



*Strengthening **Communities** Together*

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**REQUEST FOR INFORMATION (RFI)**  
**RFI Date of Release: October 1, 2020**



**Updated: November 18, 2020**

**OVERVIEW:**

Progress OKC, A Community Development Corporation Inc., a 501(c)(3) tax exempt nonprofit developer, is requesting information for General Contractor Services for scattered sites located near or on Northeast 13<sup>th</sup> Street and Northeast 11<sup>th</sup> Street between North Wisconsin Avenue and North Kelham Avenue.

**Please review the entire packet and complete the following for your submission:**

- Contractor qualifications and ability to execute project, include team members, client references and examples of your work that are most recent and similar to the proposed development
- Financial information to include verification of a bridge loan, if applicable
- Phase 1 budget worksheet
- Review Construction Contract for Bid (Exhibit A)
- Review 24 CFR 135.38 Section 3 Contract and Subcontract Clause and submit Section 3 Form (Exhibit B)

**CONTACT FOR QUESTIONS AND SUBMISSION:**

Maurianna Adams, Executive Director

Phone Number: (405) 604-6780

Email Address: [Maurianna.adams@progressokc.org](mailto:Maurianna.adams@progressokc.org)

Website Address: [www.progressokc.org](http://www.progressokc.org)

Mailing Address:

105 N. Hudson Ave, Suite 101

Oklahoma City, OK 73102

**RESPONSE DEADLINE:**

Will remain open until closed by the Executive Director

**ORGANIZATION BACKGROUND AND PREVIOUS PROJECT(S):**

Progress OKC is a 501(c)(3) nonprofit Community Development Corporation. Progress OKC has reinvested over \$2 million dollars with a mission to strengthen and preserve the social and economic fabric of Oklahoma City's underserved communities by engaging in programs and partnerships focused on housing stability, economic mobility, quality of place and education.

Progress OKC was awarded \$405,930 from the Home Investment Partnerships program, administered by the U.S. Department of Housing and Urban Development, through a contract with the Oklahoma City Urban Renewal Authority. Purpose: to construct seven affordable and two market-rate housing units, in Oklahoma City, Oklahoma specifically Culbertson East Highland Neighborhood located within the Northeast quadrant of the city—and at the following addresses (a sampling):

Seven affordable or income eligible homes

[1704 NE Euclid, Oklahoma City, OK 73117](#)

[1708 NE Euclid, Oklahoma City, OK 73117](#)

[1709 NE Euclid St, Oklahoma City, OK 73117](#)

[1712 NE Euclid, Oklahoma City, OK 73117](#)

[1713 NE Euclid St, Oklahoma City, OK 73117](#)

[1717 NE Euclid St, Oklahoma City, OK 73117](#)

[1725 NE Euclid St, Oklahoma City, OK 73117](#) (partially completed prior to contract)

Two market-rate homes

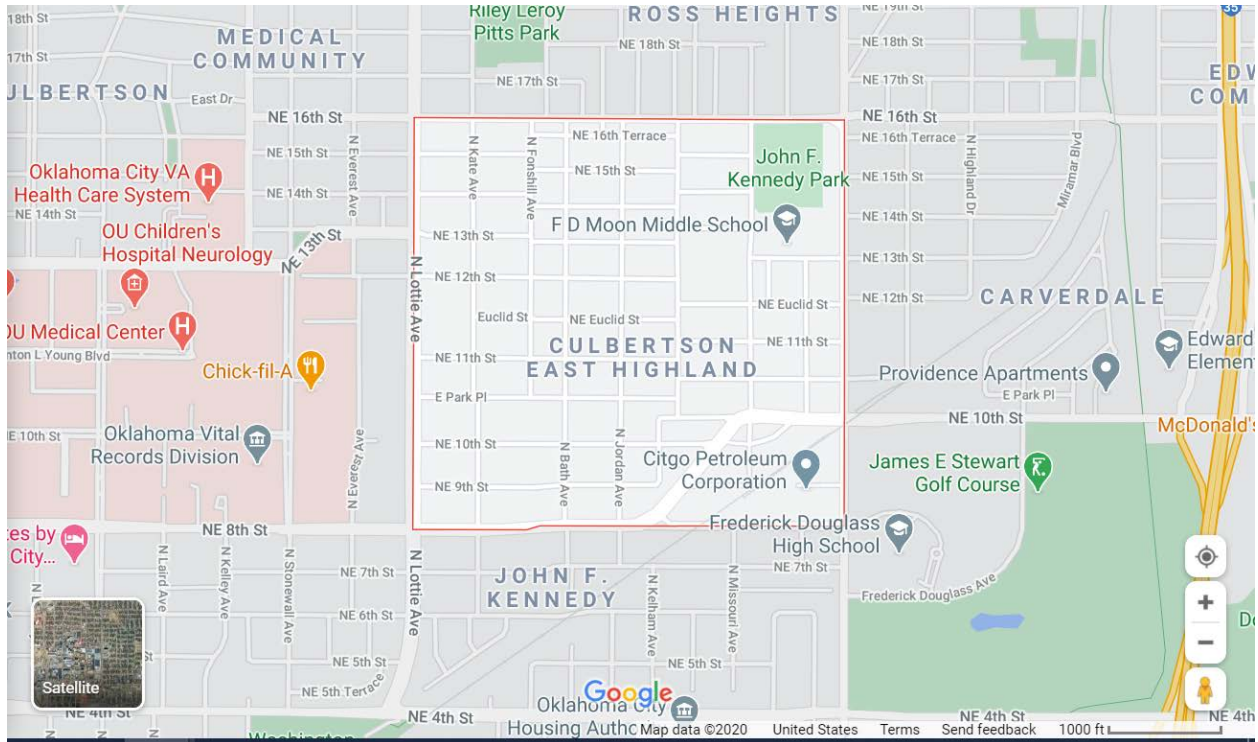
[1700 NE Euclid, Oklahoma City, OK 73117](#)

[1701 NE Euclid, Oklahoma City, OK 73117](#)



## NEIGHBORHOOD BACKGROUND AND DESCRIPTION:

Culbertson East Highland N Lottie Ave to N Martin Luther King Ave and NE 8<sup>th</sup> Street to NE 16<sup>th</sup> Street



### Fast Facts:

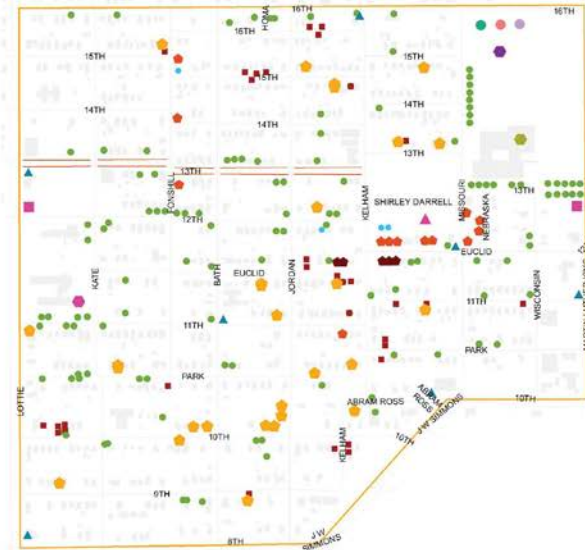
- JFK Park has now been completed thanks to the 2007 Bond Project and CDBG funding.
- Through partnerships with Verboe, Arvest Bank, the City of Oklahoma City, and OKC Housing Authority, CEH commissioned the first NE OKC Neighborhood Mural titled "Royal Tones" on the Jeltz-McFGuire Plaza.
- New homes built by private developers including Jefferson Park CHDO, Monarch, Jeff Click and Progress OKC.
- Moon Elementary received \$4 million in MAPS money for updates. As of 2020, they have a new principal dedicated to innovative learning strategies.
- Neighborhood Association has reactivated and restructured as a leadership team and continue to build momentum with new residents.
- Through partnerships with OGE, the Adventure District and the Neighborhood Alliance, the leadership team created CEH branded-SWAG Bags with merchandise and info on how to be good neighbors.
- The Leadership team works closely with their Ward 7 Planning Commissioner and Councilwoman to ensure the architectural fabric of the community remains intact.

## 2013-2020 PROGRESS IN CULBERTSON'S EAST HIGHLAND



### SNI Neighborhood Projects

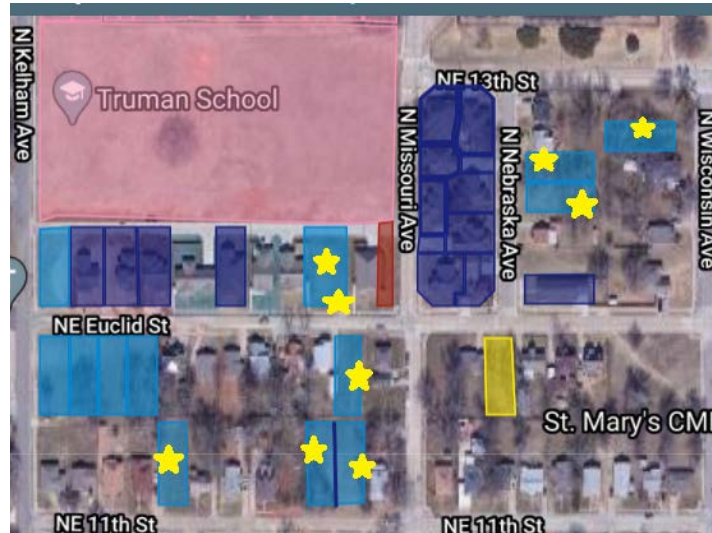
- 10 Blocks of New Sidewalks
- 31 Housing Rehabs
- 5 New Affordable Homes - Under Construction
- 13 New Affordable Homes
- 2 Mobile Pet Clinics
- 18 Monthly Mobile Markets
- 1 JFK Park Renovation
- 1 Euclid Alley Construction
- 1 Marcus Muse Mural
- 2 New Bus Shelters
- 7 Neighborhood Signs
- 6 Down-Payment Assistances
- 127 Trees Planted
- 35 Hazardous Tree Removals
- Thelma Parks ES After School Program
- Moon ES/MS After School Program
- Culbertson's East Highland SNI Boundary





**CURRENT LOT DESCRIPTIONS:**

- All of Lots 4, 5 & 6, Block 1, Edgemont Addition to Oklahoma City, Oklahoma County, Oklahoma; Real Estate Account #: R027140300
- All of Lots 3 & 4, Block 2, Edgemont Addition to Oklahoma City, Oklahoma County, Oklahoma; Real Estate Account #: R027141400
- All of Lots 33 & 34, Block 2, Edgemont Addition to Oklahoma City, Oklahoma County, Oklahoma; Real Estate Account #: R027143000
- All of Lots 43 thru 46, Block 2, Edgemont Addition to Oklahoma City, Oklahoma County, Oklahoma; Real Estate Account #: R027143400
- All of Lots 5 & 6, Block 2, Weavers 2nd Addition to Oklahoma City, Oklahoma County, Oklahoma; Real Estate Account #: R027284200
- All of Lots 7 & 8, Block 2, Weavers 2nd Addition to Oklahoma City, Oklahoma County, Oklahoma; Real Estate Account #: R027284500
- All of Lots 25 & 26, Block 2, Weavers 2nd Addition to Oklahoma City, Oklahoma County, Oklahoma; Real Estate Account #: R027286902



**SITE PLANS:**

Available upon request.

**Total square footage**

900-1650 sf

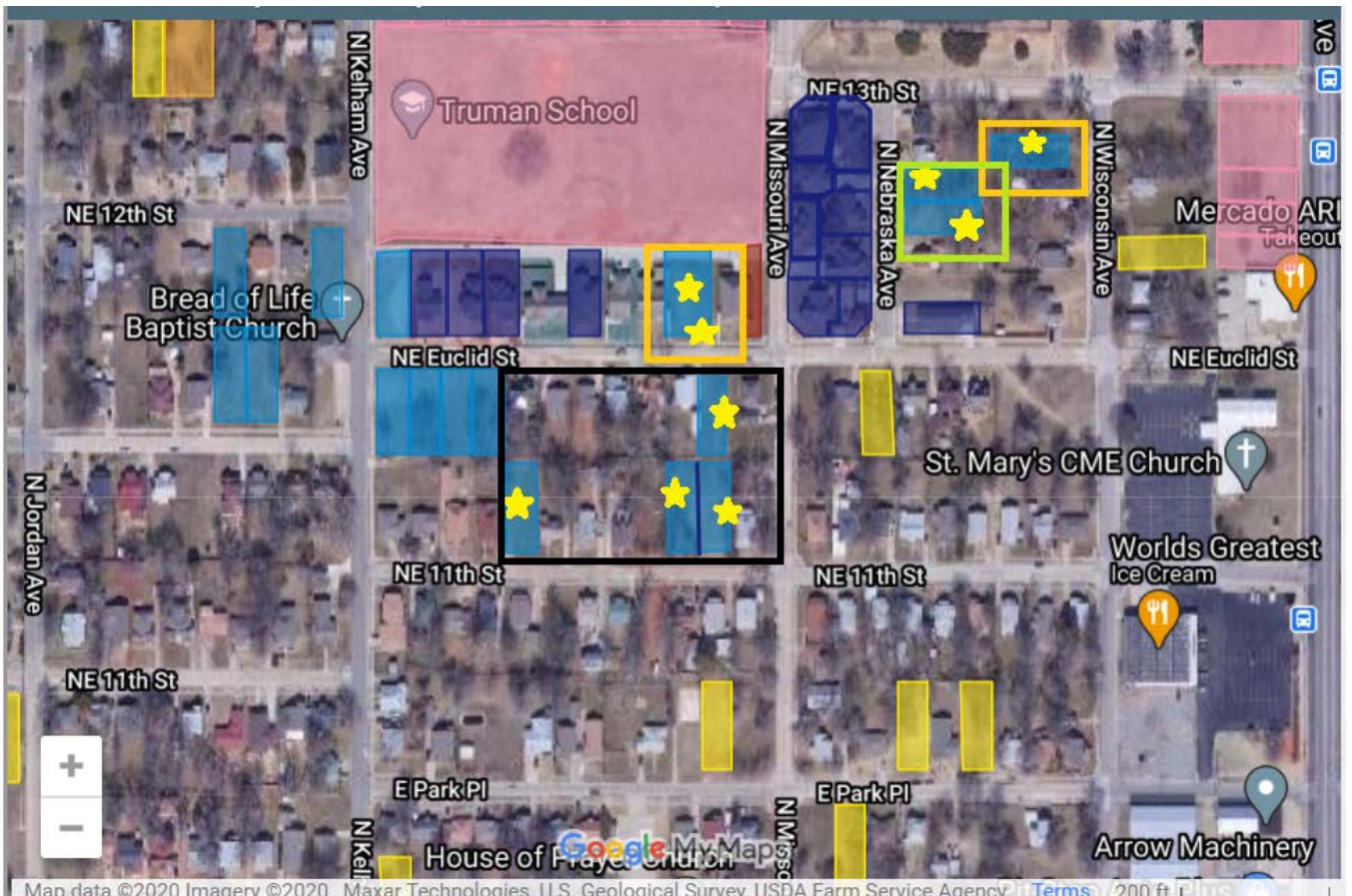
**OKLAHOMA CITY URBAN RENEWAL AUTHORITY (OCURA) NORTHEAST RESIDENTIAL DESIGN STANDARDS:**

The Oklahoma City Urban Renewal Authority (OCURA) is committed to delivering architecturally compatible, affordable and market rate housing options in northeast Oklahoma City. OCURA has historically required design review for all of its projects. Their Architectural & Site Design Guidelines can be found [here](#).

The developer proposes designs that are contextually sensitive and will complement existing quality, historic homes on the block and in the neighborhood. Architectural styles could include Streetcar Suburban - Bungalow, Catalogue House - Craftsman Cottage, and Minimal Traditional.

#### PHASING AND TIMING:

The Project will consist of three (3) phases; see both the map and table below. In phase one, the construction and sale of four affordable units; three affordable units in phase two; and two market rate units in phase. There are eight lots resulting in seven single-family for-sales homes and one for-sale duplex. The following is the projected time frame to complete the project:





Phase	Construction Start Date	Construction Completion Date	Sale Date
Phase 1 (black) <b>4 affordable units</b>	January 2021	July 2021	August 2021
Phase 2 (orange) <b>3 affordable unity</b>	September 2021	March 2022	June 2022
Phase 3 (green) <b>2 market rate units</b>	July 2022	January 2023	March 2023

This timeline is contingent upon contract negotiations and funding.

EXHIBIT A

CONSTRUCTION CONTRACT FOR BID

This Construction Contract (the “Contract”) is made as of January 1, 2021 (the “Effective Date”) by and between Progress OKC, a Community Development Corporation, Inc. (“Progress OKC”), and the general contractor for construction services to include but may not be limited to building construction, site work (utility line installation, grading, storm water management, etc.), framing and finish work, mechanical (heating, ventilation, and air conditioning), electrical, plumbing, and landscaping.

THEREFORE, in consideration of the mutual promises set forth below, the parties agree as follows:

**1. DESCRIPTION OF SERVICES AND SCOPE OF WORK.** Beginning on the Effective Date, the general contractor will provide to Progress OKC Construction services, materials, and labor for the completion of newly constructed single-family homes at the property located at

All of Lots 3 & 4, Block 2, Edgemont Addition to Oklahoma City, Oklahoma County, Oklahoma  
All of Lots 33 & 34, Block 2, Edgemont Addition to Oklahoma City, Oklahoma County, Oklahoma  
All of Lots 43 thru 46, Block 2, Edgemont Addition to Oklahoma City, Oklahoma County, Oklahoma  
All of Lots 5 & 6, Block 2, Weavers 2<sup>nd</sup> Addition to Oklahoma City, Oklahoma County, Oklahoma  
All of Lots 7 & 8, Block 2, Weavers 2<sup>nd</sup> Addition to Oklahoma City, Oklahoma County, Oklahoma  
All of Lots 25 & 26, Block 2, Weavers 2<sup>nd</sup> Addition to Oklahoma City, Oklahoma County, Oklahoma

and multi-family residential homes at the property located at

All of Lots 4, 5 & 6, Block 1, Edgemont Addition to Oklahoma City, Oklahoma County, Oklahoma

hereinafter referred to as (“Worksite”).

This includes building and construction materials, necessary labor and site security, and all required tools and machinery needed for completion of construction. This also includes furnishing any building improvements related to construction of the structure, including landscaping, grading, walkways, painting, sewer and water systems, steps, driveways, patios, etc.

**2. PLANS, SPECIFICATIONS AND CONSTRUCTION DOCUMENTS.** Progress OKC will make available all plans, specifications, drawings, blueprints, and similar construction documents

necessary to provide the Services described herein. These construction documents will be attached to this Contract as Exhibit A. Any such materials shall remain the property of Progress OKC.

**3. WORK SITE.** Progress OKC warrants that it is authorized to enter into this contract for Services for the property herein described. Prior to the start of construction, Progress OKC will ensure that the correct zoning is in place for the contracted Services. Progress OKC will provide a site survey.

**4. MATERIALS AND/OR LABOR PROVIDED.** The general contractor shall provide to Progress OKC a List of each party furnishing materials and/or labor as part of the Services, and the dollar amounts due or expected to be due concerning provision of the Services provided herein. This list of materials and/or labor providers shall be attached to this Contract as Exhibit B. The general contractor declares, under the laws of the State of Oklahoma, that this List is a true and correct statement of each party providing materials and/or labor as part of the Services herein described.

The general contractor may substitute materials only with the expressed written approval of Progress OKC, provided that the substituted materials are no lesser quality than those previously agreed upon by Progress OKC.

**5. PAYMENT.** Total Payment for Services shall be determined. The general contractor must submit invoices for work and purchases that have been completed to Progress OKC. Progress OKC agrees to pay for work and purchases that have been completed. Payment will be withheld until work or purchases have been completed.

In addition to any other right or remedy provided by law, if Progress OKC fails to pay for the Services when due, the general contractor has the option to treat such failure to pay as a material breach of this Contract, and may cancel this Contract and/or seek legal remedies.

**6. TERM.** The general contractor shall commence the work to be performed within 30 days of the Effective Date, and shall complete the work within 24 months of the executed contract date, time being of the essence of this Contract.

Upon completion of the project, the general contractor will provide Progress OKC with a Certificate of Occupancy from The City of Oklahoma City.

**7. CHANGE ORDERS.** Progress OKC may make changes to the Scope of Work during the term of this Contract. However, any such change or modification shall only be made in a written "Change Order" which shall be signed and dated by both parties. Such Change Order shall

become part of the Contract. If the Change Order necessitates an increase to the total payment for Services, Progress OKC agrees to pay such increase.

**8. PERMITS.** The general contractor shall obtain all necessary building permits and any other necessary permits and licenses required by The City of Oklahoma City to do the work, and the cost thereof shall be included as part of the Total Payment of Services to the general contractor under this Contract.

**9. INSURANCE.** Before work begins under this Contract, the general contractor shall furnish certificates of insurance to Progress OKC substantiating that has placed in force valid insurance covering its full liability under the Workers' Compensation laws of the State of Oklahoma. The general contractor shall furnish and maintain general liability insurance, and builder's risk insurance for injury to or death of a person or persons, and for personal injury or death suffered in any construction related accident and property damage incurred in rendering the Services. The certificates of insurance shall name Progress OKC and the Oklahoma City Urban Renewal Authority as additional insured.

**10. COMPLIANCE WITH LAWS.** The general contractor shall comply with all applicable laws, ordinances, and codes of the state and local government, and the general contractor shall save Progress OKC and the Oklahoma City Urban renewal Authority harmless with respect to any damages arising from any tort done in performing any of the work embraced by this Contract.

**11. Title VI of the Civil Rights Act of 1964.** Under Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color, creed, religion, sex or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

**12. Section 109 of the Housing and Community Development Act of 1974.** No person in the United States shall on the grounds of race, color, creed, religion, sex or national origin be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.

**13. Age Discrimination Act of 1975, as Amended.** No person shall be excluded from participation, denied program benefits, or subjected to discrimination on the basis of age under any program or activity receiving federal funding assistance. (42 U.S.C. § 610, et seq.)

**14. Section 504 of the Rehabilitation Act of 1973, as Amended.** No otherwise, qualified individual shall, solely by reason of his or her disability, be excluded from participation (including employment), denied program benefits, or subjected to discrimination under any program or activity receiving Federal funds. (29 U.S.C. § 794)

**15. Public Law 101-336, Americans with Disabilities Act of 1990.** Subject to the provisions of the Americans with Disabilities Act of 1990, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity.

**16. Section 3 of the Housing and Community Development Act of 1968 - Compliance in the Provision of Training, Employment, and Business Opportunities.**

a. The work to be performed under this Contract is on a project assisted under a program providing direct federal financial assistance from HUD and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. § 1701u. Section 3 requires that, to the greatest extent feasible, opportunities for training and employment be given lower-income residents of the project area; and contracts for work in connection with the project be awarded to business concerns, which are located in, or owned in substantial part, by persons residing in the area of the project.

b. The parties to this Contract will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary of HUD set forth in 24 CFR 135, and all applicable rules and orders of HUD and the City issued thereunder prior to the execution of this Contract. The parties to this Contract certify and agree that they are under no contractual or other disability that would prevent them from complying with these provisions.

c. The general contractor will send to each labor organization or representative of workers with which it has a collective bargaining agreement or other contract or understanding, if any, a notice advising the said labor organization or workers' representative of its commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.

d. The general contractor will include this Section 3 clause in every subcontract for work in connection with the project and will, at the direction of the applicant, or recipient of federal financial assistance, take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of HUD, 24 CFR Part 135. will not subcontract with any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR Part 135 and will not let any subcontract, unless the subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.



e. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Part 135, and all applicable rules and orders of HUD and the City issued hereunder prior to the execution of the contract, shall be a condition of the federal financial assistance provided to the project, binding upon the applicant or recipient for such assistance, its successors, and assigns. Failure to fulfill these requirements shall subject the applicant, or recipient, its consultants and subcontractors, its successors and assigned to those sanctions specified by the grant or loan agreement or contract through which federal assistance is provided, and to such sanctions as are specified by 24 CFR Part 135.

**17. Equal Employment Opportunity.** The parties hereto shall comply with Executive Order 11246, "Equal Employment Opportunity," as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

**18. CONFIDENTIALITY.** The general contractor, and its employees, agents, or representatives will not at any time or in any manner, either directly or indirectly, use for the personal benefit of , or divulge, disclose, or communicate in any manner, any information that is proprietary to Progress OKC. , and its employees, agents and representatives will protect such information and treat it as strictly confidential. This provision will continue to be effective after the termination of this Contract.

**19. INDEMNIFICATION.** The general contractor agrees to indemnify and hold harmless Progress OKC and the Oklahoma City Urban Renewal Authority employees and appointed and elected officers, from and against all loss and expense, including attorney fees and costs by reason of any and all claims and demands upon Progress OKC and the Oklahoma City Urban Renewal Authority, its employees and appointed and elected officers from damages sustained by any person or persons arising out of or in consequence of the general contractor's and its agents' negligent performance of work associated with this Contract.

**20. WARRANTY.** The general contractor will complete construction of the structure in conformance with the plans and specifications provided by Progress OKC. The general contractor will provide Progress OKC with a one-year Central Oklahoma Homebuilder's Warranty transferrable to the homebuyer. This warranty will cover only the work completed by to be determined.

**21. INSPECTION.** Progress OKC shall have to right to inspect all work performed under this Contract. All defects and uncompleted items shall be reported immediately. All work that needs to be inspected or tested and certified by an engineer as a condition of any government

departments or other state agency, or inspected and certified by the local health officer, shall be done at each necessary stage of construction and before further construction can continue.

**22. DEFAULT.** The occurrence of any of the following shall constitute a material default under this Contract:

- a. The failure of Progress OKC to make a required payment promptly or within sixty days after invoices are rendered;
- b. The insolvency of either party or if either party shall, either voluntarily or involuntarily, become a debtor of or seek protection under Title 11 of the United States Bankruptcy Code;
- c. A lawsuit is brought on any claim, seizure, lien, or levy for labor performed or materials used on or furnished to the project by either party, or there is a general assignment for the benefit of creditors, application or sale for or by any creditor or government agency brought against either party;
- d. The failure of Progress OKC to make the building site available or the failure of to deliver the Services in the time and manner provided for this Contract.

**23. REMEDIES.** In addition to any and all other rights a party may have available according to law of the State of Oklahoma, if a party defaults by failing to substantially perform any provision, term or condition of this Contract, the other party may terminate the Contract by providing written notice to the defaulting party. This notice shall describe with sufficient detail the nature of the default. The party receiving said notice shall have 30 days from the effective date of said notice to cure the default or begin substantial completion if completion cannot be made in 30 days. Unless waived by a party providing notice, the failure to cure or begin curing, the default within such time period shall result in the automatic termination of this Contract.

**24. DISPUTE RESOLUTION.** The parties will attempt to resolve any dispute arising out of or relating to this Contract through friendly negotiations amongst the parties. If the matter is not resolved by negotiation, the parties will resolve the dispute using the below Alternative Dispute Resolution (ADR) procedure:

Any controversies or disputes arising out of or relating to this Contract will be submitted to mediation in accordance with any statutory rules of mediation. If mediation is not successful in resolving the entire dispute or is unavailable, any outstanding issues will be submitted to final and binding arbitration under the rules of the American Arbitration Association. The arbitrator's award will be final, and judgment may be entered upon it by any court having proper jurisdiction.

**25. ENTIRE CONTRACT.** This Contract contains the entire Contract of the parties, and there are no other promises or conditions in any other contract whether oral or written concerning the subject matter of this Contract. Any amendments must be in writing and signed by each party. The Contract supersedes any prior written or oral agreements between the parties.

**26. SEVERABILITY.** If any provision of this Contract will be held to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and enforceable. If a court finds that any provision of this Contract is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision will be deemed to be written, construed, and enforced as so limited.

**27. AMENDMENT.** This Contract may be modified or amended in writing, if the writing is signed by each party.

**28. GOVERNING LAW.** Should it become necessary to determine the meaning or otherwise interpret any word, phrase or provision of this Agreement, or should the terms in any way be the subject of litigation in any court of laws or equity, it is agreed that the laws of the State of Oklahoma shall exclusively control it.

**29. NOTICE.** Any notice or communication required or permitted under this Contract shall be sufficiently given if delivered in person or by certified mail, return receipt requested, to the following addresses:

To Progress OKC:

Maurianna Adams  
Executive Director  
Progress OKC  
105 N. Hudson Ave, Suite 101  
Oklahoma City, OK 73102

**30. WAIVER OF CONTRACTUAL RIGHT.** The failure of either party to enforce any provision of this Contract shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Contract.

**31. COUNTERPARTS.** This Agreement is executed in multiple counterparts, each of which will constitute an original of this instrument.

*Signatures on the next page.*

## 24 CFR 135.38 SECTION 3 CONTRACT AND SUBCONTRACT CLAUSE

All Section 3 covered contracts shall include the following clause (referred to as the Section 3 clause):

- A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low and very low income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.
- C. The Contractor agrees to send to each labor organization or representative of workers with which the subcontractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the subcontractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D. The Contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The subcontractor will not subcontract with any subcontractor where the subcontractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.
- E. The Contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the subcontractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 135 require employment opportunities to be directed, were not filled to circumvent the subcontractor's obligations under 24 CFR Part 135.
- F. Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- G. With respect to work performed in connection with Section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also

applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).



**SECTION 3 STATEMENT OF WORKFORCE NEEDS**  
**MUST BE COMPLETED BY ALL CONTRACTORS AND SUBCONTRACTORS**  
**MUST BE INCLUDED WITH THE BID SUBMITTAL**

<b>Contractor and Subcontractor Information:</b>	
Company Name:	
Owner Name:	
Address:	
Phone:	
Email:	

TYPE OF BUSINESS: ☐ Corporation      ☐ Partnership      ☐ Sole Proprietorship

**Estimated Project Workforce Breakdown**

<b>Job Category</b>	<b>Total Estimated Positions Needed (this Project)</b>	<b>Number of Positions Occupied by Permanent Employees</b>	<b>Number of Positions not Occupied</b>	<b>Number of Positions to be Filled with Section 3 Residents (this Project)</b>
Professionals				
Technicians				
Office/Clerical				
Officials/Managers				
Sales				
Craft Workers (skilled)				
Equipment Operators (semi-skilled)				
Laborers (unskilled)				
Service Workers				
Other Construction Trades				
<b>TOTALS</b>				

By signing this, I am certifying that the above information is an accurate estimate of workforce needs for this project.

\_\_\_\_\_  
 Name:

\_\_\_\_\_  
 Signature:

\_\_\_\_\_  
 Date: