



County of Cumberland Request for Proposals (RFP)
For Professional Project Management Services
FOR
DISASTER RECOVERY PROGRAMS

Release Date: April 20, 2018

RFP Due Date: May 18, 2018

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County of Cumberland Request for Proposals
For Professional Project Management Services
FOR
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INVITATION

Written proposals subject to the conditions herein stated and attached hereto, will be received at 707 Executive Place, Fayetteville, NC 28305 until May 18, 2018 (by 4:30 p.m. Eastern Time for providing the services as described below for the County of Cumberland (The County).

DESCRIPTION

Due to the impact of Hurricane Matthew in North Carolina, federal funds for disaster relief that were appropriated under the Disaster Relief Appropriation Act of 2016 (Pub. Law 114-113). The Department of Housing and Urban Development (HUD) appropriated Community Development Block Grant Disaster Recovery funding to the State of North Carolina (CDBG-DR). These funds are targeted to the most impacted areas to address unmet needs, long-term recovery and housing and economic revitalization.

The County of Cumberland is hereby requesting written proposals to provide General Project Management Services for a suite of recovery projects related to:

- Community Development Disaster Recovery Grant (CDBG-DR)
- Hazard Mitigation Grant Program (HMGP)
- NC Disaster Recovery Act (DRA)

These projects will include activities such as, but are not limited to, housing rehabilitation, housing repair reimbursement, housing multi-family new construction, single family reconstruction, acquisition, relocation, demolition and clearance. These activities are to be conducted in accordance with CDBG regulations 24 CFR 570 and the NC State Action Plan. Activities funded with FEMA funds are to be conducted pursuant to the Robert T. Stafford Disaster Relief Act, the National Flood Insurance Reform Act of 1964, and State of North Carolina Emergency Management Flood Mitigation Administrative Plan.

The County will receive proposals from Proposers having specific experience and qualifications in the areas identified in this solicitation. For consideration, proposals must contain evidence of the Proposer's experience and abilities in the specified area and other disciplines directly related

to the proposed service. Other information required by the County may be included elsewhere in this solicitation.

Bidding firms must have a thorough understanding of the U.S. Department of Housing and Urban Development (HUD) compliance and other regulations, as well as all cross-cutting regulations, required for the CDBG Disaster Recovery and FEMA programs all other external requirements for each of the program components, including but not limited to, EPA, HMGP, DRA, FMA and other federal and state agency requirements (when, and if applicable under each program component).

GENERAL SCOPE OF SERVICES

The project management consultant (s) selected to manage the CDBG-DR, DRA and HMGP projects for the County of Cumberland and/or the City of Fayetteville will provide all of the necessary program planning and project management expertise, including provision of on-site personnel for the successful service delivery implementation and completion of the projects.

The project management consultant (s) selected shall possess a thorough working knowledge of the Stafford Act and related federal regulations provided for guidance of FEMA-funded hazard mitigation projects reconstruction, acquisition, elevation policies provided by the Federal Emergency Management Agency and the North Carolina Division of Emergency Management; FEMA structural elevation and retrofitting guidelines; National Flood Insurance Program (NFIP) participation requirements; the NC Residential Building Code, Federal CDBG Regulation 24 CFR 570; the National Environmental Policy Act; Uniformed Administrative Requirements for Federal Awards 2 CFR Part 200; Civil Rights Regulations; Labor Standard Regulations pertaining to federally funded grant projects; Uniform Relocation and Real Property Acquisition Act.

Specifically, the County requests the following services to be provided:

The ability to quickly collaborate with the County leadership, its partners, and sub-recipients on any project involving CDBG-DR, HMGP and DRA funds;

Portfolio management processes and tools for organizing and managing programs, funds and project files and project tracking schedule to include utilizing existing State mandated software - Salesforce;

Establishment of program timelines & goals, metrics and deliverables of services in accordance with project funding allocations;

Managing all designated construction, rehabilitation and repair activities to include but not limited to, bid award process, cost analysis, inspections, coordination of local inspection department; construction progress, contractors invoice review and payment approval, etc;

Managing all acquisition, demolition and clearance activities in accordance with URA and FEMA requirements and procedures established by the NC Division of Emergency Management;

Program compliance requirements to include programmatic and financial reporting but not limited to, coordinating and preparing project and financial management reports with county and/or city staff or designee for Federal, State and local government audits;

Other project support functions as required by the County.

Listed below are the current projects. This list may be adjusted if necessary to address unmet needs in the community in accordance with approved eligible activities.

DESCRIPTION OF PROJECTS

PROJECTS /ACTIVITIES– Lead Entity (County of Cumberland)

CDBG-DR PROJECT

Activities: 1). Housing Recovery - \$1,582,000

Housing Repair Reimbursements & Rehabilitation (approx. 50 units)

2.) Multi-Family Rental Housing Project (Joint project) - \$2,303,000

3.) Permanent Supportive Housing Project (Joint project) - \$2,500,000

4.) CDBG-DR HMGP

DRA 17 PROJECT \$1,780,000

Approximately 10 properties identified and preliminary approved that meet the State's criteria under the Disaster Recovery Act FY 17 – Hazard Mitigation

PROJECTS/ACTIVITIES – Sub-Recipient (City of Fayetteville)

CDBG-DR PROJECT

Activities: 1). Housing Recovery - \$4,928,000

Housing Repair Reimbursement & Rehabilitation (approx. 180 units)

2.) Multi-Family Rental Housing Project (Joint project) - \$2,597,000

3.) Community Recovery (joint project-Day Resource Center (homeless) - \$3,800,000

HMGP PROJECT \$4,100,000 (28 units)

1.) Of the 28 homes that meet the HMGP criteria and have been approved by the State:

- 21 residents have requested acquisition

- 4 residents have requested elevation
 - 3 residents have requested reconstruction
- 2.) The City of Fayetteville submitted (40) additional properties at the request of the State to be considered for the Second Phase of the HMGP
- All (40) properties are for acquisition only

Estimated \$6.1 million in additional funding expected to include the (10) properties submitted by Cumberland County

The Proposer must provide a full description of the services and processes that will be performed during the project management process in the most efficient, timely and comprehensive manner.

The Proposer shall assign a single Project Manager and one alternate Project Manager dedicated and available for the entire duration of the project. The Project Manager may only be replaced upon approval by, or at the request of the County of Cumberland. For City managed projects, a Project Manager may only be replaced at the request of the City of Fayetteville and upon approval of the County of Cumberland.

At a minimum, the Proposer's Project Manager shall be responsible for the management of the tasks outlined in the general scope of services of this RFP.

The Proposer may bid on the County of Cumberland and the City of Fayetteville projects as one project in one proposal, however; proposer must indicate in the bid for County and City project separately in the one proposal. The proposers may also choose to bid on only one of the two, either the County or the City projects.

GENERAL INFORMATION AND REQUIREMENTS

Effective Period of Proposal

All proposals are required to remain in effect for at least 90 days from the date submitted to the County for review.

Public Information

All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure.

MWE/WBE & Utilization of Small Businesses

Please state and certify whether your firm or any potential sub-contractors participate in the Minority and Women Owned Business Enterprise (MBE/WBE).

It is the policy of the United States that small business concerns, veteran-owned small business concerns, service-disabled veteran-owned small business concerns, HUB Zone small business concerns, small disadvantaged business concerns, and women-owned small business concerns shall have the maximum practicable opportunity to participate in performing contracts let by any Federal agency, including contracts and subcontracts for subsystems, assemblies, components, and related services for major systems. It is further the policy of the United States that its prime contractors establish procedures to ensure the timely payment of amounts due pursuant to the terms of their subcontracts with small business concerns, veteran-owned small business concerns, service-disabled veteran-owned small business concerns, HUB Zone small business concerns, small disadvantaged business concerns, and women-owned small business concerns.

The Contractor hereby agrees to carry out this policy in the awarding of subcontracts to the fullest extent consistent with efficient contract performance. The Contractor further agrees to cooperate in any studies or surveys as may be conducted by the United States Small Business Administration or the awarding agency of the United States as may be necessary to determine the extent of the Contractor's compliance with this clause.

Contractors acting in good faith may rely on written representations by their subcontractors regarding their status as a small business concern, a veteran-owned small business concern, a service-disabled veteran-owned small business concern, a small disadvantaged business concern, or a women-owned small business concern.

Type of Contract

The final contract (s) form shall be negotiated between and be mutually acceptable to the parties. Any contract(s) resulting from this effort will be negotiated at the sole discretion of the County of Cumberland (the County), and/or their sub-recipient the City of Fayetteville (the City).

Clarifications and Interpretations

Any clarifications or interpretations of this RFP that materially affect or change its requirement will be provided by the County as an addendum. These items must be received by the County 10 days prior to the proposal due date to allow for proper notification. All such addenda issued by the County shall be issued before the proposals are due as part of the RFP, and all Respondents shall acknowledge receipt of and incorporate each addendum in its Responses. Any additional

information or addenda will be posted on the County's website <http://co.cumberland.nc.us/departments/community-development> and the City's website at <http://fayettevillenc.gov/government/city-departments/purchasing-division>

No Lobbying

Respondent acknowledges and accepts that from the Date of Issuance of the RFP until a final decision has been made by the County, it will not take any action, may any effort or support or engage other on its behalf to take actions or efforts with attempt to influence the decision making process for this RFP in the favor of the Respondent. This includes direct contact with the County Commissioners, County Manager, County Staff of Cumberland County, City Council, City Manager, City Staff of City of Fayetteville and others who may be engaged in the process or grant program. Additionally, the Respondent acknowledges and accepts that it will not attempt to use public communication such as the news media, social media, etc as a means of attempting to influence the RFP evaluation or decision making process. Any Respondent violating any of the aforementioned conditions is subject to immediate disqualification for consideration.

Deadline for Submission of Interest

The Bidding Firm (s) will submit its Responses at the time and location described below:

Time/Date: Received by **4:30 P.M May 18, 2018**

RFPs received after this time and date will not be accepted.

**COUNTY OF CUMBERLAND
COMMUNITY DEVELOPMENT DEPARTMENT
707 EXECUTIVE PLACE
FAYETTEVILLE, NC 28305
Attn: Sylvia McLean, CDBG-DR Grant Administrator**

The Bidding Firm (s) shall submit one (1) original with (2) identical copies of the Response in print and with one PDF copy provided on USB drive. An original signature must be included on the "THE COUNTY OF CUMBERLAND REQUEST FOR PROPOSAL SUBMISSION FORM" document submitted with original document.

Late received Responses will be returned to the Respondent unopened. Properly submitted Responses by the Respondents will not be returned. Hard copies of RFP materials must be enclosed in a sealed envelope (box or container) addressed as noted above; the package must be clearly identify the submittal deadline and that the response is for the COUNTY OF CUMBERLAND PROJECT MANAGEMENT SERVICES FOR DISASTER RECOVERY PROGRAMS.

Evaluation Procedure and Factors To Be Considered In The Evaluation Process

Qualifications of Proposers

The Proposer may be required before the award of any contract to show to the complete satisfaction of the County that it has the necessary facilities; CDBG-DR, HMGP, FEMA, DRA understanding, staffing, and financial resources to provide the services specified herein in a satisfactory manner.

The Proposer may also be required to give a past history and references in order to satisfy the County in regard to the Proposer's qualifications. The Proposer will need to be familiar with both CDBG-DR grant awards and FEMA awards and the specific award conditions therein. The County may make reasonable investigations deemed necessary and proper to determine the ability of the Proposer to perform the work, and the Proposer shall furnish to the County all information for this purpose that may be requested. The County reserves the right to reject any offer if the evidence submitted by, or investigated of, the Proposer fails to satisfy the County that the Proposer is properly qualified to carry out the obligations of the contract and to complete the work described therein. Evaluation of the Proposer's qualifications shall include:

- A. The knowledge, ability, capacity, skill, financial and other necessary resources to perform the work or provide the service required;
- B. The ability of the Proposers to perform the work or provide the service promptly or within the time specified without delay or interference;
- C. The character, integrity, reputation, judgment, experience, and efficiency of the Proposer;
- D. The quality of performance of previous contracts or services; AND
- E. Overall costs of provided services include project delivery breakdown by county and city projects.

A selection committee made up of qualified County and City staff shall review and evaluate all responses. The selection committee will have only the responses to the solicitation to review for selection of finalists. It is therefore important that respondents emphasize specific information pertinent to the work. Final authority of the selection ultimately lies with the County of Cumberland County Manager and/or Board Chairman and is subject to not being in agreement with the recommendation from the selection committee.

Factors to be considered are as follows:

- A. Company Profile: (10 points) Scoring will emphasize management, organization, availability of key staff, skill, financial and other necessary resources to perform the work or provide the services required in timely manner.

Respondents must provide a listing of the personnel who would be assigned to the project, including an explanation of the project team's organizational structure and each person's area of responsibility. Resumes for each professional assigned to this project are also

required. Please include an organizational chart of the local team and any associated decision-makers part of any review or approval process within your firm.

- B. Commencement: (10 points) Scoring will emphasize ability to commence service and familiarity with CDBG and HMGP regulation promptly or within the time specified, without delay or interference. Familiarity with CDBG-DR, HMGP, DRA awards and associated projects and the ability to coordinate with these projects will be considered.
- C. Experience: (20 points) Scoring will emphasize CDBG program experience (not exclusively CDBG-DR) and success and with specific items listed in proposal as well as a variety of programs including all aspects of CDBG-DR programs, character, integrity, reputation, judgment, and efficiency of the Proposer.

Respondent must provide three (3) examples of experience in management of programs similar to those found in Cumberland County CDBG-DR Recovery Program Plans including the name, address, and telephone number of a client contact for each project. Examples proving the ability to coordinate multiple projects within the team should be included and will be considered in the scoring. Scoring will also emphasize disaster recovery experience which can include the firm’s results of past governmental review and monitoring and/or direct team experience.

- D. Approach Strategy: (20 points) Scoring will emphasize project approach for each service requested and proven implementation and/or management strategies by the team for the local County government. Services requested are found in the “General Scope of Services” section of this RFP. Due to the complexity of the large projects combined between the County and City CDBG-DR, HMGP and DRA projects, consideration will be given to firms with a proven effective project management strategy. Responders must have sufficient and qualified staff immediately available to contract solicitations and to enter into and manage any components targeted by the RFP.

Additionally, please explain the local presence that your firm will have in the community and assigned staff frequency in situ. It will be paramount to have firm expertise available for staff.

- E. References: (15 points) Scoring will emphasize quality of references. Also the quality of performance of pervious contracts or services.
- F. Price-Cost Effectiveness: (25 points) Proposer shall provide hourly information by title/function assigned to the project as shown below:

Title/Function	Total Cost	Average Hourly Rate For Contract Term	Estimate # of FTE Hrs

After the selection process, the Selection Committee shall negotiation on behalf of the County of Cumberland, a contract based on the fees and the fee structure as submitted in the proposal. The County reserves the right to delete elements or expand the scope of the contract based on the negotiated fees at the time of contract letting.

Evaluation of Qualifications

The evaluation of the Responses shall be based on the requirements described in this RFP. All properly submitted Responses will be reviewed, evaluated, and ranked by the County and City, with input from the Committee as noted above. The County reserves the right to include an interview with the Proposer if the County deems it necessary to aid in the ranking process. If the County requests an interview from a select number of the proposals, it is required of those Proposers to meet with the selection team at a time to be specified. The County will contact those Proposers with the top ranked proposals that best meet the County’s needs. The number of selected proposals will be determined by the selection committee. Each of these will be required to meet with the selection team at a time to be specified. The proposals will be reviewed in depth with the selection team at that time. The County will contact the Proposer that best meets the County’s needs and attempt to negotiate an agreement that is acceptable to both parties.

County’s Reservation of Rights

The County may evaluate the Responses based on the anticipation completion of all or any portion of the Project. The County reserves the right to reject any and all Responses and re-solicit for new Responses or to reject any and all proposals and temporarily or permanently abandon the Project. The County makes no representations, written or oral, that it will enter into any form or agreement with any respondent to this RFP for any project and no such representation is intended or should be construed by the issuance of this RFP.

Acceptance of Evaluation Methodology

By submitting its Responses to this RFP, Respondent accepts the evaluation process and acknowledges and accepts that the determination of the most qualified firm(s) will require subjective judgments by the County.

No Reimbursement for Costs

The Respondent acknowledges and accepts that any costs incurred from the Respondent’s participation in this RFP shall be at the sole risk and responsibility of the Respondent.

Eligible Respondents

Only individual firms or lawfully formed business organizations may apply (this does not preclude a Respondent from using consultants). The County will contract only with the individual firm or formal organization that submits its Responses.

Reference Checks

Respondent acknowledges and accepts that through the RFP evaluation process reference checks and background investigation may be conducted as part of the due-diligence process.

Disposition of Proposals

All submitted proposals become the property of the County.

Nonconforming Terms and Conditions

A proposal that includes terms and conditions that do not conform to the terms and conditions in the RFP is subject to rejection as non-responsive. The County reserves the right to permit the Proposer to withdraw nonconforming terms and conditions from its proposal prior to a determination by the County of non-responsiveness based on the submission of nonconforming terms and conditions.

Debarment and Suspension

By submitting a proposal, the Proposer certifies that it is not currently debarred nor suspended from submitting proposal for contracts issued by any political subdivision or agency of the State of North Carolina or the Federal government and that it is not a person or entity that is currently debarred or suspended from submitting proposals from contracts issued by any political subdivision or agency of the State of North Carolina or the Federal government. Respondent must be registered at Sam.gov to be eligible.

OTHER SUPPLEMENTAL CONDITIONS REQUIREMENT

In accordance with the applicable statutes and regulations governing the CDBG, CDBG-DR, HMGP, federal funds or State funds, I hereby certify that:

Utilization of Minority/Women & Disadvantaged Contractors – Projects receiving federal funds must notify and include minority and women contractors in their bidding process. Executive Order 11625 (Utilization of Minority Business Enterprise) and Executive Order 12138 (Utilization of Female Business Enterprise).

Davis-Bacon Prevailing Wage Rate Labor Standards – Any construction project receiving \$2,000 or more in federal funds, as applicable, will be required to comply with prevailing wage requirement.

Section 3 – Projects receiving federal funding that involve building or public facilities improvements must to the greatest extent feasible, utilize area lower income residents for employment and training opportunities (24 CFR Part 135).

Environmental Regulations – All funded projects must undergo environmental review to ensure compliance with the National Environmental Protection Act regulations. In accordance with 24 CFR Part 58.22, the applicant agrees to refrain from undertaking any physical activities or choice-limiting actions until the County has issued the agency a written environmental notice to proceed. Choice-limited activities include, but not limited to, acquisition of real property, leasing, repair,

rehabilitation, demolition, conversion, or new construction. This limitation applies to all parties in the development process, including public or private nonprofit or for-profit entities, or any of their contractors.

Title VI of the Civil Rights Act of 1964 – No person shall be excluded from participation in, be denied the benefits of or subjected to discrimination under any program or activity receiving federal financial assistance on the grounds of race, color, or national origin. (Public Law 99-352).

Title VIII of Civil Rights Act of 1969 – The Fair Housing Act prohibits discrimination in the sale or rental of housing, the financing of housing, or the provision of brokerage services, including otherwise making unavailable or denying a dwelling to a person, because of race, color, religion, sex, national origin, or familial status. (Public Law 90-294).

American Disabilities Act – Projects receiving federal funding involving physical activities must include accessibility and comply with the Americans with Disabilities Act guidelines. Any federal funded service must be provided in an accessible location.

Drug-Free Workplace – The agency shall make a good faith effort to maintain a drug-free workplace. (24 CFR Part 21).

Anti-Lobbying – No federal funds shall be used for the purpose of 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. (UCS Title 31 Section 1352).

Lead-Based Paint – Any activities involving the presence of lead-based shall comply with the requirements of 24 CFR Part 35.

Community Development Block Grant Program funds shall be used exclusively for eligible activities permitted by 24 CFR Part 570.

COUNTY OF CUMBERLAND
REQUEST FOR PROPOSAL SUBMISSION FORM
PROJECT MANAGEMENT SERVICES – DISASTER RECOVERY
PROGRAMS

COMPANY_____

ADDRESS_____

CONTACT PERSON_____

TELEPHONE NUMBER_____

EMAIL_____

NOTE TO RESPONDENTS: SUBMIT ENTIRE SECTION WITH RESPONSE. THIS EXECUTION OF OFFER SUBMITTED MUST BE COMPLETED, SIGNED, AND RETURNED WITH THE RESPONDENT'S QUALIFICATIONS. FAILURE TO COMPLETE, SIGN AND RETURN THIS EXECUTION OF OFFER WITH THE QUALIFICATION MAY RESULT IN REJECTION OF THE QUALIFICATIONS.

SIGNING A FALSE STATEMENT MAY VOID THE SUBMITTED QUALIFICATIONS OR ANY AGREEMENTS OR OTHER CONTRACTUAL ARRANGEMENT, WHICH MAY RESULT FROM THE SUBMISSION OF RESPONDENT'S QUALIFICATIONS, AND THE RESPONDENT MAY BE REMOVED FROM ALL PROPOSES LISTS. A FALSE CERTIFICATION SHALL BE DEEMED A MATERIAL BREACH OF CONTRACT AND AT THE COUNTY'S OPTION, MAY RESULT IN TERMINATION OF ANY RESULTING CONTRACT.

By signature hereon, Respondent acknowledges and agrees that (1) this RFP is a solicitation for Interest and is not a contract or an offer to contract; (2) the submission of Responses by Respondent in response to this RFP will not create a contract between the County and Respondent; (3) Neither the County or the Committee, or any of their representatives, have made a representation or warranty, written or oral, that one or more contracts with the County will be awarded under this RFP; and (4) Respondent shall bear, at its sole risk and responsibility, any cost which arises from Respondent's preparation of a response to this RFP.

By signature hereon, Respondent offers and agrees to furnish to the County all the products and/or services more particularly described in its Responses, and to comply with all terms, conditions and requirements set forth in the RFP document and contained herein.

By signature hereon, Respondent affirms that they have not given, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant, elected officials, leadership or staff of the County, City or partner organizations in connection with the submitted Responses.

By signature hereon, the Respondent hereby certifies that neither the Respondent nor the firm, corporation, partnership or Developer represented by the Respondent, or anyone acting for such firm corporation, or institution has violated the antitrust laws of this state or the Federal antitrust laws, nor communicated directly or indirectly the Responses made to any competitor or any other person engaged in such line of business.

By signature hereon, Respondent represents and warrants that:

Respondent is a reputable company regularly engaged in providing products and/or services necessary to meet the terms, conditions and requirements of the RFP;

Respondent has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the terms, conditions and requirements of the RFP;

By signature hereon, Respondent certifies that the individual signing this document and the documents made part of the RFP is authorized to sign such documents on behalf of the company and to bind the company under any agreements or other contractual arrangements, which may result from the submission of the Response.

By signature hereon, Respondent affirms that no compensation has been received for participation in the preparation of the specifications for this RFP.

By signature hereon, Respondent affirms that it has not violated any of the noted No-Lobbying provisions or specifications contained in this RFP.

By signature hereon, Respondent agrees to defend, indemnify, and hold harmless the County and the Committee, all of their officers, agents and employees from and against all claims, actions, suits, demands, proceedings, costs, damages, and liabilities, arising out of, connecting with, or resulting from any acts or omissions of Respondent or any agent, employee, subcontractor or supplier or Respondent in the execution or performance of any agreements or other contractual arrangements which may result from the submission of these Responses.

By signature hereon, Respondent acting in good faith may rely on written representations by their subcontractors regarding their status as a small business concern, a veteran-owned small business concern, a service-disabled veteran-owned small business concern, a small disadvantaged business concern, or a women-owned small business concern.

The Respondent shall confirm that a subcontractor representing itself as a HUB Zone small business concern is certified by SBA as a HUB Zone small business concern by accessing the

System for Award Management database or by contacting the SBA. Options for contacting the SBA include –

HUB Zone small business database search application Web page at
http://dsbs.sba.gov/dsbs/search/dsp_searchhubzone.cfm; or <http://www.sba.gov/hubzone>;

In writing to the Director/HUB, U.S. Small Business Administration, 409 3rd Street,
SW., Washington DC 20416; or

The SBA HUB Zone Help Desk at hubzone@sba.gov

Submitted and certified this _____ day of _____.

By: _____

Signature Date: _____

Name (Printed): _____

Title: _____

Signature: _____