

REQUEST FOR QUALIFICATIONS (RFQ)

**RFQ 25-10 CO-DEVELOPER FOR
REDEVELOPMENT
IN WEST PALM BEACH, FLORIDA**

*West Palm Beach Housing Authority
3700 Georgia Avenue
West Palm Beach, FL 33405
Linda Odum, Executive Director*

KEY DATES:

Issued Date:	October 26, 2025
Question and Answer Period:	THRU 4:30pm EST, November 24, 2025
Sealed Qualifications Due Date:	NLT 4:30pm EST, December 12, 2025
Evaluations:	Week of January 12, 2026

BACKGROUND

The West Palm Beach Housing Authority (the “WPBHA”) is requesting firms or individuals interested in serving as Co-Developer to the Authority to submit qualifications for consideration. The West Palm Beach Housing Authority is a public body corporate and politic created pursuant to Chapter 421 of the Florida Statutes.

The WPHBA’s mission is “To provide safe, decent, and affordable housing to persons and families with limited financial resources and to provide residents with access to programs which will assist them in making the transition of greater financial security. The Authority has approx. 157 Public Housing units, 282 Rental Assistance Demonstration (“RAD”) units and administers 4195 Housing Choice Vouchers sponsored by the United States Department of Housing and Urban Development (HUD). The WPBHA has ownership interest in and manages 873 Low Income Housing Tax Credit (LIHTC) units and owns and manages 125 units of unassisted affordable housing. The total number of units in its portfolio is currently 1437 units.

The Authority desires to revitalize and redevelop certain aspects of their portfolio, specifically a portion of its RAD portfolio to redevelopment the existing aging housing stock and maximize housing opportunities at the site for extremely low, low, and moderate-income residents through a public/private partnership with a qualified developer. The selected developer would serve in a full-service capacity, collaborating with and advising the Authority as needed on all aspects of the development of affordable housing assets designed to improve and expand the availability of affordable housing in West Palm Beach, Florida.

EXISTING PROJECT DESCRIPTION

Twin Lakes Development is a 120-unit HUD rental assistance demonstration (“RAD”) project that was converted from low income public housing in 2014. The existing project consists of two parcels of land, on which 120 units sit. Unit bedroom sizes range from 2-bedroom to 5-bedroom units.

A. 2 Parcels

1101 7th Street – Parcel No. 74-43-43-16-04-049-0040, MF 10, Acres – 00.40
1135 7th Street – Parcel No. 74-43-43-09-07-006-0010, MF 20, Acres – 18.53

B. Unit/Bedroom Mix

2 bedroom – 8

3 bedroom – 82

4 bedroom – 24

5 bedroom – 6

A detailed unit list is attached in SCHEDULE – 1

C. Site and Zoning

1101 7th Street parcel is currently zoned SF14—SINGLE FAMILY HIGH DENSITY.

1135 7th Street parcel is zoned MF 20 MEDIUM DENSITY.

A site map is attached in SCHEDULE – 2.

D. Amenities – all units are equipped with refrigerator, stove, air conditioning and vertical blinds. There is a community center located on site available for tenant gatherings and special events.

E. Utilities – units are provided with electric lights, heating and cooling, gas water heater & cooking.

It is a requirement of the RAD program that the redevelopment of the project be replaced with at least a one for one replacement of the existing structure of the project, including unit count and bedroom size. There must be a commitment to make an exact replacement of the existing unit and bedroom count, however, configuration of buildings and site may be adjusted.

REQUEST FOR QUALIFICATIONS

The Authority is inviting statements of qualifications from experienced Developers to participate in the redevelopment of 120 units of Rental Assistance Demonstration units in the Twin Lakes Development and at least an addition of 250 units of new construction on the site over multiple phases. Developers will be required to replace the RAD units in the initial phase for any development plan, with the possibility of up to three or more development phases on site.

The Authority wishes to encourage a high-quality architectural design and creative site plan for all work which will revitalize the area. The developments will provide amenities commensurate with market rate properties in accordance with state and local ordinances and, any requirements of applicable funding applications which may include a clubhouse, pool, business center, laundry facilities, etc. Addition neighborhood features will be viewed favorably.

A. RESPONSE DUE DATE

As specified on the cover sheet of this solicitation, Responses must be submitted by **4:30 p.m. EST on December 12, 2025** to be eligible for consideration. Respondents should make early submission of the materials to avoid any risk of loss of eligibility brought about by unanticipated delays or other delivery related problems. Facsimile and e-mail responses will not be accepted. Responses received after the deadline for receipt will be deemed unresponsive and will be disqualified.

B. RECEIPT OF RESPONSES

One (1) original, two (2) hard copies, and one (1) electronic copy on a flash drive of the response to this RFQ shall be submitted. All hard copies shall be placed in sealed packages and marked **"Qualifications for Co-Developer WPBHA"**. **Only one set of financials per submission is required and should be in a separate envelope contained within the original submission.** All material must be submitted in an 8 ½" x 11" format. All submissions must be received at the following address:

West Palm Beach Housing Authority
3700 Georgia Avenue
West Palm Beach, FL 33405
Attention: Michael McManaman, Director of Contract Compliance &
Insurance.

The Authority reserves the right to reject any or all responses wherever it is in the best interest of the Authority. West Palm Beach Housing Authority is an Equal Opportunity Employer. Minority and Women-owned business are encouraged to submit a proposal.

C. MASTER PLAN

The mission of the Authority is to provide safe, decent, and sanitary affordable housing. The Authority's vision for Development is to create a vibrant, attractive, mixed-income community, where people of all economic strata, races and cultures will live, learn, work, and play in close proximity to employment, retail, and cultural opportunities.

D. SCOPE OF SERVICES

The Authority's goal is to have a collaborative development partner for the reimagining of the Twin Lakes development into a thriving affordable housing community who will work closely with the Authority to redevelop the RAD project in as efficient and expeditious manner as possible. The development partner will work collectively with the Authority to meet the requirements of the U.S. Department of Housing & Urban Development (HUD) and to obtain all requisite approvals to proceed with new construction of the 120 RAD units, including a critical Tenant Relocation Plan. Development partners should demonstrate experience with RAD projects or the ability to obtain the expertise of professionals who are knowledgeable with RAD as members of their development team.

As the Twin Lakes redevelopment will be a primary goal and objective of the Authority, the Authority will seek a development partner who will be equally committed to prioritizing the Twin Lakes project as a priority for its work. The Respondent shall certify its ability to start work immediately, a commitment by at least one of its principals to working on the project, and the type and commitment of time that will be provided by the principal, including a proposed staffing plan that describes the existing time commitments of its staff proposed to be assigned to the project, whether any of the staff will be locally based, and the staff's experience within the Respondent's company.

Respondents are encouraged to present to the Authority a complete team, including the trades, consultants, and professionals required for the success of the Development. Demonstrated experience of the team, including consultants and professionals, with RAD will be viewed favorably.

The selected Respondent will develop a comprehensive Master Plan for the entire redevelopment of Twin Lakes, including a proposed budget, and submit same to the Authority for review and consideration.

THE CO-DEVELOPER'S ROLE

The following will be the responsibility of the selected Co-Developer, subject to Authority approval. The following is not intended to be a complete list, but rather highlights the primary role required:

- Work with the Authority to obtain HUD approvals for the RAD replacement and new construction, including attending meetings with the Authority and its counsel concerning the HUD requirements and submissions necessary for the development, and attending meetings with HUD officials, if necessary.
- Work with an architect on undertaking and conducting environmental and geotechnical testing and an analysis of the condition of existing utilities at the site.
- Work with an architect on a plan including street layout and common area facilities based on the Master Plan.
- Design and construction of all infrastructure and site improvements.
- Develop a construction strategy and a development implementation schedule.
- Work with the Authority to create detailed development and operating budgets. The selected Co-Developer will be required to expand and to update the budgets throughout the development process.
- Provide regular monthly reports to the Authority on the progress of the development efforts, including work already completed associated costs, schedule, and budgetary requirements.
- Work with the Authority and its legal team to create an ownership structure for the development which may include an affiliate of the Authority as a general partner.
- Obtain financing, (through the use of Low-Income Housing Tax Credits, HOME Funds, Community Development Block Grant Funds, State Housing Initiatives Partnership (“SHIP”) program funds, State Apartment Incentive Loan (“SAIL”) program funds, and other public or private funding sources, to develop the property.

- Work with the Authority to oversee the design, construction, and quality control of the development.
- Procure the construction contractor with the approval of the Authority.
- Provide all required operating and financing guarantees to the Authority and other lending institutions.
- Obtain all required building permits and zoning approvals.
- Work with the Authority and its marketing consultant, as applicable, to undertake all marketing and lease up efforts.
- Attend meetings with residents, Local Government, and Community.
- Provide genuine training and employment opportunities to Section 3 individuals.
- Ensure significant participation by D/M/WBE and Section 3 firms throughout the development by ensuring that the D/M/WBE and Section 3 requirements set forth on Exhibit A to this RFQ are satisfied.

Respondent should indicate its requirements with regard to advance funding, compensation, and similar issues. The Authority is interested in a financial structure that allows it to participate in a stream of income from the development, including a portion of the developer fee, the property management fee and any deferred development fee or incentive management fee. Respondents must provide a demonstration of the Respondent's financial stability and ability to provide adequate assurances for completion of the development. Additionally, each Respondent must have, or within its team provide, the following:

- a. Experience in the development of neighborhoods.
- b. Experience in the development, construction, and operation of an affordable housing development; including low income housing tax credit units.
- c. Experience in Green Building.
- d. Experience in site preparation and infrastructure development.
- e. Expertise in regulatory compliance issues.
- f. Expertise in Section 3, DBE, MBE, and WBE, compliance; and,
- g. Expertise with local government authorities which regulate the permits and utilities necessary for the Revitalization.
- h. Experience with public housing sites and working with public housing authorities to redevelop their communities.

E. INSTRUCTIONS AND NOTICE TO RESPONDENTS:

1. SUBMISSION AND CONTENT OF RESPONSES

Inquiries (Questions and Answers): The intent of this RFQ is to establish the general Scope of Services needed and to provide prospective Respondents with sufficient information to enable them to provide an acceptable response to this RFQ. Every effort has been made to outline requirements, and to provide information in a format that is clear and concise. Nevertheless, questions may arise, or additional information may be needed. Questions and inquiries regarding this RFQ must be submitted in writing, within the Question and Answer period, as outlined below: **Email is preferred, to insure receipt.**

Inquiries/Questions if sent via mail:

West Palm Beach Housing Authority

3700 Georgia Avenue

West Palm Beach, FL 33405

Attention: Michael McManaman, Director of Contract Compliance & Insurance

Inquiries/Questions if sent via email: (Preferred)

To the attention of Michael McManaman; mmcmanaman@wpbha.org.

Inquiries may be submitted throughout the Question and Answer Period, however, all inquiries must be in writing and received no later than **4:30 p.m. EST, on November 24, 2025.**

Answers will be provided as a written addendum (or Addenda) to this RFQ, issued by fax and or e-mail to all firms which have requested the RFQ no later than 4:30 p.m. on **November 25, 2025, regardless of which submitter sent the question.**

2. SUBMISSION REQUIREMENTS

Responses that do not include all required information will be deemed unresponsive and may be disqualified.

Submissions must comply with the requirements of Sections A and B of this RFQ. The completed and signed off checklist attached to this RFQ is a mandatory submission requirement.

No proposal shall be withdrawn for a minimum period of ninety (90) days following the proposal deadline without the consent of the Authority.

Disadvantaged, minority and women-owned businesses are encouraged to respond to this solicitation.

Respondents must address their plan to meet the specific requirements of the Scope of Services as set forth in Section D of this RFQ by including, at a minimum, the following:

- a. **Letter of Interest: Respondent's** submittals shall be accompanied by a Letter of Interest on the Respondent's letterhead. This letter should include the Respondent's statement of understanding for the scope of work outlined in this RFQ, the commitment to perform and prioritize the work, a brief statement indicating why the Respondent believes itself to be best qualified to perform the engagement, and a statement that the response is firm and irrevocable for ninety (90) days.
- b. **Respondent's Qualifications:**
The Respondent shall submit the following information regarding its qualifications. Firms shall submit proposals in accordance with the following outline and requirements:
 1. **Organizational Structure and Staffing:** Provide a detailed description of the organizational structure and staffing of the Respondent. List the members of the Respondent's team, including professionals, consultants, and/or contractors; indicate their areas of specialization and specific contribution to the team. Additionally, for each discipline represented on the Respondent's team, indicate if familiarity with federal, state or local rules, practices or conditions important to the effective accomplishment of the development and, if so, indicate the extent of and basis for the team's familiarity.
 2. **Profile of Principals and Key Staff:** Provide profiles of the principals and key staff to be involved in the development effort. This information should specify their roles, their existing time commitments, their previous development experience, and whether the staff will be locally based. Provide the time commitment anticipated for this project. Identify the principal committed to the oversight of the project and their time commitment of the same, as well as the individual who will serve as the project manager and who will direct and coordinate the day-to-day activities for the Project to completion.

3. **Previous Housing Development Experience:** Provide information on residential rental development projects in which the Respondent has participated. Focus on the ten most recently completed developments, particularly within Florida, and highlight partnerships with public housing authorities. Information should list the project name, location, project size, project completion date or current status, funding sources and amounts, ownership type, public programs utilized, income levels served (very low, moderate, market rate, or mixed), type of development (high, mid or low-rise, walk-ups, townhouses, etc.), extent of community and/or resident participation, and total development cost.

In addition, complete the attached Exhibit B for four projects most comparable to this RFQ.

Finally, include the name of a contact with each housing authority that you have prior experience with and their phone number and e-mail address.

4. **Financing Experience:** Describe new and innovative financing techniques for raising capital that the Respondent has employed. Describe Respondent's approach to managing the financial risk associated with affordable housing development.

Demonstrate that the Respondent possesses an understanding of state and local requirements and procedures that will enable necessary equity to be raised and the effort to be efficiently completed.

Describe the financing strategy of the Respondent and the proposed methods that will be utilized to identify and obtain the maximum financial funding needed to complete the development effort while minimizing the amount of Authority funds required to successfully complete the project. Describe what funds the Respondent will commit, what other private and public funds will likely be necessary, and from what sources and when these funds will likely be available.

Respondents shall provide their approach to the division of work and responsibility between them and the Authority, their approach to collaborating with the Authority and its team, as well as their requirements with regard to advance funding, compensation and similar issues. While the Authority is interested in a financial structure that allows it to participate in the financial benefits of the development, it also will place emphasis on the demonstrated ability

of the Respondent to work collaboratively within a public/private partnership.

5. **Capacity:** Respondent shall certify that the Respondent and all team members are available to start immediately and where the project fits within the Respondent's internal priorities. The Respondent should describe any existing time commitments of the company as a whole, its proposed team members or their proposed staff.
6. **Green Building Experience:** Provide information on all green building development projects in which the Respondent has participated. An important goal of the Authority is to develop an environmentally responsible development on the site. It is the intent of the Authority to implement financially feasible, technologically sound strategies to conserve energy and to surpass current norms for water conservation, waste management/recycling and the quality of the indoor environment. The Authority will require that such strategies be fully explored in the development of the site to the extent that it is financially feasible for the development and long-term sustainability.
7. **Understanding Local Requirements:** Demonstrate that the Respondent possesses an understanding of local (County and City) requirements and procedures that will enable the effort to be efficiently completed.
8. **Financial Statement:** Provide current financial statements of the Respondent prepared by a Certified Public Accountant.
9. **Insurance Requirements:** The Respondent for this project must have the following minimum insurance coverage or include plan to acquire such coverage prior to execution of a contract. Please note that any additional premiums required for this coverage will be at the expense of the Respondent in submitting an RFQ proposal to the Authority.
 - Professional liability insurance in the amount of \$1,000,000 per occurrence for the Respondent and any other professionals used by the Respondent, with respect to negligent acts, errors or omissions in connection with professional services to be provided in connection with the development project. The Authority must be added as an "additional insured".
 - Workers' compensation insurance and employer's liability insurance in the maximum statutory liability amount, naming the Authority and its affiliate nonprofit as additional insured.

- Business automobile liability insurance.

10. **References:** Provide the name, mailing address, and telephone number of two community partner references, two housing authority references (if the Respondent has housing authority experience), two tax credit investor references, and one Housing Finance Agency reference. References must verify Respondent's representations. The Authority reserves the right to check other references as well.

11. **Certifications:** Provide the following signed Certifications in substantially the forms attached to this RFQ:

- (i) Certification of Respondent Regarding Debarment, Suspension and Other Responsibility Matters,
- (ii) Non-Collusive Affidavit,
- (iii) Certification Regarding Lobbying,
- (iv) Conflicts Certification, and
- (v) Certification of Priority, and
- (vi) Respondent Profile Form
- (vii) Certifications and Representations of Respondents Non-Construction Contract HUD-5369-C

c. **Proposed Development Methods and Strategy:** Provide a narrative description of the Respondent's methods and strategy for development of this project. Illustrate this approach with descriptions of at least four such developments, including one well-established development and one recently completed development.

d. **Fee Structure:** Propose a fee structure for predevelopment and development activities and the source of payment of such fees and sharing of costs.

e. **Utilization of Disadvantaged (DBE), Minority (MBE) and Women (WBE) Business Enterprises:** Describe Respondent's approach and process to promote DBE, MBE, WBE, and Section 3 business participation in the development effort. Respondents must show proof of a good faith effort to obtain 25% minority participation in the development effort. The Respondent must comply with the requirements set forth on Exhibit A. The

requirements set forth on Exhibit A must be addressed with the Respondent's responses to this RFQ.

3. EVALUATION FACTORS

A committee will evaluate the proposals received under this solicitation in accordance with the minimum information requirements and the Proposal Preparation and Submission Outline below. The Authority urges all interested Respondents to carefully review the requirements of this RFQ.

CATEGORY	CRITERIA	POSSIBLE SCORE
Letter of Interest	Understanding of scope of work, commitment to prioritizing the work, explanation of why Respondent is the most qualified, statement of 90-day commitment	10
Respondent's Qualifications	Organizational Structure & Staffing and profiles of Key Staff	25
Respondent's Qualifications	Previous housing development experience	10
Respondent's Qualifications	Financing experience	10
Respondent's Qualifications	Capacity	10
Respondent's Qualifications	Green Building Experience understanding local requirements financial statements insurance requirements, references certifications	YES/NO
Proposed Development Methods and Strategy	Narrative description of development approach and planning, quality and detail of your development experiences.	25

Fee Structure	Proposed fee structure and source	5
Utilization of Disadvantaged (DBE), Minority (MBE) and Women (WBE) Business Enterprises	Approach and process to promote DBE, MBD and WBE enterprises.	5

The members of the RFQ Selection Committee will independently review each responsive, responsible submittal, and will meet the week of January 12, 2026 to discuss and rank Respondents submissions to the RFQ. Submissions will be ranked from highest score to lowest score based upon the evaluation factors listed above. An exact date and time is forthcoming, and will be shared with the responsive, responsible submitters.

Contract negotiations will be initiated with the highest ranked Respondent. If negotiations between the Authority and the highest ranked Respondent fail to produce a mutual agreement, the Authority will terminate those negotiations and proceed with contract negotiations with the second highest ranked Respondent. At the Authority's own discretion, the Authority may continue that process until a mutual agreement is reached between the Authority and a Respondent.

The Authority reserves the right to reject any and/or all proposals. The Authority further reserves the right to negotiate with the Respondent selected and to accept the proposal which is in the best interest of the Authority.

4. ACKNOWLEDGEMENT OF AMENDMENTS

The Respondent shall acknowledge in its response to this Request for Qualifications, receipt of any amendment(s). The Respondent's failure to acknowledge an amendment may result in rejection of the response.

5. COMPLETE AND ACCURATE SUBMISSION

A Respondent's failure to provide accurate information in response to this Request for Qualifications may disqualify the Respondent from further participation in the selection process.

Qualifications may be corrected, modified, or withdrawn, provided that the correction, modification, or request for withdrawal is made by the Respondent, in writing, and is received by the Authority prior to the date and time designated in the RFQ for final receipt of submissions. After such date and time, the Respondent may not change any provision of its proposal in a manner prejudicial to the interest of the Authority and/or fair competition. Respondents are solely responsible for ensuring timely delivery by courier services. The Authority will not accept any responses to this solicitation, after the final deadline, due to Respondent's

misunderstanding of courier service hours and delivery times. Courier services to this destination are limited and should be considered in planning the delivery of your response.

6. RETENTION

All submissions are the property of the Authority and shall be retained by the Authority. Responses will not be returned.

7. CANCELLATION/WAIVER

The Authority reserves the right to cancel this RFQ or to reject, in whole or in part, any and all submissions received in response to this RFQ upon its determination that such cancellation or rejection is in the best interest of the Authority. The Authority reserves the right to waive any minor informality in any submissions received, if it is in the public interest to do so. The decision as to who shall receive a contract award, or whether or not an award shall be made as a result of this RFQ, shall be at the absolute sole discretion of the Authority. In addition, multiple awards may be made.

8. KEY PERSONNEL

The key personnel specified by the successful Respondent will be considered essential for the work to be performed by the successful Respondent. Prior to diverting any of the key personnel for any reason(s), the contractor shall notify the Authority in writing, at least thirty (30) calendar days in advance, and shall submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on the contract. The firm shall not change key personnel or hours devoted before or after contract award, without written permission from the Authority.

9. PART OF CONTRACT

The contents of the documents submitted by the successful Respondent may become part of any contract award at the sole discretion of the Authority.

10. NO COMPENSATION FOR RESPONSE

Respondents will not be compensated for work or costs related to preparation and submission of this proposal. Respondents bear full responsibility for all costs, fees or expenses incurred in the preparation of a response to this RFQ. Respondents selected for further interviews and negotiations will be responsible for all expenses incurred during these processes.

F. INITIAL REVIEW

All responses will be initially reviewed to determine compliance with the response format requirements specified within this RFQ. Responses that are not complete and accurate and do not comply with these requirements may result in being deemed not responsive or responsible to the solicitation, and disqualified from further review and consideration.

G. AMENDMENT / ADDENDA

The Authority will endeavor to provide copies of applicable amendment or addenda to all potential Respondents to whom this Request for Qualifications has been mailed. However, it will be the responsibility of each Respondent to make inquiry as to the existence and content of amendment or addenda, as the same shall become part of this RFQ and all Respondents will be bound thereby, whether or not the amendment or addenda are actually received by the Respondent.

H. AUTHORITY'S OPTIONS

The Authority reserves the right to waive any minor informality, or the failure of any Respondent to comply therewith, if it is in the public interest to do so. The Authority will pay no compensation to any Respondent for any costs related to preparation or submittal of the qualifications.

The Authority will reject the qualifications of any Respondent who is suspended and/or debarred by HUD from providing services to public housing authorities and reserves the right to reject the proposal of any Respondent who has previously failed to perform any contract properly for the Authority.

The determination of the criteria and process whereby submissions are evaluated and the decision as to whom shall receive a contract award shall be at the sole and absolute discretion of the Authority.

By submitting a response to this RFQ, Respondent acknowledges and agrees to the following conditions:

- All submissions in response to this RFQ become the property of the Authority. As such, all submissions are public records, subject to public review.
- The Authority will make no determination as to the adequacy or accuracy of any system, process, procedure or representation made by any Respondent. As such, pre-qualification does not infer approval of any such systems, processes, procedures or representations.
- No Respondent shall initiate contact with any member of the Board of Commissioners of the Authority regarding this RFQ until after completion of the selection process and execution of a contract. If any Respondent has any reason, not related to this RFQ, to contact any of the above parties, they will be required to disclose to that party that they are a respondent in this solicitation. Failure to adhere to these requirements may result in disqualification from the solicitation.

- Respondent shall not have employed or retained any company or person, other than a bona fide employee working solely for the Respondent to solicit or secure the execution of a contract with the Authority. Respondent certifies that they have not paid or agreed to pay any person, company, corporation, individual or firm other than a bona fide employee working solely for the Respondent, any fee, commission, percentage, gift or any other consideration, contingent upon or resulting from the award of or the making of a contract from this solicitation.

SCHEDULE - 1

TWIN LAKES ADDRESS, UNIT AND BEDROOM SIZE

Street Address	No. Units	Bedroom Size
1100 7th St	1	3
1101 7th St	1	5
1104 7th St	1	3
1108 7th St	1	3
1109 7th St	1	5
1112 7th St	1	3
1116 7th St	1	3
1120 7th St	1	3
1124 7th St	1	3
1128 7th St	1	3
1131 7th St	1	3
1132 7th St	1	2
1135 7th St	1	2
1136 7th St	1	3
1139 7th St	1	4
1140 7th St	1	4
1200 7th St	1	4
1206 7th St	1	3
1212 7th St	1	3
1216 7th St	1	4
1220 7th St	1	3
1223 7th St	1	4
1224 7th St	1	3
1227 7th St	1	3
1228 7th St	1	4
1231 7th St	1	3
1234 7th St	1	3
1235 7th St	1	4
1238 7th St	1	3
1239 7th St	1	3
1243 7th St	1	3
1244 7th St	1	4
1247 7th St	1	3
1250 7th St	1	3
1251 7th St	1	3

1254 7th St	1	3
1255 7th St	1	4
1260 7th St	1	4
808 Booker Ave	1	3
812 Booker Ave	1	3
816 Booker Ave	1	3
820 Booker Ave	1	3
900 Booker Ave	1	3
904 Booker Ave	1	3
907 Booker Ave	1	5
908 Booker Ave	1	3
911 Booker Ave	1	3
912 Booker Ave	1	3
915 Booker Ave	1	3
916 Booker Ave	1	3
920 Booker Ave	1	3
1000 Booker Ave	1	3
1001 Booker Ave	1	3
1004 Booker Ave	1	3
1005 Booker Ave	1	3
1008 Booker Ave	1	4
1009 Booker Ave	1	4
1012 Booker Ave	1	3
1013 Booker Ave	1	5
1016 Booker Ave	1	3
1020 Booker Ave	1	4
1024 Booker Ave	1	3
1028 Booker Ave	1	3
1220 10 th St.	1	3
1221 10th St.	1	3
1224 10th St.	1	2
1225 10th St.	1	3
1228 10th St.	1	2
1229 10th St.	1	3
1232 10th St.	1	3
1233 10th St.	1	3
1237 10th St.	1	3
1241 10th St.	1	3
1244 10th St.	1	3
1245 10th St.	1	3
1248 10th St.	1	2
1249 10th St.	1	3

1252 10th St.	1	2
1253 10th St.	1	4
1256 10th St.	1	3
900 Abraham Ave	1	3
901 Abraham Ave	1	3
902 Abraham Ave	1	3
904 Abraham Ave	1	3
905 Abraham Ave	1	3
906 Abraham Ave	1	3
908 Abraham Ave	1	3
909 Abraham Ave	1	3
910 Abraham Ave	1	3
911 Abraham Ave	1	3
913 Abraham Ave	1	3
914 Abraham Ave	1	5
915 Abraham Ave	1	3
917 Abraham Ave	1	4
919 Abraham Ave	1	3
925 Abraham Ave	1	3
926 Abraham Ave	1	3
927 Abraham Ave	1	4
928 Abraham Ave	1	3
1000 Abraham Ave	1	3
1001 Abraham Ave	1	3
1004 Abraham Ave	1	3
1005 Abraham Ave	1	3
1008 Abraham Ave	1	4
1009 Abraham Ave	1	4
1012 Abraham Ave	1	5
1013 Abraham Ave	1	4
808 Australian	1	2
812 Australian	1	3
816 Australian	1	4
820 Australian	1	3
824 Australian	1	2
900 Australian	1	4
906 Australian	1	3
912 Australian	1	3
916 Australian	1	4
1000 Australian	1	3
1004 Australian	1	3
1008 Australian	1	4

SCHEDULE – 2

TWIN LAKES - MAP

EXHIBIT A

Use of Disadvantaged Business Enterprises (DBEs), Minority Business Enterprises (MBEs), and Women's Business Enterprises (WBEs)

A. REQUIRED EFFORTS

1. Consistent with Presidential Executive Order 11625, 12138, and 12432, and Section 3 of the HUD Act of 1968, the Authority shall make efforts to ensure that small and minority-owned businesses, women's business enterprises, disadvantaged business enterprises, labor surplus area businesses, and individuals or firms located in or owned in substantial part by persons residing in the area of an Authority project are used when possible. Such efforts shall include, but shall not be limited to:
 - a. Including such firms, when qualified, on solicitation mailing lists;
 - b. Encouraging their participation through direct solicitation of bids or proposals whenever they are potential sources;
 - c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;
 - d. Establishing delivery schedules, where possible, which encourage participation by such firms;
 - e. Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce;
 - f. Including in contracts a clause requiring contractors, to the greatest extent feasible, to provide opportunities for training and employment generated from the expenditure of Section 3 covered funds to Section 3 residents in the order of priority prescribed in 24 CFR 135.34(a), and to award Section 3 covered subcontracts to Section 3 business concerns in the order of priority set forth in 24 CFR 135.36(a), requiring prime contractors, when subcontracting is anticipated, to take the positive steps listed herein.

2. Goals may be established periodically by the Authority for participation by small businesses, minority-owned businesses, women's business enterprises, disadvantaged business enterprises, labor surplus area businesses, and business concerns which are located in, or owned in substantial part by persons residing in the area of an Authority project, in the Authority's prime contracts and subcontracting opportunities.

B. DEFINITIONS

1. A small business concern is defined as a business which is independently owned and operated, not dominant in the field of operation in which it is bidding on government contracts and qualified as a small business under the criteria and size standards in 13 CFR Part 121.
2. A minority-owned business is defined as a business which is at least 51% owned by one (1) or more minority group members; or, in the case of a publicly-owned business, one (1) in which at least 51% of its voting stock is owned by one (1) or more minority group members, and whose management and daily business operations are controlled by one (1) or more such individuals. Minority group members include, but are not limited to Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, Asian Indian Americans, and Hasidic Jewish Americans.
3. A women's business enterprise is defined as a business that's at least 51% owned by a woman or women who are U.S. citizens and who also control or operate the business.
4. A labor surplus area business is defined as a business which, together with its immediate subcontractors, will incur more than 50% of the cost of performing the contract in an area of concentrated unemployment or underemployment, as defined by the U. S. Department of Labor in 20 CFR 654, Subpart A, and in lists of labor surplus areas published by the Employment and Training Administration.
5. A Section 3 Business concern is defined as one (a) that is 51% or more owned by Section 3 Residents; or (b) whose permanent, full-time employees include persons, at least 30% of whom are currently Section 3 Residents, or within three (3) years of the date of first employment with the business concern were Section 3 Residents; or (c) that provides evidence of a commitment to subcontract in excess of 25% of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications set forth in paragraphs (a) or (b) in this definition of "Section 3 business concern."

6. A Disadvantaged Business Enterprise is a small business concern that is certified as being (a) at least 51 percent owned by one (1) or more socially and economically disadvantaged individuals or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one (1) or more socially and economically disadvantaged individuals; and (b) whose management and daily business operations are controlled by one (1) or more of the socially and economically disadvantaged individuals who own it. "Socially and Economically Disadvantaged individuals" means those individuals who are citizens or lawfully admitted permanent residents of the United States and who are minorities or individuals found by the Small Business Administration pursuant to Section 8(a) of the Small Business Act to be disadvantaged.

C. SECTION 3 REQUIREMENTS

1. Section 3 Purpose - Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u) (Section 3) requires the Authority to ensure that employment and other economic and business opportunities generated by HUD financial assistance, 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.
2. Section 3 Contracting Policy and Procedure - All contractors/businesses seeking Section 3 preference must complete certifications, as appropriate, as acknowledgement of the Section 3 contracting and employment provisions required by this section. Such certifications shall be adequately supported with appropriate documentation as referenced in the form.
3. Resident Hiring Requirements - The Authority has adopted the following threshold for resident hiring that is to be used on all construction contracts, service contracts and professional service contracts that contain a labor component. It is expected that an appropriate number of Section 3 persons with particular qualifications or a willingness to begin unskilled labor will be able to participate in the Authority's contracted labor efforts. A prime contractor may satisfy the Authority's resident hiring requirements through its own workforce, its subcontractors, or any combination thereof.

CONTRACT THRESHOLD AMOUNT FOR CONSTRUCTION OR SERVICE CONTRACTS	SECTION 3 INVOLVEMENT AS A % OF TOTAL LABOR DOLLARS
\$25,000 or more	5% of the labor dollars

4. It is expected that an appropriate number of Section 3 persons with particular qualifications or willingness to begin unskilled labor will be able to participate in contracted labor efforts. If that does not occur, a prime contractor, on its own or through its subcontractor(s), may satisfy the Section 3 requirement set forth above by doing the following:
- a. Subcontracting or joint venturing with a resident owned business. The business must be 51% or more owned by public housing residents, or subcontract/joint venture with a business that employs full-time, 30% or more public housing residents, or low and very-income individuals within the City of West Palm Beach or other qualified low income persons, or
 - b. Direct hiring of public housing residents and/or low and very low-income neighborhood residents, or
 - c. Incurring the cost of providing skilled training for public housing residents in an amount commensurate with 5% of the total contract amount, or

CERTIFICATION OF RESPONDENT REGARDING SECTION 3 REQUIREMENTS

Respondent hereby acknowledges the Section 3 contracting and employment provisions required and set forth by this section. Supporting appropriate documentation is attached hereto.

Date: _____

Signature of Key Principal of Respondent

EXHIBIT B

For each project described in Section E.2.b.3 of this solicitation, put an "x" in the box if the Respondent performed the function or utilized the described financing. For Section 3/DBE/MBE/WBE, insert the appropriate numbers.

	Project 1	Project 2	Project 3	Project 4
NAME:				
Real Estate				
Development Feasibility Studies				
Sale of Real Estate				
Real Estate Redevelopment				
Zoning Approval				
Subdivision Approval				
Site Preparation Work				
Environmental Work				
Dedicated Infrastructure				
Other (specify)				
Financing Employed				
Financial Feasibility Studies				
LIHTC				
HOPE VI				
CDBG (also HOME, RHF, etc.)				
FHA Multi-Family Insurance				
Fannie Mae DUS				
Federal Home Loan Bank				
Other Insurance Programs				
County Financing Programs				
Bank Financing				
Bond Financing				
Bond Underwriting				
Tax Credit Syndicator				
Personal Guarantees				
Corporate Guarantees				
Construction Services				
Construction Contractor				
Construction Manager				
Infrastructure Construction				
Design Services				

	Project 1	Project 2	Project 3	Project 4
Property Management				
Marketing Plans				
Property Manager				
Site Maintenance				
Site Security				
Section 3/MBE/WBE				
Dollars Paid as % of Total Development Cost				
# of Persons Employed				
Miscellaneous				
Mixed Finance Proposal				
Supportive Services				

- a) Describe new and innovative financing techniques for raising capital that the Respondent has employed.
- b) Describe the approach to managing the financial risk associated with each project.
- c) Describe how each project was kept on budget and on schedule. Describe any impediments that occurred and how they were handled.
- d) Provide a statement of how you will honor all financial guarantees, should the need arise. The statement should include more than a reference to the financial statements.
- e) Describe prior Public Housing Authority projects; inclusive of the financing structure and the developer fee structure for each.

**CERTIFICATION OF RESPONDENT REGARDING DEBARMENT,
SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

I, _____, hereby certify on behalf of _____

(insert name of Respondent) and its key principals that we:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by a Federal, State or Local department or agency; and
2. Have not, within a three (3) year period preceding this bid, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and
3. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or Local) with commission of any of the offenses enumerated in Paragraph (2) of this certification; and
4. Have not within a three (3) year period preceding this bid, had one or more public transactions (Federal, State or Local) terminated for cause of default.

Signature of Key Principal of Respondent

NON-COLLUSIVE AFFIDAVIT

State of _____
County of _____

_____, being first duly sworn, deposes and states:

That he/she is _____
(a partner or officer of the firm, etc.)

The party making the foregoing proposal, that such proposal is genuine and not collusive or sham, that said Respondent has not colluded, conspired, connived or agreed, directly or indirectly, with any 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 proposed price of affiance or any other Respondent, to fix any overhead, profit or cost element of said proposed price, or that of any other Respondent, or to secure any advantage against the:

West Palm Beach Housing Authority

or, any person interested in the proposed contract, and that all statements in said proposal are true.

Signature _____
(Respondent, if Respondent is an individual)
Partner, if the Respondent is a partnership
Officer, if Respondent is a corporation

CERTIFICATION REGARDING LOBBYING

I, _____, hereby certify on behalf of
_____ (insert name of Respondent) and its key
principals that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, or any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than 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 in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclosure accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature of Key Principal of Respondent

CONFLICTS CERTIFICATION

I, _____, hereby certify on behalf of

_____ (insert name of Respondent) and its key principals that:

(i) No actual or apparent conflict of interest exists regarding the Housing Authority of West Palm Beach,

(ii) No actual or apparent conflict exists regarding Respondent's or its key principal's possible performance as Co-Developer under this Request for Qualifications, and

(iii) No actual or potential claim exists against the Housing Authority of West Palm Beach.

Signature of Key Principal of Respondent

RESPONDENT APPLICATION PRIORITY CERTIFICATION

I, _____, hereby certify on behalf of
_____ (insert name of Respondent) and its key principals
that:

(i) no application for development funding submitted by this Respondent, other than by score or rank, will have priority over any application for funding for the proposed project for which is described in this RFQ or for which the Respondent and the Housing Authority of West Palm Beach (the Authority) have entered into partnership to develop and,

(ii) that the Respondent will make every effort to give this project priority over any other projects it will be submitting funding applications for, and

(iii) the Respondent will make every effort not to submit competing applications within the same geographic, demographic or special set-aside categories within a funding cycle, without notification to the Authority and written approval by the Authority, and

(iv) the Respondent will provide notice to the Authority of any and all contemplated competing funding applications within any same funding cycle in which -the Authority intends to submit an application.

Signature of Key Principal of Respondent

RESPONDENT PROFILE FORM

Firm Name _____

Business Address _____

City _____ State _____ Zip Code _____

Names and Titles of Two Contact Persons:

1. _____ Phone (____) _____
Name Title

2. _____ Phone (____) _____
Name Title

Submittal is for:

☐ Parent Company	☐ Division
☐ Subsidiary	☐ Branch Office

Type of Firm: ☐ Corporation
☐ Partnership
☐ Sole Ownership
☐ Joint Venture

Name & Address of Parent Company, if applicable:

Former Firm Name(s), if applicable:

Please indicate if your firm is a recognized Minority Business Enterprise.

☐ Yes ☐ No

If yes, please indicate the appropriate category:

☐ American Indian ☐ Female-Owned ☐ Spanish Surname
☐ African-American ☐ Asian-American ☐ Other

Respondent Profile Form
Page two

Federal Employer Identification Number _____

Year Firm was established _____

AUTHORIZATION

I hereby verify that the questions listed in the Respondent Profile Form and all statements therein contained are true and correct

Dated this _____ day of _____, 2025.

By _____

Name _____

Title _____

REFERENCES

Provide the name, mailing address, and telephone number of two community partner references, two housing authority references, two tax credit investor references, and one housing finance agency reference. References must verify Respondent's representations.

Community Partner	
Address	
Phone	
Fax	
Community Partner	
Address	
Phone	
Fax	
Housing Authority	
Address	
Phone	
Fax	
Housing Authority	
Address	
Phone	
Fax	
Tax Credit Investor	
Address	
Phone	
Fax	
Tax Credit Investor	
Address	
Phone	
Fax	

Housing Finance Authority	
Address	
Phone	
Fax	

**ACKNOWLEDGMENT OF RECEIPT
OF
AMENDMENT OF SOLICITATION or
ADDENDA TO SOLICITATION
FOR DEVELOPMENT IN WEST PALM BEACH FLORIDA**

1. **AMENDMENT NUMBER(S) and dates issued:** _____

2. **ADDENDA NUMBER(S) and dates issued:** _____

3. **ISSUED BY:** The West Palm Beach Housing Authority (the “Authority”)
4. **BRIEF DESCRIPTION OF AMENDMENT(S):**
(attach copy(s) of Amendment(s) as issued by the Authority)
4. **BRIEF DESCRIPTION OF ADENDA(S):**
(attach copy(s) of Amendment(s) as issued by the Authority)
5. THE ABOVE SOLICITATION IS AMENDED OR CLARIFIED AS SET FORTH IN THE ATTACHED AMENDMENT(S) OR ADDENDA(S) AS ISSUED BY THE AUTHORITY. RESPONDENTS MUST ACKNOWLEDGE RECEIPT OF THIS/THESE AMENDMENT(S) OR ADDENDA(S) PRIOR TO THE HOUR AND DATE SPECIFIED FOR RECEIPT OF PROPOSALS, BY SIGNING THIS FORM BELOW.

EXCEPT AS PROVIDED HEREIN, ALL TERMS AND CONDITIONS OF THE SOLICITATION REMAIN UNCHANGED AND IN FULL FORCE AND EFFECT.

ACKNOWLEDGMENT OF RECEIPT:

Name

Title

Signature

Date

Certifications and Representations of Offerors

Non-Construction Contract

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

OMB Approval No: 25n-0180 (exp. 7/30/96)

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

This form includes clauses required by OMB's common rule on bidding/offering procedures, implemented by HUD in 24 CFR 85.36, and those requirements set forth in Executive Order 11625 for small, minority, women-owned businesses, and certifications for independent price determination, and conflict of interest. The form is required for non-construction contracts awarded by Housing Agencies (HAs). The form is used by bidders/offerors to certify to the HA's Contracting Officer for contract compliance. If the form were not used, HAs would be unable to enforce their contracts. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

1. Contingent Fee Representation and Agreement

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

- (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.

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

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

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

The bidder/offeror 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 small business concern. "Women-owned," as used in this provision, means a small business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.
- (c) ☐ is, ☐ is not a minority enterprise which, pursuant to Executive Order 11625, is defined as a business which is at least 51 percent owned by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals.

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 |

3. Certificate of Independent Price Determination

(a) The bidder/offeror certifies that-

- (1) The prices in this bid/offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder/offeror or competitor relating to (i) those prices, (ii) the intention to submit a bid/offer, or (iii) the methods or factors used to calculate the prices offered;
 - (2) The prices in this bid/offer have not been and will not be knowingly disclosed by the bidder/offeror, directly or indirectly, to any other bidder/offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and
 - (3) No attempt has been made or will be made by the bidder/offeror to induce any other concern to submit or not to submit a bid/offer for the purpose of restricting competition.
- (b) Each signature on the bid/offer is considered to be a certification by the signatory that the signatory:
- (1) Is the person in the bidder/offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) 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)(1) through (a)(3) above (insert full name of person(s) in the bidder/offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the bidder/offeror'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/offeror deletes or modifies subparagraph (a)2 above, the bidder/offeror must furnish with its bid/offer a signed statement setting forth in detail the circumstances of the disclosure.

4. Organizational Conflicts of Interest Certification

- (a) The Contractor warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation in which the nature of work under a proposed contract and a prospective contractor's organizational, financial, contractual or other interest are such that:
- (i) Award of the contract may result in an unfair competitive advantage;
 - (ii) The Contractor's objectivity in performing the contract work may be impaired; or
 - (iii) That the Contractor has disclosed all relevant information and requested the HA to make a determination with respect to this Contract.
- (b) The Contractor agrees that if after award he or she discovers an organizational conflict of interest with respect to this contract, he or she shall make an immediate and full disclosure in writing to the HA which shall include a description of the action which the Contractor has taken or intends to eliminate or neutralize the conflict. The HA may, however, terminate the Contract for the convenience of HA if it would be in the best interest of HA.
- (c) In the event the Contractor was aware of an organizational conflict of interest before the award of this Contract and intentionally did not disclose the conflict to the HA, the HA may terminate the Contract for default.
- (d) The Contractor shall require a disclosure or representation from subcontractors and consultants who may be in a position to influence the advice or assistance rendered to the HA and shall include any necessary provisions to eliminate or neutralize conflicts of interest in consultant agreements or subcontracts involving performance or work under this Contract.

S. Authorized Negotiators (RFPs only)

The offeror represents that the following persons are authorized to negotiate on its behalf with the PHA in connection with this request for proposals: (list names, titles, and telephone numbers of the authorized negotiators):

6. Conflict of Interest

In the absence of any actual or apparent conflict, the offeror, by submission of a proposal, hereby warrants that to the best of its knowledge and belief, no actual or apparent conflict of interest exists with regard to my possible performance of this procurement, as described in the clause in this solicitation titled "Organizational Conflict of Interest."

7. Offeror's Signature

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

Signature & Date:

Typed or Printed Name:

Title:
