



# Clermont Metropolitan Housing Authority

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www.clermontmha.org

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## REQUEST FOR PROPOSAL LAYOUT for Architectural Services for Clermont Metropolitan Housing Authority (“CMHA”) and its Instrumentalities

### **Section One:**

- 1) Attachment 1 Company Profile Form \_\_\_\_\_
- 2) Qualifications and Experience of Principals and/or Agents Assigned to Project \_\_\_\_\_
- 3) Attachment 2 Section 3 & M/WBE Information \_\_\_\_\_
- 4) Attachment 3 References \_\_\_\_\_
- 5) Proof of Insurance & Licensing \_\_\_\_\_

### **Section Four:**

- 6) Letter of Interest \_\_\_\_\_
- 7) Structure, Focus and Capacity of Offeror \_\_\_\_\_
- 8) Ancillary Services \_\_\_\_\_
- 9) Workplan & Approach \_\_\_\_\_
- 10) Fee Proposal \_\_\_\_\_
- 11) Supplemental Materials: Other Items for Consideration \_\_\_\_\_

### **Section Six:**

- 12) Attachment 4 W-9 Form \_\_\_\_\_
- 13) Attachment 5 General Conditions for Non-Construction Contracts  
HUD FORM 5370 C \_\_\_\_\_
- 14) Attachment 6 Certification Regarding Debarment & Suspension  
HUD FORM 2992 \_\_\_\_\_
- 15) Attachment 7 Certification of Payments to Influence Transactions \_\_\_\_\_
- 16) Attachment 8 Disclosure of Lobbying Act \_\_\_\_\_
- 17) Attachment 9 Certification of Offerors for Non-Construction  
HUD FORM 5369-C \_\_\_\_\_
- 18) Attachment 10 Model Agreement Between Owner & Design Professional  
HUD FORM 51915 \_\_\_\_\_

### **Section Seven:**

- 19) Attachment 11 Respondent Checklist \_\_\_\_\_