



City of Billings

Request for Proposals

For

KINGS GREEN SUBDIVISION, PHASE IV AFFORDABLE HOUSING

REQUEST FOR PROPOSALS
Table of Contents

- SECTION 1:** GENERAL INFORMATION
- SECTION 2:** INFORMATION, OBJECTIVES, SITE INFORMATION, KEY PARAMATERS, PROPOSAL CONTENTS, ETC.
- SECTION 3:** FOR PROPOSERS
- SECTION 4:** RFP EVALUATION AND PROCESS
- SECTION 5:** SCOPE OF WORK

- ATTACHMENT A:** VALIDATION QUESTIONS FOR PROPOSER
- ATTACHMENT B:** TERMS AND CONDITIONS
- ATTACHMENT C:** PRICING MATRIX
- ATTACHMENT D:** CONDITIONS AND NON-COLLUSION FORM
- ATTACHMENT E:** MASTER Q & A FORM
- ATTACHMENT F:** INTENT TO RESPOND FORM
- ATTACHMENT G:** PROPOSER CONTACT INFORMATION

SECTION 1: General Information

Request For Proposals (RFP): **KINGS GREEN SUBDIVISION, PHASE IV, AFFORDABLE HOUSING RFP – TLR03302012**

THE ABOVE DESCRIPTION AND NUMBER MUST APPEAR ON ALL PROPOSALS AND RELATED CORRESPONDENCE.

THIS IS NOT AN ORDER

<p>RESPOND NO LATER THAN</p> <p>5:00 PM ON FRIDAY, MARCH 30, 2012</p>	<p>RFP INITIATIVE:</p> <p>KINGS GREEN SUBDIVISION, PHASE IV, AFFORDABLE HOUSING</p>	<p>All suppliers must respond in detail to each element of this RFP in order to be considered for contract award.</p> <p>Three signed HARD copies of the proposals should be mailed to the contact person at the address below with the price schedule in a separate sealed envelope. An ELECTRONIC copy of the complete proposal, minus the price schedule, must also be e-mailed or hand delivered to the contact person below.</p>
<p>Proposer Name: (This section to be completed by proposer)</p>		<p>SEND ALL CORRESPONDENCE TO THE CONTACT BELOW</p> <p>Community Development Division City of Billings 510 N Broadway, 4th Floor (Parmly Library Bldg) Billings, MT 59101</p> <p><i>or</i></p> <p>Community Development Division City of Billings P.O. Box 1178 Billings, MT 59103</p> <p>CONTACT PERSON: Name: Tam Rodier, Seasonal CD Coordinator Email: rodier@ci.billings.mt.us PHONE: (406) 247-8601 FAX: (406) 657-8327</p>

SECTION 2: Information, Objectives, Site Information, Key Parameters, Proposal Contents, Etc.

Introduction

This Request for Proposals (RFP) is issued by the City of Billings for the purpose of obtaining proposals and pricing for developing ten (10) new affordable single-family homes for low income residents of the City of Billings on vacant lots owned by the City of Billings (10 lots). Potential lots for development are zoned R-5000. Lots to be developed are: Lots 5A-1, 6A, 7A, 8A, Block 6, and Lots 40A, 41A, 42A, 43A, 44A, and 45, Block 3, Kings Green Subdivision, Third Filing (map showing these lots is included later within this section).

The purpose of this RFP is to seek a qualified development entity to design, construct, finance, manage development of the property described, market each home/property for sale to low income homebuyers, sell the properties to qualified low income homebuyers, coordinate the transfer of properties to buyers, and other associated tasks that ensure the successful completion of the City of Billings' affordable housing goals within the Kings Green Subdivision.

These lots may be provided for a nominal fee provided the goal of affordable housing is achieved.

Individuals or organizations interested in submitting a proposal must provide a written statement of interest, must demonstrate the financial capacity to assume projects of this diversity and magnitude, have the ability to accomplish specific development goals, and have experience with the successful development of similar projects involving public/private participation. Also considered will be the developer's demonstrated sensitivity to quality in land use planning, housing development design and architecture, and ability to meet or exceed "Visit-ability" standards (see "Visit-ability" specifics later in this section).

The proposer must provide responses to all information requested in the "Proposal Contents" section in a clear and concise manner. Additional information may be requested by the City after review of each proposal.

Objective

Provide land at a nominal fee to encourage the development of affordable single-family housing for occupancy by low income households of the City of Billings. Affordable housing and low income households are defined according to the City of Billings' HOME Program regulations. These are available from the City's Community Development Division office for review.

Assistance for site improvements is available from funding the City receives from the U.S. Department of Housing and Urban Development (HUD) through its HOME Investment Partnership. The City of Billings committed \$389,000 for the development of site improvements for this project and construction is currently underway.

Site Information

In February 1995, Yellowstone County donated 14.5 acres of tax-deed property to the City of Billings for the purpose of creating affordable housing. The City obtained the services of Engineering Incorporated (now called Sanderson Stewart) to provide engineering and platting services.

The City also applied for, and received, a flood mitigation grant for this development and the surrounding area.

A phase one Environmental Site Audit was conducted and is available for inspection upon request in the City's Community Development Division offices.

Map showing lots to be developed:



Key parameters

Key parameters that must be considered in developing proposals include, but are not limited to, the following:

1. The City must recover its investment of funding provided through the City’s HOME Program. However, the City will defer or reduce repayment if the development achieves the City’s goal of affordable housing. All proposals will be evaluated on the basis of the development package and the price to be paid for the property by a qualifying homebuyer. Preference will be given to proposers who can complete construction on all ten (10) homes by the end of calendar year 2012.
2. Developer should build single-family slab-on-grade housing under the current R-5000 zoning.
3. Completed housing should include finished landscaping or “Xeriscaping.”
4. Housing proposed should be compatible in value, design and amenities with the surrounding neighborhood.
5. On June 12, 1995, the City Council placed four criteria on the development of the land to assure quality development that would compliment the existing neighborhood. These specific criteria are:
 - Property is to be used solely for affordable housing;
 - Access must be provided to the adjacent park property;
 - Development must mitigate negative impacts on the surrounding neighborhood; and
 - All conditions will be enforced by a Development Agreement.
6. 100% of the homes constructed will be sold to households at or below 80% of the median family income for Billings, Montana. 80% of median family income for a family of four is currently set at \$51,700.

	HOUSEHOLD SIZE							
	<u>1 PERSON</u>	<u>2 PERSONS</u>	<u>3 PERSONS</u>	<u>4 PERSONS</u>	<u>5 PERSONS</u>	<u>6 PERSONS</u>	<u>7 PERSONS</u>	<u>8 PERSONS</u>
LOW INCOME (80%)	36,200	41,400	46,550	51,700	55,850	60,000	64,150	68,250

7. Proposals must comply with all applicable federal, state and local development regulations, codes and ordinances.

Proposal Contents

Please provide a written response in a clear and concise fashion to each of the following:

1. List the organization or company sponsoring the project, the type of organization, contact person(s), phone number(s), address(es), and qualifications of key personnel.
2. Describe the project, the goal of the project, and how the project addresses the City of Billings’ affordable housing needs. This should include basic housing design and amenity package.

3. Explain from where additional funding for the project will be obtained. Are these funds committed? If so, provide documentation demonstrating this commitment. Demonstrate financial capability to undertake the project. Submit a proposed financial plan, detailing projected funding sources including developer's capital to be invested in the project.
4. Define the target group(s) that will occupy the housing to be assisted by income level. If the housing is targeted to a special needs group(s), indicate which special needs group(s) is/are being targeted. Proposal should include a marketing plan that will promote outreach to the target group(s).
5. Describe the number of units to be assisted, the type of units, how "Visit-ability" standards will be incorporated into each unit, and the unit mix (number of bedrooms in each unit). If special types of units are aimed at target group(s) defined above, please describe.

"Visit-ability" standards include:

- One zero step entrance on an accessible route—at the front, back, side, or through the garage;
 - All main floor interior passage doors with 32 inches clear passage space;
 - At least a half or full main floor bathroom with basic maneuvering space;
 - Levered handles for exterior and interior doors (except exterior swing doors);
 - Outlets mounted not less than 15 inches above floor covering;
 - Light switches, control boxes and/or thermostats mounted no more than 48 inches above floor covering;
 - Walls adjacent to toilets, bathtubs and shower stalls reinforced for later installation of grab bars; and
 - Lever style faucets for laundry hook-up, lavatory and kitchen sink.
6. What is the proposed sales price of each house design? (Note: the cost of land should not be figured into sales price).
 7. Provide a proposed development schedule, including time required for design, commencement, and completion of construction, and project phasing, if applicable.
 8. Complete a schedule of estimated costs for the project, including the City-owned land, building site work, architectural fees, building site clean up work following construction (including removal of excavated dirt), and all other costs for the project.
 9. Describe the realtor's duties and responsibilities as the City of Billings' selling agent/ business agent and outline all associated costs to the City of Billings.
 10. Describe how adverse impacts to existing neighborhood residents will be minimized, including noise, dust, construction traffic, etc.
 11. Describe how the construction phase of the project will be managed. (Note that under new HOME rules, completed homes must be transferred to an approved low income homebuyer within six months of completion.)

12. Acknowledgement that all projects will be reviewed by City Staff for their effect on providing affordable housing in Billings and forwarded to the City Council for action.
13. List any terms and/or special conditions the proposer firm or individual may have on the City or City staff.
14. Do you understand and agree to enter into a Housing Development and Construction Agreement for Kings Green, Phase IV, if your proposal is accepted?

EQUAL EMPLOYMENT OPPORTUNITY

Proposer must comply with the provision of all applicable federal laws, including Title VI and Title VII of the Civil Rights Act of 1964. Any subcontracting by the proposer subjects the subcontracting firm(s) or individuals to the same provisions of federal law. In accordance with the Montana Government Code of Fair Practices (49-3-2-7 MCA), the proposer must agree that the hiring of persons to work on this contract will be made on the basis of merit and qualification without discrimination on the basis of race, color, creed, sex, age, religion, marital or family status, physical or mental disability, or national origin. The U.S. Department of Housing and Urban Development (HUD) also prohibits discrimination based on sexual orientation or gender identity.

FAIR HOUSING OPPORTUNITY

The City of Billings and HUD enforces the Fair Housing Act. Title VIII of the Civil Rights Act of 1968 prohibits discrimination in the sale, rental and financing of dwellings based on race, color, creed, sex, age, religion, marital or family status, physical or mental disability, or national origin. HUD also prohibits discrimination based on sexual orientation or gender identity.

It is the intent of the City of Billings to review and assess the RFP responses to determine if the response from solicited proposers can meet the needs of the City of Billings.

Proposers are expected to provide their best and most competitive proposal.

Attachment F, the Intent to Respond form, must be completed and faxed at least two (2) days prior to the advertised RFP due date.

SECTION 3: Information for Proposers

Disclaimer

This RFP does not form or constitute a contractual document. The City of Billings shall not be liable for any loss, expense, damage or claim arising out of the advice given or not given or statements made or omitted to be made in connection with this RFP. The City also will not be responsible for any expenses which may be incurred in the preparation of this RFP. This RFP is not to be construed as a contract or commitment of any kind.

Instructions to Proposers

EXAMINATION OF DOCUMENTS

Before submitting the proposals, the proposer shall:

1. Carefully examine the Standards and Specifications as well as all other attached documents;
2. Fully inform yourself of the existing conditions and limitations;
3. Include with the proposal sufficient information to cover all items required in the specifications.

PROPOSAL MODIFICATIONS

In addition to any other information and documentation requested in this RFP, any forms provided herein shall be included in the submitted proposal. Modifications, additions or changes to the terms and conditions of this request for proposals may be cause for rejection of the proposal. Proposals submitted without required forms may be rejected. No oral, telephone, email, fax or telegraphic proposals or modifications will be considered.

CERTIFICATION OF ALTERATION OR ERASURE

A proposal shall be rejected should it contain any material alteration or erasure, unless, before the proposal is submitted each such alteration or erasure has been initialed in INK by the authorized agent signing the proposal.

SIGNATURE

All proposals shall be typewritten or prepared in ink and must be signed in longhand by the proposer or proposer's agent or designee, with his/her usual signature. A proposal submitted by a partnership must be signed with the partnership name to be followed by the signature and designation of the partner signing. Proposals by corporations must be signed with the legal name of the corporation, followed by the name and signature of an authorized agent or officer of the corporation. Proposals submitted by a proprietorship must be signed by the owner, and the name of each person signing shall be typed or printed legibly below the signature.

WITHDRAWAL OF PROPOSALS

Proposers may withdraw their proposal either personally or by written request at any time prior to the due date set for receiving proposals. No proposal may be withdrawn or modified after the due date and time, unless and until the award of the contract is delayed for a period exceeding ninety (90) days.

QUOTE VALID

The proposer must honor their quote for a period of ninety (90) days after the RFP due date.

CERTIFICATION

The proposer certifies that the proposal has been arrived at independently and has been submitted without any collusion designed to limit competition. The proposer further certifies that the materials, products, services and/or goods offered herein meet all requirements of the stated specifications and are equal in quality, value and performance with highest quality, nationally advertised brand and/or trade names.

INSURANCE REQUIREMENTS

The proposer certifies that it/they can comply with the City of Billings insurance requirements of:

1. Workers' compensation and employer's liability coverage as required by Montana law.
2. Commercial general liability, including minimum contractual and personal injury coverage -- \$750,000 per claim and \$1,500,000 per occurrence.
3. Commercial automobile liability -- \$1,500,000 per accident.
4. Professional liability in the amount of \$1,500,000 per claim.

Each policy of insurance shall provide for no less than thirty (30) days' advance written notice to the City prior to cancellation.

The City shall be listed as an additional insured on all policies except Professional Liability and Worker's Compensation Policies.

DISPOSITION OF PROPOSALS

All materials submitted in response to this RFP become the property of the City of Billings. Information provided in response to this RFP will be held in confidence and will not be revealed or discussed with competitors. However, one copy of each proposal submitted shall be retained for the official files of the Department and will become public record after award of the Contract. The responses received from this RFP may be distributed, however, by written request pursuant to the Freedom of Information Act of 1996. Fee or Price schedules submitted, but not reviewed by the City, do not become a public record and shall only be retained for official files.

The Consultant understands that, if selected, the City reserves the right to provide its opinion publicly and privately regarding the Consultant's performance.

QUESTIONS

Questions regarding the Request for Proposals contents may be sent to the contact person listed in Section 1 via email no later than 2 business days prior to due date for proposals. The City of Billings will make every effort to provide a written response within 2 business days. Whenever responses to inquiries would constitute a modification or addition to the original RFP, the reply will be made in the form of an addendum to the Request for Proposals, a copy of which will be forwarded to all Proposers who have submitted an "Intent to Respond" form (Attachment F).

Proposer must submit their questions using the "Master Q & A" form found in **Attachment E**, and provide, at a minimum, the following:

- Proposer name, requester, and appropriate contact information.
- The question; clearly stated.
- Specific reference to the applicable Request for Proposals section(s).

RFP SUBMISSION

Upon the submission of the RFP response, the proposer acknowledges that all information is accurate and complete. In addition, please send three (3) hard copies via U.S. mail to the point of contact listed in Section I. An electronic copy of the complete proposal must also be e-mailed or delivered to the contact person.

RFP PROCESS TIMELINES

DATES

RFP/legal ad done:	February 24, 2012
Advertise:	March 1, 2012 March 8, 2012
Proposals due by 5:00PM:	Friday, March 30, 2012
Evaluate and choose:	April 2-6, 2012
Preliminary Council memo due:	12:00 Noon, April 5, 2012 (City Council meeting agenda placeholder)
Finalized Council memo and contract due:	Noon, April 12, 2012 (Complete Council memo with staff recommendation & negotiated agreement)
City Council meeting:	April 23, 2012

SECTION 4: RFP Evaluation and Selection Processes

Initial Evaluation

Proposals received will undergo an initial review to determine:

- Compliance with instructions stated in the RFP
- Compliance with proposal submittal date

Phase II Evaluation

The following criteria will be used by the City of Billings in evaluating the developers submitting responses to this RFP.

- 1. Developer Experience (10 points):**
 - a. Development of HOME/CDBG funded projects.
 - b. Success of comparable developments, as evidenced by the following:
 - i. Economic success (success in attracting buyers or tenants, financing, etc.), and
 - ii. Quality of past projects including architectural/site/design/landscape amenities
 - c. Timeliness of performance
 - d. Ability to deliver products as initially represented, on time and within budget.
- 2. Quality and Creativity of Response to the RFP (20 points):**
 - a. Proposals that provide for the best overall quality and design, while maintaining affordability and with the least assistance from the City, will be judged most favorably.
 - b. Ability to offer the maximum quality to buyers for the most affordable price.
 - c. Ability to design units that achieve Energy Star Certification.
 - d. Ability to incorporate "Visit-ability" standards into unit designs.
 - e. Quality of proposed site design, architectural design, landscape plan and other amenities.
 - f. Ability to incorporate Green building materials into design.
 - g. Demonstration that the key parameters referenced have been considered.
 - h. Compatibility with the surrounding neighborhood, including neighborhood acceptance and support for the proposed design.
- 3. Management/Marketing Experience (10 points):**
 - a. Management success in comparable developments.
 - b. Experience in developing and marketing mixed income housing.
 - c. Success in marketing and sales of developed units.
 - d. Evidence of commitment to outreach to low income buyers.
 - e. Affirmative marketing success.
- 4. Financial Capacity of Developer (20 points):**
 - a. Ability to raise equity and debt financing, including current relationships with major lenders.
 - b. Resources and tenacity commonly referred to as "staying power."
 - c. Amount and type of financial assistance required from the City, if any.
- 5. Organizational/Management Approach (10 points):**
 - a. Clear lines of responsibility within the developer's organization, and between the developer's organization and any other joint venture participants, that the City can rely upon to be responsive and effective.
 - b. Organizations who have achieved Community Housing Development Organization (CHDO) certification through the City of Billings.

6. **Qualifications of the Development Team Members (10 points):**
 - a. Design and development expertise.
 - b. Financial expertise.
 - c. Marketing expertise.
 - d. Management expertise.
7. **Planning/Design Experience (10 points):**
 - a. Housing developments.
 - b. Overall architectural and landscape design quality that meets Universal Design Accessibility Standards.
 - c. Projects in urban and suburban settings.
 - d. Success of previous projects in terms of ability to complete projects on time and within budget.
8. **Economic Impact (10 points):**
 - a. Number of housing units created.
 - b. Total new tax revenues created.
 - c. Total project cost.
 - d. Leverage ratio (i.e., ratio of public to private funding).
 - e. Developer's ability to meet targeted set-asides provided herein.

The City reserves the right to conduct interviews with all or some of the Proposers at any point during the evaluation process. However, the City may determine that interviews are not necessary. In the event interviews are conducted, information provided during the interview process shall be taken into consideration when evaluating firms using the above-stated criteria.

The City also reserves the right to make such additional investigation as it deems necessary to establish the competence and financial stability of any firm submitting a proposal.

SECTION 5: Scope of Work

Below is a general outline of the anticipated scope of work. However, the final scope of work will be negotiated with the successful proposer.

Summary

The City of Billings Community Development Division is seeking a qualified development entity to design, construct, finance, manage development of the property described, market each home/property for sale to low income homebuyers, sell the properties to qualified low income homebuyers, coordinate the transfer of properties to buyers, and other associated tasks that ensure the successful completion of the City's affordable housing goals within the Kings Green Subdivision. This includes the development of ten (10) new affordable single-family homes for low income residents of the City of Billings on vacant lots owned by the City of Billings within the Kings Green Subdivision, 3rd Filing, Phase IV.

1. Design
 - a. Unit types
 - b. Unit mix
 - c. Land use planning, "Visit-ability," Green and/or Energy Star amenities, landscaping/Xeriscaping, and other features

2. Construction
 - a. Schedule/phasing
 - b. Budget
 - c. Quality
 - d. Clean up
3. Financing
 - a. Commitments
 - b. Insurance and bonding
 - c. Financial Planning
4. Management
 - a. Construction
 - b. Neighborhood impacts
 - c. Sales
5. Target Marketing
 - a. Low income
 - b. Special needs group(s)?
6. Selling
 - a. Prior to construction
 - b. After construction
7. Documents
 - a. Ownership transfer
 - b. Recording
8. City of Billings' Affordable Housing goals

ATTACHMENT A

VALIDATION QUESTIONS FOR PROPOSER

GENERAL INFORMATION

- 1) Company Name
Address:
Contact Name:
Contact Phone:
Contact Email:
Website/URL:
- 2) How many facilities/locations do you have in the U.S? Please list.
- 3) How many years has your company been doing business under this name?
- 4) Total Full-Time Employees.
- 5) Do you have Small Business Administration Status? If yes, can you provide documentation?
- 6) What are your standard payment terms?
- 7) References - Please attach a Word[®] document with all contact information for at least the following three references:
 - a) New Company (started doing business with them in the past 12 months)
 - b) Retained Company (have been doing business with them for 3 + years)
 - c) Former Company (contract terminated in the past 2 years)
- 8) Can you provide a statement and meet the City of Billings minimum insurance requirements of \$750,000 per claim and \$1,500,000 per occurrence, and the City being named as an additional insured?

FUNCTIONALITY

- 1) A certificate of insurance must be provided prior to signing the contract, commencing on the day contract begins. Are you willing to comply with these requirements?
- 2) You must instruct your insurance broker/carrier to notify the City of Billings should your coverage change. Are you willing to do this?

QUALITY AND SERVICE

- 1) Do you have a quality assurance program? If yes, please attach a copy.
- 2) Are your employees required to take a mandatory drug test?

LEGAL ISSUES

- 1) Are there any pending lawsuits against your company? If yes, please explain.

REPORTING

- 1) Can your company provide at least monthly progress reports?
- 2) If yes to the previous question, please attach samples of all reports that are currently available.

ATTACHMENT B

STANDARD TERMS AND CONDITIONS

In case of default by the successful proposer or failure to deliver the goods or services within the time specified, the City Purchasing Agent, after written notice, may procure them from other sources and hold contractor responsible for excess costs occasioned thereby.

The specifications attached to the instructions to proposers establish a standard of quality desired by the City of Billings. Any proposer may submit quotations on any article that substantially complies with these specifications as to quality, workmanship and service. The City of Billings reserves the right to make its selections of materials or services purchased, based on its best judgment as to which articles substantially comply with the requirements of the specifications. This RFP is not to be construed as a contract or commitment of any kind.

No alteration in any of the terms, conditions, delivery, quality, or specifications will be effective without prior written consent of the City of Billings.

No exception to delivery or service dates shall be allowed unless prior written approval is first obtained from the City of Billings.

The contractor warrants all articles supplied under this contract to conform to specifications herein. The contractor will deliver a warranty stating that all articles supplied under the contract are fit and sufficient for the purpose manufactured, merchantable, and free from defects.

The contractor agrees not to be discriminate against any client, employee or applicant for employment or for services, because of race, color, creed, sex, age, religion, marital or family status, physical or mental disability, national origin, sexual orientation or gender identity with regard to, but not limited to, the following: employment upgrading; demotion or transfer; recruitment or recruitment advertising; layoffs and termination; rates of pay or other forms of compensation; selection for training; rendition of services. It is further understood that any contractor who is in violation of this shall be barred forthwith from receiving awards of any purchase order for the City unless a satisfactory showing is made that discriminatory practices have terminated and that a reoccurrence of such acts are unlikely.

The City reserves the right to cancel and terminate this contract forthwith upon giving 10 days written notice to the contractor.

Should either party employ an attorney or attorneys or utilize the services of in-house attorneys to enforce any of the provisions hereof or to protect its interest in any manner arising under this contract, the non-prevailing party in any action pursued in a court of competent jurisdiction agrees to pay to the prevailing party all reasonable costs, damages, expenses, and attorneys' fees, including fees for in-house attorneys, expended or incurred in connection therewith.

Where applicable, possible or required, the proposer is required to submit descriptive literature, sample material, design sketches and detailed shop drawings. Failure to submit required items may result in rejection of the proposal or termination of contract.

The successful proposer may not make any advertising or sale use of the fact that contract items are being used by purchaser and other approved agencies, under penalty of contract termination. News releases pertaining to the award resulting from the RFPs shall not be made without prior written approval of the City of Billings.

This Agreement shall be construed and enforced in accordance with the laws of the State of Montana. Venue for any suit between the parties arising out of this Agreement shall be the State of Montana Thirteenth Judicial District Court, Yellowstone County.

The contractor may not assign or subcontract the agreement, or the right to receive reasonable performance of any act called for by the contract, shall be deemed waived by a waiver by City of a breach thereof as to any particular transaction or occurrence.

Regardless of FOB point, contractor agrees to bear all risks of loss, injury, or destruction of goods and materials ordered herein and such loss, injury, or destruction shall not release contractor from any obligation hereunder.

ATTACHMENT C

PRICE MATRIX

(This page to be sent with proposal in a separate, sealed envelope)

Project Name	Price
Kings Green Subdivision, Phase IV, Affordable Housing RFP – TLR03302012	
Estimated costs for City-owned land	
Building site work	
Architectural fees	
Price per square foot	
Landscaping	
Building site clean up work following construction (including removal of excavated dirt)	
Realtor Fee % - Selling Agent	
Realtor Fee % - Business Agent	
Other associated costs (provide breakdown)	

ATTACHMENT D

CONDITIONS AND NON-COLLUSION FORM

To receive consideration, this form must be signed in full by a responsible, authorized agent, officer, employee or representative of your firm.

CONDITIONS AND NON-COLLUSION AGREEMENT

We have read and agree to the conditions and stipulations contained herein and to the Standard Terms and Conditions contained on the attached.

We further agree to furnish the services specified at the prices stated herein, to be delivered to the location and on that date set forth herein.

In signing this proposal, you also certify that you have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a proposal; that this proposal has been independently arrived at without collusion with any other proposer, competitor or potential competitor; that this proposal has not been knowingly disclosed prior to the due date and time to any other proposer or competitor; that the above statement is accurate under penalty of perjury.

_____ Legal Name of Firm/Corporation	_____ Authorized Signature
_____ Address	_____ Printed Name
_____ City/State/Zip	_____ Title
_____ Date	_____ Telephone Number

ATTACHMENT E

MASTER Q & A FORM

PROJECT: Kings Green Subdivison, Phase IV, Affordable Housing RFP – TLR03302012

Master Q&A	Any questions regarding this Request for Proposals should be submitted according to the process outlined below. The City will make every effort to answer within two (2) days of receiving the questions.
Q&A Process	<ol style="list-style-type: none"> 1. Prepare questions or concerns on the template provided. 2. Complete the table in full, providing a date for each question and a section of the RFP to reference (if applicable). 3. Submit the completed form via email to <u>rodier@ci.billings.mt.us</u>. Attach associated documents as necessary. <p>Please contact <u>Tam Rodier at (406) 247-8601</u> with any questions regarding this process.</p>

Questions from: _____ **Company:** _____

Email Address: _____

#	Date	Reference Section	Question or Comment	City Response
1				
2				
3				
4				

ATTACHMENT F

INTENT TO RESPOND FORM

RFP: Kings Green Subdivision, Phase IV, Affordable Housing RFP – TLR03302012

Dated _____

Fax the following **Intent to Respond** form to City of Billings' Community Development Division at (406) 657-8327 within two (2) days of RFP date even if your company chooses NOT to participate in the RFP.

To: City of Billings
Attn: Tam Rodier, Seasonal CD Coordinator
Fax: (406) 657-8327

From: _____	Contact Name
_____	Company Name
_____	Company Address

_____	Phone Number
_____	Fax Number
_____	Email Address

We intend to respond to this RFP by the specified due date:

Yes _____ No _____

Company Name Date

Contact Name (please print) Title

Signature of Contact Person

By signing the above, I certify that I am authorized by the Company named above to respond to this request.

ATTACHMENT G

SUPPLIER CONTACT INFORMATION

Company Contacts:

Primary Contact Person (Name):	
Title/Function:	
Address	
Business Hours Phone:	
Fax:	
Internet E-mail Address:	
Name of Person Responding to Request:	
Title/Function:	
Address:	
Phone:	
Fax:	
Internet E-mail Address:	

General Company and Financial Information

Company Name:	
Headquarters Address:	
City, State, ZIP	
Headquarters Phone:	
Headquarters FAX:	
Company Owned By:	
Percent % Ownership:	
Years In Business	
Name of CIO	
Name of CEO/President:	