

**CITY OF CASA GRANDE, ARIZONA**

**REQUEST FOR STATEMENT OF QUALIFICATIONS  
HOUSING REHABILITATION SPECIALIST SERVICES**

The City of Casa Grande administers an Owner-Occupied Housing Rehabilitation Program (OOHR) and requests Statements of Qualifications (SOQs) for professional housing rehabilitation specialist services for the continued implementation of the OOHR program which is funded with State Housing Funds HOME, Community Development Block Grant (CDBG) Funds, and Tribal grants.

The contactor providing Housing Rehabilitation Specialist services shall provide construction supervision, technical assistance, support, and complete all work associated with the implementation of OOHR construction activities.

Each response shall be in accordance with the SOQ instructions and scope of work package on file with the City Clerk at City Hall, 510 East Florence Boulevard, Casa Grande, Arizona, 85122. Copies can be obtained by calling the City Clerk's Office (520) 421-8600, or by downloading a complete packet at the City's website: [www.casagrandeaz.gov](http://www.casagrandeaz.gov).

All responses must be submitted by 2:00 pm local time on **Friday, June 26, 2015** to the City Clerk, 510 East Florence Boulevard, Casa Grande, Arizona 85122. The responses will be evaluated in accordance with Section Four (4) of the SOQ.

Responses must be addressed to:

**Remilie S. Miller, City Clerk  
City of Casa Grande  
510 East Florence Boulevard  
Casa Grande, Arizona 85122**

The envelope must be boldly marked:

**STATEMENT OF QUALIFICATIONS  
HOUSING REHABILITATION SPECIALIST SERVICES  
DUE ON JUNE 26, 2015**

The City of Casa Grande reserves the right to waive any informalities or irregularities in this Statement of Qualifications solicitation, or to reject any or all responses; to be the sole judge of the suitability of the services and materials offered, and to award a contract for the furnishing of the services it deems to be in the best interest of the City.

/s/James V. Thompson  
City Manager

# REQUEST FOR STATEMENT OF QUALIFICATIONS

## Housing Rehabilitation Specialist Services

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## **SUBMITTAL REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS**

### **Services: Housing Rehabilitation Specialist Services**

**Submittal DUE DATE:** June 26, 2015                      **Time:** 2:00 P.M.

**SOQ Opening Location:** Remilie S. Miller, City Clerk  
City of Casa Grande  
510 East Florence Boulevard  
Casa Grande, AZ 85122

### **Section 1. PROJECT DESCRIPTION**

The City of Casa Grande administers an Owner-Occupied Housing Rehabilitation (OOHR) Program and is in need of housing rehabilitation specialist services for the continued implementation of the City's housing program which is funded with State Housing Funds HOME, Community Development Block Grant (CDBG) Funds and Tribal grants. It is estimated that the City will assist between 7 to 10 families or homeowners each year with their housing rehabilitation needs. Housing repairs vary from one unit to another. Housing needs can be a minor or a major rehabilitation work. Housing rehabilitation can be an emergency roofing repair or leaking plumbing system to a substantial rehabilitation of the unit and even occasionally involve the demolition of an existing unit and new construction

The City is seeking to contract with a competent firm or individual that has experience with municipal, state and federally funded residential construction projects to include, but not be limited to: CDBG funds, HOME funds, and State Housing Funds. Since the OOHR program is funded by federal, state and other sources, Proposers must understand that all contractors will be required to comply with all applicable federal, state, and local laws. The City of Casa Grande will evaluate offers and an award will be made to the vendor who provides the best overall value and quality services.

The contractor shall provide construction supervision, technical assistance, support, and complete all work associated with the implementation of OOHR construction activities.

The sites upon which OOHR construction activity will occur are located within the low to moderate income areas of Casa Grande.

### **Section 2. SCOPE OF WORK**

The scope of work to be provided by the contractor providing Housing Rehabilitation Specialist services shall consists of the tasks necessary to complete an owner-occupied housing rehabilitation project. The scope of work also includes meeting all the Housing and Urban Development (HUD) requirements, State of Arizona Department of Housing (ADOH), and Local codes, ordinances, and other requirements of the City of Casa Grande Owner-Occupied Housing Rehabilitation program.

Specifically, the following services will be required to be provided:

1. Inspects properties (Initial inspection) to determine site eligibility for the Owner-Occupied Housing Rehabilitation program, utilizing the Property Inspection Checklist (HOME form).
2. Draws plot plan of existing property, showing existing utility connections, fences, shed structures, building footprints, setbacks from property lines.
3. Conducts individual property Environmental Reviews and obtain State Historic Preservation Office (SHPO's) approval.
4. Obtains Lead Based Paint Inspection through assessment/report which can be subcontracted, and includes cost of inspection, assessment and report.
5. Orders mold test and termite inspection, obtain report and treatment, as needed.
6. Coordinates with Central Arizona Human Resource Agency (CAHRA) for initial door test and Final inspection for weatherization.
7. Prepares plans (before and proposed) and work write-ups through owners concurrence.
8. Prepares cost estimates.
9. Observes and Conducts proper Procurement process – prepares bid packages, advertisement, sends bid notice to City Clerk and Web Master to post on the website, and conducts contractor's walk through.
10. Analyzes construction bid proposals and make recommendations to the Housing Manager.
11. Verifies construction start from Notice to Proceed.
12. Performs two weekly progress inspections and one for preparation of contract draws and as needed for change orders.
13. Prepares Inspection and Disbursement Order.
14. Answers questions from contractors or homeowner related to project.
15. Conducts final inspection with homeowner and educates on use/maintenance of new equipment, obtains Certification of Final Inspection, Full Lien Waiver, and Certificate of Completion from Building.
16. Performs call back inspections as necessary and write up of Warranty call backs, and follow up with contractor.
17. Ensures compliance with the applicable policies and procedures of the CDBG Program, HOME Investment Partnerships Program and the State Housing Trust Fund program.

18. Attends meetings, as needed, with staff to coordinate project and review recommendations.
19. Reviews potential projects during project meetings and monthly progress meetings.
20. Prepares construction change orders subject to approval by the Housing Manager.
21. Ensures construction contractor obtains City of Casa Grande building permit(s) as required.
22. Coordinates work with the Community Development Staff to ensure project timeline is met.

### **Additional Services**

1. Services that may be needed – The City reserves the right to amend this scope of services to include additional services; the need for which may arise at any time.
2. The City of Casa Grande, in support of the housing program, will provide existing records documentation on file to the selected firm/individual to enable the selected contractor to carry on his/her duties and responsibilities as a Housing Rehabilitation Specialist. Project coordination and the City's point of contact will be through the City of Casa Grande Planning and Department, Leila DeMaree, Community Development Division Manager.

### **Section 3. SUBMITTAL REQUIREMENTS**

The provider of Housing Rehabilitation Specialist services will be selected through a qualifications-based selection process. Firms or individuals interested in providing services must submit a Statement of Qualifications (SOQ) that meets the criteria set forth in this Request for Statement of Qualifications. Information included in the SOQ response will be used to evaluate your firm as part of any criteria, regardless of where that information is found in the SOQ. Information obtained from the SOQ, and from any other relevant source, including independent investigations by the City, may be used in the evaluation and selection process.

### **Section 4. SELECTION PROCESS**

A selection panel made up of representatives of the City of Casa Grande will read, review, and evaluate the submittals independently based on the evaluation criteria. A point formula system will be used to evaluate and rank the submittals.

Upon completion of the selection process and the identification of the best qualified firm/individual, the City shall enter into negotiations with the top ranked firm/individual and enter into a contract following completion of successful negotiation of fees and any contract terms for City Council consideration and approval. The form of contract shall be the standard form of contract prescribed by the City.

If the City is unable to successfully negotiate a contract with the top ranked firm, the City may then negotiate with the second (or subsequently the third) ranked firm until an agreement is reached or until the City chooses to terminate the selection process.

**The SOQ shall be prepared to address the following evaluation factors. The maximum points to be awarded will be 100 points, and the maximum points to be awarded for each factor in the initial evaluation process are set forth below.**

<b>Factor</b>	<b>Max. Points</b>
<p><b>Capabilities of the Project Team or Individual</b></p> <p>Provide an Executive Summary, a one or two page summary including:</p> <ol style="list-style-type: none"> <li>1. Qualifications of the individual or firm.</li> <li>2. Resume of the Housing Rehabilitation Specialist assign to the project(s).</li> <li>3. A description of how the proposing firm or individual would successfully complete the scope of work.</li> </ol>	<b>(45)</b>
<p><b>Past Performance</b></p> <p>Describe the competence and experience of the firm or individual including:</p> <ul style="list-style-type: none"> <li>• Experience in working with federal funded projects, particularly CDBG and State Housing Funds HOME.</li> <li>• State any owner occupied housing rehabilitation projects completed specifically identify unit design experience and construction management experience.</li> <li>• Supply at least three (3) owner references with the following information: <ul style="list-style-type: none"> <li>○ contact names,</li> <li>○ project site address,</li> <li>○ email addresses,</li> <li>○ phone numbers for each of the projects listed</li> <li>○ contract award date,</li> <li>○ contract completion date,</li> <li>○ initial estimated dollar amount of the project; and</li> <li>○ final dollar amount of the project.</li> </ul> </li> </ul>	<b>(30)</b>
<p><b>Project Schedule</b></p> <p>Provide a project schedule identifying major milestones and activities for 10 housing units.</p>	<b>(10)</b>
<p><b>Project Understanding and Approach</b></p> <p>State an understanding of the project requirements, experience with projects funded with CDBG and HOME programs.</p> <p>Describe the project management methodologies and systems used by the firm/individual to insure conformance to the time schedule, fee budget, and quality assurance/quality control processes and meeting all HUD, State, and City applicable laws and codes to complete the OOHR project.</p>	<b>(15)</b>

## Section 5. PROPOSED SCHEDULE OF EVENTS

All times refer to local time, as kept by the City Clerk. All dates below are estimates and can be changed at any time at the sole discretion of the City.

<u>Event Item (Referenced Document)</u>	<u>Date and Time</u>
1. Request for Qualifications Release	06-09-2015
2. Advertisement for SOQ's	06-09-2015
3. Time and Closing Date to Receive Qualifications	2:00 pm on 06-26-2015
4. Pre-submittal Conference	N/A - None
5. Review Qualifications and Notify Top Ranked Firm	07-10-2015
6. Fee Negotiations Completed	07-14-2015
7. Anticipated City Approval of Selected Firm/Team	08-03-2015
8. Notice to Proceed (NTP) if contract is under \$50,000	08-06-2015
9. Notice to Proceed (NTP) if contract is over \$50,000	09-18-2015

## Section 6. GENERAL TERMS, CONDITIONS, AND INSTRUCTIONS

### Definition of Terms Used in These Instructions

As used in these instructions, the following terms have the following meaning:

- A. **"Attachments"** means all items required of the Submitter as a part of the submittal.
- B. **"Days"** means calendar days unless otherwise specified.
- C. **"Exhibits"** means all items attached to the solicitation.
- D. **"Submittal"** means bid, submittal, quotation, and qualifications.
- E. **"Submitter"** means a vendor or provider who responds to any type of solicitation.
- F. **"Contract Manager (or Project Principal)"** means the person duly authorized to enter into and administer contracts and make written determinations with respect to the contract or his or her designee. For the City Of Casa Grande, that shall mean the City Planning and Development Director.
- G. **"Solicitation"** means a request for Statement of Qualifications (SOQ).

### Preparation of Submittal

- A. Copies of Submittal. To be considered responsive, one (1) original and two (2) copies of the SOQ document must be submitted in a sealed envelope or box with the SOQ description (**RE: Housing Rehabilitation Specialist Services**) and the submitter's name and address clearly indicated on the package, by the deadline date and time. The original copy of the submittal document must bear the original signature of an authorized representative of the submitter on the acknowledgement provided.
- B. Forms: No Facsimile or Telegraphic Submittals. A submittal shall be submitted either on the forms provided in this solicitation or their substantial equivalent. Any substitute document for the forms provided in this solicitation shall be legible and contain the same information requested on the form. A facsimile, telegraphic, or mailgram submittal shall be rejected.

- C. Typed or Ink, Corrections. The submittal must be typed or in ink. Erasures, interlineations or other modifications in the submittal must be initialed in ink by the person signing the submittal. Modifications shall not be permitted after submittals have been opened except as otherwise provided under applicable law.
- D. Duty to Examine. It is the responsibility of each submitter to examine the entire solicitation, seek clarification in writing, and check its submittal for accuracy before submitting the submittal. Lack of care in preparing a submittal shall not be grounds for withdrawing the submittal after the submittal due date and time nor shall it give rise to any contract claim.
- E. Amendments. Each solicitation amendment, if any, shall be signed with an original signature by the person signing the submittal, and shall be submitted no later than the submittal due date and time. Failure to return a signed copy of a material solicitation amendment may result in rejection of the submittal.
- F. Submittal Amendment or Withdrawal. A submittal may not be amended or withdrawn after the submittal due date and time except as otherwise provided under the City's Procurement Code or other applicable law.
- G. Public Record. Under applicable law, all submittals submitted and opened are public records and must be retained by the City of Casa Grande. Submittals shall be open to public inspection after contract award, except for such submittals deemed to be confidential by the City Casa Grande. If a submitter believes that information in its submittal should remain confidential, it shall stamp as confidential that information and submit a statement with its submittal detailing the reasons that information should not be disclosed. The City of Casa Grande shall make a determination pursuant to the City of Casa Grande's Procurement Code and the Public Records laws of the State of Arizona.
- H. Exceptions to Terms and Conditions. A submittal that takes exception to a material requirement of any part of the solicitation, including a material term and condition of any proposed contract, may be rejected. Exceptions to the submittal documents shall be clearly set forth in an attachment to the submittal.
- I. Release of Project Information. The City shall provide the release of all public information concerning the project, including selection announcements and contract awards. Those desiring to release information to the public must receive prior written approval from the City.
- J. Non-compliant Submittals to be Rejected. Submitters are advised that failure to comply with the following criteria will be grounds for disqualification and will be strictly enforced:
- Receipt of submittal by the specified cut-off date and time.
  - Failure to deposit the submittal in the appropriate location.
- These failures will result in disqualification and no action of the City, including late acceptance by the City Clerk, shall act to waive or otherwise affect the disqualification.
- K. City Rights. The City of Casa Grande reserves the right to reject any or all Submittals, and except as set forth in subsection (j) above, to waive any informality or irregularity in any Submittal received, to be the sole judge of the merits of the respective Submittals received, and to cancel any solicitation if deemed to be in the interest of the City to do so.

### **Pre-Submittal Conference**

A pre-submittal conference will not be held.

## Inquiries

- A. Solicitation Contact Person; Other Contact Prohibited. Any inquiry related to a solicitation shall be directed solely to the City of Casa Grande Contract Manager (Project Manager). The submitter shall not contact or direct inquiries concerning this solicitation to any other employee. All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and subconsultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process, including the evaluation panel, the Planning and Development Director, Housing Manager, and other staff. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public and to protect the integrity of the selection process.

*The Project Manager and Contact Person for this Solicitation shall be:*

Leila DeMaree, Community Development Manager  
510 E. Florence Blvd.  
Casa Grande, AZ 85122  
520-421-8637 Ext. 3030; E-mail: [ldemaree@casagrandeaz.gov](mailto:ldemaree@casagrandeaz.gov)

- B. Submission of Inquires. All inquiries are to be submitted via email ONLY. Each inquiry shall clearly refer to this solicitation in the subject line of the email. A list of all inquiries received, and responses by the city, shall be generated and be made available to all interested parties via posting on the City's website seven (7) days (June 17<sup>th</sup>, 2015) prior to the submittal deadline (June 26, 2015).
- C. Timeliness. Any inquiry should be submitted at least **seven (7) days before the submittal due date and time.** Failure to do so may result in the inquiry not being answered.
- D. No Right to Rely on Verbal Responses. Any inquiry that raises material issues and results in changes to the solicitation shall be answered solely through a written solicitation amendment. A submitter may not rely on verbal responses to its inquiries.

## Submittal Acceptance Period

By submitting a proposal pursuant to this solicitation, the submitter agrees that it shall hold its submittal open for the number of days, from the submittal due date, that is stated in the solicitation. If the solicitation does not specifically state a number of days for the submittal acceptance, the number of days shall be ninety (90).

## Cost of Submittal Preparation

The City of Casa Grande shall not reimburse any submitter the cost of responding to a solicitation.

## Certifications, Disclosure, and Disqualification

- A. Non-collusion, Employment, and Services. By signing the Submittal form, or other official contract form, the submitter certifies that:
- i) It did not engage in collusion or other anti-competitive practices in connection with the preparation or submission of its submittal; and

ii) It does not discriminate against any employee, applicant for employment, or person to whom it provides services because of race, color, religion, sex, national origin, or disability, and that it complies with all applicable federal, state, and local laws and executive orders.

B. Disclosure. If the design consultant, construction contractor, business, or person submitting this submittal has previously been debarred, suspended, or otherwise lawfully precluded from participating in any public procurement activity, including being disapproved as a subcontractor with any federal, state, or local government, or if any such preclusion from participation from any public procurement activity is currently pending, the Submitter must fully explain the circumstances relating to the preclusion or proposed preclusion in the submittal. If awarded, the submitter must include a letter with its submittal setting forth the name and address of the governmental unit, the effective date of this suspension or debarment, the duration of the suspension or debarment, and the relevant circumstances relating the suspension or debarment. If suspension or debarment is currently pending, a detailed description of all relevant circumstances including the details enumerated above must be provided.

C. Disqualification. The submittal of a submitter who is currently debarred, suspended or otherwise lawfully prohibited from any public procurement activity shall be rejected.

### **Award of Contract**

A. Contract Inception. A submittal does not constitute a contract nor does it confer any rights on the submitter to the award of a contract. A contract for \$50,000 or more is not created until approved by the Casa Grande City Council and a written contract is executed by the authorized signature of the City Manager and the Submitter.

### **Protests**

Pursuant to Section 3.04.170 of the Casa Grande City Code, all protests shall be in writing and be filed with the City Clerk of the City of Casa Grande. To be considered timely, a protest of a solicitation any protest must be filed within three (3) days after the protester knows or should have known the basis of the protest. A protest shall include:

- The name, address, and telephone number of the protester;
- The signature of the protester or its representative;
- Identification of the purchasing agency and the solicitation or contract number;
- A detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and
- The form of relief requested.

### **Solicitation Order of Precedence**

In the event of a conflict in the provisions of this solicitation, the following shall prevail in the order set forth below:

- A. Solicitation;
- B. Special Terms and Conditions, if any;

- C. Uniform General Terms and Conditions;
- D. Specifications;
- E. Exhibits;
- F. Special Instructions to Submitters; and
- G. Uniform Instructions to Submitters.

**Persons with Disabilities**

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the appropriate Contracts Manager. Requests should be made as early as possible to allow time to arrange the accommodation. A person requiring special accommodations may contact the solicitation contact person responsible for this procurement as identified on the first page of this solicitation.

**SUBMITTAL ACKNOWLEDGMENT**

To the City of Casa Grande:

The undersigned hereby submits and agrees to furnish the materials in compliance with all terms, conditions, specifications and amendments in the Solicitation. Signature also certifies understanding and compliance with the City of Casa Grande's Standard Terms and Conditions.

COMPANY NAME:

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ADDRESS:

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CITY/STATE/ZIP:

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PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

CONTACT PERSON:

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AUTHORIZED COMPANY SIGNATURE:

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**AUTHORIZATION FOR RELEASE OF PERFORMANCE INFORMATION AND WAIVER**

I, \_\_\_\_\_, the undersigned, on behalf of \_\_\_\_\_ (this company), being duly authorized to do so, do hereby consent and authorize all those companies and government entities listed in my Submittal to the City of Casa Grande, and any other government entity for whom this company has performed similar contractual services, to disclose and release to the City of Casa Grande, or its representatives, information, records and opinions concerning this company's performance. The purpose of this disclosure is to provide references and background material to the City of Casa Grande. This company hereby waives any claim it may have against the City of Casa Grande or any company or entity providing information to the City of Casa Grande by reason of any information being disclosed or opinions provided regarding the actions or performance of this company.

This authorization shall be effective for one year, and a copy of this authorization shall be as valid and effective as the original.

Dated: \_\_\_\_\_

By: \_\_\_\_\_

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

## CHECK LIST FOR SUBMISSION OF SUBMITTAL RESPONSE

- \_\_\_\_\_ 1. Submittal has been submitted, checked and reviewed.
  
- \_\_\_\_\_ 2. Any addendums have been signed and are included.
  
- \_\_\_\_\_ 3. The original submittal and acceptance form has been fully completed in ink and is included (submittals will be considered non-responsive if not included).
- \_\_\_\_\_ 4. The non-collusion affidavit has been fully completed in ink and is included.
  
- \_\_\_\_\_ 5. W-9 has been fully completed and is included.
  
- \_\_\_\_\_ 6. All information requested from the questionnaire is included.
  
- \_\_\_\_\_ 7. The envelope is properly addressed and sealed.
  
- \_\_\_\_\_ 8. The submittal will be mailed or delivered in time to be received no later than the designated due date and time (otherwise the submittal will not be considered).

**APPENDIX "A"**  
**CONTRACT FOR PROFESSIONAL SERVICES**

THIS CONTRACT is entered into this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between \_\_\_\_\_, an Arizona Corporation (hereinafter known as "Contractor"), whose address is \_\_\_\_\_, and the City of Casa Grande (hereinafter known as "City"), an Arizona municipal corporation, whose address is 510 East Florence Boulevard, Casa Grande, Arizona 85122.

The City engages the Contractor to perform professional services for \_\_\_\_\_.

**1. Scope of Contractor's Services.**

For the project a Scope and Fee shall be negotiated with the Contractor and shall be approved by the City prior to commencement of work. The contractor agrees to provide to the City services and any materials set forth in the Scope of Work requested by the City in its Requests for Qualification during the agreement period. The Contractor will provide an electronic copy of his/her work to the Housing Manager to perform and complete the Housing Rehabilitation Specialist duties and responsibilities. The electronic copies to be submitted to the City shall be in PDF, Excel, or Word version. Timing is of the essence to the City.

**2. Accounting and Payment for Contractor Services.**

Payment to the Contractor for services rendered under this Agreement shall be as negotiated.

**3. Assignment and Subcontracting.**

Except for subcontractors identified by Contractor in Exhibit "B", no portion of this contract may be assigned or subcontracted to any other individual, firm, or entity without the express and prior written approval of the Contracting Officer. It will be the responsibility of the Contractor to ensure that any and all subcontractors comply with the terms and conditions of this agreement and that City of Casa Grande is named as express third-party beneficiary of such subcontracts with full rights as such.

**4. Independent Contractor.**

The Contractor's services shall be furnished by the Contractor as an independent Contractor and nothing contained herein shall be construed to create a relationship of employer-employee or master-servant, but all payments made hereunder and all services performed shall be made and performed pursuant to this Agreement by the Contractor as an independent Contractor.

**5. No Guarantee of Employment.**

The performance of all or part of this contract by the Contractor shall not operate to vest any employment rights whatsoever and shall not be deemed to guarantee any employment of the Contractor

or any employee of the Contractor or any subcontractor or any employee of any subcontractor by the City at the present time or in the future.

## **6. Taxes.**

The Contractor understands and acknowledges that the City will not withhold federal or state income taxes. Where required by state or federal law, the Contractor authorizes the City to make withholding for any taxes other than income taxes (i.e., Medicare). All compensation received by the Contractor will be reported to the Internal Revenue Service at the end of the calendar year in accordance with the applicable IRS regulations. It is the responsibility of the Contractor to make the necessary estimated tax payments throughout the year, if any, and the Contractor is solely liable for any tax obligation arising from the Contractor's performance of this Agreement. The Contractor hereby agrees to indemnify the City against any demand to pay taxes arising from the Contractor's failure to pay taxes on compensation earned pursuant to this Agreement.

The City will pay sales and use taxes imposed on goods or services acquired hereunder as required by law. The Contractor must pay all other taxes including, but not limited to, Business or Occupation Tax, taxes based on the Contractor's gross or net income, or personal property to which the City does not hold title.

## **7. Regulations and Requirement.**

This Agreement shall be subject to all laws, rules and regulations of the United States of America, the State of Arizona, and the City of Casa Grande.

## **8. Right to Review.**

This contract may be subject to review by any federal or state auditor. The City or its designee shall have the right to review and monitor the financial and service components of this program by whatever means are deemed expedient by the City. Such review may occur with reasonable notice, and may include, but is not limited to, on-site inspection by City Agents or employees, inspection of all records or other materials which the City deems pertinent to the Agreement and its performance, and any and all communications with or evaluations by service recipients under this Agreement. The Contractor shall preserve and maintain all financial records and records relating to the performance of work under this Agreement for five (5) years after contract termination in accordance with A.R.S. §35-214 and shall make them available for such review within the City of Casa Grande, State of Arizona, upon request.

## **9. Modifications.**

Either party may request changes in the Agreement. Any and all agreed modifications shall be in writing, signed by each of the parties.

## **10. Termination for Default.**

If the Contractor defaults by failing to perform any of the obligations of the contract or becomes insolvent or is declared bankrupt or commits any act of bankruptcy or insolvency or makes an assignment

for the benefit of creditors, the City may, by depositing written notice to the Contractor in the U.S. mail, postage prepaid, terminate the contract, and at the City's option, obtain performance of the work elsewhere. If the contract is terminated for default, the Contractor shall not be entitled to receive any further payments under the contract until all work called for has been fully performed. Any extra cost or damage to the City resulting from such default(s) shall be deducted from any money due or coming due to the Contractor. The Contractor shall bear any extra expenses incurred by the City in completing the work, including all increased costs for completing the work, and all damage sustained, or which may be sustained by the City by reason of such default. If a notice of termination for default has been issued and it is later determined for any reason that the Contractor was not in default, the rights and obligations of the parties shall be the same as if the notice of termination has been issued pursuant to the Termination for Public Convenience paragraph hereof.

### **11. Termination for Public Convenience.**

The City may terminate the contract in whole or in part whenever the City determines, in its sole discretion that such termination is in the best interests of the City. Whenever the contract is terminated in accordance with this paragraph, the Contractor shall be entitled to payment for actual work performed at unit contract prices for completed items of work. An equitable adjustment in the contract price for partially completed items of work will be made, but such adjustment shall not include provisions for loss of anticipated profit on deleted or uncompleted work. Termination of this contract by the City at any time during the term, whether for default or convenience, shall not constitute a breach of contract by the City.

### **12. Equal Opportunity.**

This Agreement and the parties thereto, shall comply with the provisions of Arizona Executive Order 75-5 as amended by Arizona Executive Order 99-4 as they relate to equal opportunity.

### **13. Venue and Choice of Law.**

In the event that any litigation should arise concerning the construction or interpretation of any of the terms of this Agreement, the venue of such action of litigation shall be in the courts of the State of Arizona in and for the County of Pinal. This Agreement shall be governed by the laws of the State of Arizona.

### **14. Insurance.**

**14.1 Contractor Liability Insurance.** Upon signing of the Agreement and so long as it shall remain in effect, contractor, at its cost and expense, shall purchase and maintain the insurance described in this subsection 14. The insurance shall be purchased and maintained in companies duly licensed or otherwise approved by the State of Arizona, with forms acceptable to the City of Casa Grande, and shall be primary with no right of contribution. The contractor's insurer shall have a minimum A.M. Best's rating of A-VIII. Use of alternative insurers requires prior approval for the City of Casa Grande.

The insurance coverages to be purchased and maintained are:

**14.1.1 Workers' Compensation.** Contractor shall provide workers' compensation insurance as required by state and federal laws having jurisdiction over Contractor's employees engaged in the performance of the Services within this Agreement.

**14.1.2 General Liability.** Contractor shall maintain a Commercial General Liability (Occurrence) policy that includes coverage for premises and operations, products and completed operations, contractual liability, broad form property damage, and personal injury liability. The policy shall have limits of not less than:

- \$1,000,000 for each occurrence of bodily injury and property damage; and
- \$1,000,000 for personal injury;

**14.1.3 Automobile Liability.** Contractor shall maintain an Automobile Liability policy with a combined single limit for bodily injury and property damage of not less than \$1,000,000 for each accident. The policy shall cover all owned, hired, and non-owned automobiles used in connection with the Agreement for the performance of Contractor's services.

**14.1.4 Property Insurance.** A policy or policies of fire and extended coverage property damage insurance covering the full insurable value of all tools and equipment used by contractor from time to time on the lands of City of Casa Grande pursuant to the Agreement, including mobile equipment. Contractor shall also require its agents, contractors, licensees and others performing the obligations, or exercising the rights, of Contractor under the Agreement to carry such property damage insurance. Such policy or policies shall cover the full insurable value of such tools and equipment.

**14.1.5 Adjustment of Liability Limits.** If the initial term of the Agreement shall exceed ten years or if the aggregate term of the Agreement, including any extension or renewal terms agreed to by the parties or provided for in the Agreement shall exceed ten years, on each tenth anniversary of the date of the Agreement, the liability limits provided for in sections 14.1.2 and 14.1.3 shall be increased by an amount proportional to the increase in the US consumer price index occurring since the date of the Agreement or the date of the last such increase as appropriate.

**14.1.6 Professional Liability.** The Contractor retained by the City to provide the Housing Rehabilitation Specialist services required by the Agreement will maintain Professional Liability insurance covering errors and omissions arising out of the Services performed by the Contractor or any person employed by him, with a limit of not less than \$2,000,000 each claim and \$4,000,000 all claims. In the event the insurance policy is written on a "claims made" basis, coverage shall extend for two years past completion and acceptance of Services as evidenced by annual Certificates of Insurance.

**14.2 Insurance Certificate.** Contractor shall not exercise any of its rights under the Agreement until it delivers to City of Casa Grande's designated recipient certificates from contractor's insurers showing that the coverage required above has been obtained.

**14.2.1** The insurance certificates must show City of Casa Grande, its subsidiaries, affiliates directors, officers, and employees as additional insured parties in respect of all liability coverage except workers' compensation and professional liability insurance. The policy shall provide and the certificate shall reflect that the insurance afforded applies separately to each insured against whom claim is made or suit is brought except with respect to the limits of the company's liability.

**14.2.2** The insurance certificate shall provide on its face that the policies it represents will not be terminated, amended, or allowed to expire without 30 days prior written notice to City of Casa Grande.

**14.2.3** Failure of City of Casa Grande to demand the insurance certificate or other evidence of full compliance with these insurance requirements or failure of City of Casa Grande to identify a deficiency from any certificate provided to it shall not be construed as a waiver of Contractor's obligation to maintain such insurance.

**14.3 Severability of Interests.** The policies referenced in 14.1.2. and 14.1.3. shall contain a severability of interests clause, generally providing, "the insurance afforded applies separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the company's insurance."

**14.4 Waiver of Subrogation.** With the exception of Workers Compensation and Professional Liability Insurance, Contractor hereby waives any and all rights that it might have against City of Casa Grande, its employees, officers and directors, to recover all or part of any loss or damage insured or insurable by the insurance policies carried or required to be carried by it pursuant to the Contract Documents. Contractor shall require each of its agents, contractors, licensees and others performing the obligations, or exercising the rights, of Contractor under the Agreement to provide a similar waiver for City of Casa Grande's benefit.

**14.5 Deductibles.** Contractor may purchase the required insurance policies with deductibles which are reasonable in light of the contractor's financial condition; provided that any loss not covered due to the deductible will be paid by Contractor. Contractor shall also require its agents, contractors, licensees and others performing the obligations, or exercising the rights, of contractor under the Agreement to carry such property damage insurance. Such policy or policies shall cover the full insurable value of such tools and equipment.

## **15. Withholding Payment.**

In the event the Contractor has failed to perform any substantial obligation to be performed by the Contractor under this Agreement and said failure has not been cured within the times set forth in this Agreement, then the City may, upon written notice, withhold all monies due and payable to Contractor, without penalty, until such failure to perform is cured or otherwise adjudicated.

## **16. Future Non-Allocation of Funds.**

If sufficient funds are not appropriated or allocated for payment under this contract for any future fiscal period, the City will not be obligated to make payments for services or amounts incurred after the end of the current fiscal period. No penalty or expense shall accrue to the City in the event this provision applies.

## **17. Protection of Licensee Data.**

Contractor warrants that the Contractor's installation, maintenance, and upgrade of any software provided hereunder shall not result in the use or disclosure by Contractor of any information concerning a patient/client obtained by the City in providing service in violation of any State laws, Federal laws, including, but not limited to, the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA), and any federal regulations governing privacy, including, but not limited to, 45 CFR Section 160-164, as well as other applicable federal and state statutes and regulations.

## **18. Contractor Commitments, Warranties and Representations.**

Any written commitment received from the Contractor concerning this Agreement shall be binding upon the Contractor, unless otherwise specifically provided herein with reference to this paragraph. Failure of the Contractor to materially fulfill such a commitment shall result in a breach of this Contract.

## **19. Patent/Copyright Infringement.**

Contractor will defend and indemnify the City from any claimed action, cause or demand brought against the City; to the extent such action is based on the claim that information supplied by the Contractor infringes any patent or copyright. The Contractor will pay those costs and damages attributable to any such claims that are finally awarded against the City in any action. Such defense and payments are conditioned upon the following:

- a. That Contractor shall be notified promptly in writing by City of any notice of such claim; and
- b. Vendor shall have the right, hereunder, at its option and expense, to obtain for the City the right to continue using the information, in the event such claim of infringement is made, provided no reduction in performance or loss results to the City.

## **20. Disputes.**

**20.1 General.** Differences between the Contractor and the City, arising under and by virtue of the Contract Documents shall be brought to the attention of the City at the earliest possible time in order that such matters may be settled or other appropriate action promptly taken. Except for such objections as are made of record in the manner hereinafter specified and within the time limits stated, the records, orders, rulings, instructions and decisions of the Contracting Officer, shall be final and conclusive.

**20.2 Notice of Potential Claims.** The Contractor shall not be entitled to additional compensation which otherwise may be payable, or to extension of time for (1) any act or failure to act by the City, or (2) the happening of any event or occurrence, unless the Contractor has given the City a written Notice of Potential Claim within 10 days of the commencement of the act, failure, or event giving rise to the claim, and before final payment by the City. The written Notice of Potential Claim shall set forth the reasons for which the Contractor believes additional compensation or extension of time is due, the nature of the cost involved, and insofar as possible, the amount of the potential claim. Contractor shall keep full and complete daily records of the Work performed, labor and material used, and all costs and additional time claimed to be additional.

**20.3 Detailed Claim.** The Contractor shall not be entitled to claim any such additional compensation, or extension of time, unless within 30 days of the accomplishment of the portion of the work from which the claim arose, and before the final payment by the City, the Contractor has given the City a detailed written statement of each element of cost or other compensation requested and of all elements of additional time required, and copies of supporting documents evidencing the amount or the extension of time claimed to be due.

## **21. Ownership of Items Produced.**

All writings, programs, data, public records or other materials prepared by the Contractor and/or its Contractors or subcontractors, in connection with the performance of this Agreement shall be the sole and absolute property of the City.

## **22. Conflict of Interest.**

The Contractor agrees to promptly disclose any financial or economic interest in the Project property, or any property affected by the Project, existing prior to the execution of this Contract. Further, the Contractor agrees to promptly disclose any financial or economic interest with the Project property, or any property affected by the Project, if the Contractor gains such interest during the course of this Contract.

If the Contractor gains any financial or economic interest in the Project during the course of this Contract, this may be grounds for terminating this Contract at the sole discretion of the City.

The Contractor shall not engage the services on the Contract of any present or former City employee who was involved as a decision maker in the selection or approval processes, or who negotiated or approved billings or contract modifications for this Contract.

The Contractor agrees that it shall not perform services on this Project for the contractor, subcontractor, or any supplier.

The Contractor shall not negotiate, contract, or make any agreement with the contractor, subcontractor, or any supplier with regard to any of the work under this Project, or any services, equipment or facilities to be used on this Project.

This Agreement is subject to the cancellation provisions for conflicts of interest pursuant to A.R.S. §38-511.

**23. Covenant Against Contingent Fees.**

The Contractor affirms that he has not employed or retained any company or person, other than a bona fide employee working for the Contractor to solicit or secure this Contract, and that he has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making of the Contract. For breach or violation of this clause, the City may terminate this Contract without liability, or in its discretion may deduct from the Contract price or consideration, or otherwise recover, the full amount of such fee, commission, percentage brokerage fee, gift, or contingent fee.

**24. Indemnification.**

To the fullest extent permitted by law, the Contractor shall defend, indemnify and hold harmless the City, its agents, officers, officials, and employees from and against all claims, damages, losses, and expenses (including but not limited to attorney's fees, court costs, and the costs of appellate proceedings), relating to, arising out of, or alleged to have resulted from the negligent acts, errors, mistakes or omissions in the work, services, or professional services of the Contractor, its agents, employees, or any other person (not the City) for whose negligent acts, errors, mistakes or omissions in the work, services, or professional services the Contractor may be legally liable in the performance of this Contract. Contractor's duty to defend, hold harmless and indemnify the City, its agents, officers, officials, and employees from and against all claims, damages, losses, and expenses that are attributable to bodily injury, sickness, disease, death, or injury to, impairment, or destruction of any person or property, including loss or use resulting therefrom, caused by any negligent acts, errors, mistakes, omissions, work, services, or professional services in the performance of this Contract by Contractor or any employee of the Contractor, or any other person (not the City) for whose negligent acts, errors, mistakes, omissions, work, or services the Contractor may be legally liable. The amount and type of insurance coverage requirement set for the herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

To the fullest extent permitted by law, the City agrees to indemnify and hold the Contractor harmless from any damage, liability or cost (including reasonable attorney's fees and costs of defense) to the extent caused by the City's negligent acts, errors or omissions and those of his or her contractors, subcontractors or consultants or anyone for whom the City is legally liable, and arising from the project that is the subject of this Agreement. The Contractor is not obligated to indemnify the City in any manner whatsoever for the City's own negligence.

**25. Confidentiality.**

The Contractor, its employees, subcontractors, and their employees shall maintain the confidentiality of all information provided by the City or acquired by the Contractor in performance of this Agreement, except upon the prior written consent of the City Attorney, or an order entered by a court

after having acquired jurisdiction over the City. Contractor shall immediately give to the City notice of any judicial proceeding seeking disclosure of such information. Contractor shall indemnify and hold harmless the City, its officials, agents or employees from all loss or expense, including, but not limited to settlements, judgments, setoffs, attorneys' fees and costs resulting from Contractor's breach of this provision.

**26. Public Disclosure.**

In the event of a public records request to the City for the Licensed Program or Licensed Documentation, the City shall promptly provide a copy of such request to Contractor so that it has at least 7 days from Contractor's receipt of such request in which to seek an order restraining the City from disclosing the Licensed Program and Documentation pursuant to such public records request. If Contractor does not obtain a restraining order within such period of time, the City may disclose the Licensed Program and Licensed Documentation pursuant to such public request as the City deems appropriate to comply with Arizona's Public Records Laws.

**27. Notice.**

Except as set forth elsewhere in the Agreement, for all purposes under this Agreement, except service of process, notice shall be given by the Contractor to the department head of the department for whom services are rendered and to the City Attorney's Office. Notice may be given by delivery or by depositing in the U.S. Mail, first class, postage prepaid.

**28. Severability.**

If any term or condition of this contract or the application thereof to any person(s) or circumstance(s) is held invalid, such invalidity shall not affect other terms, conditions or applications which can be given effect without the invalid term, condition or application. To this end, the terms and conditions of this contract are declared severable.

**29. Waiver.**

Waiver of any breach or condition of this contract shall not be deemed a waiver of any prior or subsequent breach. No term or condition of this contract shall be held to be waived, modified or deleted except by an instrument, in writing, signed by the parties hereto.

**30. Survival.**

The provisions of paragraphs, 4, 6, 8, 10, 11, 12, 13, 14, 16, 17, 18, 19, 20, 21, 24, 25, 26, 27, and 33 and the provisions of any non-collusion affidavit, shall survive, notwithstanding the termination or invalidity of this Agreement for any reason.

**31. Discrimination.**

Contractor **shall not** unlawfully discriminate against any employee, applicant for employment, recipient of services or programs, or applicant for services or programs, on the basis of race, creed, color,

sex, age, marital status, national origin or the presence of any sensory, mental or physical handicap. Contractor shall comply with the Americans with Disabilities Act.

**32. Entire Agreement.**

This written contract represents the entire Agreement between the parties and supersedes any prior oral statements, discussions or understandings between the parties.

**33. E-Verify.**

To the extent applicable under ARIZ. REV. STAT. § 41-4401, the Contractor and its subcontractors warrant compliance with all federal immigration laws and regulations that relate to their employees and compliance with the E-verify requirements under ARIZ. REV. STAT. § 23-214(A). The Contractor’s or subcontractor's breach of the above-mentioned warranty shall be deemed a material breach of the Agreement and may result in the termination of the Agreement by City. The Contractor agrees to insert language similar to this paragraph in all contracts in which they engage with subcontractors on this project to ensure that those subcontractors are meeting the requirements of the above-mentioned statutes. City retains the legal right to randomly inspect the papers and records of the Contractor and its subcontractors who work on the Agreement to ensure that the Contractor and its subcontractors are complying with the above-mentioned warranty. The Contractor and its subcontractors warrant keeping the papers and records open for random inspection during normal business hours by City. The Contractor and its subcontractors shall cooperate with City’s random inspections including granting City entry rights onto its property to perform the random inspections and waiving their respective rights to keep such papers and records confidential.

**34. City Contact**

The Contact for the City shall be Leila DeMaree, Housing Manager.

**SIGNED AND DATED** this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

CITY OF CASA GRANDE, an Arizona \_\_\_\_\_

Municipal Corporation.

By: \_\_\_\_\_

James V. Thompson,  
City Manager

By: \_\_\_\_\_

Name,  
Title

Attest:

\_\_\_\_\_

Remilie S. Miller, City Clerk

Approved as to form:

\_\_\_\_\_

Brett Wallace, City Attorney

State of \_\_\_\_\_ )

) ss

County of \_\_\_\_\_)

**Acknowledgment**

On this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ personally appeared before the undersigned and acknowledged \_\_\_\_ self to be the \_\_\_\_ of \_\_\_\_\_, being authorized so to do, executed the Agreement between \_\_\_\_\_ and the City (identified in City of Casa Grande records as C.G. Contract No. \_\_\_\_\_) in the capacity therein stated and for the purposes therein contained by signing his/her name.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal.

\_\_\_\_\_

Notary Public

My commission expires: \_\_\_\_\_

## **CERTIFICATIONS**

### 1. CERTIFICATION FOR AGREEMENTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS

The Contractor certifies, to the best of its knowledge and belief that:

- a. No federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor 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 in connection with the awarding of any Federal Agreement, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal Agreement, grant, loan, or cooperative agreement.
- b. If any funds other than 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, in connection with this Federal Agreement, grant, loan or cooperative agreement, the Contractor shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instruction.
- c. The Contractor shall require that the language of this Certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and Agreements under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This Certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this Certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required Certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### 2. EQUAL EMPLOYMENT OPPORTUNITY

During the performance of this Agreement, the Contractor agrees as follows:

- a. The Contractor will not discriminate against any employee or applicant for employment because of race, creed, sex, color, national origin, familial status, religious affiliation or handicap. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, sex, color, national origin, familial status, religious affiliation or handicap. Such action shall include, but not be limited to, the following: Employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the City setting forth the provisions of this non-discrimination clause.
- b. The Contractor will, in all solicitation or advertisements for employees placed by or on behalf of the Contractor for the City, state that all qualified applicants will receive consideration for employment without regard to race, creed, sex, color, national origin, familial status, religious

affiliation or handicap.

- c. The Contractor will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Agreement so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to Agreements or subcontracts for standard commercial supplies or raw materials.
- d. The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations and relevant orders of the Secretary of Labor.
- e. The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his/her books, records, and accounts by the CITY OF CASA GRANDE and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
- f. In the event of the Contractor's non-compliance with any provision of this Agreement or with any of such rules, regulations or orders, this Agreement may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government Agreements in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- g. The Contractor will include the provisions of the subparagraphs 14 (a) through (f) in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provision will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the City may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that in the event the Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the City, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

### 3. CIVIL RIGHTS ACT OF 1964

Under Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

### 4. SECTION 109 OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974

No person in the United States shall on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity funded in whole or in part with funds made available under this title.

### 5. SECTION 503 HANDICAPPED (IF \$2,500 OR OVER) AFFIRMATIVE ACTION FOR HANDICAPPED WORKERS

- a. The Contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. The Contractor agrees to take affirmative action to

employ, advance in employment and otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicap in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

- b. The Contractor agrees to comply with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.
- c. In the event of the Contractor's non-compliance with the requirements of this clause, actions for non-compliance may be taken in accordance with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.
- d. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the Director, provided by or through the contracting officer. Such notices shall state the Contractor's obligation under the law to take affirmative action to employ and advance in employment qualified handicapped employees and applicants for employment, and the rights of applicants and employees.
- e. The Contractor will notify each labor union or representative of workers with which it has a collective bargaining agreement or other Agreement understanding, that the Contractor is bound by the terms of Section 503 of Rehabilitation Act of 1973, and is committed to take affirmative action to employ and advance in employment physically and mentally handicapped individuals.
- f. The Contractor will include the provisions of this clause in every subcontract or purchase order of \$2,500 or more unless exempted by rules, regulations, or orders of the Secretary issued pursuant to Section 503 of the Act, so that such provisions will be binding upon each subcontractor with respect to any subcontract or purchase order as the Director of the Office of Federal Agreement Compliance Programs may direct to enforce such provisions, including action for non-compliance.

6. INTEREST OF MEMBERS OF THE CITY'S GOVERNING BODY

No member of the Governing body of the City and no other officer, employee, or agent of the City, who exercises any functions or responsibilities in connection with the planning and carrying out of the program, shall have any personal financial interest, direct, or indirect, in this Agreement; and the Contractor shall take appropriate steps to assure compliance.

7. INTEREST OF OTHER LOCAL PUBLIC OFFICIALS

No member of the governing body of the locality and no other public official of such locality, who exercises any functions or responsibilities in connection with the planning and carrying out of the program, shall have any personal financial interest, direct or indirect, in this Agreement; and the Contractor shall take appropriate steps to assure compliance.

8. INTEREST OF CONTRACTOR AND EMPLOYEES

The Contractor covenants that he/she presently has no interest and shall not acquire interest, direct or indirect, in the study area or any parcels therein or any other interest which would conflict in any manner or degree with the performance of his/her services hereunder. The Contractor further covenants that no person having any such interest shall be employed in the performance of this Agreement.

9. ANTI-LOBBYING CERTIFICATION

The Contractor certifies to the best of his or her knowledge and belief that:

- a. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, 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 in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- b. If any funds other than 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 in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.
- c. The Contractor shall require that the language above be included in the award documents for all sub-awards to all tiers (including subcontractors, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

10. DISABLED ACCESS

In performing all construction the Contractor agrees to comply with “The American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable By, the Physically Handicapped” in any construction rehabilitation providing access for the disabled. Contractor represents that he/she understands said standard specifications and same are incorporated herein by this reference.

11. CLEAN AIR, CLEAN WATER ACT

The CONTRACTOR shall comply with all provisions requiring compliance with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857(h), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738 and EPA regulations, 40 CFR Part 15 which prohibit the use of non-exempt Federal Agreements, grants or loans of facilities included on the EPA List of Violating Facilities. The provision requires reporting of violations to the USFPA Assistant Administrator for Enforcement.

12. MINORITY AND WOMEN’S BUSINESS ENTERPRISES (MBE/WBE)

The Contractor will assist the City in encouraging the participation of MBE/WBEs.

13. ENVIRONMENTAL REVIEW

The Contractor in accordance with 24 CFR 50 and 24 CFR 58 shall assist the City in assessing the environmental effects of each activity carried out under this Agreement.

14. DISPLACEMENT, RELOCATION AND ACQUISITION PROVISIONS OF THE UNIFORM RELOCATION ACT

The Contractor will assist the City in voluntary, temporary relocation of participants during rehabilitation in accordance with provisions of the Uniform Relocation Act.

15. DRUG FREE WORKPLACE

The City shall certify to and maintain a drug free workplace as outlined in the State Consolidated Plan.

16. LEAD BASED PAINT POISONING PREVENTION ACT

The Contractor shall work closely with the City to test and abate potential lead based poisoning during housing rehabilitation utilizing current rules and regulations issued by the Arizona Department of Housing.

## CERTIFICATIONS SIGNATURE FORM

**Return this page with proposal.**

These certifications are a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of these Certifications is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. Any person who fails to file the required Certifications shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

\_\_\_\_\_  
Typed name of official

\_\_\_\_\_  
Signature of official

\_\_\_\_\_  
Typed name of firm

\_\_\_\_\_  
Date