



818 S. FLORES ST. SAN ANTONIO, TEXAS 78204 www.saha.org

Procurement Department

ADDENDUM 1

File: 1310-913-75-4113

Title: Seal and Stripe Asphalt Parking Lots

The pre bid meeting attendees list is attached.

The Section 3 Utilization Plan is attached.

**By: Carl Bottoms
Contract Specialist**

Date: January 9, 2014

SECTION 3 PROGRAM UTILIZATION PLAN

INSTRUCTION SHEET

Please read these instructions carefully before completing the required *Section 3 Utilization Plan* document. These instructions are designed to assist bidders/proposers document Section 3 Program compliance or present a detailed explanation why despite of their efforts - to the greatest extent feasible - the minimum numerical goals were not met. These numerical goals are **minimum** targets that must be reached in order for SAHA to consider a recipient in compliance.

Questions regarding completion of the *Section 3 Utilization Plan* document should be directed to: Section 3 Coordinator, at 210 -477 -6550 or section3@saha.org.

- A. Bidders/proposers are required to make sincere efforts to achieve the Section 3 Program numerical goals as specified in solicitation documents. A bidders/proposers approved Section 3 Utilization Plan will be monitored throughout the duration of the SAHA contractual term.
- B. Contractor shall submit a *Section 3 Utilization Plan* at the time of bid/proposal submittal in order to be considered responsive.
- C. This *Section 3 Utilization Plan* is subject to SAHA's review and approval. SAHA may at its sole discretion approve or disapprove the plan. SAHA's determination is administratively appealable to the CEO and to the Board of Commissioners pursuant to SAHA's Section 3 Program, Policy & Procedures.

D. All bidders/proposers are to complete the following:

- _____ **Section A**, Bidder/Proposer Information
- _____ **Section B**, Section 3 Goals and Contractor Commitment,
- _____ **Section C**, Section 3 Contractor Questionnaire
- _____ **Section D**, Section 3 Good Faith Efforts
- _____ **Section E**, Section 3 Compliance Certification,
- _____ **ATTACHMENT A** Assigned Project Workforce
- _____ **ATTACHMENT B** Subcontractor and Supplier's listing

Optional:

- _____ Certification for Section 3 Business Concerns
- _____ Section 3 Individual Verification Form (S3-6003b)

- E. SAHA requires all Section 3 residents and/or Business Concerns to certify or submit evidence to SAHA, contractor, or subcontractor, that the person or business is Section 3 eligible. SAHA has developed a Certification Process for this purpose. It is the responsibility of the Contractor to submit these forms to SAHA.

SECTION 3 PROGRAM UTILIZATION PLAN

Project Title: _____

SECTION A – BIDDER/PROPOSER INFORMATION

Name of Firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Telephone: _____

Email: _____

Is your firm a "Section 3 Business Concern": Yes _____ No _____
If "Yes"; complete the Certification for Section 3 Business Form and attach the Required Documentation.

SECTION B – SECTION 3 GOALS AND CONTRACTOR COMMITMENT

Employment Goal

- Thirty percent (30%) of the aggregate number of new hires (as defined by the Section 3 Program, Policy and Procedures) for this project.

Complete **Attachment A** which identifies the bidder/proposer's employee positions required for the execution of this project.

NOTE: SAHA will only credit employment participation that submits documentation acceptable to SAHA certifying their Section 3 resident status. A prime contractor may satisfy the Employment Goal requirements through the hiring of Section 3 residents through his/her subcontractors.

1. The contractor has committed to employ _____ resident(s) in order to comply with its Section 3 requirements.

Contractual Opportunity Goal

- Subcontract at least ten percent (10%) of the total dollar amount of all Section 3 covered contracts with Section 3 eligible Business Concerns for maintenance, repair, modernization or development of public or Indian housing, or for work arising in connection with housing rehabilitation, housing construction and other public construction; and
- At least three percent (3%) of the total dollar amount of all other Section 3 covered contracts with Section 3 eligible Business Concerns.

Complete **Attachment B** which identifies the bidder/proposer's subcontractor and/or supplier opportunities required for the execution of this project.

NOTE: The contractual opportunity goal is a percentage of the total gross dollar value of the proposed contract awarded to a Section 3 eligible Business Concern. SAHA will only credit participation by Section 3 Business Concerns that submit documentation acceptable to SAHA certifying their Section 3 status.

1. The Prime Contractor will subcontract with a total of _____ Section 3 Business Concerns totaling _____% of the Contract Value.

Other Economic Opportunity Goal

Firms may provide other economic opportunities to train and employ Section 3 residents. Examples of plans may include part-time work, internship programs, mentorship programs, training agreements etc.

1. The undersigned bidder/proposer will satisfy the Section 3 *other economic opportunity* goal:
Yes _____ No _____

NOTE: SAHA will only credit other economic opportunity participation to contractors/vendors that submits documentation acceptable to SAHA.

SECTION C – CONTRACTOR QUESTIONNAIRE
(If more space is needed, please provide an attachment).

- A. In your own words please explain what the Section 3 Program intends to accomplish. (Please limit your response to a couple of sentences).

- B. Explain how you intend to recruit a minimum of 30% of Section 3 residents for **any new hires** from the time the contract is awarded until the contract is complete, and what actions you will use to require subcontractors to do the same.

- C. If you intend to subcontract, explain how you intend to subcontract a minimum of 10% of the work of this bid to Section 3 Business Concerns.

- D. Please outline your plan to provide other economic opportunities to Section 3 residents. Examples of plans may include training agreements, internship programs, mentorship programs etc.

- E. How can SAHA assist you in accomplishing your Section 3 goals?

SECTION D – GOOD FAITH EFFORTS

NOTE: Fill this section only, if Plan as submitted fails to meet the employment and contractual opportunity goals as stated herein or as amended in the solicitation.

_____ The project does not provide any employment opportunities.
Please provide justification for the lack of employment opportunities.

_____ The project does not provide any subcontracting opportunities.
Please provide justification for the lack of subcontracting opportunities.

F. If no contracting or hiring is anticipated, briefly explain why.

SECTION E: SECTION 3 UTILIZATION PLAN CERTIFICATION

I CERTIFY THAT I HAVE REVIEWED AND FULLY UNDERSTAND SAHA'S SECTION 3 PROGRAM AND THE SECTION 3 CLAUSE INCORPORATED BY REFERENCE INTO THIS DOCUMENT. I HEREBY AFFIRM THAT THE INFORMATION SUBMITTED HEREIN IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I FURTHER UNDERSTAND AND AGREE THAT, THIS DOCUMENT SHALL BE ATTACHED THERETO AND BECOME A BINDING PART OF THE SAHA CONTRACT.

NAME AND TITLE OF AUTHORIZED OFFICIAL:

SIGNATURE: _____ DATE: _____

**Attachment A
Assigned Project Workforce**

Job Category*	Total Estimated Positions Needed for Project	Number of Positions Occupied by Permanent Employees	Number of Positions Open	Number of Positions to be Filled with Section 3 Residents	Anticipated wages per hour
Professionals					
Technicians					
Office/Clerical					
Officers/Managers					
Sales					
Craft Workers (Skilled)					
Operatives (Semi-Skilled)					
Laborers (Unskilled)					
Service Workers					
Other List & describe					

(Make Additional Copies as Necessary)

Percentage of Section 3 new hires for this project: _____

Identify whether position is Full-time (FT), Part-time (PT), or Training position (TP)

Will you be providing benefits to the Section 3 hires? _____ If yes: please describe the benefits package. _____

How many people are currently employed with your company? _____

EMPLOYMENT CERTIFICATION:

I hereby certify to the best of my knowledge that the above table represents the appropriate number of employee positions required for the execution of this Project. This table represents the number of Section 3 residents that the company proposes to employ. Also, the Company will provide SAHA a completed "Section 3 Eligibility" form for any applicable new hire. As the project progress, I will notify SAHA of any subsequent proposed changes to my workforce for approval.

Project Title _____ Company Name _____

Signature/Title _____ Date _____

Attachment B Subcontractor/Supplier Listing

Subcontractor or Supplier/ Name and Address and phone number	Scope of Work/Product	\$ Value	Certified Section 3 Business Concern (Y/N)

(Make Additional Copies as Necessary)

Total Bid/proposal Value - \$ _____
 Total Dollars – Subcontractor/Supplies - \$ _____
 Total Dollars subcontracted to Section 3 Business Concerns - \$ _____
 Overall Section 3 subcontracting Percentage - % _____

CONTRACT OPPORTUNITY CERTIFICATION:

I hereby certify to the best of my knowledge that the above table represents all of the subcontracting and/or vendor opportunities required for the execution of this Project. This table identifies the number of Section 3 Business Concerns that the company will utilize. Also, the Company will provide SAHA a completed “Section 3 Eligibility” form for qualified Section 3 Business Concerns with all supporting documentation. As the project progresses, I will notify SAHA of any subsequent proposed changes to my subcontractors/suppliers for approval.

Project Title _____ Company Name _____

Signature/Title _____ Date _____