



**PRINCE GEORGE'S COUNTY
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**

**REQUEST FOR QUALIFICATIONS
NO. 2019-01**

RIGHT OF FIRST REFUSAL

**ISSUANCE DATE: December 19, 2019
PROPOSAL CLOSING: January 3, 2020**

**Contact: Pamela Wilson
Housing Development Program Manager
Department of Housing and Community Development
301-883-5551**

WARNING: *Prospective applicants who have received this document from a source other than the Issuing Office should immediately contact the Issuing Office and provide their name and mailing address in order that amendments to the RFQ or other communications can be sent to them. Any prospective applicant who fails to notify the Issuing Office of this information assumes complete responsibility in the event that they do not receive communications from the Issuing Office prior to the closing date.*

This document is available from the Prince George's County Department of Housing and Community Development's webpage at <https://www.princegeorgescountymd.gov/1061/Public-Notices>.



**Prince George's County Department of Housing and Community Development
Request for Qualifications: Right of First Refusal**

The Prince George's County Department of Housing and Community (“DHCD”, or the “Department”) is seeking responses (“Qualification Statements”) from qualified non-profit and mission-oriented for-profit developers (“Developers”) with strong affordable housing track records and demonstrated experience in acquiring, owning, operating, rehabilitating, and developing quality rental housing with affordability covenants who are interested in serving in a pool of qualified parties to serve as assignees or designees (the “Roster of Responders”) to exercise DHCD’s Right of First Refusal (“ROFR”).

The intent of this Request for Qualification (“RFQ”) is to establish and maintain an inventory of qualified Developers experienced in mixed-income housing and mixed-finance to own and operate rental housing units, and also possess the capability to rehabilitate or redevelop housing units to extend long term affordability of rental housing. The initial term of the Roster of Responders will be for a period not to exceed two (2) years, which may be extended at DHCD's discretion. This solicitation includes the following components:

I.	Scope of Services
II.	Qualification Statement Format
III.	Submission of Qualification Statements
IV.	Contact with DHCD and Addendums
V.	Qualification Statement Evaluation Criteria
VI.	Selection to the Roster of Responders

I. Scope of Services

At minimum, the successful Developer(s) will be responsible for the following:

1. Maintaining familiarity with the terms and conditions of Section 13-1113 of the Prince George’s County Code (the “County ROFR Code”) pursuant to Prince George’s County Resolution CR-51-2015 and corresponding Right of First Refusal Regulations.
2. Review of ROFR offer packages submitted to DHCD by sellers of multifamily housing projects with twenty (20) or more units to determine if they are willing to exercise the ROFR on behalf of DHCD.
3. Performing an Initial Evaluation within five (5) business days of the ROFR receipt to determine if they are interested in matching the terms and conditions of the buyer’s offer package as DHCD’s assignee.
4. Evaluation and due diligence of the subject property within the timeframes specified by the County ROFR Code.
5. Financing strategies: possess the ability to obtain reasonable financing and close on the purchase within the timeframes specified by the County ROFR Code.
6. Successfully own, operate, rehabilitate, and maintain quality mixed-income multifamily rental housing with affordability restrictions.
7. Work with DHCD and evaluate rent levels in accordance with Prince George’s County (the “County”) priorities and initiatives.
8. Implement development activities and secure financing necessary to acquire and rehabilitate, or if necessary, redevelop the site with the foundational goal of providing quality mixed-income rental housing enabling long-term occupation by households with lower incomes. The scope of services includes but is not limited to the following tasks:
 - Planning and design strategies;
 - Application preparation and submission to secure funding sources;

- Architectural/engineering design;
- Participation at public hearings and interaction with community partners, as needed; and
- Managing relocation services, subject to the relocation needs of the site's residents.

II. Qualification Statement Format

Four (4) copies and one (1) original copy bound in a three-ring binder, and a digital copy on a USB flash drive submitted must be submitted.

All qualification statements submitted in response to this RFQ must be formatted in the sequence noted below. Each section must be separated and labeled by numbered index dividers (tabs) numbered so that each tab can be located without opening the submission. None of the proposed services may conflict with any requirement the DHCD has published herein or issued by addendum. The following information/documentation included behind each tab:

Tab 1 Format of Qualification Statement:

The Format of Qualification Statement is attached hereto and incorporated herein by reference as **Attachment A**. It must be fully completed and executed as a part of the Qualification Statement.

Tab 2 Profile of Firm Form:

The Profile of Firm Form is attached hereto and incorporated by reference as **Attachment B**: It must be fully completed, executed and submitted as a part of the Qualification Statement submittal.

Tab 3 Managerial and Operational Capacity:

The Developer must submit a concise description of its managerial capacity to acquire, operate, rehabilitate, and develop multifamily rental housing. Describe and prior experience either serving as a designated assignee acting on behalf of a municipality or party to a real estate transaction involving ROFR. Include background information, qualifications, and discuss the capabilities of the firm's principals and individual staff to be assigned to the project. Resumes of each individual listed must be included.

Tab 4 Financial Capacity:

The Developer must submit a concise description of its financial capacity and any maximum monetary limitations or constraints to its abilities to acquire, operate, rehabilitate, and develop multifamily rental housing. The Developer must include accountant-prepared (preferably audited) year-end financial statements for the three most immediate past financial years, and year to date financial statements for the current financial year (CPA or accountant prepared preferably however internally-prepared is acceptable). Existing financial commitments and financial guarantees provided for any projects currently underway or under construction should be listed. The financial statements of any prospective financial guarantor must be provided; if the guarantor is an individual person, a personal financial statement may be provided with a signed and dated written statement attesting to its accuracy.

Tab 5 Mixed Finance Development and Rental Housing Management Experience:

Provide a list of all mixed-income and mixed-finance developments with which the

Developer has been involved, and all multifamily rental housing it has managed during the past five (5) years. Identify the cities and states in which they are located and list all sources, uses, and amounts of financing. Specify the number of units, the income groups served, and the total development cost of each development.

Tab 6 Experience with the Financing Programs of the Department of Housing and Urban Development (“HUD”), State of Maryland Department of Housing and Community Development (“State DHCD”), and Other Public and Grant Funding:

Describe the Developer's experience and familiarity with the financing programs of HUD, the State DHCD and more particularly Low Income Housing Tax Credits (“LIHTC”, or “Tax Credit”). This may include sources such as the HOME Investment Partnership Program (“HOME”), Community Development Block Grant (“CDBG”), Project-Based Vouchers (“PBV”), or any publicly funded finance, trust fund or grant program. Describe the Developer's experience with syndication, and master development agreements or operating agreements when partnering with another organization.

Tab 7 Experience with the Ongoing Compliance Requirements of HUD, the State DHCD, and Other Public and Grant Funding:

Describe the Developer's experience and familiarity in more than satisfactorily fulfilling the ongoing compliance requirements attached to the financing programs of HUD, the State DHCD and more particularly Tax Credits. This may include sources such as HOME, CDBG, PBV, or any publicly funded finance, trust fund, or grant program.

Tab 8 Experience Engaging Minority Business Enterprises (MBE), Women-Business Enterprises (WBE), Locally-Owned Businesses, Section 3 Residents and Business Interests, and Equal Employment Opportunity (EEO) Policies:

Describe the Developer's ability and record of engaging MBE/WBE business interests and business interests owned by residents of Prince George's County, or efforts to engage minority- and women- and locally-owned businesses in the jurisdictions in which they have operated. The Developer should refer to the procurement requirements of Prince George's County Bill CB-67-2014 requiring a preference for locally-owned businesses, as applicable. Describe the Developer's history of engaging and providing employment opportunities to qualifying Section 3 residents and business interests. The Developer must provide a copy of its EEO Policy.

Tab 9 References:

The Developer must submit a list of at least three (3) professional references that includes:

- The organization's name, point of contact, and the point of contact's professional title;
- Point of contacts' phone numbers and e-mail addresses; and
- A description of the services provided or business relationship.

III. Submission of Qualification Statements

RFQ Information at a Glance

**Prince George's County Department of Housing and Community Development
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DHCD Director	Estella Alexander, Director Phone: 301-883-5531 Email: ealexander@co.pg.md.us
DHCD Contact Person	Pamela Wilson, Housing Development Program Manager Phone: 301-883-5551 Email: pawilson@co.pg.md.us
RFQ Availability	The RFQ will be posted on the DHCD website and in papers of general circulation and is available at: https://www.princegeorgescountymd.gov/1061/Public-Notices
Responses to RFQ	One (1) original and four (4) copies placed in three-ring binders, and a digital copy on a USB flash drive submitted to: Prince George's County Department of Housing and Community Development Estella Alexander, Director Attention: Pamela Wilson, Housing Development Program Manager 9200 Basil Court, Suite 306 Largo, MD 20774
Questions and Answers Deadline	DHCD will accept questions until Friday, December 27, 2019 . Questions should be submitted in writing via email to: Pamela Wilson, Housing Development Program Manager pawilson@co.pg.md.us Responses will be posted on Monday, December 30, 2019 at: https://www.princegeorgescountymd.gov/1061/Public-Notices
Submittal Deadline	Friday, January 3, 2020 at 5:00PM Qualification statements will not be accepted after this time

All Qualification Statements must be submitted no later than **Friday, January 3, 2020**. One (1) original and four (4) copies of the RFQ Submittal, and a digital copy on a USB flash drive shall be placed in a sealed package and addressed to:

**Prince George's County Department of Housing and Community Development
Estella Alexander, Director
Attention: Pamela Wilson, Housing Development Program Manager
9200 Basil Court, Suite 306
Largo, MD 20774**

The package exterior must be clearly MARKED, denoted **RFQ for ROFR**, and must have the Developer's name and return address. Qualification Statements submitted after the published deadline will not be accepted.

A. Submission Conditions

DO NOT MAKE ANY ADDITIONAL MARKS, NOTATIONS, OR CHANGES TO THE REQUIREMENTS ON THE DOCUMENTS SUBMITTED. Developers are not allowed to change the requirements contained herein by making or entering onto these documents or the documents submitted any revisions or additions. If any such additional marks, notations or requirements are entered on any documents submitted to DHCD, it may invalidate the Qualification Statement. If after accepting such a Qualification Statement, DHCD decides that such entry has not changed

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the intent of the Qualification Statement that DHCD intended to receive, then DHCD may accept the Qualification Statement, and the Qualification Statement shall be considered by DHCD as if those additional marks, notations, or requirements were not entered.

B. Submission Responsibilities

It shall be the responsibility of each Developer to be aware of and to abide by all dates, times, conditions, requirements and specifications set forth within all applicable documents issued by DHCD, and any addenda and required attachments submitted. By virtue of completing, signing and submitting the completed documents, the Developer is stating his/her agreement to comply with all conditions and requirements set forth within these documents.

**C. The Prince George's County Department of Housing and Community Development's
Reservation of Rights Notice**

- DHCD reserves the right to reject any or all qualification statements, to waive any informality in the RFQ process at any time, if deemed to be in its best interest;
- DHCD reserves the right not to award a contract pursuant to this RFQ;
- DHCD reserves the right to terminate a contract awarded pursuant to this RFQ, at any time for its convenience upon ten (10) days written notice to the successful Developer;
- DHCD reserves the right to reject and not consider any Qualification Statement that does not meet the requirements of this RFQ, including but not necessarily limited to incomplete submissions and/ or submissions offering alternate or non-requested services; and
- DHCD shall have no obligation to compensate any Developer for any cost incurred in responding to this RFQ.

IV. Contact with DHCD and Addendums

All communication and correspondence must be addressed to Pamela Wilson, Housing Development Program Manager, at pawilson@co.pg.md.us. All Addendums will be posted on the website at <https://www.princegeorgescountymd.gov/1061/Public-Notices>. Once the Qualification Statement is submitted, the Developer must not make inquiries or attempt to communicate with any other DHCD staff or official pertaining to the RFQ. Failure to abide by this requirement may cause DHCD to not consider a Developer's submission.

V. Qualification Statement Evaluation Criteria

The following criterion will be utilized by DHCD's Evaluation Committee to evaluate each Developer's submission. Award of points for each listed criteria will be based upon the documentation provided with the Qualification Statement.

Criteria Description	Maximum Points
Staff Experience: Demonstration of specialized knowledge, experience and technical capacity that the Developer displays for the required work based on the work history and resumes submitted for staff proposed to perform the work	35
Organizational Experience – Development: Specific experience in the successful	25

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and/or other Federal, state, local, or otherwise publicly-funded financing and subsidies	
Organizational Experience – Operation of Rental Housing: Specific experience operating rental housing with income-restricted units, and mixed-income properties	25
Financial Capacity: Demonstrates the ability to acquire financing enabling the acquisition of the subject properties and/or possesses the capital necessary to facilitate the acquisition within the timeframes specified by the County ROFR Code	25
Compliance: Experience overseeing and maintaining compliance with the requirements of Federal, State, or local housing programs, or the requirements of any other affordable housing program	15
MBE/WBE, or Prince George's County Business Participation: Demonstrates the ability to engage MBE/WBE business interests owned by residents of Prince George's County, and adequate understanding and ability to comply with the requirements of County Bill 67-2014 when applicable	10
Engagement of Section 3 Residents and Business Interests: Demonstrated experience providing employment opportunities to qualifying Section 3 residents and business interests	5
ROFR Experience: Specific experience with ROFR, either serving as a designated assignee acting on behalf of a municipality or party to a real estate transaction involving ROFR	10
Maximum Total Points	150

Evaluation Method

DHCD will form an evaluation panel to evaluate each Qualification Statement submitted in response to this RFQ. The evaluation will be in accordance with the evaluation criteria set forth in the RFQ. The evaluation panel may request an oral interview of each qualified entity, at the discretion of DHCD.

VI. Selection to the Roster of Responders

If a submitter is selected for addition to the Roster of Responders, the following provisions are considered mandatory conditions when entities are chosen by DHCD to respond to the ROFR as its assignee.

A. Assignment of Developer

DHCD shall retain the right to demand and receive a change of Developer assigned to the work if DHCD believes that such change is in the best interest of DHCD and the implementation of the existing ROFR policy.

B. Unauthorized Sub-Contracting

The successful Developer(s) shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFQ, without the prior written consent of DHCD. Any purported assignment of interest or delegation of duty, without the prior written consent of DHCD shall be void and may result in cancellation of the Developer with DHCD.

C. Duration of Term on the Roster of Responders

Entities will be selected for addition to the Roster of Responders for a period not to exceed two (2) years, which may be extended at DHCD's discretion.

D. Insurance Requirements

Prior to the assignment of the ROFR but not prior to submission of the Qualification Statement, the successful Developer(s) will be required to provide:

- An original Certificate from the entity's workers Compensation Insurance carrier;
- Certificate of Good Standing;
- Original Certificate evidencing General Liability Coverage naming DHCD as an additional insured, together with the appropriate endorsements to the said policy reflecting the addition of DHCD as an additional insured under said policy. The policy shall provide for a minimum of \$1,000,000 each occurrence, general aggregate minimum of \$1,000,000 and a deductible no greater than \$1,000; and
- An original Certificate showing the firms or individual's automobile insurance in a combined single limit of \$1,000,000. For every vehicle utilized during the term of the contract, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$50,000/ \$100,000 and medical pay of \$5,000.

ATTACHMENT A: FORMAT OF QUALIFICATION STATEMENT

Instructions: The items listed below must be completed and included in the Qualification Statement unless otherwise specifically noted. Please complete this form by marking **X**, where provided, to indicate that the referenced information has been included. Complete the Developer's Statement as indicated below

Submittal Items: One (1) Original and Four (4) Copies of each Qualification Statement (Original must be signed)	
	Tab 1: Format of Qualification Statement
	Tab 2: Profile of Firm Form
	Tab 3: Managerial and Operational Capacity
	Tab 4: Financial Capacity
	Tab 5: Mixed Finance Development and Rental Housing Management Experience
	Tab 6: LIHTC Experience
	Tab 7: HUD and Other Public Funding Experience
	Tab 8: Experience Engaging Minority Business Enterprises (MBE), Women-Business Enterprises (WBE), Locally-Owned Businesses, Section 3 Residents and Business Interests, and Equal Employment Opportunity (EEO) Policies
	Tab 9: References

DEVELOPER'S STATEMENT

The undersigned Developer hereby states that by completing and submitting this form and all other documents within this submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate and that if the DHCD discovers that any information entered herein is false, that shall entitle the DHCD to not make award or to cancel any award, with the undersigned party. Pursuant to all RFQ Documents, the Format of Qualification Statement, and all attachments pursuant to all completed documents submitted, including these forms and all attachments, the undersigned proposes to supply the DHCD with the services described herein.

Signature

Date

Printed Name

Company Name

ATTACHMENT B: PROFILE OF FIRM FORM

1. Name of Firm: _____
2. Street Address: _____
3. City, State, Zip: _____
4. Telephone: _____ Fax: _____
Email: _____
5. Federal Tax ID Number: _____
6. Date Firm Established: _____
 - a. Name of Parent Company and Date Acquired (if applicable)

(Attach chart if necessary)
 - b. Type of Ownership: _____
7. Prince George's County Based Business – Yes or No: _____
 - a. Date Business First Conducted in Prince George's County: _____
8. Identify Ownership (if applicable) and/or Executive Management

NAME	TITLE	% OF OWNERSHIP

Resumes and/or executive summaries of experience and credentials must be included with Tab 3

9. Identify the individual(s) that will act as Project Manager or serve as the primary point of contact, or any other supervisory or key personnel. Please submit their resume(s) or summaries of experience and credentials under Tab 3, if different from previously listed individuals.

NAME	TITLE

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10. General Liability Insurance Carrier and Policy Number: _____

11. Professional Liability Insurance Carrier and Policy Number: _____

12. Developer Diversity Statement: If a for-profit entity, please circle all of the following that apply to the ownership of this firm. Note: Resident (RBE), Minority (MBE), or Women-Owned (WBE) Business Enterprise qualifies by virtue of 51% or more of ownership and active management by one or more of the following:

Caucasian American

African American

Native American

Hispanic American

Asian/Pacific American

Hasidic Jew

Asian/Indian American

Woman-Owned

Prince George's County Resident-Owned

Other

(Specify):

MBE/WBE/RBE Certification Number (if applicable): _____

NOTE: CERTIFICATION NUMBER IS NOT NEEDED TO SUBMIT A QUALIFICATION STATEMENT – ENTER IF AVAILABLE

13. Debarred Statement: Has this firm, or any of its principal(s) or executive leadership ever been debarred from providing any services by the Federal Government, the State of Maryland, or any Local Government Agency within the State of Maryland?

Yes or No? _____

If yes, please attach a detailed explanation on following pages, including dates, circumstances, and current status.

14. Disclosure Statement: Does this firm or any principals of this firm have any current or past, personal or professional relationship with any employee, or elected official of the Prince George's County Government?

Yes or No? _____

If yes, name of such employee or elected official: _____

If yes, please attach a detailed explanation on following pages, including dates, circumstances, and current status.

15. **Verification Statement:** The undersigned Developer hereby states that by completing and submitting this form, they are verifying that all information provided herein is, to the best of their knowledge, true and accurate, and that if DHCD discovers that any information entered herein is false, that shall entitle the DHCD to not make award or to cancel any award with the undersigned party, and invalidate their eligibility for inclusion on the Roster of Responders.

Signature

Date

Printed Name

Company Name