

Dear Community Facilitation Provider:

Marin Housing is currently accepting proposals for a provider to facilitate a community dialogue and a housing needs assessment for our public housing property located in Marin City known as the Golden Gate Village, beginning in May 2008. The proposals will be evaluated based on weighted scores for each of the items included in the request (See attached "Request for Proposal Procedure".)

If your proposal is accepted, it will establish a rate schedule for which you are willing to perform these services related to the facilitation and assessment for Marin Housing.

Enclosed is Marin Housing's Request for Qualifications for these services related to process. If you are interested in performing these services, please submit your qualifications and return them to our office by 10:00 am on April 18, 2008.

No proposals will be accepted after this time.

If you have any questions, please contact Nannette Beacham-Sparks at 415/491-2567.

Cordially,

Barbara Collins
Executive Director

Attachment and Enclosure

The Housing Authority of the County of Marin (MHA) is a public entity that was formed in 1943 to provide federally subsidized housing and housing assistance to low-income families, within the County of Marin. It is governed by a seven-person Commission and is subject to the requirements of Title 24 of the Code of Federal Regulations.

Currently, MHA owns and/or manages 576 housing units throughout the County of Marin, administers 2,106 HUD Housing Choice vouchers and has approximately 53 employees.

In keeping with its mandate to provide effective and efficient services, the MHA is now soliciting proposals from qualified persons/and agencies to provide services to dialogue with the community, develop cost analysis to determine effective sustainable options for MHA (in general), and that address the operating deficit of the 296 unit public housing site known as Golden Gate Village. Marin Housing is beginning a capital needs assessment of all public housing sites to inform the dialogue. Proposals submitted in response to this solicitation must conform to **all** of the requirements and specifications outlined in this document in its entirety.

RFP INFORMATION AT A GLANCE

MHA CONTACT PERSON	Nannette Beacham-Sparks Deputy Executive Director 4020 Civic Center Drive San Rafael, CA 94903 (415) 491-2567
RFP PICK-UP AND SUBMITTALS	MHA Administration Office 4020 Civic Center Drive San Rafael, CA 94903 *Via e-mail to Gerald Ingraham at gingraham@marinhousing.org (*Request the RFP Documents Only; proposal submittals can not be accepted via fax or e-mail)
PRE-PROPOSAL CONFERENCE	Time: 10:00 AM Date: March 28, 2008 Location: 4020 Civic Center Drive San Rafael, CA 94903
RFP DOCUMENT PICK-UP DEADLINE	Time: 4:30 PM, April 11, 2008
PROPOSAL SUBMITTAL DEADLINE	*Date: April 18, 2008 by 10:00 AM *(The proposal submittal must be received in-hand and time-stamped at the MHA Administration, 4020 Civic Center Drive in San Rafael, CA 94903, by no later than 10:00 a.m. on this date)

MHA'S RESERVATION OF RIGHTS NOTICE:

1. MHA reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed to be in its best interest.
2. MHA reserves the right not to award a contract pursuant to this RFP.
3. MHA reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon thirty (30) days written notice to the successful proposer.
4. MHA reserves the right to determine the days, hours and locations that the successful proposer shall provide the services called for in this RFP.
5. MHA reserves the right to retain all proposals submitted and not permit withdrawal for a period of sixty (60) days subsequent to the deadline for receiving Proposals without the written consent of the MHA Executive Director (ED).
6. MHA reserves the right to negotiate the fees proposed by the proposer entity.
7. MHA reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to: incomplete Proposals and/or Proposals offering alternate or non-requested services.
8. MHA shall have no obligation to compensate any proposer for any costs incurred in responding to this RFP.

Housing Authority of the County of Marin (MHA)

By: _____
Barbara Collins
Executive Director

Date: _____

I. SCOPE OF PROPOSAL/TECHNICAL SPECIFICATIONS:

- A. Please note that the following is not intended to be an all inclusive listing of the services that MHA may retain the successful proposer to provide, but is intended to be a representative listing of the services. MHA shall retain the right to, if necessary, retain any proposer to provide any services that the proposer has shown an ability to provide. Even though it is the intent of this RFP is to initially contract with one firm for these services, this will not preclude that firm from, at the behest of the MHA, coordinating for MHA the retention of additional firms that may or may not have submitted a response to this RFP if, in the opinion of MHA, such additional firm(s) have expertise that MHA feels it is in the best interests to retain. If MHA is in need of such additional services, it is the intention of MHA to first consult the proposals of firms that have submitted a proposal in response to this RFP, and to only proceed to additional firms if, in the opinion of MHA, it is in its best interests to proceed accordingly.
- B. MHA is seeking proposals from qualified, insured entities to provide a variety of services. These services are a necessary supplement to the daily operation of MHA. Scope of services shall include, but are not necessarily limited to:
1. Community process, including, but not limited to:
 - (a) Develop a timeline for the process and
 - (b) Define the proposed number of community, advisory committee, and board meetings with topics and a proposed schedule of meeting dates, and associated tasks and
 - (c) Develop an outreach plan for the community process and
 - (d) Define all sub-contractor relationships, the reason for the partnership and the capacity added and
 - (e) Define the documentation and outcomes from the community process and
 - (f) Advise the Executive Director and/or his/her designee, Advisory Committee and Board of Commissioners and
 - (g) Knowledge of relevant Code of Federal Regulations (CFR); California Revised Statutes (CRS); Municipal codes.
 2. Conduct housing needs analysis of all 296 households residing at Golden Gate Village public housing site and, including, but not limited to:
 - (a) Develop a housing needs analysis tool;
 - (b) Develop outreach plan to conduct needs analysis;
 - (c) Interviews potentially affected households;
 - (d) Develop and analyze alternatives; and
 - (e) Present the analysis in a report to the Advisory Committee with recommendations.

3. Conduct plan analysis and make recommendations, including, but not limited to:

- (a) Conduct plan analysis outcomes from the process including cost-effectiveness, likelihood of success, milestones to achieve, best practices of the recommended option and capacity to implement including the ability to bring resources for the option to be successful; and
- (b) Have knowledge of public and private funding sources to determine feasibility and
- (c) Have knowledge and experience of Marin County's real estate history and development capacity; and
- (d) Present the analysis in a report to the Advisory Committee and Community with recommendations; and
- (f) Have knowledge of the possible plan options which may include but may not be limited to: land trust, self-management with training, ownership option as a cooperative development, rehabilitation of existing units, redevelopment, re-use as mixed income development with no less than existing units and target population, re-use as mixed income with commercial development replacing all 296 existing residents at the existing income targets, conversion to Section 8 Housing Choice voucher units, etc.

PLEASE NOTE: Each applicant must disclose any and all real and potential conflicts of interests and shall provide signed waivers regarding such conflicts.

II. PROPOSAL FORMAT:

MHA intends to retain the successful proposer pursuant to a "Best Value" basis, not a "Low Bid" basis. Therefore, so the MHA can properly evaluate the offers received, all proposals submitted in response to this RFP must be formatted in accordance with the sequence noted below. Each category must be separated by index dividers numbered (which number extends so that each tab can be located without opening the proposal) and labeled with the corresponding tab reference also noted below. None of the proposed services may conflict with any requirement MHA has published herein or has issued by addendum.

Tab 1: Form of Proposal:

The Form of Proposal is attached hereto and incorporated herein by reference as Attachment A. It must be fully completed, executed and submitted as a part of the proposal submittal.

Tab 2: Profile of Firm Form:

The Profile of Firm Form is attached hereto and incorporated herein by reference as Attachment B. It must be fully completed and executed and submitted under this tab as a part of the Proposal submittal.

NOTE: As instructed thereon, place the required resumes under Tab #5.

Tab 3: Proposed Services:

As more fully detailed within Section I, *Scope of Proposal/Technical Specifications*, the proposer shall clearly detail under each noted sub-tab the proposer's knowledge, experience, technical competence and capability to provide the services detailed within each of the noted service areas:

Tab 3(a): Section I(B)(1), Conduct community process;

Tab 3(b): Section I(B)(2), Conduct housing needs analysis of all 296 households;

Tab 3(c): Section I(B)(3), Conduct plan analysis; and

Tab 3 (d): Section I(B)(4), Present analysis and make recommendations to community and Advisory Committee.

A MHA property listing has been attached hereto and incorporated herein by reference as Attachment C, as an information item only. MHA shall retain the right to request services at or pertaining to any properties that MHA deems it is in the best interests of MHA to do.

Tab 4: Proposed Fees Form:

The Proposed Fees Form is attached hereto and incorporated by reference as Attachment D. It must be fully completed and executed and submitted as a part of this Proposal. **Please note that MHA reserves the right to negotiate all fees.**

Tab 5: Managerial Capacity/Financial Viability:

The proposer entity must submit a concise description of its managerial and financial capacity to deliver the proposed services, including brief professional resumes for the persons identified within areas (9) and (10) of Attachment B, Profile of Firm Form. The proposer must describe their cultural competency to work with diverse populations and communities.

Tab 6: Client List:

The proposer entity must submit a list of at least three (3) former or current clients for whom the proposer has performed similar or like services to those being proposed herein, within the preceding twelve (12) months. The list must include:

- (a) The client's name;
- (b) The client's contact name;
- (c) The client's telephone number;
- (d) A brief description of the service(s) provided.

Tab 7: Equal Opportunity Employment Policy:

The proposer entity must submit a copy of its Equal Opportunity Employment Policy (i.e. Practice and history of employing minorities and/or women in professional positions).

Tab 8: Subcontractor/Joint Venture Information (Optional Item):

Describe hereunder whether or not the proposer intends to use any subcontractors for this job, if awarded, and/or if this Proposal is a joint venture with another firm. Please remember that all information required from the proposer under the preceding tabs must also be included for any major subcontractors (10% or more) or from any joint venture.

Tab 9: Section 3 Documentation (Optional Item):

For any proposer entity claiming a Section 3 Preference, he/she shall under this tab include the completed Section 3 Certification Form attached hereto as Attachment E and any documentation required by that form.

Tab 10: Experience with Very Low-Income Tenants and Minority Populations:

Describe experience working with diverse populations over the past five years and proposer's role in a community process serving them. Discuss barriers and opportunities to overcome them.

Tab 11: Other Information (Optional Item):

The proposer entity may include any other general information that the proposer believes is appropriate to assist the MHA in its evaluation.

A. Proposal Submission:

All Proposals must be submitted and time-stamped received in the Marin Housing Administration Office no later than the submittal deadline stated herein (or within any ensuing addendum). A total of four exact (4) copies (including cover and extending tabs) of the Proposal submittal, including one original signature copy, shall be placed unfolded in a sealed package and addressed to:

**MHA ADMINISTRATION OFFICE
Attention: Nannette Beacham-Sparks
Deputy Director
4020 Civic Center Drive
San Rafael, CA 94903**

The package exterior must clearly denote RFP - Community Facilitation Services and must have the proposer's name and return address. Proposals submitted after the published deadline will not be accepted.

1. Submission Conditions:

DO NOT FOLD OR MAKE ANY ADDITIONAL MARKS, NOTATIONS OR REQUIREMENTS ON THE DOCUMENTS TO BE SUBMITTED! Proposers are not allowed to change the Conditions or Specifications contained herein by making or entering onto these documents or the documents submitted any revisions or additions; and if any such additional marks, notations or requirements are entered on any of the documents that are submitted to MHA by the proposer, such may invalidate that proposal. If, after accepting such a proposal, the MHA decides that any such entry has not changed the intent of the proposal that the MHA intended to receive, the MHA may accept the proposal and the proposal shall be considered by the MHA as if those additional marks, notations for requirements were not entered on such. By requesting the proposals documents each such prospective proposer is agreeing to confirm (by signing and returning by fax) all notices that MHA delivers to him/her, and by submitting a proposal, the proposer is thereby agreeing to abide by all terms and conditions published herein and by addendum pertaining to this RFP.

2. Submission Responsibilities:

It shall be the responsibility of each proposer to be aware of and to abide by all dates, times, conditions, requirements and specifications set forth within all applicable documents issued by MHA, including the **Instructions to Bidders**, these **Conditions/Specifications** and **Form of Proposal**, and any addenda and required attachments submitted by the proposer. By virtue of completing, signing and submitting the completed documents, the proposer is stating his/her agreement to comply with the instructions, conditions and requirements set forth within those documents. Written notice from the proposer not authorized in writing by the MHA Executive Director to exclude any of the MHA requirements contained within the documents may cause that Proposer to not be considered for award.

The document, **Instructions to Bidders**, is on file in the MHA Administration Office and is considered to be a part of this document and the proposed contract by reference, and a copy will be issued to any prospective proposer upon written request; for the purpose of serving this proposal, in each case within the **Instructions to Bidders**, the word "proposal" shall substitute for the word "bid," and the word "proposer" shall substitute for the word "bidder".

III. PROPOSAL EVALUATION CRITERIA:

A. Evaluation Criteria:

The following established criterion will be used to evaluate the submitted proposals:

NO.	POINTS	CRITERION DESCRIPTION
1	30	SPECIALIZED KNOWLEDGE, EXPERIENCE AND TECHNICAL COMPETENCE that the proposer displays for the work required, based upon the work history (especially in community process regarding public housing), and the resumes submitted for the staff proposed to perform the work. The PAST PERFORMANCE of the proposer on prior work of the same or similar nature, based on the letters of reference and/or client lists submitted, and based upon the results of any consultation that the MHA chooses to conduct with such.
2	25	The CAPABILITY the proposer displays, in that the proposal submittal shows: (a) a knowledge and understanding of the scope of the work to be performed; and, (b) a realistic proposed approach to the performance of the required work; and, (c) experience working with very-low income minority communities.
3	20	OVERALL QUALITY OF THE PROPOSAL SUBMITTED , based upon the opinion of the evaluators.
4	20	The proposed COST of the services.
5	5	Section 3

- **SECTION 3 EXPLANATION:**

Additional consideration will be given to firms who wish to claim the Section 3 preference. A Section 3 form (Attachment E) and explanation are available upon request.

B. Evaluation Method:

The MHA shall select a minimum of a three-person panel to evaluate each proposal submitted in response to this RFP for the applicable administrative area, and in accordance with the evaluation criteria referenced in Section III A of this document. The evaluation methods utilized by the panel may, at the MHA's option, include an oral interview of each qualified proposer entity.

All persons having familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a proposer entity will be excluded from participation on the MHA evaluation panel. Similarly, all persons having ownership interest in and/or contract with a proposer entity will be excluded from participation on the MHA evaluation panel.

C. Contract Award Procedure:

If a contract is awarded pursuant to this RFP, the following procedure will be followed:

Upon completion of the Proposal Evaluation Process, the MHA evaluation panel will forward its conclusions and recommendation to the MHA Executive Director. The MHA E.D. may, at this point recommend that the MHA conduct a "Best & Finals" negotiation. Once the evaluation process is completed, and a final award recommendation has been formulated the MHA ED will submit the final recommendation to the MHA Board of Commissioners at a regularly scheduled board meeting. The MHA Board of Commissioners will then make its determination of whether or not to follow the panel's recommendation. If the recommendation is approved the successful proposer will receive an MHA Notice of Award. Contract price negotiations may, at the MHA's option, be conducted prior to, or after the Board approval.

1. Contract Conditions:

The following provisions are considered mandatory conditions of any contract award made by the MHA pursuant to this RFP:

(a) Assignment of Personnel:

MHA shall retain the right to demand and receive a change in personnel assigned to the work if MHA believes that such change is in the best interest of the MHA and the completion of the contracted work.

(b) Unauthorized Sub-Contracting Prohibited:

The successful proposer shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFP (including, but not limited to, selling or transferring the contract) without the prior written consent of MHA Interim Executive Director, Edward Griffin.

Any purported assignment of interest or delegation of duty, without the prior written consent of MHA E.D. shall be void and may result in the cancellation of the contract with the MHA, or may result in the full or partial forfeiture of funds paid to the successful proposer as a result of the proposed contract; either as determined by MHA.

(c) Contract Period:

It is anticipated that MHA will initially award a contract to perform these services for a period of one (1) year, with, an option of MHA, one (1) additional one-year renewal period. All services associated with this contract shall be billed on a monthly or an "as work is completed" basis and will not provide a monthly retainer.

(d) Licensing and Insurance Requirements:

Prior to award (but not prior to submission of the proposal) the *successful proposer* will be required to provide:

- (1) a copy of the entity's business license allowing that entity to provide services within the County of Marin;
- (2) an original certificate from the entity's industrial (workers compensation) insurance carrier;
- (3) original certificates (that also includes auto coverage), naming the MHA as an additional insured, showing the entity's liability insurance coverage (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$5,000,000), with a deductible of not greater than \$1,000;
- (4) evidence of professional liability coverage (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$5,000,000), with a deductible of not greater than \$1,000;
- (5) Proof of State unemployment coverage.

The requested related information shall also be entered where provided for on the **Profile of Firm Form**. By delivering such certificates to the MHA, the successful proposer and the insurance carriers are verifying that the successful proposer is in possession of such coverage and certifications during the entire term of the contract.

(e) Right To Negotiate Final Fees:

MHA shall retain the right to negotiate the amount of fees that are paid to the successful proposer, meaning the fees proposed by the apparent successful proposer may be the basis for the beginning of negotiations. Such negotiations may begin after the MHA evaluation panel has chosen an apparent successful proposer and received MHA Board approval to begin negotiations. If such negotiations are not, in the opinion of the MHA evaluation panel or MHA E.D., successfully concluded within five (5) business days, the MHA shall retain the right to end such negotiations and begin negotiations with the next rated proposer. The MHA shall also retain the right to negotiate additional fees with any proposer, if the MHA's needs in these areas change.

(f) Billing/Payment Methods:

1. Indefinite Quantity Contract/Task Order Basis:

The proposed contract shall be considered to be an indefinite quantity contract (IQC) with work ordered on a task order basis; meaning, MHA does not at this time know how much work it will award to the successful proposer(s), but the MHA will order work on an as-needed basis and will not provide for a monthly retainer. MHA reserves the right to order any quantity of work pursuant to the proposed contract, which means that there shall be no minimum or maximum amount of work that will be ordered, either on an individual order basis or in total.

2. As may be further detailed within the contract, to receive any payment due to the successful proposer, he/she shall submit to the MHA a monthly or "as work is completed" invoice detailing the service provided, the dates of service and shall be accompanied by copies of the individual time sheets for all of the contractor's personnel who worked during the billing period. All invoices will be paid on a net thirty-day (30) basis and should be formatted as follows:

- (a) Company name, address, telephone number,
- (b) Invoice number,
- (c) MHA contract number,
- (d) Detail of services being billed.

(g) Contract Service Standards:

All work performed pursuant to this RFP must conform and comply with all applicable local, state and federal laws.

FORM OF PROPOSAL

ATTACHMENT A

Instructions: The items listed below must be completed and included in the Proposal unless otherwise specifically noted. Please complete this form by marking X, where provided, to indicate that the referenced information has been included. Also, complete the Section 3 Statement and The Proposer's Statement as indicated below:

X=ITEM INCLUDED	SUBMITTAL ITEMS <i>(Three copies of each Proposal, including one with original signatures)</i>
_____	Tab 1 Form of Proposal
_____	Tab 2 Profile of Firm Form
_____	Tab 3 Service Description
_____	Tab 4 Proposed Fees Form
_____	Tab 5 Managerial Capacity/Financial Viability
_____	Tab 6 Client List
_____	Tab 7 Equal Opportunity Employment Policy
_____	Tab 8 Subcontractor/Joint Venture Informational (Optional)
_____	Tab 9 Section 3 Documentation (Optional)
_____	Tab 10 Working with Low and Very Low Income Tenants
_____	Tab 11 Other Information (Optional)

SPECIFIC AREAS OF EXPERTISE AND EXPERIENCE

Please denote following which of the noted areas (identified in further detail within Section I of the RFP document) you are, within Tab #3, claiming specific expertise and experience (Please note that the MHA will not consider making separate awards for each of these areas):

- ___ 1. Conduct community process
 ___ 2. Conduct housing needs analysis of all 296 households
 ___ 3. Conduct plan analysis and make recommendations

SECTION 3 STATEMENT

Are you claiming a Section 3 preference? **YES**___ or **NO**___. If YES, pursuant to the Section 3 explanation document, and pursuant to the documentation justifying such submitted under Tab No. 9, which priority are you claiming? _____.

PROPOSER'S STATEMENT

The undersigned proposer hereby states that by completing and submitting this form and all other documents within this submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if the HACSB discovers that any information entered herein is false, that shall entitle MHA to not make award or to cancel any award, with the undersigned party. Pursuant to all RFP Documents, the Form of Proposal, and all attachments pursuant to all completed Documents submitted, including these forms and all attachments, the undersigned proposes to supply the HACSB with the services described herein for the fees noted within Tab No. 4:

Signature

Date

Printed Name

Company

PROFILE OF FIRM FORM

ATTACHMENT B**Page 1 of 2**

- (1) Prime ____ Subcontractor ____ (This form must be completed by each).
- (2) Name of Firm: _____
- (3) Street Address: _____
- (4) City, State, Zip: _____ Tel: _____ Fax: _____
- (5) Year Firm Established: _____ In County: _____
- (6) Type of Ownership: _____
- (7) Former Name and Year Established (if applicable):
 _____ Year: _____
- (8) Name of Parent Company and Date Acquired (if applicable):
 _____ Date: _____
- (9) Identify Principals/Partners in Firm; please submit under Tab #5 a brief resume for each:

NAME	TITLE	% OF OWNERSHIP

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

NAME	TITLE

- (11) Federal Tax ID No.: _____
- (12) County of S. B. Business License No.: _____
- (13) State of Calif. License Type and No.: _____
- (14) State of Calif. Worker's Compensation Insurance Policy No.: _____
- (15) General Liability Insurance Carrier: _____
 Policy No. _____ Deductible Amount: \$ _____
- (16) Professional Liability Insurance Carrier: _____
 Policy No. _____ Deductible Amount: \$ _____

Signature_____
Date_____
Printed Name_____
Company

PROFILE OF FIRM FORM

ATTACHMENT B**Page 2 of 2**

- (17) Proposer Diversity Statement: You must check all of the following that apply to the ownership of this firm:

☐ Caucasian American

 ☐ Public Held Corporation

 ☐ Government Agency

 ☐ Non-Profit Organization

or Resident- (RBE), Minority- (MBE), or Woman-Owned (WBE) Business Enterprise (Qualifies by virtue of 51% or more ownership and active management by one or more of the following:

☐ Resident-Owned (HACSB)

 ☐ African American

 ☐ Native American

 ☐ Hispanic American

 ☐ Asian/Pacific American

☐ Hasidic Jew

 ☐ Asian/Indian American

 ☐ Woman-Owned

 ☐ Other (Specify) _____

WMBE/RBE Certification Number: _____

Certified by: _____

(NOTE: A CERTIFICATION NUMBER NOT REQUIRED TO PROPOSE - ENTER IF AVAILABLE)

- (18) Debarred Statement: Has this firm, or any principal(s) ever been debarred from providing any services by the Federal Government, the State of California, or any Local Government Agency within the State of California? Yes ☐ No ☐

If yes, please attach a full detailed explanation, including dates, circumstances and current status.

- (19) Disclosure Statement: Does this firm or any principals of this firm have any current, past personal or professional relationship with any Commissioner or Officer of MHA? Yes ☐ No ☐

Name (s) of such Commissioner or Officers: _____

If "Yes," please attach a full detailed explanation, including names, circumstances and current status.

- (20) Verification Statement: The undersigned proposer hereby states that by completing and submitting this form he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if MHA discovers that any information entered herein is false, that shall entitle MHA to not make award or to cancel any award with the undersigned party.

NOTE: If necessary, please attach additional information on additional pages:

Signature_____
Date_____
Printed Name_____
Company

MHA PROPERTY LISTING

ATTACHMENT C

Following for your information, are listed a number of developments and facilities that MHA owns and/or manages within the County of Marin. MHA does not guarantee that it will retain the successful proposer to do work for or within any minimum of maximum number of these developments/facilities, but provides this listing as an informational item only so that prospective proposers may view the sites to gain an understanding as to what types and quantity of work MHA may need at some point during the contract period.

AREA	PROPERTY/ADDRESS			UNITS	TYPE
Marin Housing Authority (MHA) currently owns and manages 576 apartments located throughout Marin County. You must be qualified, willing, and able to perform Services for any of the following housing developments (or offices):					
• Golden Gate Village	296 Apts.	429 Drake Avenue	Marin City		PHA
• Kruger Pines	56 Apts.	47 North Knoll Road	Mill Valley		PHA
• Homestead Terrace	28 Apts.	100 Linden Lane	Mill Valley		PHA
• Bradley House	15 Apts.	101 Esperanza	Tiburon		HUD
• Isabel Cook	18 Apts.	35 Sunny Hills Drive	San Anselmo		OTH
• Fairfax Vest Pocket	19 Apts.	82 Park Road	Fairfax		OTH
• Sundance	28 Apts.	95 Medway Road	San Rafael		PHA
• Venetia Oaks	36 Apts.	263 N. San Pedro Road	San Rafael		PHA
• Golden Hinde	40 Apts.	5 Golden Hind Blvd.	San Rafael		PHA
• Casa Nova	40 Apts.	35 Carmel Drive	Novato		PHA
• MHA Administrative Office		4020 Civic Center Drive	San Rafael		

PHA = Federally subsidized housing OR Public Housing.

OTH = Not Federally-subsidized housing but State of California, local Redevelopment Agency or conventional funding.

HUD = United States Department of Housing and Urban Development

PROPOSED FEES FORM

ATTACHMENT D

PLEASE NOTE: Do not provide these costs in any other manner other than as detailed within this Form. All costs proposed shall be provided on this Form. Costs, including this completed Form, are to be submitted **ONLY** under Tab #4—any proposer that submits proposed costs under any other tab will be rejected without consideration. You must propose costs for all of the following areas. You **MAY NOT** “pick and choose” which of the following areas you wish to enter costs for. Failure to abide by these instructions will cause that proposer to be rejected without consideration. Any proposer that leaves any of the following items blank or enters “N/A” or a “0” into any of those areas will be rejected for non-responsiveness—a proposed cost **MUST** be provided for each requested cost!

- 1. Partner @ \$_____ /Hour**
- 2. Associate @ \$_____ /Hour**
- 3. Paralegal @ \$_____ /Hour**

ESTIMATION OF TOTAL PROJECT COST \$_____

(NOTE: If you attached another sheet with ranges for each of the above areas, the MHA will use the *highest* fee proposed within each range to calculate each of the above.)

Company Name

Address, City and Zip

Telephone Number

Fax Number

Signature

Date

Printed Name

SECTION 3 FORM

ATTACHMENT E

As further detailed hereon, and as detailed in the Section 3 explanation document, the undersigned firm hereby requests the MHA award to it a Section 3 preference.

INSTRUCTIONS: Whereas you are claiming a Section 3 preference, to be eligible to receive this preference you must answer, in as complete a manner as possible, the following questions. This completed Form and all the information hereon shall be included, by reference, as a part of any ensuing contract. If there is not adequate room hereon to respond in full, please feel free to attach additional pages. This completed Form and any additional attached applicable pages, must be submitted under Tab #9 of your submittal.

1. How many total positions, by skill level, will your firm need to dedicate to provide these services to MHA?
2. Which positions are currently filled and which are not currently filled by regular, permanent employees?
3. What is your goal number of positions, by skill level, that will be filled by Section 3 employees?

NOTE: Please feel free to answer the above questions 1-3 through the use of a charge showing the required information.

4. Describe the training programs that your firm or any other organization (i.e. labor union; social programs provider; etc.) will provide for the Section 3 employees. Explain how your firm will monitor such training programs.
5. Describe how your firm will target recruitment of the Section 3 employees?
(NOTE: See #5 (a)-(d) of the Section 3 explanation document)

Signature

Date

Printed Name

Company