

**REQUEST FOR PROPOSALS  
PROJECT BASED VOUCHER PROGRAM**

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**RESPONSE DATE AND TIME:  
May 3, 2018 at 3:00 p.m.**

RFP NO: 2018-02

Housing Authority of Prince George's County | 9200 Basil Court, Suite 500 , Largo, MD 20774

## **PURPOSE AND DEFINITIONS**

The Housing Authority of Prince George's County (HAPGC) is inviting nonprofit, for profit property owners and developers to submit proposals for consideration of the provision of Housing Choice Voucher Project Based Assistance for mobility accessible units. Under the Project Based Voucher (PBV) program, the subsidy will be attached to specific units for an original contract term of up to 15 years.

Under this Request for Proposal (RFP) and subject to funding availability, HAPGC will provide up to sixty nine (69) vouchers for project based assistance for mobility accessible units with two (2) bedrooms or more. The project based vouchers will be available to new construction projects, rehabilitation projects and existing properties that provide units for single mothers with aids and their families.

**New Construction** is defined as: Housing units that do not exist on the proposal selection date and are developed after the date of selection pursuant to an Agreement between the HAPGC and the owner for use under the PBV program.

**Rehabilitated housing** is defined as: Housing units that currently exist but require at least \$5,000 in rehabilitation per unit.

**Existing housing is defined as:** Housing units that already exist on the proposal selection date and substantially comply with the housing quality standards on that date. The units must fully comply with the housing quality standards before execution of the HAP contract.

### **Applicants should be aware of the following conditions:**

- The applicant must demonstrate some form of site control, such as outright building ownership, purchase contract or purchase option. All required land use approvals must be obtained.
- The project must meet all applicable requirements of the HUD Project Based Voucher Program Regulations, 24 CFR part 983, and the HAPGC rules and requirements for the Project Based Voucher Program included in HAPGC's Administrative Plan, available upon request. This Request for Proposals does not attempt to define all applicable rules and regulations.
- The project must comply with federal UFAS regulations.
- The project will be subject to a HUD subsidy layering review, in accordance with HUD subsidy layering regulations at 24 CFR 4.13.
- The project must comply with program accessibility requirements of Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at 24 CFR part 8. The percentage of accessible dwelling units must comply with the requirements of section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as implemented by HUD's regulations at 24 CFR part 8, subpart C.
- The project must comply with design and construction requirements of the Fair Housing Amendments Act of 1988 and implementing regulations at 24 CFR 100.205, as applicable.
- In the case of an Agreement for development of nine or more contract units (whether or not completed in stages), the owner and the owner's contractors and subcontractors must pay Davis-Bacon wages to laborers and mechanics employed in development of the housing.
- Activities under the PBV program are subject to HUD environmental regulations in 24 CFR parts 50 and 58.
- Section 3 of the Housing and Community Development Act of 1968, as amended.



## INELIGIBLE HOUSING TYPES

The following housing types are NOT eligible for PBV awards under the RFP:

- a) Shared housing;
- b) Units on the grounds of a penal, reformatory, medical, mental, or similar public or private institution;
- c) Nursing homes or facilities providing continuous psychiatric, medical, nursing services, board and care, or intermediate care. However, the PHA may attach PBV assistance for a dwelling unit in an assisted living facility that provides home health care services such as nursing and therapy for residents of the housing;
- d) Units that are owned or controlled by an educational institution or its affiliate and are designated for occupancy by students of the institution;
- e) Manufactured homes;
- f) Cooperative housing;
- g) Transitional Housing;
- h) High-rise elevator project for families with children;
- i) Units that are occupied by an owner of the housing;
- j) Units that are occupied by families ineligible for the PBV program;
- k) A public housing dwelling unit;
- l) A unit subsidized with any other form of Section 8 assistance (tenant-based or project-based);
- m) A unit subsidized with any governmental rent subsidy (a subsidy that pays all or any part of the rent);
- n) A unit subsidized with any governmental subsidy that covers all or any part of the operating costs of the housing;
- o) A unit subsidized with Section 236 rental assistance payments (12 U.S.C. 1715z-1). However, the PHA may attach assistance to a unit subsidized with Section 236 interest reduction payments;
- p) A unit subsidized with rental assistance payments under Section 521 of the Housing Act of 1949, 42 U.S.C. 1490a (a Rural Housing Service Program). However, the PHA may attach assistance for a unit subsidized with Section 515 interest reduction payments (42 U.S.C. 1485);
- q) A Section 202 project for non-elderly persons with disabilities (assistance under Section 162 of the Housing and Community Development Act of 1987, 12 U.S.C. 1701q note);
- r) Section 811 project-based supportive housing for persons with disabilities (42 U.S.C. 8013);
- s) Section 202 supportive housing for the elderly (12 U.S.C. 1701q);
- t) A Section 101 rent supplement project (12 U.S.C. 1701s);
- u) A unit subsidized with any form of tenant-based rental assistance (as defined at 24 CFR 982.1(b)(2)) ( *e.g.* , a unit subsidized with tenant-based rental assistance under the HOME program, 42 U.S.C. 12701 *et seq.*);
- v) A unit with any other duplicative federal, state, or local housing subsidy, as determined by HUD or by the PHA in accordance with HUD requirements. For this purpose, “housing subsidy” does not include the housing component of a welfare payment; a social security payment; or a federal, state, or local tax concession (such as relief from local real property taxes).

## REQUIREMENTS FOR ORGANIZATIONS RECEIVING PROJECT-BASED VOUCHERS FROM HAPGC

- 1) The organization must be incorporated, and non-profit organizations must have received a 501(c)(3) tax-exempt determination.
- 2) The organization must have an oversight body that sets policy.
- 3) The organization must be annually audited by a certified public accounting firm and the results must be available to HAPGC upon request.
- 4) The organization must have in place insurance as follows:
  - a. Workers Compensation at statutory amount
  - b. Employer's liability not less than one million dollars (\$1,000,000.)
  - c. Commercial General Liability Insurance not less than one-million dollars (\$1,000,000.) per occurrence and two million dollars (\$2,000,000.) aggregate.
- 5) The organization must comply with all laws and regulations of Prince George's County and the State of Maryland, including but not limited to laws involving the use, maintenance and operation of structures, including building permits, zoning, code enforcement and rental certificates.
- 6) The organization must designate a point of contact for HAPGC.
- 7) The organization must be able to enter into an Agreement for Housing Assistance Payment (AHAP) contract and start the project for which PBVs have been requested within a 12 month period after the announcement of award for New Construction and within a 4 month period after the announcement of award for rehabilitated projects.

## PROPOSAL INSTRUCTIONS

All proposals must include:

- Completed Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusions (pg. 10)
- All requirements under the eight tabs as described in the Format of Proposal Response
- A copy of the organizations most recent audit results

Respondents must submit one (1) clearly labeled original and three (3) copies of their proposal by 3:00 p.m. on Thursday, May 3, 2018, in a sealed package labeled as follows:

Housing Authority of Prince George's County  
9200 Basil Court, Suite 500  
Largo, MD 20774

Attention: Eric C. Brown, Executive Director  
PROPOSAL - DO NOT OPEN  
PROJECT BASED VOUCHER PROGRAM  
SOLICITATION NO: 2018-01

Proposals must be mailed or hand-delivered. Emailed or faxed proposals will not be considered.

## **FORMAT OF PROPOSAL RESPONSE**

### **Tab 1 – Initial Term of the Housing Assistance Payment (HAP) Contract Requested**

Minimum qualifications:

The HAP contract term must be at least 5 years and no more than 15 years. The purpose of the HAP contract is to provide housing assistance payments for eligible families. In the case of newly constructed or rehabilitated housing the HAP contract will be executed after HAPGC has inspected the completed units and has determined that the units have been completed in accordance with the Agreement and the owner has furnished all required evidence of completion.

Scoring Criteria:

List the intended term of the initial Housing Assistance Payment Contract.

### **Tab 2 – Site Location**

Respondent must provide the following to meet minimum qualifications:

- The exact location of the project. The project must be within Prince George's County.
- Provide evidence that demonstrates some form of site control, such as a deed proving outright building ownership, a purchase contract or a purchase option. Contracts must be executed prior to execution of PBV Agreement.
- Provide evidence establishing that the property is appropriately zoned or evidence to indicate that any rezoning or variance would likely occur and not delay the project. Include expected timing of rezoning completion.

Scoring Criteria:

- Identify the project's proximity to shopping, significant health facility and neighborhood services, and if not within walking distance (1/4 mile) to these services identify the proximity to a bus service that will provide transportation to these services. Include a map that shows public transportation routes and the location of commercial and retail facilities.

### **Tab 3 – Design**

Respondent must provide the following to meet minimum qualifications:

- Number of PBV contract units by area (size) and number of bedrooms and bathrooms;
- Services, maintenance, or equipment to be supplied by the owner without charges in addition to the rent;
- Utilities available to the PBV contract units, including a specification of utility services to be paid by the owner and utility services to be paid by the tenant;
- An indication of whether or not the design and construction requirements of the Fair Housing Act and section 504 of the Rehabilitation Act of 1973 apply to PBV units;
- Estimated initial rents to owner for the contract units;
- Description of the work to be performed under the Agreement. For rehabilitated units, the description will include the rehabilitation work write up and specifications and plans. For new construction units, the description will include the working drawings and specifications.
- Any additional requirements for quality, architecture, or design over and above HQS.

Scoring Criteria:

- Show evidence that the architectural elevations, setbacks, and massing are considered acceptable for proposed use and in relation to adjacent land uses by the County Planning Department, or that plan modifications are under development to meet County Planning approval.
- Provide a comprehensive description of project amenities.

**Tab 4 – Development Experience**

Respondent must provide the following to meet minimum qualifications:

- List and briefly describe three (3) projects within the last five (5) years that exhibit respondent's experience in developing low-income housing units. For each project, provide the following information:
  1. Project name and location
  2. Brief description of the project. Indicate if new construction or rehabilitation and include financing sources and amounts. Include number of units, buildings, acreage.
  3. Owner entity or Developer Team
  4. Dates during which services were performed
  5. Describe the services performed and your role
  6. Population type and income levels served

Scoring Criteria:

- Respondent must demonstrate it has developed at least fifty (50), but one-hundred (100) or more preferred, low-income housing units as primary or co-sponsor in the past five (5) years.

**Tab 5 – Owner Experience**

Respondent must provide the following to meet minimum qualifications:

- Provide a complete disclosure of ownership status (for-profit or non-profit owner) and organizational structure.
- Identify the owner and other project principals and the names of officers, staff and principal members, shareholders, investors and other parties having a financial interest in the project. Provide a disclosure of any possible conflict of interest by any of these parties that would be a violation of the HAP contract. Information concerning any participant who is not known at the time of the application submission must be provided to HAPGC as soon as the participant is known.
- Demonstrate at least three continuous years of prior ownership experience in at least three multi-family rental housing projects of similar size (number of dwelling units) to the proposed project.
- Disclose any foreclosure or receivership actions, adverse government actions or health and safety violations, and any unresolved compliance agency audit findings.

Scoring Criteria:

- Respondent must prove that it has at least ten (10), but twenty (20) or more preferred, years of experience in owning affordable rental housing.

### **Tab 6 – Management Experience**

Respondent must provide the following to meet minimum qualifications:

- Respondent must demonstrate the experience and capabilities of the Management Team in managing affordable multi-family rental properties. List and briefly describe three (3) projects within the last five (5) years that exhibit the Management Team’s experience in managing and maintaining multi-family rental housing properties of similar size (number of dwelling units) to the proposed project.
- Submit a proposed management plan.

Scoring Criteria:

- Respondent must demonstrate that it has at least ten (10), but twenty (20) or more preferred, years of experience in managing and maintaining affordable rental housing.

### **Tab 7 – Project Feasibility/Readiness to Begin Construction**

Respondent must provide the following to meet minimum qualifications:

- The project must be financially feasible and operationally viable, as demonstrated via submission of a development pro forma and operating pro forma.
- Provide a project schedule indicating milestones including expected occupancy.
- Provide a development budget indicating sources and uses of funds.
- Provide an operating budget for the proposed duration of the HAP contract.

Scoring Criteria:

- Respondent must demonstrate if zoning and other required entitlements are approved the construction period or permanent period debt financing required for feasibility is conditionally committed and/or reserved by official governmental action. See Ranking and Selection Checklist for percent criteria.

### **Tab 8 – Public Purpose**

HAPGC supports the preservation and creation of affordable housing opportunities in Prince George's County. Additional evaluation points are awarded for projects serving greater numbers of elderly and disabled low and very low-income families.

Scoring Criteria:

- At least 75% of units will be restricted to low- or very-low income occupancy. See Ranking and Selection Checklist for percent criteria.

## RANKING AND SELECTION CHECKLIST

<b>A: TERM OF CONTRACT REQUESTED (MIN. 5 PTS. REQUIRED)</b>	<b>MAX. PTS. AVAIL.</b>
Fifteen years	10
Five to 10 years	5
Less than 5 years	0
<b>B: SITE LOCATION (MIN. 10 PTS. REQUIRED)</b>	<b>MAX. PTS. AVAIL.</b>
Site is within three miles of places of significant employment, offering a range of jobs for lower income workers, and a significant health facility.	10
Same as above but distance is more than three miles but less than five miles.	5
Site is within 1/4 mile of shopping, significant health facility and neighborhood services, or is within 1/4 mile of bus to these services.	10
Same as above but distance is more than 1/4 mile but less than two miles.	5
<b>C: DESIGN (MIN. 10 PTS. REQUIRED)</b>	<b>MAX. PTS. AVAIL.</b>
If architectural elevations, setbacks, and massing are considered acceptable for proposed use and in relation to adjacent land uses by County Planning Department staff; project amenities are appropriate for the planned use.	20
If the proposed project meets most of the above criteria and only slight modifications will be necessary to meet County Planning approval.	10
<b>D: DEVELOPMENT EXPERIENCE (MIN. 5 PTS. REQUIRED)</b>	<b>MAX. PTS. AVAIL.</b>
If applicant has developed 100 or more low-income housing units as primary or co-sponsor in the past five years.	10
If applicant has developed between 50 and 100 low-income housing units as primary or co-sponsor in the past five years.	5
<b>E: OWNER EXPERIENCE (MIN. 1 PT. REQUIRED)</b>	<b>MAX. PTS. AVAIL.</b>
If applicant has 20+ years of experience in owning affordable rental housing.	5
If applicant has 10 to 19 years of experience in owning affordable rental housing.	2
If applicant has 20+ years of experience in owning other types of rental housing.	2
If applicant has 10 to 19 years of experience in owning other types of rental housing.	1
<b>F: MANAGEMENT EXPERIENCE (MIN. 1 PT. REQUIRED)</b>	<b>MAX. PTS. AVAIL.</b>
If applicant has 20+ years of experience in managing and maintaining affordable rental housing.	5
If applicant has 10 to 19 years of experience in managing and maintaining affordable rental housing.	2
If applicant has 20+ years of experience in managing and maintaining other types of rental housing.	2
If applicant has 10 to 19 years of experience in managing and maintaining other types of rental housing.	1
<b>G: PROJECT FEASIBILITY/READINESS TO BEGIN CONSTRUCTION (MIN. 5 PTS. REQUIRED)</b>	<b>MAX. PTS. AVAIL.</b>
If zoning and other required entitlements are approved and 80% of amount of projected construction period or permanent period debt financing required for feasibility is conditionally committed and/or reserved by official governmental action.	20
If zoning and other required entitlements are approved and 50% but less than 80% of amount of projected construction period or permanent period debt financing required for feasibility is conditionally committed and/or reserved by official governmental action.	10
Evidence of zoning approval and financing less than criteria listed above.	5
<b>H: PUBLIC PURPOSE (MIN. 5 PTS. REQUIRED)</b>	<b>MAX. PTS. AVAIL.</b>
75% or more of units will be restricted to low- or very-low income occupancy	25
50% to 74% of units will be restricted to low- or very-low income occupancy	20
If the applicant has designated wheel chair accessible units for mothers with aids.	15 Bonus Points
<b>7</b> Request for Proposals – Project Based Voucher Program	

**POINT OF CONTACT**

The sole point of contact in the Authority for purposes of this RFP prior to the award is HAPGC's Executive Director, who is the HAPGC Contracting Officer. All contact relative to this RFP should be made in writing and directed to:

Eric C. Brown, Executive Director  
Housing Authority of Prince George's  
County  
9200 Basil Court, Suite 500  
Largo, MD 20774  
Telephone: (301) 883-5531  
E-mail: ecbrown@co.pg.md.us

**REQUEST FOR INFORMATION**

Any prospective offeror desiring an explanation or interpretation of this RFP must request in writing, email or regular mail, such request for information no later than seven (7) days prior to the proposal due date. Requests shall be directed to the Contracting Officer at the address listed under Point of Contact, above. Any information given to a prospective offeror concerning the solicitation will be furnished promptly to all prospective offerors, if that information is necessary in submitting an offer or if the lack of it would be prejudicial to any other prospective offeror. Oral explanations or instructions given before the award of the contract will not be binding on contract performance.

**GENERAL INFORMATION**

- A. Prepare your proposal in a practical, legible, clear, and straightforward manner. RFPs containing any conditions, omissions, unexplained erasures or alterations, or irregularities of any kind, may be rejected by the Authority.
- B. RFPs submitted are irrevocable for 90 days following the closing date. This period may be extended at the HAPGC's request only with the offeror's written consent.
- C. Unless there is no need for negotiations with any other offerors, negotiations shall be conducted with offerors who submit proposals determined to have a reasonable chance of being selected for award, based on evaluation against the technical and price factors as specified in the RFP. Such offerors shall be accorded fair and equal treatment with respect to any opportunity for negotiation and revision of proposals. The purpose of negotiations shall be to seek clarification with regard to and advise solicitors of the deficiencies in both the technical and price aspects of their proposals so as to assure full understanding of the conformance to the solicitation requirements. No offeror shall be provided any information about any other offeror's proposal, and no offeror shall be assisted in bringing its proposal up to the level of any other proposal. Offerors shall not be directed to reduce their proposed prices to a specific amount in order to be considered for award. A common deadline shall be established for receipt or proposal revisions based on negotiations.
- D. Any actual or prospective contractor may protest the solicitation or award of a contract for the serious violations of the principles of this Statement. Any protest against a solicitation must be received before the due date for receipt of bids or proposals, and any protest against the award of a contract must be received within ten calendar days after contract

award, or the protest will not be considered. All protests shall be in writing, submitted to the Contracting Officer, who shall issue a written decision on the matter. The Contracting Officer may at his discretion, suspend the procurement pending resolution of the protest, if warranted by the facts presented.

- E. Cancellation of solicitation: HAPGC reserves the right to cancel this solicitation when it is determined to be in the best interest of HAPGC to do so. HAPGC reserves the right to reject any and all proposals, to waive any formality in the RFP process, or to terminate the RFP process at any time, if deemed by the HAPGC to be in its best interest. The HAPGC reserves the right not to award a contract pursuant to this RFP. HAPGC shall have no obligation to compensate any proposer for any costs incurred in responding to this RFP.

A solicitation may be canceled and all bids or proposals that have already been received may be rejected if: the supplies, services, or construction are no longer required; ambiguous or otherwise inadequate specifications were part of the solicitation; the solicitation did not provide for consideration of all factors of significance to the Authority; prices exceed available funds; there is reason to believe that bids or proposals may not have been independently arrived at in open competition, may have been collusive, or may have been submitted in bad faith; or for good cause of a similar nature when it is in the best interest of the Authority.

The reasons for cancellation shall be documented in the procurement file and the reasons for cancellation and/or rejection shall be provided upon request to any offeror solicited.

A notice of cancellation shall be sent to all offerors solicited and, if appropriate, shall explain that they will be given an opportunity to compete on any solicitation or future procurement of similar items.

If all otherwise acceptable proposals received in response to an RFP are at unreasonable prices, or only one proposal is received and the price is unreasonable, the Authority shall cancel the solicitation and either: a) Re-solicit using a request for proposals; or b) Complete the procurement by using the competitive proposals method (when more than one otherwise acceptable proposal has been received), or by using the noncompetitive proposals method (when only one proposal is received at an unreasonable price); provided, that the Contracting Officer determines in writing that such action is appropriate, all offeror's are informed of the Authority's intent to negotiate, and each responsible offeror is given a reasonable opportunity to negotiate.

- F. If it becomes necessary to revise this RFP, amendments will be provided to all prospective offeror's that were sent this RFP or otherwise are known by the Authority to have obtained this RFP. Acknowledgement of the receipt of all amendments to the RFP must accompany the offeror's proposal. Failure to acknowledge receipt does not relieve the offeror from complying with all terms of any such amendment.

Housing Authority of Prince George's County

Certification Regarding Debarment,  
Suspension, Ineligibility and Voluntary Exclusion

I hereby certify that I meet the following criteria for participation:

- 1) I (we) have not been debarred or suspended by any government agency or subjected to a limited denial of participation under the Department and Suspension Rules of the United States Department of Housing and Urban Development (2 CFR Part 2424).
- 2) I (we) have not engaged in any drug-related criminal activity or any violent criminal activity.
- 3) Neither the federal government nor any state or local government has instituted an administrative or judicial action against me (us) in violation of the Fair Housing Act or other equal opportunity requirements.
- 4) No court or administrative agency has determined that I (we) have violated the Fair Housing Act or other equal opportunity requirements.
- 5) I (we) have not committed fraud, bribery or any other corrupt or criminal act in connection with any federal, state or local housing program.
- 6) I (we) am (are) not on the U.S. General Services Administration list of parties excluded from federal procurement and non-procurement programs.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_