

**HOUSING FINANCE AUTHORITY
Palm Beach County, Florida
(the "Authority")**

REQUEST FOR QUALIFICATIONS

TITLE: PRE-QUALIFICATION FOR SUPPLYING CREDIT UNDERWRITING SERVICES AND LOAN SERVICING FOR THE AUTHORITY'S SURPLUS FUNDS LOAN PROGRAM

CONTACT: DAVID BRANDT, EXECUTIVE DIRECTOR

TELEPHONE NO.: (561) 355-4784 FAX NO. (561) 355-4191

SUBMISSION DATE:

March 25, 2009 at 5:00 p.m.

SUBMIT TO: HOUSING FINANCE AUTHORITY OF PALM BEACH COUNTY, FLORIDA, ATTN.: DAVID BRANDT, EXECUTIVE DIRECTOR, 810 DATURA STREET, WEST PALM BEACH, FL 33401.

It is the responsibility each party responding to this Request for Qualifications ("Respondent") to insure that all pages are included. Therefore, all Respondents are advised to closely examine this package. Any questions regarding the completeness of this package should be immediately directed to David M. Brandt, Executive Director of the Authority, at the number listed above.

It is requested that all documents be submitted in triplicate, with one original and two copies.

Respondents shall submit in a sealed package, with all necessary documentation and the Qualification Response Form attached hereto signed in ink by an agent of the company having authority to bind the company or firm. Failure to do so shall be cause for rejection of your Request for Qualification.

IN ACCORDANCE WITH THE PROVISIONS OF ADA, THIS DOCUMENT MAY BE REQUESTED IN AN ALTERNATE FORMAT.

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This Request for Qualifications, General Conditions, Instructions and Information, Specifications, Attachments, Amendments (if issued) and/or any other referenced document form a part of this solicitation and response thereto, and by reference are made a part thereof. The Respondents who are determined to be qualified to provide the requested services ("Qualified Respondents") shall be bound by all terms, conditions and requirements in these documents.

PURPOSE AND EFFECT: It is the sole purpose and intent of this Request for Qualifications to select a sufficient number of Qualified Respondents to provide the Authority with credit underwriting services and loan servicing as listed herein. The Qualified Respondents are hereby placed on notice that acceptance of such Respondent's Request for Qualifications by the Authority shall constitute a binding contract.
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PART I: GENERAL CONDITIONS, INSTRUCTIONS AND INFORMATION

1. GENERAL INFORMATION

These documents constitute the complete set of specifications, terms, conditions, requirements and qualifications which, in addition to the fee terms to be established upon selection of Qualified Respondents as described below, forms the binding contract between the Authority and the Qualified Respondents. **IT IS THE RESPONSIBILITY OF THE RESPONDENT TO INSURE THAT ALL PAGES AND ALL AMENDMENT(S) ARE RECEIVED. Changes to this Request for Qualifications shall be made only by written amendment issued by the Authority.** All Respondents are advised to closely examine this package. Any questions regarding the completeness of this package and any amendment thereto should be immediately directed in writing to the Executive Director identified above and will be provided to all Respondents prior to opening. Oral explanations or instructions given by any representative of the Authority are not binding and should not be interpreted as altering any provision of this document.

The obligations of the Authority under this award are subject to the availability of funds lawfully appropriated for its purpose.

Respondents are cautioned that any condition, qualification, provision or comment in their response to this Request for Qualifications, or in other correspondence transmitted with their response, which in any way modifies, takes exception to, or is inconsistent with the specifications, requirements, or any of the terms, conditions or provisions of this Request for Qualifications, is sufficient cause for the rejection of their Request for Qualification as non-responsive.

2. SUBMISSION OF RESPONSE

ALL RESPONSES MUST BE SUBMITTED WITH THE PROVIDED "QUALIFICATION RESPONSE" FORM AND SUPPORTING DOCUMENTATION, IN A SEALED PACKAGE, ON THE DATE AND AT OR BEFORE THE TIME SET FORTH ON THE COVER OF THIS REQUEST FOR QUALIFICATIONS.

All responses must be typewritten or written in ink, and must be signed in ink by an officer or employee having authority to bind the company or firm.

Respondents should submit the following information with the Qualification Response form:

- a) Certificate of Status from the Secretary of State for Florida to demonstrate that Respondent is properly registered to conduct business in the State of Florida. It shall also be the responsibility of each Qualified Respondent to submit, prior to commencement of the services, a current Business Tax Receipt for Palm Beach County unless specifically exempted by law.
- b) Experience record showing Respondent has a minimum of five (5) years experience in commercial lending and mortgage financing pertaining to acquisition, development and construction of multifamily qualifying housing developments and affordable housing.
- c) List a minimum of three (3) references, complete with contact person, location, dates of contract, address and telephone number. A contact person shall be someone who has personal knowledge of the Respondent's performance for the specific requirement listed. Each contact person must have been informed that they are being used as a reference and that the Authority may be calling them. **DO NOT** list persons who will be unable to answer specific questions regarding the requirement.
- d) Experience record demonstrating ability to analyze corporate financial statements including, but not limited to, balance sheets, income statements, and statements of changes in financial position, and to evaluate the credit acceptability of individuals, partnerships, corporations, and other entities.
- e) Experience record demonstrating a broad knowledge of lending practices and loan servicing practices for mortgages and construction loans and the financial structures of individuals, partnerships, and other entities.
- f) Respondent shall list the name and telephone number of their company's contact person.
- g) Copies of all applicable licenses and certificates.
- h) Copies of Insurance Certificates per requirements of Term & Condition #7.
- i) Fee quote for performance of the specified services.

Respondents shall include in their response sufficient evidence to confirm a satisfactory performance record. Such information may include an adequate financial statement of resources, the ability to comply with required or proposed delivery or performance schedule, a satisfactory record of integrity and business ethics, the necessary organization, experience, accounting and operation controls, and technical skills, and be otherwise qualified and eligible to receive an award under applicable laws and regulations.

RESPONDENTS WHO DO NOT PROVIDE THE ABOVE REQUESTED INFORMATION SHALL BE DETERMINED TO BE INELIGIBLE TO PARTICIPATE IN THE PERFORMANCE OF THE SPECIFIED SERVICES.

3. ACCEPTANCE/REJECTION OF RESPONSES

The Authority reserves the right to:

- A. Accept or reject any or all responses and qualify Respondents which, in the opinion of the Authority, will be in the best interest of and/or the most advantageous to the Authority.
- B. Waive any non-substantive irregularities and technicalities in responses submitted.
- C. Reject the response of any Respondent who has previously failed in the proper performance of an award or to deliver on time contracts of a similar nature, who has been suspended or debarred from doing business with the Authority or with Palm Beach County, Florida (the "County"), or who is not in a position to perform properly under this award.
- D. Request and review additional information substantiating claims made in submitted responses as well as financial information regarding the Respondent in order to make a determination as to such Respondent's ability to perform.

4. QUALIFICATION OF RESPONDENTS

All responsive, responsible Respondents who are in the business of providing credit underwriting services and loan servicing to political subdivisions in connection with the evaluation of proposals for qualifying housing developments and affordable housing developments that will be funded in part with loans to be made by the Authority from its surplus funds, and who meet the terms and conditions of this solicitation, will be notified by the Authority that they are a Qualified Respondent.

All Qualified Respondents shall be included on the Authority's Qualified Respondent List and are eligible, at any time, to perform contracts in accordance with this solicitation.

Qualified Respondents who no longer want to be solicited may request, in writing, that their company be removed from the Qualified Respondent List. Contact David Brandt, Executive Director (561) 355-4784, for removal from this list. The Authority reserves the right to add Qualified Respondents at any time.

5. METHOD OF RETAINING SERVICES.

Qualified Respondents shall be placed on the Qualified Respondents List and their services shall be used on a rotating basis, as needed. If a Qualified Respondent chooses not to provide services when it is such Qualified Respondent's turn in the rotation, the next Qualified Respondent on the list will be contacted and the Qualified Respondent who has passed on their turn in the rotation will not be afforded the opportunity to provide services until all other Qualified Respondents on the list have had an opportunity to perform services. Each Qualified Respondent will be notified when it is their turn to provide services and will be paid the predetermined fee to be established by the Authority pursuant to Section 6 below. All terms and conditions of this Request for Qualifications are applicable and become a part of the contract for each engagement.

6. COMPENSATION.

The Authority will review all fee quotes submitted by Qualified Respondents in their responses to this Request for Qualifications and, based on this information, determine a fair and equitable fee to be paid by the Authority to each Qualified Respondent for each engagement of the specified services. At the time Respondents are notified that they qualify to perform the services, the Authority will inform each Qualified Respondent of the fee that has been established by the Authority for each engagement for services. Qualified Respondents who accept the fee offered by the Authority will be placed on the Authority's Qualified Respondents List and will be given the opportunity to provide services on a rotating basis. Qualified Respondents who do not wish to perform the services at the fee offered by the Authority can request that their name be removed from the Qualified Respondents List.

7. INSURANCE REQUIRED

It shall be the responsibility of the Respondents to provide evidence of the following minimum amounts of insurance coverage with their response:

Workers' Compensation and Employer's Liability coverage to apply to all employees of Respondent, regardless of the size of the company. Coverage must include Employer's Liability with minimum limits of \$100,000 Each Accident, \$500,000 Disease-Policy Limit, \$100,000 Disease-Each Employee.

Business Auto Policy, or similar form, shall have minimum limits of \$500,000 Per Occurrence Combined Single Limit for Bodily Injury and Property Damage Liability. Coverage shall include coverage for all Owned Autos, Hired Autos and Non-owned Autos. (In this context, the term "Autos" is interpreted to mean any land motor vehicle, trailer or semitrailer designed for travel on public roads.)

Commercial General Liability, or similar form, shall have minimum limits of \$500,000 Per Occurrence Combined Single Limit for Bodily Injury, Personal Injury and Property Damage Liability. Coverage shall include Premises and/or Operations, Independent Contractors, Products and/or Completed Operations, Personal Injury/Advertising Liability, Professional Liability, Contractual Liability and Broad Form Property Damage coverages.

Except as to Business Auto, Workers' Compensation and Employer's Liability (and Professional liability, when applicable), Certificate(s) of coverage shall clearly confirm that coverage required by the contract has been endorsed to include the Authority as an Additional Insured.

Further, said Certificate(s) shall unequivocally provide thirty (30) days written notice (except 10 days for non-payment) to the Authority prior to any adverse change, cancellation or non-renewal of coverage thereunder.

It is the responsibility of the Qualified Respondent to ensure that all required insurance coverages are maintained in force throughout the term of the contract. Failure to maintain the required insurance will be considered default of contract. All insurance must be acceptable to and approved by the Authority as to form, types of coverage and acceptability of the insurers providing coverage.

All insurance provided hereunder shall be endorsed to show that it is primary as respect to Authority.

8. **TERM**

The terms and conditions of this Request for Qualifications shall remain in full force and effect and shall apply to all engagements for the services by the Authority. The term hereof shall continue indefinitely and termination shall be at the sole option of the Authority.

9. **LEGAL REQUIREMENTS**

- A. **Compliance with Laws and Codes:** Federal, State, County, and local laws, ordinances, rules and regulations and rules, regulations and policies of the Authority that in any manner affect the items covered herein apply and Qualified Respondents shall strictly comply therewith. Lack of knowledge by the Qualified Respondent shall in no way be a cause for relief from responsibility.
- B. **Discrimination Prohibited:** The Authority is committed to assuring equal opportunity in the award of contracts and complies with all laws prohibiting discrimination. Qualified Respondents are prohibited from discriminating against any employee, applicant, or client because of race, color, religion, disability, sex, age, national origin, ancestry, marital status, or sexual orientation.
- C. **Non-Collusion:** Each Respondent certifies that it has entered into no agreement to commit a fraudulent, deceitful, unlawful, or wrongful act, or any act which may result in unfair advantage for one or more Respondents over other Respondents. Conviction for the commission of any fraud or act of collusion in connection with any sale, bid, quotation, proposal or other act incident to doing business with the Authority or the County may result in permanent debarment.
- D. **No premiums, Rebates or Gratuities Permitted:** either with, prior to or after any delivery of material or provision of services. Any such violation may result in award cancellation, return of materials, discontinuation of services, removal from the Qualified Respondent List, and/or debarment or suspension from doing business with the Authority.
- E. **Conflict of Interest:** All Respondents shall disclose with their response to this Request for Qualifications the name of any officer, director or agent who is also an employee of, or a relative of an employee of, the County, a relative of an employee or member of the Authority, or an employee of, or relative of an employee of, the employer of any member of the Authority. Further, all Respondents shall disclose the name of any County employee, relative of a County employee, relative of an employee or member of the Authority, or an employee of, or relative of an employee of, the employer of any member of the Authority who owns, directly or indirectly, an interest of ten percent or more in the Respondent's firm or any of its branches.
- F. **Lobbying:** Respondents are advised that the County's Lobbyist Registration Ordinance prohibits a Respondent, or anyone representing a Respondent, from communicating with any Authority member, staff or agent authorized to act on the Authority's behalf in connection with this Request for Qualifications, i.e., a "Cone of Silence." The "Cone of Silence" is in effect from the date/time of the deadline for submission of responses to this Request for Qualifications, and terminates at the time the Authority identifies Qualified Respondents, rejects all responses, or otherwise takes action which ends the solicitation process. Respondents may, however, contact the Executive Director of the Authority via written communication, i.e., facsimile, e-mail or U.S. mail, strictly with respect to questions relating to this Request for Qualifications, which written communications shall be made available to all other Respondents. Violations of the "Cone of Silence" are punishable by a fine of \$250 per violation.
- G. **Indemnification:** Regardless of the coverage provided by any insurance, Qualified Respondents shall indemnify, save harmless and defend the Authority, its agents, servants or employees from and against any and all claims, liability, losses and/or causes of action which may arise from any negligent act or omission of the Qualified Respondent, its agents, servants or employees during the course of performing services pursuant to this Request for Qualifications.
- H. **Public Records:** Any material submitted in response to this Request for Qualifications will become a public document pursuant to Section 119.07, F.S. This includes material which the Respondent might consider to be confidential or a trade secret. Any claim of confidentiality is waived upon submission, effective after opening of responses to this Request for Qualifications pursuant to Section 119.07, F.S.
- I. **Incorporation, Precedence, Jurisdiction:** The terms and conditions of this Request for Qualifications shall be binding on Qualified Respondents for so long as the Qualified Respondent remains on the Qualified Respondents List. Any and all legal action necessary to enforce this contract will be held in the County and the contractual obligations will be interpreted according to the laws of Florida.
- J. **Independent Contractor Relationship:** Qualified Respondents are, and shall be, in the performance of all work, services and activities under this contract, an independent contractor and not an employee, agent or servant of the Authority. All persons engaged in any of the work or services performed pursuant to this contract shall at all times, and in all places, be subject to the Qualified Respondent's sole direction, supervision and control. Qualified Respondents shall exercise control over the means and manner in which it and its employees perform the work, and in all respects, each Qualified Respondents' relationship, and the relationship if their employees, to the Authority shall be that of an independent contractor and not as employees or agents of the Authority.

- K. **Successors and Assigns:** The Authority and Qualified Respondents each bind itself and its successors and assigns to the other party in respect to all provisions of this contract. Qualified Respondents shall not assign, convey or transfer their rights or obligations under this contract without the prior written consent of the Authority.
- L. **Legal Expenses:** The Authority shall not be liable to Respondents for any legal fees, court costs, or other legal expenses arising from the interpretation or enforcement of this contract, or from any other matter generated by or relating to this Request for Qualifications.
- M. **Public Entity Crimes:** Section 287.133, F.S. requires the Authority to notify all Respondents of the following:
A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, F.S. for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

10. CONTRACT ADMINISTRATION

- A. **Payment:** Payment will be made by the Authority after services have been received, accepted and properly invoiced.
- B. **Default:** The Authority may, by written notice of default to a Qualified Respondent, terminate the contract in whole or in part if such Qualified Respondent fails to satisfactorily perform any provisions of this Request for Qualifications or resultant contract, or fails to make progress so as to endanger performance under the terms and conditions of this Request for Qualifications or resultant contract, and does not remedy such failure within a period of 10 days (or such longer period as the Authority may authorize in writing) after receipt of notice from the Authority specifying such failure. In the event the Authority terminates this contract in whole or in part because of a default of a Qualified Respondent, the Authority may procure services similar to those terminated, and the Qualified Respondent shall be liable for any excess costs incurred due to this action.

If it is determined that the Qualified Respondent was not in default or that the default was excusable (e.g., failure due to causes beyond the control of, or without the fault or negligence of, the Qualified Respondent), the rights and obligations of the parties shall be those provided in Section #10 C., "Termination for Convenience," below.

- C. **Termination for Convenience:** The Authority may, whenever the interests of the Authority so require, terminate the contract, in whole or in part, for the convenience of the Authority. The Authority shall give written notice of termination to the Qualified Respondent, specifying the portions of the contract to be terminated and when the termination becomes effective. If only portions of the contract are terminated, the Qualified Respondent has the right to withdraw, without adverse action, from the entire contract.

Unless directed differently in the notice of termination, the Qualified Respondent shall incur no further obligations in connection with the terminated work, and will stop work to the extent specified and on the date given in the notice of termination.

11. SMALL BUSINESS ENTERPRISE; PALM BEACH COUNTY CODE, CHAPTER 2, ARTICLE III, SECTIONS 2-80.21 THRU 2-80.34 ("SBE ACT")

The Authority follows the County's policy that Small Business Enterprises shall have the maximum practical opportunity to participate in the competitive process of supplying services to the Authority as set forth in the SBE Act. Any Respondent who has been certified as an SBE under the SBE Act shall include a statement with their response to this Request for Qualifications notifying the Authority of such certification.

PART II: SPECIFICATIONS FOR CREDIT UNDERWRITING SERVICES AND LOAN SERVICING

1. GENERAL

The sole purpose of this solicitation is to identify Qualified Respondents to supply credit underwriting services and loan servicing in connection with mortgage loans to be made from the Authority's surplus funds for the development of qualifying housing developments and affordable housing in the County.

Authority representatives for this contract are David Brandt, Executive Director, (561) 355-4784 and Christy S. Evans, General Counsel, (561) 650-7975.

2. SCOPE OF WORK

Qualified Respondents shall be responsible for:

A. Credit Underwriting, General

Qualified Respondents shall provide the Authority with a credit underwriting of the projects for which an application for financing in the form of a loan of the Authority's surplus funds has been submitted (each a "Project"), as requested by the Authority. The credit underwriting analysis of a Project shall include a recommendation as to whether the requested loan amount is adequate, what total amount is necessary for the financial feasibility and viability for such Project, and reasonableness of the assumptions for loan repayment. The Qualified Respondent shall meet with the Authority or its agent and the applicant, if necessary, of each Project, as requested by the Authority.

Credit underwriting for any Authority program shall comply with all applicable Florida Statutes, the Palm Beach County Code, and the Authorities rules, regulations and policies.

B. Credit Underwriting Review Process

The process to be used by the Qualified Respondent in the performance of a credit underwriting analysis shall include, at a minimum, the factors outlined below:

- Evaluate developer's, guarantor's, if any, and general contractor's ability to complete the Project, based on their financial capability and stability as well as contingent liability for the developer and guarantor, if any, and prior experience with the development of similar projects.
- Evaluate the developer's pro-forma and requested financing to determine (i) whether the developer has the resources to fund the cost of the Project, (ii) the minimum Authority loan amount necessary in order to ensure the Project's financial feasibility and/or completion, and (iii) the reasonableness of the developer's assumptions for complete repayment of all Project financing, including the Authority's loan funding.
- Evaluate financial capacity and stability of any other sources of financing, grant funding, end loan commitment or equity source, including the review of such commitments or agreements, and determine whether the Project complies with the terms of these other funding sources.
- Perform a credit analysis of developer, principals of the developer, guarantors, if any, and general contractors.
- Review the cost estimates and certifications from the developer's architect, engineer or other professionals.
- Review local governmental approvals necessary to commence construction of the Project.
- Obtain and review a plan and cost review or a physical needs assessment where applicable for the Project.
- Review the appraisal to determine whether the value of the land and completed or to be completed improvements supports the acquisition/construction values and costs and the proposed lease and/or sales price of the each type of proposed residential unit.

C. Establishment of Financing Terms and Credit Underwriting Standards.

Assist the Authority with establishment of financing and operating terms and conditions, including minimum credit underwriting standards, for each type of Project under consideration

D. Loan Disbursement and Servicing

- Assist the Authority with establishment of loan disbursement and servicing terms and conditions.
- Assist the Authority with the terms and conditions of any loan commitment, and review loan documentation to ensure that the loan terms outlined in the credit underwriting report are incorporated into the loan documents.
- Review and approve each draw request from the developer.
- Provide a monthly written statement of loan draws, repayments, and construction progress including an analysis of sufficiency of funds to complete the Project.

- Verify that terms of the loan continue to be met, including, but not limited to, maintenance of required insurance, payment of taxes, compliance with income limitations for tenants/purchaser, and other similar terms.
- Verify that Project is built to standards as provided in developer's application or loan agreement.

D. Permanent Loan Servicing

- Establish escrow accounts for real estate taxes, insurance premium, reserves, and any sinking fund, and review quarterly.
- Generally service loan in accordance with the terms and conditions of the applicable loan agreement, including financial monitoring and periodic reporting.
- Provide financial monitoring of operations, when applicable, such as a lease-to-own or rental unit, to determine the continued reasonableness of assumptions necessary to result in full repayment of the Authority loan.

3. TIME FRAME:

The required time period for completion of credit underwriting for each Project is 30 days from receipt of the last to be received of all third party reports such as appraisals, environmental reports, pre-construction analysis, financials, etc. Each Qualified Respondent shall establish a progress schedule with the Authority, prior to starting the work.

4. DELIVERABLE:

Qualified Respondents must submit in writing the analytical review performed of Project for all applicants requesting gap financing to determine the feasibility and appropriate amount of subsidy.

5. GENERAL CONDITIONS

Each Qualified Respondent shall provide all supervision, labor, equipment, materials, tools, machinery, transportation and other facilities and services necessary to fully and completely accomplish the tasks as specified.

6. FEE QUOTE

Each Respondent shall prepare a fee quote for the provision of the services identified in the Scope of Work. Fee quotes shall reflect all fees, costs, and expenses Respondent expects to incur in connection with the performance of the services. Fee quotes should be broken down as follows:

	Multi-family Projects	Single-family Housing Development Projects	Mixed-Use Projects
Credit Underwriting: Full Review/Analysis			
Credit Underwriting: Abbreviated Review/Analysis			
Loan Servicing			

QUALIFICATION RESPONSE FORM

**HOUSING FINANCE AUTHORITY OF PALM BEACH COUNTY, FLORIDA
PRE-QUALIFICATION OF RESPONDENTS FOR SUPPLYING CREDIT UNDERWRITING SERVICES**

The undersigned hereby applies for pre-qualification under this Request for Qualifications, and acknowledges and agrees to the terms and conditions of this solicitation for any work performed for projects resulting therefrom.

NOTE: The Authority makes no commitments or guaranties whatsoever to any Qualified Respondents with respect to a specific amount of work.

RESPONDENTS REQUESTING PRE-QUALIFICATION SHALL ADVISE IF THEY HAVE INCLUDED THE FOLLOWING PER TERM & CONDITION #2			
ITEM	DESCRIPTION	YES	NO
A.	Certificate of Status from the Secretary of State for Florida.		
B.	Experience record showing Respondent has a minimum of <u>five (5) years</u> experience in commercial lending and mortgage financing pertaining to acquisition, development and construction of multifamily qualifying housing developments and affordable housing.		
C.	List of a minimum of <u>three (3)</u> references complete with contact person, location, dates of contract, address and telephone number.		
D.	Experience record demonstrating ability to analyze corporate financial statements including, but not limited to, balance sheets, income statements, and statements of changes in financial position, and to evaluate the credit acceptability of individuals, partnerships, corporations, and other entities.		
E.	Experience record demonstrating a broad knowledge of lending practices for mortgages and construction loans and the financial structures of individuals, partnerships, and other entities.		
F.	The name and telephone number of Respondent's contact person.		
G.	Copies of all applicable licenses and certificates.		
H.	Copies of Insurance Certificate(s) per requirements of Term & Condition #7. 1. General Liability: The Authority shall be named as "Additional Insured." 2. Automobile Liability (If Respondent does not own vehicles, insurance shall provide for Hired Autos and Non-Owned Autos) 3. Worker's Compensation (If exempt, provide Exemption Certificate from the State of Florida)		
I.	Fee quote for performance of the specified services.		

Does Respondent clearly understand that regardless of the amount of work, or lack thereof, generated from this pre-qualification, Insurance (term # 7) and all applicable licenses and certifications must be provided and remain current throughout the qualification period?

_____ Yes _____ No

Has your firm ever been debarred or suspended by a governmental entity, or had a governmental contract terminated for default?

_____ Yes _____ No

If you answered "Yes", you must provide, within 48 hours of demand by the Authority, all documents, points of contract, and other pertinent information regarding all debarments, suspensions, and/or contract terminations.

[Signature page follows]

*** PLEASE AFFIX SIGNATURE WHERE INDICATED
(FAILURE TO DO SO SHALL RESULT IN THE REJECTION OF YOUR RESPONSE)**

By signature on this document, Respondent acknowledges and agrees that its offer includes and accepts all terms, conditions, and specifications of the Authority's Request for Qualifications as originally published, without exception, change or alteration of any kind, except as may have been published by the Authority in official amendments prior to this date of submittal.

FIRM NAME: (Enter the entire legal name of the entity)		DATE:
* SIGNATURE:	PRINT NAME: PRINT TITLE:	
STREET ADDRESS:		
CITY / STATE		ZIP CODE:
TELEPHONE # () TOLL FREE # ()	E-MAIL: FAX #: ()	
APPLICABLE LICENSE(S) NUMBER #	TYPE:	
FEDERAL ID #		