

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

REQUEST FOR QUALIFICATIONS

Right of First Refusal

Winter 2019

The Prince George's County Department of Housing & Community Development (DHCD) seeks responses from 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). DHCD invites responses from Developers with experience in:

1. Understanding government regulations in the administration of various programs and their funding sources;
2. The local rules and requirements governing the County's Right of First Refusal (ROFR) Program, specifically, 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;
3. Reviewing of ROFR offer packages submitted by sellers of multifamily housing projects with twenty (20) or more units;
4. Evaluating terms and conditions of the buyer's offer packages;
5. Conducting and performing evaluation and due diligence of multi-family properties, in accordance with applicable rules and regulations;
6. Financing strategies: possess the ability to obtain reasonable financing and close on the purchase within the timeframes specified by the County ROFR Code.
7. Successfully operating, rehabilitating, and maintaining quality mixed-income multifamily rental housing with affordability restrictions;
8. Working with pertinent local government agencies, such as DHCD, to evaluate rent levels in accordance with applicable regulations, priorities and initiatives; and
9. Implementing development activities and securing 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.

Responders must follow exactly, and be responsive to, ALL requirements of this RFQ. It is the Responder'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 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.

The RFQ will be available on **Thursday, December 19, 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) 883-5551 or (301) 883-5577, or through DHCD's website at <https://www.princegeorgescountymd.gov/1061/Public-Notices>

Proposals in response to this RFQ must be received and time stamped by DHCD no later than Friday, January 3, 2020 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
pawilson@co.pg.md.us.

Qualifications:

1. Provide a list of clients, public or private, for whom you have provided the services described in the RFQ's Scope of Services during the last five (5) years;
2. Submit a concise description of your managerial capacity to acquire, operate, rehabilitate, and develop multifamily rental housing;
3. Submit a concise description of your organization's financial capacity and any maximum monetary limitations or constraints to its abilities to acquire, operate, rehabilitate, and develop multifamily rental housing.
4. Describe your organization's experience in developing multi-family construction 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;
5. Provide a list of all mixed-income and mixed-finance developments with which your organization has been involved, and all multifamily rental housing 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;
6. Describe your experience and familiarity with the financing programs of HUD, the State DHCD and more particularly Low-Income Housing Tax Credits ("LIHTC", or "Tax Credit");
7. Describe your organization'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;
8. Describe your 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;
9. 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;
10. List at least three (3) professional references associated with the work being requested. For verification purposes, please include the reference's name, point of contact, and the point of contact's professional title; the point of contacts' phone numbers and e-mail addresses; and a description of the services provided or business relationship; 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, Director
Department of Housing and Community Development
9200 Basil Court, Suite 500, Largo, Maryland 20774
Date: December 19, 2019