



Angela D. Alsobrooks
County Executive

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

**REQUEST FOR QUALIFICATIONS
NO. 2021-01**

RIGHT OF FIRST REFUSAL

**ISSUANCE DATE: November 30, 2021
PROPOSAL CLOSING: January 31, 2022**

**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 rental 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”).

Additional information regarding the ROFR Program is available at the following website:

<https://www.princegeorgescountymd.gov/984/Apartment-Multifamily-Rental-Owners>

This is the second Request for Qualifications (“RFQ”) issued by DHCD to select Developers for the Roster of Responders for the ROFR Program. The first RFQ (No. 2019-01) was issued in December 2019 and resulted in the selection of 15 Developers that are the current Roster of Responders for the ROFR Program. Developers that are already on the Roster of Responders due to their selection under RFQ No. 2019-01 are not required to re-apply under this RFQ and will remain on the Roster of Responders.

DHCD’s ROFR program was re-launched in December 2020 to play a role in the County’s overall affordable housing preservation strategy. Since that time, the County has exercised its ROFR rights on nearly 20 properties and sought assignment of its rights to the Developers on the current Roster of Responders. The County is also actively pursuing new financing incentives to support the ROFR Program.

The intent of this RFQ is to expand the Roster of Responders with additional qualified Developers experienced in the ownership, operation and financing of affordable rental housing, and also possess the capability to acquire, rehabilitate or redevelop housing units to extend long term affordability of rental housing. Developers selected under this RFQ and RFQ No. 2019-01 will be on the Roster of Responders 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 13-1110 et.seq. of the Prince George’s County Code (the “County ROFR Code”) pursuant to Prince George’s County Resolution CR-51-2015 and corresponding ROFR 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 of a subject property within two weeks of notification by DHCD 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 and Regulations.
5. Financing strategies: possess the ability to obtain reasonable financing and close on the purchase within the timeframes specified by the County ROFR Code and Regulations.
6. Successfully own, operate, rehabilitate, and maintain quality 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 property with the foundational goal of providing quality affordable and 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:
 - Property evaluation and financial analysis;
 - Application preparation and submission to secure funding sources;
 - Participation at public hearings and interaction with community partners, as needed; and
 - Ownership and operation of affordable and mixed-income rental housing.

II. Qualification Statement Format

Please use the following link to submit responses to this RFQ. Access will then be provided to a OneDrive folder where responses must be uploaded:

<https://www.princegeorgescountymd.gov/FormCenter/Housing-22/HOMEHITF-Applications-181>

All qualification statements submitted in response to this RFQ must be formatted in the sequence noted below. None of the proposed services may conflict with any requirement the DHCD has published herein or issued by addendum. The following information/documentation should be submitted as labeled individual PDF documents:

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.
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.
3. **Managerial and Operational Capacity:**
The Developer must submit a concise description of its managerial capacity to acquire, operate, rehabilitate, and develop affordable and mixed-income 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, if any. 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. Include a fully completed and executed **Attachment C: ROFR Developer Matching Requirements** as part of the Qualification Statement.
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.

5. Affordable and Mixed Income Multifamily Rental Housing Experience:

Provide a list of all affordable and mixed-income multifamily rental housing developments with which the Developer has been involved either as owner or manager during the past five (5) years. Identify the cities and states in which they are located and the primary sources of financing. Specify the number of units, the income groups served, and the total development cost of each development.

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 Sources:

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.

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 associated with 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.

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.

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

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- A description of the services provided or business relationship.

III. Submission of Qualification Statements

RFQ Information at a Glance

DHCD Director	Aspasia Xypolia, Director Email: axypolia@co.pg.md.us
DHCD Contact Person	Pamela Wilson, Housing Development Program Manager Email: pawilson@co.pg.md.us
RFQ Availability	The RFQ will be posted on the DHCD website and is available at: https://www.princegeorgescountymd.gov/1061/Public-Notices
Responses to RFQ	Please use the following link to submit responses to this RFQ. Access will then be provided to a OneDrive folder where responses must be uploaded: https://www.princegeorgescountymd.gov/FormCenter/Housing-22/HOMEHITF-Applications-181
Questions and Answers Deadline	Questions regarding the NOFA can be submitted by email to pawilson@co.pg.md.us through January 31, 2022.
Submittal Deadline	January 31, 2022 at 5:00PM Qualification statements will not be accepted after this time

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 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

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- 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 rehabilitation or new development of housing using Low Income Housing Tax Credits, and/or other Federal, state, local, or otherwise publicly-funded financing and subsidies	25
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

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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

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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	
	1: Format of Qualification Statement (this form)
	2: Profile of Firm Form
	3: Managerial and Operational Capacity
	4: Financial Capacity
	5: Mixed Finance Development and Rental Housing Management Experience
	6: LIHTC Experience
	7: HUD and Other Public Funding Experience
	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
	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

ATTACHMENT C: ROFR DEVELOPER MATCHING REQUIREMENTS

Name of Firm: _____

To complete this form, please check as many boxes in the table below as appropriate to indicate interest in potential ROFR assignment if selected for including in the ROFR Roster of Responders. To qualify for potential ROFR assignment by Prince George's County, the Developer must meet both CONTRACT PRICE and NUMBER OF UNITS criteria for the specific property being offered.

Contract Price				
Less than \$15 mm	\$15 - \$25 mm	\$25 - \$50 mm	\$50 - 100 mm	\$100 mm +

Number of Units				
Less than 50	50-75 units	76-100 units	100-200 units	200+ units

Signature

Date

Printed Name

Company Name