Director of Procurement/Contracting Officer Housing Authority of the City of Pittsburgh 412 Boulevard of the Allies 6th Floor, Procurement Department Pittsburgh, PA 15219
August 27, 2026 10:00 AM	**Pre-Submission Meeting** Join Zoom Meeting https://hacp-org.zoom.us/j/86707378459?pwd=5CY9TbgqDPFq0wyJRqLS6M3etyaE2h.1 Meeting ID: 867 0737 8459 Passcode: 781739 One tap mobile +1 (301) 715-8592 (Washington DC)
September 3, 2026 10:00 AM	**Deadline for the Submission of Written Questions** Please submit questions to Brandon Havranek at brandon.havranek@hacp.gov
Deadlines are subject to extension at the ARMDC's discretion and will be communicated as an addendum to this solicitation.	

The ARMDC will also accept submissions for this RFQ in the following methods:

In-Person Drop-Off	Only from 8:00 a.m. until the closing time of **10:00 a.m. on September 21, 2026** in the conference room of the One Stop Shop located in the lobby of the first floor of 412 Boulevard of the Allies, Pittsburgh, PA 15219.
By Mail	Submissions may be mailed via USPS at which time they will be Time and Date Stamped at 412 Boulevard of the Allies, 6th Floor, Pittsburgh, PA 15219.

Online	For Respondents wishing to submit online, please go to the following web address to upload documents: LINK Please include your name and email address when prompted before submitting and upload all relevant attachments in the same document. Formatting for online submission should be organized in the same manner as if submitting the information via flash drive. The title of the uploaded submission shall be as follows: **[Full Company Name]_RFQ #2026-46__Qualifications** In the unlikely event your submission is too large to be uploaded as a single file, add: _Part-1, _Part-2… etc. to the end of the file name.

ALL SUBMISSIONS MUST BE RECEIVED NO LATER THAN 10:00 A.M. ON SEPTEMBER 21, 2026, REGARDLESS OF THE SELECTED DELIVERY MECHANISM.

SECTION II
REGULATORY COMPLIANCE

The ARMDC requires that all Co-Developer Services be performed in compliance with applicable local, state and federal regulations. Federal regulations include HUD Mixed-Finance Development regulations (set forth at 24 C.F.R. Part 905, Subpart F), the Quality Housing & Work Responsibility Act of 1998 ("QHWRA"), and Section 208 of title V of the FY 1999 HUD appropriations Act, (Public L.105-276, 112 Stat. 2518, approved October 21, 1998) which amended the U.S. Housing Act 1937.

SECTION III
SCOPE OF SERVICES

The selected firm(s) will provide Co-Developer Services to assist the ARMDC in its development efforts. This work may include master planning as well as real estate development services. Co-Developer(s) may be asked to assist with the rehabilitation, new construction and acquisition of properties to be used for affordable, market rate, rental, homeownership, and commercial purposes. The ARMDC may use mixed-finance methods such as HUD programs including the Rental Assistance Demonstration (RAD) and Choice Neighborhoods Initiative (CNI), low-income housing tax credits (LIHTC) and other public and private sources. The ARMDC will be an active and equal partner in all aspects of the development process.

Co-Developer(s) will be responsible for all parts of the development process, including but not limited to the following:

A. PRE-DEVELOPMENT:

Master Planning:
For development opportunities requiring complex community repositioning, Co-developer(s) may be required to undertake master planning efforts and should be prepared to lead a planning process involving the HACP/ARMDC, residents, and multiple stakeholders to develop a master plan and/or a community revitalization master plan.

Site Control:
For development opportunities where HACP/ARMDC does not already have site control, the Co-Developer(s) may be tasked with assisting the HACP/ARMDC in identifying, evaluating, and/or securing suitable land or property locations. The HACP will serve as the fee simple landowner for all development sites and will grant site control to the development entity via a long-term ground lease. Acceptable evidence of initial site control may include an option to purchase agreement, sales contract, or property deed. In the event that a Co-Developer (or affiliated entity) already owns, acquires, or secures option rights to a development site, the Co-Developer will be required to convey the property to the HACP (or its designated entity) prior to financial closing to facilitate the ground lease structure.

Development Team:
Co-Developer(s) will be responsible for hiring and managing all required consultants including planners, architects, engineers, market study analysts, environmental inspectors, construction teams, and others.

Infrastructure Planning:
Co-Developer(s) may be asked to prepare infrastructure plans that describe the location, system requirements, and estimated cost of developing utilities, as well as, other on- and off- site improvements that are deemed necessary.

Design:

Co-Developer(s) will be responsible for producing design and construction documents in accordance with design criteria approved by the HACP/ARMDC, HUD, and any other lenders and government agencies as necessary.

Building Standards:
Any development and architectural design plans developed by the Co-developer(s) must prioritize high-performance building standards, occupant health, and long-term operating efficiency. Developments must comply with applicable local, state, and federal energy efficiency mandates, including the current Enterprise Green Communities Standards, Green Building, and ENERGY STAR certification requirements. Co-Developers may be expected to integrate additional sustainable design practices and where feasible, designs should align with PHFA Qualified Allocation Plan (QAP) sustainability goals, including Passive House or other equivalent green building programs.

Accessibility and Universal Design Requirements:
All federally assisted new construction developments must strictly comply with Section 504 of the Rehabilitation Act of 1973 (Section 504), the Fair Housing Act, Title II/III of the Americans with Disabilities Act (ADA), Commonwealth of Pennsylvania regulations, and City of Pittsburgh Building Codes. A minimum of five percent (5%) or one (1) unit (whichever is greater) of the total project units must be fully accessible for individuals with mobility impairments. An additional two percent (2%) of total project units must be equipped for individuals with hearing and vision impairments. The ARMDC strongly encourages Co-Developers to maximize the number of adaptable units and ensure, to the greatest extent feasible, that all units meet Universal Design and HUD visitability standards.

To satisfy federal, state, and local accessibility mandates, the developer may elect to design the project under the Uniform Federal Accessibility Standards (UFAS) or an approved, equivalent UFAS-compatible standard, such as the 2010 ADA Standards for Accessible Design. The Co-Developer must formally declare their chosen accessibility design standard during early schematic design. The selected standard will be reviewed for all compliance reviews including but not limited to individual housing units, interior and exterior routes and parking, shared common areas and amenities, as well as any non-housing program facilities.

Predevelopment Schedules:
Co-Developers will be expected to submit predevelopment schedules to the ARMDC for approval. The schedules will detail all steps necessary to obtain funding and required regulatory approvals. The timeframes for predevelopment schedules will be set forth in the project specific MOA or MDA.

Predevelopment Budgets:
Co-Developer(s) will be expected to prepare and submit predevelopment budgets to the ARMDC for approval. The budgets will detail the estimated cost of each predevelopment activity, timing, and funding sources along with any commitment letter(s). Co-Developer(s) are generally expected to fund and cover pre-developent expenses required to bring a project to financial closing. While ARMDC or HACP may, at its sole discretion

and subject to available resources, elect to provide predevelopment cost assistance or loans, any such financial participation must receive prior HUD approval and strictly adhere to HUD's Safe Harbor Standards. The schedule for providing predevelopment budgets will be set forth in the project-specific MOA or MDA.

Local, County, and State Governmental Approvals:
Co-Developers will be expected to obtain all required governmental approvals such as permits, street vacation, zoning, land use, erosion control, and environmental remediation.

B. FINANCING

Financing Plans:
Co-Developer(s) will assist the ARMDC in developing financing plans that leverage public and private investment and minimize the amount of required ARMDC/HACP financing. All financing terms will be subject to review and approval by the ARMDC.

Project Budgets:
Co-Developer(s) will be responsible for developing and maintaining accurate development and operating budgets that ensure long-term feasibility and do not require more subsidy than agreed to by the ARMDC.

Financing Applications:
Co-Developer(s) will take primary responsibility for preparing financing applications including, but not limited to, HUD Mixed Finance Proposals, tax credit applications, tax-exempt bond applications and other state, local and private funding source applications. All financing applications will be subject to ARMDC approval before submission.

Guarantees:
Where feasible, Co-Developer(s) will provide guarantees including, but not limited to, completion guarantees, operating deficit guarantees, and tax credit adjuster or recapture guarantees. The ARMDC will not be required to provide any financial guarantees but may choose to do so in exchange for an increased share of total developer fee.

C. DEVELOPMENT/ CONSTRUCTION

Insurance and Real Estate Taxes:
Co-developer(s) will maintain necessary insurance during all development phases, subject to ARMDC's requirements. Co-developer(s) will work with the ARMDC to ensure exemption from real property and sales taxes as appropriate or to negotiate a payment in lieu of taxes (PILOT) with applicable taxing authorities.

Contractor Selection:
Co-Developer(s) will competitively select the most qualified and financially reasonable general contractor (GC) and sub-contractors and will provide supporting documentation to the ARMDC. The ARMDC will maintain the right to review and approve proposed GC and sub-contractors.

Value Engineering:
If necessary, Co-Developer(s) may be asked to lower development costs through value engineering. The ARMDC will maintain the right to participate in the value engineering process.

Construction Oversite:
Co-Developer(s) will oversee construction activities by coordinating with all development team members, hosting job-site meetings, and managing the construction schedule so that the timelines established in the MOA or MDA are met. The ARMDC will maintain the right to attend all construction meetings and participate in oversight activities.

MBE/WBE and Section 3:
The ARMDC has a specific interest in promoting partnerships with local community groups and smaller locally based developers, as well minority-owned, women-owned, veteran-owned, and Section 3 businesses. The ARMDC may request that Co-Developer(s) create joint ventures or other partnerships with these entities.

MBE/WBE Participation: Project-specific commitments will require Co-Developer(s) to actively meet or exceed HACP's established participation targets, currently set at 25% for Minority-Owned Business Enterprises (MBE) and 10% for Women-Owned Business Enterprises (WBE). Specific, final goals will be outlined in the project-specific MOA or MDA.

- Please see **Section IV, Tab 8** for more information regarding MBE/WBE Participation submission criteria for this RFQ.

- Please see **Attachment D** for additional information regarding the ARMDC's MBE/WBE Participation requirements.

Section 3 Participation: Co-Developer(s) will create, execute, and manage Section 3 plans that deliver targeted employment, job training, and business opportunities to Section 3 workers and eligible businesses. Final participation goals, monitoring protocols, and reporting requirements will be incorporated into the project-specific MOA or MDA.

- Please see **Section IV, Tab 9** for more information regarding Section 3 Participation submission criteria for this RFQ.

- Please see **Attachment E** for additional information regarding the ARMDC's Section 3 Participation requirements.

Compliance:
Throughout the development and construction process, Co-Developer(s) will ensure compliance with all applicable federal, state and local regulations including, but not limited to: Davis Bacon And Related Acts, Section 504/UFAS/ADA, the Build America, Buy America Act (BABA), Environmental Protection Agency, HUD's Design Standards and Procurement Standards, PHFA's tax credit Qualified Allocation Plan (QAP), City of

Pittsburgh permitting, licensing and zoning requirements, ARMDC's MBE/WBE Program, and ARMDC's Section 3 program.

Communication:
Co-Developers will establish and maintain a structured communication protocol throughout the development lifecycle, including hosting regular meetings with the ARMDC, the City of Pittsburgh, residents, and other key stakeholders. Co-Developer(s) will prepare and submit monthly progress reports to the ARMDC detailing project milestones, financial status, schedule, and any critical risks or updates.

Community Involvement:
It is critical for Co-Developer(s) to maintain good relations with public housing residents, community residents, neighborhood groups, and federal, state and local government agencies. Co-Developer(s) will solicit, document, and integrate community input across all development phases.

Resident Relocation:
If public housing residents are to be temporarily or permanently relocated, Co-Developer(s) will manage and execute all tasks related to successful resident relocation in strict compliance with Uniform Relocation Act. Responsibilities include drafting relocation plans, completing resident surveys, issuing required legal notices, and providing ongoing, accessible communications to impacted residents.

Role of Residents:
The ARMDC prioritizes meaningful resident participation in their development initiatives. Co-Developers will actively engage affected residents throughout the design, planning, and implementation processes, ensuring residents have opportunities to provide input, advice, counsel, and recommendations on decisions that impact their community.

Ensure Quality Controls:
Co-Developer(s) will implement quality assurance mechanisms throughout the development process and ensure that high quality work is being completed within the budgets and schedules outlined in the project-specific MDA or MOA.

D. OWNERSHIP AND ASSET MANAGEMENT

Ownership:
Co-Developer(s) will create and manage all ownership and management entities. The ARMDC maintains the right to participate in any ownership or management entity. The organizational documents for all entities shall be subject to the ARMDC's approval.

Management and Marketing Plans:
Co-Developer(s) will develop a management plan detailing operations from initial lease-up through ongoing stabilization. The plans will include specific policies and procedures regarding tenant selection standards and security measures. Co-Developer(s) will also develop a marketing and lease-up strategy to ensure that stabilized occupancy is achieved in compliance with all applicable agreements. Both plans will be subject to ARMDC's approval.

Asset Management:
Co-Developer(s) will assist ARMDC in providing high quality management and maintenance of rental properties consistent with the terms and conditions of funding sources and market driven property management standards. If third party management firms are to be used, Co-Developer(s) will help identify entities and provide oversight. Co-Developer(s) will help implement marketing, re-occupancy and property management plans that will ensure the short- and long-term viability of any development.

E. COMMUNITY AND SUPPORTIVE SERVICES

Co-Developer(s) will work with the ARMDC/HACP and other partners to provide supportive services for eligible residents through all phases of development. These services may include workforce development, training programs, financial counseling, recreation and mentoring. Co-Developer(s) will also work to identify funding sources that will ensure the long-term financial viability of supportive services.

SECTION IV
DEAL TERMS

The ARMDC will issue Task Order(s) to a Co-Developer as specific development opportunities arise. Upon the issuance of a RFTOP, a project-specific MOA or MDA will be negotiated to establish specific deal terms and dollar value. The following terms can be expected to be included in the project-specific MOA or MDA:

A. Co-Developer(s) will be required to participate in all phases of the development project identified in the project-specific Task Order.

B. The Scope of Services for any development opportunity will be fully defined in the Task Order, but may include any or all the items described in Section III of this RFQ.

C. The Selected Co-Developer(s) must pay for all Due Diligence items.

D. The ARMDC and the Co-Developer(s) will negotiate the developer fee split for each development transaction in the project-specific MOA or MDA but, in no event shall the ARMDC's portion of the developer fee be less than 30%.

E. It is expected that the HACP will be the Fee Simple owner of any property and the ARMDC will have 49% general partner or managing member interest in the development owner entity.

F. The ARMDC will have the option to become the manager of any rental property within five-(5) years of stabilized occupancy.

G. The HACP or ARMDC, shall have a right of first refusal to acquire any development, and for tax credit developments an option to purchase, at the end of the tax credit compliance period.

H. The ARMDC shall participate in at least 50% residual cash flow, all management incentive fees and any other related fees.

I. The ARMDC shall receive no less than 50% of every dollar saved from construction contingency reserves.

<u>Please Note: The ARMDC reserves the right to reject any or all submissions under this RFQ, cancel this solicitation, or elect not to issue any future RFTOPs.</u>

SECTION V
GENERAL REQUIREMENTS

Respondents may be an individual, a business corporation, partnership or a joint venture authorized to do business in the Commonwealth of Pennsylvania. All Respondents must be financially sound and able to provide the services detailed in this RFQ.

Respondents that have been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity, must disclose that information in their offers. A debarment or suspension may result in disqualification.

If a Respondent has a current or previous contract with the ARMDC, HACP, or any federal, state or local government, it must be in good standing. If a federal, state or local government has terminated any contract with a Respondent for deficiencies or defaults, that Respondent is not eligible to submit a response to this RFQ.

At a minimum, Respondents must have the following qualifications:

1. Minimum of five (5) years of experience in community master planning and development including working with a public housing authorities and residents as well as community stakeholders and other leverage partners.

2. Successfully developed at least 100 affordable or mixed income rental housing units, and at least three (3) LIHTC properties.

3. Minimum of five (5) years of experience with private market financing, tax credits, and affordable housing programs.

4. Demonstrated experience as a lead developer in public housing or HUD-assisted housing projects and show proficiency in working with public housing authority subsidy models and repositioning tools including: traditional public housing (ACC) units, Project-Based Vouchers (PBVs), RAD conversions, Choice Neighborhoods Initiative (CNI), Promise Zone, HOPE VI or other equivalent affordable housing programs.

SECTION VI
CONTENT OF RESPONSE DOCUMENTS

Respondents must read the ***Instructions to Offerors*** provided in **ATTACHMENT A.** Responses without all of the required information may be deemed non-responsive**.**

Respondents choosing to submit physical copies must submit one original plus three (3) paper copies of their qualifications and one (1) electronic copy in .PDF format, on a CD, or a flash drive.

IMPORTANT INSTRUCTION FOR RESPONDENTS:
Respondents must review and complete **ATTACHMENT C, TAB 0** (RFQ Submission Checklist) in the Excel Workbook provided prior to submitting their qualifications. Submissions must be organized into a single, bookmarked PDF document following the numerical layout and tab sequence established below. All required forms from the Excel Workbook (**ATTACHMENT C**) and standalone attachments must be fully executed and inserted in their corresponding section.

TAB 1: GENERAL INFORMATION

1.1 Letter of Interest:
A formal cover letter detailing the Respondent's name, primary address, and the name, title, email address, and phone number of the primary contact person.

1.2 Organizational Chart:
Describing the type of organization the Respondent is (corporation, partnership, joint venture etc.)

1.3 Names of any shareholders, partners, principals and any other persons exercising control over the Respondent entity(ies)

1.4 Organizational Certifications:

2.1.1 Copies of Certificate of Incorporation, Partnership Agreement, Joint Venture or other organizational documents.

2.1.2 All applicable Licenses/Certifications.

2.1.3 A corporate resolution signed by the Secretary of the Corporation and notarized, certifying the name of the individual(s) authorized to sign any offers, contracts or amendments.

1.5 Financial Statements:
Three (3) most recent years of audited financial statements for the Respondent entity.

TAB 2: EXPERIENCE

Respondents must demonstrate their qualifications and historical performance across all aspects of real estate development, construction management, and property management. Experience must be submitted using both the designated forms in **ATTACHMENT C** and brief narrative responses as outlined below:

2.1 Developer/Co-Developer Experience (ATTACHMENT C, TAB 2.1):
Complete **TAB 2.1** of the Excel Workbook listing active and completed development projects demonstrating experience with:

2.1.1 Public housing authorities and HUD-assisted developments, including traditional public housing/ACC units, Project-Based Vouchers (PBVs), RAD conversions, Choice Neighborhood Initiatives (CNI), HOPE VI, or similar HUD-assisted repositioning models.

2.1.2 Managing complex residential, commercial, and/or mixed-income construction projects on time and within budget constraints. Respondents should provide a brief explanation for any development(s) that are not completed on schedule or within budget.

2.1.3 Assembling multi-layered financing packages, including 4% and 9% Low-Income Housing Tax Credits (LIHTC), tax-exempt bonds, local housing trust funds, and conventional debt.

2.2 Property Management Experience (ATTACHMENT C, TAB 2.2):
Complete **TAB 2.2** of the Excel Workbook detailing the portfolio experience of the Respondent or their designated/proposed property management partner. Respondents must complete all fields in the provided table, including property details, unit counts, subsidy/funding types (e.g., LIHTC, PBV, RAD, Public Housing), occupancy rates, and management performance metrics.

Note: If a property management partner or entity has not yet been identified at the time of submission, the Respondent must include a brief statement in their response outlining their selection criteria and timeline for procuring a qualified property management partner.

2.3 Respondents Past Performance Questionnaire (ATTACHMENT C, TAB 2.3):
Complete the questionnaire in **TAB 2.3** of the Excel Workbook. If answering “yes” to any questions, provide an explanation on a separate sheet.

2.4 Supportive Services Experience (Narrative):
Describe your experience incorporating supportive services, self-sufficiency programming, and community development into a revitalization process. Highlight programs implemented in previous developments, such as Family Self Sufficiency (FSS) programs, neighborhood development, youth programming, education, job training and employment programs, and Section 3 resident workforce initiatives.

2.5 Community Engagement Experience (Narrative):
Describe experience working with diverse neighborhood residents, tenant councils, and community groups. Describe specific methods, communication

strategies, and outreach tools used to ensure meaningful resident and community participation in the planning, design and implementation of development projects.

2.6 State and Local Knowledge and Experience (Narrative):
Describe the Respondent's knowledge, working relationship, and experience with Commonwealth of Pennsylvania and City of Pittsburgh regulations including, PHFA QAP guidelines, local building/zoning codes, municipal approval processes, and regional funding sources for low-income, mixed-income, and commercial development.

TAB 3: REFERENCES (ATTACHMENT C, TAB 3)

Complete **TAB 3** of the Excel Workbook providing three (3) professional references for developments in which the Respondent has performed services similar to those described in this RFQ.

The following information should be included for each reference:

3.1 Name of the contracting entity.

3.2 Name, title, phone number, and email address of a contact person. The contact person must be someone with first-hand knowledge of the development.

3.3 Start and completion dates of the development.

3.4 Brief description of Respondent's responsibilities including; planning, financing, construction, marketing, ownership, management, etc.

TAB 4: STAFF EXPERIENCE

Provide resumes for all key staff, including sub-consultants, whose experience the Co-Developer will rely on to manage pre-development, construction, and asset management activities. If proposing an identified property management partner or third-party management firm, include resumes for their principal leadership and key staff assigned to the portfolio. If a property management entity has not yet been selected, the Respondent should briefly outline their criteria and timeline for selecting a qualified management partner if issued a Task Order. Resumes should reflect the staff member's employment history and relevant experience providing similar services as described in this RFQ.

TAB 5: METHODOLOGY

Provide a narrative describing how a potential development project would be staffed and managed.

5.1 Community Engagement:
Describe how community engagement would be prioritized throughout a development process.

5.2 Staffing Plan:

Describe how staffing and project management would work throughout a development process including the pre-development, construction management and property management phases.

5.3 Financing:
Describe the financing mechanisms that would be explored to maximize the leverage of any HACP/ARMDC investment.

5.4 Quality Control and Compliance Monitoring:
Describe the actions that would be taken to ensure all documents, drawings and specifications comply with local, state, and federal requirements. Provide a description of actions that would limit change orders, contract modifications, and time extensions. Describe how ongoing reporting and compliance monitoring requirements would be met.

TAB 6: CERTIFICATIONS AND REPRESENTATIONS OF OFFERORS (ATTACHMENT B)

Each Respondent must complete the Certifications and Representations of Offerors as provided in **Attachment B.**

TAB 7: FIRM DEMOGRAPHICS (ATTACHMENT C, TAB 7)

Provide demographic description of all employees of your firm using the table provided in **TAB 7.**

TAB 8: MINORITY AND WOMEN BUSINESS PARTICIPATION (ATTACHMENT C, TAB 8 and ATTACHMENT D)

The ARMDC is committed to maximizing participation opportunities for Minority Business Enterprises (MBEs) and Women-Owned Business Enterprises (WBEs) across all development activities, maintaining baseline targets of 25% MBE and 10% WBE participation. Because this RFQ establishes a pool of qualified Co-Developers, project-specific subcontract dollar commitments will be solicited during individual Task Orders and finalized in the MOA or MDA.

However, to comply with ARMDC policy, Respondents must complete and submit the following:

8.1 MBE/WBE Participation Plan (ATTACHMENT D):
Complete and submit the MBE/WBE Participation Plan and Certification Forms in **ATTACHMENT D**. On these forms, Respondents must:

- State the Respondent’s certified MBE/WBE status (if applicable) and attach valid certification letters.
- Identify any key team members or sub-consultants (e.g., architects, engineers, property managers, etc.) holding active MBE/WBE certifications that the Respondent will utilize. Respondent should attach certification letters of proposed firms.

- Outline their general outreach methodology for exercising "Best Efforts" to achieve ARMDC’s 25% MBE and 10% WBE goals on future Task Orders.

8.2 Past Performance & Track Record:
Complete **TAB 8** of the Excel Workbook detailing actual MBE and WBE participation rates achieved on up to five (5) completed or active development projects from the past ten (10) years.

*For detailed policy definitions, "Best Efforts" documentation standards, contact information for ARMDC's Vendor Relations Manager, and mandatory compliance forms, refer to **ATTACHMENT D**. Submissions omitting a MBE/WBE Plan or past performance record may be deemed non-responsive.*

TAB 9: Section 3 Participation (ATTACHMENT C, TAB 9 and ATTACHMENT E)

Pursuant to Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and 24 CFR Part 75, the ARMDC is committed to directing employment, training, and contracting opportunities generated by HUD-assisted financial assistance to HACP residents, low-income individuals, and Section 3 business concerns. Because this RFQ establishes a pool of qualified Co-Developers, project-specific labor hours and hiring commitments will be finalized during individual Task Orders and in the MOA or MDA.

To comply with ARMDC policy, Respondents must complete and submit the following:

9.1 Section 3 Opportunities Plan (ATTACHMENT E):
Complete and submit the Section 3 Opportunities Plan and Certification Forms in **ATTACHMENT E**. On these forms, Respondents must:

- State whether the Respondent or any proposed team member is a certified Section 3 Business Concern and attach valid certifications.
- Describe general strategy for resident hiring, job training, and utilizing Section 3 businesses during future Task Order execution.

9.2 Historical Performance Track Record:
Complete **TAB 9** in the Excel Workbook showcasing actual Section 3 performance metrics achieved on up to five (5) completed or active projects over the past ten (10) years.

*Full regulatory details, HACP’s Resident Hiring Scale, contact information for the Resident Sustainability Manager, and mandatory compliance certifications are provided in **ATTACHMENT E**. Submissions omitting a Section 3 Opportunities Plan or past performance record may be deemed non-responsive.*

SECTION VII
EVALUATION CRITERIA

An Evaluation Committee will evaluate each complete response and assign a score. Responses may receive a maximum score of one hundred (100) points, distributed as follows:

Developer Experience • General experience developing affordable housing ---------------------------- 10 points • Experience with complex financing sources -------------------------------------- 8 points • Experience with public partners, housing authorities, HUD programs ------- 8 points • Community engagement experience --- 2 points • Supportive services experience -- 2 points	**30 Points**
Property Manager Experience • Experience managing affordable housing properties --------------------------- 10 points • Experience managing units with HUD subsidies: PBVs, ACCs etc.----------- 5 points • Experience with LIHTC Compliance --- 5 points	**20 Points**
Experience of Staff Assigned: • Demonstrated experience of proposed Co-Developer's principal staff • Demonstrated experience of proposed Property Manager's principal staff	**10 Points**
Capacity Demonstrated ability to provide the necessary staffing and resources to implement ARMDC's development goals efficiently and effectively.	**15 Points**
Methodology: • Proposed methodology shows a clear understanding of the required Co-Developer services. • Proposed methodology ensures that development efforts will be successfully implemented on time, within budget and with the full participation of ARMDC, residents and other stakeholders.	**15 Points**
MBE/WBE Goals: Demonstrated experience and/or proposed efforts to assist ARMDC in achieving MBE/WBE goals.	**5 Points**
Section 3 Goals: Demonstrated experience and/or proposed efforts to assist ARMDC in meeting its HUD Section 3 hiring and contracting goals.	**5 Points**
Deductions: Points may be deducted for failure to submit all required documents, submitting irrelevant or redundant material, or based upon information provided in the Past Performance Questionnaire	

SECTION VIII
PROCUREMENT AND AWARD PROCESS

Pursuant to 24 C.F.R. Section 85.36 (d)(3) Co-Developer Services are being procured as described in Section III of this RFQ. The following instructions are intended to aid Respondents in the preparation of their response.

A. Pre-Submission Conference

A pre-submission conference will be conducted on August 27, 2026, at 10:00 am, and will be held via Zoom Meeting:

Join Zoom Meeting
https://hacp-org.zoom.us/j/86707378459?pwd=5CY9TbgqDPFq0wyJRqLS6M3etyaE2h.1
Meeting ID: 867 0737 8459
Passcode: 781739
One tap mobile
+1 (301) 715-8592 (Washington DC)

Nothing discussed or expressed at the Pre-Submission Conference will change, alter, amend or otherwise modify the terms of this Solicitation unless a subsequent written amendment (addendum) is issued. Verbal responses by the ARMDC's representatives shall not constitute an amendment or change to this Solicitation.

Material issues raised and addressed at the Pre-Submission Conference shall be answered solely through an addendum, if warranted, to this Solicitation. Likewise, ambiguities and defects of this Solicitation raised at the Pre-Submission Conference shall be corrected by a written amendment only, which, if issued, shall form an integral part hereof.

All prospective Respondents are strongly encouraged to attend the Pre-Submission Conference. Failure to attend will not excuse the legal contractual duties imposed by this Solicitation and the subsequent MOA or MDA.

B. Amendments to Solicitation

Any and all amendments to this Solicitation shall be sent by certified mail, return receipt requested, electronic mail, and/or by fax, to all potential Respondents who attend the Pre-Submission Conference and/or receive the solicitation materials.

Notwithstanding any information that may be contained in the Solicitation and amendments thereto, Respondents are responsible for obtaining all information required thus enabling them to submit qualifications.

C. Submission of Qualifications and/or Amendments to Submissions; Deadlines

The HACP will also accept submissions for this RFQ in the following methods:

In-Person Drop-Off	**Only from 8:00 a.m. until the closing time of 10:00 a.m. on September 21, 2026** in the conference room of the One Stop Shop located in the lobby of the first floor of 412 Boulevard of the Allies, Pittsburgh, PA 15219.
By Mail	Submissions may be mailed via USPS at which time they will be Time and Date Stamped at 412 Boulevard of the Allies, 6th Floor, Pittsburgh, PA 15219.
Online	For Respondents wishing to submit online, please go to the following web address to upload documents: https://www.dropbox.com/request/40mwxjvjfau5vh4ldp5p Please include your name and email address when prompted before submitting and upload all relevant attachments in the same document. Formatting for online submission should be organized in the same manner as if submitting the information via flash drive. The title of the uploaded submission shall be as follows: **[Full Company Name]_RFQ #2026-46__Qualifications** In the unlikely event your submission is too large to be uploaded as a single file, add: _Part-1, _Part-2… etc. to the end of the file name.

ALL SUBMISSIONS MUST BE RECEIVED NO LATER THAN 10:00 A.M. ON SEPTEMBER 21, 2026 REGARDLESS OF THE SELECTED DELIVERY MECHANISM.

Each submission will be date-time stamped immediately upon its receipt at the ARMDC to document its timeliness. Any submission received after the specified deadline shall be automatically rejected and will be returned unopened. Any amendments to a submission must be received before the specified submission due date and time established for the delivery of the original submission.

D. Evaluation and Award Process

The ARMDC staff will review each submission for completeness and responsiveness to this RFQ. The ARMDC may allow Respondents to correct minor deficiencies in their submission that do not materially affect the submission.

All Submissions determined to be complete and responsive will be provided to the ARMDC Evaluation Committee (Evaluation Committee). The Evaluation Committee will evaluate the responses utilizing the criteria established in this RFQ.

The ARMDC reserves the right to interview Respondents in the competitive range, request additional information from selected Respondents and/or negotiate terms and conditions with selected Respondents.

The ARMDC will perform a responsibility review of the highest ranked Respondent(s), which may include reference checks and financial background checks.

The ARMDC will issue Award Letter(s) to the highest-ranked Respondent(s) determined to be responsive and responsible and in the best interest of the ARMDC/HACP.

The ARMDC shall not be responsible and will not reimburse any Respondent(s) for any cost(s) associated with preparing a submission.

The ARMDC may or may not award any contracts, task orders, or agreements related to this RFQ at its own discretion.

A response submitted by a Respondent does not constitute any contract/agreement, nor does it confer any rights on the Respondent to the award of a contract/agreement. A letter or other notice of Award or intent to Award shall not constitute a contract/agreement. A contract/agreement is not created until all required signatures are affixed to the contract/agreement.

Prior to execution of any contract/agreement of $25,000.00 and greater, the selected firm may be required to appear before and present a Minority and Woman Owned Business participation plan. Any ARMDC contract/agreement of $50,000.00 or more is subject to approval by the ARMDC Board of Directors.

ATTACHMMENT A:
INSTRUCTIONS TO OFFERORS

(PLEASE SEE ATTACHED)

Instructions to Offerors Non-Construction

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

- 03291 -

1. Preparation of Offers

(a) Offerors are expected to examine the statement of work, the proposed contract terms and conditions, and all instructions. Failure to do so will be at the offeror's risk.

(b) Each offeror shall furnish the information required by the solicitation. The offeror shall sign the offer and print or type its name on the cover sheet and each continuation sheet on which it makes an entry. Erasures or other changes must be initialed by the person signing the offer. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the HA.

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

2. Submission of Offers

(a) Offers and modifications thereof shall be submitted in sealed envelopes or packages (1) addressed to the office specified in the solicitation, and (2) showing the time specified for receipt, the solicitation number, and the name and address of the offeror.

(b) Telegraphic offers will not be considered unless authorized by the solicitation; however, offers may be modified by written or telegraphic notice.

(c) Facsimile offers, modifications or withdrawals will not be considered unless authorized by the solicitation.

3. Amendments to Solicitations

(a) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

(b) Offerors shall acknowledge receipt of any amendments to this solicitation by

(1) signing and returning the amendment;
(2) identifying the amendment number and date in the space provided for this purpose on the form for submitting an offer,
(3) letter or telegram, or
(4) facsimile, if facsimile offers are authorized in the solicitation. The HA/HUD must receive the acknowledgment by the time specified for receipt of offers.

4. Explanation to Prospective Offerors

Any prospective offeror desiring an explanation or interpretation of the solicitation, statement of work, etc., must request it in writing soon enough to allow a reply to reach all prospective offerors before the submission of their offers. Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a prospective offeror concerning a solicitation will be furnished promptly to all other prospective offerors as an amendment of the solicitation, if that information is necessary in submitting offers or if the lack of it would be prejudicial to any other prospective offerors.

5. Responsibility of Prospective Contractor

(a) The HA shall award a contract only to a responsible prospective contractor who is able to perform successfully under the terms and conditions of the proposed contract. To be determined responsible, a prospective contractor must -

(1) Have adequate financial resources to perform the contract, or the ability to obtain them;
(2) Have a satisfactory performance record;
(3) Have a satisfactory record of integrity and business ethics;
(4) Have a satisfactory record of compliance with public policy (e.g., Equal Employment Opportunity); and
(5) Not have been suspended, debarred, or otherwise determined to be ineligible for award of contracts by the Department of Housing and Urban Development or any other agency of the U.S. Government. Current lists of ineligible contractors are available for inspection at the HA/HUD.

(b) Before an offer is considered for award, the offeror may be requested by the HA to submit a statement or other documentation regarding any of the foregoing requirements. Failure by the offeror to provide such additional information may render the offeror ineligible for award.

6. Late Submissions, Modifications, and Withdrawal of Offers

(a) Any offer received at the place designated in the solicitation after the exact time specified for receipt will not be considered unless it is received before award is made and it -

(1) Was sent by registered or certified mail not later than the fifth calendar day before the date specified for receipt of offers (e.g., an offer submitted in response to a solicitation requiring receipt of offers by the 20th of the month must have been mailed by the 15th);
(2) Was sent by mail, or if authorized by the solicitation, was sent by telegram or via facsimile, and it is determined by the HA/HUD that the late receipt was due solely to mishandling by the HA/HUD after receipt at the HA;
(3) Was sent by U.S. Postal Service Express Mail Next Day Service - Post Office to Addressee, not later than 5:00 p.m. at the place of mailing two working days prior to the date specified for receipt of proposals. The term "working days" excludes weekends and U.S. Federal holidays; or
(4) Is the only offer received.

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

(c) A modification resulting from the HA's request for "best and final" offer received after the time and date specified in the request will not be considered unless received before award and the late receipt is due solely to mishandling by the HA after receipt at the HA.

(d) The only acceptable evidence to establish the date of mailing of a late offer, modification, or withdrawal sent either by registered or certified mail is the U.S. or Canadian Postal Service postmark both on the envelope or wrapper and on the original receipt from the U.S. or Canadian Postal Service. Both postmarks must show a legible date 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 the HA is the time/date stamp of HA on the offer wrapper or other documentary evidence of receipt maintained by the HA.

(f) The only acceptable evidence to establish the date of mailing of a late offer, modification, or withdrawal sent by Express Mail Next Day Service-Post Office to Addressee is the date entered by the post office receiving clerk on the "Express Mail Next Day Service-Post Office to Addressee" label and the postmark on both the envelope or wrapper and on the original receipt from the U.S. Postal Service. "Postmark" has the same meaning as defined in paragraph (c) of this provision, excluding postmarks of the Canadian Postal Service. Therefore, offerors should request the postal clerk to place a legible hand cancellation bull's eye postmark on both the receipt and the envelope or wrapper.

(g) Notwithstanding paragraph (a) of this provision, a late modification of an otherwise successful offer that makes its terms more favorable to the HA will be considered at any time it is received and may be accepted.

(h) If this solicitation is a request for proposals, proposals may be withdrawn by written notice, or if authorized by this solicitation, by telegram (including mailgram) or facsimile machine transmission received at any time before award. Proposals may be withdrawn in person by a offeror or its authorized representative if the identity of the person requesting withdrawal is established and the person signs a receipt for the offer before award. If this solicitation is an invitation for bids, bids may be withdrawn at any time prior to bid opening.

7. Contract Award

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

(b) The HA may
  (1) reject any or all offers if such action is in the HA's interest,
  (2) accept other than the lowest offer,
  (3) waive informalities and minor irregularities in offers received, and (4) award more than one contract for all or part of the requirements stated.

(c) If this solicitation is a request for proposals, the HA may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the offeror's best terms from a cost or price and technical standpoint.

(d) A written award or acceptance of offer mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer shall result in a binding contract without further action by either party. If this solicitation is a request for proposals, before the offer's specified expiration time, the HA may accept an offer, whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award. Negotiations conducted after receipt of an offer do not constitute a rejection or counteroffer by the HA.

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

8. Service of Protest

Any protest against the award of a contract pursuant to this solicitation shall be served on the HA by obtaining written and dated acknowledgment of receipt from the HA at the address shown on the cover of this solicitation. The determination of the HA with regard to such protest or to proceed to award notwithstanding such protest shall be final unless appealed by the protestor.

9. Offer Submission

Offers shall be submitted as follows and shall be enclosed in a sealed envelope and addressed to the office specified in the solicitation. The proposal shall show **the hour and date specified in the solicitation for receipt, the solicitation number, and the name and address of the offeror, on the face of the envelope.**

It is very important that the offer be properly identified on the face of the envelope as set forth above in order to insure that the date and time of receipt is stamped on the face of the offer envelope. Receiving procedures are: date and time stamp those envelopes identified as proposals and deliver them immediately to the appropriate contracting official, and only date stamp those envelopes which do not contain identification of the contents and deliver them to the appropriate procuring activity only through the routine mail delivery procedure.

[Describe bid or proposal preparation instructions here:]

ATTACHMMENT B:
CERTIFICATIONS AND REPRESENTATION OF OFFERORS

(PLEASE SEE ATTACHED)

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

Representations, Certifications, and Other Statements of Bidders

Public and Indian Housing Programs

Representations, Certifications, and Other Statements of Bidders

Public and Indian Housing Programs

Table of Contents

1. Certificate of Independent Price Determination

(a) The bidder certifies that--

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

(2) The prices in this bid have not been and will not be knowingly disclosed by the bidder, directly or indirectly, to any other bidder or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a competitive proposal solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the bidder to induce any other concern to submit or not to submit a bid for the purpose of restricting competition.

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

(1) Is the person in the bidder'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)(l) through (a)(3) above; or

(2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(l) through (a)(3) above.

____ [insert full name of person(s) in the bidder's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the bidder's organization];

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

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

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

[ ] [Contracting Officer check if following paragraph is applicable]

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

(1) 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.

(2) A fully executed "Non-collusive Affidavit" [ ] is, [ ] is not included with the bid.

2. Contingent Fee Representation and Agreement

(a) Definitions. As used in this provision:

"Bona fide employee" means a person, employed by a bidder and subject to the bidder's supervision and control as to time, place, and manner of performance, who neither exerts, nor proposes to exert improper influence to solicit or obtain contracts nor holds out as being able to obtain any contract(s) through improper influence.

"Improper influence" means any influence that induces or tends to induce a PHA/IHA employee or officer to give consideration or to act regarding a PHA/IHA contract on any basis other than the merits of the matter.

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

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

(2) [ ] has, [ ] has not paid or agreed to pay to any person or company employed or retained to solicit or obtain this contract any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of this contract.

(c) If the answer to either (a)(1) or (a)(2) above is affirmative, the bidder shall make an immediate and full written disclosure to the PHA/IHA Contracting Officer.

(d) Any misrepresentation by the bidder shall give the PHA/IHA the right to (1) terminate the contract; (2) at its discretion, deduct from contract payments the amount of any commission, percentage, brokerage, or other contingent fee; or (3) take other remedy pursuant to the contract.

3. 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 bidder, by signing its bid, hereby certifies to the best of his or her knowledge and belief as of December 23, 1989 that:

(1) 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;

(2) 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 bidder shall complete and submit, with its bid, OMB standard form LLL, "Disclosure of Lobbying Activities;" and

(3) 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.

(c) 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.

(d) Indian tribes (except those chartered by States) and Indian organizations as defined in section 4 of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450B) are exempt from the requirements of this provision.

4. Organizational Conflicts of Interest Certification

The bidder certifies that to the best of its knowledge and belief and except as otherwise disclosed, he or she does not have any organizational conflict of interest which is defined as a situation in which the nature of work to be performed under this proposed contract and the bidder's organizational, financial, contractual, or other interests may, without some restriction on future activities:

(a) Result in an unfair competitive advantage to the bidder; or,

(b) Impair the bidder's objectivity in performing the contract work.

[ ] In the absence of any actual or apparent conflict, I hereby certify that to the best of my knowledge and belief, no actual or apparent conflict of interest exists with regard to my possible performance of this procurement.

5. Bidder's Certification of Eligibility

(a) By the submission of this bid, the bidder certifies that to the best of its knowledge and belief, neither it, nor any person or firm which has an interest in the bidder's firm, nor any of the bidder's subcontractors, is ineligible to:

(1) Be awarded contracts by any agency of the United States Government, HUD, or the State in which this contract is to be performed; or,

(2) Participate in HUD programs pursuant to 24 CFR Part 24.

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

6. Minimum Bid Acceptance Period

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

(b) This provision supersedes any language pertaining to the acceptance period that may appear elsewhere in this solicitation.

(c) The PHA/IHA requires a minimum acceptance period of [Contracting Officer insert time period] calendar days.

(d) In the space provided immediately below, bidders may specify a longer acceptance period than the PHA's/IHA's minimum requirement. The bidder allows the following acceptance period: calendar days.

(e) A bid allowing less than the PHA's/IHA's minimum acceptance period will be rejected.

(f) The bidder agrees to execute all that it has undertaken to do, in compliance with its bid, if that bid is accepted in writing within (1) the acceptance period stated in paragraph (c) above or (2) any longer acceptance period stated in paragraph (d) above.

7. Small, Minority, Women-Owned Business Concern Representation

The bidder represents and certifies as part of its bid/ offer that it --

(a) [ ] is, [ ] is not a small business concern. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.

(b) [ ] is, [ ] is not a women-owned business enterprise. "Women-owned business enterprise," as used in this provision, means a business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.

(c) [ ] is, [ ] is not a minority business enterprise. "Minority business enterprise," as used in this provision, means a business which is at least 51 percent owned or controlled by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals. For the purpose of this definition, minority group members are:

(Check the block applicable to you)

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

8. Indian-Owned Economic Enterprise and Indian Organization Representation (applicable only if this solicitation is for a contract to be performed on a project for an Indian Housing Authority)

The bidder represents and certifies that it:

(a) [ ] is, [ ] is not an Indian-owned economic enterprise. "Economic enterprise," as used in this provision, means any commercial, industrial, or business activity established or organized for the purpose of profit, which is at least 51 percent Indian owned. "Indian," as used in this provision, means any person who is a member of any tribe, band, group, pueblo, or community which is recognized by the Federal Government as eligible for services from the Bureau of Indian Affairs and any "Native" as defined in the Alaska Native Claims Settlement Act.

(b) [ ] is, [ ] is not an Indian organization. "Indian organization," as used in this provision, means the governing body of any Indian tribe or entity established or recognized by such governing body. Indian "tribe" means any Indian tribe, band, group, pueblo, or community including Native villages and Native groups (including corporations organized by Kenai, Juneau, Sitka, and Kodiak) as defined in the Alaska Native Claims Settlement Act, which is recognized by the Federal Government as eligible for services from the Bureau of Indian Affairs.

9. Certification of Eligibility Under the Davis-Bacon Act (applicable to construction contracts exceeding $2,000)

(a) By the submission of this bid, the bidder certifies that neither it nor any person or firm who has an interest in the bidder's firm is a person or firm ineligible to be awarded contracts by the United States Government by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(b) No part of the contract resulting from this solicitation shall be subcontracted to any person or firm ineligible to be awarded contracts by the United States Government by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(c) The penalty for making false statements is prescribed in the U. S. Criminal Code, 18 U.S.C. 1001.

10. Certification of Nonsegregated Facilities (applicable to contracts exceeding $10,000)

(a) The bidder's attention is called to the clause entitled **Equal Employment Opportunity** of the General Conditions of the Contract for Construction.

(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 bid, the bidder 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 bidder agrees that a breach of this certification is a violation of the Equal Employment Opportunity clause in the contract.

(d) The bidder 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:

(1) Obtain identical certifications from the proposed subcontractors;

(2) Retain the certifications in its files; and

(3) 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 Nonsegregated 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.

11. Clean Air and Water Certification (applicable to contracts exceeding $100,000)

The bidder certifies that:

(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 bidder will immediately notify the PHA/IHA 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 bidder 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 bidder will include a certification substantially the same as this certification, including this paragraph (c), in every nonexempt subcontract.

12. Previous Participation Certificate (applicable to construction and equipment contracts exceeding $50,000)

(a) The bidder shall complete and submit with his/her bid the Form HUD-2530, "Previous Participation Certificate." If the successful bidder does not submit the certificate with his/her bid, he/she must submit it within three (3) working days of bid opening. Failure to submit the certificate by that date may render the bid nonresponsive. No contract award will be made without a properly executed certificate.

(b) A fully executed "Previous Participation Certificate"

[ ] is, [ ] is not included with the bid.

13. Bidder's Signature

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

____
(Signature and Date)

____
(Typed or Printed Name)

____
(Title)

____
(Company Name)

(Company Address)

ATTACHMMENT C:
CO-DEVELOPER RFQ WORKBOOK

(PLEASE SEE ATTACHED EXCEL WORKBOOK)

Respondent Name:

RFQ Submission Checklist

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0	RFQ Submission Checklist		
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TAB 2: EXPERIENCE			
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TAB 6: CERTIFICATIONS & REPRESENTATIONS OF OFFERORS			
6	Certifications and Representations of Offerors		***use form provided***
TAB 7: FIRM DEMOGRAPHICS			
7	Firm Demographics		***use form provided***
TAB 8: MINORITY- & WOMEN-OWNED BUSINESS PARTICIPATION			
8.1	MBE/WBE Participation Plan & Certification Letter (**ATTACHMENT D**)		***use form provided***
8.2	Past Performance & Track Record		***use form provided***
TAB 9: SECTION 3 PARTICIPATION			
9.1	Section 3 Opportunities Plan (**ATTACHMENT E)**		***use form provided***
9.2	Performance Track Record		***use form provided***

Respondent Name:

Co-Developer Experience Chart

Development Name	**Location**	**Total Development Cost**	**# of Units**	**Type of Development** New Construction, Rehabiltation, Acquisition, Adaptive Reuse etc...	**Financing Programs** Note if development included 4% or 9% LIHTCs, RAD, PBV, ACC, CNI, and/or other competitive funding programs.	**Status of Development** Completed (include year of completion), Under Construction (include anticipated completion date), Predevelopment (include anticipated financial closing date)

Respondent Name:
Property Manager Name:

Property Manager Experience Chart					
Development Name	**Location** City, State	**# of Units**	**Length of Time Managed**	**Property Type** Senior, General Occupancy, mixed use, mixed income	**Compliance Programs** Note if development includes LIHTC, PBV, ACC, other HUD assisted units or has any other ongoing compliance requirements

Respondent Name:

Past Performance Questionnaire

Please answer the below questions regarding previous real estate or development related activities. ARMDC reserves the right to deduct points from a Respondent's evaluation score or to disqualify a Respondent based upon the responses and explanations of these questions.

If the answer to any of these questions is 'Yes' please provide an explanation on a separate sheet.

	Yes	No
1. Have you or any participants in your organization, ever had a financial interest in real estate that was Foreclosed upon?		
2. Have you or any participants in your organization, ever had a financial interest in real estate that was assigned to the lender (or Nominee) or to FHA?		
If "yes" was the subject of a forbearance, restructuring or other deferment arrangement with FHA or any mortgagee in lieu of foreclosure?		
3. Have you or any participants in your organization, ever had a financial interest in real estate that filed for bankruptcy protection?		
4. Have you or any participants in your organization, ever had a financial interest in real estate that materially defaulted in an obligation in any state or FHA?		
5. Have you or any principals in your organization participated in a development project that resulted in the loss or recapture of Tax Credits or any other federal, state, or local government loan or grant?		
6. Are you or any of the applicants currently under investigation by any local, state or federal agency?		
7. Are you or any of the applicants delinquent in payments to HACP/ ARMDC or have defaulted on any of your obligations to HACP/ ARMDC including, meeting required submissions and deadlines?		
8. Have you or any of the applicants been party to a contract with a local, state, or federal government agency that was terminated due to deficiencies or defaults?		
9. Are you or any of the applicants currently debarred or suspended by HUD?		

Respondent Name:

Reference List

Provide a list of three (3) references for projects where the Co-Developer has performed services similar to those described in this RFQ.

Reference 1	
Contracting Entity	
Primary Contact person (must have firsthand knowledge of the development)	
Title	
Phone number	
Email address	
Project Start Date	
Project Completion Date	
Brief Description of responsibilities including; planning, financing, construction, marketing, ownership, management, etc.	

Reference 2	
Contracting Entity	
Primary Contact person (must have firsthand knowledge of the development)	
Title	
Phone number	
Email address	
Project Start Date	
Project Completion Date	
Brief Description of responsibilities including; planning, financing, construction, marketing, ownership, management, etc.	

Reference 3	
Contracting Entity	
Primary Contact person (must have firsthand knowledge of the development)	
Title	
Phone number	
Email address	
Project Start Date	
Project Completion Date	
Brief Description of responsibilities including; planning, financing, construction, marketing, ownership, management, etc.	

Respondent Name:

Firm Demographics

		Males								Females							
	All employees	White American	African American	Hispanic American	Asian American	Hasidic Jew American	Other American Minority	Foreign	**Total Males**	White American	African American	Hispanic American	Asian American	Hasidic Jew American	Other American Minority	Foreign	**Total Females**
Partner	0								0								0
Associate	0								0								0
Professional	0								0								0
Secretarial	0								0								0
Clerical	0								0								0
Other	0								0								0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Respondent Name:

MBE & WBE Past Performance

MBE & WBE Past Past Performance: List up to five (5) completed or active development projects from the past ten (10) years that best demonstrate your firm's track record of achieving MBE and WBE participation goals.

	Project Name & Location	Project Type (LIHTC, Public Husing, Mixed Use, etc.)	Total Construction /Development Cost	Total Contracted Dollars ($) Awarded to MBEs	Actual MBE % Achieved	Total Contract Dollars ($) Awarded to WBEs	Actual WBE % Achieve	Key MBE/WBE Subcontractors & Services Provided
Project 1:								
Project 2:								
Project 3:								
Project 4:								
Project 5:								

Additional Narrative / Mentorship Summary (Optional): Describe any joint-venture or capacity-building efforts supporting MBE/WBE growth. (In addition to this table, ensure the MBE/WBE Participation Plan from **ATTACHMENT D** is completed and included in **TAB 8** of your PDF response).

Respondent Name:

Section 3 Past Performance

Section 3 Participation Past Performance: List up to five (5) completed or active projects from the past ten (10) years that demonstrate your firm's track record of providing employment, training, and contracting opportunities to Section 3 workers and Section 3 Business Concerns under 24 CFR Part 75 or legacy Section 3 rules. (In addition to this table, ensure the Section 3 Opportunities Plan from **ATTACHMENT E** is completed and included in **Tab 9** of your PDF response).

Project Name and Location		Funding Source (e.g. LIHTC, CNI, RAD, HOME, CDBG, etc.)	Total Section 3 Resident Hires (Count)	% of Total Labor Hours Worked by Section 3 Workers	Dollar Amount Awarded to Section 3 Business Concerns	% of Subcontractors Awarded to Section 3 Businesses	Summary of Training / Apprenticeship Programs Offered
Project 1:							
Project 2:							
Project 3:							
Project 4:							
Project 5:							

ATTACHMMENT D: MBE/WBE POLICY INFORMATION & PARTICIPATION PLAN GUIDELINES

Instructions for Respondents:

The ARMDC policy requires all Respondents to submit an MBE/WBE Participation Plan with their submission. Because this RFQ establishes a pool of qualified Co-Developers Respondents must complete and submit the following items under **TAB 8**:

- **MBE/WBE Participation Plan (ATTACHMENT D Forms):**
  Complete and submit the MBE/WBE Participation Plan and Certification Forms in **ATTACHMENT D**. On these forms, Respondents must:
  - State the Respondent's certified MBE/WBE status (if applicable) and attach valid certification letters.
  - Identify any key team members or sub-consultants (e.g., architects, engineers, property managers, etc.) holding active MBE/WBE certifications that the Respondent will utilize. Respondents should attach certification letters of proposed firms.
  - Outline their general outreach methodology for exercising "Best Efforts" to achieve ARMDC's 25% MBE and 10% WBE goals on future Task Orders.
- **Past Performance & Track Record (ATTACHMENT C, TAB 8):**
  Complete **TAB 8** of the Excel Workbook detailing actual MBE and WBE participation rates achieved on up to five (5) completed or active development projects from the past ten (10) years.

Respondents must complete the forms on the following pages and include them in **TAB 8** of their submission. Refer to **Section IV, TAB 8** for complete submission criteria relating to MBE/WBE Participation.

Policy Statement & Goals

It is the policy of the ARMDC to ensure that Minority Business Enterprises (MBEs) and Women-owned Businesses (WBEs) are provided maximum opportunity to participate in contracts led by the ARMDC. In accordance with Executive Order 11625, the ARMDC has established a minimum threshold of twenty-five percent (25%) of the total dollar amount for MBE utilization in this contract. The ARMDC has established a ten percent (10%) minimum threshold for participation of WBEs, and the ARMDC strongly encourages and affirmatively promotes the use of MBEs and WBEs in all ARMDC contracts. For these purposes, an MBE is defined as "any legal entity other than a joint venture, organized to engage in commercial transactions, that is at least fifty-one percent (51%) owned and controlled by one or more minority persons." Also, a minority person is defined as a member of a socially or economically disadvantaged minority group, which includes African Americans, Hispanic Americans, Native-Americans, and Asian Americans. A WBE is defined as "any legal entity other than a joint venture, organized to engage in commercial transactions, that is at least fifty-one percent (51%) owned and controlled by a female.

Application to RFQ & Task Order Structure

Because this RFQ establishes a pool of qualified Co-Developers and does not award a project-specific budget or contract value at this stage, Respondents are not required to submit executed MBE/WBE subcontracts at the time of RFQ submission.

However, complete submission for **TAB 8** requires:

- Completion MBE/WBE Participation Plan contained within this attachment (evaluating firm capacity, certified core team members, and outreach methodology).
- Completion of the Past performance Track Record in **ATTACHMENT C, TAB 8**.

Site-specific participation plans with binding dollar commitments will be solicited during the Task Order phase and finalized as part of the MOA or MDA.

"Best Efforts" Compliance & Task Order Contracting

When site-specific Task Orders are issued and financial values are established, selected developers will be required to demonstrate "Best Efforts" to achieve compliance. The ARMDC's Procurement Policy defines "Best Efforts" in compliance with MBE/WBE goals to mean that the contractor must certify and document with its bid or proposal that it has contacted in writing at least ten (10) certified MBE/WBE subcontractors to participate in the proposed contract with the ARMDC or lesser number if the contractor provides documentation that ten (10) certified MBE and ten (10) certified WBE contractors could not be identified. Each contractor shall certify as to the same under penalty of perjury and shall submit the back-up documentation.

Contact Information:

A copy of the MBE/WBE Participation Plan and Certification Letter has been included within this attachment. If you have any questions regarding ARMDC's MBE/WBE goals, please contact:

Mr. Rick Williams, Vendor Relations Manager
Procurement Department
Housing Authority of the City of Pittsburgh
412 Boulevard of the Allies, 6th Floor
Pittsburgh, PA 15219
Email: ricardo.williams@hacp.gov
Phone: (412) 643-2768

MBE/WBE Participation Plan

I. SMALL BUSINESS PARTICIPATION
Is the Bidder a Small Business as defined by the size and standards in 13 CFR 121?

Yes ___________ No ___________

II. MINORITY BUSINESS PARTICIPATION
Is the Bidder classified as a Minority Business Enterprise?

Yes ___________ No ___________

If "No", area any Subcontractors classified as Minority Business enterprises?

Yes ___________ No ___________

If "Yes", please fill in the following chart:

Consulting Firm(s) (MBE)	$ Value Contract	% of Fee

III. WOMEN-OWNED BUSINESS PARTICIPATION
Is the Bidder classified as a Woman-Owned Business Enterprise?

Yes ___________ No ___________

If "No", area any Subcontractors classified as Women-Owned Business Enterprises?

Yes ___________ No ___________

If "Yes", please fill in the following chart:

Consulting Firm(s) (WBE)	$ Value Contract	% of Fee

****All MBE/WBE firms must be certified. In order for the MBE/WBE participation plan to be complete, copies of MBE/WBE certification must be included for all firms listed.**

MBE/WBE Certification Letter

Project Description: Phase I Environmental Site Assessment Reports for four (4) parcels (9-M-180; 10-N-13; 10-N-14; 10-N-15).

Description of Subcontractor's Scope of Work/Services:_________________

____

Dollar Value of the Subcontractor's Work/Services:_______________________

Please call should you have any further questions. We thank you for your continuing interest.

Sincerely,

Prime Contractor	**MBE/WBE Subcontractor**
______________________________	______________________________
Name of Prime Contractor	Name of MBE/WBE Subcontractor
______________________________	______________________________
Address	Address
______________________________	______________________________
Address	Address
______________________________	______________________________
Telephone Number	Telephone Number
______________________________	______________________________
Name of Authorized Representative	Name of Authorized Representative
______________________________	______________________________
Signature	**Signature**
______________________________	______________________________
Date	Date

ATTACHMMENT E:
SECTION 3 PARTICIPATION

Instructions for Respondents

The ARMDC policy requires all Respondents to address Section 3 participation with their submission. Because this RFQ establishes a pool of qualified Co-Developers, Respondents must complete and submit the following items under **TAB 9**:

- **Section 3 Opportunities Plan (ATTACHMENT E):**
  Complete and submit the Section 3 Opportunities Plan and Certification Forms in **ATTACHMENT E**. On these forms, Respondents must:
  - State whether the Respondent or any proposed team member is a certified Section 3 Business and attach valid certifications.
  - Describe general strategy for resident hiring, job training, and utilizing Section 3 businesses during future Task Order execution.
- **Historical Performance Track Record:**
  Complete **TAB 9** in the Excel Workbook showcasing actual Section 3 performance metrics achieved on up to five (5) completed or active projects over the past ten (10) years.

Respondents must complete the forms on the following pages and include them in **TAB 9** of their submission. Refer to **Section IV, TAB 9** for complete submission criteria relating to Section 3 Participation.

Policy Overview & Statutory Requirements

Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701, et seq.) (the Act), requires the ARMDC to ensure that employment and other economic and business opportunities generated by financial assistance from HUD, to the greatest extent feasible, are directed to public housing residents and other low income persons, particularly recipients of government housing assistance, and business concerns that provide economic opportunities to low and very low income persons.

To comply with the Act, the ARMDC requires its contractors to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, sex, national origin, disability, veteran's or marital status, or economic status and to take affirmative action to ensure that both job applicants and existing employees are given fair and equal treatment.

The goal of this policy is to obtain a reasonable level of success in the recruitment, employment, and utilization of ARMDC residents and other eligible persons and/or businesses by contractors working on contracts partially or wholly funded with HUD monies. The ARMDC shall examine and consider a contractor's potential for success in providing employment and business opportunities to those covered under Section 3 prior to acting on any proposed contract award. In response to any RFP, RFQ or IFB, the ARMDC will require submission of the Section 3 Opportunities Plan and roster of current employees, and certification that the bidder will comply with the requirements of Section 3 either by hiring Section 3 employees to directly perform under the contract or by committing a dollar amount to HACP's Section 3 program in an amount consistent with the chart below.

Application to RFQ & Task Order Structure

Because this RFQ establishes a pool of qualified Co-Developers and does not award a project-specific budget or contract value at this stage, Respondents are not required to submit executed Section 3 Opportunities Plan at the time of RFQ submission.

However, complete submission for **TAB 9** requires:

- Completion of the Section 3 Opportunities Plan and Certification Forms contained within this attachment (evaluating firm status, core team capacity, and prospective workforce strategy).
- Completion of the Historical Past Performance Track Record in **ATTACHMENT C, TAB 9**.

Project-specific Section 3 plans with binding resident hiring targets will be solicited during the Task Order phase and finalized as part of the MOA or MDA.

HACP RESIDENT HIRING SCALE:

RESIDENT HIRING REQUIREMENTS / RESIDENT HIRING SCALE

TOTAL LABOR DOLLARS USE TOTAL CONTRACT AMOUNT FOR SERVICE CONTRACTS	RESIDENT LABOR AS A % OF TOTAL LABOR
Labor dollars $25,000 but less than $100,000	10% of the labor dollars
$100,000, but less than $200,000	9% of the labor dollars
At least $200,000, but less than $300,000	8% of the labor dollars
At least $300,000, but less than $400,000	7% of the labor dollars
At least $400,000, but less than $500,000	6% of the labor dollars
At least $500,000, but less than $1 million	5% of the labor dollars
At least $1 million, but less than $2 million	4% of the labor dollars
At least $2 million, but less than $4 million	3% of the labor dollars
At least $4 million, but less than $7 million	2% of the labor dollars
$7 million or more	1/2% to 1% of the labor dollars

*** A copy of ARMDC's Section 3 Program Manual is available for download at www.HACP.org*

Contact Information

A copy of the Section 3 Opportunities Plan has been included within this attachment. If you have any questions regarding the Section 3 Requirements or would like to discuss goals and planning for Section 3 Requirements please contact:

Lloyd C. Wilson, Jr., Resident Sustainability Manager
Bedford Hope Center
2305 Bedford Avenue
Pittsburgh, PA 15219
Email: Lloyd.Wilson@HACP.gov
Phone: (412) 643-2835

Housing Authority of the City of Pittsburgh

SECTION 3 OPPORTUNITIES PLAN

Business Opportunities and Employment Training for Housing Authority of the City of Pittsburgh Low Income Public Housing Residents (LIPH) and Area Residents of Low and Very Low Income Status (ARLIS)

PRIME CONTRACTOR'S NAME: ____
SPECIFICATION OR RFP/IFB/RFQ NUMBER: ____
SPECIFICATION OR RFP/IFB/RFQ TITLE: ___________________________
____

The Contractor hereby agrees to comply with all the provisions of Section 3 as set forth in 24 CFR 135.1 et seq. and the HACP Section 3 Policy and Program requirements. The Contractor hereby submits this document to identify employment opportunities for HACP residents (LIPH) and **Area Residents of Low and Very Low Income Status (ARLIS**) during the term of the contract between the Contractor and the HACP.

The preference of HACP is to ensure that as many HACP residents as possible are employed. In an effort to further that requirement, HACP has created a preference tier structure as outlined in the HACP Section 3 Policy and Program Manual which can be reviewed by visiting the "Vendor Services" section of www.hacp.org. Contractors are required to comply with Section 3 by first considering Tier I – Hiring. If the Contractor cannot meet its Section 3 requirement in Tier I and needs to move to Tier II or Tier III, that Contractor must document this inability to comply with the preference and the need to move to a lower tier. (Such inability <u>**must**</u> be documented for moves within tiers). The Contractor agrees to meet its Section 3 requirement following the Preferential Tier Structure as indicated by the selection below (check one or more tiers below):

[ ] Tier I – <u>HIRING</u>

The Contractor affirms that the jobs identified shall be for meaningful employment that may or may not be related to the scope of services covered under Contract/Purchase Order # ________________________.
The Contractor has committed to employ ______ resident(s) in order to comply with its Section 3 requirements. A prime contractor may satisfy the HACP Resident Hiring Requirements through his/her subcontractors. **Contact the HACP Resident Employment Program for resident referrals at 412-395-3950, Ext 1048.**

When Tier I is selected, the Contractor shall complete the following table as instructed below:

(1) Indicate each job title for all phases of this contract
(2) The number of positions that will be needed in each category
(3) How many of those positions are currently filled
(4) The number currently filled by low and very low-income HACP residents
(5) The number currently filled by City of Pittsburgh neighborhood area residents
(6) How many positions need to be filled

Indicate your requirement for the number of positions you intend to fill with:

(7) Low income HACP Residents (LIPH) and/or
(8) Low and very low income City of Pittsburgh Neighborhood Area Residents (ARLIS)

Housing Authority of the City of Pittsburgh

SECTION 3 OPPORTUNITIES PLAN

Section 3 Labor Utilization Assessment and Plan							
SPEC or RFP TITLE:				SPEC or RFP NUMBER:			
JOB TITLE	NUMBER OF POSITIONS					HIRING REQUIREMENT	
	#	CURRENTLY FILLED			TO BE		
	NEEDED	TOTAL	LIPH	ARLIS	FILLED	LIPH	ARLIS
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

LIPH – HACP low income public housing resident
ARLIS - Area Residents of Low/Very Low Income Status – (Area is the Pittsburgh metropolitan area)

In the event the value of Section 3 resident hiring is less than the amount identified in the Resident Hiring Scale, vendors must contribute to the HACP Education Fund an amount not less than the difference between the value of Section 3 hiring and the amount identified in the Resident Hiring Scale, which funds shall be used to provide other economic opportunities.
Therefore, if it is anticipated that any position listed above shall be for less than the full term of the contract period, you must indicate on the lines below, the anticipated term for each position:

____

____

Housing Authority of the City of Pittsburgh

SECTION 3 OPPORTUNITIES PLAN

[ ] Tier II – CONTRACTING

The contractor has identified _________ HACP resident-owned business(es) or ________ Section 3 business(es) which is/are 51 percent or more owned by Section 3 residents or 30 percent or more of their permanent full-time workforce are Section 3 residents. This will satisfy the contractor's Section 3 requirement covered under Contract/Purchase Order # _________________________.

In a one (1) page letter on your firm's letterhead:

1) Indicate the requirements, expressed in terms of percentage, of planned contracting dollars for the use of Section 3 business concerns as subcontractors.

2) A statement of the total dollar amount to be contracted, total dollar amount to be contracted to Section 3 business concerns for building trades, and total dollar amount to be contracted to Section 3 business concerns for other than building trades work (maintenance, repair, modernization, and development).

3) A description of the method used to develop the requirements above and the efforts to be undertaken by the contractor to meet those requirements.

[ ] Tier III - OTHER ECONOMIC OPPORTUNITIES

Firms may provide other economic opportunities to train and employ Section 3 residents or make a direct cash contribution to the HACP Education Fund. HACP has established the following minimum threshold requirements for provision of training or contribution to the HACP fund that provides other economic opportunities:

a) Contractor incurs the cost of providing skilled training for residents in an amount commensurate with the sliding scale set forth in the Resident Hiring Scale; or,

b) Contractor makes a contribution to the HACP Education Fund at Clean Slate E3 to provide assistance to residents to obtain training. The level of contribution would be commensurate with the sliding scale set forth in the Resident Hiring Scale.

Contractor shall provide, in a letter on firm letterhead:

1) Indication of the skilled training to be provided, the number of persons to be trained, the training provider, the cost of training, and the trainee recruitment plan; or,
2) Provide the amount of planned contribution to be made in relation to percentage of the contract labor hours costs. (Contribution checks should be made payable to: Clean Slate E3 Education Fund and mailed to Clean Slate E3, C/O Housing Authority of the City of Pittsburgh, Finance Department, 200 Ross Street, 9th Floor, Pittsburgh, PA 15219.

[ ] Tier IV – No New Hire Opportunity

If awarded this contract, the contractor will be able to fulfill the requirements of the IFB/RFP/RFQ with the existing work force. No new hires will be employed as a result of this award. If this position changes and hiring opportunities become necessary, the HACP Resident Employment Program will be notified.

Housing Authority of the City of Pittsburgh

SECTION 3 OPPORTUNITIES PLAN

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 HACP Section 3 Policy.

Furthermore, the undersigned acknowledges and affirms responsibility for completion and submission of this form as part of the response documentation for this Invitation for Bid or Request for Proposal. Failure to submit this form may jeopardize the responsiveness of your submission.

Company Name:____

Name:____

Title:____

Signature:____Date:______________

Witness Name:____

Witness Signature:____Date:______________