

**COHOES HOUSING AUTHORITY
REQUEST FOR PROPOSAL (RFP) FOR
RESIDENT RELOCATION SERVICES**

RFP #: NY022-01 SS

Issue Date: 05/13/2021

Submission Deadline Date: 06/14/2021/, 3:00 p.m. EST. Proposals must be submitted by mailing to Katherine Oliver, 100 Manor Sites, Cohoes, NY 12047 and clearly marked “RFP for Resident Relocation Services”. Submit three (3) bound hard copies and one electronic copy on a flash drive.

Questions must be submitted by: 05/28/2021, 3:00 p.m. EST

Expected Contract Award Date: 06/30/2021

STATEMENT OF PURPOSE

The Cohoes Housing Authority, New York (CHA) is seeking qualified individuals or firms for the provision of services related to resident relocation and coordination for its 70-unit Saratoga Sites public housing project for which CHA will be seeking HUD approval for Section 18 Demolition/Disposition. This RFP will result in selection of one firm to provide relocation services for the period necessary to permanently relocate all residents from the development. The role of the firm selected due to this RFP will be to assist the CHA to develop relocation plans and execute relocation activities.

The deadline for the proposal is **June 14, 2021 by 3:00pm.**

Please submit questions to the Executive Director Katherine Oliver at koliver@cohoeshousing.org by May 28, 2021.

The Housing Authority may reject any and all proposals, re-advertise, postpone, or cancel this RFP at any time at its discretion. The Housing Authority has the right to waive any and all formalities related to this RFP. The Housing Authority is committed to equal opportunity in its procurement actions and encourages Section 3 and M/WBE firms to respond to this solicitation.

The Cohoes Housing Authority plans to undertake demolition/disposition at its Saratoga Sites development. This will require permanent relocation of residents from the development. CHA proceeding with the relocation services is dependent on ability to secure Section 18 approval, Tenant Protection Vouchers, and other resources.

Saratoga Sites is a 70-unit, general occupancy development on approximately 4.5 acres located at 71 Saratoga Sites, Cohoes, Albany County, NY 12047. The property consists of 12 residential buildings (four one-bedroom units, 42 two-bedroom units, and 24 three-bedroom units) and a maintenance building. Approximately thirteen (13) percent of residents of the property are long-term residents who have lived at the site for at least 10 years. Many residents are employed and approximately sixteen percent are elderly (62 years or older)

CHA intends to request disposition due to conditions of the surrounding area (24 CFR 970.17(a)) which is not conducive to the health and safety of residents of the development. Primarily, but not exclusively, due to the Norlite Company's hazard waste facility next door and the surrounding area being deemed an industrial zone, the housing authority no longer feels that it is suitable for public housing residents.

The Relocation Contractor will coordinate relocation services, schedule and relocation team in consultation with the CHA.

SCOPE OF WORK

The range of services which selected Proposer(s) may be asked to provide during the duration of the contract agreement period may include, but are not limited to, the following:

A. General Responsibilities:

1. Participate in community/resident meetings as required by the CHA.
2. Coordinate with the CHA and other agencies, including social service providers, as directed.
3. Contracting with other service providers and consultants to support the relocation project. Additional service providers may include moving companies, pest control services and

cleaning companies. Unit and/or hourly pricing to reflect complete relocation coordination and services needed.

4. Provide status reports of relocation project progress at regular intervals as required by the owner entity.
5. Other duties as assigned by the owner entity to address specific conditions of the project activity to cause the least disruption to the resident.
6. Participate in Project Team Meetings as needed.
7. Submit invoices monthly, as applicable, for services provided.
8. Provide relocation staff that are highly knowledgeable about local, state and federal relocation regulations and requirements.
9. Develop relocation plans that identifies relocation challenges and overall costs.
10. Provide final reports to CHA, in paper and/or electronic file, as requested.
11. Proposer to perform all work according to applicable state and federal laws and regulations, including all updates thereto.

B. Permanent Relocation

12. Identify all resident occupants and/or activities and determine eligibility for relocation benefits.
13. Establish and maintain separate files for each resident.
14. Prepare and coordinate the delivery of appropriate and timely notices to residents.
15. Meet with each resident to explain the anticipated relocation activities.
16. Conduct individual personal resident surveys and interviews to determine relocation needs and preferences.
17. Explain residents' rights under applicable relocation laws and the Uniform Relocation Act as required.
18. Develop individualized permanent relocation plans/activities as required and/or appropriate for each resident.
19. Prepare relocation forms and claim forms.
20. Assess the needs of each resident and offer transportation, or other services including translation, as required.
21. Provide current and ongoing information to each resident including the status of the relocation processes, benefits, relocation options and availability of replacement sites.
22. Obtain estimates for moving costs, coordinate and monitor moving services, as well as the associated billing duties described above.
23. Monitor move(s) as necessary.
24. Should there be instances whereby residents believe items are missing or damaged through the relocation process (storage, construction), inform and assist each resident in filing a

properly documented relocation claim, and submit to the CHA for review and processing.

25. If necessary, assist the owner entity in responding to residents who file relocation grievances and provide supporting information.
26. At the conclusion of each project, provide copies of completed relocation.

C. Specific Residential Relocation Responsibilities:

As necessary, for the purpose of permanent moves:

27. Determine rental comparables.
28. Inspect replacement dwelling units for conformance to Housing Quality Standards.
29. Compute estimated resident benefits for review by CHA.
30. Present CHA-approved residential relocation benefits to each resident.

ABOUT THE CHA

Cohoes Housing Authority is a major provider of subsidized housing in the City of Cohoes. CHA owns and operates four housing authority developments containing 308 units housing low-income families. CHA also administers Section 8 vouchers, having approximately 209 vouchers in service. CHA is governed by a seven-member Board of Commissioners and employs 13 full- and part-time employees.

TECHNICAL PROPOSAL

All proposals submitted in response to this RFP should be formatted in accordance with the sequence noted below. Failure to provide any section outlined in the checklist may be deemed sufficient cause for rejection of a proposal.

A. Letter of Interest

Each proposal shall be accompanied by a letter of interest on the Respondent's letterhead listing the team members and identifying the primary contact person, including phone number and email address. The letter must be signed by an authorized principal of the Consultant's firm and a statement that the proposal will remain valid for not less than 180 calendar days from the submission deadline.

B. Firm Description, Geographic Location & Accessibility (15 points)

1. State the full name and address of your organization and, if applicable, the branch office that will perform the work.
2. Describe your organization's location with respect to the project. Explain what steps will be

taken to minimize potential problems in: availability for meetings, tenant interviews, general communications, coordination, supervision and expenses. Indicate the proposed on-site office location and the hours staff will be available to be on-site per week.

3. Discuss the firm's history, organization and size including number of staff in each work area.

C. Experience (20 points)

1. List your organization's previous experience with HUD-related relocation planning. Provide a comprehensive account of your experience with HUD projects, particularly those involving working with Housing Authorities and use of Housing Choice Vouchers for relocation (particularly in New York State, outside New York City).
2. Describe in detail two relocation projects that your firm is currently working on and/or has completed in the last two years. Describe the situations under which relocation took place, the number of relocations, and the length of the project. List any federal, state and local regulations for which compliance was required (such as the Uniform Relocation Act and 104(d)).
3. Describe the firm's experience providing relocations services to diverse residents identifying the type of displaced residents served (elderly, disabled, large families, persons with medical challenges, non-native English speakers, etc.) and services provided in catering to the needs of such populations. Describe any major challenges encountered and how they were addressed.

D. Key Personnel (15 points)

1. Describe the overall staffing approach to be used for the proposed project. Provide information regarding staff experience and qualifications that demonstrates the capacity and technical competence to perform the required services including specific experience with HUD-funded or other public housing projects. If the firm is small or is a sole proprietorship, please describe the approach to involve 3rd party contractors for completing the required scopes.
2. Provide name, title and resumes of key personnel who will be assigned to CHA project work and indicate how much of their time (in percentage) you anticipate dedicating to providing required services under this RFP. Identify the Project Manager(s) for the firm. Resumes should include specific information regarding experience in providing the types of services outlined in f this RFP.

E. Approach (15 points)

1. Describe your approach to performing the scope of work, including a description of staffing levels, and the approach to communicating with residents and the Authority.
2. Explain the roles and responsibilities anticipated for CHA. Identify other consultant or vendor services that may be required to implement the proposed project and describe your methods of coordination, communication and management of the various parties involved in

the process.

3. Provide approach to managing budget and schedule.
4. Provide a strategy, plan, and philosophy you would deploy to achieve relocation objectives including a sample implementation timeline and work plan.

F. References (15 points)

1. Provide (3) references, previous and/or current, including the name and title of the contact person, email address, and phone number. Provide at least one reference from a public housing authority or other public agency.

G. Fee Proposal (15 points)

Include a fee proposal to perform the work described above. The fee schedule shall only include the organization's administrative costs associated with resident relocation. It should not include the cost of relocation. CHA will cover the cost of rental assistance and moving.

Please provide as much detail as possible. CHA would view favorably a fee schedule that establishes unit pricing for identified services where appropriate. At a minimum, the fee should be broken out into a Preapproval Component, for services provided in anticipation of Demolition/Disposition Approval and related to planning for relocation, and a Post-Approval component for implementation of relocation initiated by issuance of required notices to residents. The Preapproval fee schedule should specify the fee for preparing a Relocation Plan prepared to conform with HUD requirements. The contract will be divided into task orders, issued by CHA, based on the negotiated contract amount.

H. Workforce Equity and Diversity Narrative (5 points)

Section 3 is a HUD program that requires recipients of HUD funding to promote the hiring of low-income residents and businesses. Describe how your firm will meet Section 3 requirements.

Provide documentation if the firm is a Section 3, M/WBE, Veteran Owned or Small Business certification. Provide a description of the firm's workforce equity and diversity programs and accomplishments.

I. Professional Liability Insurance (Errors and Omissions)

Contractor shall maintain in force, during the full term of the contract pursuant to this RFP, insurance in the following amounts and coverage:

Professional Liability Insurance in the amount of not less than \$1,000,000; Coverage shall have limits not less than \$1,000,000 each claim with respect to negligent acts, errors and omissions, and any

deductible not to exceed \$50,000 each claim.

The CHA must be listed as Additional Insured on liability policies. A certificate of insurance and endorsement pages of insurance policy must be provided if awarded.

J. Additional Information

Applicants are encouraged to provide brochures, sample relocation plans and forms, media articles and links regarding relocation activities.

ATTACHMENTS

A. Non-Collusive Affidavit

The form must be signed and notarized.

B. Representations and Certifications of Bidders

Complete Form HUD-5369-A.

Non-Collusive Affidavit

AFFIDAVIT

State of _____

County of _____

_____ being first duly sworn
deposes and says: (Individual's Name)

THAT he/she is _____ of
(Owner, Officer or Partner)

(Firm Name)

the party making the foregoing proposal for **Request For Proposals For Resident Relocation Services**; that such proposal or bid is genuine and not collusive or sham; that the bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person, to fix the bid price of affiant or of any bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the **Cohoes Housing Authority** or any person interested in the proposed contract; and that all statements in the said proposal or bid are true.

(Signature of Responder/Bidder)

Subscribed and sworn to before me, this _____ day of _____, in the year _____

Notary Public

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

**Representations, Certifications,
and Other Statements of Bidders**
Public and Indian Housing Programs

Representations, Certifications, and Other Statements of Bidders

Public and Indian Housing Programs

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1. Certificate of Independent Price Determination

(a) The bidder certifies that--

(1) The prices in this bid have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder or competitor relating to (i) those prices, (ii) the intention to submit a bid, or (iii) the methods or factors used to calculate the prices offered;

(2) The prices in this bid have not been and will not be knowingly disclosed by the bidder, directly or indirectly, to any other bidder or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a competitive proposal solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the bidder to induce any other concern to submit or not to submit a bid for the purpose of restricting competition.

(b) Each signature on the bid is considered to be a certification by the signatory that the signatory--

(1) Is the person in the bidder's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

(2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.

_____ [insert full name of person(s) in the bidder's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the bidder's organization];

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

(iii) As an agent, has not personally participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.

(c) If the bidder deletes or modifies subparagraph (a)2 above, the bidder must furnish with its bid a signed statement setting forth in detail the circumstances of the disclosure.

[] [Contracting Officer check if following paragraph is applicable]

(d) Non-collusive affidavit. (applicable to contracts for construction and equipment exceeding \$50,000)

(1) Each bidder shall execute, in the form provided by the PHA/IHA, an affidavit to the effect that he/she has not colluded with any other person, firm or corporation in regard to any bid submitted in response to this solicitation. If the successful bidder did not submit the affidavit with his/her bid, he/she must submit it within three (3) working days of bid opening. Failure to submit the affidavit by that date may render the bid nonresponsive. No contract award will be made without a properly executed affidavit.

(2) A fully executed "Non-collusive Affidavit" [] is, [] is not included with the bid.

2. Contingent Fee Representation and Agreement

(a) Definitions. As used in this provision:

"Bona fide employee" means a person, employed by a bidder and subject to the bidder's supervision and control as to time, place, and manner of performance, who neither exerts, nor proposes to exert improper influence to solicit or obtain contracts nor holds out as being able to obtain any contract(s) through improper influence.

"Improper influence" means any influence that induces or tends to induce a PHA/IHA employee or officer to give consideration or to act regarding a PHA/IHA contract on any basis other than the merits of the matter.

(b) The bidder represents and certifies as part of its bid that, except for full-time bona fide employees working solely for the bidder, the bidder:

(1) [] has, [] has not employed or retained any person or company to solicit or obtain this contract; and

(2) [] has, [] has not paid or agreed to pay to any person or company employed or retained to solicit or obtain this contract any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of this contract.

(c) If the answer to either (a)(1) or (a)(2) above is affirmative, the bidder shall make an immediate and full written disclosure to the PHA/IHA Contracting Officer.

(d) Any misrepresentation by the bidder shall give the PHA/IHA the right to (1) terminate the contract; (2) at its discretion, deduct from contract payments the amount of any commission, percentage, brokerage, or other contingent fee; or (3) take other remedy pursuant to the contract.

3. Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions (applicable to contracts exceeding \$100,000)

(a) The definitions and prohibitions contained in Section 1352 of title 31, United States Code, are hereby incorporated by reference in paragraph (b) of this certification.

(b) The bidder, by signing its bid, hereby certifies to the best of his or her knowledge and belief as of December 23, 1989 that:

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding of a contract resulting from this solicitation;

(2) If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the bidder shall complete and submit, with its bid, OMB standard form LLL, "Disclosure of Lobbying Activities;" and

(3) He or she will include the language of this certification in all subcontracts at any tier and require that all recipients of subcontract awards in excess of \$100,000 shall certify and disclose accordingly.

(c) Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by section 1352, title 31, United States Code. Any person who makes an expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

(d) Indian tribes (except those chartered by States) and Indian organizations as defined in section 4 of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450B) are exempt from the requirements of this provision.

4. Organizational Conflicts of Interest Certification

The bidder certifies that to the best of its knowledge and belief and except as otherwise disclosed, he or she does not have any organizational conflict of interest which is defined as a situation in which the nature of work to be performed under this proposed contract and the bidder's organizational, financial, contractual, or other interests may, without some restriction on future activities:

- (a) Result in an unfair competitive advantage to the bidder; or,
- (b) Impair the bidder's objectivity in performing the contract work.

[] In the absence of any actual or apparent conflict, I hereby certify that to the best of my knowledge and belief, no actual or apparent conflict of interest exists with regard to my possible performance of this procurement.

5. Bidder's Certification of Eligibility

(a) By the submission of this bid, the bidder certifies that to the best of its knowledge and belief, neither it, nor any person or firm which has an interest in the bidder's firm, nor any of the bidder's subcontractors, is ineligible to:

(1) Be awarded contracts by any agency of the United States Government, HUD, or the State in which this contract is to be performed; or,

(2) Participate in HUD programs pursuant to 24 CFR Part 24.

(b) The certification in paragraph (a) above is a material representation of fact upon which reliance was placed when making award. If it is later determined that the bidder knowingly rendered an erroneous certification, the contract may be terminated for default, and the bidder may be debarred or suspended from participation in HUD programs and other Federal contract programs.

6. Minimum Bid Acceptance Period

(a) "Acceptance period," as used in this provision, means the number of calendar days available to the PHA/IHA for awarding a contract from the date specified in this solicitation for receipt of bids.

(b) This provision supersedes any language pertaining to the acceptance period that may appear elsewhere in this solicitation.

(c) The PHA/IHA requires a minimum acceptance period of [Contracting Officer insert time period] calendar days.

(d) In the space provided immediately below, bidders may specify a longer acceptance period than the PHA's/IHA's minimum requirement. The bidder allows the following acceptance period: calendar days.

(e) A bid allowing less than the PHA's/IHA's minimum acceptance period will be rejected.

(f) The bidder agrees to execute all that it has undertaken to do, in compliance with its bid, if that bid is accepted in writing within (1) the acceptance period stated in paragraph (c) above or (2) any longer acceptance period stated in paragraph (d) above.

7. Small, Minority, Women-Owned Business Concern Representation

The bidder represents and certifies as part of its bid/ offer that it --

(a) [] is, [] is not a small business concern. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.

(b) [] is, [] is not a women-owned business enterprise. "Women-owned business enterprise," as used in this provision, means a business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.

(c) [] is, [] is not a minority business enterprise. "Minority business enterprise," as used in this provision, means a business which is at least 51 percent owned or controlled by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals. For the purpose of this definition, minority group members are:

(Check the block applicable to you)

- [] Black Americans
- [] Asian Pacific Americans
- [] Hispanic Americans
- [] Asian Indian Americans
- [] Native Americans
- [] Hasidic Jewish Americans

8. Indian-Owned Economic Enterprise and Indian Organization Representation (applicable only if this solicitation is for a contract to be performed on a project for an Indian Housing Authority)

The bidder represents and certifies that it:

(a) [] is, [] is not an Indian-owned economic enterprise. "Economic enterprise," as used in this provision, means any commercial, industrial, or business activity established or organized for the purpose of profit, which is at least 51 percent Indian owned. "Indian," as used in this provision, means any person who is a member of any tribe, band, group, pueblo, or community which is recognized by the Federal Government as eligible for services from the Bureau of Indian Affairs and any "Native" as defined in the Alaska Native Claims Settlement Act.

(b) [] is, [] is not an Indian organization. "Indian organization," as used in this provision, means the governing body of any Indian tribe or entity established or recognized by such governing body. Indian "tribe" means any Indian tribe, band, group, pueblo, or

community including Native villages and Native groups (including corporations organized by Kenai, Juneau, Sitka, and Kodiak) as defined in the Alaska Native Claims Settlement Act, which is recognized by the Federal Government as eligible for services from the Bureau of Indian Affairs.

9. Certification of Eligibility Under the Davis-Bacon Act (applicable to construction contracts exceeding \$2,000)

(a) By the submission of this bid, the bidder certifies that neither it nor any person or firm who has an interest in the bidder's firm is a person or firm ineligible to be awarded contracts by the United States Government by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(b) No part of the contract resulting from this solicitation shall be subcontracted to any person or firm ineligible to be awarded contracts by the United States Government by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(c) The penalty for making false statements is prescribed in the U. S. Criminal Code, 18 U.S.C. 1001.

10. Certification of Nonsegregated Facilities (applicable to contracts exceeding \$10,000)

(a) The bidder's attention is called to the clause entitled **Equal Employment Opportunity** of the General Conditions of the Contract for Construction.

(b) "Segregated facilities," as used in this provision, means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees, that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin because of habit, local custom, or otherwise.

(c) By the submission of this bid, the bidder certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The bidder agrees that a breach of this certification is a violation of the Equal Employment Opportunity clause in the contract.

(d) The bidder further agrees that (except where it has obtained identical certifications from proposed subcontractors for specific time periods) prior to entering into subcontracts which exceed \$10,000 and are not exempt from the requirements of the Equal Employment Opportunity clause, it will:

- (1) Obtain identical certifications from the proposed subcontractors;
- (2) Retain the certifications in its files; and
- (3) Forward the following notice to the proposed subcontractors (except if the proposed subcontractors have submitted identical certifications for specific time periods):

Notice to Prospective Subcontractors of Requirement for Certifications of Nonsegregated Facilities

A Certification of Nonsegregated Facilities must be submitted before the award of a subcontract exceeding \$10,000 which is not exempt from the provisions of the Equal Employment Opportunity clause of the prime contract. The certification may be submitted either for each subcontract or for all subcontracts during a period (i.e., quarterly, semiannually, or annually).

Note: The penalty for making false statements in bids is prescribed in 18 U.S.C. 1001.

11. Clean Air and Water Certification (applicable to contracts exceeding \$100,000)

The bidder certifies that:

(a) Any facility to be used in the performance of this contract [] is, [] is not listed on the Environmental Protection Agency List of Violating Facilities:

(b) The bidder will immediately notify the PHA/IHA Contracting Officer, before award, of the receipt of any communication from the Administrator, or a designee, of the Environmental Protection Agency, indicating that any facility that the bidder proposes to use for the performance of the contract is under consideration to be listed on the EPA List of Violating Facilities; and,

(c) The bidder will include a certification substantially the same as this certification, including this paragraph (c), in every nonexempt subcontract.

12. Previous Participation Certificate (applicable to construction and equipment contracts exceeding \$50,000)

(a) The bidder shall complete and submit with his/her bid the Form HUD-2530, "Previous Participation Certificate." If the successful bidder does not submit the certificate with his/her bid, he/she must submit it within three (3) working days of bid opening. Failure to submit the certificate by that date may render the bid nonresponsive. No contract award will be made without a properly executed certificate.

(b) A fully executed "Previous Participation Certificate" [] is, [] is not included with the bid.

13. Bidder's Signature

The bidder hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

(Signature and Date)

(Typed or Printed Name)

(Title)

(Company Name)

(Company Address)

**COHOES HOUSING AUTHORITY
REQUEST FOR PROPOSAL (RFP) FOR
RESIDENT RELOCATION SERVICES**

**QUESTIONS AND ANSWERS
June 4, 2021**

1. When do you anticipate the contract to start?
Approximately February 2022

2. How long for the relocation implementation? How many months will the selected firm have to relocate the 70 households once into the Relocation Implementation phase (Post Demo Dispo approval)?
We do not have a length of time in mind but due to the circumstances, we would want it completed as quickly as possible.

3. Will you provide relocation consultant an office onsite or in a vacant unit?
This may be possible.

4. Are there language needs among the resident population besides English? If so, what are the primary other languages?
Ukrainian but unsure if needed.

5. Will residents have any other relocation options (such as a transfer to another Cohoes Housing Authority development) besides moving with a mobile voucher, particularly if they do not qualify or are not successful in leasing up? Are there opportunities for residents to transfer to other units within the Housing Authority's portfolio? Will residents receive vouchers?
We will probably be able to transfer a few residents but an exact number is unknown at this time. A vast majority would be given vouchers.