



**SOUTHERN NEVADA REGIONAL
HOUSING AUTHORITY**

**REQUEST FOR PROPOSALS
FOR
LEGAL SERVICES**

**RFP NO. 23000
MAY, 2022**

**Submission Deadline:
THURSDAY, JUNE 9, 2023, 10:00 AM (PST)**

**PROCUREMENT DEPARTMENT
340 North 11th Street, Suite 180
Las Vegas, NV 89101**

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SNRHA's Narrative of Services

Southern Nevada Regional Housing Authority (SNRHA), an **Accredited Management Organization®**, was formed in January 2010 through the consolidation of the three housing authorities in the Las Vegas Valley. The consolidated SNRHA is the 32nd largest public housing authority in the country and the 6th largest PHA in HUD Region 9, which encompasses California, Arizona, Nevada and Hawaii.

SNRHA has an annual budget of \$152 million and has received approximately \$20 million in American Recovery and Reinvestment Act (ARRA) funds. Further, the agency has received approximately \$13 million in Neighborhood Stabilization Program (NSP) funds.

SNRHA currently owns and manages 23 public housing properties, 386 scattered site units (single-family homes) totaling 2,651 public housing units. A total of 5,396 residents are served under this program. Of the 23 public housing properties 20 are conventional public housing, six (6) designated senior developments, four (4) designated as elderly/disabled developments, and ten (10) are designated as family developments. The remaining three (3) properties are Mixed Finance public housing properties, one (1) designated senior development, and two (2) are designated as family developments.

SNRHA also administers over 11,000 Housing Choice Vouchers (Section 8) that allow families to rent in the private market and receive a subsidy towards their rent. With this assistance, participants are able to pay approximately 30 percent of their annual adjusted income towards their rent, while the SNRHA pays the remainder. The SNRHA helps provide housing to approximately 28,841 participants under this program.

SNRHA owns and manages an additional 1,035 affordable housing units (non-subsidized) which includes two (2) mobile home parks, two (2) senior sites, four (4) family sites and 32 scattered site units (single-family homes) including 141 NSP single-family homes located in Clark County, Henderson and City of North Las Vegas. Additionally SNRHA manages 38 NSP single-family homes for the City of Las Vegas. The SNRHA helps provide housing to approximately 2,147 residents under this program.

SNRHA through its preservation efforts recently converted three (3) properties from Public Housing to Project Based Vouchers through the Rental Assistance and Demonstration Program (RAD) totaling 323 units, plus 8 HOME units serving a total of 881 residents under this program.

SNRHA has an extensive and honorable lineage as the successor to the Housing Authorities of Las Vegas, North Las Vegas, and Clark County. All of that expertise is now under one roof and we hope to serve our Southern Nevada residents and clients much more efficiently.

SNRHA is made up of staff from diverse cultural, ethnic and racial backgrounds. We believe diversity promotes awareness and understanding, and allows creativity and openness to change. The SNRHA recognizes and celebrates workplace diversity and believes it is an essential part of our organization in order to face the challenges of the future.



Emerging Small Businesses (ESB), Minority, Women-Owned and Small Business Enterprises are encouraged to participate in this Solicitation Process. For additional information regarding ESB, please contact Jeanette Holguin of the Governor's Office at (702) 486-2630 or jholguin@diversifynevada.com



**RFP INFORMATION AT A GLANCE
LEGAL SERVICES, RFP P23000**

<p>SNRHA PRIMARY CONTACT PERSON(S) ONLY: Note: Contact with any other SNRHA staff other than the named within this document is prohibited and will result in your Proposal being rejected. This also includes contact with SNRHA’s Residents and Board of Commissioners.</p>	<p>Linda P. Simpson Telephone: (702) 477-3144 TDD: (702) 387-1898 Email: lpsimpson@snvrha.org, or</p> <p>Wanda Beckett Telephone: (702) 477-3145 Email: wbeckett@snvrha.org</p>
<p>HOW TO OBTAIN THE SOLICITATION DOCUMENTS ON THE APPLICABLE INTERNET SITE:</p>	<p>TO DOWNLOAD DOC & RESPOND TO THIS SOLICITATION: Access the Housing Agency Marketplace website at: ha.economicengine.com Registered Users: “Log in and insert Solicitation No. RRP P23000. Non-Registered Users: You must first register your company before downloading the Solicitation. Click on “New Vendor” to register. Problems accessing the system or registering, call customer support at 866-526-9266, M-F, 9 AM(EST)–5PM (PST)</p>
<p>QUESTIONS & ANSWERS DEADLINE: All questions and answers must be only submitted in writing via ha.economine.engine.com</p>	<p>Mon, May 9, 2022 – May 23, 2022, 3pm, (PST)</p>
<p>PRE-PROPOSAL CONFERENCE:</p>	<p>See Questions & Answers (Q&A) Information above in lieu of Pre-Proposal Conference</p>
<p>PROPOSAL SUBMITTAL RETURN & DEADLINE:</p>	<p>Southern Nevada Regional Housing Authority Linda Simpson Procurement & Contracts 340 N. 11th Street, Suite 180 Las Vegas, NV 89101</p> <p>Thurs, June 9, 2022, 3 PM (PST)</p> <p>Your proposed cost must be entered at ha.economicengine.com by the deadline date and time. Additionally, your three (3), sealed, hard-copy, proposals (one marked original) must be received in-hand and time-stamped by the SNRHA Procurement & Contracts Office no later than 3:00 PM (PST) on the above-stated deadline date.</p>



1.0 SNRHA'S RESERVATION OF RIGHTS:

- 1.1** The SNRHA reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by the SNRHA to be in its best interest.
- 1.2** The SNRHA reserves the right not to award a contract pursuant to this RFP or award a contract to more than one Contractor if it deems it is necessary to do so.
- 1.3** The SNRHA reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 10 days written notice to the successful proposer(s).
- 1.4** The SNRHA reserves the right to determine the days, hours and locations that the successful proposer(s) shall provide the services called for in this RFP.
- 1.5** The SNRHA reserves the right to retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the SNRHA Purchasing Director (PD).
- 1.6** The SNRHA reserves the right to negotiate the fees proposed by the proposer.
- 1.7** The SNRHA reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.
- 1.8** The SNRHA shall have no obligation to compensate any proposer for any costs incurred in responding to this RFP.
- 1.9** The SNRHA reserves the right to accept only one Proposal per company carrying the same Tax Identification Number.
- 1.10** SNRHA reserves the right and requires all contractors to comply with the American Disability Act (ADA) on all contracts which are as follows:
 - 1.10.1** Contractor agrees to comply with the federal statutes relating to non-discrimination. These include, but aren't limited to Section 504 of the Rehabilitation Act of 1973 as amended (29 USC section 794) which prohibits discrimination on the basis of handicap and the Americans with Disabilities Act of 1990.
 - 1.10.2** The Contractor agrees to abide by the requirements of the following as applicable; The Rehabilitation Act of 1973 as amended, the Vietnam Veterans Readjustment Assistance Act of 1974; the Requirements of the ADA of 1990. The Contractor agrees not to discriminate in its employment practices and will render services under this agreement

and any contract entered into as a result of this agreement, without regard to veteran status or disabilities. Any failure to comply with these statutory obligations when applicable shall be grounds for termination of this agreement and any contract entered into as a result of this agreement.

1.11 The SNRHA reserves the right to reject and not consider any bid of which communication between a Proposer and a member of the SNRHA staff, its Residents or Board of Commissioners is violated. Communication regarding this Proposal is prohibited from the time the Proposal is advertised until the Proposal is recommended for award of contract. Questions pertaining to this Proposal shall be addressed only to the “Primary Contact(s)” as specified on page four (4) of this document. Failure to comply with this requirement shall result in the Proposal being considered nonresponsive.

1.12 The SNRHA shall reserve the right to at any time during the RFP or contract process to prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein. **By accessing the Housing Agency Marketplace website at ha.economicengine.com and downloading and responding to this Solicitation, each prospective proposer is thereby agreeing to abide by all terms and conditions listed within this document and within the noted Internet site, and further agrees that he/she will inform the SNRHA’s designated contact(s) in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by the SNRHA that he/she feels needs to be addressed. Failure to abide by this time frame shall relieve the SNRHA, but not the prospective proposer, of any responsibility pertaining to such issue.**

1.2 Protest Procedures: Any prospective or actual proposer, offeror, or contractor in connection with the solicitation of a proposal or award of a contract, shall have the right to protest.

1.2.1 To be eligible to file a protest with the SNRHA pertaining to an award of contract, including small purchase, competitive proposal, or sealed bid the company or individual filing the protest must have been involved in the bid process in some manner (i.e. registered and received the solicitation documents) when the alleged situation occurred. The SNRHA has no obligation to consider a protest filed by any party that does not meet these criteria.

1.2.2 A Proposer who submits an unsuccessful bid may not seek any type of judicial intervention until the Contracting Officer (CO) or his designate(s) have made a determination on the protest and awards the contracts.

1.2.3 Neither the BOC, CO nor its authorized representative is liable for any costs, expenses, attorney’s fees, loss of income or other damages sustained by a

Proposer who submits a bid, whether or not the person files the protest pursuant to this section.

1.2.4 The CO shall review the written protest and supportive data, within ten (10) days after receipt of the written protest, issue a written opinion and decision. This document shall state the reasons for the action taken as well as inform the alleged aggrieved protestant of the right of further administrative review. A copy of this written opinion and decision shall be placed on file.

1.2.5 A Protest shall be in writing, and must include the following:

1.2.5.1 A bond;

1.2.5.2 The name, address and phone number(s) of the protestor;

1.2.5.3 The solicitation/contract number and project title;

1.2.5.4 A detailed statement of the basis for the protest;

1.2.5.5 Supporting evidence or documents to substantiate any arguments;

1.2.5.6 The form of relief or remedy requested;

1.2.5.7 All protests shall be submitted to the CO or his/her designee;

1.2.5.8 The written protest of an award of contract must be received within ten (10) calendar days after bid result notification of the contract award has been sent to the protestor, or the protest will not be considered;

1.2.5.9 All written protest received by the SNRHA must be signed and date/time stamped upon receipt of the written protest;

1.2.5.10 Bond Requirement for Protest;

1.2.5.11 A bond or surety is required to be submitted with the protest documents (noted above);

1.2.5.12 A protest submitted without the bond or security shall not be considered;

1.3 Bond/Security: A bond with good and solvent surety authorized to do business in this State of Nevada, or submit other security, defined as a cashier's check, money order or certified check, endorsed to the SNRHA. The bond or surety must be in an amount equal to 25% of the total value of the bid; and

1.3.1 A bond posted or other security must be submitted with the protest. SNRHA shall hold the bond or other security until a determination is made on the protest.

1.4 Receipt of Protest:

- 1.4.1** Upon timely receipt of the protest, the CO or designee shall review the protest and issue a written decision on the matter within a reasonable time. If the protest is denied, the written decision shall be a final decision, unless an appeal hearing is requested;
- 1.4.2** SNRHA Legal Counsel may be obtained at the approval of the Executive Director (ED)/CO or the designate;
- 1.4.3** Prior to submitting a response to a protest, the CO must ensure compliance with HUD and other applicable regulations;
- 1.4.4** If the protest has been generated by a legal firm then SNRHA Counsel at the discretion of the CO and/or ED shall prepare any all subsequent responses; and
- 1.4.5** If a decision to deny the appeal/protest is unclear SNRHA may consult with legal counsel.

1.5 Response to Protest:

- 1.5.1** The Contracting office shall review the written protest and supportive data, if any. He/she shall, within 10 days after receipt of the written protest, issue a written opinion and decision. This document shall state the reasons for the action taken as well as inform the alleged aggrieved protestant of the right of further administrative review. The CO shall fully document the protest decision in writing in the contract file.

1.6 Denials of Protest:

- 1.6.1** The CO shall notify the protestor in writing of the SNRHA's decision and state the basis for the denial. The notification shall apprise the protestor of any appeal rights in accordance with the SNRHA's protest procedures.
- 1.6.2 Note:** When the protest is denied, the SNRHA may make a claim against the bond or other security in an equal amount to the expenses incurred due to the unsuccessful protest. Any money remaining after the claim has been satisfied must be returned to the company/individual who posted the bond or submitted the security. A request for Appeal Hearing ceases this action until a final determination is made.

1.7 Protest – Appeal Hearing:

- 1.7.1** If the company or individual protesting does not agree with the written opinion and decision issued by the CO, the protestor may request an Appeal Hearing.

1.8 Appeal Hearing Procedures:

1.8.1 The request for an appeal hearing must be delivered in writing (signed and date/time stamped) to the CO within five (5) calendar days of receipt of the written opinion and decision. Failure to request an appeal hearing within five (5) calendar days of receipt of the written opinion and decision or comply with the instructions below shall relieve the SNRHA of any responsibility to consider the request. The following procedures must be adhered to:

1.8.1.1 The request for an appeal hearing must contain the specific reasons for the appeal and all supporting data for those reasons.

1.8.1.2 After review of the request is submitted, it shall be within the administrative powers of the contracting officer to grant or deny any request for administrative appeal.

1.8.1.3 After a complete review of the alleged aggrieved protestant's written request and supporting data, if the ED decides that the request does not merit further consideration, he/she shall render his/her decision in writing to the alleged aggrieved protestant. A decision rendered under this paragraph shall be made within 10 days after the receipt of the alleged aggrieved protestant's request for an administrative hearing. This decision shall be final without further administrative recourse.

1.8.1.4 After a complete review of the protest and findings, if the CO decides that the request merits further consideration, he/she shall forward the protestant's written request, along with a cover letter explaining why it merits further consideration and with a recap of all proposals submitted and a copy of the original written protest, to the SNRHA Legal Counsel for consideration. The SNRHA Legal Counsel shall issue a decision to the protestor, in writing, within 10 days of his/her receipt of such documents.

1.8.1.5 Such written decision delivered to the Protester shall exhaust the SNRHA's internal protest and administrative appeal process available.

2.0 SCOPE OF WORK/TECHNICAL SPECIFICATIONS:

2.1 Specifications: The SNRHA is seeking proposals from qualified licensed, insured and bonded entities to provide a wide range of legal services. These services are a necessary supplement to the daily operation of the SNRHA. The successful proposer shall be the legal advisor to the SNRHA Board of

Commissioners (BOC) and the Executive Director (ED) and services include, but are not limited to the following:

- 2.1.1** Deliverables: Provide monthly status report to the Housing Authority.
- 2.1.2** Attendance and guidance during any or all Authority Board of Commissioners (BOC) meetings (regular or special) and review of BOC meeting agendas; compliance with the Nevada Open Meeting Law; governance requirements contained in the relevant Code of Federal Regulations (CFR), SNRHA Policies and Procedures and By-laws and actions that will put the SNRHA at risk for liability exposure.
- 2.1.3** Conferring with and advising the officers, employees and members of the BOC of the Authority on legal matters and issues when requested.
- 2.1.4** Regulations pertaining to Federal, State and local government, including housing, real estate, procurement and contractual issues.
- 2.1.5** Drafting and/or review of all legal documents, papers, contracts, agreements, certifications, resolutions, specifications, bonds, waivers and such other legal drafting as may be required.
- 2.1.6** Appearance for and representation of the Authority, in court, in all litigated matters except as herein otherwise provided.
- 2.1.7** Guidance to the Authority and staff, as well as representation when necessary, regarding personnel actions, policies and procedures, including but not limited to employment compensation hearings, worker compensation claims, employment discrimination claims and equal employment hearings.
- 2.1.8** Civil rights and fair housing requirements, including claims involving violations of the Civil Rights Act of 1964, the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA).
- 2.1.9** Employment issues, including personnel rules; collective bargaining agreements; discrimination and wrongful termination claims; worker's compensation and compliance with OSHA requirements; including court appearances regarding housing terminations appeal issues.
- 2.1.10** The SNRHA shall retain the right to have the successful proposer provide services in any matter that the SNRHA believes the legal firm is qualified to provide and if, in the opinion of the SNRHA Executive Director, it is in the best interests of the SNRHA to do so.

- 2.1.11** Review of employee benefits contracts, including but not limited to pension plan document, group annuity contracts, group medical insurance contracts, life insurance contracts and disability contracts.
- 2.1.12** Consultation to other attorneys representing the Authority in litigation in which the Authority's liability insurance carrier has retained counsel to represent the Authority and if needed, appearance in said litigation on behalf of the Authority,
- 2.1.13** Please note that the successful proposer will only be providing work pertaining to legal issues commonly addressed by a legal counsel and the successful proposer will not be requested to provide any non-legal program work such as those commonly provided by professional services consulting firms.
- 2.1.14** Review of requirements, obligations and procedures for complete and efficient processing of bankruptcy notices related to (a) Employee matters (payroll) and (b) current or previous public housing residents and/or Section 8 assisted residents.
- 2.1.15** Approval of the legality of contracts and payments thereunder as requested.
- 2.1.16** Handling of all legal questions and matters arising under contracts of the Authority and rendering legal opinions on all matters submitted by the Authority.
- 2.1.17** Review and approval of all documents pertaining to temporary and permanent financing relating to all developments in the Authority inventory.
- 2.1.18** Reviewing, advising and representing the Authority with regard to disputes arising out of contracts between the Authority and its vendors.
- 2.1.19** Advising and representing the Authority with regards to issues and claims arising out of construction contracts.
- 2.1.20** Advising and representing the Authority in connection with disputes arising out of the bid process.
- 2.1.21** Advising and representing the Authority with regard to issues involving the Labor Law.
- 2.1.22** Advise and assist the Authority in connection with the tenant grievance hearings, including appearances at hearings if requested.

- 2.1.23** All legal work in connection with acquisition and/or disposition of real property including the examination of abstracts of title and the furnishing of a consolidated opinion of title in accordance with local regulations.
- 2.1.24** Other legal services as may be requested by the BOC and/or Executive Director.
- 2.1.25** Please note that the preceding is not intended to be an all-inclusive listing of the legal issues that the SNRHA may retain the successful proposer to provide, but is intended to be a representative listing of issues that the SNRHA has previously required such services.
- 2.1.26** The SNRHA reserves the right to, at any time, during the ensuing contract period, and without penalty to the legal counsel retained as a result of this RFP, conduct additional competitive solicitations to retain additional legal counsel when, in the opinion of the SNRHA Executive Director, it is in the best interests of the SNRHA to do so. Accordingly, the legal counsel retained as a result of this RFP shall have the right to also respond to any such additional solicitation process, if conducted.

2.2 Current Contractor: The SNRHA's currently has a contract for legal services with the firm Parker Nelson & Associates of Las Vegas, NV. This firm was retained as pursuant to RFP No. P19052 and from FY2020 to present, the SNRHA has expended \$999,750.00 for Legal Services. This contract ends September 30, 2022.

3.0 PROPOSAL FORMAT:

3.1 Tabbed Proposal Submittal: The SNRHA intends to retain the successful proposer pursuant to a "Best Value" basis, not a "Low Bid" basis ("Best Value" in that the SNRHA will, as detailed within the following Section 4.0, consider factors other than just cost in making the award decision). Therefore, so that the SNRHA can properly evaluate the offers received, all proposals submitted in response to this RFP must be formatted in accordance with the following noted sequence. Each category must be separated by numbered index dividers and labeled with the corresponding tabs as also referenced below. None of the proposed services may conflict with any requirement the SNRHA has published herein or has issued by addendum.

3.1.1 Tab No. 1: Form of Proposal: This form is attached as Attachment A to this RFP document. This 1-page form must be fully completed, executed and submitted under this tab as a part of the proposal submittal.

3.1.2 Tab No. 2: Disclosure of Ownership Form and Disclosure of Conflict of Interest: These forms are attached as Attachment B to this

SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY

RFP document and form must be fully completed, executed and submitted under this tab as a part of the proposal submittal.

3.1.3 Tab No. 3: HUD & SNRHA Required Forms: The following forms are attached as Attachment C to this RFP document and shall be completed, executed and submitted under this tab as part of the proposal submittal:

3.1.3.1 HUD Form 5369-B, *Instructions to Offerors, Non-Construction; (keep for your records)*

3.1.3.2 HUD-5369-C, *Certifications and Representations of Offerors, Non-Construction Contract (return under this Tab)*

3.1.3.3 HUD Form 5370-C *General Conditions for Non-Construction Contracts – Sections 1; (keep for your records)*

3.1.3.4 SNRHA Drug-Free Workplace Certification; *(return under this Tab)*

3.1.3.5 Authorization to Release Information; *(return under this Tab)* and

3.1.3.6 Non-Collusive Affidavit Certification *(return under this Tab)*

3.1.4 Tab No. 4: Proposed Services: As more fully detailed within Section 2.0, *Scope of Proposal/Technical Specifications*, of this document, the proposer shall, at a minimum, clearly detail the information submitted under this tab:

3.1.4.1 The work plan, including key policies and procedures, that the successful proposer will implement to provide the proposed services and the specific results that the proposer expects to affect;

3.1.4.2 If appropriate, how staff are retained, screened, trained and monitored;

3.1.4.3 The proposed quality control program;

3.1.4.4 An explanation and copies of forms that will be used and reports that will be submitted and the proposed method of delivery of such (i.e., written, fax, electronically, etc.)

3.1.4.5 Clearly detail hereunder the proposer's knowledge, experience, technical competence and capability to provide the services detailed therein.

Please note: It is possible that the SNRHA may need the successful proposer to provide additional related services or services of a specialized nature during the term of the contract; if such occurs, the cost for such services will be negotiated at the rates submitted by and/or negotiated with the Successful Proposer or the SNRHA may determine that it's in its best interest to solicit quotes and may do so.

- 3.1.5 Tab No. 5: Managerial Capacity/Financial Viability:** The proposer must submit under this tab a concise description of its managerial and financial capacity to deliver the proposed services, including brief professional resumes for the persons identified within the “*Key Personnel*” section of Attachment B, *Disclosure of Ownership Form*. Such information shall include the proposer's qualifications to provide the services; a description of the background and current organization of the firm.
- 3.1.6 Tab No. 6: Client Information:** The proposer shall submit a listing of former or current clients for whom the proposer has performed similar or like services to those being proposed herein. The listing shall, at a minimum, include:
- 3.1.6.1** The client's name;
 - 3.1.6.2** The client's contact name;
 - 3.1.6.3** The client's telephone number;
 - 3.1.6.4** A brief description and scope of the service(s) and the dates the services were provided.
- 3.1.7 Tab No. 7: Equal Employment Opportunity:** The proposer must submit under this tab a copy of its Equal Opportunity Employment Policy, also is you can show documentation of your *Practice and History of Employing Minorities and/or Women in Professional Positions*, Attachment F, you will be considered for an award of points pursuant to Evaluation Criteria No. 5c – any proposer that does not submit documentation will not be considered for award of such points).
- 3.1.8 Tab No. 8: Subcontractor/Joint Venture Information (Optional Item):** The proposer shall identify hereunder whether or not he/she intends to use any subcontractors for this job, if awarded, and/or if the proposal is a joint venture with another firm. Please remember that all information required from the proposer under the proceeding tabs must also be included for any major subcontractors (10% or more) or from any joint venture.

3.1.9 Tab No. 9: SNRHA's Section 3 Requirements: At the encouragement of HUD, the SNRHA implements a Section 3 Plan for any new contracts that has a labor component for employment opportunities for small businesses and low-income resident/persons. It may be satisfied to the greatest extent feasible by one of the options as indicated in Attachment D. If the successful Proposer plan to submit to the Section 3 Plan, please be mindful that the documents listed within this tab must be completed and placed under this tab as it is subject to the terms and conditions under Section 3 of the HUD Act of 1968, as amended, 12. U.S.C. 1701u.

3.1.10 Tab No. 10: Section 3 Business Preference Documentation (Optional): For any proposer claiming a Section 3 Business Preference, he/she shall under this tab include the fully executed Section 3 Business Certification Form attached as Attachment E and any documentation required by that form. If the Proposer does not claim any Section 3 Business Preference, please place under this tab a statement that reads, "NO SECTION 3 BUSINESS PREFERENCE BEING CLAIMED".

Please note: To apply for a Section 3 Business Certificate, please provide the attached form and required documentation to the following person:

Johnny Shaw | Section 3 Coordinator
SNRHA Procurement, 340 N. 11th St., Las Vegas, NV 89101
Office: 702.477.3146 | Email: jshaw@snvrha.org
Note: It takes 10-15 working days to process an application.

Important: The "Section 3 Business Certificate" must be submitted with the proposal submittal in order to receive Section 3 Business Preference points. Registering on the HUD Section 3 website does not qualify you as a Section 3 Business.

3.1.11 Tab No. 11: Other Information (Optional Item): The Proposer may include under this tab any other general information that he/she believes is appropriate to assist the SNRHA in its evaluation.

3.1.12 If no information is to be placed under any of the tabs (especially the "Optional" tabs), please place a statement such as "NO INFORMATION IS BEING PLACED UNDER THIS TAB" or "THIS TAB LEFT INTENTIONALLY BLANK." DO NOT eliminate the tabs.

3.1.13 Proposal Submittal Binding Method: It is preferred and recommended that the proposer provide the proposal submittals in such a manner that the SNRHA can, if needed, remove the pages (an

appropriate-sized 3 ring binder is preferred) to make copies then return the proposal submittal to its original condition.

3.2 Entry of Proposed Fees: Each proposer **must** enter cost where provided within the Housing Agency Marketplace website at ha.economicengine.com (no www) the proposed hourly costs for the estimated hours where required, at least “1” for each listed item. The system will automatically calculate the quantities multiplied by the proposed unit fees entered. Each Proposer shall also enter a lump sum amount for “Section 3 expenses”, which is based on the percentage of the total annual contract amount for each year. The ensuing total sum (the System will calculate the ensuing total sum for each line item) will be the firm fixed fee for the proposed work. If the same person from your firm will perform the work for multiple positions, then we expect that you will be proposing the same hourly fee for each, though such is not required. Please note that the proposed fees submitted by each Proposer are inclusive of all necessary costs to provide the proposed services, including, but not limited to: employee costs and benefits; clerical support; overhead; profit; supplies; materials; licensing; insurance; etc. Any costs for approved travel required by the SNRHA will be reimbursed at cost except firm-fixed daily fees for lodging, meals, and other such related costs which shall be paid according to SNRHA per diem. For each item, the following "Description" is not to be considered to be a definitive or "all inclusive" description or a minimum or maximum quantity of work, but each are brief descriptions and estimates designed to give the prospective proposers a general "idea" of each item.

3.2.1 Specific line items to be priced: Please Note: “FY2023” means work pertaining to fiscal year-end 2023 and similarly, “FY2024 means work pertaining to fiscal year-end 2024 and so on until the end of the contract term. Also, each Proposer **MUST** propose services (i.e. enter fees) for each of the Lots and must provide a cost for each item within each of those Lots.

3.2.2 Quantities: All quantities entered on the Housing Agency Marketplace website at ha.economicengine.com pertaining to the preceding Section 3.2.1 is for calculating purposes only. As detailed herein, the SNRHA does not guarantee any minimum or maximum amount of work as a result of any award ensuing from this RFP.



The following items must be priced:

LOT 1: ROUTINE DAILY WORK OF FY2023			
NOTE: A COST PROPOSAL MUST BE SUBMITTED AND APPROVED FOR ALL SPECIALIZED SERVICES			
Section	Qty	U/M	Description
3.2.2.1	700	HRS	Partner: Proposed hourly fee for the estimated hours to provide the required services.
3.2.2.2	800	HRS	Associate: Proposed hourly fee for the estimated hours to provide the required services.
3.2.2.3	150	HRS	Paralegal: Proposed hourly fee for the estimated hours to provide the required services.
3.2.2.4	150	HRS	Clerical/Administrative Staff: Proposed hourly fee for the estimated hours to provide the required services.
3.2.2.5	5,000	EA	Reimbursable Copy Costs: The successful proposer shall be responsible for paying for all typical copying costs necessary to provide the services. However, in some cases, the SNRHA may require the successful proposer to copy specific documents in a quantity greater than normal. Such copying must have the prior written approval of the SNRHA and will be reimbursed to the successful proposer by the SNRHA at the rate proposed and/or negotiated.

LOT 2: ROUTINE DAILY WORK OF FY2024			
NOTE: A COST PROPOSAL MUST BE SUBMITTED AND APPROVED FOR ALL SPECIALIZED SERVICES			
Section	Qty	U/M	Description
3.2.2.6	700	HRS	Partner: Proposed hourly fee for the estimated hours to provide the required services.
3.2.2.7	800	HRS	Associate: Proposed hourly fee for the estimated hours to provide the required services.
3.2.2.8	150	HRS	Paralegal: Proposed hourly fee for the estimated hours to provide the required services.
3.2.2.9	150	HRS	Clerical/Administrative Staff: Proposed hourly fee for the estimated hours to provide the required services.
3.2.2.10	5,000	EA	Reimbursable Copy Costs: The successful proposer shall be responsible for paying for all typical copying costs necessary to provide the services. However, in some cases, the SNRHA may require the successful proposer to copy specific documents in a quantity greater than normal. Such copying must have the prior written approval of the SNRHA and will be reimbursed to the successful proposer by the SNRHA at the rate proposed and/or negotiated.



LOT 3: ROUTINE DAILY WORK OF FY2025

NOTE: A COST PROPOSAL MUST BE SUBMITTED AND APPROVED FOR ALL SPECIALIZED SERVICES

Section	Qty	U/M	Description
3.2.2.11	700	HRS	Partner: Proposed hourly fee for the estimated hours to provide the required services.
3.2.2.12	800	HRS	Associate: Proposed hourly fee for the estimated hours to provide the required services.
3.2.2.13	150	HRS	Paralegal: Proposed hourly fee for the estimated hours to provide the required services.
3.2.2.14	150	HRS	Clerical/Administrative Staff: Proposed hourly fee for the estimated hours to provide the required services.
3.2.2.15	5,000	EA	Reimbursable Copy Costs: The successful proposer shall be responsible for paying for all typical copying costs necessary to provide the services. However, in some cases, the SNRHA may require the successful proposer to copy specific documents in a quantity greater than normal. Such copying must have the prior written approval of the SNRHA and will be reimbursed to the successful proposer by the SNRHA at the rate proposed and/or negotiated.

3.3 Proposal Submission: All proposals must be submitted, time-stamped and received in the SNRHA Contract & Purchasing Office no later than the submittal deadline as stated herein (or within any ensuing addendum). A total of 3 proposals: 1 with an original signature (marked "ORIGINAL") and 2 exact copies (each with a cover and extending tabs) and shall be placed in an appropriate-sized 3 ring binder in a sealed package and addressed to:

Southern Nevada Regional Housing Authority
 Attn: Linda Simpson
 Contracts & Purchasing
 340 North 11th Street, Suite 180
 Las Vegas, Nevada 89101

The package exterior must clearly state the RFP number and must have the proposer's name and return address. **Proposals submitted after the published deadline will not be accepted. No exceptions.**

3.4 Submission Conditions: DO NOT FOLD OR MAKE ANY ADDITIONAL MARKS OR NOTATIONS ON THE DOCUMENTS TO BE SUBMITTED! Proposers are not allowed to change any forms contained within this document, either by making

or entering onto these documents or the documents submitted any revisions or additions; and if any such additional marks or notations are entered on any of the documents that are submitted to the SNRHA by the proposer, such may invalidate that proposal. If, after accepting such a proposal, the SNRHA decides that any such entry has not changed the intent of the proposal that the SNRHA intended to receive, the SNRHA may accept the proposal and the proposal shall be considered by the SNRHA as if those additional marks, notations or requirements were not entered on such. By accessing the Housing Agency Marketplace at ha.economicengine.com registering and downloading the documents, each prospective proposer is agreeing to confirm all notices that the SNRHA delivers to him/her as instructed, and by submitting a proposal. The proposer is also agreeing to abide by all terms and conditions published within this document and by addendum pertaining to this RFP.

- 3.5 Submission Responsibilities:** It shall be the responsibility of each proposer to be aware of and to abide by all dates, times, conditions, requirements and specifications set forth within all applicable documents issued by the SNRHA, including the RFP document, the documents listed within the following Section 3.6, and any addenda and required attachments submitted by the proposer. By virtue of completing, signing and submitting the completed documents, the proposer is stating his/her agreement to comply with the all conditions and requirements set forth within those documents. Written notice from the proposer, not authorized in writing by the SNRHA PD, to exclude any of the SNRHA requirements contained within the documents may cause that proposer to not be considered for award.
- 3.6 Proposer's Responsibilities--Contact with the SNRHA:** It is the responsibility of the proposer to address all communication and correspondence pertaining to this RFP process to the SNRHA Primary Contact(s) only. Proposers must not make inquiry or communicate with any other SNRHA staff member or official (including members of the Board of Commissioners) pertaining to this RFP. Failure to abide by this requirement may be cause for the SNRHA to not consider a Proposer's submittal.
- 3.7 Pre-Proposal Conference:** The SNRHA exercises its right not to hold a Pre-Proposal Conference, however, see the Question & Answer Period below.
- 3.8 Question and Answer Period in lieu of Pre-Proposal Conference:** All questions must be asked and answered only through the Housing Agency Marketplace website at ha.economicengine.com so that all questions are answered simultaneously to all registered parties in conjunction with this RFP. The Question and Answer Period is from Mon., May 9, 2022 – Monday, May 23, 2022, 3:00 PM (PST). No questions will be answered after this deadline, no exceptions.



4.0 PROPOSAL EVALUATION:

Evaluation Criteria: The following criterion will be utilized by the evaluation panel appointed by the SNRHA to evaluate each proposal submittal received:

NO.	MAX POINT VALUE	CRITERION DESCRIPTION
1	25 points	The PROPOSED COSTS the proposer proposes to charge the SNRHA and their VALUE to the SNRHA ("Value," based upon the opinion of the evaluators).
2	30 points	The EXPERIENCE that the proposer displays for the work required, based upon the work history and the resumes submitted for the staff proposed to perform the work; the PAST PERFORMANCE of the proposer on prior work of the same or similar nature, based on the letters of reference and/or client lists submitted, and based upon the results of any consultation that the SNRHA chooses to conduct with such; each based upon the opinion of the evaluators.
3	35 points	The SPECIALIZED KNOWLEDGE, TECHNICAL COMPETENCE, CAPABILITY and ABILITY the proposer displays, in that the proposal submittal shows: (a) a knowledge and understanding of the scope of the work to be performed, based upon the evidence submitted of the staff's legal expertise and knowledge of local codes; (b) the resources, or ability to retain the resources, to provide the scope of the work; (c) the capability of the staff to provide the required services supported by references from similar agencies within the State of Nevada, names of the agencies, projects worked on and names and telephone numbers of contact persons; (d) past performance in terms of cost control, quality of work and compliance with performance schedules; and (e) a realistic approach to the performance of the required work; and, in the opinion of the evaluators, the quality of the proposed services. Greater weight will be given to those firms that have the resources in-house to provide the required services.
4	10 points	The OVERALL QUALITY AND PROFESSIONAL APPEARANCE OF THE PROPOSAL SUBMITTED , based upon the opinion of the evaluators.
	100 points	Total points (other than preference points)



4.1 Preference Evaluation Criteria: The following criterion will be utilized by the staff member assigned by the SNRHA to evaluate each proposal submittal received:

NO.	MAX POINT VALUE	CRITERION DESCRIPTION
5		PROPOSER DIVERSITY (NOTE: A max of 10 points awarded)
5a	10 points	Woman or minority-owned business.
5b	5 points	Joint venture with women or minority or SNRHA resident-owned business.
5c	3 points	Practice and history of employing minority and/or women in professional positions.
6		SECTION 3 BUSINESS PREFERENCE PARTICIPATION: A firm may qualify for Section 3 status as detailed within Attachment E. (NOTE: A max of 15 points awarded).
6a	15 points	Priority I: As detailed within Attachment E.
6b	10 points	Priority 2: As detailed within Attachment E.
6c	5 points	Priority 3: As detailed within Attachment E.
	25 points	Preference Points (Additional)
	125 points	Total Possible Points

4.2 Evaluation Method/Plan:

4.2.1 Initial Evaluation for Responsiveness: Each proposal received will first be evaluated for responsiveness (i.e. meets the minimum of the requirements).

4.2.2 Evaluation Packet: An evaluation packet will be prepared for each evaluator, including the following documents:

- 4.2.2.1 Instructions to Evaluators;
- 4.2.2.2 Proposal Tabulation Form;
- 4.2.2.3 Written Narrative Form for each proposer;
- 4.2.2.4 Copy of all pertinent RFP documents.

- 4.2.3 Evaluation Committee:** The SNRHA shall select an Evaluation Committee to evaluate each of the responsive proposals submitted in response to this RFP. PLEASE REMEMBER: No proposer shall be informed at any time during or after the RFP process as to the identity of any evaluation committee member. If, by chance, a proposer does become aware of such, he/she SHALL NOT make any attempt to contact or discuss with such person anything related to this RFP. As detailed within Section 3.6 of this document, the SNRHA's indicated representative is the only person at the SNRHA that the proposers shall contact pertaining to this RFP. Failure to abide by this requirement may (and most likely will) cause such proposer to be eliminated from consideration for award.
- 4.2.4 Restrictions:** All persons having familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a proposer entity will be excluded from participation on the SNRHA evaluation panel. Similarly, all persons having ownership interest in and/or contract with a proposer entity will be excluded from participation on the SNRHA evaluation panel.
- 4.2.5 Evaluation:** The SNRHA PD office will evaluate and award points pertaining to Evaluation Criteria No. 1, 5 and 6. The appointed evaluation panel shall consist of two SNRHA Board Members and 3 individuals of legal expertise, independent of the SNRHA and shall evaluate the responsive proposals submitted and award points pertaining to Evaluation Criteria No. 2, 3 and 4. Upon final completion of the proposal evaluation process, the evaluation panel will forward the completed evaluations to the SNRHA PD's office.
- 4.2.6 Determination of Top-ranked proposer:** The points awarded by the evaluation panel shall be combined with the points awarded by the SNRHA PD's office to determine the final rankings, which shall be forwarded by the SNRHA PD to the SNRHA ED for approval.
- 4.2.7 Minimum Evaluation Results:** To be considered for an award a proposer must receive a total calculated average of at least 80 points of the 125 total possible points detailed within the above-stated Sections 4.0 and 4.1.
- 4.2.8 Award Recommendation:** A written award recommendation will be placed on a scheduled BOC meeting agenda for approval (typical for contracts with a total value greater than \$150,000.00). The SNRHA BOC will then make its determination as to whether or not to follow the evaluation committee's recommendation. Contract price negotiations may, at the SNRHA's option, be conducted prior to or after the BOC approval.

4.2.9 Notice of Results of Evaluation: If an award is granted, all registered proposers will receive by e-mail a Notice of Results of Evaluation. Such notice shall inform proposers of:

4.2.9.1 Which proposer received the award;

4.2.9.2 Where each proposer placed in the process as a result of the evaluation of the proposals received;

4.2.9.3 The cost or financial offers received from each proposer;

4.2.9.4 Each proposer's right to a debriefing and to protest.

5.0 CONTRACT AWARD:

5.1 Contract Award Procedure: If a contract is awarded pursuant to this RFP, the following detailed procedures will be followed:

5.1.1 It is anticipated that upon final completion of the proposal evaluation process, the evaluation panel will forward the completed evaluations to the SNRHA PD. The SNRHA PD will formulate and forward to the SNRHA Executive Director (ED) for approval a written award recommendation. The SNRHA ED will review the recommendation and, if in agreement, take the award recommendation to the SNRHA BOC at a scheduled board meeting for approval (typically for contracts with a total value greater than \$150,000.00). If so, the SNRHA BOC will then make its determination of whether or not to follow the panel's recommendation. If the recommendation is followed and the top-rated proposer is approved for award, all proposers will, as detailed within Section 4.2.9, receive an SNRHA Notice of Results of Evaluation. Contract price negotiations may, at the SNRHA's option, be conducted prior to or after the Board approval. It is anticipated that this award will be placed on August, 2022 Agenda for Board approval.

5.2 Contract Conditions: The following provisions are considered mandatory conditions of any contract award made by SNRHA pursuant to this RFP:

5.2.1 Contract Form: The SNRHA will not execute a contract on the successful proposer's form--contracts will only be executed on the SNRHA form (please see Sample Contract, Attachment G), and by submitting a proposal the successful proposer agrees to do so (please note that the SNRHA reserves the right to amend this form as the SNRHA deems necessary). However, the SNRHA will consider any contract clauses that the proposer wishes to include therein, but the failure of the SNRHA to include such clauses does not give the successful proposer the right to refuse to execute the SNRHA's contract

form. It is the responsibility of each prospective proposer to notify the SNRHA, in writing, prior to submitting a proposal, of any contract clause that he/she is not willing to include in the final executed contract and abide by. The SNRHA will consider and respond to such written correspondence, and if the prospective proposer is not willing to abide by the SNRHA's response (decision), then that prospective proposer shall be deemed ineligible to submit a proposal.

5.2.2 Assignment of Personnel: The SNRHA shall retain the right to demand and receive a change in personnel assigned to the work if the SNRHA believes that such change is in the best interest of the SNRHA and the completion of the contracted work.

5.2.3 Unauthorized Sub-Contracting Prohibited: The successful proposer shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFP (including, but not limited to, selling or transferring the contract) without the prior written consent of the SNRHA PD. Any purported assignment of interest or delegation of duty, without the prior written consent of the SNRHA PD shall be void and may result in the cancellation of the contract with the SNRHA, or may result in the full or partial forfeiture of funds paid to the successful proposer as a result of the proposed contract; either as determined by the SNRHA PD.

5.3 Contract Period: The SNRHA anticipates that it will initially award a contract for a period of one year with the SNRHA's option of two one-year annual renewals for a total of a three-year contract term.

5.4 Licensing and Insurance Requirements: Prior to award (but not as a part of the proposal submission) the *successful proposer* will be required to provide:

5.4.1 An original certificate evidencing the proposer's current industrial (workers compensation) insurance carrier and coverage amount;

5.4.2 An original certificate evidencing General Liability coverage, naming the SNRHA as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the Southern Nevada Regional Housing Authority as an additional insured under said policy (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$2,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000), with a deductible of not greater than \$1,000;

5.4.3 An original certificate showing the proposer's professional liability and/or "errors and omissions" coverage (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$2,000,000), with a deductible of not greater than \$1,000;

- 5.4.4 An original certificate showing the proposer's automobile insurance coverage in a combined single limit of \$1,000,000 or for every vehicle utilized during the term of this contract, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$50,000/\$100,000 and medical pay of \$5,000.
- 5.4.5 A copy of the proposer's business license allowing that entity to provide such services within the City of Las Vegas;
- 5.4.6 If applicable, a copy of the proposer's license issued by the State of Nevada licensing authority allowing the proposer to provide the services detailed herein.
- 5.4.7 The requested related information shall also be entered where provided for on the Disclosure of Ownership Form (DO NOT ATTACH OR SUBMIT COPIES WITHIN THE PROPOSAL SUBMITTAL--we will garner the necessary certificates from the successful proposer prior to contract execution).

5.5 Right To Negotiate Final Fees: The SNRHA shall retain the right to negotiate the amount of fees that are paid to the successful proposer, meaning the fees proposed by the top-rated proposer may, at the SNRHA's options, be the basis for the beginning of negotiations. Such negotiations shall begin after the SNRHA evaluation panel has chosen a top-rated proposer. If such negotiations are not, in the opinion of the SNRHA PD successfully concluded within 5 business days, the SNRHA shall retain the right to end such negotiations and begin negotiations with the next rated proposer. The SNRHA shall also retain the right to negotiate with and make an award to more than one proposer, as long as such negotiation(s) and/or award(s) are addressed in the above manner (i.e. top-rated first, then next-rated following until a successful negotiation is reached).

5.6 Contract Service Standards: All work performed pursuant to this RFP must conform and comply with all applicable local, state and federal laws.

6.0 SNRHA Properties: Following for your information, are listed a number of developments and facilities that the SNRHA owns and operates within Clark County, Nevada. The SNRHA does not guarantee that it will retain the successful proposer to do work for or within any minimum of maximum number of these developments/facilities, but provides this listing as an informational item only. The SNRHA reserves the right to contract for work with the successful proposer at these or any other sites the SNRHA may own or have jurisdictional control.



NO.	PROPERTY/ADDRESS (Updated May 15, 2017)	UNITS	TYPE
1	Aida Brents Gardens, 2120 Vegas Dr., LV, NV 89106 (PH)	24	Senior
2	Archie Grant Park, 1720 Searles Ave., LV, NV 89101 (AH)	125	Senior
3	Arthur D. Sartini Plaza Annex, 5200 Alpine St., LV, NV 89107 (PH)	39	Senior
4	Arthur D. Sartini Plaza, 900 Brush St., LV, NV 89107 (PH)	220	Senior
5	Bassler/McCarran/Statz, Bassler, McCarran & Statz Sts, NLV, NV 89030 (AH)	20	Family
6	Biegger Estates, 5701 Missouri Avenue, LV, NV 89122 (3PM) (RAD)	19	Family
7	Brown Homes, Flamingo & Perry Streets, LV, NV 89122 (AH)	124	Family
8	Dorothy Kidd Park, 3903 Stewart Ave., LV, NV 89110 (AH)	107	Senior
9	Ernie Cragin Terrace, Valley & 28 th St., LV, NV 89101 (PH)	40	Family
10	Espinoza Terrace, 171 Van Waggenen St., HN, NV 89015 (PH)	100	Senior
11	Eva Garcia Mendoza, 1950 N Walnut Ave., LV, NV 89115 (AH)	128	Family
12	Hampton Court, 1030 Center St., HN, NV 89015 (PH)	100	Family
13	Harry Levy Gardens, 2525 W. Washington Ave., LV, NV 89106 (PH)	150	Senior
14	Housing Programs Office, 380 N. Maryland Parkway, LV, NV 89101 (AH)		Office Building
15	Howard Cannon Center, 340 N. 11 th St., LV, NV 89101 (AH)		Office Building
16	Hullum Homes, 4980 E. Owens Ave., LV, NV 89115 (PH)	59	Family
17	James Down Towers, 5000 W. Alta Ave., LV, NV 89107 (PH)	200	Senior
18	Janice Brooks Bay, 5201 Walnut Ave., LV, NV 89110 (AH)	100	Family
19	Jones Gardens, 1750 Marion Dr., LV, NV 89115 (PH)	90	Family
20	Landsman Gardens, 750 Major Avenue, HN, NV 89015 (3PM) (RAD)	100	Family
21	Lubertha Johnson, 3900 Perry St., LV, NV 89122 (PH)	112	Senior
22	Marble Manor Annex, MLK & Wyatt, LV, NV 89106 (PH)	20	Family
23	Marble Manor, Washington & H Streets, LV, NV 89106 (PH)	235	Family
24	Marion D. Bennett Plaza, 1818 Balzar Ave., LV, NV 89106 (PH)	65	Senior
25	Otto Merida Desert Villas, 3901 E. Chas Blvd, LV, NV 89110 (3PM) (PH +LIHTC)	60	Family
26	Robert Gordon I-VII, 420 N. 10 th St., LV, NV 89101 (AH)	206	Senior
27	Robert Gordon Plaza VIII, 322 N. 10 th St., LV, NV 89101 (AH)	43	Senior
28	Rose Gardens, 1632 Yale Ave., NLV, NV 89030 (3PM) (RAD)	120	Senior
29	Rulon Earl Mobile Manor #1, 3909 E. Stewart Ave., LV, NV 89110 (AH)	71	Senior
30	Rulon Earl Mobile Manor #2, 3903 E. Stewart Ave., LV, NV 89110 (AH)	51	Senior
31	Scattered Site Homes AH:185; PH:386	571	Family
32	Schaffer Heights, 2901 Schaffer Circle, LV, NV 89121 (PH)	75	Senior
33	Sherman Gardens Annex, 909 Doolittle St., LV, NV 89106 (PH)	154	Family
34	Sherman Gardens, 1701 N. "J" St., LV, NV 89106 (PH)	80	Family
35	Simmons Manor, 5385 Austin John Ct., LV, NV 89122 (PH)	61	Family
36	Vera Johnson A, 1200 Harris Avenue, LV, NV 89101 (3PM) (RAD)	76	Family
37	Vera Johnson B, 503 N Lamb Blvd., LV, NV 89110 (3PM) (RAD)	112	Family
38	Villa Capri, 1801 N "J" St., LV, NV 89106 (PH)	60	Family
39	W. F. Cottrell Admin Building, 5380 E. Flamingo Road 89122 (AH)		Office Building

AH=Affordable Housing Program or housing that is not federally subsidized
LIHTC=Low Income Home Tax Credit RAD= Rental Assistance Demonstration

Program Conversion

Scattered Site Homes=Single-family homes located throughout Clark County, NV

3PM=Third Party Management

PH=Public Housing or Federally subsidized housing

- 7.0 Attachments:** It is the responsibility of each proposer to verify that he/she has downloaded the following attachments pertaining to this RFP:
- 7.1** Attachment A: Form of Proposal;
 - 7.2** Attachment B: Disclosure of Ownership and Disclosure of Conflict of Interest
 - 7.3** Attachment C: HUD & SNRHA Required Forms:
 - 7.3.1** form HUD-5369-B, *Certifications and Representations of Offerors – Non-Construction Contract*;
 - 7.3.2** HUD Form 5369-C, *Representations to Offers, Non-Construction*,
 - 7.3.3** HUD Form 5370-C, *General Conditions for Non-Construction Contracts, Section 1*;
 - 7.3.4** SNRHA Drug-Free Workplace Certification;
 - 7.3.5** Non-Collusive Affidavit Certification; *and*
 - 7.3.6** Authorization to Release Information
 - 7.4** Attachment D: SNRHA Section 3 Clause and Contractor Response Form;
 - 7.5** Attachment E: Section 3 Business Preference Information
 - 7.6** Attachment F: Practice and History of Employing Minorities and/or Women in Professional Positions
 - 7.7** Attachment G: SNRHA Sample Contract Form and Addendum to Engagement Agreement (please note that this contract is being given as a sample only--the SNRHA reserves the right to revise any clause herein and/or to include within the ensuing contract any additional clauses that the SNRHA feels it is in its best interests to do so);