

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

REQUEST FOR PROPOSALS

**HOME Investment Partnership (HOME) Program and
Housing Investment Trust Fund (HITF) Gap Financing Program
Compliance Monitoring and Construction Management Services**

Summer 2019

The Prince George's County Department of Housing & Community Development (DHCD) seeks to acquire the services of a qualified consultant or consulting firm to perform Compliance Monitoring and Construction Management Services. DHCD invites proposals from interest parties with experience in:

1. U.S. Department of Housing & Urban Development's (HUD) guidelines, including an understanding of government regulations in the administration of various programs and their funding sources;
2. Working with local governments in providing comprehensive compliance monitoring services, construction management services, and approving dispersals of Federal entitlement funds;
3. Working with the HOME Investment Partnerships (HOME) Program Rental Housing Tenant Certification files, as well as Certificate of Occupancy – Punch List Review for new construction/rehabilitation development projects;
4. The local rules and requirements governing the County's Housing Investment Trust Fund (HITF) Program;
5. The National Environmental Policy Act (NEPA) and rules governing Environment Review Procedures, in accordance with 24 CFR Part 58;
6. Completing and publishing housing related research at the local and/or national level;
7. Established relationships with pertinent local government agencies and national organizations in order to readily access housing data and statistics; and
8. Objectively reviewing, revising, analyzing, investigating, disclosing, and updating information and data.

Bidders must follow exactly, and be responsive to, ALL requirements of this RFP. It is the bidder's responsibility to provide all specified materials in the required form and format. Responses that are not in the required form and format will not be considered.

The anticipated contract period will be from October 1, 2019 – September 30, 2020. The contract may be extended subject to need and appropriate approvals.

The RFP will be available on **Thursday, July 25, 2019** and can be obtained from the Prince George's County Department of Housing and Community Development, 9200 Basil Court, Suite 306, Largo, Maryland, 20774, by calling (301) 883-5570, or through DHCD's website at <https://www.princegeorgescountymd.gov/1061/Public-Notices>

Proposals in response to this RFP must be received and time stamped by DHCD no later than August 23, 2019 at 5:00 p.m. EST at the address listed below:

Prince George's County
Department of Housing & Community Development
9200 Basil Court, Suite 306
Largo, Maryland 20774
aogeorge@co.pg.md.us

Qualifications:

1. Provide a list of clients, public or private, for whom you have provided the services described in the Scope of Work and Program Services during the last five (5) years;
2. List the number of years your organization has provided administrative monitoring requirements and construction management services for any federally funded program. Describe your organization's experience, if any, working with HOME and/or HITF grantees, or any other federal, state and local programs, including but not limited to the Community Development Block Grant (CDBG) Program, Environmental Reviews in accordance with 24 CFR Part 58, and compliance with the National Environmental Policy Act (NEPA), under a similarly structured agreement. Include within your description the name of the participating jurisdiction, or agency;
3. Describe your organizational capacity to create and implement comprehensive compliance monitoring processes and guidelines under the HOME, HITF and CDBG Programs, as well as Environmental Reviews;
4. Describe your organizational capacity to provide construction management and monitoring services under the HOME and HITF Programs;
5. Describe your organization's experience in reviewing and approving requisitions for payment using HOME and HITF entitlement funds, or funding from any other federal, state or local program;
6. Identify contract services previously conducted on behalf of other municipalities, jurisdictions or government entities utilizing the services included within this RFP. Include within your identification the name of the municipality, dates of service and scope of services performed;
7. List any professional designations or licenses associated with the work being requested. For verification purposes, please include documentation of professional designation and/or a copy of the licenses and contact information of the licensing authority, including a phone number;
8. Describe your experience working, in any capacity, with federal and local HOME and HITF program funds, CDBG Program funds, and Environmental Reviews in accordance with 24 CFR Part 58;
9. Describe your experience in reviewing construction documents for projects such as the County's Affordable/Workforce multifamily rental projects, and/or for-sale or rental single-family housing units utilizing federal and County housing funds such as HOME, HITF and CDBG Program funds;
10. Provide your experience in working on new-construction or rehabilitation projects that imposed a federal Section 3 requirement, or had a municipal, local goal, or any other requirement for the hiring of minority-owned or women-owned businesses such as the County's requirements for a County based business (CBB). If you can report on such experience, describe the project and the outcome; and
11. Specify whether your organization has been involved in any legal actions within the past five (5) years. If so, please provide adequate detail in your response.

Prince George's County affirmatively promotes equal opportunity and does not discriminate on the basis of race, color, gender, religion, ethnic or national origin, disability, or familial status in admission or access to benefits in programs or activities.

By Authority of:
Estella Alexander, Acting Director
Department of Housing and Community Development
9200 Basil Court, Suite 500, Largo, Maryland 20774
Date: July 25, 2019