

REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES FOR HOUSING AUTHORITY
OF THE CITY OF ALAMEDA
PMRFQ 09192022



Housing Authority
of the
City of Alameda

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701 Atlantic Avenue • Alameda, California 94501-2161

**REQUEST FOR QUALIFICATIONS (RFQ)
FOR ARCHITECTURAL SERVICES:
New Construction, Multifamily
Renovation, Adaptive Reuse,
Alameda Housing Authority
Office and Maintenance Garage
Conversion and Hotel Conversion**

Issued: 9/19/2022

**The Housing Authority of the City of Alameda
701 Atlantic Avenue
Alameda, CA 94501**

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INTRODUCTION

The Housing Authority of the City of Alameda ("AHA") is a public body corporate and politic that was formed in 1940 to provide housing assistance to low-income families within the City of Alameda. The AHA is headed by an Executive Director (ED) and is governed by a seven-person Board of Commissioners and is subject to the requirements of Title 24 of the Code of Federal Regulations ("CFR"), Housing Authorities Law (Part 2 of Division 24 of the California Health and Safety Code commencing with Section 34200 et seq.), other U.S. Department of Housing and Urban Development ("HUD") rules and regulations, and AHA's Procurement Policy.

The AHA has two affiliates, Alameda Affordable Housing Corporation (AAHC) and Island City Development (ICD) and several limited partnerships. Unless otherwise stated, this solicitation is for all AHA affiliated entities.

Currently, the AHA has an Annual Contributions Contract to administer 1885 tenant-based Housing Choice Vouchers, which includes 338 Project-Based Vouchers and allocations for the Family Unification Program (FUP), the Veterans Affairs Supportive Housing (VASH), the Non-Elderly Disabled (NED), and Family Self-Sufficiency (FSS) programs.

The AHA is also tasked with housing at least 14 Shelter-Plus Care Vouchers and 30 Moderate Rehabilitation households. The AHA does not operate any Public Housing units. The AHA currently owns units but is transitioning ownership of those approximately 570 units to the Alameda Affordable Housing Corporation (AAHC), an affiliate of the AHA. The AHA manages 251 units while the remainder of the portfolio with AHA and AAHC are managed by a 3rd-party management company. The AHA currently has approximately 55 employees.

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.

The AHA is soliciting and accepting proposals from qualified, licensed, and insured consultants or companies, demonstrating their qualifications, past performance and interest for this work, to create a pool of one or more qualified consultants. Experience working with affordable housing funding sources and requirements is preferred. The term "Proposer" used herein shall mean proposers, partnerships, corporations, associations, or professional organizations.

Details regarding this Request for Proposals, specifications, and submittal requirements are set forth in this RFQ document and any attachments or amendments to it, which can also be accessed online at www.alamedahsg.org/working_with_us/business_opportunities. Proposals made in response to this solicitation must conform to all of the required specifications outlined within this document and any designated attachments or amendments in their entirety.

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RFQ INFORMATION AT A GLANCE

AHA CONTACT PERSON ("RFQ MANAGER" OR "RM"):	Joseph Nagel, Construction Project Manager E-MAIL: jnagel@alamedahsg.org PHONE: (510) 747-4340
HOW TO OBTAIN THE RFQ DOCUMENTS:	ONLINE AT: WWW.ALAMEDAHSG.ORG/WORKING_WITH_US/BUSINESS_OPPORTUNITIES OR VIA E-MAIL FROM THE AHA CONTACT PERSON LISTED ABOVE.
DATE FOR NON-MANDATORY BID WALK	<u>Friday, October 7, 2022, AT 1:00 P.M.</u> (10/7/2022) @ Project Site Location - 701 Atlantic Ave., Alameda, Ca. 94501
DEADLINES FOR SUBMITTING QUESTIONS AND REQUEST FOR INTERPRETATIONS (RFI) INCLUDING ANY MODIFICATIONS TO AHA CONTRACT LANGUAGE OR SCOPE OF SERVICE:	<u>Friday, October 21, 2022, AT 4:00 P.M.</u> (10/21/2022) RESPONSES TO QUESTIONS WILL BE POSTED ON THE AHA WEBSITE WITHIN THREE (3) BUSINESS DAYS.
HOW TO FULLY RESPOND TO THIS RFQ BY SUBMITTING A PROPOSAL:	PER INSTRUCTIONS WITHIN SECTION 4.0 OF THIS RFQ DOCUMENT, SUBMIT ONE (1) ORIGINAL ELECTRONIC PROPOSAL TO THE AHA BY THE DUE DATE.
PROPOSAL SUBMITTAL RETURN LOCATION AND DEADLINE:	<u>Monday, November 14, 2022, AT 4:00 P.M.</u> (11/14/2022) PROPOSALS SHALL BE SUBMITTED ELECTRONICALLY BY THE DUE DATE TO: jnagel@alamedahsg.org .
NOTE: AHA reserves the right to deviate from this timeline and/or modify the Scope of Service at any time.	NOTICES OF ANY SUCH DECISIONS OR MODIFICATIONS WILL BE LOCATED AT: WWW.ALAMEDAHSG.ORG/WORKING_WITH_US/BUSINESS_OPPORTUNITIES

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1.0 AHA'S RESERVATION OF RIGHTS.

- 1.1. Right to Reject, Waive or Terminate the RFQ.** The AHA reserves the right to reject any or all proposals, to waive any informality in the RFQ process, or to terminate the RFQ process at any time, in its sole and absolute discretion, if deemed by the AHA to be in its best interests.
- 1.2. Right Not to Award.** The AHA reserves the right not to award a contract pursuant to this RFQ.
- 1.3. Right to Terminate.** The AHA reserves the right to terminate a contract awarded pursuant to this RFQ, at any time for its convenience upon 5 business day's written notice to the successful Proposer(s).
- 1.4. Right to Determine Time and Location.** The AHA reserves the right to determine the days, hours and locations that the successful Proposer shall provide services called for in this RFQ.
- 1.5. Right to Determine Financial Responsibility and Viability.** The AHA reserves the right to require of each Proposer, information regarding financial responsibility and viability or such other information as the AHA determines is necessary to ascertain whether a proposal is in fact the lowest responsive and responsible proposal submitted.
- 1.6. Right to Retain Written Proposals.** The AHA reserves the right to retain all written proposals submitted to AHA by all Proposers in response to this RFQ, and not permit the withdrawal of same for a period of 60 calendar days subsequent to the deadline for receiving said proposals. The AHA may permit the withdrawal of proposals if requested in writing by the Proposer and such request is approved in writing by the RFQ Manager for this RFQ in his/her sole and absolute discretion.
- 1.7. Right to Negotiate Fees.** The AHA reserves the right to negotiate the fees proposed by the successful Proposer.
- 1.8. No Obligation to Compensate.** The AHA shall have no obligation to compensate any Proposer for any costs incurred in responding to this RFQ.
- 1.9. Right to Amend Prior to Award.** The AHA reserves the right to, prior to award, revise, change, alter or amend any of the instructions, terms, conditions, and/or specifications identified within the RFQ documents issued, within any attachment or drawing, or within any addenda issued. All addenda will be posted on the AHA's website www.alamedahsq.org ("System"). Such changes that are issued before the bid submission

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deadline shall be binding upon all prospective bidders. AHA also reserves the right to amend the form of standard AHA contract any time prior to contract execution.

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- 1.10. Right to Reject Any Proposal.** The AHA reserves the right, in its sole discretion, to reject and not consider any proposal that does not meet the requirements of this RFQ, including but not limited to untimely, or incomplete proposals or proposals offering alternate or non-requested services.
- 1.11. Right to Prohibit Further Participation.** The AHA shall reserve the right, at any time during the RFQ or contract process, to prohibit any further participation by a Proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein. By accessing the System and downloading this document, each Proposer is thereby agreeing to abide by all terms and conditions listed within this document and within the System; provided however, in the event a Proposer disagrees with any of the terms contained in this RFQ, a Proposer shall have the right to notify the RM in writing within 5 business days of the discovery of any item listed herein or of any item that is issued thereafter by the AHA and ask for clarification or revision. If the RM agrees, the clarification or revision can be addressed in an addendum. Failure to abide by this time frame shall relieve the AHA, but not the Proposer, of any responsibility pertaining to such issue.
- 1.12. Public Disclosure of Proposal Documents.** To the extent applicable, documents submitted in connection with this RFQ may be subject to disclosure pursuant to the California Public Records Act (California Government Code Section 6250 et seq.).

2.0 GENERAL/ TECHNICAL SPECIFICATIONS.

The Housing Authority of the City of Alameda (AHA) is seeking proposals from qualified Proposers to provide the services listed in the scope of work set forth in Exhibit "D", attached hereto.

- 2.1. Proposed Term.** AHA anticipates that the proposed term for the proposed service will be for a period of up to five years.
- 2.2. Number of Proposers to be Selected.** The AHA will choose one (1) or more successful Proposers to provide the services contemplated in this RFQ.
- 2.3. Funding.** The work to be performed upon successful award of this RFQ will be funded with federal funds.
- 2.4. Federal Requirements.** The scope of work to be performed shall be subject to the Federal requirements set forth in Exhibit "F", attached hereto.

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- 2.5. Form of Contract.** By responding to this RFQ and submitting a proposal, the Proposer acknowledges and agrees that in connection with this RFQ, AHA may only execute a contract prepared by AHA, which is substantially approved as to form and substance by AHA. As provided further within Section 6.0 herein, the AHA WILL NOT normally execute the successful Proposer's contract form; the contract will **normally** be executed on the AHA's form only (please see Attachment B), and all specifications listed within the subject AHA contract will generally be the same specifications listed within the Scope of Services in Section 3.0. Any Proposer that does not feel that these listed specifications are reasonable or complete shall address such with the AHA in writing at the time Proposer submits its proposal in accordance with the posted submittal deadline. Once the proposal deadline has passed, the proposer cannot request additional changes. AHA may consider, in its sole discretion, all or a portion a Proposer's alternative contract form, provided such proposed alternative contract form is submitted to AHA as part of Proposer's timely proposal response.
- 2.6. Submittal Deadline.** The AHA must receive proposals by **4:00 PM, Monday, November 14, 2022**. Proposals must be submitted via email to: inagel@alamedahsg.org with a copy to: smartinez@alamedahsg.org . Proposals submitted after the deadline indicated above and/or via an alternate delivery method other than email will not be accepted.
- 2.7. Evaluation and Proposal Review.** The Evaluation Committee, appointed by AHA's Executive Director or designee, will review, evaluate, rank, and select the proposals according to the scoring criteria outlined in the RFQ, AHA's Procurement Policy, and HUD regulations.
- 2.8. Award.** Proposals that meet the requirements outlined in this RFQ will be evaluated and ranked according to the rating and selection factors described in Section 5 below. A ranking list will be prepared according to points awarded to each proposal. The proposal scoring the highest points will be conditionally awarded the contract, pending AHA Board of Commissioners approval, if required. AHA may, in its sole and absolute discretion, select none of the proposals submitted. AHA reserves the right to postpone or cancel the final award of the proposals at its convenience.

3.0 SCOPE OF SERVICES.

All Proposers are asked to describe the tasks required to successfully carry out the Scope of Services outlined in Exhibit "D", attached hereto. However, Proposer's may include additional services that the Proposer is capable of providing and which, in the Proposer's opinion, would enhance the implementation of the proposed Scope of Services. Proposers must provide pricing for any

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additional services presented in the proposal. Any proposed annual inflator of hourly rates must be clearly stated.

4.0 PROPOSAL FORMAT.

4.1. Proposal Submittal. All proposals submitted in response to this RFQ must be formatted in accordance with the numbered sequence noted below. None of the proposed services may conflict with any requirement the AHA has published herein or has issued by addendum. Each proposal should include sections addressing the following information in the order shown. The Proposer should be sure to include all information that it feels will enable the Evaluation Committee to make a decision. Failure of the Proposer to provide specific, detailed information may result in its proposal being rejected in favor of a sufficiently detailed proposal. Any necessary exhibits or other information, including information not specifically requested by this RFQ but that the Proposer believes would be helpful, should be attached at the end of the proposal. The party submitting the materials should keep in mind the limitations on confidential information described in Subsection 1.12.

Part 1 - Proposal Submittal Checklist:

The Form of Proposal Submittal Checklist is attached as Attachment A to this RFQ and incorporated herein by this reference. This one-page form must be fully completed, executed where provided thereon and submitted under this section as a part of the proposal submittal.

Part 2 – Form of Proposal:

The Form of Proposal is attached as Attachment B to this RFQ and incorporated herein by this reference. This one-page form must be fully completed, executed where provided thereon and submitted under this section as a part of the proposal submittal.

Part 3 – Profile of Proposer:

The Form of Profile of Proposer is attached as Attachment C to this RFQ and incorporated herein by this reference. This 3-page form must be fully completed, executed, and submitted under this section as a part of the proposal submittal.

Part 4 – Cover Letter:

Provide a one-page cover letter on your letterhead that includes the address, telephone numbers, and e-mail address of the Proposer's

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contact person or persons. List the name and title of each person authorized to represent the Proposer in negotiations.

Part 5 – Qualifications and Experience:

Provide a statement of qualifications for your organization, a statement of the size of Proposer, a description of services provided by your organization, and a statement of the extent of experience/history providing the services requested by this RFQ.

1. How many full-time employees (FTEs) do you plan to assign to this project if you are selected?
2. How many people in total are employed by your company? Delineate between employees and consultants.
3. If applicable, submit a resume or curriculum vitae for each such individual if the resume/CV includes all the requested information.
4. To be considered for the adaptive reuse scope – please provide specific examples of adaptive reuse of hotels and offices.
5. To be considered for the new construction/Tilden Commons development, please provide specific photos/examples of projects that cost-effectively incorporate elements of 1850-1930 style architecture.
6. To be considered for multifamily renovation, please provide case studies of renovations performed including before/after photos, scope of work, ADA adaptations and sustainability features.

Part 6 – Proposed Approach:

This section describes your proposed approach for meeting the Scope of Services required, as listed above. Relevant considerations include the quality and feasibility of your approach to meeting these needs, the manner in which you plan to provide adequate staffing (if applicable), and equipment or other resources provided by you (if applicable). Keep these considerations in mind as you respond to the following:

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1. Describe how you will fulfill the needs described in this RFQ. Attach a project plan, if appropriate.
2. Identify how you will meet all other aspects of the Scope of Services and related requirements stated above. List any items that you cannot provide.

Part 7 – Customer Service:

1. In the event of a problem, who is to be contacted within your organization?
2. In the event of the identification of a problem by the AHA, describe how you will address such problems and the timeframe for addressing them.

Part 8 – Cost Analysis and Budget for Primary Services:

1. Provide an itemized budget and a detailed explanation for all costs associated with providing the requested services, including but not limited to:
 - A. Itemize and provide a proposal of costs detailed in Attachment D the Scope of Services.
 - B. Is travel time to other required locations expected to be billable? If so, how will travel time invoices be calculated? Generally, proposals that do not include travel time or expenses are preferred unless the services requested require travel as part of the service. Travel must be in compliance with AHA's Travel procedures, included as Attachment F.
 - C. Include start-up costs, if any.

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Part 9 – References:

List at least three (3) business references for which you have recently provided similar services. Include contact names, titles, phone numbers and e-mail addresses for all references provided. To be considered for the multifamily renovation and adaptive reuse scope, you must include references for this type of work.

Part 10 – Other Company Information (Optional):

Part 11 – Conflict of Interest Information

Proposer must include confirmation of submission of online form. Form can be found at: <https://form.alamedahsg.org/Forms/A4Gpo>.

If no information is to be placed under any of the above noted Sections (especially the "Optional" section), please place thereunder a statement such as "NO INFORMATION IS BEING PLACED UNDER THIS SECTION" or "THIS SECTION LEFT INTENTIONALLY BLANK." DO NOT eliminate any of the sections.

Unless the Proposer is an individual, all proposals must be signed with a proposer/company/partnership/entity name and by a responsible officer or employee indicating that officer or employee's authorization to commit the Proposer to the terms of the proposal. Obligations assumed by such signature must be fulfilled.

- 4.2. Organization of Submitted Materials.** Proposers must submit one (1) original electronic proposal via email with the following guidelines: All proposals must be submitted electronically by the designated due date to inagel@alamedahsg.org with a copy to smartinez@alamedahsg.org. The subject line must denote the following: **"PMRFQ 09192022"**. The body of the e-mail must have the Proposer's name and return address. Proposals received after the published deadline will not be accepted.
- 4.3. Submission Conditions.** Proposers are not allowed to change any requirements or forms contained herein, either by making or entering onto these documents or the documents submitted any revisions or additions; and if any such additional marks, notations or requirements are entered on any of the document that are submitted to the AHA by the Proposer, such may invalidate that proposal. If, after accepting such a proposal, the AHA decides that any such entry has not changed the intent of the proposal that the AHA intended to receive, the AHA may accept the proposal and the proposal shall be considered by the AHA as if those additional marks, notations or requirements were not entered on such. By

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accessing the noted System, registering and downloading these documents, each prospective Proposer that does so is thereby agreeing to confirm all notices that the AHA delivers to them as instructed, and by submitting a proposal, the Proposer is thereby agreeing to abide by all terms and conditions published herein and by addendum pertaining to this RFQ.

- 4.4. Submission Responsibilities.** It shall be the responsibility of each Proposer to be aware of and to abide by all dates, times, conditions, requirements, and specifications set forth within all applicable documents issued by the AHA, including but not limited to this RFQ. By virtue of completing, signing, and submitting the completed documents, the Proposer is stating their agreement to comply with all conditions and requirements set forth within the aforementioned documents.
- 4.5. Supportive Documents.** By signing the Proposal Submittal Checklist form attached hereto as Attachment A, the Proposer is affirming that they agree to provide any documentation requested by the AHA upon notification of award under this RFQ to ensure compliance with applicable requirements. Proposers may be asked to submit additional information to help facilitate the proposal review. If the AHA finds that a proposal is non-responsive or non-compliant with this RFQ, written selection criteria and/or procedures, or applicable regulations, it will be rejected and returned to the Proposer with notification stating the reason for rejection. The AHA reserves the right to reject proposals at any time for misinformation, errors, or omissions of any kind, no matter how far they have been processed, in its sole and absolute discretion.
- 4.6. Proprietary Information.** To the extent not prohibited by applicable law, if a Proposer does not desire certain proprietary information in their proposal disclosed, the Proposer is required to identify all proprietary information in the proposal, which identification shall be submitted concurrently with the proposal. If the Proposer fails to identify its proprietary information, it agrees by submission of its proposal that those sections shall be deemed non-proprietary and may be made available upon public request after a contract award. Notwithstanding anything to the contrary contained herein, any proposals and documents received in connection with this RFQ may be subject to disclosure pursuant to the California Public Records Act (Government Code Section 6250 et seq.)
- 4.7. Eligible to Conduct Business in California.:** All proposers shall be eligible to conduct business in the State of California and City of Alameda.
- 4.8. Proposer's Responsibilities--Contact with the AHA:** It is the responsibility of the Proposer to address all communication and

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correspondence pertaining to this RFQ process to the RM only. Proposers must not make inquiry or communicate with any other AHA staff member or official (including members of the Board of Commissioners) pertaining to this RFQ. Failure to abide by this requirement may be cause for the AHA to not consider a proposal submittal received from any Proposer who may has not abided by this directive.

- 4.9. Addenda:** All questions and requests for information must be addressed in writing to the RM. The RM will respond to all such inquiries in writing by addendum to all prospective Proposers (i.e., proposers or individuals that have obtained the RFQ Documents). During the RFQ solicitation process, AHA staff will NOT conduct any *ex parte* (a substantive conversation, “substantive” meaning, when decisions pertaining to the RFQ are made, between the AHA and a prospective Proposer when other prospective Proposers are not present) conversations that may give one prospective Proposer an advantage over other prospective Proposers.
- 4.10. Recap of Attachments and Exhibits.** It is the responsibility of each Proposer to verify that they have downloaded the following attachments and exhibits pertaining to this RFQ, each of which are hereby incorporated herein by this reference:

Attachment /Exhibit	Description
A	Proposal Submittal Checklist
B	Form of Proposal
C	Form of Profile of Proposer
D	Scope of Services
E	Sample AHA Contract (Note: This contract is being given as a sample only. AHA reserves the right to revise any clause herein and/or to include within the ensuing contract any additional clauses that are in its best interests)
F	Travel Accommodations Expense Requirements-Consultants
G	Additional Federal Requirements
H	If HUD funded, the HUD Forms 5369-A (Certification and Representation of Offerors Non-Construction),

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	5369-B (Instructions to Offerors Non-Construction) / [5369 Instructions for Bidders for Contracts (Construction)]
I	Conflict of Interest Information

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5.0 PROPOSAL EVALUATION.

5.1. Evaluation Factors. The following factors will be utilized by the AHA to evaluate each proposal received; award of points for each listed factor will be based upon the documentation that the Proposer submits within their proposal:

A. Qualifications and Experience:

Maximum Points: 30

As indicated under Part 5, the Proposer's qualifications and prior experience, including capability and experience of its key personnel, including their resumes and history of successfully performing similar services for public or private agencies. Specifically, to include previous experience working with affordable housing funding sources and requirements.

B. Proposed Approach:

Maximum Points: 25

As indicated under Part 6, the Proposer's proposed approach to conducting the Scope of Work as noted in Attachment D, including clarity of understanding of the scope of services to be provided and appropriateness of the proposed solution/services, as well as the ability to meet any required timelines or other requirements. The ability to commence work within 30 calendar days of accepting the contract and completing the work no later than 98 calendar days after commencing the work is preferred.

C. Customer Service:

Maximum Points: 10

As indicated under Part 7, the Proposer's approach to customer service and coordination with the AHA.

D. Cost Analysis and Budget for Primary Services:

Maximum Points: 10

As indicated under Part 8, the Proposer's itemized budget and a detailed explanation for all costs associated with providing the requested services and an itemized proposal of costs.

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E. **References:**

Maximum Points: 10

As indicated under Part 9, a comprehensive list of the Proposer's references for other public and private entities that it has provided these same or similar services, and that AHA may contact, the result of which will be verified and scored accordingly by the AHA.

F. **Lowest Overall Price:**

Maximum Points: 15

The Proposer with the lowest overall cost for the primary services described by this RFQ will receive the maximum amount of points and the next highest Proposers will each receive a percentage thereafter.

5.2. Evaluation Method.

A. **Initial Evaluation for Responsiveness.** Each proposal received will first be evaluated for responsiveness (e.g., meets the minimum of the published requirements). The AHA reserves the right to reject any proposals deemed by the AHA not minimally responsive (the AHA will notify such proposers in writing of any such rejection).

B. **Evaluation Packet for Proposals Deemed Responsive:** Internally, an evaluation packet will be prepared for each evaluator, including the following documents: Score Sheet for each Proposer and a copy of all pertinent RFQ documents.

C. **Evaluation Committee:** The AHA anticipates that the AHA's Executive Director or designee will select a minimum of a three-person committee to evaluate each of the responsive proposals submitted in response to this RFQ ("Evaluation Committee"). PLEASE NOTE: No Proposer shall be informed at any time during or after the RFQ process as to the identity of any Evaluation Committee member. If, by chance, a Proposer does become aware of the identity of such person(s), he/she SHALL NOT make any attempt to contact or discuss with such person anything related to this RFQ. As detailed within this RFQ, the designated RM is the only person at the AHA that the Proposers shall contact pertaining to this RFQ. Failure to abide by this requirement may cause such Proposer(s) to be eliminated from consideration for award.

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- D. **Evaluation:** The selection criteria set forth in Section 5.1 herein will be used by AHA to rank and qualify architects for each scope of work and will be used to select proposals for further negotiation after this RFQ. Each criterion is comprised of several components with an associated point value. The total points awarded to a proposal will be the aggregate of the component subtotals for each factor. This selection provides both a summary and details of the factors and point values. If qualified, the firms will be retained on a list for future contracting opportunities as pre-qualified firms for new construction, adaptive reuse, and multifamily renovation, as qualified.
- E. **Potential "Competitive Range" or "Best and Finals" Negotiations:** The AHA reserves the right to, as detailed within Section 7.2.N through Section 7.2.R of HUD Procurement Handbook 7460.8 REV 2 ("HUD Procurement Handbook"), conduct a "Best and Finals" Negotiation, which may include oral interviews, with all proposers deemed to be in the competitive range. Any proposer deemed not to be in the competitive range shall be notified of such in writing by the AHA in a timely manner as possible, but in any case, no longer than 5 days after the beginning of such negotiations with the proposers deemed to be in the competitive range. The HUD Procurement Handbook can be accessed at https://www.hud.gov/program_offices/administration/hudclips/handbooks/pihh/74608.
- F. **Ties/Equal Bids:** In the case of a tie in points awarded, the award shall be decided as detailed within Section 6.12.C of HUD Procurement Handbook 7460.8 REV 2, by "drawing lots or other random means of selection."
- G. **Results of Evaluation:** Once an award is made, Proposers may request via e-mail additional information regarding the results. Requests for records are limited to those that are not privileged or confidential (i.e., no successful bidder trade secrets, financials, etcetera.)
- H. **Proposal Protest:** Any prospective or actual Proposer, who is allegedly aggrieved in connection with the solicitation of a proposal or award of a contract, shall have the right to protest. To be eligible to file a protest with the AHA pertaining to an RFQ or contract, the alleged aggrieved protestant must have been involved in the RFQ process in some manner as a prospective proposer (e.g., submitted an interest form, proposal, or questions, or attended a pre-bid

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meeting) when the alleged situation occurred. The alleged aggrieved protestant must file, in writing, to AHA the exact reason for the protest, attaching any supportive data. The protestant must state within the written protest document specifically (not by inference) what action by the AHA or condition is being protested as inequitable, making where appropriate specific reference to the RFQ documents issued and including the specific citation of law, rule, regulation, or procedure upon which the protest is based. The protest document must also state the corrective action requested. Failure by the alleged aggrieved protestant to fully submit such information shall relieve AHA from any responsibility to take any corrective action, and as a result of noncompliance, the appeal will be dismissed without further review. The AHA has no obligation to consider a protest filed by any party that does not meet these criteria. Any protest against a solicitation must be received before the due date for the receipt of proposals, and any protest against the award of a contract must be received within ten (10) calendar days after the successful Proposer receives notice of the contract award, or the protest will not be considered. All proposal protests shall be in writing, submitted to the RFQ Manager or designee. The AHA's Executive Director, or designee, shall issue a written decision on the matter. The AHA's Executive Director, or designee, may, at his/her sole discretion, suspend the procurement pending resolution of the protest if the facts presented so warrant. All appeals shall be submitted as outlined in Section 6.0.

6.0 APPEALS

- 6.1 Submission.** All appeals shall be marked as follows and sent via e-mail the address listed below.

SUBJECT LINE: "APPEAL OF RFQ PMRFQ 09192022".

EMAIL TO: jnagel@alamedahsq.org with a copy to smartinez@alamedahsq.org .

- 6.2 Conflict of Interest.** All persons having familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a Proposer entity will be excluded from participation on the AHA Evaluation Committee. Similarly, all persons having ownership interest in and/or who contract with a Proposer entity will be excluded from participation on the AHA Evaluation Committee.

7.0 CONTRACT AWARD.

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7.1. Contract Award Procedure. If a contract is awarded pursuant to this RFQ, the following detailed procedures will be followed:

By completing, executing and submitting the Form of Proposal (Attachment B), the Proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFQ as issued by the AHA, in hard copy, including an agreement to execute the standard AHA contract form. Accordingly, the AHA has no responsibility to conduct after the submittal deadline any negotiations pertaining to the contract clauses contained therein. In addition, the AHA shall not negotiate any clauses contained within any applicable HUD documents.

Depending on the amount of the award, the AHA will forward the contract or a summary to AHA's Board of Commissioners for review and approval/disapproval, in their sole and absolute discretion, prior to signing the contract with the selected Proposer.

The contract shall be awarded subject to a resolution or minute order to that effect duly adopted by the Board of Commissioners, in their sole and absolute discretion, if approval is needed. Execution of the contract documents shall constitute a written memorial thereof.

If the amount of award does not require review or approval by the AHA's Board of Commissioners, then the contract will be executed by the Executive Director or Designee.

7.2. Contract Conditions. The following provisions are considered mandatory conditions of any contract award made by the AHA pursuant to this RFQ:

- A. **Contract Form:** The AHA will not normally execute a contract on the successful Proposer's form (see Section 2.5). Contracts will only be executed on the AHA's form (please see the Sample Contract under Attachment E), and by submitting a proposal the successful Proposer agrees to do so (please note that the AHA reserves the right to amend the AHA Sample Contract form as the AHA deems necessary). **Please note that the AHA has no legal right or ability to (and will not) at any time negotiate any clauses contained within ANY of the HUD forms included as a part of this RFQ.**
- B. **Assignment of Personnel:** The AHA shall retain the right to demand and receive a change in personnel assigned to the work performed pursuant to this RFQ and the contract if the AHA believes that such change is in the best interest of the AHA and the completion of the contracted work.

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- C. **Unauthorized Sub-Contracting Prohibited:** The successful Proposer shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFQ (including, but not limited to, selling or transferring the contract) without the prior written consent of AHA's Executive Director or designee, in his/her sole and absolute discretion. Any purported assignment of interest or delegation of duty, without the prior written consent of AHA's Executive Director or designee, shall be void and may result in the cancellation of the contract with the AHA, or may result in the full or partial forfeiture of funds paid to the successful Proposer as a result of the proposed contract; as determined by AHA's Executive Director or designee, in his/her sole and absolute discretion.
- D. **Contract Period:** The AHA anticipates that it will initially award a contract for the period of three (3) years with the option, at the AHA's discretion, of two (2) additional one-year option periods, for a maximum total of five (5) years.
- E. **Insurance Requirements:** Prior to any individual contract award (but not as a **part** of the proposal submission) the successful Proposer will be required to provide the following during the term of the contract:
- (1) **Insurance:** Consultant shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Consultant, its agents, representatives, employees, or subcontractors.
- i. **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury, and personal and advertising injury with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit. For consultants interacting with the public or with tenants, coverage must include coverage for discrimination, harassment, and fair housing claims under DFEH and HUD.

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- ii. **Automobile Liability:** ISO Form Number CA 00 01 coverage any auto (Code 1), or if Consultant has no owned autos, hired (Code 8) and non-owned autos (Code 9) with limit no less than \$1 million for bodily injury and property damage. This requirement does not apply if no motor vehicles are used in providing services under the contract.
- iii. **Workers' Compensation:** As required by the State of California, with Statutory Limits and Employers' Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease. This requirement does not apply to sole proprietors.
- iv. **Professional Liability (Errors and Omissions):** Insurance appropriate to the Consultant's profession, with limit no less than \$1,000,000 per occurrence or claim, \$2,000,000 in the aggregate. For consultants interacting with the public or with tenants, coverage must include coverage against discrimination, harassment, and fair housing claims under DFEH and HUD. If cover age is provided on a claims-made basis, the retroactive date must be shown and must be before the date of the contract or the beginning of the contract work; insurance must be maintained, and evidence of coverage must be provided for at least five (5) years after completion of the contract of work. If coverage is cancelled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work.
- v. **IF APPLICABLE: Cyber Liability Insurance:** Coverage is required if the vendor/consultant is accessing, collecting, storing, or transferring Personally identifiable Information or medical information on staff, tenant, applicants etc.). Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Vendor in this agreement and shall include, but not be limited to, claims involving security breach, system failure, data recovery, business interruption, cyber extortion, social

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engineering, infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, and alteration of electronic information. The policy shall provide coverage for breach response costs, regulatory fines, and penalties as well as credit monitoring expenses with limits not less than \$1,000,000 per occurrence or claim, \$2,000,000 aggregate. This requirement does not apply if the consultant will not be accessing or storing AHA data subject to privacy regulations under Federal or state law, including but not limited to PII, PCI, and PHI, providing software, or accessing AHA information technology systems.

- vi. **IF APPLICABLE: Technology Professional Liability:** Coverage is required if the vendor/consultant is providing software or technology services (data storage, website design, etc.). Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Consultant in this agreement and shall include, but not be limited to, claims involving media liability and infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, security and privacy liability that include invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations. Limits no less than \$2,000,000 per occurrence or claim, \$4,000,000 in the aggregate. For consultants interacting with the public or with tenants, coverage must include coverage against discrimination, harassment, and fair housing claims under DFEH and HUD. If coverage is provided on a claims-made basis, the retroactive date must be shown and must be before the date of the contract or the beginning of the contract work; insurance must be

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maintained, and evidence of coverage must be provided for at least five (5) years after completion of the contract of work. If coverage is cancelled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work.

1. The Policy shall include or be endorsed to include property damage liability coverage for damage to, alteration of, loss of, or destruction of the electronic data and/or information "property" of the AHA in the care, custody, or control of the Consultant. If not covered under the Consultant's liability policy, such "property coverage of the AHA may be endorsed onto the Consultants Cyber Liability Policy as follows:
2. Cyber Liability coverage in an amount sufficient to cover the full replacement value of damage to, alteration of, loss of, destruction of electronic data and/or information "property" of the AHA that will be in the Care, custody, or control of Consultant.

If the consultant maintains broader coverage and/or higher limits than the minimums shown above, AHA requires and shall be entitled to the broader coverage and/or the higher limits maintained by the consultant. 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.

- (2) **Additional Insured Status:** The Housing Authority of the City of Alameda and its affiliates, Alameda Affordable Housing Corporation and Island City Development and its Subsidiaries, and their departments, their respective directors, officers, Boards of Commissioners, employees, designated volunteers, elected or appointed officials, (AHA), are to be covered as additional insured on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or

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equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Consultant's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10, CG20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used.

- (3) **Primary Coverage:** For any claims related to this contract, the Consultant's insurance coverage shall be primary coverage at least as broad as ISO CG 20 01 04 13 as respects AHA, its officers, officials, Board of Commissioners, employees, and volunteers. Any insurance or self-insurance maintained by AHA, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute to it.
- (4) **Notice of Cancellation:** Each insurance policy required above shall provide that coverage shall not be canceled, except with 30 days' notice to AHA.
- (5) **Self-Insured Retentions:** Self-insured retentions must be declared and approved by AHA. AHA may require the Consultant to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or AHA.
- (6) **Acceptability of Insurers:** Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to AHA.
- (7) **Verification of Coverage:** Consultant shall furnish AHA with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause, and a copy of the Declarations and Endorsement page of the CGL policy listing all policy endorsements before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. AHA reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time

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- (8) **Subcontractors:** Consultant shall pass down the insurance obligations contained herein to all tiers of subcontractors working under the contract.
- (9) **Notification of claims:** The Proposer 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 the contract as soon as practicable, but no later than three (3) business days after their first knowledge of such claim or event.
- (10) **Special Risks or Circumstance:** AHA reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstance.

- F. If applicable, a copy of the Proposer's license issued by the State of California licensing authority allowing the Proposer to provide the services detailed herein.
- G. All Proposers shall be eligible to conduct business in the State of California and the City of Alameda and shall provide evidence of such eligibility if requested by AHA.

7.3. Right to Negotiate Final Fees. The AHA shall retain the right to negotiate the amount of fees that are paid to the successful Proposer, meaning the fees proposed by the top-rated Proposer may, at the AHA's discretion, be the basis for the beginning of negotiations. Such negotiations shall begin after the AHA has chosen a top-rated Proposer. If such negotiations are not, in the opinion of the RM successfully concluded within 5 business days, the AHA shall retain the right to end such negotiations and begin negotiations with the next-rated Proposer. The AHA shall also retain the right to negotiate with and make an award to more than one Proposer, as long as such negotiation(s) and/or award(s) are addressed in the above manner (i.e., top-rated first, then next rated following until a successful negotiation is reached).

7.4 Contract Service Standards. All work performed pursuant to this RFQ must conform and comply with all applicable local, state and federal codes, statutes, laws and regulations.

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7.5. Attachments. Each of the attachments and exhibits attached hereto are incorporated herein by this reference.

DS
SM

Authorization to Distribute:

DocuSigned by:
Vanessa Cooper
5AFA57239EC2404...

9/13/2022

Vanessa Cooper, Executive Director

Date

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ATTACHMENT A

“Proposal Submittal Checklist”

(This Form must be fully completed and placed under Part No. 1 of the proposal)

Instructions: Unless otherwise specifically required, the items listed below must be completed and included in the proposal. Please complete this form by marking an “X,” where provided, to verify that the referenced completed form or information has been included within the “hard copy” proposal submitted by the Proposer. Also, complete the Proposer’s Statement as noted below:

X = ITEM INCLUDED	SUBMITTAL ITEMS
	Part 1 Proposal Submittal Checklist (Attachment A)
	Part 2 Form of Proposal (Attachment B)
	Part 3 Profile of Proposer Form (Attachment C)
	Part 4 Cover Letter
	Part 5 Qualifications and Experience
	Part 6 Proposed Approach
	Part 7 Customer Service
	Part 8 Cost Analysis and Budget for Primary Services
	Part 9 References
	Part 10 Other Company Information (Optional)

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	Part 11 Confirmation of submission Conflict of Interest Form (Attachment I)
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PROPOSER'S STATEMENT

The undersigned Proposer hereby states that by completing and submitting this form and all other documents within this proposal, they are verifying that all information provided herein is, to the best of their knowledge, true and accurate, and that if the AHA discovers that any information entered herein to be false, such shall entitle the AHA to not consider or make award or to cancel any award with the undersigned party.

Further, by completing and submitting the proposal, the undersigned Proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFQ as issued by the AHA, including an agreement to execute the AHA Sample Contract, attached to this RFQ as Attachment D. In addition, Proposer hereby agrees to provide any additional documentation requested by the AHA upon notification of award under this RFQ to ensure compliance with applicable requirements. Proposers may be asked to submit additional information to help facilitate the proposal review.

Pursuant to all RFQ documents, this Form of Proposal, and all attachments, and pursuant to all completed documents submitted, including these forms and all attachments, the undersigned proposes to supply the AHA with the services described herein for the fee(s) entered herein.

Signature

Date

Printed Name/Title

Company

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ATTACHMENT B

FORM OF PROPOSAL

(This Form must be fully completed and placed under Part 2 of the proposal submittal.)

- A. Form:** Each Proposer shall submit their proposed fees on this form only, which shall be completed, signed, and returned to the AHA with the completed Proposal.
- B. Entry of Proposed Fees:** Each Proposer must enter the proposed fees for each of the following Pricing Items where provided. Such fees shall be all-inclusive of all related costs that the Proposer will incur to provide the listed services, including, but not limited to (unless otherwise stated herein): sales tax, employee wages and benefits; clerical support; overhead; profit; licensing; insurance; materials; supplies; tools; equipment; long distance telephone calls; document copying; etc. "No Proposal" is not allowed for any item, although a "No Charge" is allowed for one or more of the Pricing Items.
- c. Pricing Items:** [Example pricing table below – include pricing information across every year in the proposed contract term, recurring fixed, variable, and hourly fees as applicable including space for additional services that may fall within the scope but not itemized]

QTY	U/M	Description	Fee- Year 1
1	Each	Proposer-fixed Fee (including all expenses), AHA – Office Maintenance Garage Conversion	\$
1	Each	Proposer-fixed Fee (including all expenses), AHA Alameda Hotel Conversion – 1628 Webster Street	\$
1	Each	Proposer fixed Fee (including all expenses) AHA Multifamily Renovation	\$
1	Each	Proposer fixed Fee for Entitlement and Feasibility phase (including all expenses) AHA New construction – 2615 Eagle Avenue	\$
20	Hours	Proposer's Fee (for additional work that the AHA will require the successful Proposer to provide <i>that is not otherwise stated herein</i>)	\$

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D. Annual Inflator (Years 2-5): _____ %

Date

Company

Print Name

Signature

Office Phone

Mobile Phone

Email

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ATTACHMENT C

“PROFILE OF PROPOSER”

(This Form must be fully completed and placed under Part No.3 of the proposal submittal.)

- (1) Prime ☐ Subcontractor ☐ (this form must be completed by and for each)
- (2) Name of Proposer: _____ Telephone: _____ Fax: _____
E-Mail: _____
- (3) Street Address, City, State, Zip: _____
- (4) **Please attach a brief biography/resume of the company**, including the following information:
Year Proposer Established; (b) Former Name and Year Established (if applicable); and
(c) Name of Parent Company and Date Acquired (if applicable).
- (5) Identify Principals/Partners in Proposer (submit under Part 5 a brief professional resume for each):

NAME	TITLE	% OF OWNERSHIP

- (6) Identify the individual(s) that will act as project manager and any other supervisory personnel that will work on project; please submit under Part 5 a brief resume for each. (Do not duplicate any resumes required above):

NAME	TITLE

- (7) Federal Tax ID No.: _____
- (8) State of California Business Entity Number (Secretary of State): _____
- (9) Worker's Compensation Insurance Carrier: _____

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Policy No.: _____ Expiration Date: _____

(10) General Liability Insurance Carrier: _____

Policy No.: _____ Expiration Date: _____

(11) Professional Liability Insurance Carrier: _____

Policy No.: _____ Expiration Date: _____

(12) Has your proposer or any member of your proposer been a part to litigation with a public entity?

☐ Yes ☐ No

If yes, please include in section a full detailed explanation including dates, with who and state the circumstances and any resolution.

(13) Is your proposer currently involved in local, County, State, Federal mortgage foreclosure proceedings or currently 90 days in arrears on a local public or private loan?

☐ Yes ☐ No

If yes, please include clarifying information including dates, with who and state the circumstances and any resolution in section (23) below.

(14) Is your proposer currently in foreclosure or substantial tax arrears with a City/County or local jurisdiction?

☐ Yes ☐ No

If yes, please include clarifying information including dates, with who and state the circumstances and any resolution in section (23) below.

(15) Has, or is this proposer or any member of your proposer, currently in default on any contract obligation or agreement of any kind entered into with a City/County or local public agency?

☐ Yes ☐ No

If yes, please include clarifying information including dates, with who and state the circumstances and any resolution in section (23) below.

(16) In the past 10 years, has your proposer or any member of your proposer failed to qualify as a responsible bidder, or refused to enter into a contract after an award has been made, privately or with any government agency?

☐ Yes ☐ No

If yes, please include clarifying information including dates, with who and state the circumstances and any resolution in section (23) below.

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- (17) In the last 7 years, has your proposer filed a bankruptcy petition or been the subject of involuntary bankruptcy proceedings?

☐ Yes ☐ No

If yes, please include clarifying information including dates, with who and state the circumstances and any resolution in section (23) below. In the last 10 years, failed to file any required tax returns, or failed to pay any applicable Federal, State of California, or City of Alameda or other fees?

☐ Yes ☐ No

If yes, please include clarifying information including dates, with who and state the circumstances and any resolution in section (23) below.

- (18) Does your proposer or any member of your proposer have a record of substantial Building Code Violations or litigation against properties owned by the proposer or by any entity or individual that comprises the Proposer?

☐ Yes ☐ No

If yes, please include clarifying information including dates, with who and state the circumstances and any resolution in section (23) below.

- (19) Has your proposer or any member of your proposer been convicted for fraud, bribery, or grand larceny?

☐ Yes ☐ No

If yes, please include clarifying information including dates, with who and state the circumstances and any resolution in section (23) below.

- (20) Debarred Statement: Has this proposer, or any principal(s) ever been debarred from providing any services by the Federal Government, any state government, the State of California, or any local government agency within or without the State of California? Has this proposer been de-designated as a developer of any government sponsored or publicly assisted project?

☐ Yes ☐ No

If yes, please include clarifying information including dates, with who and state the circumstances and any resolution in section (23) below.

- (21) Disclosure Statement: Does this proposer or any principals thereof have any current, past personal or professional relationship with any Commissioner or Officer of the AHA?

☐ Yes ☐ No

If yes, please include clarifying information including dates, with who and state the circumstances and any resolution in section (23) below.

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(22) Additional clarifying information regarding questions and statements (12) through (22) – include below and/or attach related documents:

(23) Non-Collusive Affidavit: The undersigned party submitting this bid hereby certifies that such bid is genuine and not collusive and that said bidder entity has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer or person, to put in a sham proposal or to refrain from proposing, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the proposal price of affiant or of any other proposer, to fix overhead, profit or cost element of said proposal price, or that of any other bidder or to secure any advantage against the AHA or any person interested in the proposed contract; and that all statements in said bid are true.

(24) Verification Statement: The undersigned bidder hereby states that by completing and submitting this bid he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and agrees that if the AHA discovers that any information entered herein is false, that shall entitle the AHA to not consider nor make award or to cancel any award with the undersigned party.

Signature:

Printed Name:

Title:

Company:

Date:

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ATTACHMENT D

“Scopes of Services”

SCOPE 1:

**701 ATLANTIC AVENUE OFFICE AND MAINTENANCE GARAGE
CONVERSION - (SEE CONCEPTUAL RENDERINGS AND
NOTES)**

1. Consult with client regarding project needs/goals.
2. Review information about space or site to assess acceptability.
3. Ascertain any special issues that may affect development such as but not limited to:
 - a. Existing structural issues
 - b. Site development issues (grading and detention/water quality)
Topographic Survey if needed
 - c. Existing electrical load
 - d. Asbestos/Hazardous materials
4. Develop the scope of work to be performed to include:
 - a. Additional new electrical service
 - b. Fire protection sprinkler system
 - c. Additional IT service
 - d. Security System
 - e. Feasibility for adding solar
5. Design and Documentation Services; consists of further design development drawings and Construction Documents culminating in the following (as applicable to the project):

Architectural Drawings:

- a. Architectural Cover Sheet (Project Data, Maps, Notes, etc.)
- b. Architectural Site Plan and Details
- c. Architectural Floor Plan (Dimensioned with notes, wall types, key notes, etc.)
- d. Demo Plan
- e. Door Types, Door & Hardware Schedules, Interior Door and Window Details, etc.
- f. Exterior Door and Window Details
- g. Roof Plan and Details
- h. Building Sections
- i. Walls Sections

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- j. Building Elevations
 - k. Interior Elevations (Cabinet and Room)
 - l. Millwork Details
 - m. Reflected Ceiling Plan and Details
 - n. Equipment Plan and Notes
 - o. Project Manual/Specifications Book
 - p. Civil Engineering Drawings (by Civil Engineer under separate contract);
Topographic Survey,
 - q. Structural Engineering Drawings: (as needed)
 - r. Foundation Plan (with Details and Notes)
 - s. Framing Plans (Details, Roof and Special Conditions)
 - t. MEP Engineering Drawings (Mechanical, Electrical and Plumbing):
 - u. Mechanical Plan (HVAC with Equipment Schedules and Details)
 - v. Electrical Plans (Power, Lighting, Fixture Schedules, and Details) to
include assessment of circuit loads on the existing structure for possible
upgrade.
 - w. Plumbing Plans (Wastewater, Venting, Domestic Water, Air, Vacuum and
Medical Gases); also, Plumbing Riser Diagrams with Plumbing Notes
and Schedules.
 - x. Interior Design Drawings, including, ceiling, wall and floor finish plan
(Furniture, Art and Accessories is NOT included):
 - y. Feasibility of adding solar.
6. Submittal of drawings to the City and obtaining Building Permits
7. Participate in selection of General Contractor and value engineering,
constructability discussions
8. Construction Administration for construction period of 18 months.

Provide Construction Administration services:

- 1. Architect shall attend progress meetings and shall visit each Project site
at intervals appropriate to the stage of construction. Architect shall review
Contractor's meeting minutes from site meeting. Architect shall become
generally familiar with the progress and quality of the Work and shall
determine, in general, if the Work is proceeding in accordance with the
Contract Documents. Architect is not required to make exhaustive or
continuous on-site inspections to check the quality or quantity of the
Work.

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2. Based on such on-site observations, Architect shall keep Owner informed of the date and time of each visit, the specific Work observed, and of the progress and quality of the Work, and shall advise the Owner of defects and deficiencies in the Work of the Contractors. Site observations shall be documented by architect on a periodic basis in a project report.
3. Architect shall immediately inform Owner when Architect observes work, which does not conform to the Contract Documents. When Architect's observations so indicate, Architect shall recommend special inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether such Work is then fabricated, installed or completed.
4. Architect shall not have control over or charge of and shall not be responsible for construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the Work, for the acts or omissions of the Contractors, Subcontractors, or any other persons performing any of the Work, or for the failure of any of them to carry out the Work in accordance with the Contract Documents.
5. Architect shall always have access to the Work. All written communications with the Contractor shall be through the Owner's Project Manager.
6. Architect shall promptly review the Contractors' requests for information, submittals, and substitutions (collectively "Contractor Documents"), and shall respond, no later than five business days.
7. Architect shall review potential Change Orders, Field Modifications and make recommendations to the Owner regarding approval in accordance with the Contract Documents.
8. Architect shall conduct observations and attend progress site walk-through to assist Owner in determining Substantial Completion and Final Completion of the Construction Work. Architect shall prepare an Architect's punch list, add items identified for correction by Owner and provide to the Contractor as one list.

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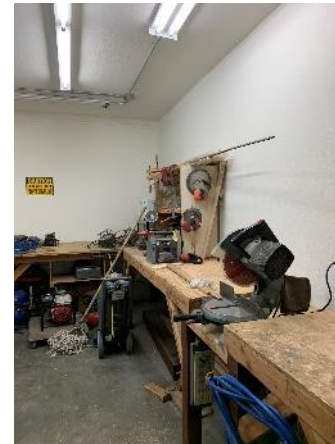
9. Based on the Architect's observations and evaluations of each Application for Payment, the Architect shall review the amounts due the Contractor within five (3) business days of receipt. The Architect's review shall constitute a representation to the AHA that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point of completion indicated and that the quality of the Work is in accordance with the Contract Documents. The Architect's review shall be based on site observations, and on the information in the Application for Payment.

The Architect shall act with such reasonable promptness as to cause no delay in the Work or in the activities of the Contractor.

The following notes and renderings shall be used as a guide for Scope #1.

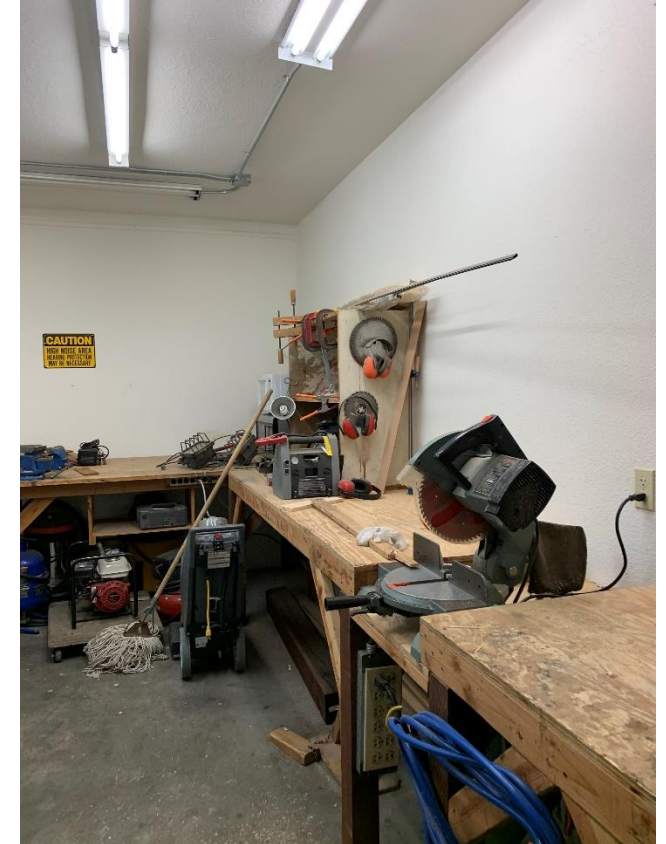
DAHLIN

MAINTENANCE BAY OFFICE CONVERSION FEASIBILITY STUDY



OVERVIEW

- **Present Issue** - Additional office space is needed to relocate employees from cubicles due to COVID 19 and agency growth and to ensure all budgeted positions can be seated
- **Project Goal** – Explore the opportunity of reorganization and space reallocation of the Maintenance Bay to provide the needed additional office space



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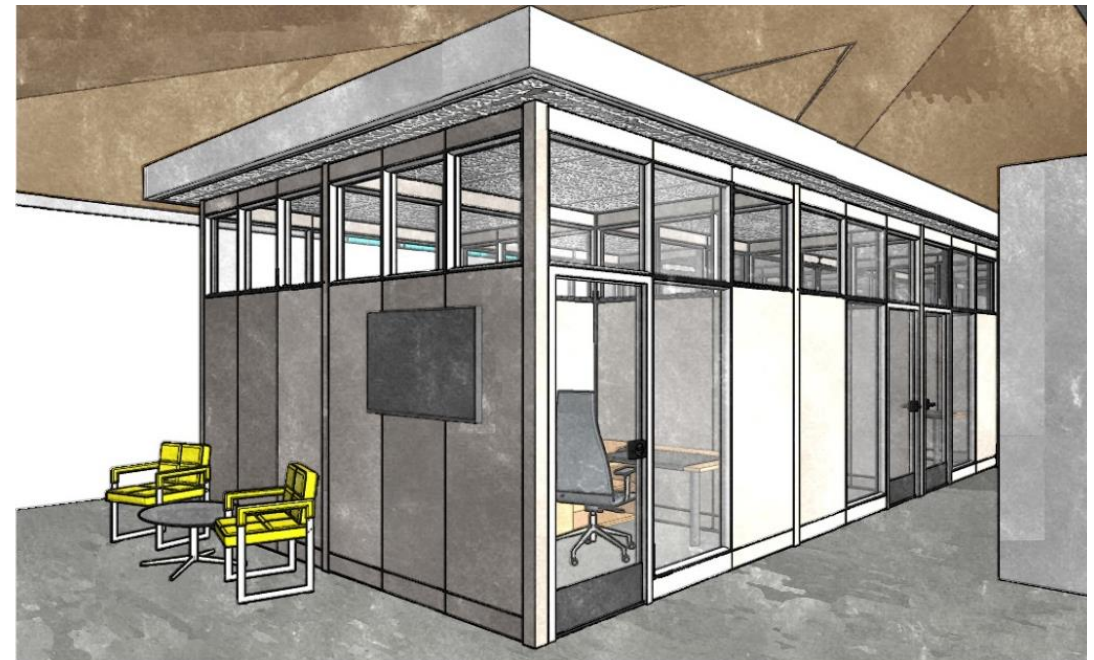
PROCESS

PROGRAMMING

- Meeting with AHA Staff and Facilities & Maintenance Staff
- Determine goals, priorities and current and future needs
- Developed 3 Preliminary Options with the different program goals

CONCEPTUAL DESIGN

- After the options were distributed for staff review and comment, DAHLIN incorporated all comments and refined the preferred option
- Impacts on building systems reviewed for selected preferred option
- Conceptual design cost estimate completed for selected preferred option
- Proposed options distributed for staff review and comment
- Final report compiled





Parking

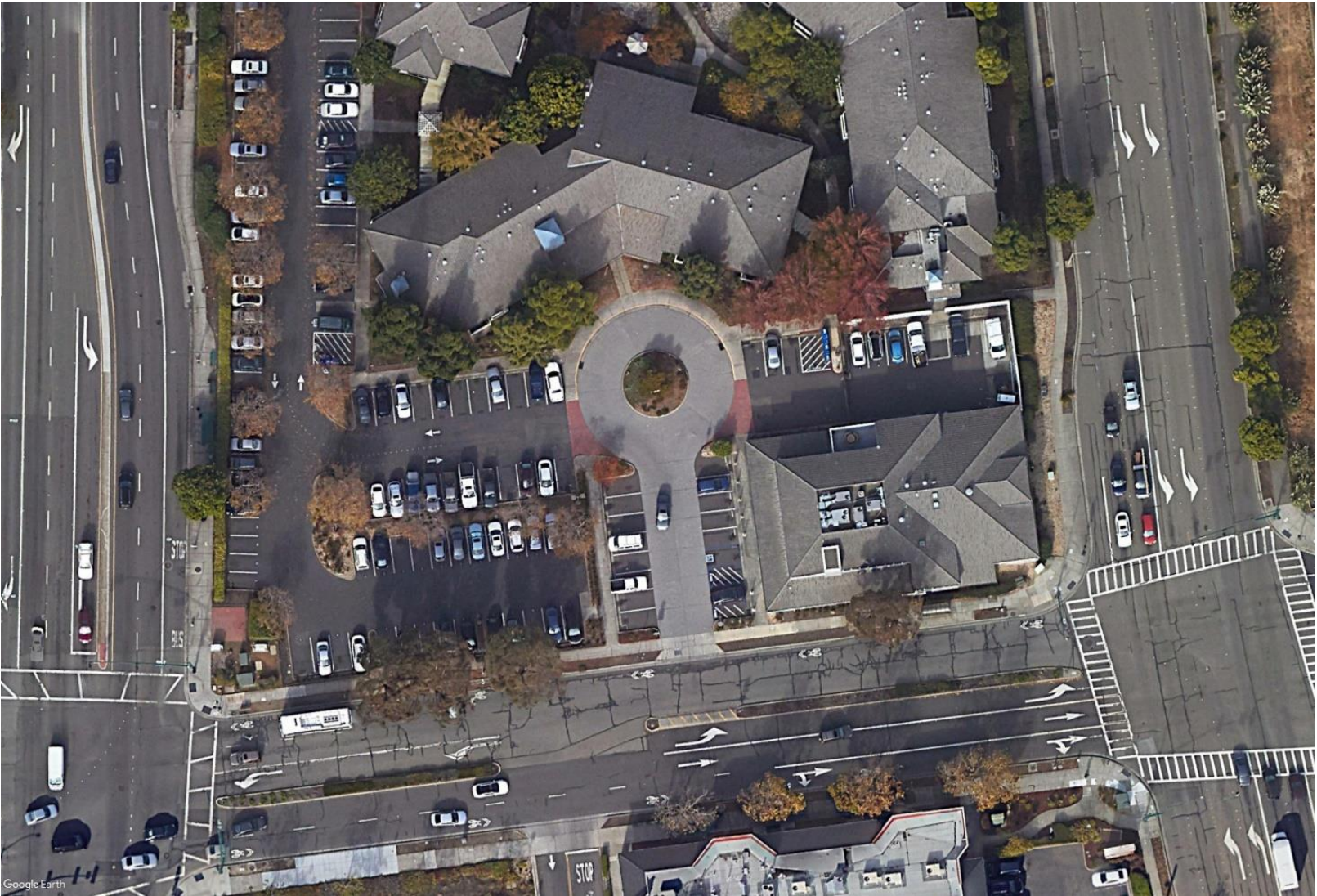
STAFF

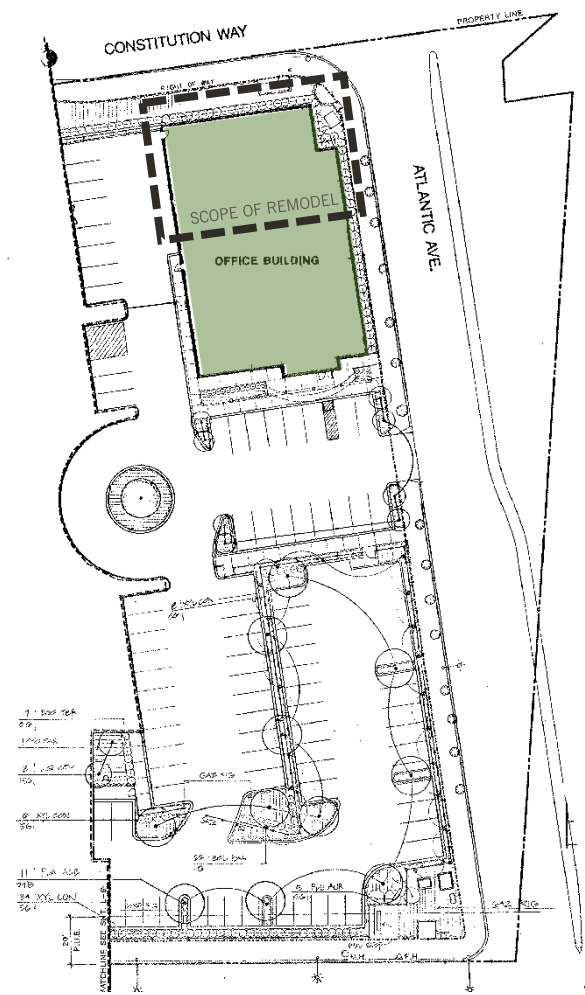
Current Staff at Atlantic Ave. Office Building	28
Additional Staff with Renovation	14
Total	42

SITE PARKING

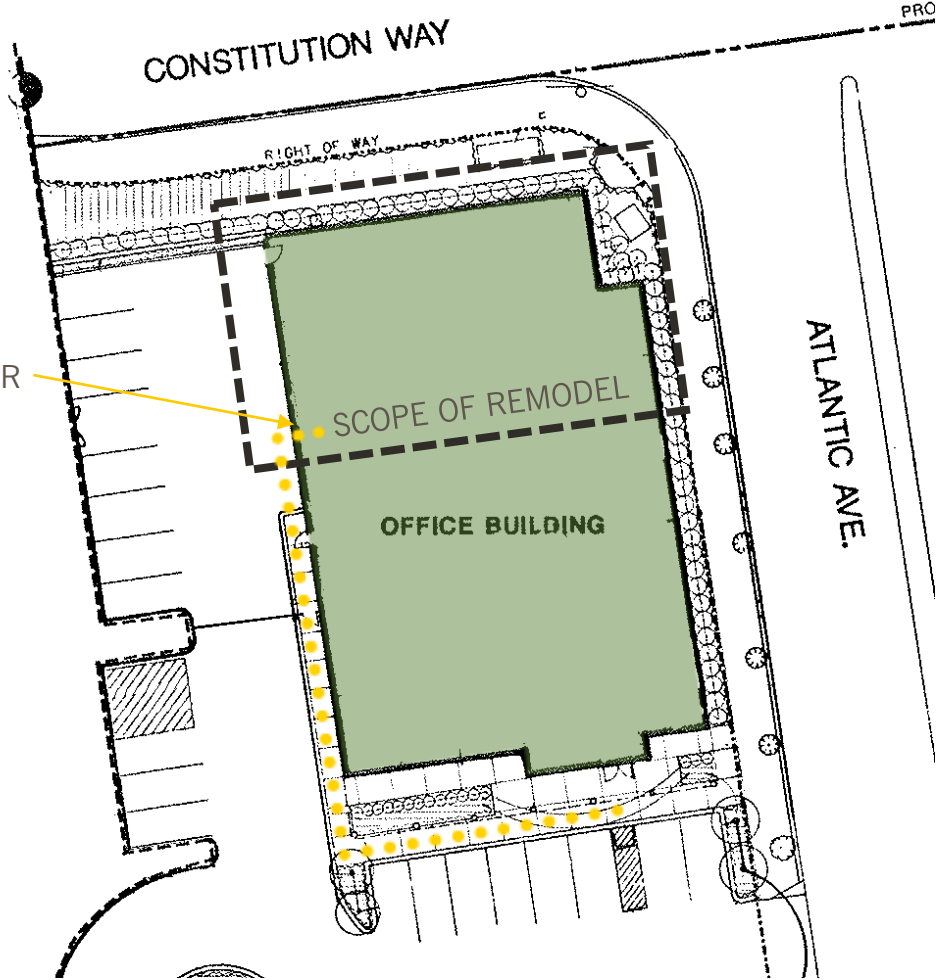
Secured Parking	37
Public Parking Area	7
Total	44

- Existing Staff Parking at Site – 44 spaces
- Additional parking one block away at Eagle Avenue office



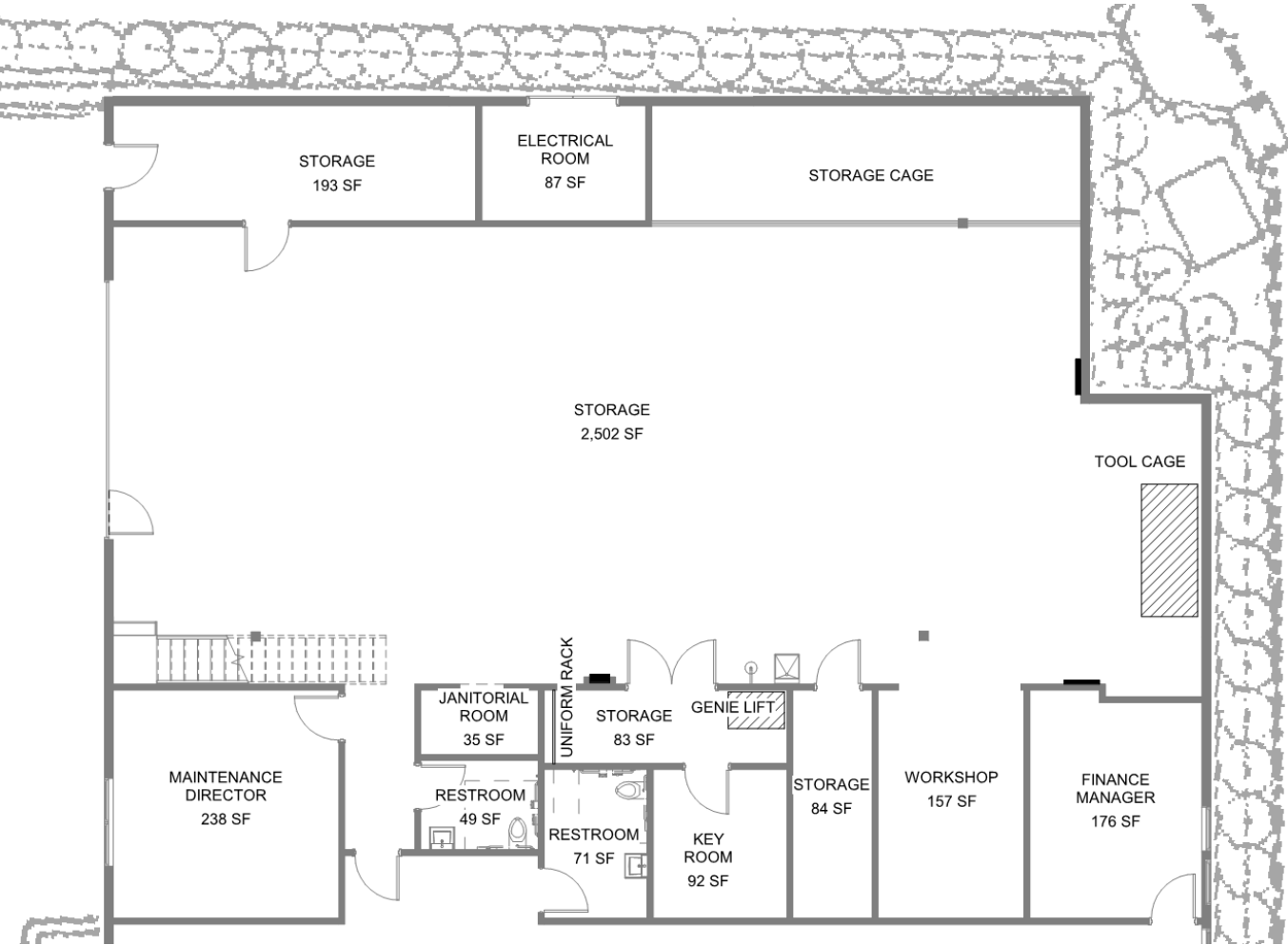


NEW DOOR FOR
RENOVATED
OFFICE SPACE





Existing Plan



EXISTING PLAN	
Room Name	Area
ELECTRICAL ROOM	87 SF
FINANCE MANAGER	176 SF
JANITORIAL ROOM	35 SF
KEY ROOM	92 SF
MAINTENANCE DIRECTOR	238 SF
RESTROOM	49 SF
RESTROOM	71 SF
STORAGE	193 SF
STORAGE	84 SF
STORAGE	83 SF
STORAGE	2,502 SF
WORKSHOP	157 SF

PRIORITIES

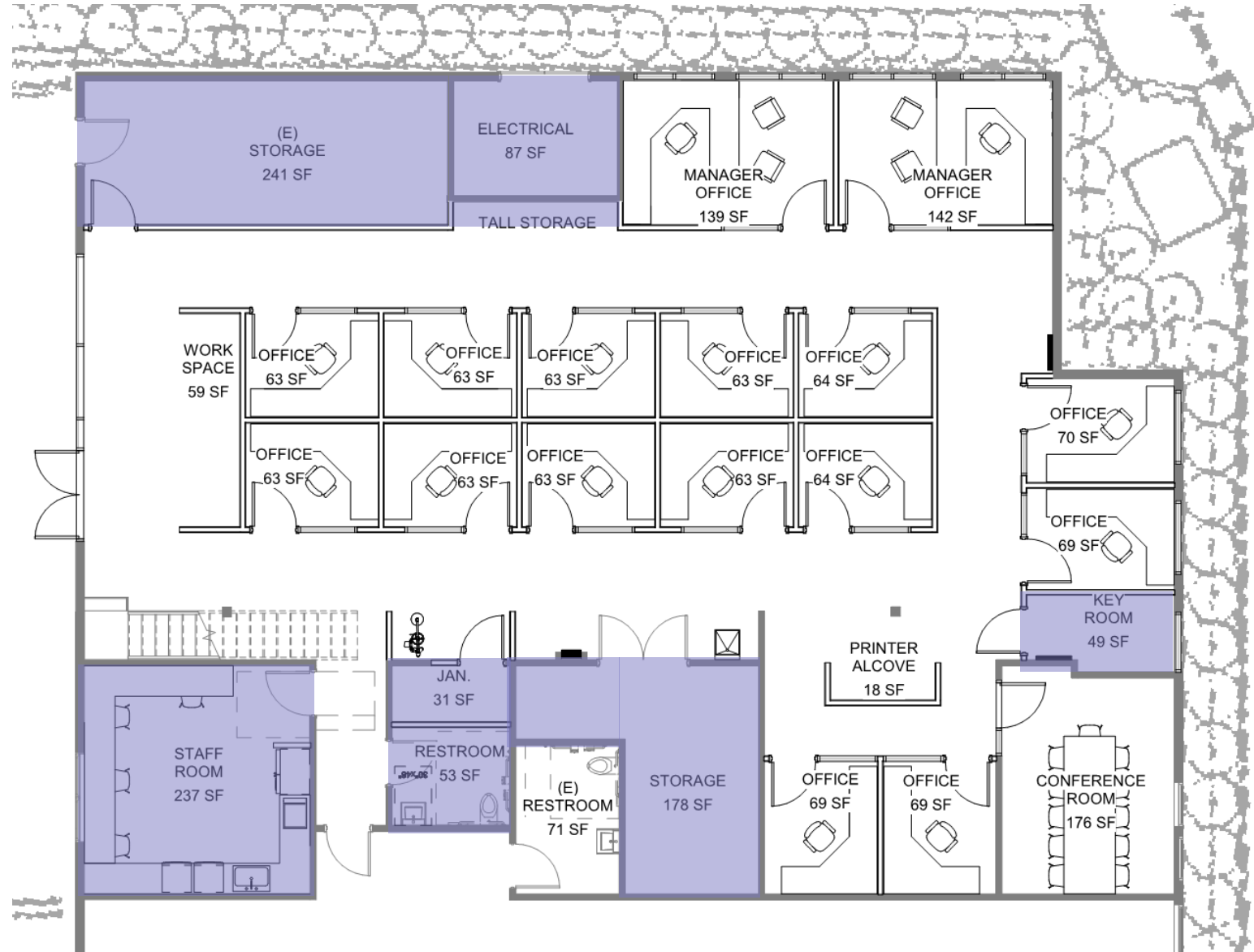
- Look at options to eliminate or relocate workshop
- Address noise concern at Finance Manager office
- Utilize natural light when possible
- Retain key room – must be secured
- Minimum 400 square feet of storage are required
- Identify location for printers
- Look at option for adding a conference room
- Add staff room

3 Preliminary Options

OPTION 1

Eliminate workshop in order to maximize office space, reduce storage and accessory usage

- 14 Staff Offices
- 2 Manager Offices
- 420 SF Storage
- 460 SF Accessory Spaces



3 Preliminary Options

OPTION 2

Retain space for workshop, balance storage and accessory usage with new offices

- 12 Staff Offices
- 2 Manager Offices
- 560 SF Storage
- 650 SF Accessory Spaces

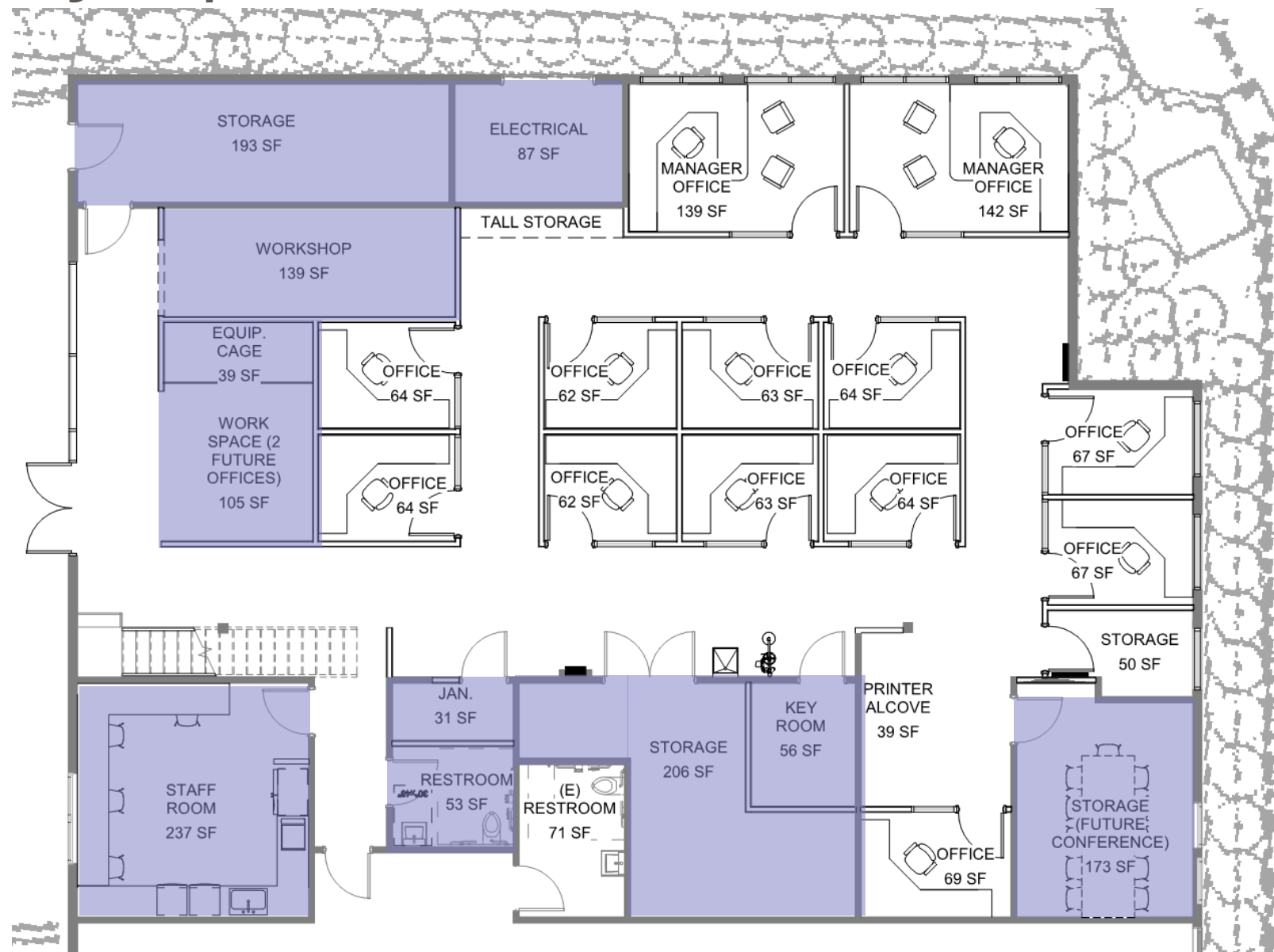


3 Preliminary Options

OPTION 3

Maximize storage and accessory uses, option to convert storage to future office space, provide minimum required offices

- 11 Staff Offices
- 2 Manager Offices
- 570 SF Storage
- 670 SF Accessory Spaces

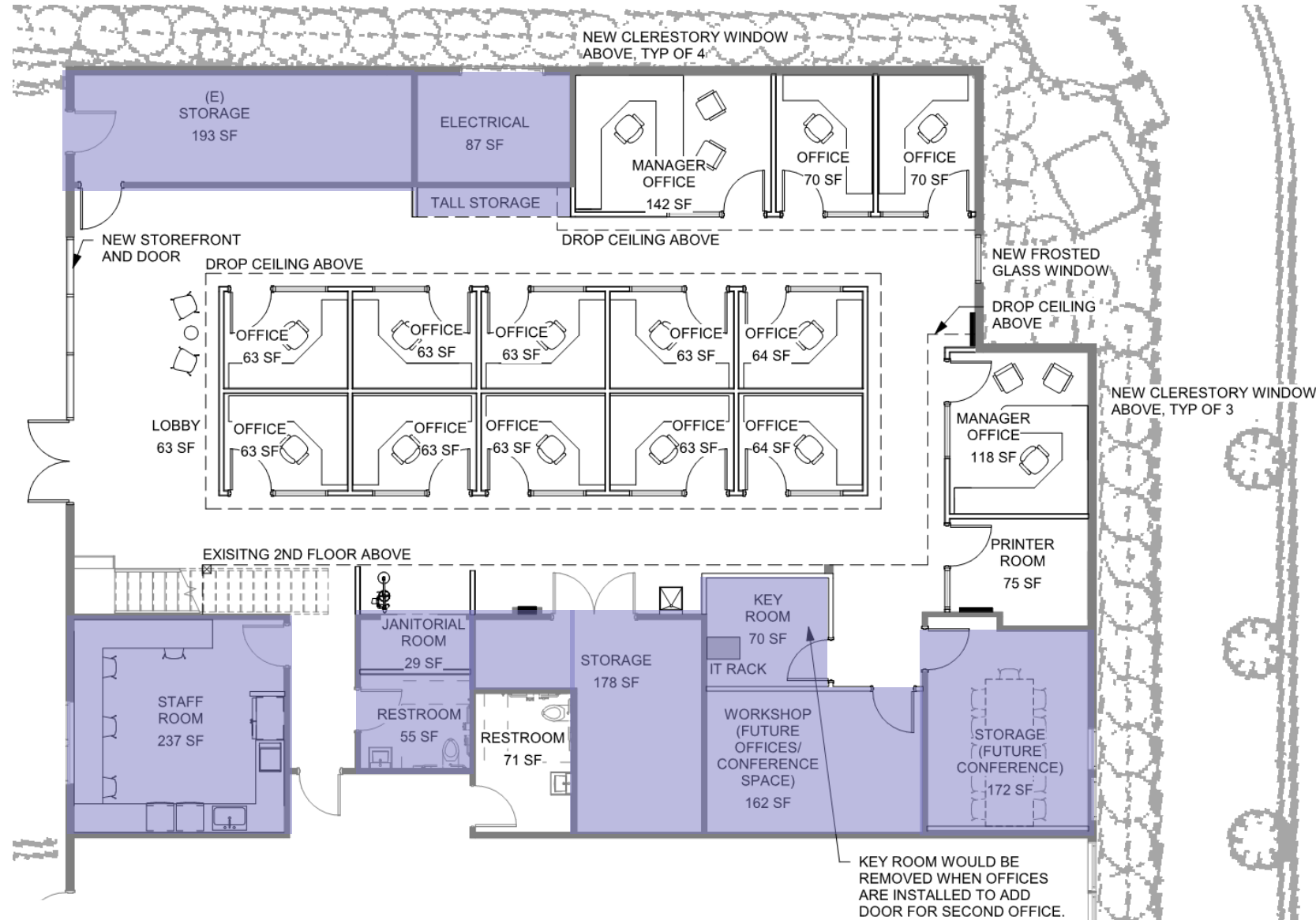


DAHLIN

Preferred Option

Selected Preferred Option

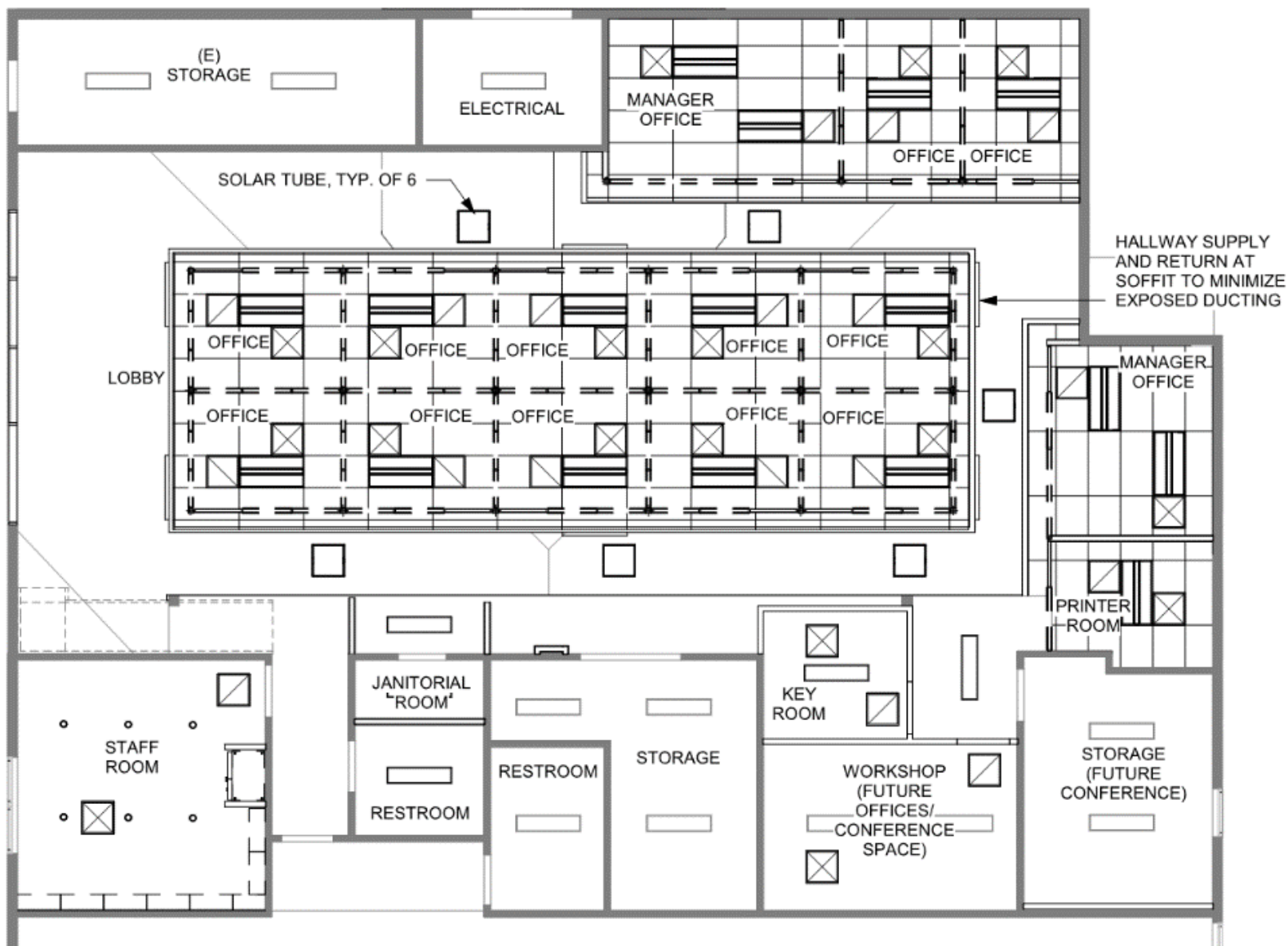
- Dedicated Lobby Space
- 11 Staff Offices
- 2 Manager Offices
- 570 SF Storage
- 650 SF Accessory Spaces
- Dedicated Printer Room



Housing
Authority of the City of Alameda

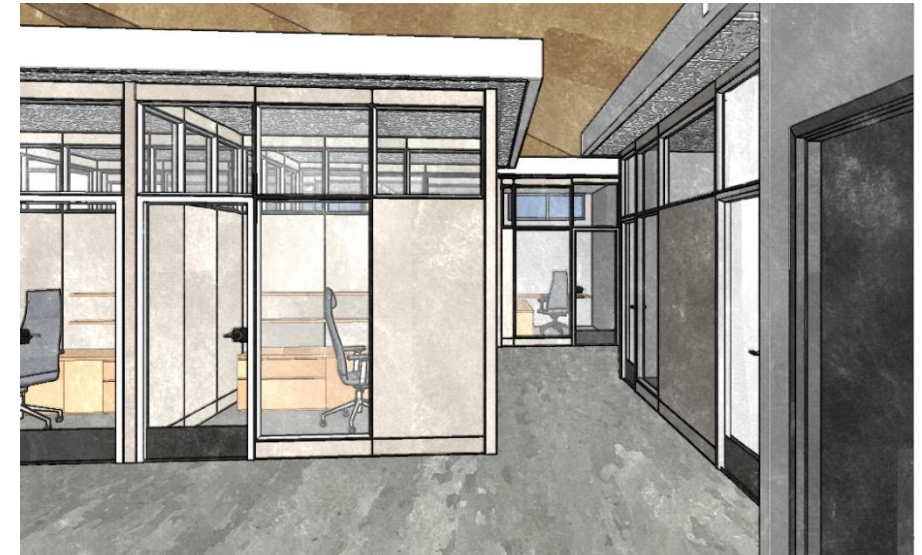
DAHLIN

Preferred Option



Building Systems

- Structural:** The existing structure can support the new mechanical fan coil units which can be individually hung at each zone or placed at a central location on one catwalk.
- Electrical:** The main switchboard has capacity to provide power for the new spaces that will be added during the renovation. Two new 150 Amp panels will need to be added to serve the new spaces. One will be fed from the existing main switchboard, the other fed from the emergency generator.
- Mechanical:** The HVAC system option recommended for the space is a split Variable Refrigerant Flow (VRF) heat pump system. This new system will require one outdoor heat pump located on the ground and multiple indoor fan coil units hung from the ceiling or located in a mechanical closet.
- Fire Sprinkler:** A Fire Protection Engineer will need to review the existing sprinkler system and determined how to relocate and add sprinkler heads to suite the requirements of the new layout.
- IT:** An additional rack will need to be placed in the Maintenance Bay to provide service for the new workstations and support space.



DAHLIN

Cost

- Construction start date October, 2021, 6 month construction
- Assumes the adjacent office space will be occupied and some evening and weekend work may be required
- Includes allowances for IT, security, fire alarm, and relocation of the fire sprinkler heads. To review the detailed estimate, please see Appendix B.



**Housing
Authority** of the City of Alameda

<i>CSI UniFormat Summary</i>	<i>4,000 SF</i>	<i>%</i>	<i>\$/SF</i>	<i>\$,000</i>
Foundations		0%	\$0.00	\$0
Superstructure		0%	\$0.00	\$0
Enclosure		4%	\$18.24	\$73
Roofing		1%	\$4.50	\$18
Interior Construction		15%	\$72.05	\$288
Stairs		0%	\$0.00	\$0
Interior Finishes		7%	\$35.92	\$144
Conveying		0%	\$0.00	\$0
Plumbing		0%	\$2.00	\$8
Heating, Ventilation, & Air Conditioning		10%	\$50.00	\$200
Fire Protection		1%	\$4.00	\$16
Electrical		15%	\$74.18	\$297
Equipment		1%	\$2.50	\$10
Furnishings		0%	\$0.00	\$0
Selective Building Demolition		2%	\$8.93	\$36
Subtotal - Building Construction		55%	\$272.32	\$1,089
Premium for overtime & shift hours, sound & debris mitigation and coordination with building occupants while the building is operational	15.00%	8%	\$40.85	\$163
Bonds & Insurance	3.50%	2%	\$10.96	\$44
General Conditions	20.00%	13%	\$64.82	\$259
Contractor's Overhead & Profit	5.00%	4%	\$19.45	\$78
Subtotal		83%	\$408.40	\$1,634
Contingency for Design Development	15.00%	12%	\$61.26	\$245
Cost Escalation (to midpoint of construction)	4.70%	4%	\$22.07	\$88
TOTAL CONSTRUCTION BUDGET		100%	\$491.73	\$1,967

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SCOPE 2:

1628 WEBSTER STREET HOTEL CONVERSION

1. Consult with client regarding project needs/goals.
2. Review information about space or site to assess acceptability.
3. Ascertain any special issues that may affect development such as but not limited to:
 - a. Existing structural issues
 - b. Site development issues (grading and detention/water quality)
Topographic Survey if needed
 - c. Existing electrical load
 - d. Asbestos/Hazardous materials
4. Develop the scope of work to be performed to include:

Alameda Adaptive Reuse Costs	
Offsite improvements	\$0
Site Work and Utilities	\$0
Structures:	
Acquisition Improvements	\$13,700,000
Add kitchen appliances	\$62,500
Low voltage/phone upgrades	\$62,500
Roof	\$437,500
Unit upgrades	\$387,950
Boiler/laundry upgrades	\$25,000
Community garden/patio	\$56,550
Solar Net Cost	\$215,000
General Requirements	\$87,000
Contractor Insurance & Bond	\$29,000
Contractor Overhead & Profit	\$87,000
Total New Construction Costs	\$15,150,000
Hard Cost contingency	\$145,000
Total Cost of Construction	\$15,295,000

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*Note: Project has limited scope Unit upgrades means additional ADA units;
project subject to prevailing wage.

5. Design and Documentation Services; consists of further design
development drawings and Construction Documents culminating in the
following (as applicable to the project):

Architectural Drawings:

- a. Architectural Cover Sheet (Project Data, Maps, Notes, etc.)
- b. Architectural Site Plan and Details
- c. Architectural Floor Plan (Dimensioned with notes, wall types, key notes, etc.)
- d. Demo Plan
- e. Door Types, Door & Hardware Schedules, Interior Door and Window Details, etc.
- f. Exterior Door and Window Details
- g. Roof Plan and Details
- h. Building Sections
- i. Walls Sections
- j. Building Elevations
- k. Interior Elevations (Cabinet and Room)
- l. Millwork Details
- m. Reflected Ceiling Plan and Details
- n. Equipment Plan and Notes
- o. Project Manual/Specifications Book
- p. Civil Engineering Drawings (by Civil Engineer under separate contract);
Topographic Survey,
- q. Structural Engineering Drawings: (as needed)
- r. Foundation Plan (with Details and Notes)
- s. Framing Plans (Details, Roof and Special Conditions)
- t. MEP Engineering Drawings (Mechanical, Electrical and Plumbing):
- u. Mechanical Plan (HVAC with Equipment Schedules and Details)
- v. Electrical Plans (Power, Lighting, Fixture Schedules, and Details) to
include assessment of circuit loads on the existing structure for
possible upgrade.
- w. Plumbing Plans (Wastewater, Venting, Domestic Water, Air, Vacuum
and Medical Gases); also, Plumbing Riser Diagrams with Plumbing
Notes and Schedules.

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- x. Interior Design Drawings, including, ceiling, wall and floor finish plan (Furniture, Art and Accessories is NOT included):
 - y. Feasibility of adding solar.
6. Submittal of drawings to the City and obtaining Building Permits
7. Participate in selection of General Contractor and value engineering, constructability discussions
8. Construction Administration for construction period of 4 months.

Provide Construction Administration services:

1. Architect shall attend progress meetings and shall visit each Project site at intervals appropriate to the stage of construction. Architect shall review Contractor's meeting minutes from site meeting. Architect shall become generally familiar with the progress and quality of the Work and shall determine, in general, if the Work is proceeding in accordance with the Contract Documents. Architect is not required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work.
2. Based on such on-site observations, Architect shall keep Owner informed of the date and time of each visit, the specific Work observed, and of the progress and quality of the Work, and shall advise the Owner of defects and deficiencies in the Work of the Contractors. Site observations shall be documented by architect on a periodic basis in a project report.
3. Architect shall immediately inform Owner when Architect observes work, which does not conform to the Contract Documents. When Architect's observations so indicate, Architect shall recommend special inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether such Work is then fabricated, installed or completed.
4. Architect shall not have control over or charge of and shall not be responsible for construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection

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with the Work, for the acts or omissions of the Contractors, Subcontractors, or any other persons performing any of the Work, or for the failure of any of them to carry out the Work in accordance with the Contract Documents.

5. Architect shall always have access to the Work. All written communications with the Contractor shall be through the Owner's Project Manager.
6. Architect shall promptly review the Contractors' requests for information, submittals, and substitutions (collectively "Contractor Documents"), and shall respond, no later than five business days.
7. Architect shall review potential Change Orders, Field Modifications and make recommendations to the Owner regarding approval in accordance with the Contract Documents.
8. Architect shall conduct observations and attend progress site walk-through to assist Owner in determining Substantial Completion and Final Completion of the Construction Work. Architect shall prepare an Architect's punch list, add items identified for correction by Owner and provide to the Contractor as one list.
9. Based on the Architect's observations and evaluations of each Application for Payment, the Architect shall review the amounts due the Contractor within five (3) business days of receipt. The Architect's review shall constitute a representation to the AHA that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point of completion indicated and that the quality of the Work is in accordance with the Contract Documents. The Architect's review shall be based on site observations, and on the information in the Application for Payment.

The Architect shall act with such reasonable promptness as to cause no delay in the Work or in the activities of the Contractor.

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SCOPE 3:
RENOVATION ARCHITECT SERVICES-
460 BUENA VISTA AVE. ALAMEDA, CA. 94501

1. Consult with client regarding project needs/goals.
2. Review owner documentation regarding prior physical needs assessments, work orders, etc., to understand operations that could be improved.
3. Ascertain any special issues that may affect development such as but not limited to:
 - a. Existing structural issues
 - b. Site development issues (grading and detention/water quality)
Topographic Survey if needed
 - c. Existing electrical load
 - d. Asbestos/Hazardous materials
4. Develop the scope of work to be performed to include:
 - a. Energy efficiency upgrades, as needed to meet funding program requirements (CTCAC, CDLAC, Build it Green)
 - b. As needed, upgraded electrical service
 - c. As needed, upgraded or replacement elevator systems
 - d. As needed, upgraded or replacement camera system
 - e. As needed, upgraded or replacement security System
 - f. Feasibility for Solar
 - g. Feasibility for conversion to all-electric
 - h. Additional accessible units to reach minimum 10% ADA units and 4% audiovisual units
5. Design and Documentation Services; consists of further design development drawings and Construction Documents culminating in the following (as applicable to the project):

Architectural Drawings:

 - a. Architectural Cover Sheet (Project Data, Maps, Notes, etc.)
 - b. Architectural Site Plan and Details
 - c. Architectural Floor Plan (Dimensioned with notes, wall types, key notes, etc.)
 - d. Demo Plan

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- e. Door Types, Door & Hardware Schedules, Interior Door and Window Details, etc.
 - f. Exterior Door and Window Details
 - g. Roof Plan and Details
 - h. Building Sections
 - i. Walls Sections
 - j. Building Elevations
 - k. Interior Elevations (Cabinet and Room)
 - l. Millwork Details
 - m. Reflected Ceiling Plan and Details
 - n. Equipment Plan and Notes
 - o. Project Manual/Specifications Book
 - p. Civil Engineering Drawings (by Civil Engineer under separate contract); Topographic Survey,
 - q. Structural Engineering Drawings: (as needed)
 - r. Foundation Plan (with Details and Notes)
 - s. Framing Plans (Details, Roof and Special Conditions)
 - t. MEP Engineering Drawings (Mechanical, Electrical and Plumbing):
 - u. Mechanical Plan (HVAC with Equipment Schedules and Details)
 - v. Electrical Plans (Power, Lighting, Fixture Schedules, and Details) to include assessment of circuit loads on the existing structure for possible upgrade.
 - w. Plumbing Plans (Wastewater, Venting, Domestic Water, Air, Vacuum and Medical Gases); also, Plumbing Riser Diagrams with Plumbing Notes and Schedules.
 - x. Interior Design Drawings, including, wall and floor finish plans (Furniture, Art and Accessories is NOT included):
 - y. Landscape plans – Must meet MAWA and be Bay-Friendly landscaping criteria
 - z. Feasibility of adding Solar.
6. Submittal of drawings to the City and obtaining Building Permits
7. Participate in selection of General Contractor and value engineering, constructability discussions
8. Construction Administration for construction period of 60 months
Provide Construction Administration services:
- a. Architect shall attend progress meetings and shall visit each Project site at intervals appropriate to the stage of construction. Architect shall

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review Contractor's meeting minutes from site meeting. Architect shall become generally familiar with the progress and quality of the Work and shall determine, in general, if the Work is proceeding in accordance with the Contract Documents. Architect is not required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work.

- b. Based on such on-site observations, Architect shall keep Owner informed of the date and time of each visit, the specific Work observed, and of the progress and quality of the Work, and shall advise the Owner of defects and deficiencies in the Work of the Contractors. Site observations shall be documented by architect on a periodic basis in a project report.
- c. Architect shall immediately inform Owner when Architect observes work, which does not conform to the Contract Documents. When Architect's observations so indicate, Architect shall recommend special inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether such Work is then fabricated, installed or completed.
- d. Architect shall not have control over or charge of and shall not be responsible for construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the Work, for the acts or omissions of the Contractors, Subcontractors, or any other persons performing any of the Work, or for the failure of any of them to carry out the Work in accordance with the Contract Documents.
- e. Architect shall always have access to the Work. All written communications with the Contractor shall be through the Owner's Project Manager.
- f. Architect shall promptly review the Contractors' requests for information, submittals, and substitutions (collectively "Contractor Documents"), and shall respond, no later than five business days.

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- g. Architect shall review potential Change Orders, Field Modifications and make recommendations to the Owner regarding approval in accordance with the Contract Documents.
- h. Architect shall conduct observations and attend progress site walk-through to assist Owner in determining Substantial Completion and Final Completion of the Construction Work. Architect shall prepare an Architect's punch list, add items identified for correction by Owner and provide to the Contractor as one list.
- i. Based on the Architect's observations and evaluations of each Application for Payment, the Architect shall review the amounts due the Contractor within five (3) business days of receipt. The Architect's review shall constitute a representation to the AHA that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point of completion indicated and that the quality of the Work is in accordance with the Contract Documents. The Architect's review shall be based on site observations, and on the information in the Application for Payment.

The Architect shall act with such reasonable promptness as to cause no delay in the Work or in the activities of the Contractor.

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SCOPE 4:
NEW CONSTRUCTION-
2615 EAGLE STREET, ALAMEDA CA.

1. Consult with client regarding project needs/goals.
2. Review information about space or site to assess acceptability.
3. Ascertain any special issues that may affect development such as but not limited to:
 - a. Zoning/entitlement
 - b. Site development issues (grading and detention/water quality)
 - c. Existing utilities

4. Provide a proposal for the initial scope of work to be performed to include:
Entitlement documents, early schematics for 40-50 apartments meeting CTCAC and CDLAC large family requirements.

Program details to be provided by owner. Assume SB 35 ministerial review and meeting City of Alameda Objective Design Standards. Assume up to three public meetings, for feedback and informational purposes only.

5. Provide a 2nd illustrative proposal for Design and Documentation Services; consists of further design development drawings and Construction Documents culminating in the following (as applicable to the project):

Architectural Drawings:

- a. Architectural Cover Sheet (Project Data, Maps, Notes, etc.)
- b. Architectural Site Plan and Details
- c. Architectural Floor Plan (Dimensioned with notes, wall types, key notes, etc.)
- d. Demo Plan
- e. Door Types, Door & Hardware Schedules, Interior Door and Window Details, etc.
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- k. Interior Elevations (Cabinet and Room)
- l. Millwork Details
- m. Reflected Ceiling Plan and Details

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- n. Equipment Plan and Notes
 - o. Project Manual/Specifications Book
 - p. Civil Engineering Drawings (by Civil Engineer under separate contract);
Topographic Survey
 - q. Structural Engineering Drawings: (as needed)
 - r. Foundation Plan (with Details and Notes)
 - s. Framing Plans (Details, Roof and Special Conditions)
 - t. MEP Engineering Drawings (Mechanical, Electrical and Plumbing):
 - u. Mechanical Plan (HVAC with Equipment Schedules and Details)
 - v. Electrical Plans (Power, Lighting, Fixture Schedules, and Details) to include
assessment of circuit loads on the existing structure for possible upgrade.
 - w. Plumbing Plans (Wastewater, Venting, Domestic Water, Air, Vacuum and
Medical Gases); also, Plumbing Riser Diagrams with Plumbing Notes and
Schedules.
 - x. Interior Design Drawings, including, ceiling, wall and floor finish plan
 - y. Sustainability and solar features. The building must be all-electric.
6. Submittal of drawings to the City and obtaining Building Permits
7. Participate in selection of General Contractor and value engineering, constructability
discussions
8. Construction Administration for construction period of 18 months.
9. Provide Construction Administration services:
- i. Architect shall attend progress meetings and shall visit each Project site at
intervals appropriate to the stage of construction. Architect shall review
Contractor's meeting minutes from site meeting. Architect shall become
generally familiar with the progress and quality of the Work and shall determine,
in general, if the Work is proceeding in accordance with the Contract
Documents. Architect is not required to make exhaustive or continuous on-site
inspections to check the quality or quantity of the Work.
 - ii. Based on such on-site observations, Architect shall keep Owner informed of the
date and time of each visit, the specific Work observed, and of the progress and
quality of the Work, and shall advise the Owner of defects and deficiencies in the
Work of the Contractors. Site observations shall be documented by architect on
a periodic basis in a project report.

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- iii. Architect shall immediately inform Owner when Architect observes work, which does not conform to the Contract Documents. When Architect's observations so indicate, Architect shall recommend special inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether such Work is then fabricated, installed or completed.
- iv. Architect shall not have control over or charge of and shall not be responsible for construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the Work, for the acts or omissions of the Contractors, Subcontractors, or any other persons performing any of the Work, or for the failure of any of them to carry out the Work in accordance with the Contract Documents.
- v. Architect shall always have access to the Work. All written communications with the Contractor shall be through the Owner's Project Manager.
- vi. Architect shall promptly review the Contractors' requests for information, submittals, and substitutions (collectively "Contractor Documents"), and shall respond, no later than five business days.
- vii. Architect shall review potential Change Orders, Field Modifications and make recommendations to the Owner regarding approval in accordance with the Contract Documents.
- viii. Architect shall conduct observations and attend progress site walk-through to assist Owner in determining Substantial Completion and Final Completion of the Construction Work.
- xi. Architect shall prepare an Architect's punch list, add items identified for correction by Owner and provide to the Contractor as one list.

Based on the Architect's observations and evaluations of each Application for Payment, the Architect shall review the amounts due the Contractor within five (5)

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business days of receipt. The Architect's review shall constitute a representation to the AHA that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point of completion indicated and that the quality of the Work is in accordance with the Contract Documents. The Architect's review shall be based on site observations, and on the information in the Application for Payment.

The Architect shall act with such reasonable promptness as to cause no delay in the Work or in the activities of the Contractor.

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SCOPE 5:

**PROVIDE ANY ARCHITECTURAL OR DESIGN SERVICES FOR ANY
AHA/ICD/AAHC OWNED BUSINESSES AS NECESSARY**

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ATTACHMENT E

“Sample AHA Contract”

(Behind this Page)

CONSULTANT SERVICES CONTRACT

THIS CONSULTANT SERVICES CONTRACT ("Agreement"), entered into this _____ day of _____, 2022 ("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 _____, 2027 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 number 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 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:

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, up-grading, 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 – Form HUD-5370-C (01/2014), General Conditions for Non-Construction Contracts.
- v. Exhibit E – Copy of RFP No. _____.
- vi. Exhibit F – Copy of Consultant's Proposal/Response to RFP No. _____, submitted to the AHA

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[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties have caused the Agreement to be executed on the day and year first above written.

"CONSULTANT"

[INSERT NAME, a _____]

By: _____

Name: _____

Its: _____

By: _____

Name: _____

Its: _____

SIGNATURE OF ONE OF THE
FOLLOWING:
CORPORATE SECRETARY
ASSISTANT SECRETARY, CFO,
TREASURER
OR ASSISTANT TREASURER
(IF CONSULTING FIRM IS A
CORPORATION)

"AHA"

**HOUSING AUTHORITY OF THE CITY OF
ALAMEDA**, a public body, corporate and
politic

By: _____
Vanessa Cooper, Executive Director

CONSULTANT SERVICES CONTRACT AHA*"DESC""DATE"*

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EXHIBIT A
SCOPE OF SERVICES

EXHIBIT B
FEE SCHEDULE

EXHIBIT C
INSURANCE REQUIREMENTS FOR CONSULTANTS
 (Cyber/tech optional, not to be used for construction contracts)

Consultant shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Consultant, its agents, representatives, employees, or subcontractors.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

- **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury, and personal and advertising injury with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit. For consultants interacting with the public or with tenants, coverage must include coverage for discrimination, harassment, and fair housing claims under DFEH and HUD.
- **Automobile Liability:** ISO Form Number CA 00 01 coverage any auto (Code 1), or if Consultant has no owned autos, hired (Code 8) and non-owned autos (Code 9) with limit no less than \$1 million for bodily injury and property damage. This requirement does not apply if no motor vehicles are used in providing services under the contract.
- **Workers' Compensation,** as required by the State of California, with Statutory Limits and Employers' Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease. This requirement does not apply to sole proprietors.
- **Professional Liability (Errors and Omissions):** Insurance appropriate to the Consultant's profession, with limit no less than \$1,000,000 per occurrence or claim, \$2,000,000 in the aggregate. For consultants interacting with the public or with tenants, coverage must include coverage against discrimination, harassment, and fair housing claims under DFEH and HUD. If coverage is provided on a claims-made basis, the retroactive date must be shown and must be before the date of the contract or the beginning of the contract work; insurance must be maintained, and evidence of coverage must be provided for at least five (5) years after completion of the contract of work. If coverage is cancelled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work.
- **IF APPLICABLE: Cyber Liability Insurance:** Coverage is required if the vendor/consultant is accessing, collecting, storing, or transferring Personally identifiable Information or medical information on staff, tenant, applicants etc.). Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Vendor in this agreement and shall include, but not be limited to, claims involving security breach, system failure, data recovery, business interruption, cyber extortion, social engineering, infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, and alteration of electronic information. The policy shall provide coverage for breach response costs,

regulatory fines, and penalties as well as credit monitoring expenses with limits not less than \$1,000,000 per occurrence or claim, \$2,000,000 aggregate. This requirement does not apply if the consultant will not be accessing or storing AHA data subject to privacy regulations under Federal or state law, including but not limited to PII, PCI, and PHI, providing software, or accessing AHA information technology systems.

- **IF APPLICABLE: Technology Professional Liability:** Coverage is required if the vendor/consultant is providing software or a technology services (data storage, website design, etc.). Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Consultant in this agreement and shall include, but not be limited to, claims involving media liability and infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, security and privacy liability that include invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations. Limits no less than \$2,000,000 per occurrence or claim, \$4,000,000 in the aggregate. For consultants interacting with the public or with tenants, coverage must include coverage against discrimination, harassment, and fair housing claims under DFEH and HUD. If coverage is provided on a claims-made basis, the retroactive date must be shown and must be before the date of the contract or the beginning of the contract work; insurance must be maintained, and evidence of coverage must be provided for at least five (5) years after completion of the contract of work. If coverage is cancelled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work.
 - The Policy shall include or be endorsed to include property damage liability coverage for damage to, alteration of, loss of, or destruction of the electronic data and/or information "property" of the AHA in the care, custody, or control of the Consultant. If not covered under the Consultant's liability policy, such "property coverage of the AHA may be endorsed onto the Consultants Cyber Liability Policy as follows:
 - Cyber Liability coverage in an amount sufficient to cover the full replacement value of damage to, alteration of, loss of, destruction of electronic data and/or information "property" of the AHA that will be in the Care, custody, or control of Consultant.

If the consultant maintains broader coverage and/or higher limits than the minimums shown above, AHA requires and shall be entitled to the broader coverage and/or the higher limits maintained by the consultant. 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.

OTHER INSURANCE REQUIREMENTS:

The insurance policies are to contain, or be endorsed to contain, the following provisions:

- **Additional Insured Status:** : The Housing Authority of the City of Alameda and its affiliates, Alameda Affordable Housing Corporation and Island City Development and its Subsidiaries, and their departments, their respective directors, officers, Boards of Commissioners, employees, designated volunteers, elected or appointed officials, (AHA), are to be covered as additional insured on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be

provided in the form of an endorsement to the Consultant's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10, CG20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used.

- **Primary Coverage:** For any claims related to this contract, the Consultant's insurance coverage shall be primary coverage at least as broad as ISO CG 20 01 04 13 as respects AHA, its officers, officials, Board of Commissioners, employees, and volunteers. Any insurance or self-insurance maintained by AHA, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute to it.
- **Notice of Cancellation:** Each insurance policy required above shall provide that coverage shall not be canceled, except with 30 days' notice to AHA.
- **Self-Insured Retentions:** Self-insured retentions must be declared and approved by AHA. AHA may require the Consultant to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or AHA.
- **Acceptability of Insurers:** Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to AHA.
- **Verification of Coverage:** Consultant shall furnish AHA with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause, and a copy of the Declarations and Endorsement page of the CGL policy listing all policy endorsements before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. AHA reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.
- **Subcontractors:** Consultant shall pass down the insurance obligations contained herein to all tiers of subcontractors working under the contract.
- **Notification of claims:** The Proposer 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 the contract as soon as practicable, but no later than three (3) business days after their first knowledge of such claim or event.
- **Special Risks or Circumstance:** AHA reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstance.

EXHIBIT D
FORM HUD-5370-C (01/2014)
GENERAL CONDITIONS FOR NON-CONSTRUCTION
CONTRACTS

HUD-5369-A - https://www.hud.gov/sites/documents/DOC_12587.PDF

(SEE LINKS ABOVE)

EXHIBIT E
COPY OF ORIGINAL REQUEST FOR PROPOSALS

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[EXHIBIT RESUMES ON FOLLOWING PAGE]

EXHIBIT F
COPY OF CONSULTANT'S PROPOSAL/RESPONSE TO RFP NO.
PMREVIEW02012022 SUBMITTED TO AHA

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REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES FOR HOUSING
AUTHORITY OF THE CITY OF ALAMEDA
PMRFQ 09192022

ATTACHMENT F

“Travel Accommodations Expense Requirements-Consultants”

Consultants are expected to use prudent planning in arranging business travel to control costs. Consultant is expected to exercise business judgment to align expenses with requirements of the Housing Authority (AHA). Only necessary and reasonable business expenditures will be reimbursed. Costs for transportation, lodging, meals, and incidental expenses deemed reasonable as compared to the maximum per diem rates in effect at the time of travel as set forth in the Federal Travel Regulation, prescribed by the U.S. General Services Administration, for travel in the contiguous 48 United States

Any Consultant who incurs business expenses on behalf of AHA must submit an expense report with appropriate documentation explaining the business purpose of travel and itemizing expenses.

Air Transportation

In general, Consultants should fly at the lowest cost economy fare. As circumstances permit, air transportation should be booked in advance to achieve the lowest available advance-purchase fare.

Ground Transportation

When using ground transportation, Consultants should select the most economical mode of reliable and safe transportation. Reimbursement will be for the actual and reasonable expense incurred while on AHA business.

Rental cars are to be the lowest cost vehicle at a cost and class no greater than that which is necessary to conduct business.

Corporate Automobile Liability

Coverage shall meet or exceed the minimums required in the RFQ.

In lieu of Corporate Automobile Liability Coverage, Consultant shall purchase rental car insurance for limits of not less than \$1,000,000 at no additional cost to the AHA. This rental car insurance provision shall apply when the Consultant's firm's auto liability policy does not include the above referenced insurance provisions (i.e. any auto Code 1).

Accommodations

Expenses for lodging are to be for a standard single room rate at the most reasonable priced mid-tier hotel available. Exceptions may be made for Consultants attending conventions and meetings with hotels; other exceptions require business rationale, which must be documented and approved by the AHA. Where extended travel is involved, reduced rates and/or extended-stay hotel options must be considered.

REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES FOR HOUSING
AUTHORITY OF THE CITY OF ALAMEDA
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Out-Of-Pocket Expenses

Incidental expenses will be reimbursed for the actual and reasonable cost incurred unless otherwise stated by local county laws and regulations, (e.g. daily allowance instead of actual cost.) Receipts are required at an expenditure level to satisfy local tax requirements.

Non-reimbursable Expenses

Consultants may not be reimbursed for out-of-pocket expenses of a personal nature. (e.g., recreational expenses, gifts, etc.).

Any and all costs incurred by Consultant shall not exceed the Contracted Amount set forth in the Consultant Services Contract.

REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES FOR HOUSING
AUTHORITY OF THE CITY OF ALAMEDA
PMRFQ 09192022

ATTACHMENT G
“Additional Federal Requirements”

The work in this RFQ is subject to the Davis-Bacon Labor Standards and Form HUD-1040

Overtime Authorization

**U.S. Department of Housing
and Urban Development**
Office of Chief Human Capital Officer

Instructions

1. Form HUD-1040 will be used to request and obtain approval for all overtime, holiday or compensatory hours. Nonexempt employees must be paid overtime - compensatory hours are not authorized.
2. Each request will be fully justified as to the reason that the work could not be done during regular working hours.
3. Form HUD-1040 will be completed and signed by the supervisor requesting the work to be performed.
4. Supervisors will retain a copy of Form HUD-1040 as a means for controlling the overtime worked by nonexempt employees.
5. Form HUD-1040 will be approved by the designated approving official in advance of the work being performed and returned to the employee's timekeeper.
6. Form HUD-200.2 will be approved, when required, after the fact to adjust overtime hours based on hours actually worked.
7. Timekeepers will use the Forms HUD-1040 and HUD-200.2 to post overtime on T & A Reports.

Name of Employee:		Name of Office/Division to which Employee is Assigned:	
Overtime, Holiday or Compensatory Hours:		Date Work to be Performed:	
Purpose of Overtime:			
Justification:			
Date:	Requested by:		Name of Office/Division:
Date:	Approved by:		

REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES FOR HOUSING
AUTHORITY OF THE CITY OF ALAMEDA
PMRFQ 09192022

ATTACHMENT H – HUD FORMS
HUD-5369B

Instructions to Offerors Non-Construction

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



- 03291 -

1. Preparation of Offers

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

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

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

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

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

2. Submission of Offers

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

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

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

3. Amendments to Solicitations

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

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

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

4. Explanation to Prospective Offerors

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

5. Responsibility of Prospective Contractor

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

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

6. Late Submissions, Modifications, and Withdrawal of Offers

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

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

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

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

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

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

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

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

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

7. Contract Award

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

(b) The HA may

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

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

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

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

8. Service of Protest

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

9. Offer Submission

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

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

[Describe bid or proposal preparation instructions here:]

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ATTACHMENT I

Conflict of Interest Form available at: <https://form.alamedahsg.org/Forms/A4Gpo>

HOUSING AUTHORITY OF THE CITY OF ALAMEDA

CONFLICT OF INTEREST CERTIFICATION

PART A: REGULATIONS, REQUIREMENTS AND PROHIBITIONS

As a public housing authority (PHA), the Housing Authority of the City of Alameda, including its affiliates Island City Development, the Alameda Affordable Housing Corporation, and any other affiliates (collectively, AHA) are obligated to ensure fairness in the procurement process under state and local laws and regulations and regulations of the United States Department of Housing and Urban Development (HUD) and to further ensure a standard of ethics amongst its contractors and consultants in carrying out all contractual obligations. The purposes of the Conflict-of-Interest Certification are to ensure: 1) fairness in the procurement process so that the AHA, the public, and other governmental entities have confidence in the integrity, independence, and impartiality in the selection of its consultants and contractors of the AHA; and 2) that its consultants and contractors have the best interests of the AHA while doing work on its behalf.

PART I. CONFLICT OF INTEREST

1. In accordance with HUD regulations (24 CFR §§ 570.611, 982.161), neither the AHA nor any of its contractors or subcontractors or their employees, agents, consultants, officers, or elected or appointed officials ("Bidder's/Proposer/Vendor") may enter into any contract or arrangement in connection with the Section 8/Housing Choice Voucher program or Community Development Block Grants (CDBG) in which any of the following classes of persons has any financial interest or benefit, direct or indirect, actual or apparent, during tenure or for one year thereafter:
 - (1) Any present or former member or officer of the AHA (except a participant commissioner) or their immediate family member or business associate;
 - (2) Any employee of the AHA, or their immediate family member or business associate, or any contractor, subcontractor or agent of the PHA, who formulates policy or who influences decisions with respect to the programs;

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- (3) Any public official, member of a governing body, or State or local legislator, who exercises functions or responsibilities with respect to the programs; or
 - (4) Any member of the Congress of the United States.
- 2. No member of or delegate to the Congress of the United States of America or Resident Commissioner shall be admitted to any share or part of this contract or to any benefit to arise therefrom, but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit.
- 3. "Immediate family member" includes spouses, parents, siblings, and children.
- 4. "Financial interest or benefit" includes, but is not limited to, salaries, consultant fees, commissions, gifts, sales income, rental payments, investment income, other business income, program services that may have a monetary value, impacts to property owned by one of the parties listed above that is within 500 feet of a project funded by AHA.
- 5. Any member of these classes of persons must disclose the member's interest or prospective interest to AHA and HUD.

PART II. ORGANIZATIONAL CONFLICTS OF INTEREST

- 1. In order to ensure the best interests of the AHA in its contractual relationships and comply with state and federal conflict of interest laws, the AHA desires to avoid an organizational conflict of interest, which is defined as a situation in which the nature of work under a proposed contract and a prospective contractor's organizational, financial, contractual or other interest are such that:
 - a. Award of the contract may result in an unfair competitive advantage;
 - b. The Bidder's/Proposer/Vendor's objectivity in performing the contract work may be impaired;
 - c. AHA official, officer, employee or their immediate family member or business associate may have a financial gain or benefit.
- 2. Where a Bidder/Proposer/Vendor is aware of, or has reason to be aware of, an organizational conflict of interest, whether actual or apparent at the time of this submittal, the Bidder/Proposer/Vendor shall provide a statement which describes in a concise manner all relevant facts concerning any past, present, or currently planned interest, financial, contractual, organizational,

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or otherwise, relating to the work to be performed hereunder and bearing on whether the Bidder/Proposer/Vendor has possible organizational conflict of interests with respect to:

- a. being given an unfair competitive advantage;
 - b. being able to render impartial, technical sound, and objective assistance or advice; and/or
 - c. any AHA official, officer, employee or their immediate family member or business associate may have a financial gain or benefit.
3. The Bidder/Proposer/Vendor must disclose all relevant information and request the AHA to make a determination as to whether there is a conflict, either actual or apparent, with respect to the contract that may be awarded.
 4. The Bidder/Proposer/Vendor shall be required to agree that if, after award, the Bidder/Proposer/Vendor discovers an organizational conflict of interest with respect to this contract, the Bidder/Proposer/Vendor shall make an immediate and full disclosure in writing to the AHA which shall include a description of the action which the Bidder/Proposer/Vendor has taken or intends to take to eliminate or neutralize the conflict. The AHA may, however, terminate the contract for the convenience of AHA if it would be in the best interest of AHA, or if required to comply with local, state and federal laws and regulations.
 5. In the event the Bidder/Proposer/Vendor was aware of an organizational conflict of interest before the award of this contract, or develops an organizational conflict of interest during the performance of the contract, and fails to disclose the conflict to the AHA, the AHA may terminate the contract for default.
 6. The Bidder/Proposer/Vendor shall require a disclosure or representation from subcontractors and consultants who may be in a position to influence the advice or assistance rendered to the AHA and shall include any necessary provisions to eliminate or neutralize conflicts of interest in consultant agreements or subcontracts involving performance or work under this contract.
 7. As part of its bid/proposal, the Bidder/Proposer/Vendor may also provide relevant facts that show how its organizational structure and/or management systems limit its knowledge of possible organizational conflicts of interest relating to other divisions of the organization and how that structure or system would avoid or mitigate such organizational conflict.

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8. No award shall be made until the disclosure or certification has been evaluated by the AHA.
9. Refusal to provide the disclosure or certification and any additional information as required, or the willful nondisclosure or misrepresentation of any relevant information shall disqualify the Bidder/Proposer/Vendor.
10. If the AHA determines that a potential conflict exists, the selected Bidder/Proposer/Vendor shall not receive an award unless the conflict can be eliminated or otherwise resolved to the satisfaction of the AHA in its sole and absolute discretion.

PART III. WARRANTY & REPRESENTATION OF NON-COLLUSION

1. Bidder/Proposer/Vendor warrants and represents that it has not paid or given, and will not pay or give, to any third party including, but not limited to, any AHA official, officer, employee, or immediate family member or business associate of any AHA official, officer, or employee, any money, consideration, or other thing of value as a result or consequence of obtaining or being awarded any contract.
2. Bidder/Proposer/Vendor further warrants and represents that (s)he/it has not engaged in any act(s), omission(s), or other conduct or collusion that would result in the payment of any money, consideration, or other thing of value to any third party including, but not limited to, any AHA official, officer, employee, or immediate family member or business associate of any AHA official, officer, or employee as a result of consequence of obtaining or being awarded any contract.
3. Bidder/Proposer/Vendor is aware of and understands that any such act(s), omission(s) or other conduct resulting in such payment of money, consideration, or other thing of value will render the resulting contract void and of no force or effect.

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CONFLICT OF INTEREST CERTIFICATION

PART B: CERTIFICATION OF BIDDER/PROPOSER/VENDOR

- The Bidder/Proposer/Vendor certifies that to the best of its knowledge and belief and except as otherwise disclosed, no member of the classes of persons listed in Part I of Part A above has an interest or prospective interest, direct or indirect, financial, contractual, organizational or otherwise, in the Bidder/Proposer/Vendor.
- The Bidder/Proposer/Vendor certifies that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any actual or apparent organizational conflict of interest as set forth in Part II of Part A above.
- The Bidder/Proposer/Vendor acknowledges and agrees to the obligations of Bidder/Proposer/Vendor as set forth in Part II above and to the rights and remedies of the AHA as set forth in Part II of Part A above as they relate to organizational conflicts of interest.
- The Bidder/Proposer/Vendor certifies that to the best of its knowledge and belief and except as otherwise disclosed, it has not paid or given, and will not pay or give, to any third party including, but not limited to, any AHA official, officer, employee, or immediate family member or business associate of any AHA official, officer, or employee any money, consideration, or other thing of value as a result or consequence of obtaining or being awarded any contract; and further has not engaged in any act(s), omission(s), or other conduct or collusion that would result in the payment of any money, consideration, or other thing of value to any third party including, but not limited to, any AHA official, officer, or employee, as a result of consequence of obtaining or being awarded any contract as set forth in Part III of Part A above.
- The Bidder/Proposer/Vendor has disclosed the following (by submitting an online form at:

<https://form.alamedahsg.org/Forms/A4Gpo>):

- (a) Any current or prior personal relationships with AHA current or former official, officer or employee or their immediate family member or business associate
- (b) Any current or prior business or financial relationships with AHA current or former official, officer or employee or their immediate family member or business associate

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- (c) Any current or prior relationship with AHA current or former official, officer or employee or their immediate family member or business associate
- (d) If aware of, or there is reason to be aware of, an organizational conflict of interest, whether actual or apparent at the time of this submittal, describe all relevant facts concerning any past, present, or currently planned interest, financial, contractual, organizational, or otherwise, relating to the work to be performed hereunder.