

# Highland Park Housing Commission

## REQUEST FOR PROPOSALS

For: Professional Property Management

Services

April 22, 2024

RFP-PMS-2024 Professional Management  
Services

## **HIGHLAND PARK HOUSING COMMISSION REQUEST FOR PROPOSALS: PROFESSIONAL PROPERTY MANAGEMENT**

The Highland Park Housing Commission (HPHC), Board of Commissioners, Highland Park, Michigan, seeks a property management organization for property management services. Said organization has a high regard for ethical leadership, a dedicated commitment to public service, organizational integrity and innovative solutions. The Commission's mission is to provide quality, affordable housing and self-sufficiency opportunity to low and moderate income residents in Wayne County, Michigan in an effective and professional manner. The Commission will execute a contract commencing on June 15, 2024. The Commission is accepting qualifications and proposals for the position of property management services until 4:00 PM on May 06, 2024.

**Background:** The Highland Park Housing Commission is a “public housing agency” as defined under the US Housing Act of 1937 (the Act) and is a body corporate and politic organized and existing under the laws of the State of Michigan that receives funding and assistance from HUD. The Highland Park Housing Commission owns several developments comprised of multi-unit/multi-family buildings and scattered site homes for a total of 198 units.

The HPHC is currently in HUD possession and overseen by two HUD Co-Recovery Administrators. The management agent procured via this solicitation will function as the full-time HPHC Executive Director under the oversight of the Co-Recovery Administrators, who also function as the HPHC Board of Commissioners.

HPHC's current management agent provides staffing to deliver all services on site, consisting of the following positions: an Executive Director (paid via management fee), two administrative/office personnel (Community Manager and Assistant Community Manager), three maintenance personnel, one janitor, and security service via contract (one guard at any given time, for staffing outside business hours).

**Minimum Qualifications for Respondents:** Experience and ability to manage troubled properties, a strong working knowledge of HUD and federally-subsidized public housing, and grant research and writing knowledge and housing commission regulations and procedures. Extensive experience in implementing public housing programs in accordance with federal regulatory requirements. Ability to use capable judgment to determine when to act independently and when to seek guidance, approval, and authorization. Ability to provide professional staffing to deliver services to HPHC residents, including all administrative and maintenance personnel, in addition to contracted security services. Ability to work well with residents and other stakeholders. Ability to comprehend and adhere to complex government regulations, reports, contracts and guidelines. Perform those functions and meet job performance requirements of an agency Executive Director. Skill in and ability to conduct complex procurement actions in accordance with the Federal Acquisition Regulation, HUD guidance, and HPHC procurement policy. Respond to the directives and policies of the HPHC and HUD, ensure compliance with the Recovery Plan, perform strategic planning, and manage the day-to-day operations of the HPHC. Skill in and ability to receive and efficiently address complaints or concerns from residents and other stakeholders. Attend and run (as

Director-Secretary) regular and special Board meetings of the HPHC. Evening and weekend work may be required in order to meet deadlines or respond to urgent/emergency situations.

Qualified Respondents must demonstrate having prior experience with the management of all aspects of federally-subsidized affordable housing. Experience working with HUD traditional low-rent public housing programs is strongly preferred. Qualified respondents must meet the Commission's insurance requirements.

**Contract term:** The contract for services shall be for a one-year (1) term from the date of the executed contract's commencement of services, with four (4) optional one-year extensions, granted at the discretion of the HPHC.

## **A. GENERAL REQUIREMENTS OF CANDIDATES**

The successful Contractor will be responsible for the full range of services customary of a property management company managing public housing through the use of its own employees; if a proposer other than the incumbent is selected, the proposer is requested to evaluate existing site staff before hiring a new team.

The following is a description of some of the major duties of the Contractor, but is not necessarily all-inclusive of responsibilities that come with comprehensive management of a subsidized housing portfolio. The duties identified here must be detailed in the Management Plan provided to the HPHC by the selected Contractor. Contractor must also submit a Transition Plan describing how Contractor will minimize or eliminate disruption to ongoing capital projects, delivery of resident services, and other in-progress work upon award.

### **1. Rent Collection**

The selected Contractor shall be responsible for the collection of rents and maintenance of rental collection records, including records of delinquencies; the safekeeping of rental receipts prior to their transmittal to a depository of the HPHC; as well as producing and mailing the monthly rent statements to residents.

### **2. Compliance with HUD Regulations**

HPHC is a public housing agency receiving assistance from the federal government, therefore HUD rules and regulations apply to the management all Commission properties. The Contractor will be responsible for adhering to all HUD rules, regulations, and guidelines in operating the HPHC. Compliance will be monitored by HUD's Co-Recovery Administrators, who also function as the Board of Commissioners, as well as other monitoring as may be conducted by other HUD personnel (e.g. staff in the Detroit HUD field office).

### **3. Tenant Interaction**

The Contractor should describe how it will screen potential applications, practice "Affirmative Marketing," comply with equal opportunity housing laws, provide tenant orientations, and establish and follow move-out and eviction procedures. The selected Contractor will be required to handle all aspects of eviction proceedings and may propose to use its existing relationship with a staff or contracted attorney to do so, so long as any contracted services were originally procured in accordance with federal procurement requirements.

#### **4. Rent Determination and Recertification**

The Contractor will be responsible for determination of tenant eligibility and recertifying each family annually in compliance with HUD regulations. Resident rents must also be computed according to HUD regulations.

#### **5. Inspections**

HUD requires that each residential unit be inspected at least annually in accordance with the National Standards for the Inspection of Real Estate (NSPIRE) and in preparation for HUD's Real Estate Assessment Center (REAC) review. Deficiencies identified during inspections must be corrected within timelines prescribed by HUD, depending on the nature of the condition identified.

#### **6. Drug-Free Workplace**

The Contractor must certify that it agrees to provide a drug-free workplace for employees. In addition, the Contractor must assure that all employees hired by the Contractor under the Contract pass a drug test and complete a police background check with satisfactory results.

#### **7. Lease**

The Contractor will be responsible for managing/overseeing the execution and administration of resident leases.

#### **8. Purchasing and Contracting**

The Contractor must comply with HUD procurement regulations (primarily 2 CFR 200) and the HPHC procurement policy. All contracting and procurement must remain within the HPHC approved operating budget. All materials purchased will be of equal or better standards than those specified. All workmanship will be per industry standards and material manufacturers' recommendations.

Contractor will plan and execute solicitations in accordance with the above-cited regulations and policies, including but not limited to development of Independent Cost Estimates, selection of appropriate procurement methods, development of solicitation documentation, publicizing bids, receiving proposals and appropriately documenting those received, evaluating responses, recommending award to the HPHC Board (where required by the HPHC procurement policy), executing contract awards, monitoring contractor work and close out.

#### **9. Financial Management**

The Contractor must provide monthly income and expense reports for the HPHC. An annual operating budget must be prepared consistent with the anticipated revenues from the Annual Contributions contract and rent revenues. The successful Contractor will also be required to be

audited periodically as required by HUD. The Contractor shall ensure that the response to the audit is submitted to HUD. Accounting procedures must conform to the requirements of HUD and the HPHC. The Contractor will be required to use the HUD account classification in financial reports provided to the HPHC. All public housing funds handled must be fully collateralized or insured in a method acceptable to the HPHC, in accordance with HUD rules and regulations.

The Contractor will provide accounting services to manage and oversee the HPHC's finances, to include deposit accounts, preparing unaudited financial statements, working collaboratively with the HPHC's IPA auditors, complying with HPHC financial policies, and other duties traditionally performed by a PHA accountant.

## **10. Security**

The Contractor will be required to manage in such a way as to maximize the safety and security of the residents and to minimize crime at the HPHC. The Contractor will provide for security services for the HPHC, currently identified as one guard on duty after business hours and on weekends, either through direct employment or via contract.

## **11. Personnel**

In submitting its proposal, each Contractor is representing that the personnel described in its proposal and submission packages shall be available to perform the services described, barring illness, accident or other unforeseeable events of a similar nature, in which case the Contractor must be able to provide a qualified replacement. Furthermore, all personnel furnished by the Contractor shall be considered to be, at all times, the sole employees of the respective Contractor under its sole direction, and not employees or agents of HPHC. In the event the selected Contractor is not the incumbent, Contractor is requested to evaluate existing staff employed by incumbent in order to provide some level of continuity of service (but is not absolutely required to hire these staff).

The Contractor will have the responsibility for all hiring and firing of the Contractor's employees. It will be the responsibility of the Contractor to provide for payments of all wages, benefits, and payroll taxes for all employees from the operating budget of the HPHC, in accordance with the applicable HUD regulations and the Recovery Plan, with the exception of the "Executive Director" role, who is expected to be paid out of, and provided via, the Contractor's management fee, and other ancillary or support staff as may be provisioned by Contractor (e.g. accounting and other back-office services).

## **12. Resident Involvement**

The HPHC is committed to resident participation in major decisions affecting their occupancy. The Contractor will be required to work with or stand up any interested, officially-recognized resident organization(s) to plan and coordinate meetings on a regular basis to resolve daily management and resident issues, as well as ways to strengthen the resident organization(s). The Contractor must comply with the Commission's Bylaws and cooperate with any recognized resident council.

The Contractor will work cooperatively with the HPHC in these areas. The HPHC and the Contractor must mutually agree upon any change in existing arrangements. The Contractor shall attend regular and special Board meetings of the HPHC, run them as the “Director-Secretary,” and ensure duties such as minute-taking are accurately completed. The Contractor will be required to attend additional meetings with the HUD Co-Recovery Administrators or other stakeholders as needed.

### **13. Grievance Hearings**

All eligible residents of public housing are entitled to a grievance hearing for matters that adversely affect their continuing occupancy at HPHC and in accordance with HPHC Policy. The Contractor will ensure establishment and implementation of a grievance procedure to address such issues in conformance with applicable federal laws and regulations.

### **14. Insurance, Bonding, and Hold Harmless Agreement**

The successful Contractor will be required to furnish at least the minimum coverage as outlined below:

1. The proposal package must include evidence of the Contractor’s ability to provide Workers’ Compensation, General Liability, Comprehensive Automobile Liability, and Professional Liability (Errors and Omissions) Insurance coverage along with a Fidelity Bond.

Workers’ Compensation, in accordance with Michigan State Workers’ Compensation Laws.

Commercial General Liability with a combined single limit of bodily injury and property damage of not less than \$1,000,000 per occurrence to protect the Contractor and each subcontractor against claims for bodily injury or death and damage to the property of others. This shall cover the use of any equipment required to perform the service and vehicles on the site(s) not covered under the automobile Liability as listed below. If the Contractor has a “claim-made” policy, then the following addition requirements apply: The policy must provide a “retroactive date” which must be on or before the execution date of the Contract and the extended reporting period may not be less than five years following the completion date of the Contract.

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

2. Such insurance will be procured from a company licensed to do business in the State of Michigan.

3. HPHC must be named as an additional insured on all policies and the policy must provide that the coverage may not be canceled without notice to HPHC at least thirty (30) days before the effective date of such cancellation.

4. Contractor will furnish HPHC a certified copy of the Bond or Certificate of Insurance for the policy or policies covering all work or services under the proposed Contract as evidence that the required bond/insurance is maintained and in force for the entire duration of the Contract.

### **15. Section 3 Statutory Requirements**

Section 3 of the Housing Community Development Act of 1968, as amended, requires that the HPHC, Contractors, and subcontractors shall make their best effort to give training and employment opportunities to residents of the housing developments. The Contractor will be required to comply with the Section 3 requirements specified at 24 CFR Part 75.

### **16. Maintenance**

The selected Contractor shall be responsible for all routine, preventive, and non-routine maintenance via 1) its own staff (to include any staff hired from incumbent, if selected Contractor is not incumbent) and 2) via contract of third parties as needed, and in accordance with all applicable procurement regulations and requirements.

### **17. Performance Goals**

The Contractor is responsible for compliance with performance standards established by HUD, including the Public Housing Assessment System (PHAS), the Recovery Plan and Agreement, and such other goals or requirement as HUD may promulgate in the future. The Contractor will be required to provide performance reports on its compliance with those performance standards.

### **18. Capital Planning**

The HPHC receives certain funds from HUD for capital repair and modernization efforts and is required each year to submit a PHA Annual Plan, with an updated five (5) year rolling base. The Contractor will prepare the PHA Annual Plan with input and approval from the HPHC and the Resident Council. As such, each year the Contractor will be expected to present an annual capital plan and request.

### **19. Capital Projects**

Each year, the HPHC will, with input from the Contractor as to need, determine the list of capital improvements that the Contractor will be responsible for administering.

The HPHC has a backlog of capital projects and funding to execute many of them. Architect and Engineering (A/E) firms have been retained to assist with execution of these projects, utilizing both traditional capital fund grants from HUD, as well as an Emergency Safety and Security Grants. The total funding available to address the capital needs already identified is over \$8M. The Contractor will be responsible for shepherding these projects to completion in a timely manner, working with the A/E firms retained by HPHC.



## **20. Grant Management**

The HPHC receives grants from HUD to operate its portfolio (“operating subsidy”) and to make capital improvements (“capital fund”). From time to time, other grant funds may also be made available to HPHC, such as emergency capital fund grants, shortfall funding grants, and others. The Contractor will be responsible for complying with all grant-related requirements under federal and state law, HUD regulation, and any other conditions as may be attached to grants received by the HPHC, including (but not limited to) maintaining access to HUD systems, fulfilling reporting requirements, and effective planning to meet obligation and expenditure deadlines for each grant.

## **21. Hours of Operation**

The HPHC office shall be open and staffed from 8:30 a.m. to 5:00 p.m., Monday through Friday, with the exception of holidays recognized by HPHC. The Community Manager or an alternative contact person shall be accessible during hours when the office is not open and staffed to assist in addressing issues that come up from time to time.

## **22. Implementation and Proposal of Practices and Procedures.**

The Contractor will be proactive in: proposing changes in policies and procedures in accordance with HUD Guidelines; and implementing the best practices for the operation of the HPHC and the use of all employees serving HPHC in the exercise of best practices; and, in providing service to HPHC properties.

## **23. Compliance with Rules, Regulations and Licensing Requirements**

The Contractor and its staff must possess all required occupational license(s). In addition, the Contractor shall comply with all laws, ordinances, and regulations applicable to the services contemplated herein, including those applicable to conflicts of interest. The Contractor is responsible for being familiar with and complying with all federal, state, and local laws, ordinances, codes, rules, and regulations that may in any way affect the services.

## **24. No Assignment**

The successful Contractor shall not enter into any subcontracts, retain consultants or assign, transfer, convey, sublet or otherwise dispose of the ensuing contract or any or all of its rights, title or interest therein or its power to execute such contract, to any person, company or corporation without the prior written consent of HPHC.

## **25. Equal Opportunity Employment**

The Contractor agrees that there will not be discrimination as to race, sex, religion, color, age, creed or national origin regarding obligations, work and services performed under the terms of any contract ensuing from this RFP. Contractor must agree to comply with the Executive Order No. 11246, entitled “Equal Employment Opportunity” and as amended by Executive Order No. 11375, as supplemented by the Department of Labor Regulations (41 CFR, Part 60).

## **B. PACKAGE SUBMISSION REQUIREMENTS**

One electronic copy shall be submitted:

- Mark with the Contractor's name, address, phone number, the due date of May 06, 2024, at 4:00 p.m. EST, titled "RFP-PMS-2024: Highland Park Housing Commission - Property Management Services – Proposal".
- Proposals must be submitted electronically no later than 4 o'clock in the afternoon of May 06, 2024 to: [cloos@highlandparkhc.org](mailto:cloos@highlandparkhc.org). The proposals will not be reviewed publicly. It is the applicant's responsibility to ensure that its proposal is delivered at the proper time and to the correct email address. Proposals, which for any reason are not timely delivered, will be disqualified.
- Offers by facsimile, telephone, mail, or in person **will not** be accepted; offers must be submitted electronically, as described above.
- All submissions shall have clearly written in the e-mail subject line: **RFP-PMS-2024**.

All proposals will be recorded as in receipt based on the email time stamp. No responsibility will attach to an officer, employee, or agent of HPHC for not recognizing or receiving a proposal which is not properly marked, addressed or delivered to the right submission place by the submission method and/or by the submission date and time.

All costs incurred, directly or indirectly by an applicant responding to this RFP, shall be the sole responsibility of and shall be borne by the applicant. HPHC reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by HPHC to be in its best interests.

Proposals shall be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this RFP. The set of documents submitted must contain the items outlined below in the "Contents" and summarized in the "Form of Proposal" at Exhibit A. Proposers are responsible for ensuring their submission is complete and fully meets the terms of this RFP.

The submission packages must be signed by an officer of the Contractor submitting the package who is legally authorized to enter into a contractual relationship in the name of the Contractor. In the absence of a corporate seal, the submission package must be notarized by a Notary Public.

The HPHC may, at its sole and absolute discretion, reject any and all or parts of any and all proposals; re-advertise this RFP; postpone or cancel, at any time, this RFP process or waive any irregularities in this RFP or in the proposals received as a result of this RFP. Also the determination or the criteria and process by which Contractor's qualifications are evaluated, the decision as to who shall receive a contract award or whether or not an award shall ever be made as a result of this

RFP, shall be at the sole and absolute discretion of the HPHC. In no event shall any challenger or protestor of these documentations or decisions be awarded a contract for the services described in this RFP.

**Questions:** Any questions regarding this RFP shall be directed to cloos@[highlandparkhc.org](mailto:cloos@highlandparkhc.org) for receipt not later than May 02, 2024, and containing name, email address and phone number(s) where the applicant can be reached with responses. No interpretations shall be considered binding unless provided in writing by the HPHC.

**CONTENTS** *(listed by tab – see “Form of Proposal” at Exhibit A)*

**0. Cover Letter/Form of Proposal**

Include a cover letter, as well as a completed “Form of Proposal” form (Exhibit A).

**1. Contractor Qualifications**

i. Contractor shall provide listing of all public and private multifamily housing currently managed by the Contractor, with the name, address and contact information of who may be contacted as a reference, locations, and brief descriptions of the properties. The Contractor should indicate properties that are/were federally or locally subsidized, and the nature of the subsidy, and any properties located in the same region as Highland Park, MI. Large management companies (more than 10,000 units) may choose to aggregate this property data and submit information in a more condensed format. A minimum of three references should be included.

ii. Contractor shall provide resumes and position descriptions of senior staff members who would be assigned to oversee the HPHC (for example, the Executive Director to be assigned to HPHC, the regional property manager, and other relevant corporate personnel). Show an organizational chart of your staffing structure, including regional office locations. Include major subcontractors, if any, and their degree of involvement.

iii. Contractor shall provide an actual or prototypical budget, income and expense report for a publicly-owned property managed by the Contractor as evidence of the Contractor’s financial reporting systems and expertise in operating matters.

iv. Contractor shall provide evidence of insurance and, if applicable, licensure, in accordance with the terms of this RFP (“General Requirements” Section 14, above).

**2. Management Plan**

The Contractor shall provide a plan describing how it will perform the requirements of this RFP upon award.

**3. Transition Plan**

The Contractor shall provide a plan describing how it will minimize or eliminate disruption to ongoing capital projects, delivery of resident services, and other in-progress work upon award.

**4. Equal Employment Opportunity statement**

The Contractor should provide their equal employment opportunity statement and a description of any affirmative action policy and accomplishments related to ownership,

personnel, and purchase of goods and services to this end. The Contractor should advise of any complaints/grievances/claims of discrimination, and their resolution.

**5. Evidence of Qualification as a Section 3 business and/or Minority/Woman Owned Business**

The Contractor should complete the Section 3 and Minority/Woman Owned Information and Certification form (Exhibit B).

**6. Certifications and Affidavits**

The Contractor should complete the following legal requirements as part of this submission:

- i. Instructions to Offerors (Non-Construction) – (Form HUD-5369-B) – (Exhibit D)
- ii. Certifications and Representations of Offerors (Non-Construction Contracts) – (Form HUD-5369-C) – (Exhibit E)
- iii. General Conditions for Non-Construction Contracts (Form HUD-5370-C) – (Exhibit F)
- iv. Profile of Firm form (including Non-Collusive Affidavit) (Exhibit C)

**7. Sample Reports**

Attach a sample set of reports for a Housing Commission or similar entity in your current portfolio that would normally be provided to Commissioners. Label the report as Sample Report Attachment. If at all possible, please choose a property similar to the one described in this RFP.

**8. Fee Proposal**

Attach the completed management fee bid form.

**Evaluating Applicant Proposals:** The proposals will be evaluated based upon the evaluation criteria set forth in the RFP, which will be afforded the weight indicated in the matrix below. The most qualified applicants may be asked to participate in an oral interview to discuss in greater detail the contents of their proposal.

**C. EVALUATION/SELECTION PROCESS AND SELECTION CRITERIA**

Proposals will be evaluated by the HPHC, which has sole authority to award the contract.

**EVALUATION CRITERIA:** All responses to this RFP that are received on or before the stated deadline will be evaluated by a review panel according to the criteria listed below:

<b>Criteria</b>	<b>Points Available</b>
Demonstrated successful experience in managing public housing or federally subsidized housing.	20
Transition plan to minimize disruption or progress of ongoing work at the HPHC.	20
The proposer’s technical capabilities (in terms of personnel, equipment and materials) and the Management Plan (including staffing of key positions, method of assigning work and procedures for maintaining level of service, etc.).	20
Proposer’s qualification as a Section 3 business concern and/or qualification as a minority and/or woman owned firm.	10
The proposed costs the proposer proposes to charge the HPHC to provide the required work.	30

**Total Possible Points: 100**

**EVALUATION**

HPHC expects to select the firm that is best qualified to provide the services described in the RFP based upon the evaluation criteria set forth in the RFP. HPHC reserves the right to waive any information or irregularities in submittals, or to reject any and/or all proposals. Complete Exhibit B to demonstrate qualification as a Section 3 business concern and/or qualification as a minority and/or woman owned firm.

**Reference Checks**

Past performance on other projects may be used, among other considerations, to evaluate both the firm’s and the project team’s capacity and capability to perform the requested services and to assess the risk of poor performance or nonperformance. The reference evaluation factors will include but not necessarily be limited to the: (a) accuracy and timeliness and (b) responsiveness to client.

**Selection Interviews**

HPHC reserves the option to interview any, all, or no firms. HPHC also reserves the right to adjust scores of each proposal of non-interview criteria after any interviews are conducted.



**FORM OF PROPOSAL (Exhibit A):**

*(This Form must be fully completed and placed under Tab No. 0 of the “hard copy” tabbed proposal submittal.)*

Instructions: The items listed below must be completed and included in the proposal. Please complete this form by marking an “X” to verify that the referenced completed form or information has been included within the proposal.

X=ITEM INCLUDED	SUBMITTAL ITEMS (Three copies of each proposal, including one with original signatures; one electronic copy via e-mail)
	Tab 0 Cover Letter/Form of Proposal sheet
	Tab 1 Contractor Qualifications (as described in RFP; i.e.):  i. managed housing data/3+ references, ii. resumes and PDs of senior staff/org chart, iii. actual or prototypical budget, income/expense report, iv. evidence of appropriate insurance/licensure
	Tab 2 Management Plan
	Tab 3 Transition Plan
	Tab 4 Equal Employment Opportunity statement
	Tab 5 Evidence of Qualification as a Section 3 business and/or Minority/Woman Owned Business (Exhibit B)
	Tab 6 Certifications and Affidavits (HUD forms 5369-B, 5369-C, 5370-C) (Exhibits D, E, & F); Profile of Firm form (incl. non-collusive affidavit) (Exhibit C)
	Tab 7 Sample Reports
	Tab 8 Fee Proposal (via Management Fee Bid form, including rates for all personnel, such as maintenance/janitorial, office staff, & security, which are not funded/included via proposed management fee)

**PROPOSER’S STATEMENT**

The undersigned proposer hereby states that by completing and submitting this Form and all other documents within this proposal submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if the HPHC discovers that any information entered herein to be false, such shall entitle the HPHC to not consider or make award or to cancel any award with the undersigned party. Further, by completing and submitting the proposal submittal, and by entering and submitting the costs, where provided, the undersigned proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by the HPHC, either in hard copy or on the noted Internet System, including an agreement to execute a Contract in accordance with the terms of this RFP and the submitted proposal. Pursuant to all RFP Documents, this Form of Proposal, and all Exhibits, and pursuant to all completed Documents submitted, including these forms and all Exhibits, the undersigned proposes to supply the HPHC with the services described herein for the fee(s) entered within the areas provided pertaining to this RFP.

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	Signature	Date	Printed Name
Company			



**EXHIBIT B**  
**SECTION 3 AND MINORITY/WOMAN OWNED INFORMATION AND CERTIFICATION**  
**THIS FORM MUST BE SIGNED AND RETURNED.**

**SECTION 3 CERTIFICATION**

PROJECT: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Year business founded: \_\_\_\_\_  
Current number of employees: Full time \_\_\_\_\_ Part time \_\_\_\_\_  
Type of trade or business: \_\_\_\_\_

1) Is 51% or more of your business owned by HPHC residents or by persons who earn 80% or less of the median income level (for a household of their size) for the past year? (See attached income guidelines.)  Yes  No

2) Are 30% or more of your full time, permanent employees HPHC residents or persons who earn 80% or less of the median income level (for a household of their size) for the past year? (See attached income guidelines.)  Yes  No

3) Do you plan on subcontracting 25% or more of the estimated contract value to companies owned by HPHC residents or by persons who earn 80% or less of the median income level (for a household of their size) for the past year? (See attached income guidelines.)  Yes  No  
If "yes" is checked, please provide supporting documentation.

4) Is your company a participant in HUD Youthbuild Programs in the Detroit Metropolitan area?  Yes  No  
If "yes" is checked, please provide supporting documentation.

5) Please sign the following statement:

As authorized representative of

\_\_\_\_\_  
(name of company)

I certify that I (am) (am not) a qualified Section 3 Business.

I further certify that, if I am awarded the bid, and need to hire additional employees to complete the work, I will carry out Section 3 hiring, training and subcontracting requirements to the best of my ability.

\_\_\_\_\_  
(Signature) (Print Your Name) (Date)

If you Have more specific questions on Section 3 contracting, contact Douglas C. Gordon, Co-Recovery Administrator at (313) 868-4500 ext. 111 or at [dgordon@highlandparkhc.org](mailto:dgordon@highlandparkhc.org).

**EXHIBIT B (Continued)**

Resident- (RBE), Minority- (MBE), or Woman-Owned (WBE) Business Enterprise (Qualifies by virtue of 51% or more ownership and active management) by one or more of the following:

Resident

-owned African \*\*Native Hispanic Asian/Pacific Hasidic Asian/Indian  
American American American American Jewish American  
American

\_\_\_\_\_% \_\_\_\_\_% \_\_\_\_\_% \_\_\_\_\_% \_\_\_\_\_% \_\_\_\_\_% \_\_\_\_\_%

\_\_\_ Woman-Owned \_\_\_ Woman-Owned \_\_\_ Disabled \_\_\_ Other (Specify):

(MBE) (Caucasian) (Veteran)

\_\_\_\_\_% \_\_\_\_\_% \_\_\_\_\_% \_\_\_\_\_%

W/MBE Certification

Number: \_\_\_\_\_

Certified by (Agency): \_\_\_\_\_ (NOTE: A  
CERTIFICATION/NUMBER NOT REQUIRED TO PROPOSE – ENTER IF AVAILABLE)

\_\_\_\_\_  
Signature Date Printed Name Company

**PROFILE OF FIRM FORM (Exhibit C)**

(This Form must be fully completed and placed under Tab No. 6 of the "hard copy" tabbed proposal submittal.)

(1) Federal Tax ID

No.: \_\_\_\_\_

(2) Michigan Business License No.: \_\_\_\_\_

\_\_\_\_\_

(3) State of \_\_\_\_\_ License Type and

No.: \_\_\_\_\_

(4) Worker's Compensation Insurance Carrier:

\_\_\_\_\_ Policy

No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

(5) General Liability Insurance

Carrier: \_\_\_\_\_ Policy No.

\_\_\_\_\_ Expiration Date: \_\_\_\_\_

(6) Professional Liability Insurance Carrier:

\_\_\_\_\_ Policy No.

\_\_\_\_\_ Expiration Date: \_\_\_\_\_

(7) Debarred Statement: Has this firm, or any principal(s) ever been debarred from providing any services by the Federal Government, any state government, the State of Michigan, or any local government agency within or without the State of Michigan? \_\_\_\_\_ Yes or \_\_\_\_\_ No

If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.

(8) Disclosure Statement: Does this firm or any principals thereof have any current, past personal or professional relationship with any Commissioner or Officer of the HA? Yes No

If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.

(9) Non-Collusive Affidavit: The undersigned party submitting this proposal hereby certifies that such proposal is genuine and not collusive and that said proposer entity has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer or person, to put in a sham proposal or to refrain

from proposing, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the proposal price of affiant or of any other proposer, to fix overhead, profit or cost element of said proposal price, or that of any other proposer or to secure any advantage against the HA or any person interested in the proposed contract; and that all statements in said proposal are true.

(10) Verification Statement: The undersigned proposer hereby states that by completing and submitting this form he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and agrees that if the HA discovers that any information entered herein is false, that shall entitle the HA to not consider nor make award or to cancel any award with the undersigned party.

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Signature	Date	Printed Name	Company
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**Required HUD Form (Exhibit D)**

**HUD FORM 5369-B**

**Required HUD Form (Exhibit E)**

**HUD FORM 5369-C**

**Required HUD Form (Exhibit F)**

**HUD FORM 5370-C**