

CITY OF HUDSON



REQUEST FOR PROPOSALS AFFORDABLE HOUSING DEVELOPMENT PLAN



MAY 2020

A. PURPOSE

The City of Hudson is requesting proposals from qualified professional consultants to assist with creating a plan for the development of affordable housing. Informed by the results of previous housing studies and the adoption of an affordable housing action plan, the city of Hudson seeks to increase the development of affordable housing in order to:

1. Provide stable housing and pathway for residents to find success as well as reduce the associated costs of housing stress
2. Prevent displacement of residents
3. Ensure Hudson is inclusive to residents across income levels
4. Provide housing that will support equitable workforce and economic development

The creation of an affordable housing development plan will help the city create both a long-term and short-term path to creating more housing that addresses the variety of housing and community development needs.

B. BACKGROUND

The City of Hudson and Columbia County are committed to fostering a wide range of housing options for residents as a crucial part of building sustainable neighborhoods, local amenities and economic opportunities. To that end, and as a result of community input during the City's NYS-funded Downtown Revitalization Initiative, the City created a Housing Task Force (HTF) to review available data and make recommendations in the form of a Strategic Housing Action Plan (SHAP).

The Housing Task Force (HTF), with the assistance of Hudson Valley Pattern for Progress (Pattern) as facilitator, met extensively since October 2017 to collect local data, identify and analyze local resources and capacity, research best practices and engage state housing program representatives, community stakeholders and local leadership. In addition to providing technical assistance, facilitation and project management, Hudson Valley Pattern for Progress also provided capacity building for local leaders and stakeholders in community development and housing. As part of the process, the HTF conducted an analysis and review of the data and recommendations of the Columbia County Housing Needs Assessment prepared by Novogradac & Co (August, 2017), the Housing Needs Analysis for the City of Hudson prepared by the NYS Rural Housing Coalition (May 2012) and the Downtown Revitalization Initiative (DRI) community engagement and planning process along with other sources of insight. The HTF has achieved a consensus on the short, medium and long-term actions it deems most effective in promoting data-driven, proactive action steps for greater housing options in the City.

The Columbia County Housing Needs Assessment, completed in September 2017, analyzed the existing and proposed housing supply and future housing needs in the county with additional focus on the city, and contains data on demographics, housing inventory, substandard housing conditions, public housing, homelessness, special needs housing and related topics. The report focused on developing housing strategies and recommendation and also provided supporting documentation to aid applications for funding of the program and policy initiatives envisioned. The report concludes with detailed recommendations in four categories: 1) Preserve single family housing stock, 2) Enhance downtown housing and amenities, 3) Improve building code enforcement, and 4) Create additional mixed-income housing.

B. BACKGROUND (continued)

The Housing Task Force (HTF) recognizes the importance and the timing of the countywide housing needs assessment in conjunction with the community engagement and planning process from the Downtown Revitalization Initiative (DRI). To that end, the HTF has incorporated goals identified in the housing needs assessments and additional housing goals identified during the DRI community engagement and planning process, as well as insights gathered through its own collaborative process.

As a result, the HTF established the Strategic Housing Action Plan (SHAP) through this broad-based collaborative process with a variety of local organizations and community stakeholders and leaders. The SHAP includes a mission statement, goals, strategies, policies and action steps with timelines and estimated costs. The SHAP also identifies potential financial resources, responsible agencies for implementation and a feasibility and impact analysis for each action.

The following is the link to 2018 Strategic Housing Action Plan – City of Hudson:

<http://cms3.revize.com/revize/hudsonny/Projects%20and%20Grants/Hudson-Strategic-Housing-Plan-2018.pdf>

C. SCOPE OF SERVICES

The Affordable Housing Development Plan should build off the City’s approved Strategic Housing Action Plan and respond to the following areas:

1. DETERMINE WHAT IS BUILDABLE

The Affordable Housing Development Plan will focus on city-owned property and property owned by partner organizations and agencies. The Affordable Housing Development Plan may also explore ideal properties owned by other public and private entities.

The Affordable Housing Development Plan will determine what building options are possible. The Affordable Housing Development Plan will incorporate engineering, SEQRA, zoning, neighborhood compatibility, and economic feasibility to create a menu of development options for each developable property.

2. ADDRESS THE VARIETY OF HOUSING NEEDS

The Affordable Housing Development Plan will incorporate the variety of housing needs, which include a mix of income levels as well as rental and homeownership. Not every development project needs to address every need, but the totality of the projects need to.

3. COLLABORATE WITH A VARIETY OF STAKEHOLDERS

The Affordable Housing Development Plan, and the creation of the Affordable Housing Development Plan, should include a variety of stakeholders.

The Affordable Housing Development Plan should create synergy and partnerships between organizations such as City of Hudson, Hudson Community Development & Planning Agency, Hudson Housing Authority, Habitat for Humanity, Hudson Development Corporation, and Columbia County Economic Development Corporation.

C. SCOPE OF SERVICES (continued)

4. IDENTIFY RIGHT FIT DEVELOPERS

The Affordable Housing Development Plan, and the creation of the Affordable Housing Development Plan should help establish partnerships with developers in order to get effective outcomes.

5. IDENTIFY FUNDING SOURCES

The Affordable Housing Development Plan should recommend funding sources for each project and identify how projects can be economically feasible while also considering Hudson’s short and long-term interests.

6. DEVELOPMENT TIMELINE

The Affordable Housing Development Plan will include a project timeline. The timeline will consider ways to maximize productivity and funding options. Since New York State will only fund a limited number of Hudson projects in each grant cycle, the Affordable Housing Development Plan should map which projects will be applications for which funding cycles.

7. LONG-TERM VISION

The Affordable Housing Development Plan should look beyond the two-year elected official term and establish a longer-term vision for the city and partners.

8. APPROPRIATE FLEXIBILITY

The Affordable Housing Development Plan should create a plan and framework with enough flexibility to account for future changes.

D. PROJECT TIMELINE

Proposers should include an anticipated timeline of project deliverables from date of contract award to project completion.

E. RFP KEY EVENTS AND DATES

| <u>Event</u> | <u>Date</u> |
|---|---------------------|
| Issuance of RFP | 05/15/2020 |
| Deadline for RFP Questions | 05/22/2020 (5:00PM) |
| Post Responses to RFP Questions | 05/26/2020 |
| Proposal Due Date | 06/05/2020 (5:00PM) |
| Interviews/Presentations (not earlier than) | 06/08/2020 |
| Notice of Award (not earlier than) | 06/16/2020 |

F. CONTENT OF PROPOSAL & QUALIFICATIONS OF PROPOSER

The following is a list of required information that must be provided by the proposer. Provide your response in the same order in which it is requested using numbered side tabs that correspond with each of the numbered items below.

F. CONTENT OF PROPOSAL & QUALIFICATIONS OF PROPOSER (continued)

1. **Cover Letter:** Provide a letter of introduction with a brief description of your firm, indicating the location of primary office for the performance of the services, the type of firm, areas of specialization, project lead, and any staff members who would participate in the analysis, meetings and report.

Include a company name, a contact name and title, contact information, website address, and any sub-contractors who would be used.

- a. A brief history and description of the entity/firm submitting the proposal.
 - b. The name, title, telephone number and email address of the individual within your firm who will be City of Hudson primary contact concerning this RFP.
 - c. The primary contacts name, title, telephone number and email address for each sub consultant who will perform work under this contract.
 - d. A statement to the effect that your firm is willing to perform all services identified and will abide by the terms of the RFP, including all attachments.
 - e. Any additional information that you feel would serve to distinguish your firm from other firms submitting proposals.
 - f. The cover letter must be signed by the individual(s) authorized to bind your firm contractually. Indicate the title or position that the signer holds within your firm. The City of Hudson reserves the right to reject a proposal that contains an unsigned cover letter.
2. **Key personnel:** Include the resumes of personnel who will work on the project and indicate what their roles will be.
 - a. Provide a description of your firm's organization, team makeup including sub-consultants and the resumes of partners, principals, associates and other key staff proposed to provide services to the City of Hudson and indicate how their skills and experience will be relevant to the project.
3. **References:** For your firm and any sub-contractor provide references and brief descriptions of three (3) relevant projects worked on in the past two (2) years. Reference projects should be similar in nature to this project.
 - a. Describe briefly the types of services provided for each relevant project, the duration of the project and the current status.
 - b. For each project reference, please provide the client's name, the client's primary contact person name and title, and the contact person's email and phone number.
 - c. The City of Hudson may make such inquiries it deems necessary to determine the ability of each proposer to perform the services contemplated by this RFP. Proposers shall promptly furnish all information and data for this purpose as may be subsequently requested by the City of Hudson.
4. **Approach:** Provide a detailed description of your firm's approach to providing the requested scope of services.

F. CONTENT OF PROPOSAL & QUALIFICATIONS OF PROPOSER (continued)

5. **Cost Proposal:** Please submit one (1) electronic copy of your COST proposal in PDF format, via email, with the subject line clearly identified as “COST Proposal – Affordable Housing Development Plan”, to the following email address:

pbujanow@cityofhudson.org

a) LUMP SUM COST PROPOSAL

The Lump Sum Cost Proposal should contain a detailed listing of the cost for each of the following:

- Personnel costs (including hourly rates and total hours)
- Travel and Subsistence Expenses
- Subcontractor Costs (if any)
- Other Costs (e.g., office expenses)
- Total Cost (a total not to exceed cost representing the maximum amount for all work to be performed under this category must be clearly indicated.)

Provide documentation supporting your firm’s Overhead and Profit Multiplier and that of your sub-consultants (if any).

Clearly set forth in detail any and all additional expenses for which you expect to be reimbursed. The proposal must, however, provide a guarantee that no additional fees will be charged to the City of Hudson without prior written consent by the City.

G. INTERVIEW

The City of Hudson reserves the right to determine whether interviews will be necessary. The purpose of the interview is to further document the proposer’s ability to provide the required services and to impart to the City of Hudson officials an understanding of how specific services will be furnished. The proposed lead principal, as well all other key personnel proposed to provide the services must be present and participate in the interview. The interview will be evaluated on the basis of whether it substantiates the characteristics and attributes claimed by the proposer in its written response to this RFP and any other information requested by the Committee prior to the interview.

H. SUBMISSION OF PROPOSALS

DUE TO THE CONTINUING COVID-19 PANDEMIC, HUDSON CITY HALL IS NOT BE OPEN TO THE PUBLIC.

THEREFORE, FOR THIS RFP, THE CITY OF HUDSON WILL ONLY ACCEPT ELECTRONIC SUBMISSIONS OF YOUR TECHNICAL AND COST PROPOSALS ON OR BEFORE 5:00 PM, JUNE 5, 2020.

Please submit one (1) **electronic** copy of your TECHNICAL proposal in PDF format along with one (1) **electronic** copy of your COST proposal in PDF format, via email, with the **subject** line clearly identified as “**Proposal – Affordable Housing Development Plan**”, to the following email address:

pbujanow@cityofhudson.org

H. SUBMISSION OF PROPOSALS (continued)

1. Each proposal submitted will be the document upon which the City of Hudson will make its initial judgment regarding each proposer's qualifications, methodology, and ability to provide the requested services.
2. Submission of any proposal indicates an acceptance of the conditions contained in this Request for Proposals unless the submitted proposal clearly and specifically states otherwise.
3. By submitting a proposal, consulting firms represent that they have thoroughly examined and become familiar with the scope of work outlined in this RFP and are capable of performing the work to achieve the objectives.
4. Proposals should show that the firms have sufficient and appropriate resources to complete the project.
5. Proposals must identify the person who will lead the project, and the location of their primary office.
6. Any proposed sub-contractors must be identified in the proposal.

I. QUESTIONS & SPECIFICATION CLARIFICATIONS:

All inquiries with respect to this Request for Proposals shall be in writing, via email, directed to the following address:

Peter Bujanow
Commissioner of Public Works
pbujanow@cityofhudson.org

1. All questions must be submitted in writing by email, specifically citing the particular proposal section and paragraph number.
2. Questions received after the Deadline for RFP Questions will not be answered.
3. Only questions answered by formal written Addenda will be binding. Oral or other interpretations or clarifications will be without legal effect.
4. Proposers should note that all clarifications and exceptions, including those related to the terms and conditions of the contract are to be resolved prior to the submission of a proposal.
5. A list of all substantive inquiries received along with relevant responses will be posted on the City of Hudson website, www.cityofhudson.org.
6. In addition, any changes, additions or deletions to this Request for Proposals (RFP) will be posted on the City of Hudson website, www.cityofhudson.org, along with an electronic version of this RFP.
7. Respondents are urged to check the City of Hudson website frequently for notices of any clarification of or changes, additions, or deletions to this RFP.

I. QUESTIONS & SPECIFICATION CLARIFICATIONS: (continued)

8. A proposer may withdraw a proposal anytime prior to the final due date and time by written notification, signed by an authorized agent, to the contact person identified above. The proposal may thereafter be resubmitted, but not after the final due date and time. Modifications offered in any other manner, oral or written, will not be considered.
9. If a proposer discovers an ambiguity, conflict, discrepancy, omission or other error in this RFP, the proposer should immediately notify the contact person identified in above. Notice of such error or omission should be submitted prior to the final due date and time for submission of proposals. Modifications shall be made by addenda to this RFP. Such clarifications will be given by written notice to all parties who have received this RFP.
10. If a proposer fails, prior to the final due date and time for submission of proposals, to notify the City of Hudson of a known error or an error that reasonably should have been known, the proposer shall assume the risk of proposing. If awarded the contract, the proposer shall not be entitled to additional compensation or time by reason of the error or its late correction.
11. A proposer indicates its acceptance of the provisions and conditions enumerated in this RFP by submitting a proposal.
12. By submitting a proposal, the proposer covenants that the proposer will not make any claims for or have any right to damages because of any misinterpretation or misunderstanding of the specifications or because of lack of information.
13. Other than the contact person identified above, or their designee(s), prospective proposers shall not approach City of Hudson employees during the period of this RFP process about any matters related to this RFP or any proposals submitted pursuant thereto.

J. SELECTION CRITERIA:

Responses to this Request for Proposals (RFP) will be evaluated on the following criteria:

- The professional qualifications, verified references and project specific experience of the prime consultant and any sub-consultants in developing implementation strategies to address affordable housing challenges and creating plans that help to identify and solve key problems in the development of affordable housing. **(30 points maximum)**.
- A documented history of successful performance on engagements of similar type, size and scope. Examples provided should demonstrate how the scope, scale, and context of the project is relevant to the Affordable Housing Study as described in the Scope of Service section of RFP. **(25 points maximum)**.
- A demonstration of approach for 1) understanding the project, 2) completing the scope of work, 3) commitment for meeting the stated requirements and 4) ability to meet project deadlines, as evidenced by consultant's proposal **(20 points maximum)**.
- Demonstrated staffing and/or capacity of the project team and sufficient resources to complete all of the tasks for all required scope of work **(15 points maximum)**.
- The proposed cost of the study **(10 points maximum)**.

The City of Hudson will make a final determination regarding the award of this project not earlier than June 16, 2020.

K. TERMS AND CONDITIONS

- 1. Incurred Costs:** This RFP does not commit the City of Hudson to award a contract or to pay any costs incurred in the preparation of a response to this request. The city of Hudson will not be liable in any way for any costs incurred by respondents in replying to this RFP.
- 2. Right to Cancel:** The city of Hudson reserves the right to cancel this RFP at any time and to decide not to consider any or all of the respondents submitting information in response to this request.
- 3. Severability:** If any terms or provisions of this Request for Proposal are found to be illegal or unenforceable, then such term or provision shall be deemed stricken and the remaining portions of this document shall remain in full force and effect.
- 4. Collusion:** By submitting a proposal, a firm implicitly states that its proposal has not been made in connection with any other competing firm submitting a separate response to this RFP; is in all respects fair; and has been submitted without collusion or fraud.
- 5. Oral Presentation/Interview:** Oral presentations may or may not be conducted. If presentations are requested, it should be noted that they would be for fact-finding purposes, not negotiations.

K. TERMS AND CONDITIONS (continued)

6. **Scope of Work:** The final scope of work may be negotiated between the bidder and the City depending upon any optional services proposed.
7. **Required Insurances:** The selected consultant shall purchase, at its own expense, and furnish proof of Commercial General Liability, NYS Worker's Compensation and NYS Disability Benefits insurance containing approved coverage limits protecting the owner from claims which may arise out of or result from the performance or non-performance of the consultant and shall maintain coverage until final acceptance of the work by the City of Hudson. The Professional shall not commence work under the Contract for Professional Services until the Professional has obtained all the insurance required.
8. **Non-Discrimination:** In accordance with Federal, State and local law and all other applicable laws, the City of Hudson does not discriminate on the basis of race, color, religion, national origin, age, sex, height, weight, marital status, or a handicap unrelated to an individual's ability to perform the job.
9. **Disclaimer:** The City of Hudson reserves the right to reject any and all bids, or portions thereof, for any reason. Additionally, the City of Hudson reserves the right to adjust the scope of work as needed for the completion of a high-quality feasibility study.
10. **Assignment / Transference of Agreement:** The selected firm is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of the resulting agreement or its rights, title, or interest therein or its power to execute such an agreement to any other person, company or corporation without prior express consent and approval in writing from the City of Hudson.
11. **City of Hudson Rights and Prerogatives:** The City of Hudson reserves the right to exercise the following prerogatives:
 - To accept or reject any or all proposals and amend, modify or withdraw this RFP.
 - To correct any arithmetic errors in the proposals.
 - To change the final due date and time for proposals.
 - To accept or reject any of the firm's employees or proposed sub-consultants assigned to provide services on this project and to require their replacement at any time. The proposer shall obtain the written approval of the City of Hudson of changes to the technical proposal after it is submitted, including any changes with respect to sub-consultants. The City of Hudson shall have the right to reject any proposed change to the proposer's technical proposal.
 - To waive or modify any irregularities in proposals received after prior notification to the proposer. This will in no way modify the RFP documents or excuse the proposer from full compliance with its requirements.
 - To consider modifications to proposals at any time before the award is made, if such action is in the best interest of the City of Hudson.
 - To request a revised cost proposal from firms selected as finalists.
 - To accept a proposal for the engagement containing other than the lowest cost proposal.
 - To interview proposers prior to selection.

K. TERMS AND CONDITIONS (continued)

- To reject any proposal containing false or misleading statements or that provides references that do not support an attribute or condition claimed by the proposer.
- To begin negotiations with the next most responsive proposer to this RFP should the City of Hudson be unsuccessful in negotiating a contract with the selected proposer within a reasonable time frame.
- To contract with more than one firm.

12. Modification of Contract: Any modification to the original contract signed between the successful proposer and the City of Hudson will require the mutual consent of the successful proposer and the City of Hudson. Any contract or amendments thereto will be considered effective only after approval by the appropriate City of Hudson authorities.

13. Interpretation: The contract shall be construed and interpreted in accordance with the laws of New York State and New York State shall be the forum for disputes.

14. Public Announcements: Upon selection of the successful proposer and contract execution, public announcements or news releases pertaining to the contract shall not be made without prior written consent of the City of Hudson.

15. Negotiation: After completion of the selection process, the City of Hudson will commence finalization of the project scope and fee negotiations with the selected firm(s).

16. Notification Upon completion of the selection process, City of Hudson will notify all firms of its decision. Notification will be sent to the primary contact only. Shortly after notification the selected firm(s) will be posted on the City of Hudson website.

L. INSURANCE AND SECURITY REQUIREMENTS:

The selected proposer will be required to procure and maintain at its own expense the following insurance coverage:

- (a) Workers' Compensation and Employer's Liability Insurance: Must show evidence of Worker's Compensation insurance at State statutory limits, a policy or policies providing protection for employees in the event of job-related injuries;
- (b) Commercial General Liability (CGL): A policy or policies of comprehensive general liability insurance of general liability limits of \$1,000,000 per occurrence/\$2,000,000 aggregate;
- (c) Errors and Omissions/ Professional Liability Insurance: A policy or policies of errors and omissions insurance with limits of not less than one million dollars (\$1,000,000.00). Said insurance must be issued by an insurer licensed to do business in the State of New York and must have an A.M. Best rating of not less than "A"
- (d) Excess/Umbrella Insurance: A policy or policies of insurance with limits of \$2,000,000 per occurrence / \$2,000,000 aggregate.

L. INSURANCE AND SECURITY REQUIREMENTS: (continued)

Each policy of insurance required shall be in form and content satisfactory to the Corporation Counsel, and shall provide that:

- (a) The City of Hudson is named as an additional named insured on a primary and non-contributing basis.
- (b) The insurance policies shall not be changed or cancelled until the expiration of thirty (30) days after written notice to the City of Hudson Corporation Counsel's Office.
- (c) The insurance policies shall be automatically renewed upon expiration and continued in force unless the City of Hudson Corporation Counsel's Office is given sixty (60) days written notice to the contrary.

No work shall be commenced under the contract until the selected proposer has delivered to the Corporation Counsel or her designee proof of issuance of all policies of insurance required by the Contract to be procured by the selected proposer.

If at any time, any of said policies shall be or become unsatisfactory to the City, the selected proposer shall promptly obtain a new policy and submit proof of insurance of the same to the City for approval.

Upon failure of the selected proposer to furnish, deliver and maintain such insurance as above provided, this Contract may, at the election of the City, be forthwith declared suspended, discontinued or terminated.

Failure of the selected proposer to procure and maintain any required insurance shall not relieve the selected proposer from any liability under the Contract, nor shall the insurance requirements be constructed to conflict with the obligations of the selected proposer concerning indemnification.

M. MINORITY AND WOMEN OWNED BUSINESS ENTERPRISES AND SERVICE DISABLED VETERAN-OWNED BUSINESSES

The City of Hudson contributes to the economic development of New York State, Columbia County and the City of Hudson by assisting and supporting Minority and Women Owned Business Enterprises and Service Disabled Veteran-Owned Businesses (MWBE/SDVOB) through its procurement process.

As part of this Request for Proposals (RFP), and consistent with New York State Article 15A and 17B of the Executive Laws, the City of Hudson strongly encourages all firms to submit proposals that utilize partnerships, joint ventures, or sub-consultant arrangements with New York State certified MWBE and SDVOB firms for this procurement. To help identify NYS Certified MWBE firms contact Empire State Development at www.esd.ny.gov/doing-business-ny/mwbe, and for NYS Certified SDVOB firms contact www.ogs.ny.gov/veterans.

N. IMPORTANT NOTICE:

A restricted period is currently in effect for this Procurement and it will remain in effect until approval of the Contract.

Proposers are prohibited from contact related to this procurement with any City of Hudson employee other than the designated contact listed for this Procurement:

Designated Contact:

Peter Bujanow
Commissioner of Public Works
PBujanow@cityofhudson.org

END.

**NON-COLLUSIVE PROPOSAL CERTIFICATE
PURSUANT TO NEW YORK STATE GENERAL MUNICIPAL LAW SECTION 103-D**

By submission of this proposal, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint proposal each party thereto, certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- (1) The prices in the proposal have been arrived at independently, without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposer or with any competitor;

- (2) Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to the opening, directly or indirectly, to any other proposer or to any competitor; and

- (2) No attempt has been made or will be made by the proposer to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

(date)

(signature)

(printed name and title)

(printed name of firm)

(printed address of firm)

**ACKNOWLEDGMENT BY PROPOSER
NOTARY PAGE**

IF INDIVIDUAL OR INDIVIDUALS:

STATE OF _____)
COUNTY OF _____) SS.:

On this _____ day of _____, 2020, before me personally appeared _____ to me known and known to me to be the same person(s) described in and who executed the within instrument, and he/she (or they severally) acknowledged to me that he/she (or they) executed the same.

IF CORPORATION:

STATE OF _____)
COUNTY OF _____) SS.:

On this _____ day of _____, 2020, before me personally appeared _____ to me known, who, being by me sworn, did say that he/she resides at (give address) _____; that he/she is the (give title) _____ of the (name of corporation) _____, the corporation described in and which executed the above instrument; that he/she knows the seal of the corporation, and that the seal affixed to the instrument is such corporate seal; that it was so affixed by order of the board of directors of the corporation, and that he/she signed his/her name thereto by like order.

IF PARTNERSHIP:

STATE OF _____)
COUNTY OF _____) SS.:

On this _____ day of _____, 2020, before me personally appeared _____, to me known to be the individual who executed the foregoing, and who, being duly sworn, did depose and say that he/she is a partner of the firm of _____ and that he/she has the authority to sign the same, and acknowledged that he/she executed the same as the act and deed of said partnership.