



Redevelopment Authority
of Prince George's County

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REDEVELOPMENT AUTHORITY OF PRINCE GEORGE'S COUNTY

REQUEST FOR PROPOSALS NO 2016-5

MANAGEMENT OF THE CORAL HILLS FAÇADE REVOVATION & ENERGY RETROFIT GRANT PROGRAM

ISSUE DATE: 11/04/2016
PROPOSAL CLOSING: 12/09/2016

This document is available from the Redevelopment Authority on its Webpage at:

<https://md-princegeorgescounty.civicplus.com/865/Redevelopment-Authority>

Request for Proposals for Management of the Coral Hills Transforming Neighborhoods Initiative (TNI) Single Family Façade Renovation and Energy Retrofit Grant Program 2017

Introduction

The Redevelopment Authority of Prince George's County (RDA) is hereby soliciting proposals from non-profit organizations to manage the Coral Hills Single Family Façade Renovation & Energy Retrofit Grant Program. The goal of the Coral Hills TNI Single Family Façade Renovation and Energy Retrofit Grant Program is to preserve, improve and enhance existing single family owner occupied residential properties through exterior façade renovations and interior energy efficiency upgrades.

Background

The Coral Hills neighborhood is located in the Suitland/Coral Hills TNI Area. Southern Avenue, Marlboro Pike, Pennsylvania Avenue and Brooks Drive are the boundaries of the Coral Hills Neighborhood (Attachment A Boundary Map). The majority of the housing stock in Coral Hills is 50-100 years old. Sixty-Six (66%) of the housing stock was built prior to 1970. Due to the age of the homes lead paint may be present in many homes and will require removal or remediation.

Eligibility

To be eligible for the Coral Hills Façade Improvement and Energy Retrofit Grant Program, the household income must be 80% or less of the area median income for Prince George's County. The grant will fund improvements to the exterior façade and interior energy upgrades of the homes to include the following:

EXTERIOR

- Painting Facade
- New Windows
- Door & Lighting
- Porches
- Permeable Driveway and Walkway
- Landscaping and Code Compliance

INTERIOR

- Energy Star Qualified Programmable Thermostats
- Energy Star rated gas (tank less) water heaters
- HVAC Tune-up
- Dual-Flush Toilet Converters
- Weather Stripping around doors and windows
- Energy Efficient LED or CFL Light Bulbs and Solar Panels

The overall program budget is \$289,485, including TNI Blight eradication funds (County Capital Improvement Funds) and a RDA Community Development Block Grant (CDBG). The expectation is that 18 homes can be improved with the budget. The maximum grant is \$10,000 per home for exterior repairs. A covenant requiring the homeowner to live in the home for 10 years will be recorded for each grant. The covenant will be for 10 years after completion of the repairs.

Proposal Requirements

Please include a signed cover letter with your application that includes the following:

- Applicant organizational name, address, phone number.
- Contact information for the proposed project manager.
- Resumes of proposed project team.
- Certificate of Good Standing from the State of Maryland or State of incorporation.

Proposal Evaluation Criteria

1. Project Delivery Budget (*Maximum score of 40 points*)

Please provide a budget for the project delivery costs, including:

- Application intake, contractor selection, construction administration and bookkeeping
- Supplies
- Overhead and other administrative costs
- Legal and recordation fees
- Marketing and outreach
- Environmental Review Record
- Residential Energy Audit
- Architectural Services

Note that proposals with a project delivery budget below 25% of the \$289,485 overall program budget will be scored more favorably.

2. Organization's Experience and Implementation Strategy (*Maximum of 40 Points*)

Please provide a narrative answer to the following questions:

1. Do you have experience with program application intake and evaluation?
2. Do you have experience implementing green retrofit or weatherization programs?
3. What is your marketing and outreach strategy?
4. Do you have a contractor(s) that you intend to work with? If so, please provide their qualifications?
5. What are your qualifications to manage this program?
6. How will you handle call backs for service post completion?
7. Provide before and after pictures of similar completed projects.

Prince George's County based non-profits will receive 10 bonus points for their submission.

3. Project Schedule (Maximum of 20 Points)

Please provide a project schedule for the following milestones:

Action	Number of Weeks to Complete
Prepare marketing materials, application forms and legal documents	
Marketing and community engagement	
Application intake	
Determining the scope of the façade improvements	
Contractor bidding	
Contractor selection with homeowner	
Executing construction contract	
Construction administration	
Project closeout and recordation of covenants	
<i>Total length of the project</i>	

Submissions are due no later than 12:00 pm EST December 9, 2016. Submissions should be emailed to Victor E Sherrod at VSHERROD@CO.PG.MD.US. No phone calls please. All questions must be submitted to Victor E. Sherrod via email no later than 12:00 noon November 23, 2016 and will be responded to by November 30, 2016.