

REQUEST FOR PROPOSALS

Acquisition and Redevelopment of Two Parcels
1001-1013 Hamilton Street

December 2024

Version 1.0



Contact:

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REQUEST FOR PROPOSALS (RFP)

The Allentown Parking Authority Acquisition and Redevelopment of Two Parcels 1001-1013 Hamilton Street

The Allentown Parking Authority (APA), located in Lehigh County, Pennsylvania, is accepting proposals to identify a qualified firm or team to develop the two following prime development sites in the heart of downtown Allentown: the sites known as 1001-1007 Hamilton Street and 1009-1013 Hamilton Street in the City of Allentown, PA. APA envisions a major mixed-use redevelopment project.

The qualified firm or team leading this development will have meaningful experience for the successful design, approval, financing, construction, and operation of mixed-use, urban real-estate.

The selected project will enhance the livability and economic development of the Downtown, furthering its revitalization as a vibrant residential, business, and recreational destination.

Questions regarding the proposal may be submitted in writing to ryoung@allentownparking.com by **4:00 p.m. on February 24, 2025**. All responses to questions will be sent out as an addendum to the e-mail address provided by prospective bidders.

Sealed proposals (**10 bound copies and one digital copy**) must be received by The Allentown Parking Authority no later than **March 17, 2025, at 1:00 p.m.** ALL PROPOSALS MUST BE SEALED AND CLEARLY MARKED, "**APA/RFP 1001-1013 HAMILTON STREET**". Mailed copies should be addressed to:

ATTN: Richard A. Young, P.E., Project Manager
The Allentown Parking Authority
603 W. Linden Street
Allentown, PA 18101

Any request for additional information should be sent via e-mail to ryoung@allentownparking.com.

NOTE: In this document the term "proposer" shall mean the person or firm making a proposal based on this RFP. The term "proposer" and the term "firm" are used interchangeably. Also, the term "you" or "your" shall refer to the proposer

DEVELOPMENT OPPORTUNITY

The Allentown Parking Authority (APA) is seeking proposals for a prime development site in the City's Central Business District. The sites are identified as follows:

1. 1001-1007 Hamilton Street: an existing office building with parking in the garage under the office and parking on the roof. The site is approximately 0.355 acres, and approximately 73-feet wide and 206-feet deep. The property is more fully described in Lehigh County Document ID 2010008075.
2. 1009-1013 Hamilton Street: an existing surface parking lot. The site is approximately 0.272 acres, and approximately 57-feet wide and 206-feet deep. The property is more fully described in Lehigh County Deed Book Volume 1479, Page 1174.

The two parcels are adjacent to each other and must be considered together for development (Site). 1001-1007 Hamilton Street is currently owned by the City of Allentown and 1009-1013 is owned by the APA. The APA will have an Agreement of Sale with the City to transfer their interest in the property to the Preferred Developer before the start of the project. The Agreement of Sale may be assigned by the APA to the Preferred Developer upon the consent of the Mayor of Allentown. The Preferred Developer will then be responsible for the consolidation of the two parcels into one parcel. It is the goal of the City and APA to have the two parcels developed as one project.

The City of Allentown is finalizing a comprehensive zoning code rewrite, including a new zoning map and new form-based zoning code set to be completed by early to mid-2025. Projects must comply with the zoning code in effect at the time of formal submission for Land Development with the City of Allentown. For project details, visit www.allentownpa.gov/zoneallentown. The project website includes the first Public Review Draft of the code and the proposed zoning maps. The parcel is expected to receive a GX-D (Residential-Office Mix Downtown) zoning designation under the proposed form-based zoning code. The GX-D designation permits "General Buildings" and "Civic Buildings," with General Building regulations outlined on page 3-25 of the draft (available on project website). As of 11/27/24, the first Zoning Rewrite Public Review Draft and maps are available online. A second Public Review Draft is forthcoming, and page numbers may change.

Site Area

This development opportunity is located in the City's Downtown West district, the Western blocks of Allentown's Central Business District. Over \$1 Billion has been invested toward redeveloping the Downtown within the past decade. A project at 1001-1013 Hamilton Street is a prime opportunity to further the City's revitalization efforts. Relevant projects that are proposed, under construction, or completed nearby this development opportunity include:

1. 1010 Apartments
2. Maple Street Garage
3. Downtown West Hotel (under construction)
4. Archer Music Hall (under construction)
5. 930 Hamilton (proposed 5-story, mixed-use building)
6. 960 Hamilton (proposed 12-story, mixed-use building)

APA GOALS AND OBJECTIVES

The APA is interested in the development of these two prime sites for a major mixed-use project. A strong project is one that enhances the livability and economic development of the Downtown, furthering its revitalization as a vibrant residential, business, and recreational destination. The proposer should demonstrate a creative approach to this project, both in terms of building design and use. APA reserves the right to accept or reject any or all proposals at its sole discretion and is not obliged to accept the proposal of the highest bidder.

The APA seeks to transfer the 1001-1013 Hamilton Street properties to a responsible party or parties who will complement the following goals and objectives:

1. Enhance the revitalization efforts in the City's Central Business District.
 - a. Support development that exerts a desirable and significant economic impact, to scale with the context of the site.
2. Increase parking demand and efficiency downtown.
 - a. This property is expected to be served by the APA parking deck located at 940 Linden Street. The successful developer should show the expected parking demand to be generated by the project which should include the number of spaces that will be Permitted at standard APA rates.
3. Welcome a new, quality development to Downtown Allentown
 - a. Support a mixed-use development. Also, consider a mixed income development that targets workforce housing. For the purposes of this RFP work force housing is defined as rents that are affordable to households that earn between 80% and 120% of median household income. For the purposes of this RFP affordable is defined as a household not spending more than 30% of its income on rent and utilities. Please see Exhibit "C" for guidance on Fair Market Rents and Median Family Income Limits.
 - b. Support development that is compatible with the character of the area. The proposed project will exemplify a quality design that is both a creative and appropriate addition to the Downtown.
 - c. Support development that provides public benefits such as public art, amenities, and/or affordable housing as a mixed-income development (market rate housing and housing that is affordable to individuals earning up to 80% of AMI as defined by HUD).
 - d. Support the inclusion of sustainable design elements.
 - e. Ensure consistency with relevant zoning regulations and design guidelines (e.g., TNDO, HSO, HBDO).

THE DEVELOPMENT PROCESS

PHASE ONE: Selection of a Preferred Developer

Interested developers will be invited to submit a detailed preliminary proposal for the redevelopment of the subject site, in accordance with the REQUIRED FORMAT FOR PRELIMINARY PROPOSAL contained herein. Proposals that integrate some of the surrounding property not currently publicly owned will be considered, although assembly of such surrounding property will be the responsibility of the developer. Proposals must be received by the Allentown Parking Authority (APA) no later than **4:00 PM on March 17, 2025**. Subsequent to that time, the APA Board will review all proposals and consider selecting a Preferred Developer for the proposed redevelopment project. Depending on the number of submittals, the selection committee may establish a short list for interviews among the top-ranked submissions to select a Preferred Developer. APA reserves the right to reject any and all proposals submitted.

PHASE TWO: The Negotiated Period of Site Control

APA and the Preferred Developer will negotiate a mutually agreeable form and period of site control during which the Preferred Developer will be asked to prepare and submit a complete redevelopment proposal that will satisfy the requirements of APA. During this period, the Preferred Developer will have an exclusive right to negotiate a redeveloper's contract with APA. This exclusive right will be non-transferable and non-assignable without the advance written permission of APA and the Mayor for purposes of approving any additional assignment of the Agreement of Sale for 1001-1007 Hamilton Street. Once a Preferred Developer and an exclusive right are awarded, APA will not accept or consider any competing proposals for the project site, unless the Preferred Developers exclusive right has expired.

PHASE THREE: Execution of the Redevelopers Contract and Project Construction

Prior to the termination of the previously stated period of site control, parties would enter into a comprehensive Redevelopment Contract which would detail all aspects of the development project and would contain binding financial guarantees for the timely and satisfactory completion of the approved project. The Redevelopers contract will contain sanctions for failure to undertake and/or complete the project along the timeline reflected in the agreement. These sanctions may include a reversion clause in the deed conveying the property from the developer back to APA and the City of Allentown to the extent of their current interest.

REQUIRED FORMAT FOR PRELIMINARY PROPOSAL WHICH MUST BE SUBMITTED ON OR BEFORE 4:00 PM, MARCH 17, 2025

ALL SUBMISSIONS, INCLUDING ATTACHMENTS, MUST BE ONE-SIDED PAGES, 8.5" X 11" – EXCLUDING MAPS, PLANS, SKETCHES, OR PRE-EXISTING BROCHURES. RESPONDENTS SHALL SUBMIT 10 COPIES OF THE PROPOSAL, INCLUDING ATTACHMENTS, AND ONE DIGITAL COPY.

Project Requirements

The following requirements are designed to establish the overall capacity of the proposed developer(s) to complete the project and to meet the goals and objectives set forth in this RFP. The preliminary proposal must provide the following information:

1. EXECUTIVE SUMMARY:

The proposed developer(s) shall provide a clear and concise summary introducing the proposal and detailing how the goals and objectives of the RFP will be met. The Executive Summary shall include the following components:

1. Description of the overall project
2. Connect the proposal to the goals and objectives included in this RFP, and discuss how these will be achieved through the proposed development
3. Briefly introduce how the proposal responds to the project requirements and evaluation criteria included below:
 - a. Design Quality and Other Benefits
 - b. Financial Offer for the project site being offered and additional consideration for parking facilities
 - c. Economic Impact and Job Creation
 - d. Technical Experience and Qualifications of the Firm
 - e. Project Approach
 - i. Project Sources and Uses budget
 - ii. Preliminary 5-year project proforma
 - f. Parking Demand anticipated

2. DESIGN QUALITY AND OTHER BENEFITS

The proposed developer(s) shall prepare a design narrative that provides a conceptual framework of the project, including a detailed description of proposed facilities, and the types and sizes of buildings, building materials, design elements, and amenities.

A strong design narrative is consistent with rules established in the TNDO, HSO, and Downtown Allentown Development and Urban Design Plan, as well as the new zoning requirement. Preliminary design guidelines should address, at minimum, the following:

1. Include an active, pedestrian-oriented ground floor. This should include human-scale façade divisions and abundant ground floor windows and entryways along the primary and side streets.
2. Avoid blank walls without door and window openings along the primary and side streets.
3. New construction shall be compatible with the character of its surroundings.

- a. Sensitivity to historic character of the area shall be reflected in building design;
 - b. Include setbacks consistent with similar surrounding buildings; and,
 - c. On sides visible from a street, use materials that are similar in appearance to similar, older buildings in close proximity, including brick and stone.
4. Vehicular parking or garage access, if provided, shall have entry from an adjacent alley where feasible. However, properties on corner lots may have garage entry accessed from a street not along the front lot line i.e., Hamilton Street.

The proposed developer(s) will be responsible for explaining the proposed improvements of the site to the APA. While full architectural drawings and renderings are not required for a complete submission, they are *strongly recommended*. Proposals which include renderings will be reviewed favorably.

The overall design quality of the project will be reviewed for consistency with the goals and objectives of the RFP as well as the preliminary design guidelines established herein. Furthermore, a strong proposal will incorporate one or more of the public benefits mentioned in the goals and objectives of this RFP into the project.

3. Anticipated Parking Demand Generated

The proposed developer(s) will provide a statement on the parking demand that will be generated by the project. Recall the explicit objective of the APA to increase parking demand and efficiency downtown.

The proposal will be reviewed for consistency with the APA's goals and objectives to increase usage at the 940 Linden St. parking deck. A complete proposal, at minimum, adequately incorporates the following:

1. The number of Permitted spaces needed at the 940 Linden St. deck.
2. The anticipated parking demand beyond Permitted spaces for visitors.
3. Identification of amenities or enhancements to be made to connect the parking to the site. i.e. streetscape improvements on Linden St., Court St., or and any other amenities.

4. ECONOMIC IMPACT AND JOB CREATION

The proposed developer(s) shall provide a summary of anticipated economic impacts of the project and articulate the desirability and significance of these effects. Desirability and significance of economic impact should be presented consistent with the surrounding context of the site. Below are examples of primary and secondary indicators/measures of economic impact. At minimum, the proposer must include responses to key indicators in their summary of economic impact.

Primary Indicators include:

- A. Net changes in: real estate taxes, earned income taxes, earned income taxes, sales taxes, business privilege taxes

Secondary Indicators include:

- B. Changes involving increased parking revenue, additional retail and restaurant activity from additional residential units that are walkable to the Downtown.

5. TECHNICAL EXPERIENCE AND QUALIFICATIONS OF THE FIRM:

The proposed developer(s) must provide information that clearly demonstrates that they have the experience to design, secure governmental approvals to, build, market, and operate the Project. This information should include, at minimum, the following:

1. Name of developer and legal status (i.e., sole proprietorship, corporation, partnership, non-profit corporation, etc.).
2. Identification of principals and key individuals of the development team, as well as qualifications, background, and experience of each individual.
 - a. This should include background information and resumes of key members of the development team.
3. Outline overall staffing and specialties of development firm, including qualifications, selected activities pertinent to this project, and detailed description of developer's previous relevant project experience.
 - a. This should include an organizational chart, and a detailed list of key individuals and their associated firms responsible for major functions to be performed relative to designing, building, managing, and operating the project.
 - b. Illustrative materials of past projects of a similar nature to the project proposed in this RFP on which the development team worked should supplement detailed description of previous relevant project experience.
4. Description of developer's role in similar projects. List completed similar development projects describing the type, location, size, cost, date of completion, and the firms/teams role within the project. Brochures and other information regarding the firm and/or comparable projects are welcome.
5. Preliminary statement of available financial resources, up to the estimated cost of the planned development.
 - a. The proposed developer(s) must also establish the financial qualifications of the team. The proposed developer's financial information will be kept confidential to the extent permitted by law, except as may be required to defend the APA or the City against any legal action pertaining to this RFP or arising out of or related to the project. At minimum, provide the following: The most recent consolidated financial statements (e.g., balance sheet, profit/loss statement, cash-flow statement), including all contingent liabilities. If responding as a team of developers, please provide statements for the lead developer.
 - b. A description of any entity that will guarantee the promised performance of the proposed developer.
 - c. A list of investors in the participating entities.
 - d. Statements from commercial or institutional credit references regarding the proposed developer's financial creditworthiness and past development experience.

6. PROJECT APPROACH

The proposed developer(s) must provide a description of the methods and procedures proposed to be utilized to conduct the work requested. This includes detailing the techniques for collecting and analyzing data, the sequence and relationships of major steps, and methods for managing the work to ensure timely and orderly completion. Additional components to be included in a complete project approach summary shall, at minimum, include:

1. **Project schedule:** provide a project completion schedule which delineates major milestones, including closing date, zoning and land development approvals, demolition, construction phasing, marketing, and occupancy. Such timeline must specifically identify important trigger dates or hurdles that control the project progression and illustrate phasing of each part of the project.
2. **Project Sources and Uses Budget and Budget Narrative:** provide a preliminary source and uses budget. Please provide a budget narrative that describes the anticipated costs in the sources and uses budget and provide a preliminary description of proposed financing methods for the redevelopment project. As example, this could include personal or corporate bank account showing adequate cash and willingness to escrow an amount sufficient to cover development costs, loan commitments from recognized financial institution or a private source (if that source submits acceptable verifiable evidence of available funds), or willingness to provide irrevocable letter of credit, performance bond, or other guarantee for the development cost.
 - a. **NOTE:** APA regards all financial information as proprietary in nature, and will keep it in strictest of confidence, releasing it to no other source without developers' prior written permission or request, absent a court-executed subpoena
3. **Preliminary 5-year Project Proforma:** provide a preliminary project proforma that outlines anticipated operating revenues and expenses. The proforma should include anticipated debt service and net operating income.
4. **Required incentives (if any):** list any services, actions, loans, or grants you expect APA, The City of Allentown, Allentown Economic Development Corporation (AEDC), Allentown Commercial and Industrial Development Authority (ACIDA), or the Commonwealth of Pennsylvania to provide in order for the project to be successful.
 - a. **NOTE:** No specific incentive packages are currently being offered in conjunction with this Request for Proposals by the APA and the project sites are not within the NIZ boundary. The project sites are located within the former City Enterprise Zone (EZ). While the EZ has since expired, AEDC does still manage a loan program that is based on the formerly adopted EZ boundary. The project sites are located in a Federal Opportunity Zone.
5. **Type of site control required and consideration offered:** The developer should identify the type and duration of site control required (e.g., option for 60 days; Due diligence period of 90 days; Conditional agreement to enter into Redevelopments Contract within a given period of time, etc.). Developer must indicate the consideration being offered for the site control desired.

7. FINANCIAL OFFER:

State the total consideration (purchase) being offered for the two parcels combined..

8. STATEMENT OF PROPOSED DEVELOPER:

The attached Statement of Proposed Developer must be properly executed, in accordance with the following **INSTRUCTIONS FOR EXECUTING STATEMENT OF PROPOSED DEVELOPER** and attached to the submitted proposal:

INSTRUCTIONS FOR EXECUTING A STATEMENT OF PROPOSED DEVELOPER

1. If the developer is an individual, the Proposal must be executed by him/her personally, the signature must be witnessed, the business address must be stated, and any trade name employed in the conduct of the individual's business shall be stated.
2. If the developer is a partnership, the Proposal shall be executed by one or more of the partners, the signature of the partners or partners so executing shall be witnessed, the name of the partnership shall be stated, and the business address of the partnership shall be stated.
3. If the developer is a corporation or limited liability company ("LLC"), the Proposal shall be executed in its name and in its behalf, (1) by the President or Vice President and attested by the Secretary or an Assistant Secretary and the corporate seal shall be attached; or (2) by a duly authorized agent of the corporation, managing member of the LLC, or majority interest holders of an LLC whose authority to act, as of the date of the Proposal, shall be established by proof, in form satisfactory to the Owner, submitted with the proposal, the business address of the corporation and LLC shall be stated, and if the corporation or LLC is a foreign entity, whether the entity is registered to do business in Pennsylvania shall be stated.

All proposals must be mailed or otherwise delivered in a sealed envelope, bearing on the outside the name of the developer, the developer's address, the statement, **APA/RFP 1001-1013 HAMILTON STREET.**

No later than 4:00 PM Eastern Time, March 14, 2025. Proposals must be delivered to the Allentown Parking Authority and addressed as follows:

Allentown Parking Authority
Richard A. Young, P.E., Project Manager
603 Linden Street
Allentown, PA 18101.

All proposals must consist of ten (10) copies and one (1) digital copy in pdf format on a Flash Drive. The submissions by U.S. Postal Service must be either certified or registered. **PROPOSALS RECEIVED BY APA AFTER 4:00 PM ON MARCH 14, 2025 WILL NOT BE CONSIDERED.**

APA will not consider, for any purpose, any claim of the developer of any mistake or omission in the submitted proposal. Any required information not submitted by the developer may disqualify the Proposal.

QUESTIONS REGARDING THIS REQUEST FOR PROPOSALS SHOULD BE DIRECTED TO:

Allentown Parking Authority
Richard A. Young, P.E.
Project Manager
603 Linden Street
Allentown, PA 18101

Phone: (610) 841-8822
E-mail: ryoung@allentownparking.com

STATEMENT OF PROPOSED DEVELOPER

1. Upon selection by the APA, I/we agree to enter into immediate negotiations with the APA to conclude a site control agreement in form and content satisfactory to the APA.
2. I/we agree not to seek any variances from zoning, building, or housing codes of the City of Allentown without the advance expressed written permission of the APA.
3. I/we understand that after selection of the Preferred Developer, the APA reserves the right to cancel its relationship with the proposed developer for any reason and not issue a Redevelopers Contract regardless of the amount of time, money, or energy the proposed developer has expended pursuant to this project.
4. I/we have examined the existing conditions at the project site and have fully informed myself/ourselves as to the conditions and limitations of said project site. The Developer may not at any time make any claim against APA, the City of Allentown, AEDC, ACIDA, ANIZDA or the Commonwealth of Pennsylvania based upon insufficient data or any incorrect assumptions on the part of the developer. The property is being offered where-is, as-is.
5. I/we understand that APA reserves the right to use a multitude of evaluation techniques, so the selected Preferred Developer may not necessarily be the highest bidder. Although exclusivity will be provided during the period of site control by the Preferred Developer, APA reserves the right to negotiate with developer for better terms, reject any or all proposals or parts thereof, to waive any technicalities or informalities, to advertise for new proposals, or proceed to do the work otherwise when the best interests of APA will be prompted thereby.
6. I/we agree to pay any and all real estate transfer taxes, reasonable attorney fees, costs of title insurance, and recording fees that may be required pursuant to the transfer of this property from APA to me/us.

****Continued on next page****

STATEMENT OF PROPOSED DEVELOPER (cont.)

DEVELOPER INFORMATION:

NAME(S) _____

PHONE _____
FAX _____
E-MAIL _____

Developer is a(n) Individual ___ Partnership ___ Corporation ___ Non-Profit Corporation ___

I/we have read this Instruction Package and understand what is required by APA in order to select a qualified Preferred Developer for this project and submit this Proposal this ___ day of _____, 2023.

Print Name and Title

Signature

Witness (Print Name)

Signature

Additional signatures for partnerships, corporations, and non-profit corporations (if applicable):

Print Name and Title

Signature

Witness (Print Name)

Signature

Print Name and Title

Signature

Witness (Print Name)

Signature

Evaluation Criteria

All proposals will be evaluated based on the technical and professional expertise and the experience of the submitting firm(s), the proposed design, method, and the procedures for completion of the work, and the cost of the proposal. The apparent ability of the firm to execute the proposed development will also be considered. All, or selected, firms submitting proposals may be invited to give an oral presentation explaining their proposal.

Proposals will be reviewed for consistency with the goals and objectives of this RFP. The specific evaluation criteria and their associated weights are outlined below:

Criteria	Highest Score Possible
TAB A: Design Quality and Other Benefits	25 POINTS
TAB B: Financial Offer	20 POINTS
TAB C: Economic Impact and Job Creation	20 POINTS
TAB D: Technical Experience and Qualifications of the Firm	15 POINTS
TAB E: Project Approach	10 POINTS
TAB F: Anticipated Parking Demand	10 POINTS

Appendix A- Non-Discrimination Form

Nondiscrimination and equal opportunity are the policy of the Commonwealth/[City, et al] in all its decisions program, and activities. The purpose is to achieve the aims of the United States and Pennsylvania Constitutions. Executive Order 1972-1, the Pennsylvania Human Relations Act, Act of October 27, 1955, (P.L. 744), as amended, (43 P.S. § 951, *et. seq.*), and (43 P.S. § 153), by assuring that all persons are accorded equal employment opportunity without regard to race, color, religious creed, handicap, ancestry, national origin, age, or sex.

During the term of this contract, the Contractor agrees as follows:

(a) Contractor shall not discriminate against any employee, applicant for employment, independent contractor or any other person because of race, color, religious creed, ancestry, national origin, age, sex or handicap. Contractor shall take affirmative action to insure that applicants are employed, and that employees or agents are treated during employment, without regard to their race, color, religious creed, ancestry, national origin, age, sex or handicap. Such affirmative action shall include, but is not limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training. Contractor shall post in conspicuous places, available to employees, agents, applicants for employment, and other persons, a notice to be provided by the contracting agency setting forth the provision of this nondiscrimination certification.

(b) Contractor shall, in advertisements or requests for employment placed by it or on its behalf, state all qualified applicants will receive consideration for employment without regard to race, color, religious creed, handicap, ancestry, national origin, age, or sex.

(c) Contractor shall send each labor union or workers' representative with whom it has a collective bargaining agreement or other contract or understanding, a notice advising said labor union or worker's representative of its commitment to this nondiscrimination certification. Similar notice shall be sent to every other source of recruitment regularly utilized by bidder.

(d) It shall be no defense to a finding of noncompliance with this nondiscrimination certification that contractor has delegated some of its employment practices to any union, training program, or other source of recruitment which prevents it from meeting its obligations. However, if the evidence indicates that the contractor was not on notice of the third-party discrimination or made a good faith effort to correct it, such factor shall be considered in mitigation in determining appropriate sanctions.

Appendix A- Non-Discrimination Form (cont.)

(e) Where the practices of a union or of any training program or other source of recruitment will result in the exclusion of minority group persons, so that contractor will be unable to meet its obligations under this nondiscrimination certification, contractor shall then employ and fill vacancies through other nondiscriminatory employment procedures.

(f) Contractor shall comply with all state and federal laws prohibiting discrimination in hiring or employment opportunities. In the event of contractor's noncompliance with the nondiscrimination certification or with any such laws, this contract may be terminated or suspended, in whole or part, and contractor may be declared temporarily ineligible for further APA contracts, and other sanctions may be imposed, and remedies invoked.

(g) Contractor shall furnish all necessary employment documents and records to, and permit access to its books, records, and accounts by The APA for purposes of investigation to ascertain compliance with the provisions of this certification. If the contractor does not possess documents or records reflection the necessary information requested, it shall furnish such information on reporting forms supplied by The APA.

(h) Contractor shall actively recruit minority and women subcontractors or subcontractors with substantial minority representation among their employees.

(i) Contractor shall include the provisions of this nondiscrimination certification in every subcontract, so that such provisions will be binding upon each subcontractor.

(j) Contractor's obligations under this clause are limited to the contractor's facilities within Pennsylvania, or where the contract is for purchase of goods manufactured outside of Pennsylvania, the facilities at which such goods are actually produced.

DATE: _____

(NAME OF CONTRACTOR)

BY _____

TITLE _____

Appendix B- Non-Collusion Affidavit

State of: _____ Contract: _____

County of: _____

I state that I am _____ of _____ and that
(Title) (Name of Firm)

I am authorized to make this AFFIDAVIT on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

1. The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
2. Neither the price(s) nor the amount of the bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before the bid opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with or inducement from, any firm or person to submit a complementary or other non-competitive.
5. _____, it's affiliated, subsidiaries, officers, directors and

(Name of Firm)

employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liability of any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidder on any public contract except as follows:

I state that _____ understands and acknowledges that the
(Name of Firm)

above Representatives are material and important and will be relied on by The APA in awarding the contract(s) for which this bid is submitted. I understand and my firm understands that any misstatement in this Affidavit is and shall be treated as fraudulent concealment from The APA of the true facts relating to the submission of bids for this contract.

(Name and Title)

Sworn to a Subscribed before me this _____ day of _____, 20_____.

_____ My Commission

Expires: _____.

Appendix C - Guidance on HUD Income Limits and Fair Market Rent

FY 2024 ABE Metro Income Limits

Median Family Income		Persons in Family							
		1	2	3	4	5	6	7	8
\$98,300	FY 2024 80% Income Limits	\$55,100	\$62,950	\$70,800	\$78,650	\$84,950	\$91,250	\$97,550	\$103,850
	Cost-Burdened* Annual Housing Expense Cap	\$16,530	\$18,885	\$21,240	\$23,595	\$25,485	\$27,375	\$29,265	\$31,155
	Cost-Burdened* Monthly Housing Expense Cap	\$1,378	\$1,574	\$1,770	\$1,966	\$2,124	\$2,281	\$2,439	\$2,596

*A household is considered cost-burdened when it spends more than 30% of its income on rent and utilities

HUD ABE-Metro Fair Market Rents (FMR)

	Efficiency	1-BDR	2-BDR	3-BDR	4-BDR
FY -25 FMR	\$1,033	\$1,213	\$1,507	\$1,924	\$2,005
FY-24 FMR	\$972	\$1,137	\$1,426	\$1,821	\$1,900

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