



# Third Party Property Management Request for Qualifications (RFQ)

Issued August 18, 2022

- **RFQ Overview**
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## Key Dates

**Voluntary Pre-Bid Conference (remote)  
Thursday September 1, 2022, at 2pm**

<https://us06web.zoom.us/j/85006668007?pwd=bnpPRk5QbzZLOS9qUkhEUWZDVXovdz09>

Meeting ID: 850 0666 8007

Passcode: 344828

One tap mobile

+16699006833,,85006668007#,,,,\*344828# US

**Deadline to submit questions  
Thursday September 8, 2022, at 5pm**

**RFQ Responses/Proposal Due  
Monday September 19, 2022, at 5pm**

## **The Housing Authority of the City of Alameda Property Management Solicitation & Review**

The Housing Authority of the City of Alameda (AHA) is inviting property management agents with affordable housing experience to submit a response to this request for qualifications (RFQ) to manage AHA's multifamily portfolio, with an anticipated contract start date of January 1, 2023, with additional properties to be added in coming years.

This RFQ outlines information that your company will need to provide for a responsive submission. AHA will select one or more management agents with the capacity to provide a full range of property management, compliance, financial management, reporting, maintenance, and new property lease up services. Resident services are provided by separate social service providers contracted with AHA. More detail on AHA's minimum qualifications and scope of work is attached as Appendix A.

### **About AHA & The Property Portfolio**

The Housing Authority of the City of Alameda ("AHA") is a public agency headed by an Executive Director (ED) and governed by a seven-person Board of Commissioners.

Despite its designation as a public housing authority, AHA owns no public housing, operating less like a traditional public housing authority and more like a medium to large nonprofit housing developer and owner, with approximately 50 employees.

AHA owns or controls 18 properties consisting of nearly 700 units of affordable housing. The AHA portfolio consists of family and senior communities, scattered site housing, and supportive housing. The entire portfolio is located on the island of Alameda. Five additional properties are being developed with most expected to come online in 2025. A detailed list of AHA's property portfolio is included in Appendix B. The properties are supported with funding from a range of sources, including Low Income Housing Tax Credits, rent subsidy, soft and conventional loans, and other funding sources.

Unless otherwise stated, all AHA affiliated units listed below are eligible for this solicitation.

The Housing Authority of the City of Alameda, in partnership with the entire community, advocates and provides quality, affordable, safe housing; encourages self-sufficiency; and strengthens community inclusiveness and diversity in housing.

### **How Many Properties Can We Bid On?**

Responders may "bid" on any number of properties that they feel capable of managing within our requirements. However, AHA would prefer to contract with fewer management companies unless there is a compelling reason to assign several smaller contracts. AHA is requesting that management companies undertake management of a minimum of 250 units and prefers that the five future (in development) permanent supportive housing (PSH) properties be managed by a single property management company.

## **Key Dates**

- **Voluntary Bid Conference:** AHA will hold an online “pre-bid” conference on **Thursday, September 1, 2022, at 2pm**. Participation at the bid conference is optional, but it will be the best time and channel to ask questions before the RFQ response due date. Visits to property common areas will be arranged later in the process.
- **Proposal/RFQ Response Due Date:** Detailed response requirements to the RFQ are listed on the following page. RFQ responses should be sent by email (preferably a single PDF file) to AHA’s property management consultant, Jack Geary [jack.geary@outlook.com](mailto:jack.geary@outlook.com) and cc Stephanie Shipe at [sshipe@alamedahsg.org](mailto:sshipe@alamedahsg.org) no later than **5 pm on Monday, September 19, 2022**. An email confirmation will be provided within 24 hours of receipt of the RFQ submission.
- **Schedule:** An anticipated Summary Schedule for this review and selection is included in this RFQ as Appendix C.

## **RFQ Response/Proposal**

Please include the following information in your RFQ response/proposal. Your response should not include a management fee proposal – this will be requested later along with reference contacts and other information if needed. Please provide the following information digitally (a single PDF file is preferred) to AHA's property management consultant, Jack Geary [jack.geary@outlook.com](mailto:jack.geary@outlook.com) and cc to Stephanie Shipe [sshipe@alamedahsq.org](mailto:sshipe@alamedahsq.org) no later than **Monday, September 19, 2022, at 5pm.**

1. On company letterhead, provide a brief letter of interest regarding this contract opportunity, including a statement that the firm is not prohibited from managing property financed or assisted by HUD, State of California, tax credits or other key funders, and signed by an authorized signer.
2. Provide a statement summarizing the experience and capacity of the firm, particularly in the management of California not-for-profit controlled affordable housing and TCAC Housing. Management firms do not need to prepare something specifically for AHA - previously prepared promotional material about the firm is sufficient if it tells your story. Please also review the minimum qualifications in Appendix A and confirm that you meet those criteria.
3. Provide a listing of properties currently under management, including name and location of property, number of units and property funding/restriction type (HUD, LIHTC, etc.).
4. Include a prototype set of financial reports routinely provided to owners. At a minimum, please include Budget Variance Report, Balance Sheet, Rent Roll and Aged Accounts Receivable Report. Please include the software system you are using. Again, you do not need to create something new for AHA. But if you submit someone else's reports, please redact names.
5. Present a resume or bio of the most likely primary contact/s (Regional Manager/VP, etc.) for AHA portfolio (if the contract were to be assigned today - we recognize that this is based on the best information available at this time and could change by year-end). Also, provide a brief description of key subject matter experts within the firm available to provide support to AHA. This might include the firm's experts in such areas such as LIHTC and program compliance, financial management, maintenance and capital planning and refinancing/syndication.
6. Submit a sample transition plan for taking over a property portfolio. Again, this could be a plan you have used before. There is no need to create a plan tailored to transition of AHA property for this RFQ.
7. Describe the company's Supportive Services Experience – If you are applying to manage the 5 permanent supportive housing properties, please provide a brief description of your qualifications and experience. Please see Appendix D.

## Questions

To preserve the integrity of the review and selection process, we are seeking to limit informal communications and questions between AHA staff, consultants, and management agents. The pre-bid conference is a good opportunity to answer most questions. Questions that arise following the conference should be directed to AHA property management consultant, Jack Geary at [jack.geary@outlook.com](mailto:jack.geary@outlook.com) and cc to Stephanie Shipe at [sshipe@alamedahsg.org](mailto:sshipe@alamedahsg.org). Please submit questions via email no later than 5pm on **Thursday, September 8, 2022**. AHA will ensure that all questions and answers will be provided to all potential proposers no later than 5pm on **Monday, September 12, 2022**.

Thank you for your interest in this Request for Qualifications and AHA looks forward working together.

Vanessa Cooper  
Executive Director  
Alameda Housing Authority

**Appendix A**

**MINIMUM QUALIFICATIONS AND SCOPE OF MANAGEMENT SERVICES**

(continued next page)

## MINIMUM QUALIFICATIONS TO PROVIDE THESE SERVICES

1. Proposer must have at least five (5) years of experience providing property management services for affordable housing developments and must currently manage at least 500 units of housing financed with Federal, State, local funding including tax credits. Must have expertise in income certifications and reporting requirements for such programs and possess experience in processing Project-Based Vouchers and HOME program.
2. Proposer must have at least five (5) separate client references where proposer has performed the same or similar professional services to those proposed in this solicitation.
3. Proposer must be a licensed real estate broker, authorized to perform property management services in the State of California and proposing firm must be in good standing.
4. The proposed onsite staff for Properties are expected to have at least two (2) years of experience providing property management services, preferably for an affordable housing development. Proposer must demonstrate adequate supervision and quality control mechanism to supervise properties and staff.
5. Proposer must have adequate home office administrative staff including adequate accounting and compliance functions.
6. Proposer must utilize an electronic record keeping system/property management software. AHA has a preference for proposers utilizing Yardi or who are willing to move to Yardi for these sites.

## SCOPE OF MANAGEMENT SERVICES

Services to be requested include, but are not limited to:

- Operate and lease the Property in accordance with the Owner-approved Management Plan and applicable regulatory agreements in compliance with fair housing laws.
- Provide customary property management services required for the ordinary and usual business and affairs of the properties in a professional manner consistent with the management, operation, leasing, reporting and maintenance of similar properties in California.
- Day to day operations of properties such as, but not limited to: collection of monies, routine and preventive maintenance, and tenant relations.
- Manage relationship with vendors, and services providers.
- Pay and document prevailing wages for repair and maintenance work, as applicable.
- Conduct annual income certification in accordance with LIHTC and/or other funding regulations for every unit, even where no LIHTC funds are in place.
- Preventive maintenance, annual unit inspections, and capital planning.
- Record keeping.
- Audit/ participate in property audit preparation, including a minimum 10% tenant file audit every year on projects in operation.
- Budget preparation, including capital budget recommendations, and tracking of financial activity (actuals v. budget v. proforma).
- Monthly meetings with Owner. Other meetings maybe required for PBV leasing, new building lease up, etc.
- Capital improvement projects of less than \$25,000.
- After Hours maintenance emergency response.
- Enforcement of lease and follow-up of Lease violations.
- Evictions: filing of unlawful detainers, court appearance and lock outs.
- Formal responses to outside parties such as lenders, investors, DFEH and other regulatory agencies.
- Reporting to AHA, investors, lenders, tax assessor and regulatory agencies.
- Coordination with various service providers, including LifeSTEPS and Building Futures. Projects with supportive housing units will require weekly meetings with all providers on site, as well as a monthly management meeting with Owner.
- Property Manager must agree to interview all existing staff currently assigned to current properties who request an interview.



- The agent is expected to manage the habitability to ensure that units pass Housing Quality Standards (HQS), and other inspections as necessary.
- Consulting on construction and design of new projects: Services to include early general review, comments and feedback on construction designs, mechanical systems, finishes, etc., for projects in design and development. (A separate fee will be paid for this.)
- Application support: For pipeline projects, services should be included to support applications with lease up and operating budget estimates, organizational experience documentation to meet funding program requirements at the highest point levels, signed 1 year term contract (for application purposes) and draft management and marketing plans as required. (A separate fee will be paid for this.)
- Initial Lease up and project start up: Pipeline projects will require initial lease up efforts, with an additional negotiated budget for new property management and marketing plan and office and maintenance setup. Discussions regarding “new property roll out” will occur at least 12 months prior to the property moving to management.

*Please see Appendix E: “Sample Property Management Agreement” for full outline of requirements, including reporting expectations.*

## **COORDINATION WITH RESIDENT SERVICES**

AHA provides a vast array of services to the residents in our affordable housing communities and beyond. At AHA we recognize the importance of reaching beyond the bricks and mortar of the properties we manage by going straight to the heart of the communities we serve: our residents. To effectively manage, we must reach and meet people where they are.

Several third party social services providers manage programs and activities at AHA properties, as well as providing one-on-one resident assistance with social service-related needs. The goal is to provide quality community life through effective and supportive services that ensure attentiveness to the wellness, safety, and dignity of our residents. Proposers should have experience working with social services providers and with diverse communities and will be expected to work closely with social service providers.

In addition, because of the very high number of Housing Choice and Project Based Vouchers in these properties, proposers should expect a high level of coordination with the Housing Authority staff.

**Appendix B**

**AHA PORTFOLIO OVERVIEW**

(continued next page)

**LARGER PROPERTIES TRANSFER DATE – ON OR BEFORE 01/01/23**

| <b>Project Name</b> | <b>Address</b>          | <b># units</b> | <b>Type</b> | <b>Financing</b>          | <b>Target population</b> | <b>Service Provider</b> | <b>PBV</b> | <b>Mgr. Unit</b> | <b>Estimated lease up or start date</b> |
|---------------------|-------------------------|----------------|-------------|---------------------------|--------------------------|-------------------------|------------|------------------|---|
| China Clipper Plaza | 460 Buena Vista Avenue  | 26             | Existing    | AHA/ HOME                 | Family                   | LifeSTEPS               | 6          | Y                | On or before 01/01/23                   |
| Eagle Village       | 721 Eagle Avenue        | 36             | Existing    | Conventional/AHA          | Family                   | LifeSTEPS               | 0          | Y                | On or before 01/01/23                   |
| Esperanza           | 1903 Third Street       | 120            | Existing    | Conventional/AHA          | Family                   | LifeSTEPS               | 37         | Y                | On or before 01/01/23                   |
| Parrot Gardens      | 1845 Bay Street         | 7              | Existing    | n/a                       | Family                   | LifeSTEPS               | 0          | Y                | On or before 01/01/23                   |
| Parrot Village      | 1850 Wood Street        | 50             | Existing    | Conventional/AHA          | Family                   | LifeSTEPS               | 36         | N                | On or before 01/01/23                   |
| Littlejohn Commons  | 1301 Buena Vista Avenue | 31             | Existing    | LIHTC/ Conventional/ HOME | Senior                   | LifeSTEPS               | 25         | Y                | On or before 01/01/23                   |
| Everett Commons     | 2437 Eagle Avenue       | 20             | Existing    | LIHTC/ conventional/      | Family/ VASH             | LifeSTEPS               | 12+5       | Y                | On or before 01/01/23                   |

|                    |                        |     |          |                                       |        |           |    |   |                             |
|--------------------|------------------------|-----|----------|---------------------------------------|--------|-----------|----|---|-----------------------------|
|                    |                        |     |          | County/<br>HOME                       |        |           |    |   |                             |
| Rosefield Village  | 727 Buena Vista Avenue | 92  | Existing | LIHTC/<br>conventional/<br>HOME/ bond | Family | LifeSTEPS | 23 | Y | On or<br>before<br>01/01/23 |
| <b>TOTAL UNITS</b> |                        | 382 |          |                                       |        |           |    |   |                             |

**SCATTERED SITES - TRANSFER DATE – ON OR BEFORE 01/01/23**

| Project Name   | Address              | # units | Type     | Financing       | Target population | Service Provider | PBV | Mgr. Unit | Estimated lease up or start date |
|----------------|----------------------|---------|----------|-----------------|-------------------|------------------|-----|-----------|----------------------------------|
| Lincoln House  | 745 Lincoln Avenue   | 4       | Existing | County/<br>HOME | Family            | LifeSTEPS        | 0   | N         | On or<br>before<br>01/01/23      |
| Lincoln Willow | 2101 Lincoln Avenue  | 5       | Existing | AHA             | Family            | LifeSTEPS        | 3   | N         | On or<br>before<br>01/01/23      |
| Sherman House  | 1416 Sherman Street  | 9       | Existing | County/<br>HOME | Family            | LifeSTEPS        | 0   | N         | On or<br>before<br>01/01/23      |
| Stanford House | 1917 Stanford Street | 4       | Existing | AHA             | Family            | LifeSTEPS        | 4   | N         | On or<br>before<br>01/01/23      |

|                    |                                  |    |          |      |        |           |   |   |                       |
|--------------------|----------------------------------|----|----------|------|--------|-----------|---|---|-----------------------|
| Paru House         | 1825 Paru House                  | 1  | Existing | n/a  | Family | LifeSTEPS | 0 | N | On or before 01/01/23 |
| Mulberry Condos    | Various - available on request   | 4  | Existing | n/a  | Family | LifeSTEPS | 0 | N | On or before 01/01/23 |
| Family Condos      | Various - available on request   | 7  | Existing | HOME | Family | LifeSTEPS | 0 | N | On or before 01/01/23 |
| Pulte Condos       | Various - available upon request | 18 | Existing | AHA  | Family | LifeSTEPS | 0 | N | On or before 01/01/23 |
| <b>TOTAL UNITS</b> |                                  | 52 |          |      |        |           |   |   |                       |

**SENIOR PROPERTIES - TRANSFER DATE – ON OR BEFORE 01/01/24**

| Project Name         | Address             | # units | Type     | Financing              | Target population | Service Provider | PBV | Mgr. Unit | Estimated lease up or start date |
|----------------------|---------------------|---------|----------|------------------------|-------------------|------------------|-----|-----------|----------------------------------|
| Anne B Diament Plaza | 920 Park Street     | 65      | Existing | AHA                    | Seniors           | LifeSTEPS        | 59  | Y         | On or before 01/01/24            |
| Independence Plaza   | 703 Atlantic Avenue | 186     | Existing | Conventional/AHA/ City | Seniors           | LifeSTEPS        | 25  | Y         | On or before 01/01/24            |
| <b>TOTAL</b>         |                     | 251     |          |                        |                   |                  |     |           |                                  |

**DEVELOPMENTS IN PROGRESS – SEE INDIVIDUAL ESTIMATED TRANSFER DATES**

| Project Name              | Address             | # units | Type             | Financing     | Target population             | Service Provider | PBV | Mgr. Unit | Estimated lease up or start date |
|---------------------------|---------------------|---------|------------------|---------------|-------------------------------|------------------|-----|-----------|----------------------------------|
| Hawthorn Hotel Conversion | 1628 Webster Street | 50      | Adaptive Reuse   | HCD           | 13 supportive housing/ family | LifeSTEPS        | 0   | Y         | 06/01/23                         |
| North Housing PSH 1*      | 501 Mosley Avenue   | 45      | New Construction | 9% LIHTC/HOME | 100% PSH                      | Building Futures | 40  | Y         | 2025                             |

|                      |                   |          |                  |                        |  |                  |     |    |      |
|----------------------|-------------------|----------|------------------|------------------------|--|------------------|-----|----|------|
| North Housing PSH 2* | 501 Mosley Avenue | 46       | New Construction | 4% LIHTC/<br>HCD/ bond | 100% PSH   | Building Futures | 40  | N* | 2025 |
| North Housing Senior | 501 Mosley        | 64       | New Construction | 4% LIHTC/<br>HCD/ bond | 16 supportive housing non-VASH Veterans (VHHP)/ senior 62+ | LifeSTEPS/VA     | 40  | Y  | 2025 |
| Tilden Commons       | 2615 Eagle Avenue | Up to 50 | New Construction | 9% LIHTC/<br>HOME      | 12-14 supportive housing/ family                           | LifeSTEPS        | TBD | Y  | 2025 |
| TOTAL                |                   | 255      |                  |                        |  |                  |     |    |      |

## Appendix C

### ANTICIPATED REVIEW AND SELECTION SCHEDULE

This is provided as a guide and may be subject to change

| <b>Step</b>  | <b>Date</b><br>(2022 unless noted) |
|--|------------------------------------|
| RFQ issued   | Thursday 8/18                      |
| Remote Voluntary Pre-Bid Conference                                  | Thursday 9/1 at 2pm                |
| Deadline for questions   | Thursday 9/8 at 5pm                |
| Deadline for answers to questions to be published                    | Monday 9/12                        |
| RFQ Response Due to AHA  | Monday 9/19 at 5pm                 |
| Selection of Finalists   | Friday 9/23                        |
| Interview Finalists  | Monday 9/26 or<br>Tuesday 9/27     |
| Request Fee Proposals & Any Proposed Contract Changes from Finalists | Monday 9/26 or<br>Tuesday 9/27     |
| Receive Fee Proposal & Any Proposed Contract Changes from Finalists  | Monday 10/3 at 5pm                 |
| Final Review & Interviews, References                                | 10/3-10/12                         |
| Select Management Agent  | Week of 10/10                      |
| Board meeting to approval contract                                   | Wednesday 10/19<br>at 7pm          |
| Transition meetings  | November and<br>December           |
| Projected Contract Start Date  | January 1, 2023, or<br>earlier     |



**Appendix D**

**PERMANENT SUPPORTIVE HOUSING QUALIFICATIONS**

(continued next page)

## **SUPPORTIVE HOUSING MANAGEMENT EXPERIENCE REQUIREMENTS**

For the following properties supportive housing (PSH) experience is required:

- North Housing PSH I (100% PSH)
- North Housing PSH II (100% PSH)
- North Housing Senior (25% PSH)
- Alameda Hotel Conversion (25% PSH)
- Tilden Commons (25% PSH)

AHA is looking for a single management company to manage the above future properties.

### **The Proposer Should Provide the Following Information in This Section:**

- 1) A description of the overall property management experience with supportive housing (serving special needs, elderly, people struggling with homelessness, individuals struggling with mental illness, or other target populations).

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- 2) TCAC Maximum experience points: The TCAC Attachment 22 – Management Company Experience (<https://www.treasurer.ca.gov/ctcac/2022/applications/index.asp>) is sufficient showing 11 or more projects managed more than 3 years, including 2 California LIHTC projects. See CTCAC Regulations 10325 (c)(1)(B). Please explain in detail if the proposer is using on the alternate forms of demonstrating full TCAC points described in this Section.

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- 3) HCD Maximum Supportive Housing Management Experience points: Demonstrate fulfillment of minimum experience requirements per 2021 MHP Guidelines Section 7302 Article 2 (A) (e) (5) (C) and (f) (1) (2) (p. 6-7).

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- 4) Two supportive housing provider references from projects using Housing First principles of at least 10 units, one of which can provide a reference on first-time lease up activities. One reference from a public agency regarding a supportive housing project of at least 10 units.

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- 5) Proposer to include a sample Housing First tenant selection plan and management plan.

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- 6) Proposer should provide a list of other MHP, NPLH, VHHP, McKinney Vento SHP, Homekey, Roomkey, or other supportive housing projects using Housing First, utilizing the format on the next page:

**Supportive Housing Project List:**

*Please utilize this format to submit information for item 6 on previous page.*

| Project Name and Address | Owner | Service Provider (s) | # of units | # of SH units | Housing Type: SN, Senior, Family, etc. | # of months serving | Housing First? | Funding source requiring Housing First (i.e.. NPLH, 9%, SHP) | Were units occupied by people experiencing Homelessness, with on-site Comprehensive Case Management Services? |
|--------------------------|-------|----------------------|------------|---------------|--|---------------------|----------------|--|---|
|                          |       |                      |            |               |  |                     | Y / N          |  | Y / N   |
|                          |       |                      |            |               |  |                     | Y / N          |  | Y / N   |
|                          |       |                      |            |               |  |                     | Y / N          |  | Y / N   |
|                          |       |                      |            |               |  |                     | Y / N          |  | Y / N   |
|                          |       |                      |            |               |  |                     | Y / N          |  | Y / N   |
|                          |       |                      |            |               |  |                     | Y / N          |  | Y / N   |
|                          |       |                      |            |               |  |                     | Y / N          |  | Y / N   |

## **Appendix E**

### **SAMPLE CONTRACT**

(continued next page)

Note: Any proposed changes to this contract will be discussed after the initial review of applications submitted. Proposers may also submit their own contract for consideration. AHA reserves the right to negotiate the contract terms and prefers that proposers utilize the AHA contract. A separate contract will be issue for each property except the “Scattered Sites”. Contracts will be with AHA, or one of its affiliates.

## CONSULTANT SERVICES CONTRACT

**THIS CONSULTANT SERVICES CONTRACT** ("Agreement"), entered into this \_\_\_\_ day of \_\_\_\_\_, 2021 ("Effective Date"), by and between the HOUSING AUTHORITY OF THE CITY OF ALAMEDA, a public body corporate and politic (hereinafter referred to as "AHA"), and \_\_\_\_\_, a \_\_\_\_\_ whose address is \_\_\_\_\_, (hereinafter referred to as "Consultant"), is made with reference to the following:

### RECITALS:

A. AHA is a Housing Authority duly created, established, and authorized to transact business and exercise its powers, all under and pursuant to the provisions of the Housing Authorities Law which is Part 2 of Division 24 of the California Health and Safety Code commencing with Section 34200 et seq.

B. Pursuant to the Housing Authorities Law, AHA is authorized to make and execute contracts and other instruments necessary or convenient to exercise its powers.

C. AHA has determined that it requires professional services for \_\_\_\_\_.

D. Consultant is specially trained, experienced, and competent to perform the special services which will be required by this Agreement.

E. Consultant represents that it possesses the skill, experience, ability, background, applicable certification and knowledge to provide the services described in this Agreement on the terms and conditions described herein.

F. AHA and Consultant desire to enter into an agreement to provide the subject services as discussed in more detail below.

NOW, THEREFORE, in consideration of performance by the parties of the promises, covenants, and conditions herein contained, the parties hereto agree as follows:

1. **TERM.**

The term of this Agreement shall commence on the Effective Date and end on \_\_\_\_\_, 2021 unless extended, as discussed herein, or terminated earlier as provided in Paragraph 20 below ("Term"). The parties may choose by mutual agreement to extend the term of this Agreement up to a maximum of 60 months (5 years total) and shall do so by executing a written amendment to the Agreement. All indemnification and hold harmless provisions in this Agreement shall survive the termination of this Agreement.

2. **SERVICES TO BE PERFORMED.**

2.1 Consultant shall provide the following services to AHA, (i) those services outlined and specified in the Scope of Services attached hereto as Exhibit A and incorporated herein by this reference; and (ii) those services outlined and specified in Consultant's accepted bid proposal attached hereto as Exhibit B and incorporated herein by this reference, all at the not to exceed fee stated in Paragraph 3 below. In the event of any inconsistencies between Consultant's accepted bid proposal and this Agreement, the terms of this Agreement shall govern.

2.2 Consultant represents that it has the skills, experience, and knowledge necessary to fully and adequately perform under this Agreement, and AHA relies upon this representation. Consultant shall perform to the satisfaction of AHA, and Consultant shall perform the services and duties in conformance to and consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Consultant further represents and warrants to AHA that it has all licenses, permits, qualifications and approvals of whatever nature are legally required to practice its profession. Consultant further represents that it shall keep all such licenses and approvals in effect during the Term of this Agreement.

2.3 Consultant affirms that it is fully apprised of all of the work to be performed under this Agreement; and Consultant agrees it can properly perform this work for the fee stated in Paragraph 3. Consultant shall not perform services or provide products that are not set forth in this Agreement, unless by prior written request of AHA.

2.4 Consultant agrees to perform all services hereunder in a manner commensurate with the prevailing standards of like professionals in the San Francisco Bay Area and agrees that all services shall be performed by qualified and experienced personnel who are not employed by the AHA nor have any contractual relationship with AHA.

2.5 Acceptance by AHA of Consultant's performance under this Agreement does not operate as a release of Consultant's responsibility for full compliance with the terms of this Agreement.

### 3. **COMPENSATION TO CONSULTANT.**

3.1 AHA shall pay the Consultant for services performed, products provided and expenses incurred for the Scope of Services defined in Exhibit A, and according to the Fee Schedule set forth in Exhibit B. Maximum payment by AHA to Consultant for the services provided herein shall not exceed [SPELL OUT] (\$\_\_\_\_\_.00), including all expenses ("Contracted Amount"). AHA shall not be responsible for any fees or costs incurred above or beyond the aforementioned Contracted Amount and AHA shall have no obligation to purchase any specified amount of services or products, unless agreed to in writing by AHA pursuant to Paragraph 4 below. Consultant shall invoice AHA for the services performed pursuant to the Scope of Services attached hereto as Exhibit A, at the rates, inclusive of all taxes, insurance, benefits, wages, profit, overhead, and every other personnel cost borne by Consultant, set forth in the Scope of Services attached hereto as Exhibit A; provided, however, in no event shall any and all costs paid under this Agreement exceed the Contracted Amount.

3.2 CONSULTANT shall be paid only in accordance with an invoice submitted to AHA by Consultant. AHA shall pay the invoice within thirty (30) working days from the date of receipt of the invoice. Payment shall be made to Consultant only after services have been rendered or delivery of

materials or products, and acceptance has been made by AHA. For this Agreement, invoices can be submitted by email to primary contact (below) with a copy to [accountspayable@alamedahsg.org](mailto:accountspayable@alamedahsg.org) or on the AHA's vendor portal.

Housing Authority of the City of Alameda

701 Atlantic Avenue

Alameda, CA 94501-2161

ATTN: \_\_\_\_\_

(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Each invoice shall contain a minimum of the following information: invoice number and date; remittance address; itemization of the description of the work performed (hourly rate and extensions, if applicable), the date of performance, the associated time for completion; and an invoice total.

All contracts over \$25,000 are required to be paid via Electronic Funds Transfer (EFT)/Automated Clearing House (ACH) disbursements. The required forms can be found on the website or by contacting Finance at 510-747-4315.

**4. ALTERATION OR CHANGES TO THE AGREEMENT.**

No alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto. No additional services shall be performed by Consultant without a written amendment to this Agreement.

Consultant understands that AHA's Board of Commissioners, Executive Director, or designee, within their delegated authority, are the only authorized AHA representatives who may at any time, by written order, make any alterations within the general scope of this Agreement.

**5. INSPECTION OF SERVICES.**

All performances under this Agreement shall be subject to inspection by AHA. Consultant shall provide adequate cooperation to AHA representatives to permit him/her to determine Consultant's conformity with the terms of this Agreement. If any services performed or products provided by Consultant are not in conformance with the terms of this Agreement, AHA shall have the right to require Consultant to perform the services or provide the products in conformance with the terms of this Agreement at no additional cost to AHA. When the services to be performed or the products to be provided are of such nature that the difference cannot be corrected, AHA shall have the right to: (1) require Consultant immediately to take all necessary steps to ensure future performance in conformity with the terms of this Agreement; and/or (2) if applicable, reduce the Contract Price to reflect the reduced value of the services performed or products provided. AHA may also terminate this Agreement for default and charge to Consultant any costs incurred by AHA because of Consultant's failure to perform.

Consultant shall establish adequate procedures for self-monitoring to ensure proper performance under this Agreement; and shall permit an AHA representative to monitor, assess or evaluate Consultant's performance under this Agreement at any time upon reasonable notice to Consultant.

6. **TIME IS OF THE ESSENCE.**

Consultant and AHA agree that time is of the essence regarding the performance of this Agreement.

7. **INDEPENDENT CONTRACTOR.**

The Consultant is, for purposes relating to this Agreement, an independent contractor and shall not be deemed an employee of AHA. It is expressly understood and agreed that the Consultant (including its employees, agents and subcontractors) shall in no event be entitled to any benefits to which AHA's employees are entitled, including but not limited to overtime, any retirement benefits, injury leave or unemployment insurance, workers' compensation coverage, vacation, and/or sick leave. Deductions shall not be made for any state or federal taxes, FICA payments, PERS payments, or other purposes normally associated with an employer-employee relationship from any fees due Consultant. Payments of the above items, if required, are the responsibility of Consultant. The manner and means of conducting the work are under the control of Consultant, except to the extent they are limited by statute, rule or regulation and the express terms of this Agreement. No right of employment will be acquired by virtue of Consultant's services. There shall be no employer-employee relationship between the parties; and Consultant shall hold AHA harmless from any and all claims that may be made against AHA based upon any contention by a third party that an employer-employee relationship exists by reason of this Agreement. It is further understood and agreed by the parties that Consultant in the performance of this Agreement is subject to the control or direction of AHA merely as to the results to be accomplished and not as to the means and methods for accomplishing the results.

AHA and Consultant agree that during the term of this Agreement and for a period of one year after termination, the parties shall not solicit for employment, hire, or retain, whether as an employee or independent contractor, any person who is or has been employed by the other without written agreement by the other party.

8. **IMMIGRATION REFORM AND CONTROL ACT (IRCA).**

Consultant assumes any and all responsibility for verifying the identity and employment authorization of all of its employees performing work hereunder, pursuant to all applicable IRCA or other federal or state rules and regulations. Consultant shall indemnify and hold AHA harmless from and against any loss, damage, liability, costs or expenses arising from any noncompliance of this provision by Consultant.

9. **NON-DISCRIMINATION.**

Consistent with AHA's policy that harassment and discrimination are unacceptable conduct and will not be tolerated, Consultant shall not be discriminate in the provision of services, allocation of benefits, accommodation in facilities, or employment of personnel on the basis of ethnic group identification, race, religious creed, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, pregnancy, sex, age, gender identity, or marital status in the performance of this Agreement; and, to the extent they shall be found to be applicable hereto, shall comply with the provisions of the California Fair Employment Practices Act (commencing with Section 1410 of the Labor Code), the Federal Civil Rights Act of 1964 (P.L. 88-352), the Americans with Disabilities Act of 1990 (42 U.S.C. S1210 et seq.) and all other applicable laws or regulations. Consultant agrees that any and all violations of this provision shall constitute a breach of this Agreement.



10. **INDEMNIFICATION/HOLD HARMLESS.**

10.1 Consultant shall indemnify and hold harmless AHA, its affiliates, its directors, officers, Board of Commissioners, Board of Directors, elected and appointed officials, employees, agents and representatives (individually and collectively hereinafter referred to as "Indemnitees") from any liability whatsoever, based or asserted upon any act, omission, or services of Consultant, its officers, employees, subcontractors, independent contractors, agents or representatives arising out of or in any way relating to this Agreement, including but not limited to property damage, bodily injury, or death (AHA employees included), or any other element of damage of any kind or nature whatsoever, relating to or in any way connected with or arising from the performance of Consultant, its officers, employees, subcontractors, independent contractors, agents or representatives from this Agreement. Consultant shall defend, at its sole expense, all costs and fees including, but not limited to, attorney fees, cost of investigation, defense and settlements or awards, the Indemnitees in any claim or legal action based upon such alleged acts or omissions.

10.2 With respect to any action or claim subject to indemnification herein by Consultant, Consultant shall, at their sole cost, have the right to use counsel of their own choice and shall have the right to adjust, settle, or compromise any such action or claim without the prior consent of AHA; provided, however, that any such adjustment, settlement or compromise in no manner whatsoever limits or circumscribes Consultant's indemnification to Indemnitees as set forth herein. Consultant's obligation hereunder shall be satisfied when Consultant has provided to AHA the appropriate form of dismissal relieving AHA from any liability for the action or claim involved.

10.3 The specified insurance limits required in this Agreement shall in no way limit or circumscribe Consultant's obligations to indemnify and hold harmless the Indemnitees herein from third party claims.

10.4 AHA does not, and shall not, waive any rights that it may possess against Consultant because of acceptance by AHA, or the deposit with AHA, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless, indemnification and defense provision shall apply regardless of whether or not any insurance policies determined to be applicable to the claim, demand, damage, liability, loss, cost or expense. The indemnity obligations of Consultant contained in this Agreement shall survive the termination and expiration of this Agreement.

11. **INSURANCE.**

Without limiting or diminishing the Consultant's obligation to indemnify or hold the AHA harmless, Consultant shall procure and maintain or cause to be maintained, at its sole cost and expense. the following insurance coverage's during the term of this Agreement. On or before the commencement of the terms of this Agreement, Consultant shall furnish AHA with certificates showing the type, amount, class of operations covered, effective dates and dates of expiration of insurance coverage in compliance with Appendix C.

A. **WAIVER OF SUBROGATION:**

Consultant hereby grants to AHA a waiver of any right to subrogation which any insurer of said Consultant may acquire against AHA by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether AHA has received a waiver of subrogation endorsement from the Insurer.

B. **FAILURE TO SECURE:**

If Consultant, at any time during the term hereof, should fail to secure or maintain the foregoing insurance, AHA shall be permitted to obtain such insurance in the Consultant's name or as an agent of the Consultant and shall be compensated by the Consultant for the costs of the insurance premiums at the maximum rate permitted by law and computed from the date written notice is received that the premiums have not been paid.

C. **SUFFICIENCY OF INSURANCE:**

The insurance limits required by AHA are not represented as being sufficient to protect Consultant. Consultant is advised to consult Consultant's insurance broker to determine adequate coverage for Consultant.

Consultant shall pass down the insurance obligations contained herein to all tiers of subcontractors working under this Agreement.

Consultant agrees to notify AHA in writing of any claim by a third party or any incident or event that may give rise to a claim arising from the performance of this Agreement.

12. **CONFLICT OF INTEREST.**

No employee, agent, contractor, officer or official of AHA who exercises any functions or responsibilities with respect to this Agreement or who is in a position to participate in a decision-making process or gain inside information with regard to it, shall obtain a personal or financial interest in or benefit from any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for himself or herself or for those with whom they have family or business ties, during his or her tenure or for one (1) year thereafter. The term "contractor" also includes the employees, officers (including board members), agents and subcontractors of Consultant under this Agreement.

Consultant covenants that it presently has no interest, including, but not limited to, other projects or contracts, and shall not acquire any such interest, direct or indirect, which would conflict in any manner or degree with Consultant's performance under this Agreement. Consultant further covenants that no person or subcontractor having any such interest shall be employed or retained by Consultant under this Agreement. Consultant agrees to inform AHA of all Consultant's interests, if any, which are or may be perceived as incompatible with the AHA's interests.

Consultant shall not, under circumstances which could be interpreted as an attempt to influence the recipient in the conduct of his/her duties, accept any gratuity or special favor from individuals or firms with whom Consultant is doing business or proposing to do business, in accomplishing the work under this Agreement.

Consultant or its employees shall not offer gifts, gratuity, favors, and entertainment directly or indirectly to AHA employees.

In order to carry out the purposes of this section, Consultant shall incorporate, or cause to be incorporated, in all contracts and subcontracts relating to activities pursuant to this Agreement, a provision similar to that of this section.

Consultant warrants that it is not a conflict of interest for Consultant to perform the services required by this Agreement. Consultant further understands that it may be required to fill out a Statement of Economic Interests, a form provided by the California Fair Political Practices Commission, if the services provided under this Agreement require Consultant to make certain governmental decisions or serve in a staff capacity as defined in Title 2, Division 6, Section 18700 of the California Code of Regulations.

13. **PROHIBITION AGAINST ASSIGNMENTS.**

Consultant shall not assign, sublease, hypothecate, or transfer this Agreement or any interest therein directly or indirectly, by operation of law or otherwise without prior written consent of AHA. Any attempt to do so without said consent shall be null and void, and any assignee, sub lessee, hypothecate or transferee shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer. However, claims for money by Consultant from AHA under this Agreement may be assigned to a bank, trust company or other financial institution without prior written consent, but written notice of such assignment shall be promptly furnished to AHA by Consultant.

The sale, assignment, transfer or other disposition of any of the issued and outstanding capital stock of Consultant, or of the interest of any general partner or joint venturer or syndicate member or cotenant if Consultant is a partnership or joint venture or syndicate or co tenancy, which shall result in changing the control of Consultant, shall be construed as an assignment of this Agreement. Control means fifty percent (50%) or more of the voting power of the corporation.

14. **SUBCONTRACTOR APPROVAL.**

Unless prior written consent from AHA is obtained, only those people and subcontractors whose names are attached to this Agreement shall be used in the performance of this Agreement. In the event that Consultant employs subcontractors, such subcontractors shall be required to furnish proof of worker's compensation insurance and shall also be required to carry general, automobile and professional liability insurance in reasonable conformity to the insurance carried by Consultant. In addition, any work or services subcontracted hereunder shall be subject to each provision of this Agreement.

15. **PERMITS AND LICENSES.**

Consultant shall comply with all State or other licensing requirements, including but not limited to the provisions of Chapter 9 of Division 3 of the Business and Professions Code. All licensing requirements shall be met at the time proposals are submitted to AHA, including, but not limited to a City of Alameda business license. Consultant warrants that it has all necessary permits, approvals, certificates, waivers and exemptions necessary for performance of this Agreement as required by the laws and regulations of the United States, the State of California, the County of Alameda, the City of Alameda and all other governmental agencies with jurisdiction, and shall maintain these throughout the term of this Agreement relative to the Scope of Services to be performed under Exhibit A, and that service(s) will be performed by properly trained and licensed staff.

16. **REPORTS.**

Each and every report, draft, work product, map, record and other document, hereinafter collectively referred to as "Report" reproduced, prepared or caused to be prepared by Consultant pursuant to or in connection with this Agreement shall be the exclusive property of AHA. Consultant shall not copyright any Report required by this Agreement and shall execute appropriate documents

to assign to AHA the copyright to Reports created pursuant to this Agreement. Any Report, information and data acquired or required by this Agreement shall become the property of AHA, and all publication rights are reserved to AHA.

All Reports prepared by Consultant may be used by AHA in execution or implementation of:

- (1) The original Project for which Consultant was hired;
- (2) Completion of the original Project by others;
- (3) Subsequent additions to the original project; and/or
- (4) Other AHA projects as appropriate.

Consultant shall, at such time and in such form as AHA may require, furnish reports concerning the status of services required under this Agreement.

All Reports required to be provided by this Agreement shall be printed on recycled paper. All Reports shall be copied on to both sides of the paper except for one original which shall be single sided.

No Report, information nor other data given to or prepared or assembled by Consultant pursuant to this Agreement shall be made available to any individual or organization by Consultant without prior approval by AHA

**17. RECORDS.**

Consultant shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by AHA that relate to the performance of services under this Agreement. Consultant shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall provide free access to the representatives of AHA or its designees to such books and records at proper times; and gives AHA the right to examine and audit same, and to make transcripts there from as necessary, and to allow inspection of all work, data, documents, proceedings and activities related to this Agreement. Such records, together with supporting documents, shall be kept separate from other documents and records and shall be maintained for a period of five (5) years after receipt of final payment.

**18. NOTICES.**

All notices, demands, requests or approvals to be given under this Agreement shall be given in writing and conclusively shall be deemed served when delivered personally or on the second business day after the deposit thereof in the United States mail, postage prepaid, registered or certified, addressed as hereinafter provided.

All notices, demands, requests or approvals from Consultant to AHA shall be addressed to AHA at:

Housing Authority of the City of Alameda  
701 Atlantic Avenue  
ALAMEDA CA 94501-2161  
Attention: Vanessa Cooper, Executive Director

All notices, demands, requests, or approvals from AHA to Consultant shall be addressed to Consultant at:

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19. **NO SMOKING, DRINKING OR RADIO USE.**

Consultant agrees and acknowledges that smoking, drinking alcoholic beverages, and listening to radios is prohibited at any AHA site, including individual units, common areas, and every building and adjoining grounds. Consultant shall ensure that his/her employees and suppliers comply with these prohibitions.

20. **TERMINATION.**

AHA may, by written notice to Consultant, terminate this Agreement in whole or in part at any time, with or without cause, upon seven (7) days advance written notice. Such termination may be for AHA's convenience or because of Consultant's failure to perform its duties and obligations under this Agreement including, but not limited to, the failure of Consultant to timely perform services pursuant to this Agreement, including, but not limited to the Scope of Services attached as Exhibit A.

20.1 Discontinuance of Services. Upon termination, Consultant shall, unless otherwise directed by the notice, discontinue all services, and deliver to the AHA all data, estimates, graphs, summaries, reports, and other related materials as may have been prepared or accumulated by Consultant in performance of services, whether completed or in progress.

20.2 Effect of Termination for Convenience. If the termination is to be for the convenience of AHA, then AHA shall compensate Consultant for services satisfactorily provided through the date of termination. Consultant shall provide documentation deemed adequate by AHA to show the services actually completed by Consultant prior to the date of termination, no later than 30 days after the date of termination. This Agreement shall terminate on the date of the written Notice of Termination delivered to Consultant.

20.3 Effect of Termination for Cause. In the event Consultant hereto fails or refuses to perform any of the provisions hereof at the time and in the manner required hereunder, Consultant shall be deemed in default in the performance of this Agreement. If such default is not cured within a period of two (2) days after receipt by Consultant from AHA of written notice of default, specifying the nature of such default and the steps necessary to cure such default, AHA may terminate the Agreement forthwith by giving to the Consultant written notice thereof. If the termination is due to the failure of Consultant to fulfill its obligations under this Agreement, Consultant shall be compensated for those services which have been completed in accordance with this Agreement and accepted by the AHA. In such case, AHA may take over the work and prosecute the same to completion by contract or otherwise. Further, Consultant shall be liable to AHA for any reasonable additional costs incurred by AHA to revise work for which AHA has compensated Consultant under this Agreement, but which AHA has determined in its sole discretion needs to be revised in part or whole to complete the project. Prior to discontinuance of services, AHA may arrange for a meeting with Consultant to determine what steps, if any, Consultant can take to adequately fulfill its requirements under this

Agreement. In its sole discretion, AHA may propose an adjustment to the terms and conditions of the Agreement, including the contract price. Such contract adjustments, if accepted in writing by the parties, shall become binding on Consultant and shall be performed as part of this Agreement. Termination of this Agreement for cause may be considered by AHA in determining whether to enter into future agreements with Consultant.

20.4 Notwithstanding any of the provisions of this Agreement, Consultant's rights under this Agreement shall terminate (except for fees accrued prior to the date of termination) upon dishonesty, or a willful or material breach of this Agreement by Consultant, or in the event of Consultant's unwillingness or inability for any reason whatsoever to perform the duties hereunder, or if the Agreement is terminated pursuant to this Paragraph 20. In such event, Consultant shall not be entitled to any further compensation under this Agreement.

20.5 Cumulative Remedies. The rights and remedies of the parties provided in this Paragraph are in addition to any other rights and remedies provided by law, equity or under this Agreement.

21. **FORCE MAJEURE.**

If either party is unable to comply with any provision of this Agreement due to causes beyond its reasonable control, and which could not have been reasonably anticipated, such as Acts of God, acts of war, civil disorders, or other similar acts, such party shall not be held liable for such failure to comply, provided the other party receives written notice of such force majeure event no later than fourteen (14) calendar days after commencement of such force majeure event.

22. **COMPLIANCES.**

Consultant shall comply with all state and federal laws, all City of Alameda ordinances, and all rules and regulations enacted or issued by AHA. In the event that the Consultant encounters a potential conflict between state, federal or local law, Consultant shall inform AHA and AHA shall direct Consultant on proper course of action.

23. **GOVERNING LAW; SEVERABILITY.**

This Agreement shall be interpreted under and enforced by the laws of the State of California excepting any choice of law rules which may direct the application of laws of another jurisdiction. The Agreement and obligations of the parties are subject to all valid laws, orders, rules, and regulations of the authorities having jurisdiction over this Agreement (or the successors of those authorities.) Any suits brought pursuant to this Agreement shall be filed with the Courts of the County of Alameda, the State of California, and the parties waive any provision of law providing for a change of venue to another location. In the event any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

24. **NONCONFORMING PAYMENTS.**

In the event Consultant receives payment under this Agreement which is later disallowed by AHA for nonconformance with the terms of the Agreement, Consultant shall promptly refund the disallowed amount to AHA on request; or at its option AHA may offset the amount disallowed from any payment due to Consultant.

25. **NO PARTIAL DELIVERY OF SERVICES.**

Consultant shall not provide partial delivery or shipment of services or products unless specifically stated in the Agreement.

26. **LABOR STANDARDS.**

Consultant shall comply with all requirements of the Occupational Safety and Health Administration (OSHA) standards and codes as set forth by the U.S. Department of Labor and the State of California (Cal/OSHA).

27. **SOCIAL MEDIA/ADVERTISEMENT.**

Consultant shall not post, exhibit, display or allow to be posted, exhibited, or displayed any information, signs, advertising, show bills, lithographs, posters or cards of any kind pertaining to the services performed under this Agreement unless prior written approval has been secured from AHA to do otherwise. This prohibition includes, but is not limited to, posting any information as to this Agreement and Consultant's relationship with AHA on Facebook, Twitter, LinkedIn, Yelp, Instagram and any other social media.

28. **CONFIDENTIALITY.**

28.1. **Definition.** Consultant shall observe all Federal, State and AHA regulations concerning confidentiality of records. Consultant shall not use for personal gain or make other improper use of privileged or confidential information which is acquired in connection with this Agreement. The term "privileged or confidential information" includes but is not limited to: any information or data obtained by Consultant relating to AHA clients and tenants and any opinions and conclusions based upon such information, unpublished or sensitive technological or scientific information; medical, personnel, or security records; anticipated material requirements or pricing/purchasing actions; AHA information or data which is not subject to public disclosure; AHA operational procedures; and knowledge of selection of contractors, subcontractors or suppliers in advance of official announcement, and any personally identifiable information protected under The Privacy Act of 1974(5 U.S.C. Section 552a), Section 6 of the Housing Act of 1937, The Freedom of Information Act (FOIA), 5 U.S.C. § 552, Section 208 of The E-Government Act, and HUD Notice PIH 2-15-06 issued on April 23, 2015.

28.2. **Nondisclosure and Nonuse Obligation.** Consultant agrees to perform all services hereunder in a manner commensurate with the prevailing standards of like professionals in the San Francisco Bay Area and agrees that all services shall be performed by qualified and experienced personnel who are not employed by the AHA nor have any contractual relationship with AHA. Consultant agrees that it will not use, disseminate, or in any way disclose any Confidential Information to any person, firm, or business, except that Consultant may use Confidential Information to the extent necessary to perform its obligations under this Agreement. Consultant agrees that it shall treat all Confidential Information with the same degree of care as the Consultant accords to its own Confidential Information, but in no case less than reasonable care. Consultant agrees that it shall disclose Confidential Information only to those of its employees who need to know such information, and the Consultant certifies that such employees have previously agreed, as a condition of employment, to be bound by terms and conditions applicable to Consultant under this Agreement. Consultant shall immediately give notice to AHA of any unauthorized use or disclosure of Confidential Information. For agreements involving information technology or access to agency data, the consultant shall be expected to use the same degree of care, but no less than a reasonable degree of care, to prevent the unauthorized

use, dissemination, or publication of the agency's information, as it uses to protect its own, including standard anti-virus/malware deployment.

28.3. **Exclusions from Nondisclosure and Nonuse Obligations.** The obligations under 28.2 ("Nondisclosure and Nonuse Obligation") shall not apply to such portion that Consultant can document was i) in the public domain at the time such portion was disclosed or used, or ii) was disclosed in response to a valid court order.

28.4. **Ownership and Return of Confidential Information and Other Materials.** All Confidential Information shall remain the property of the AHA. At AHA's request and no later than five (5) business days after such request, Consultant shall promptly destroy or deliver to AHA, at AHA's option, i) all materials furnished to Consultant, ii) all tangible media of expression in Consultant's possession or control to the extent that such tangible media incorporate any of the Confidential Information, and iii) written certification of the Consultant's compliance with such obligations under this sentence.

29. **WAIVER.**

Any waiver by AHA of any breach of any one or more of the terms of this Agreement shall not be construed to be a waiver of any subsequent or other breach of the same or of any other term of this Agreement. Failure on the part of AHA to require exact, full, and complete compliance with any terms of this Agreement shall not be construed as in any manner changing the terms or preventing AHA from enforcement of the terms of this Agreement.

30. **CAPTIONS.**

The captions in this Agreement are for convenience only, are not a part of the Agreement and in no way affect, limit or amplify the terms or provisions of this Agreement

31. **ADMINISTRATION.**

The AHA Executive Director (or designee) shall administer this Agreement on behalf of AHA and may issue all consents, approvals, directives, and agreements on behalf of AHA called for by this Agreement, except as otherwise expressly provided for in this Agreement.

32. **GENERAL.**

32.1 The Consultant shall comply with all applicable Federal, State, and local laws and regulations. The Consultant will comply with all applicable AHA policies and procedures. In the event that there is a conflict between the various laws or regulations that may apply, the Consultant shall comply with the more restrictive law or regulation.

32.2 Consultant represents and warrants that Consultant is registered to do business in the State of California with the California Secretary of State.

32.3 The parties to this Agreement acknowledge and agree that the provisions of this Agreement are for the sole benefit of AHA and Consultant, and not for the benefit, directly or indirectly, of any other person or entity, except as otherwise expressly provided herein.



32.4 Consultant acknowledges that AHA may enter into agreements with other consultants for services similar to the services that are the subject of this Agreement or may have its own employees perform services similar to the services contemplated by this Agreement.

32.5 Without limiting Consultant's hold harmless, indemnification and insurance obligations set forth herein, in the event any claim or action is brought against AHA relating to Consultant's performance or services rendered under this Agreement, Consultant shall render any reasonable assistance and cooperation which AHA shall require.

32.6 As used in this Agreement, the term Consultant also includes Consultant's owners, officers, employees, representatives, and agents.

### 33. **ADDITIONAL FEDERAL REQUIREMENTS.**

Whereas the work or services herein may be subject to applicable Federal, State, and local laws and regulations, including but not limited to the regulations pertaining to the Community Development Block Grant program (24 CFR Part 570) and the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (2 CFR Part 200). Consultant, contractors, its sub-contractors, consultants, and sub-consultants shall comply with, and are subject to, all applicable requirements as follows:

33.1 Equal Employment Opportunity - Compliance with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity", as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60): The Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. Consultant shall ensure that all qualified applicants shall receive consideration for employment without regard to race, color, religion, sex or national origin. The Consultant shall take affirmative action to ensure that applicants are employed and the employees are treated during employment, without regard to their race color, religion, sex, or national origin. Such actions shall include, but are not limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Consultant shall post in a conspicuous place, available to employees and applicants for employment, notices to be provided by AHA setting forth the provisions of this non-discriminating clause.

33.2 Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 276c): All contracts and subgrants in excess of \$2,000 for construction or repair awarded by recipients and subrecipients shall include a provision for compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874), as supplemented by Department of Labor regulations (29 CFR part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The recipient shall report all suspected or reported violations to the U.S. Department of Housing and Urban Development, (HUD).

33.3 Davis-Bacon Act, as amended (40 U.S.C. 276a to a-7): When required by Federal program legislation, all construction contracts awarded by the recipients and subrecipients of more than \$2000 shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) and as supplemented by Department of Labor regulations (29 CFR part 5, "Labor Standards

Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction”). Under this Davis-Bacon Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to HUD.

33.4 Contract Work Hours and Safety Standards Act (40 U.S.C. 327 through 333): Where applicable, all contracts awarded by recipients in excess of \$2000 for construction contracts and in excess of \$2500 for other contracts that involve the employment of mechanics or laborers shall include a provision for compliance with Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327–333), as supplemented by Department of Labor regulations (29 CFR part 5). Under Section 102 of the Contract Work Hours and Safety Standards Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard workweek of 40 hours. Work in excess of the standard workweek is permissible provided that the worker is compensated at a rate of not less than 1 1/2 times the basic rate of pay for all hours worked in excess of 40 hours in the workweek. Section 107 of the Contract Work Hours and Safety Standards Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

33.5 Rights to Inventions Made Under a Contract or Agreement: Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by HUD.

33.6 Rights to Data and Copyrights: Consultants and contractors shall comply with all applicable provisions pertaining to the use of data and copyrights pursuant to 48 CFR Part 27.4, Federal Acquisition Regulations (FAR).

33.7 Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended: Contracts and subgrants of amounts in excess of \$100,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to HUD and the Regional Office of the Environmental Protection Agency (EPA).

33.8 Byrd Anti-Lobbying Amendment (31 U.S.C. 1352): Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall

also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

33.9 Debarment and Suspension (Executive Orders (E.O.s) 12549 and 12689): No contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension," as set forth at 24 CFR part 33. This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees.

33.10 Drug-Free Workplace Requirements: The Drug-Free Workplace Act of 1988 (42 U.S.C. 701) requires grantees (including individuals) of federal agencies, as a prior condition of being awarded a grant, to certify that they will provide drug-free workplaces. Each potential recipient shall certify that it will comply with drug-free workplace requirements in accordance with the Drug-Free Workplace Act and with HUD's rules at 24 CFR part 24, subpart F.

33.11 Access to Records and Records Retention: Consultant, and any sub-consultants or sub-contractors, shall allow all duly authorized Federal, State, and/or AHA officials or authorized representatives access to the work area, as well as all books, documents, materials, papers, and records of Consultant, and any sub-consultants or sub-contractors, that are directly pertinent to a specific program for the purpose of making audits, examinations, excerpts, and transcriptions. The Consultant, and any sub-consultants or sub-contractors, further agree to maintain and keep such books, documents, materials, papers, and records, on a current basis, recording all transactions pertaining to this Agreement in a form in accordance with generally acceptable accounting principles. All such books and records shall be retained for such periods of time as required by law, provided, however, notwithstanding any shorter periods of retention, all books, records, and supporting detail shall be retained for a period of at least four (4) years after the expiration of the term of this Agreement.

33.12 Federal Employee Benefit Clause: No member of or delegate to the congress of the United States, and no resident commissioner shall be admitted to any share or part of this Agreement or to any benefit to arise from the same.

33.13 Energy Efficiency: Mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94A 163, 89 Stat. 871).

34. **NONLIABILITY OF AHA OFFICIALS AND EMPLOYEES.**

No member, official employee or consultant of AHA shall be personally liable to the Consultant, or any successor in interest, in the event of any default or breach by AHA or for any amount which may become due to the Consultant or to its successor, or on any obligation under the terms of this Agreement.

35. **ENTIRE AGREEMENT.**

This Agreement, including any attachments or exhibits, constitutes the entire Agreement of the parties with respect to its subject matter and supersedes all prior and contemporaneous representations, proposals, discussions and communications, whether oral or in writing. This Agreement may be changed or modified only by a written amendment signed by authorized representatives of both parties.

36. **AUTHORITY TO SIGN.**

Consultant hereby represents that the persons executing this Agreement on behalf of Consultant have full authority to do so and to bind Consultant to perform pursuant to the terms and conditions of this Agreement.

37. **EXHIBITS.** The following exhibits are attached hereto and incorporated herein by this reference:

- i. Exhibit A – Scope of Services
- ii. Exhibit B – Fee Schedule
- iii. Exhibit C – Insurance Requirements for Consultants
- iv. Exhibit D – Copy of RFP No. \_\_\_\_\_.
- v. Exhibit F – Copy of consultant's Proposal/Response to RFP No. \_\_\_\_\_, submitted to the AHA
- vi. Exhibit E – Form HUD-5370-C (01/2014), General Conditions for Non-Construction Contracts.