



TIOGA COUNTY HOUSING AND REDEVELOPMENT AUTHORITIES
BRADFORD COUNTY HOUSING AUTHORITY
112 Dorsett Heights
Mansfield, Pa 16933

570- 638-2151

Fax: 570-638-2156

info@tbhra.org

TDD 570-638-2227

2022 Public Housing Energy Audit

Request for Proposal

The Tioga/Bradford County Housing Authority
Is seeking the services of a qualified consultant
To complete an Energy Audit in accordance
with applicable regulations issued by the U.S.
Department of Housing and Urban Development.
Proposals will be accepted at 112 Dorsett Heights
Mansfield, PA 16933 until May 20th,2022 at
2:00pm. Interested firms may view the
Request for Proposal on the Housing Authority
website at www.tbhra.org . Inquiries should be
directed to Nelson Wise Capital Improvements
Manager at nwise@tbhra.org or 570.638.1803.



**Tioga / Bradford County Housing
Authority**

Request for Proposals

Energy Audit

April 2022

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INTRODUCTION

The Tioga Bradford County Housing Authority (TBHRA) is a duly formed public corporation created under the laws of the Commonwealth of Pennsylvania in the business of providing affordable housing resources throughout the jurisdiction served. The Authority has reviewed the scope of work to be completed and has determined that the most advantageous procurement method is through the acceptance of competitive proposals. As a result, proposals will be received and evaluated utilizing the evaluation criteria outlined in this Request for Proposals (RFP) and **price alone is not the sole factor.**

The Authority is seeking the services of a qualified consultant to complete an Energy Audit in accordance with applicable regulations issued by the U.S Department of Housing and Urban Development (HUD). At a minimum, the successful bidder must qualify as a level 2 American Society of Heating, Refrigeration, and Air Conditioning Engineering firm. HUD's regulations require that the Energy Audit meet the new requirements in the proposed Green Physical Needs Assessment (GPNA). At a minimum, the energy audit must address Core Energy Conservation Measures (ECMs) and must categorize ECMs into payback periods. All of the information must be provided in a format as prescribed by HUD (under the proposed HUD GPNA rule) or as generally accepted in the industry. The new GPNA guidance and information can be found on the following HUD web-site address:

http://portal.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/ph/capfund/physicalassessment

Firms must demonstrate their expertise and experience in providing the requested services as defined in this RFP. The Proposer must demonstrate a strong background in providing services to public housing providers and specific experience with HUD programs is preferred.

REQUESTED SERVICES- ENERGY AUDIT

The Tioga / Bradford County Housing Authority (TBHRA) hereby requests proposals from firms interested in developing an initial Energy Audit under the Green Physical Needs Assessment (GPNA) for the Authority in accordance with current applicable HUD regulations. Services will include 858 units at 6 Asset Management Projects (AMPs) for Tioga County & Bradford County as detailed:

Tioga	Units	Bedrooms					No. of Buildings
		0 BR	1 BR	2 BR	3 BR	4 BR	
AMP							
50-1	30	16	14				16
50-2	48	26	22				1
50-3	82	17	63	2			1
50-4	20	12	8				2
50-5	20		2	10	6	2	5
50-6	48	26	22				2
50-7	20		2	8	8	2	5
50-8	60		60				1
50-9	50		50				1
50-10	20			11	7	2	6
50-11	30		10	10	10		8
50-12	30		10	10	8	2	8
Total	458	97	263	51	39	8	56

Bradford	Units	Bedrooms					No. of Buildings
		0 BR	1 BR	2 BR	3 BR	4 BR	
AMP							
64-1	50	30	20				1
64-2	20		2	8	8	2	5
64-3	100		100				1
64-4	100		100				1
64-5	100		100				1
64-6	30		30				1
Total	400	30	352	8	8	2	10

Services to be provided for the Energy Audit include the following:

- Consultation with Authority staff regarding energy improvements that have been completed and any planned improvements related to energy efficiency.
- Review of previous energy audits, performance contracts, building envelope tests, modernization specifications and any related documents to assess the current standards for energy improvements.
- Survey units in conjunction with the GPNA survey to assess current conditions, document existing conditions, and complete measurements. Obtain square footage and other building envelope information from building plans and confirm information during on-site survey. If additional units are required to be surveyed to satisfy the requirements of the Energy Audit, these surveys must be included in the price of the Energy Audit.

Surveys shall include an assessment of:

- type of construction and condition of entire building envelope.
- type, size, condition, and operating efficiency of HVAC (heating, ventilating, and air conditioning systems) equipment.
- type, size and efficiency of ranges, refrigerators and water heaters.
- amount of roof/ceiling and wall insulation.
- type and amount of glass and storm windows.
- type of doors and condition of weather-stripping.
- type, size and condition of lighting systems.
- degree to which water saving kitchen and bathroom fixtures are in use.
- whether any energy conservation measures or energy saving equipment are in use.
- Evaluate the feasibility of the Core and Advanced Energy Conservation Measures (ECMs) as defined in the final rule by assessing current conditions and determining the work required to implement each ECM.
- Estimate the cost of implementation for each ECM in present dollars using industry cost indices (i.e. Mean's or Marshall & Swift) and estimate the life of each improvement.

- Obtain rate schedules from current utility providers to accurately estimate the cost savings of each ECM. Rates include base charges, base consumption rates, energy adjustments (averaged over the past 12 months), infrastructure charges, recovery charges, and taxes.
- Model the savings using a reliable tool to estimate current usage as well as usage after the implementation of the ECM.
- Calculate the payback of each Core and Advanced ECM and make recommendations for implementation.
- Document the Energy Audit in a Comprehensive report that includes a summary of the methodology used, outlines operating and maintenance improvements, presents the analysis of each ECM (all calculations must be provided), and provides recommendations for the implementation of ECMs with an acceptable payback. Four copies of the final report must be provided.
- Energy Audit must be categorized as ECMs into payback periods of:
 - 5 years or less
 - 5 to 10 years
 - Greater than 10 years

MINIMUM QUALIFICATIONS

The firm must demonstrate the expertise and experience to complete the requested services. The firm must have a minimum of five (5) years' experience in providing services Public Housing Authorities and previous experience with HUD properties is preferred.

The minimum requirements for the firm to provide services related to Energy Audit are as follows:

- A minimum of five (5) years' experience inspecting property and assessing the condition of the building envelope and other energy-related components of multifamily housing properties. This must include experience in all areas requested under the Requested Services.
- Evidence of certification by nationally recognized organizations (i.e. BPI, LEED, or other similar certifying agency) to assess residential building performance, conduct energy audits, or similar certification. A licensed Professional Engineer overseeing the services is preferred.
- Knowledge of applicable HUD regulations and demonstrated experience in conducting Energy Audits for public housing authorities.
- Demonstrated experience in providing the requested services to PHAs of similar size and composition within the past three (3) years.

Proposals should be clear concise, and structured to communicate the capabilities and experience of the firm or individual. One (1) original and Two (2) copies of the proposal are required to be submitted to the following no later than 2:00 p.m. on Thursday, May 5th 2022:

Nelson Wise

Capital Improvements Manager

Tioga / Bradford Housing Authority

112 Dorsett Heights

Mansfield, PA 16933

Phone : 570-638-2151

Fax: 570-638-2156

Faxed or electronically submitted proposals will not be accepted. There will be no public opening of proposals. Any proposals received prior to the due date and time will be securely kept, unopened. Late proposals will not be opened unless the proposer can document that a guaranteed delivery method was utilized (i.e. Federal Express) and the proposal was late due solely to the delivery company. The Authority reserves the right to reject all proposals and to waive any informality whenever such rejection or waiver is deemed to be in the best interest of the Authority.

AMENDMENTS TO OR INTERPRETATIONS OF THE RFP

Amendments to the RFP or the Scope of Services will be issued to all firms requesting an RFP, if amended. All proposers shall acknowledge the receipt of any amendment to this RFP by signing and returning the amendment and by identifying the amendment number and date on the Proposal Form.

Acknowledgements may be returned by mail or Email: nwise@tbhra.org

QUESTIONS OR CLARIFICATIONS OF THE RFP

Questions or requests for clarifications to the RFP or the terms of the RFP shall be submitted in writing no later than (5) days prior to the proposal due date stated in this RFP to the authority's contact at nwise@tbhra.org .

PROPOSAL REQUIREMENTS

Firms wishing to submit a proposal shall outline the scope of service, project approach, references, etc., to communicate the firm's ability to provide services. Fees are requested as part of the proposal, however, the Authority reserves the right to negotiate with the selected firm and cost is not the primary determining factor in the contract award. Please provide cost break down for each Asset Management Property.

Proposals will be evaluated based on the Firm's Ability to provide services consistent with the needs of the Authority. The Authority reserves the right to select a firm that meets their own specific needs.

Proposals must contain the following minimum information:

1. Introduction
 - A summary of proposal contents and overview of services to be provided.
2. Scope of Services
 - A detailed description of the services that will be provided under each area of this request. Any information outlining the proposed approach and methodology will assist in the evaluation of scope.
3. Qualifications
 - Proposer is encouraged to submit relevant and concise information regarding its experience and qualifications to perform the requested services. A minimum of five (5) PHA references must be provided for similar work in an agency of similar size. Copies of required certifications must also be provided.

4. Certifications

- The firm must include a Non-Collusive Affidavit, a statement of Equal Opportunity, and a Certification of Non-Debarment in all copies of the proposal. The original copy should include signed originals (and notarized), however, the copies may include copies of the original affidavit.

5. Section 3 and Small, Minority and Women Owned Businesses

- Firms must provide documentation regarding their status as either a Section 3 business concern or a small, minority or woman owned business concern.
- Firms must submit separate plans as to how they intend to meet individual requirements of 24 CFR 135 to provide economic opportunities for low income persons in the jurisdiction of TBHRA and 24 CFR 200 for small, minority and women owned business enterprises

6. Proof of Insurance

- The firm shall submit proof of general liability insurance in the amount of \$1,000,000 or more, proof of professional liability insurance in the amount of \$1,000,000 or more, and proof of Worker's Compensation Insurance in the amount required by law. Failure to submit the required Proof of Insurance will result in the automatic rejection of the proposal.

7. Other Items

- The firm is encouraged to include additional items that demonstrate their ability to provide services in accordance with the need of the Authority.

8. Fee/Payment Schedule

- The proposer shall provide the total fees for the requested services. Fees shall be proposed on a flat-fee basis and shall include all travel and related expenses.

PROPOSAL EVALUATION CRITERIA

The following criteria will be utilized to rank proposals:

<u>Criteria</u>	<u>Maximum Points</u>
Firm qualifications, qualifications of principal(s) and consultant qualifications, including required certifications	30
Approach to providing services, including timeline for completion	20
Previous experience providing the requested services to public housing providers of similar size and composition	20
Section 3 and Small, Minority and Women Owned Businesses	10
Cost of services	20

This Request for Proposal is issued this 14th day of April 2022 and represents a true and valid request for services.

Instructions to Offerors Non-Construction



1. Preparation of Offers

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

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

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

2. Submission of Offers

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

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

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

3. Amendments to Solicitations

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

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

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

4. Explanation to Prospective Offerors

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

5. Responsibility of Prospective Contractor

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

- (1) Have adequate financial resources to perform the contract, or the ability to obtain them;

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

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

6. Late Submissions, Modifications, and Withdrawal of Offers

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

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

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

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

(d) The only acceptable evidence to establish the date of mailing of a late offer, modification, or withdrawal sent either by registered or certified mail is the U.S. or Canadian Postal Service postmark both on the envelope or wrapper and on the original receipt from the U.S. or Canadian Postal Service. Both postmarks must show a legible date or the offer, modification, or withdrawal shall be processed as if mailed late. "Postmark" means a printed, stamped, or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable without further action as having been supplied and affixed by employees of the U.S. or Canadian Postal Service on the date of mailing. Therefore, offerors should request the postal clerk to place a hand cancellation bull's-eye postmark on both the receipt and the envelope or wrapper.

(e) The only acceptable evidence to establish the time of receipt at the HA is the time/date stamp of HA on the offer wrapper or other documentary evidence of receipt maintained by the HA.

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

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

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

7. Contract Award

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

(b) The HA may

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

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

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

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

8. Service of Protest

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

9. Offer Submission

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

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

[Describe bid or proposal preparation instructions here:]

Certifications and Representations of Offerors Non-Construction Contract

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 nonconstruction contracts awarded by Housing Agencies (HAs). The form is used by bidders/offers 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)

- | | |
|---|---|
| <input type="checkbox"/> Black Americans | <input type="checkbox"/> Asian Pacific Americans |
| <input type="checkbox"/> Hispanic Americans | <input type="checkbox"/> Asian Indian Americans |
| <input type="checkbox"/> Native Americans | <input type="checkbox"/> 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.

5. 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:
