



REQUEST FOR PROPOSALS

**HOUSING AND COMMUNITY DEVELOPMENT
CAPACITY BUILDING, EDUCATION & SUPPORT
SERVICES FOR FAITH-BASED ORGANIZATIONS**

REQUEST FOR QUALIFICATIONS

**PROVIDER POOL
AFFORDABLE HOUSING & COMMUNITY
DEVELOPMENT TECHNICAL & ADVISORY SERVICES
FOR FAITH-BASED ORGANIZATIONS**

**City of Charlotte
Housing & Neighborhood Services
600 East Trade Street
Charlotte, NC 28202-2859**

October 2024

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1 Public Notice

The City of Charlotte is issuing a combined Request for Qualifications (RFQ) and Request for Proposals (RFP) with the goal of advancing multiple opportunities for faith communities to engage in housing and community development work. This combined RFQ/RFP seeks to support faith-based organizations by providing them with technical resources and guidance to move forward on various aspects of affordable housing and community development projects.

Purpose:

This initiative is designed to achieve two primary objectives:

Cohort-Based Project Development: We are seeking proposals from firms or organizations interested in leading a cohort-style capacity-building and project development program. This program will guide faith-based organizations through the development process, providing education, technical assistance, and project management support as they work toward creating affordable housing and community-focused projects.

Technical Assistance Pool: In addition to selecting a firm to lead the cohort program, we are soliciting qualifications from various firms to build a pool of technical experts who will provide specialized support for faith communities in their development efforts. These may include:

- Affordable housing consultants
- Real estate developers with expertise in affordable housing
- Financial consultants with experience in affordable housing financing (including LIHTC)
- Architects specializing in affordable housing design
- Civil and environmental engineers
- Urban planners experienced in community-based development

Submission Instructions:

Firms are invited to submit qualifications and proposals for either or both options outlined above. Firms must submit responses separately for each option:

Option 1: Cohort-Based Project Development Approach (RFP)

Option 2: Technical Assistance Providers (RFQ)

Each submission will be evaluated independently. Firms interested in both opportunities should submit distinct proposals tailored to the specific requirements and scope of each option.

Scope of Work:

Cohort-Based Project Development Approach: The selected firm(s) will lead a cohort of faith-based organizations through a structured program designed to build their capacity to develop affordable housing and community-focused projects. This will include facilitating education sessions, providing technical assistance, and guiding organizations through every phase of project development.

Technical Assistance Providers: The City is seeking qualified firms to offer specialized support in various aspects of project development, such as feasibility studies, architectural design, financial modeling, engineering services, legal support, and resident services coordination. Firms selected through this RFQ process will be included in a pool of technical experts available to support faith communities in their housing and community development efforts.

The city anticipates the engagement to begin in February 2025 and last 18 to 24 months.

Information related to this solicitation, including any addenda, will be posted to the City’s Housing Website at:

<http://charlottenc.gov/HNS/Housing/RFP/Pages/Requests%20For%20Proposals.aspx>

For questions related to this RFP/RFQ, contact:

Warren Wooten

Assistant Director – Housing & Neighborhood Services

Phone: (704) 336-2489

Email: warren.wooten@charlottenc.gov

1.1 Schedule and Proposal Submission

Provided below is the anticipated schedule of events. The City reserves the right to adjust the schedule and to add/remove specific events to meet the unique needs of this Project.

Advertisement of RFP:	October 11, 2024
Deadline for Questions:	November 22, 2024
DUE DATE & TIME FOR PROPOSALS:	December 6, 2024 5pm

Submit all documents via the proposal portal at:

<https://charlottenc.seamlessdocs.com/f/housingsubmission>

2 CAPACITY BUILDING RFP

2.1 Project Overview

The City of Charlotte is seeking proposals from qualified firms to provide a comprehensive Capacity Building, Education, and Project Development Program for faith-based organizations. The program will focus on equipping faith communities with the knowledge, technical resources, and support necessary to undertake affordable housing and community development projects. This initiative will be cohort-based, with selected organizations receiving both group and individual support to advance their projects from conceptualization through implementation.

The goal of the program is to strengthen the capacity of faith communities to address critical housing needs within their neighborhoods by providing education, technical assistance, and access to expert consultants. The program will foster partnerships, leverage community assets, and increase the faith communities' ability to develop affordable housing and other community-focused initiatives on underutilized land.

2.1.1 Sample Cohort Approach

This example illustrates one possible approach a firm may take when working with a faith community. However, the city encourages firms to bring their best ideas, leveraging data-driven best practices and their professional experience. We are seeking innovative and adaptable solutions tailored to the diverse needs of faith communities.

Discernment & Visioning - Define the community's needs and create a clear vision for the project.

- Community Engagement: Engage the congregation, leadership, and surrounding community to identify the most pressing local needs (e.g., affordable housing, senior housing, mixed-use community centers).
- Vision Statement: Develop a clear vision and mission statement for the project, considering how it aligns with the faith community's values and long-term goals.
- Spiritual Reflection: Ensure the project nourishes the faith community's journey and mission.

Feasibility & Team Building - Determine feasibility and assemble an initial project team.

- Site Analysis & Feasibility Study: Conduct a feasibility study, including zoning analysis, environmental assessments, and potential site challenges. This study will determine what is physically and financially possible on the FBO's property.
- Internal Team Building: Form a project team that includes congregation leaders, legal counsel, and consultants experienced in affordable housing development.

Planning, Developer Selection & Design: Develop the project concept further, select a development partner, and refine the design.

- **Conceptual Design:** Work with architects to develop conceptual designs that meet both community needs and zoning requirements.
- **Developer Vetting & Selection:** Issue a Request for Proposals (RFP) to potential developers, outlining the project vision, requirements, and financial expectations. Conduct a thorough vetting process to select a qualified developer who aligns with the FBO's goals and values.
- **Co-Leadership Structure:** Upon selection, the developer will co-lead the project alongside the FBO, sharing responsibilities for the remaining phases of the development. The FBO and developer will jointly finalize the project plan, including design and construction strategies.
- **Community Approvals:** Engage with the community to gain support for the project and address concerns through public meetings or focus groups.
- **Preliminary Cost Estimation:** Develop a preliminary cost estimate based on the conceptual design and local construction costs, with input from the selected developer.

Financial Structuring

- **Financial Modeling:** Work with the developer to create a detailed financial model, including projected development costs, sources of funding, and long-term operational costs.
- **Funding Applications:** Apply for relevant funding sources, such as Low-Income Housing Tax Credits (LIHTC), Housing Trust Fund loans, grants, and other financing options.

2.2 Evaluation Criteria & Process

Proposals will be evaluated based on the proposer's ability to meet the program's objectives. Key factors include:

1. **Qualifications and Experience** - Proven expertise in capacity building and affordable housing development, particularly with faith-based organizations. The proposer must demonstrate success in similar projects and the ability to provide technical assistance and project development support.
2. **Approach and Innovation** - The clarity and feasibility of the proposed approach will be key. Proposers should outline innovative, data-driven strategies that can be adapted to the specific needs of faith-based organizations. Approaches that emphasize flexibility, collaboration, and effective co-leadership with development partners will be favored.
3. **Schedule and Implementation Plan** - A realistic timeline with clear milestones and deliverables is expected. Proposals should demonstrate the ability to accommodate varying paces of FBOs while adhering to the program's overall schedule.
4. **Cost Effectiveness** - The budget should be competitive and reasonable, providing the best value for the program. Proposals will be evaluated on their ability to deliver high-quality services efficiently within the proposed budget.
5. **Relevant Experience and Best Practices** - Proposers should highlight successful past projects, emphasizing evidence-based practices that led to positive outcomes. References from similar projects will also be reviewed to confirm the proposer's reliability and capability.

Proposals will be reviewed by a panel including representatives from the Charlotte faith community, ensuring the selected approach aligns with the mission and values of local faith-based organizations.

2.3 Proposal Format & Contents

Each submission must include the following sections, clearly labeled and organized as follows:

- Cover Letter - A brief cover letter introducing the proposer, including a statement of interest in the capacity-building project for faith-based organizations and the proposer's commitment to the program's objectives. An authorized representative of the firm should sign the letter.
- Firm Information - Provide the non-profit's name, mailing address, email address, and telephone numbers. Include the primary contact person for the proposal, along with their contact information.
- Project Team - A list of all individuals (including the principal, employees, and any subcontractors) involved in the proposed work. For each person, describe their qualifications, role, and the specific tasks they will handle within the project. Attach a resume for each key team member.
- Proposed Approach and Schedule - This is a critical section of the proposal. The proposer should include the following elements:
 - Project Understanding: Provide an overview of your understanding of the key objectives of the capacity-building program for faith-based organizations. Highlight the unique challenges faith communities face in undertaking affordable housing or community development projects and how the proposed program will address these challenges.
 - Approach Description: Describe your proposed approach for delivering the program. Focus on how your organization will achieve the program's desired outcomes. Encourage innovation and best practices, informed by experience and data-driven evidence, to develop strategies that maximize success for faith-based organizations.
 - Provide examples of how you have successfully guided organizations through similar processes, including building capacity, fostering partnerships, and developing affordable housing projects. Highlight how your approach supports flexibility and adaptability to meet the specific needs of diverse faith-based communities.
 - Detail the type of resources, tools, and support you plan to offer to enhance the capacity of faith-based organizations, including education, technical assistance, and project development strategies. Discuss how your approach will foster collaboration between the FBOs and development partners, ensuring a co-leadership model that drives projects forward.
 - Outline any innovative methodologies or technologies you plan to use, such as digital platforms for knowledge sharing, peer-learning opportunities within the cohort, and tools for assessing project feasibility or tracking progress. Emphasize the use of evidence-based practices to help participants make data-informed decisions at every stage of development.
 - Provide a proposed timeline for the program, identifying key milestones, activities, and deliverables. Your timeline should reflect flexibility to accommodate the varying paces at which different faith-based organizations may

progress while maintaining a commitment to completing projects within the established timeframes.

- Budget and Payment Schedule - Provide a detailed budget that includes a breakdown of costs for each aspect of the program. This may include personnel costs, consultant fees, travel expenses, materials, and other relevant expenses. In addition, provide a proposed payment schedule tied to the successful completion of project milestones.
- Project Commitments - A list of all other work and projects to which the proposer anticipates being committed during the contract period, including the estimated period of time required and estimated completion date for each project.
- Relevant Experience - Provide detailed information on similar capacity-building or development projects completed within the last five years. Please include a brief scope of each project, its location, budget, timeline, and the outcomes achieved. Provide references and contact information for each project. Highlight any specific work with faith-based or community organizations, emphasizing relevant achievements and lessons learned.
- Additional Information - Any additional information or materials relevant to the proposer's qualifications and capacity to execute the project. This may include testimonials, case studies, awards, or other supporting documentation.
- Forms - All required forms as specified in the RFP, including any declarations, certifications, or attestations as requested.

2.4 Qualifications

The ideal team for this project will possess specialized expertise, collaborative skills, and a deep understanding of the unique needs of faith-based organizations. They should be capable of guiding organizations through the complex process of affordable housing development while remaining flexible and innovative in their approach. Below are the key attributes of the ideal firm:

- Extensive experience in affordable housing development, including knowledge of zoning, financing, project management, and partnerships.
- Proven track record working with faith-based organizations, understanding their mission and culture.
- Ability to provide comprehensive technical assistance, including real estate development, financial planning, and project structuring.
- Strong leadership and collaboration skills, with the ability to co-lead projects alongside faith-based organizations and developers.
- Flexibility to adapt to the unique needs of each faith-based organization, with the ability to tailor their approach accordingly.
- Innovative and data-driven, using best practices and tools to enhance outcomes and guide decision-making.
- Deep understanding of the local housing market, regulations, and community needs, particularly in urban environments like Charlotte.
- Demonstrated ability to complete complex projects on time, often within a 12 to 24-month period.
- Cultural sensitivity and alignment with the values and missions of faith-based organizations, ensuring that their development efforts strengthen their community-serving missions.

This combination of skills and attributes will ensure the proposed team is well-suited to lead faith-based organizations in developing successful, sustainable affordable housing and community projects.

END OF SECTION ONE

3 TECHNICAL & ADVISORY SERVICES RFQ

The City of Charlotte is seeking qualifications from firms to provide a comprehensive selection of technical services as part of a larger capacity-building initiative to assist faith-based organizations in developing affordable housing and community-centered projects. This RFQ is designed to build a pool of highly qualified experts who will support the development efforts of faith communities within the City of Charlotte. The focus will be on equipping faith-based organizations with the resources and expertise needed to navigate the complexities of real estate development, financial modeling, project planning, and community engagement.

3.1 Scope of Services

Firms selected through this RFQ will be responsible for providing a range of technical assistance services across various phases of affordable housing and community development projects. Services may include but are not limited to:

- Affordable Housing Consulting: Advising faith communities on project feasibility, zoning, site selection, funding strategies, and the development process.
- Real Estate Development: Supporting faith-based organizations through the planning, financing, and construction phases of affordable housing and community projects, including project management, securing entitlements, and overseeing construction efforts.
- Financial Consulting: Providing expertise in structuring and securing project financing, including familiarity with Low-Income Housing Tax Credits (LIHTC), grants, Housing Trust Fund loans, and other public and private funding sources. This includes financial modeling, proforma creation, and long-term sustainability planning.
- Architectural Services: Offering architectural design services that align with both community needs and regulatory requirements. Architects will work closely with faith communities to ensure design solutions are functional and reflect the organizations' missions.
- Engineering Services: Civil and environmental engineers will provide technical assessments, including environmental impact studies, infrastructure analysis, and guidance on site development and permitting.
- Legal Support: Offering legal expertise on zoning and entitlement processes, negotiating contracts, and providing guidance on affordable housing-related regulations and compliance requirements.
- Urban Planning and Design: Offering urban planning and design expertise, with a focus on integrating faith-based projects into the larger community and ensuring that developments align with local planning goals.
- Resident Services Coordination: Assisting faith communities in developing and implementing services that will support the residents of affordable housing projects, including financial literacy programs, health services, job training, and other community-based programs.

3.2 Submission Requirements

Firms are invited to submit qualifications for the technical services listed above. Proposers must clearly specify the services they are offering and provide evidence of their expertise and

experience in those areas. Each submission should demonstrate the firm's qualifications in their respective field, particularly as it relates to affordable housing and community development work.

The submission must include:

- **Service Specialization:** Clearly outline which services the firm is offering and provide detailed descriptions of the firm's qualifications and experience in those areas.
- **Team Composition:** Identify the key team members who will provide the proposed services. Include a brief biography for each member, highlighting relevant experience, qualifications, and roles within the project. Attach resumes where applicable.
- **Experience and Past Projects:** Provide examples of past work in affordable housing and community-based development. Include project descriptions, locations, timelines, budgets, and outcomes. Emphasize any work with faith-based or non-profit organizations and include references from previous clients.
- **Approach to Technical Assistance:** Describe the firm's approach to delivering technical assistance to faith-based organizations. Highlight how the firm will provide flexible, innovative, and tailored solutions that meet the specific needs of faith communities. Explain how your team will work collaboratively with other professionals and faith-based organizations to ensure project success.
- **Fee Structure:** Include a general fee structure for the services provided. Break down the cost of personnel hours and other expenses where applicable.

3.3 Evaluation Criteria

Qualifications will be evaluated based on the following criteria:

- **Expertise and Relevant Experience:** Firms must demonstrate a proven track record of providing technical services in affordable housing and community development, particularly in the context of working with faith-based or non-profit organizations.
- **Approach and Methodology:** The firm's approach to delivering technical services will be evaluated on its effectiveness, adaptability, and innovation. Firms should demonstrate the ability to offer tailored solutions that address the unique challenges faced by faith-based organizations.
- **Team Qualifications:** The qualifications and expertise of the proposed team members will be carefully assessed. Firms with strong leadership and collaborative skills, particularly in a co-leadership capacity with faith-based organizations and developers, will be favored.
- **Cost and Value:** Firms should present a cost-effective solution for the services offered. The fee structure will be evaluated for transparency and competitiveness.

- Past Performance and References: Firms must provide references from past clients who can attest to their performance on similar projects. The City will consider the firm's ability to deliver services on time, within budget, and to the satisfaction of their clients.

3.4 Proposal Format & Contents

Proposers must submit their qualifications in the following format:

1. Cover Letter: Introduction of the firm and its interest in providing technical services as part of the capacity-building initiative. This should include a brief overview of the firm's relevant experience and expertise.
2. Service Specialization: A detailed description of the services offered and the firm's qualifications in those areas.
3. Team Overview: Description of the project team, including roles, responsibilities, and relevant qualifications for each team member. Please include resumes for each team member.
4. Approach to Technical Assistance: Outline the firm's approach to delivering flexible, innovative technical assistance tailored to the needs of faith-based organizations.
5. Experience and Past Projects: A summary of relevant past projects, including descriptions of work with faith-based or community organizations, project outcomes, and client references.
6. Fee Structure: A general breakdown of fees, personnel hours, and expenses associated with the services offered.
7. Attachments: Summit forms 1 through 5, attached to this solicitation.

3.5 Submission Process

Firms should submit their qualifications as outlined in the submission instructions. Firms selected through this RFQ will be added to a pool of technical experts available to support faith-based organizations in developing affordable housing and community-centered projects. Each firm may be called upon as needed throughout the program's duration.

By responding to this RFQ, firms will have the opportunity to become part of a valuable resource pool supporting faith communities in Charlotte as they work to address critical housing and community needs in their neighborhoods.

END OF SECTION THREE

4 REPRESENTATIONS, CONDITIONS, AND OTHER REQUIREMENTS

4.1 Communications

All communication of any nature with respect to this RFP shall be addressed to the Contracts Administrator identified in this RFP. With the exception of communications with the Contracts Administrator and Charlotte Business INclusion Officer for this RFP, prospective agencies and their staffs are prohibited from communicating with elected City officials, City staff and any selection committee member regarding this RFP or submittals from the time the RFP was released until the selection results are publicly announced. Violation of this provision may lead to disqualification of the agency's proposal for consideration.

4.2 Duties and Obligations of Agencies in the RFP/RFQ Process

Interested agencies are expected to fully inform themselves as to all conditions, requirements and specifications of this RFP before submitting a proposal. Agencies must perform its own evaluation and due diligence verification of all information and data provided by the City. The City makes no representations or warranties regarding any information or data provided by the City. Agencies are expected to promptly notify the City in writing to report any ambiguity, inconsistency or error in this RFP. Failure to notify the City accordingly will constitute a waiver of claim of ambiguity, inconsistency or error.

4.3 No Collusion, Bribery, Lobbying or Conflict of Interest

By responding to this RFP, the agency shall be deemed to have represented and warranted that the proposal is not made in connection with any competing agency submitting a separate response to this RFP, and is in all respects fair and without collusion or fraud. Furthermore, the agency certifies that neither it, any of its affiliates or subcontractors, nor any employees of any of the foregoing has bribed or lobbied, or attempted to bribe or lobby, an officer or employee of the City in connection with this RFP.

4.4 Public Records

Upon receipt by the City, each proposal becomes the property of the City and is considered a public record except for material that qualifies as "trade secret" North Carolina General Statute 66-152 et seq. Proposals will be reviewed by the City's evaluation committee, as well as other City staff. To properly designate material as a trade secret under these circumstances, each agency must take the following precautions: (a) any trade secrets submitted by the agency should be submitted in a separate, sealed envelope marked "Trade Secret – Confidential and Proprietary Information – Do Not Disclose Except for the Purpose of Evaluating this Proposal," and (b) the same trade secret/confidentiality designation should be stamped on each page of the trade secret materials contained in the envelope.

In submitting a proposal, each agency agrees that the City may reveal any trade secret materials contained in such response to all City staff and City officials involved in the evaluation process and to any outside consultant or other third parties who serve on the evaluation committee or who are hired by the City to assist in the evaluation process. Furthermore, each agency agrees to indemnify and hold harmless the City and each of its officers, employees and agents from all costs, damages and expenses incurred in connection with refusing to disclose any material that the agency has designated as a trade secret. Any agency that designates its entire proposal as a trade secret may be disqualified from consideration.

4.5 Advertising

In submitting an RFP/RFQ, proposer agrees not to use the results therefrom as part of any commercial advertising without prior written approval of the City of Charlotte.

4.6 Vendor Registration with City of Charlotte and NC Secretary of State

The selected agency and subcontractors must be registered in the City's Vendor Registration System in order to receive payment for services and/or supplies provided under any City contract.

Any agency wishing to be considered for the Services must be properly registered with the Office of the Secretary of State at the time of submission. The agency selected under this RFP will be responsible for providing all professional, technical, managerial, and administrative staff with the appropriate skills and qualifications to perform the required services.

4.7 Financial Capacity & Insurance Requirements

The selected agency must have the financial capacity to undertake the work and assume associated liability. It will be required to provide certificates of insurance evidencing coverage for automobile liability in the minimum amount of \$1,000,000, commercial general liability in the minimum amount of \$1,000,000, a fidelity bond of \$50,000, and workers' compensation insurance as required by North Carolina statutes.

4.8 Ownership of Work Products

The City shall have exclusive ownership of all intellectual property rights in all documents and other work product prepared by, for, or under the direction of the selected agency pursuant to any contract under this RFP (collectively, the "Intellectual Property"), including without limitation the right to copy, use, disclose, distribute, and make derivations of the Intellectual Property for any purpose or to assign such rights to any third party. The Intellectual Property shall be prepared in the City's name and shall be the sole and exclusive property of the City, whether or not the work contemplated therein is performed. The City will grant the agency a royalty-free, non-exclusive license to use and copy the Intellectual Property to the extent necessary to perform the contract.

4.9 City Rights and Reservations

The City reserves the right, at the City's sole discretion, to take action affecting this RFP, this RFP process, or the services or facilities subject to this RFP that would be in the best interests of the City, including:

- To supplement, amend, substitute, or otherwise modify this RFP, including the schedule, or to cancel this RFP, at any time;
- To require any Companies to supplement or clarify its Proposal or provide additional information relating to its Proposals;
- To investigate the qualifications, experience, capabilities, and financial standing of each Company submitting a Proposal;
- To reject any or all Proposals;
- To share the Proposals with City employees and contractors in addition to the Evaluation Committee as deemed necessary by the City;
- To award all, none, or any part of the Services and enter into Contracts with one or more of the responding Companies deemed by the City to be in the best interest of the City, which may be done with or without re-solicitation;

- To discuss and negotiate with any Company(-ies) their Proposal terms and conditions, including but not limited to financial terms; and
- To terminate discussions and negotiations with any Company at any time and for any reason.

4.10 Contract

The contents of this RFP/RFQ and all provisions of the successful proposal deemed responsive by the City of Charlotte may be incorporated, either in whole or in part, into a contract and become legally binding when approved and executed by both parties. Contents of the contract may contain changes from the City of Charlotte’s perspective as a result of the RFP process and proposal(s) received. The final negotiated contract may include the scope of work as outlined in this RFP along with the successful agency’s submittal and any additions or deletions made at the discretion of the City as a result of the RFP process.

4.11 NC Prohibition on Contracts with Companies that Invest in Iran or Boycott Israel

Company certifies that: (i) it is not identified on the Final Divestment List or any other list of prohibited investments created by the NC State Treasurer pursuant to N.C.G.S. 147-86.58 (collectively, the “Treasurer’s IDA List”); (ii) it has not been designated by the NC State Treasurer pursuant to N.C.G.S. 147-86.81 as a company engaged in the boycott of Israel (such designation being referred to as the “Treasurer’s IB List”); and (iii) it will not take any action causing it to appear on the Treasurer’s IDA List or the Treasurer’s IB List during the term of this Contract. In signing this Contract Company further agrees, as an independent obligation, separate and apart from this Contract, to reimburse the City for any and all damages, costs and attorneys’ fees incurred by the City in connection with any claim that this Contract or any part thereof is void due to Company appearing on the treasurer’s IDA List or the Treasurer’s IB List at any time before or during the term of this Contract.

4.12 Addenda / Questions and Answers

Agencies may submit written questions concerning this RFP Ruth Ippolito via email at ruth.ippolito@charlottenc.gov. Questions received after the funding has been exhausted will not be answered. No oral statement of any person shall modify or otherwise change or affect the terms, conditions, or specifications stated in the RFP, and changes to the RFP, if any, shall be made in writing only and issued in the form of an Addendum to the RFP. Addenda and clarifications will be posted on Housing Services website at <https://charlottenc.gov/HNS/Housing/RFP/Pages/Requests%20For%20Proposals.aspx>

4.13 Charlotte Business INclusion

Pursuant to Charlotte City Council’s adoption of the Charlotte Business INclusion (CBI) Policy, the Charlotte Business INclusion program promotes diversity, inclusion, and local business opportunities in the City’s contracting and procurement process for Minority, Women, and Small Business Enterprises (MWSBEs) headquartered in the Charlotte Combined Statistical Area (CSA). The CBI Policy is posted at: <https://www.charlottenc.gov/Growth-and-Development/CBI>

The City of Charlotte is committed to promoting opportunities for maximum participation of certified MWSBEs on City funded contracts at both the Prime and Subcontract level. In regards to this effort, SBE participation will be required in order to meet goal compliance. For SBE participation to count towards a Goal, SBEs must meet both the certification and geographic requirements as detailed throughout this solicitation and in the CBI Policy.

The **Charlotte CSA** refers to the Charlotte-Gastonia-Salisbury Combined Statistical Area in effect as of April 8, 2013 consisting of; (a) the North Carolina counties of Anson, Cabarrus, Cleveland, Gaston, Iredell, Lincoln, Mecklenburg, Rowan, Stanly, and Union; and (b) the South Carolina counties of Chester, Lancaster, and York. This is one criteria used by Charlotte Business INclusion to determine eligibility to participate in the program.

Agencies are highly encouraged to consider any and all possibilities for MWSBE participation. A complete list of City certified SBEs is available at www.charlottebusinessinclusion.com.

END OF SECTION FOUR

Form 1 – Execution of Proposal

The person executing the Proposal, on behalf of the Company, being duly sworn, solemnly swears (or affirms) that neither he, nor any official, agent or employee of the Company has entered into any agreement, participated in any collusion, or otherwise taken any action which is in restraint of full and open competition in connection with any proposal or contract, that the Company has not been convicted of violating North Carolina General Statute 133-24 within the last three years, and that the Company intends to do the work with its own bona fide employees or subcontractors and is not proposing for the benefit of another company.

Submission of a response to this RFP constitutes certification that the Company and all proposed team members are not currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Project by any State or Federal department or agency. Submission is also agreement that the City will be notified of any change in this status.

NC General Statute 133-32 and City Policy prohibit any gift from anyone with a contract with the City, or from any person seeking to do business with the City. By execution of this Proposal, you attest, for your organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

The information contained in this Proposal, including its forms and other documents, delivered or to be delivered to the City, is true, accurate, and complete. This Proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead the City as to any material facts.

Type of Company:
(check 1 box)

Sole Proprietor Partnership Joint Venture

Corporation _____ (identify the State of incorporation)

(if joint venture, complete this "Proposal Submission" sheet for each joint venture company and identify the "Name of Joint Venture" on each sheet)

NAME OF JOINT VENTURE: _____

City of Charlotte Vendor Number: _____

ACKNOWLEDGEMENT OF ADDENDA:

The undersigned acknowledges receipt of the following addenda:

No: _____ Date: _____ No: _____ Date: _____ No: _____ Date: _____

Company Legal Name: _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

Signature of Authorized Representative (or Designee)

(Print Name)

(Title)

Date

Proposal is valid for one-hundred-eighty (180) days from the Proposal due date.

FORM 2 – CONFLICT OF INTEREST POLICY

No employee, agent, consultant, elected official, or appointed official of _____ (the “Company”) may obtain a financial interest or unit benefits from a City of Charlotte (the “City”) assisted activity, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. This prohibition includes the following:

- Any interest in any contract, subcontract or agreement with respect to a City funding-assisted project or program administered by the company or the proceeds thereunder;
or
- Any unit benefits or financial assistance associated with City funded projects or programs administered by the Company including:
 - Occupancy of a rental housing unit in a City-assisted rental project;
 - Receipt of City funded tenant-based rental assistance;
 - Purchase or occupancy of a homebuyer unit in a city -assisted project;
 - Receipt of City assisted homebuyer acquisition assistance; or
 - Receipt of City assisted owner-occupied rehabilitation assistance.

This prohibition does not apply to an employee or agent of the Company who occupies a City assisted unit as the on-site project manager or maintenance worker.

In addition, no member of Congress of the United States, official or employee of HUD, or official or employee of the City of Charlotte shall be permitted to receive or share any financial or unit benefits arising from the City-assisted project or program.

Prior to the implementation of the City-assisted activity, exceptions to these provisions may be requested by the Company in writing to the City of Charlotte. The Company must demonstrate and certify that the policies and procedures adopted for the activity will ensure fair treatment of all parties, and that the covered persons referenced in this policy will have no inside information or undue influence regarding the award of contracts or benefits of the City of Charlotte.

Signature

Date

Name

FORM 3 – COMMERCIAL NON-DISCRIMINATION CERTIFICATION

COMPANY NAME: _____

SOLICITATION NAME: Technical Assistance to Faith-Based Organizations

The undersigned Company hereby certifies and agrees that the following information is correct:

1. In preparing its bid/proposal, the Company has considered all bids/proposals submitted from qualified, potential subcontractors and suppliers and has not engaged in discrimination as defined in Section 2 below.
2. For purposes of this section, *discrimination* means discrimination in the solicitation, selection, or treatment of any subcontractor, vendor, supplier or commercial customer on the basis of race, ethnicity, gender, age, religion, national origin, disability or other unlawful form of discrimination. Without limiting the foregoing, *discrimination* also includes retaliating against any person or other entity for reporting any incident of discrimination.
3. Without limiting any other remedies that the City may have for a false certification, it is understood and agreed that, if this certification is false, such false certification will constitute grounds for the City to reject the bid/proposal submitted with this certification and terminate any contract awarded based on such bid/proposal. It shall also constitute a violation of the City's Commercial Non-Discrimination Ordinance and shall subject the Company to any remedies allowed thereunder, including possible disqualification from participating in City contracts for up to two years.
4. As a condition of contracting with the City, the Company agrees to promptly provide to the City all information and documentation that may be requested by the City from time to time regarding the solicitation and selection of subcontractors and suppliers. Failure to maintain or failure to provide such information shall constitute grounds for the City to reject the bid/proposal and to terminate any contract awarded on such bid/proposal. It shall also constitute a violation of the City's Commercial Non-Discrimination Ordinance and shall subject the Company to any remedies that are allowed thereunder.
5. As part of its bid/proposal, the Company shall provide to the City a list of all instances within the past ten years where a complaint was filed or pending against the Company in a legal or administrative proceeding alleging that the Company discriminated against its subcontractor, vendors, suppliers, or commercial customers, and a description of the status or resolution of that complaint, including any remedial action taken.
6. As a condition of submitting a bid/proposal to the City, the Company agrees to comply with the City's Commercial Non-Discrimination Policy as described in Section 2, Article V of the Charlotte City Code, and consents to be bound by the award of any arbitration conducted thereunder.

Signature of Authorized Representative (or Designee)

(Print Name)

(Title)

(Date)

Form 4 - E-VERIFY CERTIFICATION

COMPANY NAME: _____

RFP NAME: Technical Assistance to Faith-Based Organizations

This E-Verify Certification is provided to the City of Charlotte (the "City") by the company signing below ("Company") as a prerequisite to the City considering Company for award of a City contract (the "Contract").

1. Company understands that: a. E-Verify is the federal program operated by the United States Department of Homeland Security and other federal agencies to enable employers to verify the work authorization of newly hired employees pursuant to federal law, as modified from time to time.

b. Article 2 of Chapter 64 of the North Carolina General Statutes requires employers that transact business in this state and employ 25 or more employees in this state to: (i) verify the work authorization of newly hired employees who will be performing work in North Carolina through E-Verify; and (ii) maintain records of such verification (the "E-Verify Requirements"). Section 126-7.1 of the North Carolina General Statutes requires state agencies to verify their employees' work statuses through E-Verify.

c. North Carolina General Statute 160A-20.1(b) prohibits the City from entering into contracts unless the contractor and all subcontractors comply with the E-Verify Requirements.

2. As a condition of being considered for the Contract, Company certifies that: a. If Company has 25 or more employees working in North Carolina (whether now or at any time during the term of the Contract), Company has complied and will comply with the E-Verify Requirements with respect to Company employees working in North Carolina; and

b. Regardless of how many employees Company has working in North Carolina; Company will take appropriate steps to ensure that each subcontractor performing work on the Contract that has 25 or more employees working in North Carolina complies with the E-Verify Requirements.

3. Company acknowledges that the City will be relying on this Certification in entering into the Contract, and that the City may incur expenses and damages if the City enters into the Contract with Company and Company or any subcontractor fails to comply with the E-Verify Requirements. Only in the manner and to the extent permitted by the North Carolina Tort Claims Act, N.C.G.S. §143-291, et seq., and without waiver of its sovereign immunity, company agrees to indemnify and save the City harmless from and against all losses, damages, costs, expenses obligations, duties, fines and penalties (collectively "Losses") arising directly or indirectly from violation of the E-Verify Requirements by Company or any of its subcontractors, including without limitation any Losses incurred as a result of the Contract being deemed void.

Signature of Authorized Representative (or Designee)

(Print Name)

(Title)

(Date)

FORM 5 – Staffing

COMPANY NAME: _____

RFP NAME: Technical Assistance to Faith-Based Organizations

List the full names of all **employees** whom you intend to assign to this program/ project. Describe their specific role/responsibility and availability. Add additional pages with résumés as necessary.

Employee Name & Title	Project Role	Availability	Education / Experience
John Smith, Counselor	Program eligibility client services & counseling	Full time staff assigned 50% to this program	MSW