

**REQUEST FOR PROPOSALS  
PROJECT BASED VOUCHER PROGRAM**

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**RESPONSE DATE AND TIME:  
May 9, 2019 at 3:00 p.m.**

RFP NO: 2019-01

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 wheelchair accessible units that are on an accessible route and comply with Uniform Federal Accessibility Standards (UFAS) at Section 4.34 (hereinafter referred to as "Accessible Units"). Under the Project Based Voucher (PBV) Program, the subsidy will be attached to specific units for an original contact term of 15 years.

Under this Request for Proposal (RFP) and subject to funding availability, HAPGC will provide no less than Forty-nine (49) vouchers for project based assistance for Accessible Units of which HAPGC is seeking to have twenty-five (25) with two bedroom units and twenty-four (24) with three or more bedrooms. The project based vouchers will be available for new construction projects, rehabilitation projects as well as existing properties that comply with UFAS. The successful responder must only accept applicants referred by HAPGC.

**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 comply with UFAS and the Housing Quality Standards (HQS) before execution of the Housing Assistance Payment (HAP) contract.

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

- The applicant must demonstrate some form of site control, such as 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 983 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 8.
- Each Project Based Voucher assisted unit must comply with Uniform Federal Accessibility Standards (UFAS) at Section 4.34 and be on an accessible route, see UFAS at §§ 4.3, et seq. .
- The project must comply with design and construction requirements of the Fair Housing Amendments Act of 1988 and implementing regulations at 24 CFR Part 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 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 this 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.
- 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) Single Room Occupancy;
- j) Elderly Only;
- k) Units that are occupied by an owner of the housing;
- l) Units that are occupied by families ineligible for the PBV program;
- m) A public housing dwelling unit;
- n) A unit subsidized with any other form of Section 8 assistance (tenant-based or project-based);
- o) A unit subsidized with any governmental rent subsidy (a subsidy that pays all or any part of the rent);
- p) A unit subsidized with any governmental subsidy that covers all or any part of the operating costs of the housing;
- q) 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;
- r) 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);
- s) 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);
- t) Section 811 project-based supportive housing for persons with disabilities (42 U.S.C. 8013);
- u) Section 202 supportive housing for the elderly (12 U.S.C. 1701q);
- v) A Section 101 rent supplement project (12 U.S.C. 1701s);
- w) 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.*); and
- x) 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).
- y) Projects that have already received PBV assistance from HAPGC are ineligible to apply.

## 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 18 month period after the announcement of award for rehabilitated projects. The organization must commit to an agreement in which it identifies specific units, all of which must be UFAS compliant for the duration of the AHAP and provide a copy of that signed agreement promptly in conjunction with any AHAP.

## 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 organization's 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 9, 2019, in a sealed package labeled as follows:

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

Attention: Estella Alexander  
Acting Executive Director PROPOSAL - DO NOT  
OPEN  
PROJECT BASED VOUCHER PROGRAM  
SOLICITATION NO: 2019-01

***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 15 years. The purpose of the HAP contract is to provide housing assistance payments for eligible families who need wheelchair accessible units that are on an accessible route and comply with UFAS at Section 4.34. 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. The HAP contract must be available for renewal at HAPGC's discretion for an additional term of at least 15 years.

#### **Scoring Criteria:**

List the intended term of the initial Housing Assistance Payment Contract and whether the applicant wants an extension of the contract term

### **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 proximity to public transportation, the site must be ¼ miles to public transportation.

### **Tab 3 – Design**

Respondent must provide the following to meet minimum qualifications:

- Number of mobility, hearing and/or visually accessible PBV contract units by area, size, number of bedrooms and bathrooms. Points will be awarded for subsidized UFAS units in the following ranges;
  - Subsidized UFAS units are less than 3% of all units in the project;
  - Subsidized UFAS Units are between 4% and 5% of all units in buildings;
  - Subsidized UFAS units are between 6 and 8% of all units in building.

#### **Scoring Criteria:**

Number of mobility, hearing and/or visually accessible PBV contract units by area, size, number of bedrooms and bathrooms using the above ranges.

### **Tab 4 – Design Part 2**

- HAPGC is seeking twenty-five (25) two-bedroom units and twenty-four (24) units with three or more bedrooms;
- 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;
- Demonstrate that the PBV units are on an accessible route and at least one type of each common area and amenity in the development;
- Estimated initial rents to owner for the contract units;
- Description of the work to be performed under the agreement to ensure that units meet UFAS requirements including certification of units by a qualified architect and an agreement to provide proof of UFAS certification by a qualified architect upon completion.
- 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 5 – 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 accessible and/or 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, accessible units, buildings, and 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; and
  7. Experience providing accessible units for individuals using wheelchairs or requiring modifications to be accessible.

**Scoring Criteria:**

- Respondent must demonstrate it has developed at least fifty (50) accessible and/or low income housing units, max points will be given if you have developed one-hundred (100) or more accessible and/or low-income housing units as primary or co-sponsor in the past five (5) years.

**Tab 6 – 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) years of experience, max points will be given if you have twenty (20) or more years of experience in owning affordable rental housing or developing accessible housing.

### **Tab 7 – 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 including any experience working with people with disabilities. 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) years of experience managing affordable, rental housing and/or working with individuals with disabilities, max points will be given if you have twenty (20) or more years of experience in managing and maintaining affordable rental housing and/or working with individuals with disabilities.

### **Tab 8 – 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.

## RANKING AND SELECTION CHECKLIST

<b>TAB 1: INITIAL TERM OF CONTRACT REQUESTED (MIN. 15 PTS. REQUIRED)</b>	<b>MAX. PTS.</b>
Fifteen years	15
Less than 15 years	0
<b>TAB 2: SITE LOCATION (MIN. 10 PTS. REQUIRED)</b>	<b>MAX. PTS.</b>
Site is within ¼ miles of public transportation.	10
Site is not within ¼ miles of public transportation.	
<b>TAB 3: DESIGN (MIN. 10 PTS. REQUIRED)</b>	<b>MAX. PTS.</b>
Number of proposed subsidized Mobility Accessible Units is between 6% and 8% of all units in building.	20
Number of proposed subsidized Mobility Accessible Units is between 4% and 5% of all units in building.	15
Number of proposed subsidized Mobility Accessible Units is less than 3% of all units in building.	10
<b>TAB 4: DESIGN PART 2 (MIN. 2 PTS. REQUIRED)</b>	<b>Max. PTS.</b>
Services, maintenance, or equipment to be supplied by the owner without charges in addition to the rent	10
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.	5
If the proposed project meets most of the above criteria and only slight modifications will be necessary to meet County Planning approval.	2
<b>TAB 5: DEVELOPMENT EXPERIENCE (MIN. 10 PTS. REQUIRED)</b>	<b>MAX. PTS.</b>
If applicant has experience developed 100 or more accessible and/or low-income housing units as primary or co-sponsor in the past five years.	20
If applicant has developed between 50 to 99 accessible and/or low-income housing units as primary or co-sponsor in the past five years.	10
<b>TAB 6: OWNER EXPERIENCE (MIN. 1 PT. REQUIRED)</b>	<b>MAX. PTS.</b>
If applicant has 20+ years of experience in owning affordable rental housing which include wheelchair accessible units and/or working with individuals with disabilities.	10
If applicant has 10 to 19 years of experience in owning affordable rental housing which include wheelchair accessible units.	5
If applicant has 20+ years of experience in managing and maintaining affordable rental housing and/or working with individuals with disabilities	2
If applicant has 10 to 19 years of experience in managing and maintaining affordable rental housing and/or working with individuals with disabilities.	1
<b>TAB 7: MANAGEMENT EXPERIENCE (MIN. 1 PT. REQUIRED)</b>	<b>MAX. PTS.</b>
If applicant has 20+ years of experience in managing and maintaining other types of rental housing which included wheelchair accessible units and/or working with individuals with disabilities.	10
If applicant has 10 to 19 years of experience in managing and maintaining other types of rental housing which included wheelchair accessible units and/or working with individuals with disabilities.	5
If applicant has 20+ years of experience in managing and maintaining other types of rental housing and/or working with individuals with disabilities.	2
If applicant has 10 to 19 years of experience in managing and maintaining other types of rental housing which working with individuals with disabilities.	1
<b>TAB 8: PROJECT FEASIBILITY/READINESS TO BEGIN CONSTRUCTION (MIN. 5 PTS. REQUIRED)</b>	<b>MAX. PTS.</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 50% of the criteria above.	5
<b>MAXIMUM POINTS</b>	<b>115</b>

\*Maximum points represent the total max points by tab\*

### **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:

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

### **REQUEST FOR INFORMATION**

Any prospective offeror desiring an explanation or interpretation of this RFP must request in writing via email, request for information must be received by April 18, 2019 at 5 p.m... Requests shall be directed to the Contracting Officer at the address listed under Point of Contact, above. All correspondence/emails must be copied to Michelle Johnson, Rental Assistance Division Manager at [mrjohnson1@co.pg.md.us](mailto:mrjohnson1@co.pg.md.us). E-mails are acceptable. 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 HAPGC.
- 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.

- 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 with 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 HAPGC; 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 HAPGC.

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.

- F. 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 HAPGC 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 HAPGC's intent to negotiate, and each responsible offeror is given a reasonable opportunity to negotiate. 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 HAPGC 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.

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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: \_\_\_\_\_ Company and Title: \_\_\_\_\_