DURHAM
1869
CITY OF MEDICINE

Department of Community Development

Request for Qualifications (RFQ)

Date of Issue: **June 25, 2014**
Due Date: **July 31, 2014**

Southside Revitalization Project – Homeowner's Association Management Company

Through this RFQ, the City of Durham is requesting qualifications from interested and experienced firms to manage the Homeowner's Association for The Bungalows at Southside

Questions about this RFQ should be directed to:

Project Manager	Shepherd Smith
Title	Project Manager
Department	Department of Community Development
Address	807 E. Main Street, Suite 2-200, Durham, NC 27701
Telephone	919-560-4570, ext. 22227
Email	shepherd.smith@durhamnc.gov

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Date of RFQ: The date of issuance is June 25, 2014 and the due date for submitting proposals is July 31, 2014.

Project Manager and Contact with City; Questions about this RFQ. Direct questions and concerns to:

Attn: Shepherd Smith, Project Manager
Department of Community Development
807 E. Main Street, Suite 2-200
Durham, NC 27701
Phone: (919) 560-4570, ext. 22227
Fax: (919) 560-4090
Email: shepherd.smith@durhamnc.gov

DESCRIPTION OF PROJECT AND NATURE OF RFQ

Project: The Southside neighborhood is part of a larger revitalization project that encompasses approximately 125 acres. The entire project area will include mixed income development of rental units and homeownership single family homes.

The initial development of single family homes in Phase One, to be governed by the Bungalows at Southside Homeowner's Association, will include 48 lots located primarily on South Street, Hillside Avenue, Fargo Street, Scout Drive and W. Piedmont Avenue in the Southside neighborhood, and will be known as The Bungalows at Southside. Refer to Exhibit "A" Lot Layout Plan identifying the initial 48 lots.

As additional phases of development take place, they may be included in the Homeowner's Association

Background: The City of Durham's vision is the creation of a new mixed-income neighborhood of homeowners and renters in a revitalizing geographic area.

The City of Durham selected the firm of McCormack Baron Salazar (MBS) as the developer of the former Rolling Hills neighborhood in Southside for a large mixed-income rental project to be called the Lofts at Southside. The visual centerpiece of the first phase of the Lofts is a water retention pond feature at the corner of Lakewood and Roxboro Street. A second phase of mixed-income rental development will consist of an additional 79 units to be located adjacent to the first phase along Roxboro Street.

Last fall, the City issued an RFQ for up to two homebuilders to be selected to construct the initial 48 homes included in the first phase of the single family home development. The City of Durham selected B. Wallace Design and Construction and Andrew Roby General Contractor as the approved homebuilders to construct For Sale single family houses located on South, Fargo, Hillside and Chestnut Streets, where at least 25 homes must be made available to moderate income individuals or

families through financing subsidies. Home prices range from the low $160's to more than $200,000.

The City is now seeking an experienced firm to manage the Bungalows at Southside Homeowner's Association recently created to govern the first phase of single family home development containing 48 lots.

Scope of Work: Through this RFQ, the City intends to select a single firm to manage the Bungalows at Southside Homeowner's Association The successful applicant must have a track record in providing full-service or customized management of similar homeowners associations. Preference will be given to firms who are members of the Community Associations Institute (CAI) and are designated as an Accredited Association Management Company (AAMC) by CAI, or have been certified by the Certified Manager of Community Associations (CMCA). The management firm should currently manage a minimum of ten (10) communities of a size equal to or larger than the Bungalows at Southside project.

It is anticipated that the Customized Management Services will consist of the following:

- Accounting: Accounts Receivable, Accounts Payable, monthly reporting, 1099 issuance and coordination of tax return filing;
- Attendance at two board meetings annually;
- Coordinate and attend one Annual membership meeting;
- Issue violation letters;
- Process architectural change applications;
- Coordinate selection and provide management oversight of grounds contractor in maintaining gateway improvements (see below);
- Perform bi-monthly site visits (6 annually); and
- Consult with Board and Owners on HOA matters.

Additionally, the firm must have the experience and ability to maintain a current membership roster and process changes when ownership of the units are sold to new residents and consult with the Board and Owners on HOA matters to make recommendations and/or changes to the By-Laws and Rules and Regulations for the benefit of the homeowner's.

Gateway Improvements: While the Bungalows at Southside does not have any common area, the development does have gateway improvements consisting of landscaping, entry walls and columns and lighting which are located within landscape easements. As noted above, the selected firm will be responsible for managing the grounds contract to ensure that the gateway is well maintained and attractive at all times. Based on a review of the qualifications submittals and interviews with a limited number of finalists, the City intends to enter into negotiations with the selected management firm for a one-year renewable contract. Among the initial tasks will be providing assistance to the City in establishing an initial operating budget and monthly assessments. Should those negotiations not result in an agreement

mutually acceptable to both parties, the City will enter into negotiations with the next highest ranked management firm.

Schedule: The City intends to review the submittals, conduct limited interviews and begin the negotiation process with the selected management firm no later than August 15, 2014

Definitions in this RFQ: City, RFQ, Proposal, Candidate, Contractor, Should. Unless the context indicates otherwise – (a) The expressions "RFQ," "this RFQ," and "the RFQ" refer to this document as it may be amended or updated. (b) "City" and "city" mean the City of Durham. (c) The "Proposal)" is the response of a person, firm, or corporation proposing to provide the services sought by this RFQ. (d) The word "Candidate" or "candidate" is the person, firm, or corporation that submits a Proposal or that is considering submitting a Proposal. (e) The word "Contractor" or "contractor" is the person, firm, or corporation with which the City enters into an agreement to provide the services sought by this RFQ.

Contract. The City anticipates that at the conclusion of the RFQ process a written agreement between the City and the successful candidate/entity will be executed defining the roles and responsibilities of each party.

Trade Secrets and Confidentiality. NA.

Bonds. No fidelity bond, performance bond or payment bond is required for this agreement.

Insurance. Insurance requirements are not applicable to the submittal of a Proposal.

Discretion of the City.

A. The City of Durham reserves the right to reject any or all Proposals.

B. NOTWITHSTANDING anything to the contrary in this document or in any addendums to this document, unless the contrary provision refers specifically to this provision, the City reserves the right (i) to negotiate changes of any nature with any candidate with respect to any term, condition, or provision in this document and/or in any Proposals, whether or not something is stated to be mandatory and whether or not it is said that a proposal will be rejected if certain information or documentation is not submitted with it, and (ii) to enter into an agreement for some or all of the work with one or more persons, firms, or corporations that do not submit Proposals. For example, all deadlines are for the administrative convenience or needs of the City and may be waived by the City in its discretion. This subparagraph B applies to the entire RFQ, including the SDBE portions.

C. Where the City asks or tells candidates to do stated things, such as that a Proposal should follow a stated format or that the candidate should do stated things in seeking the contract, the City may reject a Proposal because it does not comply with those requests, so the candidate is adding to its risk of rejection by non-compliance. Still, the City may, in its discretion, waive non-compliance. This subsection (C) does not limit subsections (A) and (B).

D. Of course, once an agreement is signed, the parties to the agreement may enforce the agreement according to its terms as allowed by applicable law.

SCHEDULE

Schedule. The work schedule set out herein represents the City's best estimate of the schedule that will be followed. If a component of the schedule, such as the completion date is delayed, the overall schedule will be adjusted accordingly.

Keeping Proposals Open. N/A.

Deadline to Submit Proposals. Applicants should see that their Proposals are received at the following address by July 31, 2014 at 4:00 PM: 807 E. Main Street, Suite 2-200, Durham, NC 27701.

GETTING MORE INFORMATION ON THE PROJECT AND RFQ PROCESS

Questions. Questions about the RFQ and the RFQ process should be submitted to the project manager identified at the beginning of this RFQ must be received by July 21, 2014.

Pre-submittal conferences, meetings, and site visits. A pre-submittal conference will be held at 2:00 PM July 9, 2014 at the above address.

Updates and revisions to RFQ. This RFQ and addendums are normally posted on the City's website, on the Purchasing Division's webpage posted below. Check that webpage to see that you have received all addenda.
http://durhamnc.gov/ich/as/fin/Pages/bids.aspx

CONTENTS OF PROPOSAL

Contents of Proposal
The Proposal should include sections, numbered as indicated below. In preparing the Proposal, applicants should refer to the evaluation criteria stated above.

1. **Contact information**. Include the applicant's name and address, and the contact information (name, mailing address, email address, fax number, and telephone number) of the person whom the City should contact regarding the proposal.

2. **Legal Status of the Applicant and Signers**. State the full, exact name of the applicant. State whether the candidate is an individual, corporation, limited partnership, general partnership, limited liability company, professional corporation, professional association, etc. If it is anything other than an individual or a general partnership, specify the State under which the entity is organized. If the State under which the entity is organized is not North Carolina, specify whether the candidate has received a certificate of authority from the N. C. Secretary of State to transact business in North Carolina. State whether the entity is in existence at the time the

proposal is submitted, and if not, whether and when the candidate intends to officially form the entity. State the names and titles of the individuals who will sign the agreement with the City.

EVALUATION CRITERIA

Evaluation Criteria. Proposals will be reviewed and evaluated on a 100 point basis as outlined below.

Experience – 25 Points: Provide the names and number of communities managed, the total number of units managed, how long each community has been managed, contact information, and any additional information respondent wishes to provide as it relates to the management of a homeowner's association.

Capacity – 25 Points: Describe all of the services to be provided or made available by respondent in the management of the homeowners association, including but not limited to; collection of homeowner dues, maintaining bank accounts for the benefit of the HOA, scheduling and facilitating HOA meetings, preparing annual financial reports and supervising outside vendors such as grounds contractors.

References - 25 Points: Provide at least three written references from other homeowner's associations currently being managed.

Compensation - 25 Points: Provide detailed outline specifying monthly fees for the anticipated Customized Management Services. Additionally, indicate any third party fees charged associated with property transfers or inquiries from prospective purchaser's lenders.

Equal Business Opportunity Program.

It is the policy of the City to provide equal opportunities for City contracting for small firms owned by socially and economically disadvantaged persons doing business in the City's Contracting Marketplace. It is further the policy of the City to prohibit discrimination against any firm in pursuit of these opportunities, to conduct its contracting activities so as to prevent such discrimination, to correct present effects of past discrimination and to resolve complaints of discrimination.

While there are no SDBE participation goals for this project, in accordance with the Ordinance, all contractors are required to provide information requested in the "SDBE Professional Services Forms" package. **Proposals that do not contain the appropriate, completed "Professional Services Forms" may be deemed non-responsive and ineligible for consideration.** The "Declaration of Performance," "Participation Documentation," Managerial Profile," "Equal Employment Opportunity Statement" and the "Employee Breakdown" documents are required of all contractors. In lieu of "Employee Breakdown," contractors may submit a copy of the current EEO-1 form (corporate basis). Other forms in the package should be used as needed.

The Department of Equal Opportunity/Equity Assurance is responsible for the Equal Business Opportunity Program. All questions about "SDBE Professional Services Forms" should be referred to Deborah Giles or other department staff at (919) 560-4180.

Conflict of Interest. If the candidate has any grounds to believe there could be a conflict of interest, such as that a City employee who is involved in awarding the contract has a connection with the candidate, please explain.

Non-collusion. This RFQ constitutes an invitation to bid or propose. Sign the following and include it with your response:

The City of Durham prohibits collusion, which is defined as a secret agreement for a deceitful or fraudulent purpose.

I, _____ affirm that I have not engaged in collusion with any City employee(s), other person, corporations or firms relating to this submittal. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

Signature: _____

COVER LETTER WITH QUALIFICATIONS

Cover letter. The proposal should contain a cover letter, signed by a principal of the candidate. The cover letter should contain the following statements:

> "The undersigned, whose title and position with the candidate are stated next to or beneath his or her signature, has the authority to submit these Qualifications (including this cover letter) on behalf of the candidate in response to the City of Durham's Request for Qualifications. Our Qualifications accepts the terms and conditions stated in the RFQ, including the description of services to be performed and the provisions of the agreement to be signed."

The cover letter should contain the paragraph:

> "The candidate is not submitting any trade secrets to the City in connection with this proposal or the contract; if the agreement is awarded to the candidate, the candidate will not submit any trade secrets to the City in connection with this proposal or the agreement. The candidate acknowledges that the City will rely on the preceding sentence."

HOW TO SUBMIT A REQUEST FOR QUALIFICATIONS

How to submit a Request For Qualifications.

Applicants should submit their proposal in a sealed envelope. The envelope should be addressed for delivery to the Project Manager at the address shown in the "Project Manager and Contact with City" section at the beginning of this RFQ.

Write the following prominently on the outside of the envelope: "Request for Qualifications for Southside Promotion."

Proposals are to be received no later than 4 PM, July 31, 2014. Submittals should not be made by email or fax.

Format. No format is specified. One original and five copies of the Proposal should be submitted.

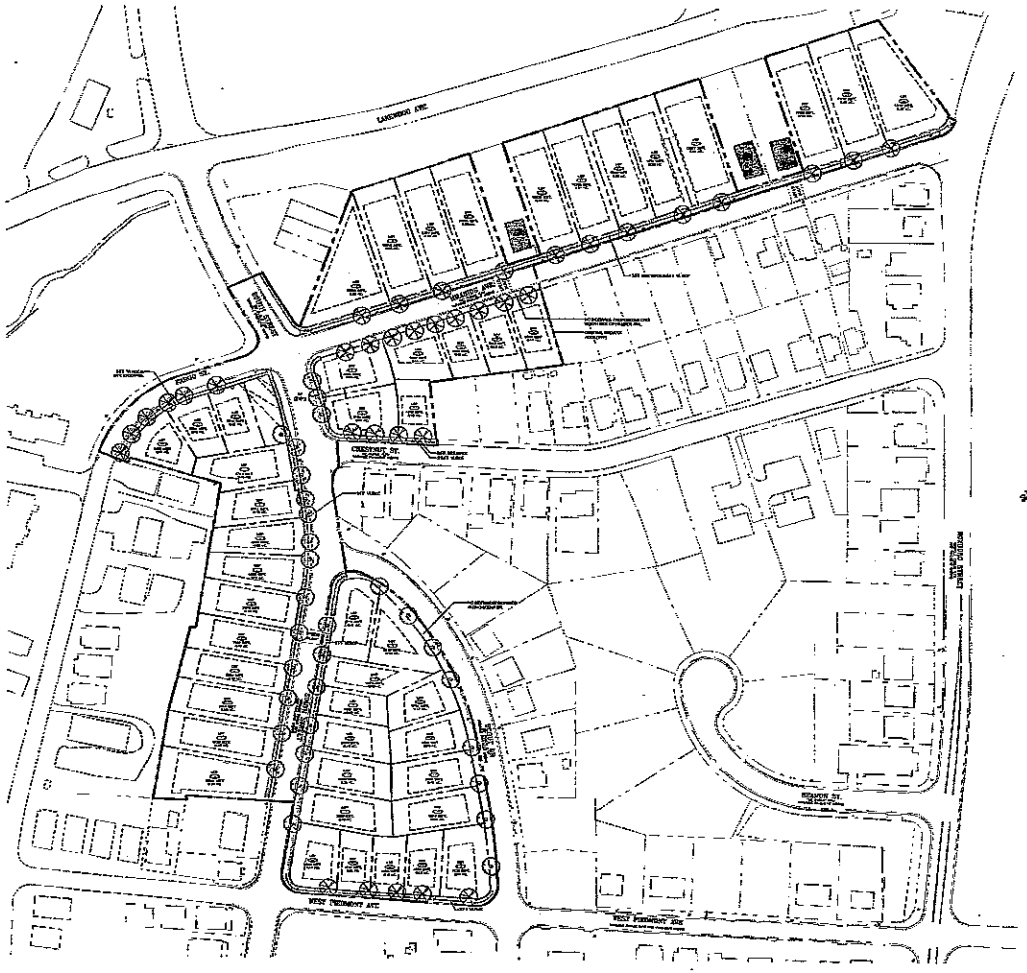
Alternative Proposals. NA

Candidate to Bear Expense; No Claims against City. No candidate will have any claims or rights against the City arising out of the participation by a candidate in the RFQ process. No candidate will have any claims or rights against the City for the City's failure to award a contract to it or for awarding a contract to another person, firm, or corporation, regardless of whether the other person, firm, or corporation participated in the RFQ process or did not submit a Proposal that complied with the RFQ. A notice of award will not constitute acceptance by the City; the City's only method of acceptance is the City's execution of a formal contract in accordance with law.

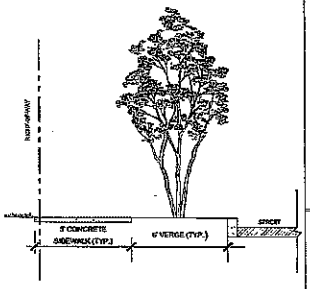
Privilege License. The City's practice is that if a City privilege license is required to perform the work under the agreement, the candidate needs to obtain the license before the City will sign the agreement. For information on this license, call (919) 560-4700 or see http://www.durhamnc.gov/departments/finance/business_license.cfm. A current license is not required to submit the Proposal.

Notice Under the Americans with Disabilities Act (ADA). The City of Durham will not discriminate against qualified individuals with disabilities on the basis of disability in the City's services, programs, or activities. The City will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the City's programs, services, and activities. The City will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all City programs, services, and activities. Anyone who requires an auxiliary aid or service for effective communications, or a modification of policies or procedures to participate in the City program, service, or activity, should contact Ms. Stacey Poston, ADA Coordinator, voice 919-560-4197, fax 560-4196, TTY 919-560-1200, or Stacey.Poston@durhamnc.gov, as soon as possible but no later than 48 hours before the scheduled event.

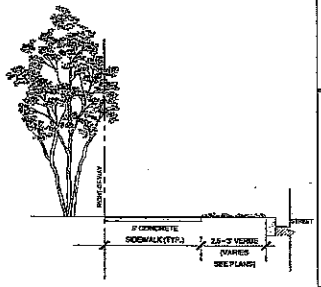
EXHIBIT "A" Lot Layout Plan



TYPICAL STREET TREE LOCATION
SOUTH ST. & HILLSIDE AVE.
DRAWING IS NOT TO SCALE



TYPICAL STREET TREE LOCATION
PIEDMONT AVE & CHESTNUT AVE.
DRAWING IS NOT TO SCALE



THE REVITALIZATION OF SOUTHSIDE

Durham, NC

O'Brien Architecture PLLC
808 Brookside Avenue
Charlotte, NC 28203
704.335.5336
Michael@OBrienAIA.com

FOR BIDDING ONLY
NOT FOR CONSTRUCTION

Submitted:
PROPOSAL SET

Date: NOVEMBER 10, 2013

Drawn: Checked:

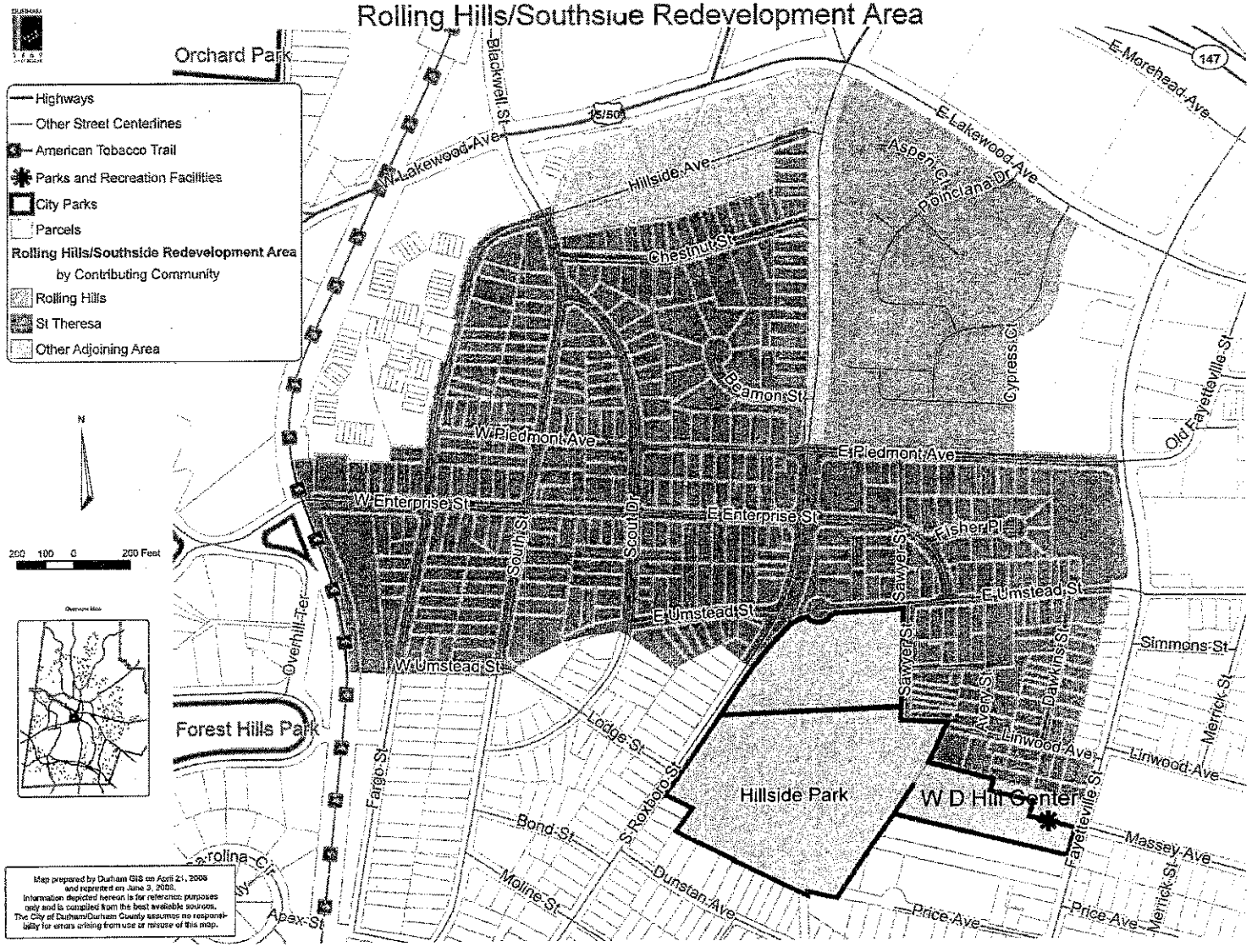
Rev. 1 Date:
Rev. 2 Date:
Rev. 3 Date:
Rev. 4 Date:

Title:
LOT LAYOUT PLAN

Sheet Number: 1 of 1

Exhibit A

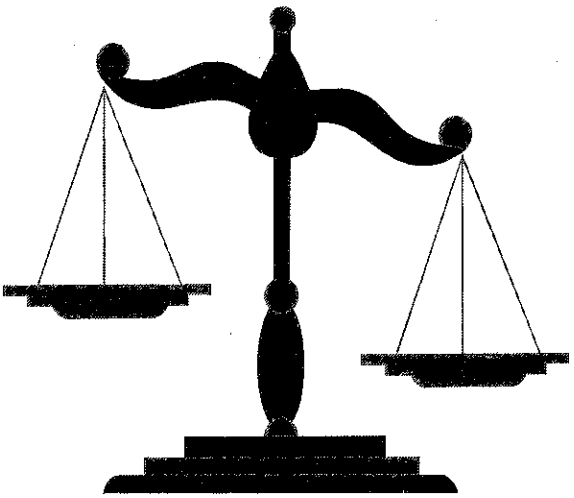
Rolling Hills/Southsiue Redevelopment Area



CITY OF DURHAM

SMALL DISADVANTAGED BUSINESS ENTERPRISE

PROFESSIONAL SERVICES FORM



Equal Opportunity/ Equity Assurance Department

Mailing Address:
101 City Hall Plaza
Durham, North Carolina 27701

Street Address:
302 E. Pettigrew Street, Suite C-180
Durham, North Carolina 27701

Phone: (919) 560-4180
Facsimile: (919) 560-4513

CITY OF DURHAM EQUAL BUSINESS OPPORTUNITY PROGRAM

Policy Statement

It is the policy of the City to provide equal opportunities for City contracting to small firms owned by socially and economically disadvantaged persons doing business in the City's Contracting Marketplace. It is further the policy of the City to prohibit discrimination against any firm in pursuit of these opportunities, to conduct its contracting activities so as to prevent such discrimination, to correct the present effects of past discrimination and to resolve complaints of discrimination.

Goals

To increase the dollar value of all City contracts for goods and services awarded to small disadvantaged business enterprises, it is a desire of the City that the contractor will voluntarily undertake efforts to increase the participation of socially and economically disadvantaged individuals at higher skill and responsibility levels within non-minority firms engaged in contracting and subcontracting with the City.

The Equal Opportunity/Equity Assurance Director shall establish project specific goals for each project or contract based upon the availability of small disadvantaged business enterprises (SDBE's) within the defined scope of work, delineated into percentages of the total value of the work.

Equal Business Opportunity Ordinance
SDBE Participation Documentation

If applicable information is not submitted with your proposal, your proposal will be deemed non-responsive.

Declaration of Performance must be completed and submitted with your proposal.

SDBE Participation Documentation must be used to document participation of Small Disadvantaged Business Enterprise (SDBE) on Professional Services projects. All SDBEs must be certified by the City of Durham's Equal Opportunity/Equity Assurance Department prior to submission date. If a business listed has not been certified, the amount of participation will reduced from the total utilization.

Managerial Profile must be used to list the managerial persons in your workforce who will be participating in this project.

Equal Employment Opportunity Statement for your company must be completed and submitted with your proposal.

Employee Breakdown must be completed and submitted for the location providing the service/commodity. If the parent company will be involved in providing the service/commodity on the City contract, a consolidated employment breakdown must be submitted.

Letter of Intent to Perform as a Sub-consultant/Subcontractor must be completed for SDBEs proposed to perform on a contract. This form must be submitted with the proposal.

Post Proposal Submission SDBE Deviation
Post proposal submission SDBE deviation participation documentation must be used to report and deviation from SDBE participation either prior to or subsequent to startup of the project. The Equal Opportunity/Equity Assurance Department must be notified if the proposed sub-consultant/subcontractor is unable to perform and for what reasons. Substitutions of sub-consultants/subcontractor, both prior to and after awarding of a contract, are subject to City approval.

SDBE Goals Not Met/Documentation of Good Faith Efforts
It is the responsibility of consultants/contractors to make good faith efforts. Good Faith Efforts means the sum total of efforts by a particular business to provide equitable participation of socially and economically disadvantaged employees and sub-consultants/subcontractors.

Whenever contract alternatives, amendments or extra work orders are made individually or in the aggregate, which increase the total value of the original contract, the consultant must make a good faith effort to increase SDBE participation such that the amounts subcontracted are consistent with the established goals.

SELECTION OF CONSULTANTS/CONTRACTORS FOR OTHER PROFESSIONAL SERVICES

Goal

The purpose is to provide Small Disadvantaged Businesses equal opportunities for participation on City of Durham contracts.

Definition of the Scope of the Selection Policy

The Equal Opportunity/Equity Assurance Director shall establish SDBE participation goals for each contract to be awarded by the City. Project specific goals for each project or contract will be based upon the availability of small disadvantaged business enterprises (SDBE's) within the defined scope of work, delineated into percentages of the total value of the work.

Small Disadvantaged Business Proposal Requirements

The prime consultant/contractor shall submit a proposal in accordance with the City of Durham's Request for Qualifications. In addition, the prime consultant/contractor must submit all required Professional Services SDBE Forms.

Selection Committee for Professional Services

A selection committee shall be established to be composed of the following: City Manager or a designated representative of this office; Director of Finance or a designated representative of this office; department head responsible for the project; City Engineer if engineering services are involved; the Equal Opportunity/Equity Assurance Director and Purchasing Manager. Other representatives shall be called upon as needed based on their areas of expertise.

The committee shall screen the proposals based on the following criteria:

1. Firms; interest in the project;
2. Current work in progress by firm;
3. Past experience with similar projects;
4. General proposal for carrying out the required work;
5. Designation of key personnel who will handle the project, with resume for each;
6. Proposed associate consultants/contractor, SDBE sub-consultants;
7. Indication of capability for handling project;
8. Familiarity with the project;
9. Fees that have been charged for recent comparable projects;
10. References;
11. SDBE Participation; and
12. Documentation of Good Faith efforts.

After ranking the firms presenting proposals based on the above criteria, interviews will be conducted by the selection committee with the top ranked firms (2). The contracting department will make the final recommendation, prepare contracts for review by the City Attorney, and prepare the recommendation for the City Council including the following:

1. Description and scope of the project;
2. Recommended firm;
3. Contract cost;
4. Time limits;
5. Basis for selection;

6. Source for funding;
7. Equal Business Opportunity Ordinance compliance; and
8. Recommendation that the contract be approved by the City Council.

Contract Award

A provision must be written in each contract requiring them to work with Equal Opportunity/Equity Assurance Department in creating and identifying separate work.

Project Evaluation

An evaluation shall be made of each contract after its completion to be used in consideration of future professional services contracts. The evaluation shall cover appropriate items from the check list for ranking applicants. A copy of the evaluation shall be given to the consultant, and any comment he/she cares to make shall be included in the files.

DECLARATION OF PERFORMANCE BY CONSULTANT/CONTRACTOR

Briefly address each of the following items:

1. A brief synopsis of the company and the products/services it provides:

2. Describe the normal procedure used on a bid of this type, giving the flow of purchase from the company to the ultimate purchaser:

3. List anyone outside of your company with whom you will contract on this bid:

The undersigned consultant/contractor certifies that: (check appropriate box)

a) _____ It is the normal business practice of the consultant/contractor to perform all elements of the contract with its own workforce without the use of subcontractors/vendors; and

b) _____ That the above documentation demonstrates this *firm's* capabilities to perform all elements of the contract with its own work force or without the use of subcontractors/vendors.

c) _____ The vendor/contractor will use a sub-consultant(s) in the fulfillment of this scope of work.

_____

Date **Authorized Signature**

PARTICIPATION DOCUMENTATION
(TO BE COMPLETED BY PRIME CONSULTANT/CONTRACTOR ONLY)

Names of all firms (including prime and sub consultants/ Sub contractors)	Location	SDBE Firm Yes/No	Nature of Participation	% of Project Work

TOTAL: _____

_____
Name - Authorized Officer of Prime Consultant/Contractor Firm (Print/Type)

_____
Signature - Authorized Officer of Prime Consultant/Contractor Firm

_____
Date

MANAGERIAL PROFILE

Name of Firm: _____

Contact Person: _____

Title: _____

Address: _____

Telephone No.: _____

Date: _____

List the managerial persons in your work force who will be participating in this project, including name, position, and whether the individuals are minority or woman within the definition* of the City of Durham's Equal Business Opportunity Ordinance.

Managerial Employees

NAME	POSITION	SOCIALLY/ECONOMICALLY DISADVANTAGED* (YES/NO)

* M-Minority (African American), W-Woman, Other-H-Hispanic, AI-American Indian, AS-Asian American, Handicapped

Letter of Intent to Perform as a Sub-Consultant

The undersigned intends to perform work in connection with the above project as a SDBE:

Minority (African American) Woman Hispanic

American Indian Asian American Handicapped

The SDBE status of the undersigned is certified by the City of Durham as identified by the attached copy of certification or the attached SDBE Contractor Identification List supplied by the EO/EA Department.

The undersigned is prepared to perform the following described work in connection with the above project (specify in detail particular work items or parts thereof to be performed):

You have projected the following commencement date for such work, and the undersigned is projecting completion of such work as follows:

ITEMS	PROJECTED COMMENCEMENT DATE	PROJECTED COMPLETION DATE

The consultant will subcontract _____% of the dollar value of this contract to a SDBE sub-consultant/subcontractor.

The undersigned will enter into a formal agreement in the amount of $_____ for the above work with you, conditioned upon your execution of a contract with the City of Durham.

Name _____Title _____

Company_____Telephone_____

Address_____

Signature_____

REQUEST TO CHANGE SDBE PARTICIPATION

Project: _____
Name of bidder or consultant:_____
Name and title of representative bidder or consultant: _____
Address (including zip code)_____
Telephone number: _____ Fax number:_____
Email address: _____
Total amount of original contract, before any change orders or amendment:_____
Total amount of the contract, including all approved change orders and amendments to date, but not counting the changes proposed in this form:_____
Dollar amount of changes proposed in this form_____
The proposed change *(check one)* ☐ **increases** ☐ **decreases** the dollar amount of the bidder's/consultant's contract with the City.
Does the proposed change decrease the SDBE participation? *(check one)* ☐ **yes** ☐ **no**

If the answer is **yes**, complete the following:

BOX A. For the subcontract proposed to be changed (increased, reduced, or eliminated):
Name of sub-consultant:
_____
Goods and services to be provided before this proposed change:
_____
_____
Is it proposed to eliminate this subcontract? ☐ yes ☐ no
If the subcontract is to be increased or reduced, describe the nature of the change (*such as adding $5,000 in environmental work and deleting $7,000 in architectural):*
_____
_____

Dollar amount of this subcontract before this proposed change:_____
Dollar amount of this subcontract after this proposed change_____
This sub-consultant is *(check one):*

☐ 1. City-certified Black-owned SDBE
☐ 2. City-certified Women-owned SDBE
☐ 3. City-certified SDBE that is neither Black-owned nor women owned, but to be credited as:
3(a) ☐ Black-owned SDBE 3(b) ☐ Women-owned SDBE
☐ 4. not a City-certified SDBE

BOX B. Proposed subcontracts other than the subcontract described in Box A above

Name of subcontractor for the new work:

_____

Goods and services to be provided by this proposed subcontract:

_____

_____

Dollar amount proposed of this proposed subcontract:

_____

This subcontractor is *(check one)*:

☐ 1. City-certified Black-owned SDBE

☐ 2. City-certified women-owned SDBE

☐ 3. City-certified SDBE that is neither Black-owned nor women owned, but to be credited as:

3(a) ☐ Black-owned SDBE 3(b) ☐ Women-owned SDBE

☐ 4. not a City-certified SDBE

Add additional sheets as necessary.

SDBE GOALS NOT HAVING BEEN MET. The following information must be presented by the consultant concerning good faith efforts taken.

It is the responsibility of consultants to make good faith efforts. Any act or omission by the City shall not relieve them of this responsibility. For future efforts, it shall be comprised of such efforts which are proposed to allow equitable participation of socially and economically disadvantaged employees and sub-consultants/subcontractors. The City Manager shall apply the following criteria, with due consideration of the quality, quantity, intensity and timeliness of efforts of consultants/contractors, in determining good faith efforts to engage SDBEs along with other criteria that the City Manager deems proper:

Name of Bidder: _____

If you find it helpful, feel free to attach pages to explain your answers. **How many pages is your firm attaching to this questionnaire?** _____ *(Don't count the 2 pages of this questionnaire.)*

If a yes or no answer is not appropriate, please explain the facts. All of the answers to these questions relate only to the time before your firm submitted its bid or proposal to the City. In other words, actions that your firm took after it submitted the bid or proposal to the City cannot be mentioned or used in any answers.

1. SOLICITING SDBEs.

(a) Did your firm solicit, through all reasonable and available means, the interest of all SDBEs certified (that is, in the City's database) in the scopes of work of the contract? ☐ **yes** ☐ **no**

(b) In such soliciting, did your firm advertise? ☐ **yes** ☐ **no** Are you attaching copies to this questionnaire, indicating the dates and names of newspaper or other publication for each ad if that information is not already on the ads? ☐ **yes** ☐ **no**

(c) In such soliciting, did your firm send written (including electronic) notices or letters? Are you attaching one or more sample notices or letters? ☐ **yes** ☐ **no**

(d) Did your firm attend the pre-bid conference? ☐ **yes** ☐ **no**

(e) Did your firm provide interested SDBEs with timely, adequate information about the plans, specifications, and requirements of the contract? ☐ **yes** ☐ **no**

(f) Did your firm follow up with SDBEs that showed interest? ☐ **yes** ☐ **no**

(g)With reference to the SDBEs that your firm notified of the type of work to be subcontracted --

Did your firm tell them:

(i) the specific work your firm was considering for subcontracting? ☐ **yes** ☐ **no**
(ii) that their interest in the contract is being solicited? ☐ **yes** ☐ **no**
(iii) how to obtain and inspect the applicable plans and specifications and descriptions of items to be purchased? ☐ **yes** ☐ **no**

2. BREAKING DOWN THE WORK.

(a) Did your firm select portions of the work to be performed by SDBEs in order to increase the likelihood that the goals would be reached? ☐ **yes** ☐ **no**

(b) If **yes**, please describe the portions selected.
ANSWER:

3. NEGOTIATION.

In your answers to 3, you may omit information regarding SDBEs for which you are providing Form E-105.

(a) What are the names, addresses, and telephone numbers of SDBEs that you contacted?
ANSWER:

(b) Describe the information that you provided to the SDBEs regarding the plans and specifications for the work selected for potential subcontracting.

ANSWER:

(c) Why could your firm not reach agreements with the SDBEs that your firm made contact with? Be specific.
ANSWER:

4. ASSISTANCE TO SDBEs ON BONDING, CREDIT, AND INSURANCE.

(a) Did your firm or the City require any subcontractors to have bonds, lines of credit, or insurance? ☐ **yes** ☐ **no**
(Note: In most projects, the City has no such requirement for *subcontractors*.)

(b) If the answer to (a) is **yes**, did your firm make efforts to assist SDBEs to obtain bonds, lines of credit, or insurance? ☐ **yes** ☐ **no** If **yes**, describe your firm's efforts.

ANSWER:

(c) Did your firm provide alternatives to bonding or insurance for potential subcontractors?
☐ **yes** ☐ **no** If **yes**, describe.
ANSWER:

5. GOODS AND SERVICES. What efforts did your firm make to help interested SDBEs to obtain goods or services relevant to the proposed subcontracting work?

ANSWER:

6. USING OTHER SERVICES.

(a) Did your firm use the services of the City to help solicit SDBEs for the work?
☐ **yes** ☐ **no** Please explain.

ANSWER:

(b) Did your firm use the services of available minority/women community organizations, minority and women contractors' groups, government-sponsored minority/women business assistance agencies, and other appropriate organizations to help solicit SDBEs for the work?
☐ **yes** ☐ **no** Please explain.

ANSWER: