Chicago Neighborhood Stabilization Program

Request for Proposal: Appraisal Services

August 27, 2010

A Partnership of:

The City of Chicago

Mercy Portfolio Services

Para una versión en Español, por favor llamar a Darlene A. Dugo (312) 447-4536

Mercy Portfolio Services (MPS)

Request For Proposal

OVERVIEW

This Request for Proposals ("RFP") is being issued by Mercy Portfolio Services ("MPS") in its capacity as manager of the Neighborhood Stabilization Program (NSP) for the City of Chicago (the "City"). MPS invites the submission of proposals from appraisal firms with expertise and experience in appraising single family properties and multifamily residential properties, on an "as is", "as completed" basis. All appraisals shall conform to current standards set forth by the Uniform Standards of Professional Appraisal Practice (USPAP).

Companies with demonstrated experience in appraising properties and with an interest in making their services available to MPS are invited to respond to this RFP. "**Respondents**" means the companies or individuals that submit proposals in response to this RFP.

It is understood that the selected Respondent acting as an individual, partnership, corporation or other legal entity, is State licensed and certified in accordance with title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA) (12 U.S.C. 3331 et seq.) and capable of providing the specified services.

The Respondent shall be financially solvent and each of its members if a joint venture, its employees, agents or sub-consultants of any tier shall be competent to perform the services required under this RFP document.

MPS is seeking to encourage participation by respondents who are MBE/WBE and Section 3 Business Concerns, and has a goal for minimum MBE/WBE participation of at least 24% MBE and 4% WBE participation; and, 3% Section 3 Business Concerns. Contracts will be subject to the requirements of Section 3 of the HUD Act of 1968 as amended.

Nothing in this RFP shall be construed to create any legal obligation on the part of MPS or any respondents. MPS reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue this RFP in whole or in part, at any stage. In no event shall MPS be liable to respondents for any cost or damages incurred in connection with the RFP process, including but not limited to, any and all costs of preparing a response to this RFP or any other costs incurred in reliance on this RFP. No respondent shall be entitled to repayment from MPS for any costs, expenses or fees related to this RFP. All supporting documentation submitted in response to this RFP will become the property of the MPS.

Respondents may also withdraw their interest in the RFP, in writing, at any point in time as more information becomes known.

TIME of COMPLETION

Any contract awarded pursuant to this RFP solicitation shall have appraisal services completed within a mutually agreed upon expedited timeframe.

TERM of CONTRACT
Any contract awarded pursuant to this RFP solicitation shall be for a contract period up to 18 months, with the possibility of an extension.

BACKGROUND
In 2008, Congress passed and the President signed into law the Housing and Economic Recovery Act of 2008 ("HERA"). A provision of the law, known as the Neighborhood Stabilization Program ("NSP"), provides states and local governments with funds to address the impact of vacant and foreclosed homes. On September 26, 2008, the U.S. Department of Housing and Urban Development ("HUD") announced that it had allocated $55,238,017 to the City. Further, NSP 2 a term that references the NSP funds authorized by Title XII of Division A of the American Recovery and Reinvestment Act of 2009, (the Recovery Act) provides grants to states, local governments, nonprofits and a consortium of public and or private nonprofit entities on a competitive basis. On January 14, 2010, the U.S. Department of Housing and Urban Development ("HUD") announced that it had allocated $98,008,384 to the City. For more information go to www.chicagonsp.org

In order to expedite the effective use of the NSP funds, the City of Chicago is sub-granting NSP funds to MPS, a non-profit corporation that is an affiliate of Mercy Housing Inc. MPS will coordinate all REO property acquisitions, rehabilitation and sales, and ensure compliance with all federal, state, and City regulations.

MPS is issuing this Request for Proposal. All responses and questions should be directed to MPS at the address indicated below and not to the City.

CITY OF CHICAGO OBJECTIVES
Given the scale of the foreclosure issue and its adverse impact on neighborhoods, the City has established the following neighborhood stabilization goals:

1. Stabilize neighborhoods by getting vacant and foreclosed homes up-to-code and occupied as quickly as possible.

2. Strategically target interventions to protect neighborhoods impacted by foreclosure, preserve public and private investments, and make a measurable impact in targeted areas.

3. Create efficiencies and economies of scale by acquiring vacant, foreclosed properties in bulk at a discount from lending institutions and redeveloping those properties with a broad network of qualified development partners.

4. Prioritize interventions on vacant, foreclosed 1-6 unit properties and other larger buildings that adversely impact neighborhood stability and quality of life in targeted areas.

5. Ensure compliance with affordability restrictions on rehabilitated homeownership and rental housing units.

NSP REQUIREMENTS
The regulations governing NSP were published in the Federal Register on October 6, 2008 (Volume 73, Number 194) and can be viewed at www.hud.gov/nsp. Respondents are strongly encouraged to read these regulations prior to submitting their response to this RFP.

HERA requires that all NSP funds be spent by March 27, 2013. ARRA requires that all funds be spent by February 11, 2013.

SCOPE OF WORK

MPS seeks sealed proposals from appraisers who are State licensed and certified in accordance with title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA) (12 U.S.C. 3331 et seq.) and capable of providing appraisals for properties located in Chicago community areas identified as NSP target areas (see list of areas at the end of this RFP). MPS is interested in facilitating the acquisition of vacant/foreclosed properties from various mortgage loan servicers for the purpose of rehabilitation, new construction, and demolition to foster neighborhood stabilization.

During the program period, which runs through March 2013, MPS anticipate up to 4,000 assignments and will require completed appraisals within three –five days of receiving the task order. Arrangements will be made by MPS to schedule entry to the respective properties.

The property type will vary from single-family properties to multifamily residential properties. Two appraisals will be required, an "as is" and estimated "as completed" report, for each property. Upon completion of the redevelopment of the property, we will request a final "as completed" report to reflect the current market value. The Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA) and its implementing regulations (49 CFR Part 24) set forth minimum requirements for real property acquisition appraisals for Federal and federally-assisted programs.

The appraiser must at a minimum:

1. Provide an appraisal meeting the definition of an appraisal found at 49 CFR 24.2 (a) (3) (See Attachment A) and conforms to all USPAP standards.

2. Afford the property owner or the owner's designated representative the opportunity to accompany the appraiser on the inspection of the property.

3. Perform an inspection of the subject property. The inspection should be appropriate for the appraisal problem, and the scope of work should address:

- The extent of the inspection and description of the neighborhood and proposed project area;
- The extent of the subject property inspection, including interior and exterior areas; and,
- The level of detail of the description of the physical characteristics of the property being appraised (and, in the case of a partial acquisition, the remaining property).

4. In the appraisal report, include an adequate description of the physical characteristics of the property being appraised (i.e., sketch of the property and provide the location and dimensions of any improvements), and a description of comparable sales. The appraisal report should also include adequate photographs of the subject property and comparable sales, and provide location maps of the property and comparable sales.

5. In the appraisal report, include items required by the acquiring agency, including but not limited to the following:
   - Property right(s) to be acquired, e.g., fee simple, easement, etc.,
   - Value being appraised (usually fair market value), and its definition
   - Appraised as if free and clear of contamination (or as specified),

- Date of the appraisal report and the date of valuation,
- A realty/personality report as required by 49 CFR 24.103(a)(2)(i),
- Known and observed encumbrances, if any,
- Title information,
- Location,
- Zoning,
- Present use, and
- At least a 5-year sales history of the property.

6. In the appraisal report, identify the highest and best use. If highest and best use is in question or different from the existing use, provide an appropriate analysis identifying the market-based highest and best use.

7. Present and analyze relevant market information.

8. In developing and reporting the appraisal, disregard any decrease or increase in the fair market value of the real property caused by the project for which the property is to be acquired or by the likelihood that the property would be acquired for the project. (*If necessary, the appraiser may cite the Jurisdictional Exception or Supplemental Standards Rules under USPAP to ensure compliance with USPAP while following this and other Uniform Act requirements.)*

9. Report his or her analysis, opinions, and conclusions in the appraisal report.

10. Selected Respondents will be required to upload the NSP appraisals electronically to the web based data system Community Central.

ADDITIONAL REQUIREMENTS

Intended Use: This appraisal is to estimate the fair market value of the property, as of the specified date of valuation, for the proposed acquisition of the property rights specified (i.e., fee simple, etc.) for a federally assisted project.

Intended User: The intended user of this appraisal report is primarily MPS; however, its funding partners may review the appraisal as part of their program oversight activities. **Definition of Fair Market Value:** This is determined by State law. Fair market value, however, is generally defined as the price that a seller is willing to accept and a buyer is willing to pay on the open market in an arm's length transaction, and usually includes the following:

1. Buyer and seller are typically motivated;
2. Both parties are well informed or well advised, each acting in what he or she considers his or her own best interest;
3. A reasonable time is allowed for exposure in the open market;
4. Payment is made in terms of cash in U. S. dollars or in terms of financial arrangements comparable thereto; and
5. The price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.

Certification: The appraisal shall include a certification of the appraiser (See attached sample below)

Assumptions and Limiting Conditions: The appraiser shall state all relevant assumptions and limiting conditions. In addition, the acquiring agency may provide other assumptions and conditions that may be required for the particular appraisal assignment, such as:

- The data search requirements and parameters that may be required for the project.
- Identification of the technology requirements, including approaches to value, to be used to analyze the data.
- Need for machinery and equipment appraisals, soil studies, potential zoning changes, etc.
- Instructions to the appraiser to appraise the property "As Is" or subject to repairs or corrective action.
- As applicable include any information on property contamination to be provided and considered by the appraiser in making the appraisal.

CERTIFICATE OF APPRAISER - SAMPLE

I hereby certify:

That on _____ date(s), I personally made a field inspection of the property herein appraised and have afforded the owner or a designated representative the opportunity to accompany me on this inspection. I have also personally made a field inspection of the comparable sales relied upon in making said appraisal. The property being appraised and the comparable sales relied upon in making this appraisal were as represented in the appraisal.

That to the best of my knowledge and belief the statements contained in the appraisal herein set forth are true, and the information upon which the opinions expressed therein are based is correct; subject to the limiting conditions therein set forth.

That I understand that such appraisal may be used in connection with the acquisition of property for a project utilizing U.S. Department of Housing and Urban Development funds.

That such appraisal has been made in conformity with appropriate laws, regulations, and policies and procedures applicable to appraisal of property for such purposes; and that to the best of my knowledge no portion of the value assigned to such property consists of items which are noncompensable under the established law of said State.

That any decrease or increase in the fair market value of real property prior to the date of valuation caused by the project for which such property is acquired, or by the likelihood that the property would be acquired for such project, other than that due to physical deterioration within the reasonable control of the owner, was disregarded in determining the compensation for the property.

That neither my employment nor my compensation for making this appraisal and report are in any way contingent upon the values reported herein.

That I have no direct or indirect present or contemplated future personal interest in such property or in any benefit from the acquisition of such property appraised.

That I have not revealed the findings and results of such appraisal to anyone other than the proper officials of the acquiring agency or officials of the U.S. Department of Housing and Urban Development and I will not do so until so authorized by said officials, or until I am required to do so by due process of law, or until I am released from this obligation by having publicly testified as to such findings.

That I have not given consideration to, or included in my appraisal, any allowance for relocation assistance benefits.

That my opinion of the fair market value of the property to be acquired as of the _____ day of _____ 20 _____ is $_____ based upon my independent appraisal and the exercise of my professional judgment.

Name _____ Signature _____

Date _____

(Note: Other statements, required by the regulations of an appraisal organization of which the appraiser is a member or by circumstances connected with the appraisal assignment or the preparation of the appraisal may be inserted where appropriate.)

Licensing and Certification Requirements
The Issuers seek appraisers that are state-licensed or state-certified (in accordance with the provisions of Title XI of the Financial Institutions Reform, Recovery and Enforcement Act of 1989) to appraise properties under consideration by MPS for acquisition. The appraiser must note his or her license or certification number on the individual appraisal report forms.

EVALUATION CRITERIA AND SCORING

In evaluating responses to this Request for Proposal, MPS will take into consideration the experience, capacity, and costs that are being proposed by the Respondent. The following Evaluation Criteria will be considered in reviewing submittals:

Experience and Capacity

The point system is to evaluate the experience and capacity of the Respondent.

1) Experience in providing appraisals services.

Up to one (1) year of experience in completing property appraisals.	5 Points
One (1) to three (3) years of experience in completing property appraisals.	10 Points
Greater than three (3) years of experience in completing property appraisals.	20 Points

2) Capacity to Produce Appraisals in accordance with 49 CFR 24.2 (a) (3) and conforms to all USPAP Standards on Weekly Basis.

Demonstrated capacity and experience to complete appraisals for up to five (5) properties per week.	5 Points
Demonstrated capacity and experience to complete appraisals for greater than five (5) and up to ten (10) properties per week.	10 Points
Demonstrated capacity and experience to complete appraisals for greater than ten (10) properties per week.	20 Points

3) Pricing Proposal

Pricing proposals that are in the highest cost 1/3 of proposals	5 Points
Pricing proposals that are in the middle cost 1/3 of proposals	10 Points
Pricing proposals that are in the lowest cost 1/3 of proposals	20 Points

4) Respondents will be awarded up to 20 points for their experience in appraising various housing types: Rentals, Foreclosures, Properties in Need of Extensive Rehabilitation, Historic Preservation, the Historic Chicago Bungalow Initiative, Energy Retrofits, and Green Technologies.

SUBMITTAL REQUIRMENTS

RFP responses must be submitted **both** via hard copy and electronic copy (i.e. fax copy sent to 1.877.228.4917 or emailed to chicagonsp@mercyhousing.org). Each respondent shall submit one (1) original and one (1) bound copy of the following documents in a clear, legible, 12 point font, and 8.5 by 11 inch format. **Responses not submitted both via hard copy and electronic copy will not be considered.**

Respondents are advised to adhere to the Submittal Requirements. Failure to comply with the instructions of this RFP will be cause for rejection of submittals. MPS reserves the right to seek additional information to clarify responses to this RFP. Each response must include the following:

Letter of Interest
Please submit a Cover Letter of Interest signed by a duly authorized officer or representative of the Respondent, not to exceed two pages in length. The Letter of Interest must also include the following information:

1. The principal place of business and the contact person, title, telephone/fax numbers and email address.
2. A brief summary of the qualifications of the specification writer and specification writing team.
3. A description of the business organization (i.e. Corporation, Limited Liability Company, or Joint Venture).
4. The names and business addresses of all Principals of the Respondent. For purposes of this RFP "Principals" shall mean persons possessing an ownership interest in the Respondent.
    a. If the Respondent is a partially owned or fully-owned subsidiary of another organization, identify the parent organization and describe the nature and extent of the parent organization's approval rights, if any, over the activities of the Respondent.
    b. If the Respondent is a partially owned or fully-owned subsidiary of another organization, identify the parent organization and describe the nature and extent of the parent organization's approval rights, if any, over the activities of the Respondent.
5. The Certification attached hereto at the end of this RFP and incorporated herein by reference must be signed by Respondent and attached to the Letter of Interest.

Threshold Requirements
These documents must be submitted and acceptable before MPS will review the Experience and Capacity proposal:

1) Affidavit of Child Support Compliance*
2) City of Chicago Indebtedness Profile Form (s)*
1) Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Illinois Secretary of State (If Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.)
3) Evidence of Insurance: Commercial General Liability with limits not less than $2,000,000; Workers Compensation and Employers Liability with limits not less than $500,000; Automobile Liability with limits not less than $1,000,000 per occurrence; and, Professional Liability with limits not less than $1,000,000.
4) State licensed and certified in accordance with title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA) (12 U.S.C. 3331 et seq.)
5) Three (3) references of related projects, including date of project, contact person and phone number, and a brief description of the project.

*Items can be found at the end of this RFP

Main Proposal
Please provide the following information:

1. Years of experience and detailed qualifications in performing the range of appraisal services on various property types in compliance with 49 CFR 24.2 (a) (3) and all USPAP standards, including team's resumes. Indicate if you are a licensed appraiser for 1-4 unit residential and or 5+ multifamily units or both property types.

2. Capacity to complete multiple appraisals within **three-five** days of receiving task orders.

3. Pricing proposal: completion of both “as-is” and estimated “as-completed” reports for each 1-4 unit property. Pricing for the completion of both “as-is” and estimated “as-completed” reports for each multifamily property 5+ units. Pricing for final “as completed” report once the redevelopment is completed.

4. Experience in appraising various housing types: Rentals, Foreclosures, Properties in Need of Extensive Rehabilitation, Historic Preservation, the Historic/Green Chicago Bungalow Initiative, Energy Retro Fits, and Green Technologies.

5. Respondents should state whether they are an MBE/WBE or Section 3 Business Concern. If so, please provide a copy of a current MBE/WBE certification letter and or Certification for Business Concerns Seeking Section 3 Preference (see attachment at the end of this RFP).

SELECTION PROCESS
The Selection Committee comprised of MPS staff will review qualifications in accordance with the evaluation criteria set forth herein and City objectives and policies.

Proposals that are submitted timely and comply with the mandatory requirements of the RFP will be evaluated in accordance with the terms of the RFP. Any contract resulting from this RFP will not necessarily be awarded to the vendor with the lowest price. Instead, the contract shall be awarded to the complaint vendor whose proposal received the most points in accordance with evaluation criteria set forth in the RFP.

QUESTIONS
Questions regarding this RFP should be submitted in writing via email to chicagonsp@mercyhousing.org.

SUBMITTAL DUE DATE:

Responses to this RFP are due by 1:00 P.M. on October 22, 2010.

Responses to this RFP **must be faxed to 1.877.228.4917 or emailed to chicagonsp@mercyhousing.org. Two hard copies must be delivered to:**

Mercy Portfolio Services

Attn: Darlene Dugo

120 S. LaSalle Street, Suite 1850

Chicago, IL 60603

City of Chicago Neighborhood Stabilization Program Areas of Greatest Need

Albany Park
Auburn Gresham
Austin
Burnside
Chatham
Chicago Lawn
East Garfield Park
Englewood
Fuller Park
Grand Boulevard
Greater Grand Crossing
Hermosa
Humboldt Park
Logan Square
New City
North Lawndale
Oakland
Pullman
Riverdale
Roseland
South Chicago
South Deering
South Lawndale
South Shore
Washington Park
West Englewood
West Garfield Park
West Pullman
Woodlawn

ATTACHMENT A

URA regulations at 24.2- definition of appraisal. The term *appraisal* means a written statement independently and impartially prepared by a qualified appraiser setting forth an opinion of defined value of an adequately described property as of a specific date, supported by the presentation and analysis of relevant market information.

Scope of an Appraisal - From an Appraisal

The scope of this assignment entails the collection, verification and analysis of data pertinent to the "Sales Comparison" approach.

- Inspect the subject property, noting its physical features;
- Examine the immediate neighborhood surrounding the property to ascertain trends of development and uses;
- Review FEMA FIRM Map and any other data for environmental hazards or issues;
- Research market activity (sales/rentals) from MLS, RE agent files and public records for comparable units recently sold on the open market;
- Confirm data (public records and interviews with pertinent parties to the transaction;
- Analyze data and prepare appraisal report;
- Illustrate, with adequate photographs, the subject property and comparable sales.

CERTIFICATION FORM

NOTE: THIS PAGE MUST BE COMPLETED AND INCLUDED WITH THE SUBMITTAL

CERTIFICATION: The undersigned hereby certifies, on behalf of the Respondent named in this Certification (the "Respondent"), that the information provided in this RFP submittal to Mercy Portfolio Services is accurate and complete ,and I am duly authorized to submit same. I hereby certify that the Respondent has reviewed this RFP in its entirety and accepts its terms and conditions.

_____
(Name of Respondent)

_____
(Typed Name of Authorized Representative)

_____
(Signature of Authorized Representative

_____
(Title)

_____
(Date)

STATE OF ILLINOIS)
COUNTY OF COOK)

AFFIDAVIT OF CHILD SUPPORT COMPLIANCE

I, _____, being duly sworn on oath, state that the following statements are true and correct to the best of my knowledge and belief:

1. My full legal name is:_____.
2. My home address is:_____.
3. My home phone number is:_____; my work phone number is _____.
4. My driver's license number is:_____.
5. My social security number is:_____, My date of birth is:_____.
6. If I have any child support obligations, I affirm that I am in compliance with such obligations and that my court case number is: _____.
7. I agree to comply in the future with any court order to pay child support.
8. I agree to comply with any present, or future, order to withhold child support payments from an employee's salary, if I or my company are named as a payor for withholding child support.
9. I agree to enroll children in a health insurance plan, if I or my company are now, or in the future, named as a payor for enrolling a child in a health insurance plan.
10. I agree to have the information provided in this affidavit audited by the Department of Consumer Services for the purposes of assuring that any child support obligation I may have now or in the future is met.
11. I understand that I may be prosecuted by the Department of Consumer Services if any of the above statements are found to be false, either wholly or partially.
12. I further understand that in addition to being prosecuted by the City for false or misleading statements on this affidavit, that any misrepresentation made in this affidavit may result in a three-year period of ineligibility with the City.
13. I understand that all city employees must comply with all court-ordered child support obligations as a condition of city employment. Noncompliance shall be grounds for disciplinary action.

Under penalties as provided by law, including but not limited to Chapter 1-21 of the Municipal Code of the City of Chicago set forth below, I certify that the above statements are true and correct.

Signed: _____ Dated: _____

Subscribed and sworn to before me this _____day of _____, 20___

_____, Notary Public

<<<<<<<<<<<<<<<<<<<<<<< For Requesting Department Use Only >>>>>>>>>>>>>>>>>>>>>>>>

Requestor's Department:_____ Date Submitted to CSCP:_____

Project Name:_____ Initiative Type:_____

Requestor's Name:_____ Phone Number:_____

Please note that any omissions on this Affidavit will result in the form being returned to the Department and the Department's project being delayed until a fully completed affidavit is provided to

the Child Support Compliance Program.
<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<<< NOTICE
>>

1-21-010 False Statements. Any person who knowingly makes a false statement of material fact to the city
in violation of any statute, ordinance or regulation, or who knowingly falsifies any statement of material fact
made in connection with an application, report, affidavit, oath, or attestation, including a statement of material
fact made in connection with a bid, proposal, contract or economic disclosure statement or affidavit, is liable to
the city for a civil penalty of not less than $500.00 and not more than $1,000.00, plus up to three times the
amount of damages which the city sustains because of the person's violation of this section. A person who
violates this section shall also be liable for the city's litigation and collection costs and attorney's fees.
The penalties imposed by this section shall be in addition to any other penalty provided for in the municipal
code.

1-21-020 Aiding and Abetting. Any person who aids, abets, incites, compels or coerces the doing of any
act prohibited by this chapter shall be liable to the city for the same penalties for the violation.

1-21-030 Enforcement. In addition to any other means authorized by law, the corporation counsel
may enforce this chapter by instituting an action with the department of administrative hearings

City of Chicago
Neighborhood Stabilization Program
City Indebtedness Profile Form

Name:	
Home Address:	
Date of Birth:	
Social Security Number:	
Driver's License Number:	
License Plate Number:	

CERTIFICATION FOR BUSINESS CONCERNS SEEKING SECTION 3 PREFERENCE IN CONTRACTING AND DEMONSTRATION OF CAPABILITY

Name of Business _____

Address of Business _____

Type of Business:

☐ Corporation

☐ Partnership

☐ Sole Proprietorship

☐ Joint Venture

Attached is the following documentation as evidence of status:

For Business claiming status as a Section 3 resident-owned enterprise:

☐ Copy of resident lease

☐ Copy of receipt of public assistance

☐ Copy of evidence of participation in a public assistance program

☐ Other evidence

For business entity as applicable:

☐ Copy of Articles of Incorporation

☐ Certificate of Good Standing

☐ Assumed Business Name Certificate

☐ Partnership Agreement

☐ List of owners/stockholders and % ownership of each

☐ Corporation Annual Report

☐ Latest Board minutes appointing officers

☐ Organization chart with names and titles and brief function statement

☐ Additional documentation

For business claiming Section 3 status by subcontracting 25 percent of the dollar awarded to qualified Section 3 business:

☐ List of subcontracted Section 3 business(es) and subcontract amount

For business claiming Section 3 status, claiming at least 30 percent of their workforce are currently Section 3 residents or were Section 3 eligible residents within 3 years of date of first employment with the business:

☐ List of all current full-time employees

☐ List of employees claiming Section 3 status

☐ PHA/IHA Residential lease less than 3 years from day of employment

☐ Other evidence of Section 3 status less than 3 years from date of employment

Evidence of ability to perform successfully under the terms and conditions of the proposed contract:

- ☐ Current financial statement
- ☐ Statement of ability to comply with public policy
- ☐ List of owned equipment
- ☐ List of all contracts for the past two years

_____

(Corporate Seal)

Authorizing Name and Signature

Attested by: _____

NSP SUBMITTAL REQUIREMENTS CHECKLIST

_____ Letter of Interest
_____ Certification
_____ Affidavit of Child Support Compliance
_____ City of Chicago Indebtedness Profile Form (s)
_____ Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Illinois Secretary of State (If Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.)
_____ Evidence of Insurance
_____ State License and or Certification
_____ References
_____ Description of Company
_____ Capacity of Company
_____ Pricing Proposal
_____ Historic Preservation, Historic Bungalows, Energy Retrofits, and Green Technologies
_____ Current MBE/WBE certification letter if applicable
_____ Certification for Business Concerns Seeking Section 3 Preference