



Newport News Redevelopment & Housing Authority
Division of Purchasing
227 – 27th Street • P.O. Box 797
Newport News, VA 23607
Phone: (757) 928-2623 Fax: (757) 245-2144
www.nnrha.com

REQUEST FOR QUALIFICATIONS

RFQ #RTLCA-12-18

RENOVATION TO LASSITER COURTS APARTMENTS

Issue Date: September 27, 2017
Optional Site Visit: October 09, 2017 @ 9:00 AM
Closing Date: October 20, 2017 @ 2:00 PM

Donald J. Rhodes
Procurement Manager

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NOTE:

“All forms identified with a red * must be completed and submitted with offerors packet.



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Request for
Qualifications
RFQ #RTLCA-12-18
September 27, 2017

Request for Qualifications for Renovation to Lassiter Courts Apartments
Site Inspection: October 09, 2017 @ 9:00 A.M
(811-C Taylor Ave. N.N. VA 23607)
Due Date and Time: October 20, 2017 @ 2:00 P.M

Sealed proposals, subject to the conditions and instructions contained herein, will be received at the above office until the date and hour shown above (local prevailing time). Proposals may be hand delivered faxed (757-245-2144) or emailed to drhodes@nnrha.org. **Proposals received in the issuing office after the date and time may not be considered.** NNRHA is not responsible for delays in the delivery of mail by the U.S. Postal Service, private couriers, or the intra-authority mail system. **It is the sole responsibility of the offeror to ensure that its packet reaches the issuing office by the designated date and hour.** The official time used in the receipt of packets is that time on the automatic time stamp machine in the issuing office.

All requests for interpretation of specifications shall be by written request, sent via facsimile to (757) 245-2144 or emailed to drhodes@nnrha.org. Any changes to this proposal document will be issued as addenda, all such addenda will become part of the contract and all offers will be bound by such addenda, whether or not received by the bidder. Written questions must be submitted ten (10) days prior to the closing date (October 10, 2017 @ 5:00 pm).

PLEASE NOTE: The Wilbern Building is closed daily between the hours of 12:00 noon to 1:00p.m.

In compliance with this Proposal, and subject to all the conditions thereof, the undersigned offers, if this proposal is accepted within ninety (90) calendar days from the closing date, to furnish any or all of the items and/or services upon which prices are quoted, to be delivered at the time and place specified herein. The undersigned certifies he has read, understands, and agrees to all terms, conditions, and requirements of this proposal, and is authorized to contract on behalf of firm named below.

Company Name: _____ Federal Tax ID: _____

Address: _____ City/State/Zip: _____

SCCID: _____

Telephone: _____ Fax Number: _____ E-Mail: _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

PROJECT DESCRIPTION –PRELIMINARY SCOPE OF WORK

Lassiter Courts Apartments

811 Taylor Avenue

Newport News, Virginia

1. PROJECT DESCRIPTION

The Newport News Redevelopment and Housing Authority (NNRHA) and its affiliates is interested in construction contractors for the renovation of the Lassiter Courts Apartments, located at 811 Taylor Avenue, Newport News, VA 23607 which is described herein. This project is being undertaken in conjunction with NNRHA's participation in HUD's Rental Assistance Demonstration (RAD) Program.

The Lassiter Courts complex, constructed in 1997, contains 100 units situated in 25 residential buildings split between two sites, one on Taylor Avenue and the second on Lassiter Drive. Each site contains similarly constructed building and unit types, broken down as follows:

- Site One: Taylor Ave

- 14 Buildings with 4 apartments each for a total of 56 units

- 6 Building Type A (two 2BR and two 3BR per building = 24 units)

- 4 Building Type B (one 2BR, two 3BR, and one 4BR per building = 16 units)

- 4 Building Type C (one 2BR, two 3BR, and one 4BR per building = 16 units)

- Site Two: Lassiter Drive

- 11 Buildings with 4 apartments each for a total of 44 units

- 7 Building Type A (two 2BR and two 3BR per building = 28 units)

- 2 Building Type B (one 2BR, two 3BR and one 4BR per building = 8 units)

- 2 Building Type C (one 2BR, two 3BR, and one 4BR per building = 8 units)

- Community Building

The existing 1940s era community building and maintenance shop will be demolished as part of the renovations of the Project. HAZMAT testing and abatement specifications will be completed by the developer of this project (NNRHA) prerequisite to the start of demolition and project renovations.

A replacement community facility totaling from 3,000 to 4,000 SF will be constructed on a site located in the northeast quadrant of the intersection of 9th Street and Ivy Avenue generally between the two site described above.

2. BACKGROUND

Lassiter Courts is currently owned and managed by NNRHA as public housing. This complex will be substantially renovated via the Department of Housing and Urban Development's (HUD) Rental Demonstration Program (RAD). At RAD closing in the first quarter of 2018 the property will change ownership and be converted to the Section 8 Housing Assistance Payments Program.

This development and conversion of this complex will be undertaken utilizing public housing operating monies, RHF factor funds, HOME monies, VHDA and DHCD permanent financing and equity from the sale of low income housing tax credits (LIHTC program) also provided by VHDA. Utilization of these programs require that the developer and contractor adhere to a variety of requirements and standards including, among others, VHDA Minimum Design and Construction Requirements, universal design and Earthcraft Gold certification standards. In addition, 10% (total 10) of the units after renovations must be fully accessible in accordance HUD Section 504 (UFAS) accessibility standards.

Achievement of Earthcraft "Gold" certification standards and related point requirements (100) are an essential aspect of planned renovations. For example, at Lassiter Courts, related requirements must result in, among others, achievement of a post renovation HERS rating equal to or in excess of a 20% improvement over pre-renovation ratings, adherence to stringent duct leakage requirements and acceptable interior pressure balances within units. Such results will be confirmed via stringent Earthcraft unit testing throughout the construction process. Interested contractors are encouraged to contact Viridiant of Virginia (formerly EarthCraft of Virginia) for additional information.

An important element of the renovation of this Project will be the execution of this work in phases. In this regard, NNRHA will be responsible for the relocation of existing residents which will be phased. Subject to discussions with the selected contractor it is anticipated that four vacated buildings will be turned over for renovations initially with two additional buildings to follow on a monthly basis.

Firms interested in this work must be Virginia-licensed, Class A, General Contractors. Responses to this RFQ will be evaluated and pre-qualified to submit bids to undertake planned renovations following the completion of plans and specifications. Responses to this solicitation must be succinct and include descriptions/color pictures of not more than 3 multifamily renovation projects undertaken within the last 5 years. Successful experience in such projects, particularly renovations funded through the VHDA Low Income Housing Tax Credit program or other public programs is preferred.

Plans and specifications are underway by Via Design Architects. Accordingly, the preliminary scope of work below is being provided to give interested contractors a definitive example of the type of work to be undertaken at Lassiter Courts. The objective of this solicitation is to pre-qualify up to five firms to offer bids to undertake renovations at the Project upon the completion of plans and specifications.

3. PRELIMINARY SCOPE OF WORK

A. Site Work:

Existing grades will be reworked at various locations to address deficiencies, including insuring positive drainage away from buildings; gutters and downspouts will be installed on all buildings; dumpster pads will be modified to accommodate standard and accessible dumpsters with required concrete aprons and dumpster enclosures. Concrete repairs will be undertaken to insure handicapped accessibility throughout the project and amenities therein. Existing curb ramps will be replaced as needed; existing dumpster pads will be upgraded and repaired as needed. Asphalt will be repaired or replaced as needed. Paving to remain will be seal coated and restriped. Landscaping will be undertaken in accordance with Earthcraft and VHDA requirements. Existing site lighting will be upgraded.

B. Architectural:

New roofs and flashing with ice and water shield at ridges, eaves, and rakes will be provided. Exterior trim will be solid PVC or fiber cement and existing wood trim (facias and rake boards) will be wrapped in PVC or coated aluminum. Existing concrete patios and walls between units will be redesigned. Existing windows and exterior doors will be replaced with EnergyStar vinyl windows. Existing exterior mechanical closets will be modified in accordance with Earthcraft requirements.

C. Interior Flooring:

Interior flooring throughout will be replaced. Interior walls and ceiling surfaces will be patched and repainted. Interior doors will be replaced. Wall base and door casings will be replaced with wood trim. Wood blocking or plywood sheathing will be installed to accommodate the installation of grab bars and accessories as needed. Sheathing behind tub and shower surrounds will be either cement board or glass-mat gypsum tile backer, and tub and shower surrounds will be solid surfacing.

D. Kitchen Cabinets:

Kitchen cabinets, per VHDA requirements, and countertops will be installed along with the replacement of bathroom vanities and related upgrades. Kitchen counters will be plastic laminate and bath vanities cultured marble. New appliances will include: 30" electric ranges, range hoods/fans (ducted) with fire suppression, dishwasher, and 18 cu.ft. refrigerator (top freezer typical / side-by-side at accessible units)

E. Mechanical:

In addition to other improvements, all HVAC systems will be replaced with Earthcraft rated units (15 seer/8.5 heatpumps) supplemented by an efficient ERV system and tankless water heaters. Existing ductwork will be replaced within the existing thermal envelope of apartments and new registers, grilles, and thermostats will be installed. Air filters will be located at the AHU in the mechanical closet; existing bath fans will be replaced with EnergyStar specified devices, and .30/.27 windows will be installed. Demolition of exterior drywall and removal of existing poly vapor barriers will be undertaken. R-15 insulation at perimeter walls will also be installed.

F. Plumbing:

Deteriorated interior and under slab drain piping will be inspected and replaced as needed. All plumbing fixtures will be replaced. Tubs will be enameled steel with solid surfacing surrounds; lavatories will be cultured marble, integral with the countertop; and toilets, faucets and shower fixtures will be Water Sense labeled. Kitchen sinks will be stainless steel and bathtub faucets will be outfitted with isolation/shutoff valves. Washing machine locations will be provided with a drain pan and moisture sensor. Gas water heaters will be replaced with 90% AFUE models.

G. Electrical:

Existing electrical devices and switch plates will be replaced throughout. Additional electrical devices will be provided in kitchens and other locations to support new appliances, and comply with current codes. Lighting will be replaced throughout with EnergyStar Advanced Lighting Packages. Smoke detectors and CO detectors will be replaced and/or added to comply with current code requirements. Exterior-mounted unit lights (porch/patio lighting) will be replaced and will be controlled by time clock or photocell.

4. GENERAL INFORMATION:

In order to be considered for selection, Offerors must submit a complete response to this RFQ. One executed original and five (5) copies bonded must be submitted. Offeror’s Statement of Qualifications and related attachments shall be prepared and signed by the authorized representative of Offeror. Failure to submit all information requested may result in NNRHA requiring Offeror to promptly submit missing information and/or giving a lowered evaluation of Offeror’s qualifications. Responses that are substantially incomplete or lack key information may be rejected by NNRHA at their sole discretion. Qualifications should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFQ. Emphasis should be completeness and clarity of content. Oral presentations will be required by the selected short-listed firms only. Such interviews may be conducted during the week of October 29, 2017.

5. EVALUATION CRITERIA:

NNRHA shall review the Offeror’s information submitted in response to this RFQ to determine which contactors shall be pre-qualified. This evaluation shall consist of the following factors and noted scoring:

<u>Description</u>	<u>Points</u>
A. Firm Experience	40
B. Staff Performance	20
C. Previous Project Execution	20
D. Tentative Plan for Lassiter renovations	10
E. Value Engineering	5
F. Approach to SWaM/Section 3 Contracting Commitments	5

Offerors are encouraged to elaborate on (1) multifamily renovation experience and work involving relocation and re-occupancy of apartments during construction, (2) projects involving affordable housing and related experience adhering to VHDA (or other housing finance agency) and HUD minimum housing criteria and Earthcraft program requirements, and (3) residential rehabilitation involving VHDA, other state housing finance agency programs, FHA and other programs of the Department of Housing and Urban Development.

6. NOTIFICATION CRITERIA:

NNRHA shall notify, in writing, each Offeror submitting the Statement of Qualifications regardless of whether the Offeror has been pre-qualified. In the event an Offeror is not prequalified, the written notice will be emailed.

TIME SCHEDULE

REQUEST FOR QUALIFICATIONS Renovations to Lassiter Courts Apartments (RFQ #RTLCA-12-18)

Solicit contractor qualifications	September 27, 2017
Lassiter Courts site tour (811-C Taylor Ave., N.N. VA 23607)	October 9, 2017 @ 9:00 AM
Submit qualifications	October 20, 2017
Conduct interviews	October 30 and 31, 2017
Select Firms to submit bids	November 6, 2017

CONTRACTOR'S STATEMENT OF QUALIFICATIONS

RFQ #RTLCA-12-18

For Renovation of Lassiter Courts Apartments

Contractor's Name: _____

General information:

A. Contact Person: _____

B. Type of Organization: (1) Corporation _____ (2) Partnership _____ (3) Individually owned _____ (4) Other _____

C. If a corporation:

(1) State of incorporation: _____

(2) Date of incorporation _____

(3) President: _____ Years in position _____

(4) Vice President _____ Years in position _____

(5) Secretary _____ Years in position _____

(6) Treasurer _____ Years in position _____

D. If a partnership:

Date organized _____

Type _____

List general partners, phone #s and years as GP _____

E. If individually owned: Years in business _____

A. Firm Experience:

1. Attach a list of all projects of similar or comparable scope undertaken and completed in the last 5 years (or longer if necessary to adequately document your firm's capabilities).
2. Identify three (3) projects considered most relevant or similar to the projects included in this RFQ.
3. Provide examples of value engineering at these projects, or others, to best describe this aspect of your firm's qualifications.
4. Provide percentages of SWaM and Section 3 participation at recent projects of similar size and scope.

The following can be utilized as a format for describing projects as noted above:

Job and location: _____

Project name: _____

Size of project: (# of apts, characteristics, square footage, # of stories, total cost) _____

Owners name and contact information: _____

Current and final amount as applicable: _____

Sources of financing (if known): _____

Detailed project description: _____

B & C. Staff Past Performance and Previous Project Execution:

1. In the context of previous and ongoing projects, briefly describe your tentative project plan, and related staffing and contracting for undertaking the project. Provide details of similar projects where phased relocation and renovations was required and how that experience would facilitate renovations in the Lassiter Courts Project.

2. Provide resumes for the project manager and other key site staff most likely to be assigned to this project. Describe, for each, the background and experience that makes them uniquely qualified to be the project manager or superintendent for this project. The resumes should include at least 3 similar or comparable projects on which the proposed project manager and superintendent have served in that capacity or positions of similar or comparable responsibility within the last 5 years and the names, addresses and telephone numbers of the owner and architect contact person for each project.

D. Tentative Plan for Lassiter Renovations:

1. Describe the job site scheduling system used on the most recent projects of similar size and scope.
2. Describe quality control procedures (contractor inspections and internal control process) applied to the most recent projects of similar and scope. Describe the quality control organizations reflecting authority and responsibility for key personnel. Provide examples of value engineering developed and employed at such projects and how this experience could possibly be utilized in the renovation of the project herein.
3. Provide a management plan showing how RFIs, shop drawings, submittals, value engineering proposals, change orders, change order proposals, and requests for deviations will be managed. Identify personnel to be assigned to these or any other special issues.
4. Discuss job safety and individuals responsible for safety on similar projects. As applicable, describe legal proceedings and claims by others in previous projects in the last five (5) years.

E. Tentative Plan for Lassiter Renovations:

1. Document Small, Women and Minority (SWaM/Section 3) participation on previous jobs of similar size and scope.

F. Bonding

1. Bonding Company's name: _____

Address: _____

Representative (Attorney-in-fact): _____

2. Is the bonding company listed on the United States Department of the Treasury list of acceptable surety corporations? Yes____ No____

3. Is the bonding company licensed to transact fidelity and surety business in the Commonwealth of Virginia? Yes____ No____

4. Have you ever provided a letter of credit in lieu of bonding? Yes ____ No ____

5. If the answer to D. is yes are you able of providing a letter of credit as noted in the following paragraph? Yes ____ No ____

6. Contractor must either secure bonding for the projects in this RFQ in an amount equal to or greater than the amount required by NNRHA from a surety company:

a. listed in the US Department of Treasury, Federal Register, Circular 570: Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies; and

b. licensed to transact fidelity and surety business in the Commonwealth of Virginia. (Please see Attachment One – Bonding Company Statement), or provide an irrevocable letter of credit from an acceptable financial institution in favor of NNRHA in the amount of 20% of the contract.

G. Judgements:

In the last ten (10) years, has your organization, or any officer, director, partner or Owner, had judgments entered against it or them for the breach of contracts for construction.

Yes____ No ____

If yes, please state, under separate cover, the person or entity against whom the judgment was entered, give the location and date of the judgment, describe the project involved, and explain the circumstances relating to the judgment, including the RFQ#_____ names, addresses and phone numbers of person who can be contacted for additional information.

*** Please note that litigation searches on organizations and representatives will be conducted.

H. Convictions and Debarment:

If you answer yes to any of the following, under separate cover, state the person or entity against whom the conviction or debarment was entered, state the location and date of the conviction or debarment, describe the project involved, and explain the circumstances relating to the conviction or debarment, including the names, addresses and phone numbers of persons

who can be contacted for additional information,

1. In the last ten (10) years, has your organization or any officer, director, partner, owner, project manager, procurement manager or chief financial officer of your organization:

(a) Ever been fined or adjudicated of having failed to abate a citation for building code violations by court or local building code appeals board? Yes ____ No ____

(b) Ever been found guilty on charges relating to conflicts of interest?

Yes ____ No ____

(c) Ever been convicted on criminal charges relating to contracting, construction, bidding, bid rigging or bribery? Yes ____ No ____

(d) Ever been convicted of state or federal ethical or fraud violations or of criminal violations in occupational or safety in contracting? Yes ____ No ____

2. Is your organization or any officer, director, partner or owner debarred from doing federal state or local government work for any reason? Yes ____ No ____

I. Compliance

If the answer is yes to any of the following, under separate cover, give the date of the termination order, or payment, describe the project involved, and explain the circumstances relating to the same, including the names, addresses and phone numbers of individual(s) which can be contacted for additional information.

1. Has your organization:

(a) Ever been terminated on a contract for cause? Yes ____ No ____

(b) Within the last five (5) years, made payment of actual and/or liquidated damages for failure to complete a project by the contracted date?

Yes ____ No ____

2. Has your organization, in the last three (3) years, received a final order for willful and/or repeated violation(s) for failure to abate issued by the US Occupational Safety and Health Administration or by the VA Department of Labor and Industry or any other government agency? Yes ____ No ____

3. Have any Performance of Payment Bond claims ever been paid by any surety on behalf of your organization? Yes ____ No ____

4. In the last three (3) years have you:

(a) Received a final order for failure to abate or for a willful violation by the US OSHA or by the VA Department of Labor and Industry or any other government agency, Yes ____ No ____

(b) Paid liquidated damages for failure to complete a project by the contracted date on more than two (2) projects in the last five (5) years. Yes ____ No ____

(c) Paid actual damages resulting from failure to complete a project by the contracted date on more than two (2) projects in the last five (5) years.
Yes ____ No ____

(d) Been terminated for cause on a contract in the last five (5) years.
Yes ____ No ____

(e) Was more than thirty (30) days late, without good cause, in achieving the contracted substantial completion date where there was no liquidated damage provision on more than two (2) projects in the last three (3) years.
Yes ____ No ____

(f) Has received more than two (2) cure notices on a single project in the past two (2) years and/or more than one (1) cure notice on five (5) separate projects in the past five (5) years. Yes ____ No ____

(g) Had repeated instances on a project of installation and workmanship deviations which exceed the tolerances in the standards referenced in the contract documents. Documentation of such instances shall be the written reports and records of the owner's representative on the project Yes ____ No ____.

(h) Has finally completed a project more than ninety (90) after achieving substantial completion on two (2) or more projects in the last three (3) years, for reasons within the contractor's control. Documented delay of delivery of material necessary to perform remaining work or seasonal conditions that bear on performing the work or operating specific equipment or building systems shall be considered in mitigation. Yes ____ No ____

(i) Has had Performance or Payment Bond claims paid on its behalf in the last three (3) years. Yes ____ No ____

J. Signatures:

The undersigned certifies under oath that the information contained in the Statement of Qualifications and attachments hereto is complete, true and correct as of the date of this Statement.

(name of entity submitting this statement of qualifications)

By: Name of Signer _____

Signature _____

Title _____

Date: _____

MINORITY BUSINESS PARTICIPATION COMMITMENT FORM

It is the policy of Newport News Redevelopment & Housing Authority (NNRHA) to encourage minority participation in all contracts. To implement this policy, we encourage minority participation through subcontracting or other methods in contracting. You must complete this form, indicating the percentage of this contract that will be subcontracted to minority businesses. **FAILURE TO COMPLETE THIS FORM MAY RESULT IN YOUR RESPONSE BEING DECLARED NON-RESPONSIVE THUS ELIMATING YOUR FIRM FROM CONSIDERATION FOR THIS PROJECT.**

For the purpose of this commitment, the term “minority business” means a business at least 50% of which is owned and controlled by minority group members or, in the case of a publicly-owned business, at least 51% of the stock of which is minority owned and the business is controlled by minority group members. For the purpose of the preceding sentence “minority group members” are citizens of the United States who are African-Americans, Hispanics, Asians, Pacific Islanders, and American Indians.

Please indicate the percentage of minority business participation to this project. This refers to the percentage of the total dollar value of the Contract that will be subcontracted to minority firms:

_____ %

NNRHA will consider minority participation in awarding the Contract. NNRHA reserves the right to approve or disapprove any subcontractor list.

If you need assistance with identifying minority firms in this area, please contact Office of Human Affairs, Emmagene Slade, Labor Compliance Officer, at (757) 247-6747 or the Virginia Department of Minority Business Enterprise at 111 East Main Street, Suite 300, Richmond, VA 23219 at (804) 786-6585.

The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the prospective Bidder to the commitment herein set forth.

Contractor’s Name

Name of Authorized Officer (printed)

Date

Name of Authorized Officer (signed)

SECTION 3 REQUIREMENTS

All Section 3 covered contracts shall include the following clause (referred to as the Section 3 clause):

A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The Parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement Section 3. As evidenced by their execution of this contract, the Parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.

C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number of job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.

E. The contractor will certify that any vacant employment positions, training positions and any subcontracting opportunities, that are required (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR Part 135.

F. Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with Section 3 covered Indian housing assistance, Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 and Section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).

SECTION 3 RESIDENT INFORMATION SHEET

This form will be used in support of Newport News Redevelopment and Housing Authority's (NNRHA) Section 3 efforts for providing economic opportunities to low and moderate income persons, particularly persons receiving federal assistance for housing. Providing the requested information is strictly voluntary and highly confidential. The information you provide will help NNRHA provide preference to persons that qualify under HUD regulations as Section 3 residents.

Section 3 Resident(s) must be:

- **A resident of public housing or**
- **A low income person who lives in a metropolitan area of a HUD assistance project or other low income residents**

APPLICANT INFORMATION

Part I:

Full Name: _____
Last First M.I.

Address: _____
Street Address Apt/Unit#

City State Zip Code

Part II:

1. I do _____ do not _____ reside in public housing. If you do, please give the name of your housing community.

2. I do _____ do not _____ receive assistance from a Housing Choice Voucher (Section 8). If you do, please give the name of the agency that issued you the Housing Choice Voucher. _____

HOUSEHOLD INCOME INFORMATION

If you do not receive federal assistance, you may qualify for Section 3 based on Household Income and family size. Section 3 guidelines are based on Family Size (all persons living in your household) and Household Annual Income (all persons earning a salary or income). On the chart below, find your family size and annual income and answer the questions below.

If you have 2 people living in your household and your combined income totals \$46,750 and you reside in the Metropolitan area or Non-metropolitan County in which the Section 3 covered assistance is expended, you qualify as a Section 3 resident.

Family Size	1	2	3	4	5	6	7	8
Annual Household Income	\$40,900	\$46,750	\$52,600	\$58,400	\$63,100	\$67,750	\$72,450	\$77,100

My Family Size is _____ My Annual Household Income is \$ _____

I understand that the information above relating to the size and annual income of my family may require verification. Upon request, I agree to provide documents verifying this information. I also authorize my employer to release this information for the United States Department of Housing and Urban Development, the Newport News Redevelopment and Housing Authority and the prime and / or sub-contractors to verify my status as a "Section 3 Resident." I declare and affirm under penalty of prosecution for perjury that the statements made herein are true and accurate to the best of my knowledge. I understand that falsifying information and incomplete statements may be cause to disqualify this certification.

Signature

Date

SECTION 3 BUSINESS SELF-CERTIFICATION

General Information:

I, _____, the undersigned being duly sworn, on oath, represents, warrants, certifies, deposes and says, under penalty of law, as follows:

1. Company Name: _____
2. Company Address: _____ City _____ State _____ Zip _____
3. Business Telephone: _____ Cellular telephone: _____
Fax: _____ Email address: _____
4. Type of Business (examples: construction, electrician, catering, accounting, landscapes, etc.).

5. Contractor's License: _____ Class "A" _____ Class "B" _____ Class "C"
6. Certifications: _____ SWaM _____ DBE _____ Other _____

Please select "Yes" or "No". If you answer "YES" to one or more of the following questions, you may designate your company as a Section 3 Business Enterprise.

1. 51% or more of the business is owned by a Section 3 resident; or
_____ YES _____ NO
2. 30% or more of the company's full-time employees are Section 3 residents, or were Section 3 residents within the past three years; or
_____ YES _____ NO
3. The company can provide evidence, as required, of a commitment to subcontract 25% or more of all subcontract dollars to a certified and qualified Section 3 business enterprises.
_____ YES _____ NO

I declare and affirm under penalty of prosecution for perjury that the statements made herein are true and accurate to the best of my knowledge. I understand that falsifying information and incomplete statements may be cause to disqualify this certification.

Signature of Business Owner or Authorized Representative

Date

Signature of Business Owner or Authorized Representative

Date

Notary Public Jurist: City/County of _____ in the Commonwealth of Virginia

The foregoing instrument was subscribed and sworn before me this _____ day of _____, 201__ by:

Notary (Please Print Name)

Notary Signature

This commission expires: _____ Notary Registration Number: _____

SECTION 3 COMPLIANCE FORM

Contractor

Address

City, State, Zip Code

Reference Project: _____

Subject: Statement of Compliance with Section III Clause

In accordance with the provisions stated herein, I will make a “good faith effort” to provide training and employment opportunities to qualified low-income residents in the area in which this project is located (Hampton Roads Metropolitan Area). This clause and reporting requirements will be incorporated into any lower tier contracts.

We will comply and seek out the low-income person for any open positions. Notices shall be posted in conspicuous places available to residents, employees and applicants for any open positions.

Sincerely submitted,

Signature and Title

Printed Name

Date Signed