



**Request For Qualifications**  
**ARCHITECTURAL AND ENGINEERING SERVICES**

**PATTERSON CROSSING**

RFQ Issued: April 13<sup>th</sup>, 2010  
Proposal Deadline: May 7<sup>th</sup>, 2010  
[RFQ Item Number: 041310](#)

**Issued by**  
**Hampton Redevelopment and Housing Authority**

**For Information Contact:**  
PHILIP PAGE, JR.  
COMMUNITY DEVELOPMENT DEPARTMENT  
HAMPTON REDEVELOPMENT AND HOUSING AUTHORITY  
1 S. ARMISTEAD AVE  
HAMPTON, VA 23669

## **I. INTRODUCTION**

The Hampton Redevelopment and Housing Authority (HRHA), a political subdivision of the Commonwealth of Virginia, provides and maintains affordable housing in Hampton, Virginia. The Authority currently has 541 units of Public Housing dispersed amongst three properties and several scattered sites. The Authority also manages non-Public Housing developments.

The Authority is in the process of developing a 1.31 acre site situated on the 900 block of West Queen Street located in the Olde Hampton Neighborhood. One half of the site is currently vacant and the other is occupied by two apartment buildings and abuts vacant land and a neighborhood retail center. The site is close to several commercial corridors and has good access and visibility.

The new development, Patterson Crossing, will be a premier project for HRHA and will consist of ten townhouse units and ten garden style units spread among 4 buildings. The development of this site will incorporate VHDA's Universal Design Standards, VHDA's Minimum Design and Construction Standards and will meet the criteria for EarthCraft Virginia certification. The development will incorporate six units that will conform to HUD regulations interpreting the accessibility requirements of section 504 of the Rehabilitation Act.

The development of this site will be in accordance with the conceptual site plan and design layouts currently initiated by HRHA, and hereby attached to this Request for Qualification as Exhibit C. The final architectural documents will incorporate design elements best suited for the Olde Hampton Neighborhood. Architecture will take cues from Hampton's traditional multifamily housing stock such as those in Olde Hampton and Downtown Hampton.

## **II. PURPOSE**

The purpose of this Request for Qualifications (RFQ) is to establish a contract with qualified contractor(s) to supply architectural design and engineering support services. Services required may include, but are not limited to Architectural, Site Planning, Charrette Facilitation, Structural Engineering, Landscape Architectural, Green/Energy Efficient Design, Cost Estimating, Periodic Inspections, and other services as required for completion of the work items.

## **III. SCOPE OF SERVICES**

### **Basic Services**

The architect's basic services will consist of issued task orders which will include investigative work, coordination with other agencies, and consultants, etc., preparation of construction documents, bidding period administration, contract administration, and other related work reasonably inferred, in the opinion of HRHA as being necessary to meet HRHAs scope and goals. Firm will contract with VHDA Universal Design consultant to create surety that project completion complies with VHDA Universal Design standards.

**Site Development Phase:** Meet with the appropriate state and local authorities having jurisdiction over the work to determine their requirements and to gain their consensus as to the recommended approach.

- Refine site plan concept for HRHA review and approval
- Design site utilities and infrastructure for new use
- Represent HRHA in obtaining approval from local officials and neighborhood interest groups.

- Prepare site demolition documents for new site development to include plans and specifications prepared in HRHA format.
- Prepare updated cost estimate for building construction.

**Building Design Phase:** Prepare construction documents for construction of townhomes and garden style apartments including architectural, structural, mechanical, plumbing, and electrical engineering design.

Prepare and submit “Construction Document (CD) Submissions” at various levels of completion. For each submission:

- Include an updated cost estimate prepared to HRHA standards.
- Include specifications prepared in HRHAs standard format.
- Meet as required, in between submissions with HRHA to discuss and resolve questions.

**Bid Phase:** Assist in administering the bidding and award of the Construction Contract. This shall include:

- Respond to inquires. Drafting and issuing addendum approved by HRHA
- Attend prebid conference(s) and public bid openings
- Review and tabulating bids and recommending list of eligible bids
- Recommend award
- Alter drawings and specifications as often as required to award within the Estimated Construction Contract Cost
- Provide (30) or more sets of final documents for bidding of the project

**Construction Phase:** After execution of the Construction Contract, the offeror shall in a prompt and timely manner administer the Construction Contract, including construction inspection services, and all work required by the Bidding, Construction and Contract Documents including the following:

- Attend pre-construction conference. Review contractor submittals and licenses, etc. Review and approve contractor’s shop drawings and other submittals for conformance to the requirements of the contract documents.
- Provide (30) or more sets of final documents for construction of the project.
- Provide construction inspection services regarding the quality of work, code compliance and progress of the work and furnish written field reports. Verify that the contractor has made required notifications and provide assistance as required.
- Perform periodic site visits (at least weekly) to review contractor operations, materials testing documentation, etc. for compliance with applicable codes and regulations.
- Negotiate, prepare cost or price analysis for and countersign change orders. Prepare written punch list, certificates of completion and other necessary construction close out documents.
- Certify Contractor’s monthly pay requests
- Document work progress and notify HRHA of any deviations from plans and specifications
- Prepare punch list inspection of work at substantial completion and verify punch list is satisfactorily completed.
- Review Contractor’s project closeout submittals and turn over to HRHA.
- Document all activities and observations of site visits and report any discrepancies or deficiencies of the contractor or his operations to HRHA.

- Advise and assist HRHA in construction matters for a period up to thirty six months after completion of the project
- Prepare CAD record drawings from HRHA's construction inspector's and contractor's as built drawings.

**Completion Phase:** In addition to the completion requirements outlined in the Contract, the Architect shall prepare a final report which includes, but not be limited to, a summary of construction operations, results of materials testing, as built drawings, warranties, occupancy permits, etc.

#### **Additional Basic Services**

Basic Services include, but are not limited to, the following items:

**Cost Estimating:** The Architect must include as part of the Design Team an independent professional cost estimating firm with experience in public housing and public bidding. A detailed construction cost estimate shall be prepared for each phase and component. In addition, where project cost estimates generated during the design process exceed the approved construction budget, it shall be the responsibility of the Architect, as part of Basic Services, to research and propose ways to reduce such costs while meeting HRHA construction standards.

**Existing Conditions:** Review, coordination and documentation of existing utility and building locations and dimensions is a Basic Service to the extent that such information is available from the HRHA. Where additional existing conditions information is needed to complete the tasks and scope of the project, the information will be gathered by the appropriate consultant under Additional Services.

**Record Drawings:** The Architect is responsible for the drafting and printing of Record Drawings, based on information supplied by the HRHAs Architect Engineer or Construction Inspector. The cost of printing the reproducible copy for HRHA is a reimbursable expense.

**Revisions and Re-submissions of "Non-Approved" work:** HRHA will review and issue written comments on all formal Architect submissions. Work which, in the written opinion of the authority, is found to be "Not Approved" shall be revised and resubmitted at no additional cost within a reasonable timeframe agreed upon by the Authority. Such submission approvals will not be withheld unreasonably. Upon the recommendation of HUD and/or VHDA, HRHA may require revisions and/or resubmission where submitted designs or construction documents:

- Do not meet HRHA written requirements for submission;
- Do not meet building code, Virginia law, or other regulatory requirements;
- Do not adequately or accurately reflect the Project's goals, scope, or tasks as stated in the RFQ;
- Do not meet HRHAs established submission format standards;
- Are not sufficiently clear or complete enough to allow for proper bidding and construction;
- Do not meet or have not been shown to be equal in quality to establish HRHA design and construction standards;
- Do not, in the opinion of HRHA, reflect the most cost-effective means of meeting project goals and scope.

**Mechanical, Electrical and Plumbing (MEP), Civil and Structural Engineering Services:** The Architect shall include as part of the Design Team qualified engineering firms to provide these services as part of the Basic Services.

**Landscape Architecture:** Landscaping will be a major design component of the Project. The Architect shall have landscaping experience in urban, multi-family housing for low and moderate income households to provide services as part of the Basic Services.

**Solicitation and Coordination of Other Consultants and Services:** Solicitation and coordination of other Consultants and Services under Additional Services shall be considered a Basic Service. The Architect will draft the scope of services, solicit and review at least three (3) fee proposals for each consultant and make recommendation for selection. A list of the expected sub-consultants and services are specified below in “Additional Services”.

#### **Additional Services**

The following services may be required by the Architect as additional services to the contract. The Architect shall solicit proposals and select, in conjunction with HRHA, engineering firms capable and qualified to provide the following services:

**Full Site Survey:** Civil Survey – topographic survey, site boundary survey, Alta survey and property survey necessary for achieving the various components of the Project including, utilities, subdivision plans, and site plans. Firm will be responsible for submitting all documents necessary for recording the final site plan and/ or subdivision plats.

**Geotechnical Analysis:** The services of a qualified and experienced engineering firm will be required for site investigations including, as required, test pits, boring, monitoring wells, etc., and the preparation of foundation design recommendations.

**Environmental Engineering:** A qualified and experienced environmental engineering firm will be required for any environmental site investigations. As necessary, the firm’s team will be led by a Licensed Site Professional (“LSP”) and will include staff knowledgeable in demolition, lead abatement, asbestos abatement, UST’s, PCB’s, soil contamination, etc.

#### **Other Additional Services**

HRHA may revise in a written addendum or amendment to this Agreement solicitation from the Architect Firm for design work pertaining to surrounding areas located near this project. The following services may be required by the Architect but not limited to:

- Prepare conceptual site plans and conceptual building designs for new single family homes and mansion style duplexes
- Storm Water Management
- Preliminary Cost Estimating

The requested services are to be performed in support of HRHAs mission and in compliance with the requirements of the HUD programs placed under HRHA by HUD or other entities or established by HRHA.

All tasks shall be performed in a manner consistent with relevant federal, state and local laws, the code of Federal Regulations, and various HUD Handbooks and Notices, HUD Standard Form of Ownership-Architect Contract, HUD 51915.1, as appropriate.

#### **IV. SECTION 3 COMPLIANCE**

The work to be performed under the 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.

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

#### **V. PROCUREMENT PROCESS**

Proposals received in response to this solicitation may be evaluated using a two-stage process.

##### **STEP I**

Step I of the evaluation process will be used to determine the firms that will comprise the short list, from which final selection for contract award will ultimately be made. During Step I of the evaluation process, technical proposals will be evaluated and scored by an Evaluation Committee. Scoring will be based on predetermined Evaluation Criteria.

##### **STEP II**

The Authority intends to negotiate with the top ranked firm(s) based on the factors listed in this document. Ranking will be based on qualitative evaluation review of the technical merits offered in the written proposals. The Authority may request interviews as Step II of the evaluation process to aid in the selection but is not required to do so. Upon completion of Step II, HRHA and the top ranked firm will begin to negotiate a fee that is fair and reasonable to both parties. HRHA will solicit a cost proposal, which must be provided in a separate sealed envelope marked "Cost Proposal". If an agreement is reached, a contract will be consummated. If an agreement cannot be reached, negotiations with the top ranked firm will be terminated, and HRHA will attempt to negotiate a contract with the second ranked firm. The process will be repeated as necessary until a price that is fair and reasonable can be agreed upon.

#### **VI. EVALUATION CRITERIA**

Proposals will be evaluated utilizing the following factors

##### **A. Organizational Capacity**

**40 Points**

- Firm's organizational capacity will be evaluated through an assessment of evidence of the architects/engineer's or firm's ability to perform the work, as indicated by profiles of the principals and staffs' professional and technical competence qualifications, and experience and their facilities.
- Evidence of architect/engineer or firm's certification:
  - US Green Building Council LEED Green-Building Certification
  - Fair Housing Accessibility Certification
  - VHDA's Universal Design Symposium Certification
  - VHDA's Universal Design Standards Certification

- EarthCraft Virginia Certification
- Evidence that, where design work is involved, the A/E firm is currently registered in Virginia and carries Errors and Omission insurance (if the answer is no, the firm is automatically disqualified).
- Evidence that the Architect/Engineer or firm is not debarred, suspended or otherwise prohibited from professional practice by any Federal, State or Local agency.
- Maximum consideration will be given to those firms having staff with the greatest amount of experience in performing work as required herein, and who can demonstrate sufficient capacity to perform the work timely given current and projected workload.
- Maximum consideration will be given to those firms demonstrating understanding and utilization of current best practices in association with community and project design and development.
- Maximum consideration will be given to those firms demonstrating the capacity to successfully complete work for Low Income Housing Tax Credit projects.
- Maximum consideration will be given to those firms demonstrating evidence of the ability to perform the basic additional services as detailed in this RFQ.

**B. Relevant Experience and Past Performance**

**25 Points**

- Relevant experience and past performance will be evaluated through an assessment of previous, similarly related projects completed to date.
- Past performance in terms of cost control, quality of work, and compliance with performance schedules
- Maximum consideration will be given to those firms who demonstrate through their submittal, a documented track record of successfully completing projects of the same type required by this RFQ located in Hampton, Virginia. And demonstrated knowledge of local building codes.
- Maximum consideration will be given to those firms who exhibit a successful track record of successfully completing VHDA Low Income Housing Tax Credit projects.
- Maximum consideration will be given to those firms who exhibit a successful track record of performing similar services for public housing authorities.
- Firm's ability to perform the work in a timely manner will be evaluated through a review of previous performance on similar projects, as well as current and projected capacity and workload.

**C. Respondent's Approach/Response to Scope of Services**

**15 Points**

- The firm's approach and response to Scope of Services will be evaluated through an assessment of the proposed approach for each element of work identified in the Scope of Services.
- Maximum consideration will be given to those firms, who demonstrate through their submittal, a clear and prudent plan for performing the required work within the established timeframe.

**D. Section 3/MBE/WBE Participation:**

**MBE/WBE participation**  
**Section 3 participation**

**5 Points**  
**15 Points**

- The level of Minority Business Enterprise (MBE), Woman Business Enterprise (WBE) will be evaluated through an assessment of the action plans and participation schedules submitted.
- Evidence that the architect/engineer is knowledgeable and agrees to comply with HUD's regulations in 24 CFR Part 135 which states, in part, that work be performed under contract is subject to requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3)
- Maximum consideration will be given to those firms that utilize or employ Section 3 residents, under the HUD Act of 1968, for this project or make an agreement to donate funds to support economic development programs for low income families in Hampton, Virginia

### Summary of Evaluation Criteria for Step I and Step II

#### **STEP I**

##### **Evaluation Criteria**

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Technical:

Organizational Capacity	40 Points
Relevant Experience and Past Performance	25 Points
Approach/Response to Scope of Services	15 Points
MBE/WBE Participation	5 Points
Section 3 Participation	<u>15 Points</u>

**Step I – Total Possible Points** **100 Points**

#### **STEP II**

##### **Evaluation Criteria**

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Interview will consist of:

Organizational Capacity	25 Points
Relevant Experience and Past Performance	25 Points
Response to Questions and Reference Check	<u>25 Points</u>

**Step II – Total Possible Points** **75 Points**

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Scoring will be based upon how well the proposal meets the criteria established in this RFQ. HRHA reserves the right to make no award, or decline to enter into negotiations should it believe that no Respondent to this RFQ will be capable of delivering the necessary level of services within an acceptable price range and/or time period.

The Evaluation Committee will evaluate the merits of proposals received in accordance with the evaluation factors stated in the RFQ and formulate a recommendation. However, while a numerical rating system may be used to assist the Evaluation Committee in selecting the competitive range and making an award recommendation decision, the award decision is

**ultimately a business decision that will reflect an integrated assessment of the relative merits of the proposal using the factors and their relative weights disclosed in the RFQ.**

## **VII. SUBMISSION PROCEDURES**

The Authority aspires to engage the best qualified firm who will provide the most advantageous proposal to the Authority. The Authority will review the proposals submitted in accordance with the Evaluation Criteria listed in Section VI. A committee shall evaluate all proposals. Proposals determined to be non-responsive will be eliminated. Once the qualified firms have been determined, the committee shall rank all responsive proposals. At the Authority's discretion, firm(s) may be invited to make oral presentations and/or engage in discussions with the Authority. Firm(s) should be willing to attend such presentations, if necessary, at their own expense. Final selection and award is in the discretion of the Authority.

All proposals must be submitted in accordance with the specifications of this request for qualifications. All priority information submitted as part of this RFQ must be mark "Priority Information". No requirement and/or specification should be construed as an attempt on the part of HRHA to limit competition.

Any other information thought to be relevant, but not applicable to the categories below, may be provided but only as an appendix or addendum to the requested items. This includes any brochures, firm literature or other items of interest. The proposal should be concise and to the point. Sections to be included are:

### **Section 1:**

- Letter of Interest
- Demonstration of the firm's understanding of the Scope of Work.
- Description of your firm's design approach to Architectural, Site Planning, Community Involvement, Structural Engineering, Landscape Architectural, Cost Estimating, and Periodic Inspections.

### **Section 2:**

- Resume of key person for all disciplines who will work on this project (Maximum 2 pages each), and percentage of time to be assigned to this project.

### **Section 3:**

- Evidence of firm's past involvement in similar projects for Public Housing Authorities using revitalization and new development including compatibility with HUD/Owner requirements and city and state regulations, especially Lead Based Paint and Asbestos Abatement projects.
- References for previous and current housing projects, including Low income Housing tax Credit projects and Asbestos and Lead Based Paint Abatement projects. Include name, address and phone number.

### **Section 4:**

- A statement of the firm's status as it relates to Section 3 of the HUD Act of 1968 and policies relevant to promotion of Minority Business Enterprise and Women Business Enterprise (MBE/WBE).

### **Section 5:**

- A certified statement that the Architect/Engineer or firm is not debarred suspended or otherwise prohibited from professional practice by any Federal, State or Local agency. Pertinent data on any consultant firms intended to be utilized other than with in-house staff. Include a certified statement that any subcontractor of consultant firm intended to be utilized is not debarred, suspended or otherwise prohibited from professional practice by any Federal State of Local agency.
- Evidence of A/E firm's insurability, including errors and omissions insurance for Asbestos projects.
- HUD form - 5369-A, Representations, Certification and other Statements of Bidders
- HUD form - 51915 – A Model Form of Agreement between Owner and Design Professional
- HUD form - 5369 – B Instructions to Offerors – Non Construction
- HUD form - 5369 – C Certifications and Representation of Offerors/Non-Construction
- HUD form - SF-LLL Disclosure of Lobbying Activities
- HUD form - 50071 Certification of Payments to influence Federal Transactions
- HUD form - 50070 Certification for a Drug-Free Workplace

**Proposals should be submitted electronically as either a .doc, .pdf or .tiff file. Hard copies should be signed, scanned and converted into one of the aforementioned format. Proposals should be separated and ordered according to Paragraph A – D of *Section VI Evaluation Criteria* above. The entire proposal should be no more than 10 pages. Only one (1) electronic copy is required and should be emailed to [development@hrha.org](mailto:development@hrha.org). The proposal must be received on or before the deadline of 3:00PM EST **May 7, 2010**.**

**If electronic submission is not possible, proposal may be submitted in paper form. Proposal should be on 8½"x 11" paper and bound so that the documents can be easily separated and copied. Five (5) signed hard copies and one electronic copy of the firm's qualifications must be provided and they should be hand delivered by traceable means to the address listed on page one of the RFQ and must be received on or before the deadline of 3:00PM EST on **May 7, 2010**. All responses should be clearly marked on the outside of the sealed envelope with the following "RFQ Architectural and Engineering Services Patterson Crossing RFQ Item # 041310. The Authority is not responsible for proposals not received.**

**Correspondence regarding this RFQ should be directed to Philip Page Jr., Director of Development, via email to [development@hrha.org](mailto:development@hrha.org). Questions are due **April 22, 2010**. The Authority is not responsible for any missed correspondence from the sender. All questions and answers will be shared with the evaluation committee**

### **VIII. CONFLICTS OF INTEREST**

Firm(s) submitting proposals must identify and disclose any real or apparent conflict of interest with the Authority. Situations in which a conflict may arise include when some of the Firm's present and future clients may have matters with the authority in which the Authority's interest may conflict during the time that the Firm is representing the Authority.

### **IX. RESPONSIBILITY**

A contract will be awarded only to a responsible firm who possesses the ability to successfully perform under the terms and conditions of this procurement. Firms should include evidence of

their integrity, compliance with public policy, record of their performance, and financial and technical resources. Consideration will be given to these and other factors in making a determination of responsibility.

A contract will not be awarded to a firm who is currently debarred, suspended or otherwise prohibited from practice by federal, state or local governments or determined to be ineligible for contracting by the Department of Housing and Urban Development (HUD) or Commonwealth of Virginia or any of its agencies with contracting authority. Proposals must include the signed certification statement included in Exhibit B to the RFQ.

All proposals shall be signed by an agent authorized to bind the firm. Such signature shall certify that all information contained in the proposal is true to the best of the knowledge and belief of the signer. Although the Authority reserves the right to conduct discussions with one or more firms, the Authority may award the contract on the basis of the written proposals only. Each proposal should contain the firm's best offer. All costs incurred in the preparation and presentation of proposals shall become the property of the Authority.

All proposals and supporting documentation submitted with each proposal shall become the property of the Authority. Proposals submitted before the due date may be withdrawn upon request of the firm at any time before the due date. After the due date, proposals are firm offers, and may not be withdrawn or revised without the express permission of the Authority, for a period of sixty (60) days and all proposals must also include such language.

#### **X. INSURANCE**

The Firm selected for award shall maintain professional liability insurance in amounts/limits that the Authority dictates are reasonable and adequate to protect the Authority from acts, omissions, and negligence on the part of the firm, its partners, attorneys and/or employees. The firm shall furnish the Authority original certificates of insurance naming HRHA as an additional insured and evidencing such coverage dictated by the Authority on the effective date of the contract resulting from this RFQ.

#### **XI. PRIOD AND PERFORMANCE**

The contract awarded will be for the longer of a period of 24 months, beginning on the date of actual award, or the completion of the Project. At its option, the Authority may elect to grant up to 3 renewals for a period of 12 months each under the same terms and conditions.

#### **XII. PAYMENT OF FEES**

The firm shall submit invoices for all services performed and/or costs incurred on a regular basis. Specific procedures for billing shall be included in the contract.

#### **XIII. NONDISCRIMINATION**

The proposer will not discriminate against any employee or applicant for employment because of age, familial status, genetic information, race, religion, color, sex, national origin, or disabilities, except where religion, sex or national origin is a bona fide occupation qualification reasonably necessary to the normal operation of proposer.

Hampton Redevelopment and Housing Authority does not discriminate against any faith based organizations, vendors, contractors. The Authority does not discriminate against employees or

applicants for employment because of age, familial status, genetic information, race, religion, color, sex, national origin, or disabilities. If there are any questions regarding this policy, please contact our EEO officer at (757) 727-6337.

#### **XIV. MISCELLANEOUS INFORMATION**

Issuance of this RFQ does not constitute a commitment by the Agency to award a contract. The Agency reserves the right to reject any or all proposals received in response to this RFQ, or to cancel this RFQ if it is in the best interest of the Agency to do so. The Agency anticipates selecting only one architectural contractor to carry out the work described in this RFQ. However, if the Agency believes its goals can be best met by contracting with more than one proposer to this RFQ, it may elect to contract with multiple proposers. The firm submitting a proposal agrees that by submitting a proposal it authorizes the agency to verify any or all information and/or references given in the proposal. The Agency reserves the right to approve all subcontractors proposed by the primary contractor. The Agency reserves the right, after contract award, to amend the resulting contract as needed throughout the term of the contract to best meet the needs of all parties. No appeals will be heard for late proposals, proposals that do not pass the initial review or to contest a proposal score. All information, materials, and documents discovered or developed/produced for this project by Offeror will become the property of Hampton Redevelopment and Housing Authority. Offerors must be licensed to practice architecture in the State of Virginia, and must not be listed on the Federal debarment lists. Proposers will be responsible for adherence to the Agency's Economic Opportunities Plan and Davis Bacon Act wage rates if applicable.

## Exhibit A

### Certification Regarding Debarment, Suspension, Proposed Debarment and Other Responsibility Matters

- A. 1. The contractor certifies, to the best of its knowledge and belief, that:
- i. the contractor and/or any of its principals:
    - a. Are ( ) are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contract by any Federal agency, including HUD, or by any agency of the Commonwealth of Virginia;
    - b. Have ( ) have not ( ), within a three-year period preceding this offer, 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) contract or subcontract; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and
    - c. are ( ) are not ( ) presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in (A) (1) (b) of this provision.
  - ii. The contractor has ( ) has not ( ), within three-year preceding this offer, had one or more contracts terminated for default or terminated for cause by any Federal agency or agency of the Commonwealth of Virginia.
2. "Principals", for the purposes of this certification, means officers, directors, owners, partners, and persons having primary management or supervisory responsibilities within a business entity (e.g. general manager, plant manager, head of a subsidiary, division or business segment and similar positions).
- B. The contractor shall provide immediate written notice to the authority if, at any time prior to contract award, the contractor learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- C. A certification that any of the items in Paragraph (A) of this provision exists will not necessarily result in withholding of an award under this RFP. However, the certification will be considered in connection with a determination of the contractor's responsibility. Failure of the contractor to furnish a certification or to provide such additional information as requested by the Authority may render the contractor non-responsible.

- D. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (A) of this provision. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary courses of business dealings.
  
- E. The certification in Paragraph (A) of this provision is a material representation of fact upon which reliance will be placed when making award. If it is later determined that the contractor knowingly rendered and erroneous certification, in addition to the other remedies available, the Authority may terminate the contract resulting from this RFP for default or cause.

\_\_\_\_\_  
Name of agent authorized to bind contractor

\_\_\_\_\_  
Signature of agent authorized to bind contractor

\_\_\_\_\_  
Date

**Exhibit B**  
**COMPANY AFFIDAVIT**

The affidavit states with respect to this Proposal to the Hampton Redevelopment and Housing Authority:

I (we) hereby certify that if the contract is awarded to our firm that no member or members of the governing body, elected official or officials, employee or employees of said Housing Authority, or any person representing or purporting represent the Housing Authority, or any family member including spouse, parents or children or said group, has received or has been promised, directly or indirectly, any financial benefit, by way of fee, commission, finder's fee or any other financial benefit on account of the act of awarding and/or executing a contract.

I hereby certify that I have full authority to bind the company and that I personally reviewed the information contained in the RFQ and this proposal, and all attachments and appendices, and do hereby attest to the accuracy of all information contained in this proposal, including all attachments and exhibits.

I acknowledge that any misrepresentation will result in immediate disqualification from any consideration in the proposal process.

I further recognize that the Hampton Redevelopment and Housing Authority reserves the right to make its award for any reason considered advantageous to the Housing Authority.

Signature\_\_\_\_\_

Date\_\_\_\_\_

Name\_\_\_\_\_

Phone\_\_\_\_\_

Title\_\_\_\_\_

Fax\_\_\_\_\_

Firm  
Name\_\_\_\_\_

Type of business organization (corporation, LLC, partnership, proprietorship)

\_\_\_\_\_

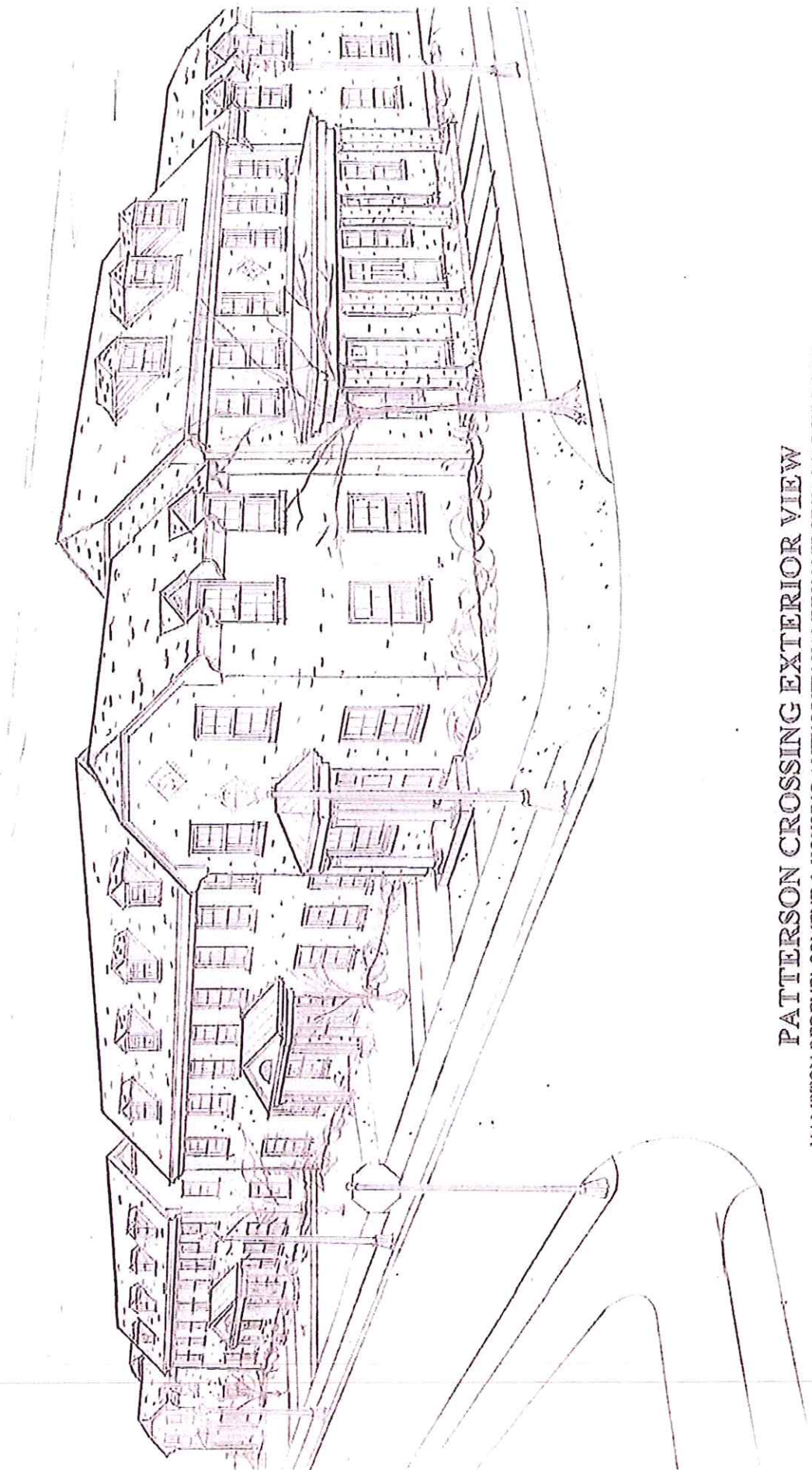
Address\_\_\_\_\_

City, State, Zip\_\_\_\_\_



Exhibit C

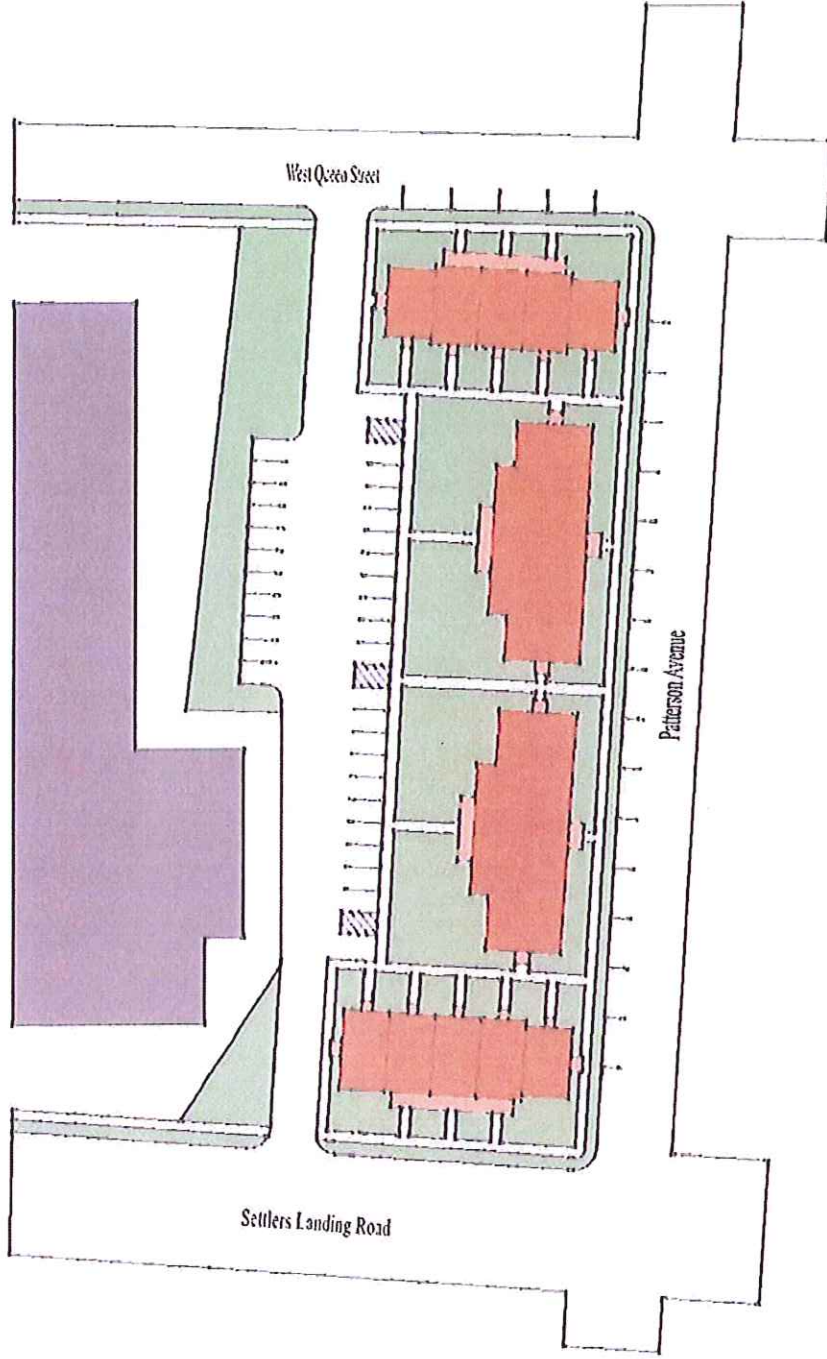
133 KINGS WAY, SUITE 101  
HAMPTON, VIRGINIA 23669  
757-222-5577  
Q.Design@atl.net



PATTERSON CROSSING EXTERIOR VIEW

HAMPTON REDEVELOPMENT & HOUSING AUTHORITY-HAMPTON,VIRGINIA-MARCH 5, 2010

Exhibit C



G-DESIGN PLC



**PATTERSON CROSSING: MIXED RESIDENTIAL**  
HAMPTON REDEVELOPMENT & HOUSING AUTHORITY - HAMPTON, VIRGINIA - MARCH 5, 2010