



## **REQUEST FOR PROPOSALS**

Norwalk Housing Authority (NHA) is seeking fixed-fee proposals from nonprofit organizations and private companies qualified to provide **Tenant Relocation Services** to public housing families who are transitioning to Section 8 voucher rental assistance.

These families will need assistance in leasing private apartments that meet their individual household needs and comply with HUD regulations. The provider will also be expected to keep contact with households periodically during the redevelopment of the housing project, which these tenants will be invited to return to.

### **KEY INFORMATION**

**RFP RELEASE DATE:** 4/4/2023

**SUBMISSION DEADLINE:** Proposals must be submitted on or before Thursday, **May 4, 2023 at 6:00PM EST**. Submissions received after the deadline will not be considered.

**SUBMISSION PROCESS:** All proposals must be submitted to [procurement@norwalkha.org](mailto:procurement@norwalkha.org).

**STAFF CONTACT:** Request for information can be directed in writing via email to [procurement@norwalkha.org](mailto:procurement@norwalkha.org) on or before April 21, 2023. Written responses to inquiries will be posted on the NHA website at [www.norwalkha.org](http://www.norwalkha.org) on the "Doing Business" page under "About Us."

## I. INVITATION TO SUBMIT PROPOSALS

Norwalk Housing Authority (NHA) is hereby soliciting proposals from non-profit organizations and private companies to deliver tenant relocation assistance services to public housing residents. Respondents to this Request for Proposals (RFP) should have experience in serving public housing and/or Section 8 voucher-holding individuals and families, devising and implementing housing relocation plans, conducting outreach to landlords, property owners and realtors, communicating with diverse and multilingual stakeholders, tracking eligible expenses, and meeting scheduled milestones established in partnership with NHA.

Proposals submitted in response to this solicitation must conform to all required specifications outlined within this RFP document.

Complete proposals must be submitted to the following email address on or before May 4, 2023 at 6:00PM EST: [procurement@norwalkha.org](mailto:procurement@norwalkha.org).

Anyone seeking additional information may submit inquiries via email to [procurement@norwalkha.org](mailto:procurement@norwalkha.org). Inquiries will not be accepted via phone or regular mail. Inquiries must be received before April 21, 2023 at 5:00PM EST. Inquiries will be replied to via email to the original inquirer and these same responses will also be posted on the NHA website at [www.norwalkha.org](http://www.norwalkha.org) on the "Doing Business" page under "About Us" to promote transparency and fairness.

Please do not contact other members of NHA staff or its Board of Commissioners regarding this RFP.

## II. BACKGROUND AND MISSION

The mission of the Norwalk Housing Authority (NHA) is to build, maintain, and preserve safe, affordable housing through well-managed properties that strengthen our community. NHA also seeks to empower residents to achieve self-sufficiency through programs and partnerships that encourage personal and professional growth.

Starting in 1939, NHA has provided public housing coupled with supportive services to improve the quality of life and financial situations of people with low incomes. NHA owns and/or manages 17 properties in Norwalk, helping over 1,093 households. This housing inventory includes 10 multifamily developments and 7 senior developments. The average NHA tenant earns less than \$20,000 a year.

In addition to housing, NHA provides a range of educational opportunities, including free afterschool and summer enrichment programs for children in public housing. Through the Norwalk Housing Foundation College Scholarship Program, students may access college scholarships.

NHA is governed by a 5-member Board of Commissioners. Four members are appointed by the Mayor of the City of Norwalk and a Resident Commissioner is selected pursuant to the procedures found at CGS 8-41. NHA has 54 full-time and 43 part-time employees. Its fiscal year runs from April 1 through March 31.

### **III. MEADOW GARDENS REDEVELOPMENT**

Meadow Gardens is a 54-unit public housing development built in 1960 that is the subject of a Section 18 demolition/disposition application submitted to HUD in early 2023. NHA plans to redevelop the site of Meadow Gardens (49 Meadow Street, Norwalk) with the new construction of affordable housing units for the original Meadow Gardens tenants to return to. NHA's Board of Commissioners, Resident Advisory Board, and the majority of Meadow Gardens tenants support the plan to demolish the units. Tenants understand that they will receive Section 8 Tenant Protection Vouchers and be relocated during this process. The redevelopment plan is included in NHA's Annual Plan which can be found here: <https://www.norwalkha.org/public-housing-authority-plan>.

If and when NHA's Section 18 application is approved, NHA plans to receive Tenant Protection Vouchers (TPVs) for eligible Meadow Gardens tenants who need to be relocated. Tenants can use these TPVs to rent a private apartment that meets HUD qualifications. The tenant signs their own lease. The TPV provides rental assistance so that a household's rent and utility costs do not exceed 30% of the household's income. It is NHA's obligation to find comparable housing for tenants who need to be relocated due to the redevelopment. NHA is also responsible for arranging and paying for the moves, assisting with security deposits, and inspecting each apartment before a tenant signs a lease.

Once the property is fully vacant, NHA will remediate the site and begin demolition. Construction is slated to begin Summer 2024. NHA anticipates completing the project and inviting tenants to return in Winter 2025/Spring 2026.

### **IV. TENANT RELOCATION PLAN**

The Tenant Relocation Plan for Meadow Gardens will guide the relocation process and explain key policies and procedures that the Selected Contractor, and all parties involved, must follow. NHA will provide a draft Tenant Relocation Plan to the Selected Contractor. NHA and the Selected Contractor will meet to review the draft and make additions or modifications. The Selected Contractor will be responsible for finalizing the Tenant Relocation Plan.

The final draft will be presented to the NHA Executive Director and Board of Commissioners for approval.

The Relocation Plan will include the following sections:

- Meadow Gardens Redevelopment Plan
- Relocation Needs Summary
- Relocation Timeline
- Required Tenant Notices
- Relocation Options
- About Tenant Protection Vouchers
- Tenant Eligibility for Relocation
- Relocation Services Provider: Roles and Responsibilities
- Housing Mobility Counselor: Roles and Responsibilities
- Definition of Comparable Housing
- Two-Tier Rent Standards
- Housing Quality Standards Inspections
- Lottery System

- Match Refusal Form
- Moving Coordination and Assistance
- Security Deposit Assistance
- Tenant Files and Recordkeeping Policies
- Re-occupancy Policy and Eligibility

Items may be added to or removed from the list above during contract negotiations.

## **V. RELOCATION MANUAL**

The Relocation Manual will be a resource to Meadow Gardens tenants, where they can find answers to frequently asked questions, eligibility requirements for relocation and re-occupancy, an explanation of their rights and responsibilities, contact information for case managers, and other key information.

The Selected Contractor will be responsible for drafting the Relocation Manual in coordination with NHA. The Selected Contractor will need to translate it into English, Spanish, and Haitian Creole and send it to families.

The manual will also need to be reviewed every six months by NHA and the Selected Contractor to determine if updates are needed. The Selected Contractor will be responsible for updating the manual and redistributing it to tenants.

## **VI. RELOCATION OPTIONS**

Meadow Gardens consists of 54 three-bedroom units, which are all occupied. However, 13 of these households are “over-housed,” meaning their current household size requires a one-bedroom or two-bedroom apartment. These tenants will be transferred to the appropriate-sized public housing unit within NHA’s portfolio by an NHA Admissions Specialist as units become available. These tenants are not being “relocated,” but instead are being moved internally. However, these tenants **will** be invited to move into the newly redeveloped project once the units are ready and a list of these tenants’ names and contact details must be maintained by the Selected Contractor.

The remaining 41 families will need to be relocated by the Selected Contractor to either private apartments, Section 8-assisted units, or public housing units.

The Selected Contractor may choose to work with a local realtor to help locate available three-bedroom apartments. This strategy should be clearly articulated in the submitted proposal.

The Selected Contractor may collaborate with NHA’s Mobility Counselor to reach out to landlords and develop lines of communication to facilitate finding available units. NHA’s Mobility Counselor is responsible for placing Section 8 voucher-holding families into apartments, especially ones located in “high opportunity” neighborhoods. The Mobility Counselor has been developing relationships with local landlords and property owners, which will be useful for relocating Meadow Gardens tenants.

Most families will prefer to relocate to a private apartment using their Tenant Protection Voucher (TPV). However, some families may encounter barriers to securing a private apartment, such as low credit scores. These families will be encouraged to relocate to a public housing unit or Section 8-assisted unit within NHA’s portfolio if they are having trouble renting a private apartment.

The Selected Contractor will be notified by the NHA Admissions Specialist when there is an available unit in NHA's portfolio. The Selected Contractor will work with the Admissions Specialist to assign Meadow Gardens tenants to the available units and notify tenants.

All tenant relocation activities must be completed in accordance with the approved Tenant Relocation Plan, NHA's guiding policies, and HUD regulations.

## **VII. SCOPE OF SERVICES**

Services that may be included in the scope of the Tenant Relocation Services Provider contract are below. This list is subject to change.

1. Develop Tenant Relocation Plan, relocation schedule, and milestones in partnership with NHA staff. These guiding documents are to be approved by the NHA Executive Director and NHA Board of Commissioners by June 2023.
2. Draft content to be included in the Relocation Manual for tenants. Finalize the Manual in partnership with NHA staff. Assist with keeping the Manual up-to-date throughout the relocation period, as needed.
3. Edit and finalize the Household Questionnaire, which will be used to gather key information on each tenant household. An initial draft will be provided by NHA staff. The final version must be approved by the NHA Executive Director by July 2023.
4. Meet with each tenant household after they have filled out the Household Questionnaire and discuss any special needs or circumstances. Save copies of questionnaires and meeting notes in tenant files.
5. Maintain tenant contact lists and tenant relocation files, both hardcopy and digital. Maintain confidentiality and privacy of tenants' personal data and information.
6. Organize and advertise two (2) relocation workshops for tenants on topics that are selected with tenant and NHA staff input. Examples include: "Relocation Kick-Off" meeting (covering an overview of the relocation process, introducing staff, giving basic information on HUD quality and rent standards for apartments, etc.) and "Apartment Search" (covering what residents need to know about apartment lease applications, paying with vouchers, credit checks, "good standing," etc.).
7. Refer tenants to credit counseling or other services provided by NHA partner agencies.
8. Coordinate outreach to landlords in partnership with NHA's Mobility Counselor. Maintain list of landlords and properties. Communicate various incentive programs available to landlords when they lease to Section 8 voucher-holding households.
9. Communicate with residents when there is an available apartment, following the lottery process. Coordinate and assist with apartment visits as needed or when requested by tenant.
10. Assist with filling out leasing applications as needed or when requested by tenant.
11. Work with NHA General Counsel to streamline lease review process and approval of leases per NHA and HUD policies.
12. Communicate and coordinate apartment inspections with NHA HQS (Housing Quality Standards) team in a timely manner and track when inspections are completed.
13. Provide requested information to NHA Occupancy and Finance staff regarding the transition of tenants from public housing to Section 8 vouchers, the signing of leases, the distribution of security check deposits, and related information in a timely manner.

14. Schedule moves for tenants with the local moving company (procured by NHA) and communicate effectively with all parties. Ensure that tenants receive packing supplies at least one month in advance.
15. Assist tenants with utility disconnection/connection, change of address forms, packing/unpacking assistance, and similar activities.
16. Respond to tenant calls/emails/texts in a timely manner and log brief notes in tenant files.
17. Maintain a tracking system of the status of every Meadow Gardens household in the relocation process.
18. Send updates to NHA on a monthly basis, or as requested, related to relocation milestones and progress to date.
19. Assist tenants as they settle into their relocation unit by providing relevant and requested information on public transit, school bus transportation, food banks, and health and social services.
20. Check in with relocated tenants by phone every 6 months until replacement units are ready for occupancy and log each tenant call.
21. Once new units are ready for occupancy, reach out to tenants in accordance with the Relocation Plan re-occupancy policy and schedule the moves with the local moving company (procured by NHA).

## **VIII. PARTNERSHIP ROLES AND COMMUNICATIONS**

Tenant relocation is a complicated process that requires teamwork, open communication, and regularly scheduled check-ins. To best serve Meadow Gardens tenants, this process will require effective collaboration between NHA staff and the Selected Contractor. There will be distinct roles and responsibilities for NHA staff and the Selected Contractor, which will be clearly delineated at the beginning of the contract.

The Selected Contractor will report to the Development Project Manager who is overseeing the redevelopment of Meadow Gardens and relocation of tenants. The Development Project Manager will be the main point of contact for the Selected Contractor. Expectations will be set around regularly scheduled check-ins between the Selected Contractor and the Development Project Manager to assess progress and troubleshoot challenges. The Selected Contractor will also be required to submit monthly progress reports via email regarding household relocation status, relocation schedule, and relocation milestones.

As stated above, NHA employs a Section 8 Mobility Counselor who is tasked with developing relationships with Norwalk landlords to facilitate the utilization of Section 8 vouchers across the City and especially in high-opportunity census tracts. This Counselor would be available to assist in landlord outreach and notifying the Selected Contractor when units become available.

Over the course of the contract, the Selected Contractor should also expect to interface with the Deputy Director, Director of Operations, Admission Specialist, Occupancy Specialists, Finance Director, HQS (Housing Quality Standard) Inspectors, and Maintenance staff in some capacity.

## IX. REQUIRED PROPOSAL COMPONENTS

A complete proposal must include the following:

- a. Signed Proposal Cover Sheet (please use template provided)
- b. Narrative (3-5 pages) that includes the following information:
  - Experience in providing relocation services
  - Experience working with public housing/Section 8 tenants
  - Experience in case management
  - Ability to provide culturally competent and multilingual services (in English, Spanish, Haitian Creole)
  - Approach to collaboration with Housing Authorities (or your Clients in general)
  - Approach to customer service and relationship building
  - Description of tools used internally by the organization for compliance, recordkeeping, logs, and similar project management duties
- c. Project Team Resumes or Written Qualifications
- d. Client References: Name, Title, Phone and Email for two (2) references
- e. Fixed Fees: *Broken down by Phase as described below* (template provided)
- f. Debarment Certification (template provided)

Phase		Deliverables
Phase 1	Planning	1. Relocation Plan and Milestones approved 2. Relocation Manual sent to tenants
Phase 2	Resident Outreach	3. In-person Tenant Workshop about relocation process and key information held at Meadow Gardens 4. Household Questionnaires filled out for approximately 41 households
Phase 3	Moves	5. Approximately 41 households moved to comparable replacement housing within established Relocation Schedule timeline 6. Expenses monitored and submitted to NHA according to NHA procedures and policies
Phase 4	Case Management	7. Ongoing tenant assistance and communications, as needed 8. Check-in phone calls with tenants every 6 months until new units are ready for move-in
Phase 5	Re-Occupancy	9. Coordinate moves for tenants who wish to return to newly redeveloped units

## X. PROPOSAL SUBMISSION INSTRUCTIONS

Respondents are required to submit by e-mail a complete and signed proposal following the guidelines in this RFP on or before **6:00PM EST on May 4, 2023** to [procurement@norwalkha.org](mailto:procurement@norwalkha.org). Late submissions will not be considered.

In submitting a proposal to this RFP, the Respondent acknowledges that NHA shall not compensate the Respondent for any submission or contract negotiation costs, including costs for preparation, appearances, interviews, and/or travel expenses.

## XI. EVALUATION PROCESS AND SELECTION CRITERIA

All complete proposals that are submitted by the deadline will be evaluated by an NHA Selection Committee using the selection criteria outlined below. Respondents may be requested to participate in an interview, which will be held via Zoom. The Selection Committee will make a recommendation to the NHA Executive Director and Board of Commissioners. The NHA Board of Commissioners will make the final decision for the contract.

Selection Criteria	Maximum Rating Points
Experience in successfully providing relocation services; working with public housing/Section 8 tenants; and experience in case management	10 points
Ability to provide culturally competent and multilingual services (in English, Spanish, Haitian Creole), offer excellent customer service, and build trusting and respectful relationships with tenants	10 points
Ability to collaborate with NHA staff on tenant relocation so that processes are efficient, communication is open and regular, and challenges are troubleshooted quickly and appropriately.	10 points
Strong attention to detail, excellent project management processes, proven tools for case management, and similar capacities	10 points
Past Client References	5 points
Signed, Completed Proposal Cover Sheet, Debarment Certification, and Fixed Fee Form	5 points
<b>TOTAL</b>	<b>50 points</b>

NHA reserves the right to make an award without further discussion of the proposals submitted and without conducting an interview process. Therefore, proposals should be clear and complete with regards to the above criteria.

NHA will make every effort to provide a selection decision to all Respondents **within 30 days of the close of this RFP**. If selected, the Respondent may be expected to provide additional information requested by the Board of Commissioners or HUD in the final approval process.

## **XII. OTHER TERMS AND CONDITIONS**

NHA reserves the right to cancel this RFP or to reject any and all proposals received in response to this RFP. Further, NHA reserves the right to waive any minor informalities in any proposals received, if in the best interest of NHA. The determination of the selection criteria and the process whereby proposals are evaluated shall be made at the sole discretion of NHA.

A proposal may be corrected, modified, or withdrawn provided that the correction, modification, or request for withdrawal is made by the Respondent in writing and is received prior to the Submission Deadline. After the Submission Deadline, the Respondent may not change the proposal fee or any other provision in its proposal in a manner prejudicial to the interests of NHA and/or fair competition. NHA reserves the right to retain submitted proposals and not permit withdrawal for a period of 90 days after the Submission Deadline.

NHA reserves the right to determine the days and hours that the selected Contractor shall provide the services called for in this RFP.

NHA reserves the right to require the Contractor to keep accurate timesheets for all employees assigned to perform any project, task or assignment resulting from this RFP and any resulting contract.

NHA reserves the right to revise, change or terminate a contract awarded pursuant to this RFP at any time for its convenience upon 30 days' written notice to the Contractor without prejudice or liability if:

- Funding is not available
- Legal restrictions are placed upon the expenditure of monies for this category of service, or
- NHA's requirements in good faith change after contract award.

In the case of rejection of all qualifications, NHA reserves the right to advertise for new qualifications or to proceed to do the work otherwise if in the best interest of NHA.

### **Termination for Cause and for Convenience**

NHA may terminate this contract in whole, or from time to time in part, for NHA's convenience or the failure of the Contractor to fulfill the contract obligations (cause/default). NHA shall terminate by delivering to the Contractor a written notice of termination specifying the nature, extent, and effective date of termination. Upon receipt of the notice, the Contractor shall: (1) immediately discontinue all services affected (unless the notice directs otherwise), and (2) deliver to NHA all information, reports, papers, and other materials accumulated or generated in performing the contract, whether completed or in process. If the termination is for the convenience of NHA, NHA shall be liable only for payment for services rendered before the effective date of the termination.

If the termination is due to failure of the Contractor to fulfill its obligations under the contract (cause/default), NHA may (1) require the Contractor to deliver to it, in the manner and to the extent directed by NHA, any work described in the Notice of Termination; (2) take over the work and prosecute the same to completion by contractor or otherwise, and the Contractor shall be liable for any additional cost incurred by NHA; and (3) withhold any payment to the Contractor, for the purpose of set-off or partial payment, as the case may be, of amounts owned by NHA by the contractor. In the event of termination for cause/default, NHA will be liable to the Contractor for reasonable costs incurred by the

Contractor before the effective date of the termination. Any dispute shall be decided by the Contracting Officer.

### **Payment & Taxes**

Contractor will be required to submit invoices monthly. The invoice will include a breakdown of all services provided, including timesheets of employees assigned to the project. NHA will authorize and process for payment each invoice within thirty (30) days of receipt of invoice. All Contractors doing business with NHA are hereby made aware that NHA is exempt from paying Connecticut State Sales and Use Taxes. A letter of Tax Exemption will be provided upon request.

### **Hold Harmless**

The successful respondent agrees that it shall indemnify and hold harmless NHA from and against any and all claims for injury, loss of life, or damage to or loss of property caused or alleged to be caused by acts or omissions of the successful respondent, its employees, and invites on or about the premises and which arise out of the successful respondent's performance or failure to perform as specified in the agreement.

### **Official, Agent and Employees of NHA Not Personally Liable**

It is agreed by and between the parties hereto that in no event shall any official, officer, employee, or agent of NHA in any way be personally liable or responsible for any contract or agreement herein contained whether expressed or implied, nor for any statement, representation or warranty made herein or in any connection with this agreement.

### **Change Orders**

NHA reserves the right to increase or decrease this contract, if required, regarding service, frequencies of the service and type of service, with mutual consent of the Contractor.

### **Non-Performance**

In the event the Contractor does not fulfill its obligations under the terms and conditions of the contract, NHA may purchase equivalent services on the open market.

### **Force Majeure**

Neither the Contractor nor NHA shall be held liable for non-performance under the terms and conditions to the contract due, but not limited, to government restriction, strike, flood, fire or unforeseen catastrophe beyond either party's control. Each party shall notify the other of any situation that may prevent performance under the terms and conditions of the contract.

### **Debarred/Suspended**

The Respondent certifies by submission of a proposal that it is not a debarred, suspended, or ineligible contractor by any Agency of Federal or State government. No proposal received from a debarred, suspended, or ineligible contractor will qualify for award.

### XIII. ADDITIONAL REQUIREMENTS

#### Insurance

Contractor shall furnish evidence of the following forms of insurance from a company with B+ or better rating in the current edition of Best's Rating Guide which must be maintained through completion of the project.

1. Professional Liability: Minimum Coverage \$500,000
2. Comprehensive General Liability with broad form Comprehensive General Liability endorsement and auto (non-owned and hired): Minimum Coverage \$1,000,000
3. Worker's Compensation and Employer's Liability: Minimum Coverages \$100,000 each employee, \$500,000 policy limit
4. Automotive Liability (owned vehicles), if applicable: Minimum Coverage \$1,000,000
5. Valuable Papers Destruction Policy in an amount sufficient to cover loss or damage to originals or reproductions, whether they be tracings, blueprints, specifications, manuscripts, data, disks, etc.
6. The Contractor must provide a copy of each applicable policy to the Authority. Binders are not acceptable. Insurance coverage must be maintained until completion of the project. All insurances must include the following endorsements:

The Housing Authority of the City of Norwalk  
24 ½ Monroe Street  
Norwalk, CT 06854

#### Section 3

**A. Authority.** The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3) and 24 CFR Part 75. The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

**B. Contracting, Contract Certification and Compliance.** The parties to this contract agree to comply with HUD's regulations in 24 CFR part 75, which implement section 3. Refer specifically to regulatory contracting provision requirements in 24 CFR sections 75.9, 75.17, and 75.27. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 75 regulations.

Specifically, contracts must be:

- (1) Consistent with existing Federal, state, and local laws and regulations, PHAs and other recipients of public housing financial assistance, and their contractors and subcontractors, must make their best efforts to award contracts and subcontracts to business concerns that provide economic opportunities to Section 3 workers.
- (2) PHAs and other recipients, and their contractors and subcontractors, must make their best efforts in the following order of priority:

- (a) To Section 3 business concerns that provide economic opportunities for residents of the public housing projects for which the assistance is provided;
- (b) To Section 3 business concerns that provide economic opportunities for residents of other public housing projects or Section-8 assisted housing managed by the PHA that is providing the assistance;
- (c) To YouthBuild programs; and
- (d) To Section 3 business concerns that provide economic opportunities to Section 3 workers residing within the metropolitan area (or nonmetropolitan county) in which the assistance is provided.

**C. Notice** The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the 27 contractor's commitments under this **Section 3 Clause** and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each, and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

**D. Subcontracts.** The contractor agrees to include this **Section 3 Clause** in every subcontract subject to compliance with regulations in 24 CFR Part 75 and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this **Section 3 Clause** upon finding that the subcontractor is in violation of the regulations in 24 CFR Part 75. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 75.

**E. Employment and Training Opportunities.** The contractor will certify that any vacant employment positions, including training positions, that are filled: after the contractor is selected but before the contract is executed, and with persons other than those to whom the regulations of 24 CFR Part 75 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR Part 75.

Specifically, the contract shall be consistent with existing Federal, State, and local laws and regulations. PHAs or other recipients receiving public housing financial assistance, as well as their contractors and subcontractors, must make their best efforts to provide employment and training opportunities generated by the public housing financial assistance to Section 3 workers. These best efforts must apply to the Section 3 workers in the following order of priority:

- (1) To residents of the public housing projects for which the public housing financial assistance is expended;
- (2) To residents of other public housing projects managed by the PHA that is providing the assistance or for residents of Section 8-assisted housing managed by the PHA;
- (3) To participants in YouthBuild programs; and
- (4) To low- and very low-income persons residing within the metropolitan area (or nonmetropolitan county) in which the assistance is expended.

**F. Noncompliance** with HUD's regulations in 24 CFR Part 75 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

**NORWALK HOUSING AUTHORITY  
Tenant Relocation Services**

**Proposal Cover Sheet**

**Company Name:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

**Company Website:** \_\_\_\_\_

**Proposal Contact Person:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Verification Statement**

The undersigned proposer hereby states that by completing and submitting this form s/he is verifying that all information provided in this proposal is, to the best of his/her knowledge, true and accurate, and agrees that if NHA discovers any information herein is false, that shall entitle NHA to not consider nor make award or to cancel any award with the undersigned party.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**NORWALK HOUSING AUTHORITY**  
**Tenant Relocation Services**

**FIXED FEE FORM**

**Company Name:** \_\_\_\_\_

**SCOPE:**

**Meadow Gardens Tenant Relocation** (estimated 41 families, all 3-bedrooms)

**Please indicate a fixed fee for each phase of the tenant relocation process listed below with expected deliverables.**

If you wish to provide further detail on budget and costs, please attach a separate sheet to the proposal.

Phase		Deliverables	Fixed Fee Per Phase
<b>Phase 1</b>	Planning	1. Relocation Plan and Milestones approved 2. Relocation Manual sent to tenants	
<b>Phase 2</b>	Resident Outreach	3. In-person Tenant Workshop about relocation process and key information held at Meadow Gardens 4. Household Questionnaires filled out for approximately 41 households	
<b>Phase 3</b>	Moves	5. Approximately 41 households moved to comparable replacement housing within established Relocation Schedule timeline 6. Expenses monitored and submitted to NHA according to NHA procedures and policies	
<b>Phase 4</b>	Case Management	7. Ongoing tenant assistance and communications, as needed 8. Check-in phone calls with tenants every 6 months until new units are ready for move-in	
<b>Phase 5</b>	Re-Occupancy	9. Coordinate moves for tenants who wish to return to newly redeveloped units	

**NORWALK HOUSING AUTHORITY**  
**Tenant Relocation Services**

**DEBARMENT CERTIFICATION**

The undersigned, a Respondent of the Request for Proposal (RFP) issued by the Norwalk Housing Authority, hereby certifies to the Norwalk Housing Authority on behalf of itself and each member of Respondent's team, as follows:

In accordance with HUD 24 CFR 85.35, Respondent certifies that neither Respondent nor any member of the Respondent's team is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal Assistance programs under Executive Order 12549 "Debarment and Suspension."

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_