

Request for Qualification: Developer/Co-Developer

**Housing Authority of Prince George's County
Estella Alexander, Acting Executive Director
9200 Basil Court, Suite 500
Largo, MD 20774**

Issued: April 11, 2019

Request for Qualification: Developer/Co-Developer

The Housing Authority of Prince George's County (HAPGC) is seeking responses from qualified firms or individuals with demonstrated experience in Mixed Finance development and an interest in a developer/co-developer relationship for the purpose of redevelopment/ development of various HAPGC owned properties.

The intent of this Request for Qualification (RFQ) is to establish and maintain an inventory of qualified firms or individuals to act as developer/ co-developer for the purpose of redevelopment/ development of various HAPGC owned properties. The initial term of the Roster of Responders will be for a period of three (3) years, which may be extended at HAPGC's discretion.

The Housing Authority of Prince George's County's Reservation of Rights Notice

The HAPGC reserves the right to reject any or all qualification statements, to waive any informality in the RFQ process at any time, if deemed to be in its best interest.

The HAPGC reserves the right not to award a contract pursuant to this RFQ.

The HAPGC reserves the right to terminate a contract awarded pursuant to this RFQ, at any time for its convenience upon ten (10) days written notice to the successful proposer.

The HAPGC reserves the right to reject and not consider any qualification statement that does not meet the requirements of this RFQ, including but not necessarily limited to incomplete submissions and/ or submissions offering alternate or non-requested services.

The HAPGC shall have no obligation to compensate any proposer for any cost incurred in responding to this RFQ.

RFQ Information at a Glance

HAPGC Contact Person	Estella Alexander, Acting Executive Director Phone #: 301-883-5531 ealexander@co.pg.md.us
RFQ Pickup Request and Submittals	Housing Authority of Prince George's County 9200 Basil Court, Suite 500 Largo, Maryland 20774 or via e-mail to ealexander@co.pg.md.us The RFQ will be posted on the Housing Authority's website and papers of general circulation https://www.princegeorgescountymd.gov/906/Housing-Authority
Question & Answers Deadline	The HAPGC will accept questions until April 25, 2019.
Submittal Deadline	Thursday, May 9, 2019 at 2:00 p.m.

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I. Scope of Services

At minimum, the successful proposer(s) will be responsible for the following:

- Mixed Finance Planning and Development Support
- Work with HAPGC staff to identify and secure potential development/ redevelopment funding from federal, state, local and private resources to support implementation of development/redevelopment initiatives
- Mixed Income Housing Development Strategies
- Service as Developer or Co-Developer
- Planning and design strategies
- Financing Strategies
- Application Preparation/ Architectural/ Engineering design and/ or review assistance in the preparation and facilitation of public hearing and ongoing interaction with community partners as needed

II. Qualification Statement Format

It is preferable and recommended that the responder bind the submissions in such a manner that the Housing Authority can, if needed, remove the binding or remove the pages from the cover to make copies and then return the submission to its original condition.

All qualification statements submitted in response to this RFQ must be formatted in accordance with the sequence noted below. Each category must be separated by index dividers numbered (and shall be numbered so that each tab can be located without opening the submission) and labeled with the corresponding tab reference also noted below. None of the proposed services may conflict with any requirement the HAPGC has published herein or issued by addendum.

Tab 1: Form of Qualification Statement: The Form of Qualification Statement is attached hereto and incorporated herein by reference as Attachment A. It must be fully completed and executed as a part of the Qualification Statement.

Tab 2: Profile of Firm Form: The Profile of Firm Form is attached hereto and incorporated by reference as Attachment B: Required attachments must be fully completed, executed and submitted as a part of the Qualification Statement Submittal.

Tab 3: Managerial Capacity/ Financial Viability: The Proposer must submit a concise description of its managerial and financial capacity to deliver the proposed services, including background information, qualification and capabilities of the firm's principals and individual staff to be assigned to the project. Resumes of each individual must be included.

Tab 4: Mixed Finance Development Experience: Provide a list of all Mixed Finance Development(s) the proposer has been involved with during the past five (5) years identifying the states where they are located and sources of financing. Specify the number of units, the income groups served, and the total development cost of each development program.

Tab 5: Low Income Housing Tax Credit Experience: List the Proposer's familiarity with low income Housing Tax Credits, Tax Credit Compliance, Syndication, Experience relative to Maryland Community Development Administration, familiarity with Master Development Agreement, Management Agreements, Regulatory and Operating Agreements.

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Tab 6: Public Housing / HUD Related Experience List the proposer's familiarity with public housing requirements rules and regulations applicable to mixed finance development and public housing operations, including Multifamily and/or Project-Based Rental Assistance (PBRA)/ HUD Related Experience. List the proposer's familiarity with multifamily and /or PBRA rules and regulations applicable to mixed finance development and/or the conversion of public housing operations.

Tab 7: Reference: The Proposer must submit a list of at least three (3) former and/or current clients for which similar services, have been provided within the preceding twelve (12) months. The list must include:

- The Client's Name
- The Client's Contact phone number and e-mail address.
- A description of the services provided.

Tab 8: Equal Employment Opportunity: The Proposer must provide a copy of its Equal Opportunity Policy.

Tab 9: Section 3 Documentation: For any Proposer claiming a Section 3 preference, this tab must include the completed Section 3 Certification Form (Attachment C) and any documentation required on the form.

Tab 10: Required Forms: The required forms to be submitted by the proposer include:

- Attachment A: Form of Qualification Statement
- Attachment B: Profile of Firm Form
- Attachment C: Section 3 Form
- Attachment D: HUD Form 5369C Certification and Representations of Offeror

III. Submission of Qualification Statement

All Qualification Statements submission must be submitted no later than May 9, 2019. One (1) original and three copies of the RFQ Qualification Statement Submittal shall be placed unfolded in a sealed package and addressed to:

**Housing Authority of Prince George's County
Attention: Estella Alexander, Acting Executive Director
9200 Basil Court, Suite 500
Largo, Maryland 20774**

The package exterior must be clearly MARKED and denote RFQ for Development and must have the proposer's name and return address. Qualification statements submitted after the published deadline will not be accepted.

IV. Submission Conditions

DO NOT FOLD OR MAKE ANY ADDITIONAL MARKS, NOTATIONS OR REQUIREMENTS ON THE DOCUMENTS TO BE SUBMITTED. Proposers are not allowed to change the Conditions or Specifications contained herein by making or entering onto these documents or the documents submitted any revisions or additions; and if any such additional marks, notations or requirements are entered on any documents that are submitted to HAPGC by the Proposer, it may invalidate date that Qualification Statement. If after accepting such a Qualification Statement, HAPGC decides that such entry has not changed the intent of the Qualification Statement that HAPGC intended to receive, the HAPGC may accept the Qualification Statement and the Qualification Statement shall be considered by HAPGC as if those additional marks, notations for requirements were not entered.

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V. Submission Responsibilities

It shall be the responsibility of each proposer to be aware of and to abide by all dates, times, conditions, requirements and specifications set forth within all applicable documents issued by HAPGC, and any addenda and required attachments submitted. By virtue of completing, signing and submitting the completed documents, the proposer is stating his/her agreement to comply with all conditions and requirements set forth within these documents.

VI. Contact with HAPGC

It is the responsibility of the proposer to address all communication and correspondence to the Executive Director, only with a copy to Sharon Land, Deputy Director, HAPGC at srland@co.pg.md.us. The proposer must not make inquiry or communicate with any other HAPGC staff or official pertaining to the RFQ. Failure to abide by this requirement may cause HAPGC to not consider a proposer's submission.

VII. Addendums

All questions and requests for information must be addressed in writing to the Acting Executive Director with a copy to Sharon Land, Deputy Director, HAPGC at srland@co.pg.md.us. All Addendums will be posted on the website.

VIII. Qualification Statement Evaluation Criteria

The following criterion will be utilized by HAPGC's Evaluation Committee to evaluate each Proposer's submission. Award of points for each listed criteria will be based upon the documentation that the proposer within his/her submission.

Criteria Descriptions	Maximum Points
Specialized knowledge, experience and technical capacity that the proposer displays for the work required based on the work history and resumes submitted for staff proposed to perform the work	35
Specific Experience in the successful development housing using Low Income Housing Tax Credits	25
Specific Experience in the development/redevelopment of Low-Income Public Housing	25
MBE/WBE, Prince George's County Business Participation	10
Section 3 Participation	5
Maximum Total Points	100

Evaluation Method

The HAPGC will form an evaluation panel to evaluate each Qualification Statement submitted in response to this RFQ. The evaluation will be in accordance with the evaluation criteria set forth in the Request for Qualification. The evaluation panel may request an oral interview of each qualified entity, at the discretion of the HAPGC.

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IX. Contract Award

If a contract is awarded pursuant to this RFQ, the following provisions are considered mandatory conditions of any contract award made by HAPGC pursuant to this RFQ.

1. **Assignment of Personnel**

The HAPGC shall retain the right to demand and receive a change in personnel assigned to the work if the HAPGC believes that such change is in the best interest of the HAPGC and the completion of the contracted work.

2. **Unauthorized Sub-Contracting**

The successful proposer(s) shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFQ, without the prior written consent of the HAPGC. Any purported assignment of interest or delegation of duty, without the prior written consent of the HAPGC shall be void and may result in cancellation of the contractor with HAPGC or may result in the full or partial forfeiture of funds paid to the successful proposer as a result of the proposed contract.

3. **Contract Period**

Any contract awarded shall be for a period of 3 year(s) with a renewal option for an additional 2 year(s).

Prior to award, but not prior to submission of the Qualification Statement, the successful Proposer(s) will be required to provide:

- a) An original Certificate from the entity's workers Compensation Insurance carrier.
- b) Certificate of Good Standing.
- c) Original Certificate evidencing General Liability Coverage naming HAPGC as an additional insured, together with the appropriate endorsements to the said policy reflecting the addition of HAPGC as an additional insured under said policy. The policy shall provide for a minimum of \$1,000,000 each occurrence, general aggregate minimum of \$1,000,000 and a deductible no greater than \$1,000.
- d) An original Certificate showing the firms or individual's automobile insurance in a combined single limit of \$1,000,000. For every vehicle utilized during the term of the contract, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$50,000/\$100,000 and medical pay of \$5,000.

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FORM OF QUALIFICATION STATEMENT

ATTACHMENT A

Instructions: The items listed below must be completed and included in the Qualification Statement unless otherwise specifically noted. Please complete this form by marking X, where provided, to indicate that the referenced information has been included. Also, complete the Section 3 Statement and The Proposer's Statement as indicated below:

Submittal Items (Three (3) Copies of each Qualification Statement, including one with original signatures)
Tab 1: Form of Qualification Statement
Tab 2: Profile of Firm Form
Tab 3: Managerial Capacity/Financial Viability
Tab 4: Mixed Finance Development Experience
Tab 5: Low Income Tax Credit Experience
Tab 6: Public Housing/HUD Related Experience
Tab 7: References
Tab 8: Public Housing HUD Experience
Tab 9: Equal Employment Opportunity

SECTION 3 DOCUMENTATION

Are you claiming a Section 3 preference? YES ____ or NO _____. If YES, pursuant to the Section 3 portion within the Conditions and Specifications, and pursuant to the documentation justifying such submitted under Tab No. 10, which priority are you claiming? _____

PROPOSER'S STATEMENT

The undersigned Proposer hereby states that by completing and submitting this form and all other documents within this submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate and that if the HAPGC discovers that any information entered herein is false, that shall entitle the HAPGC to not make award or to cancel any award, with the undersigned party. Pursuant to all RFQ Documents, the Form of Qualification Statement, and all attachments pursuant to all completed documents submitted, including these forms and all attachments, the undersigned proposes to supply the HAPGC with the services described herein.

Signature

Date

Printed Name

Company Name

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PROFILE OF FIRM FORM

ATTACHMENT B

1 of 2

- (1) Prime Subcontractor _____ (This form must be completed by each)
- (2) Name of Firm: _____
- (3) Street Address: _____
- (4) City, State, Zip: _____ Tel: _____ Fax: _____
- (5) Year Firm Established: _____ In Prince George's: _____
- (6) Type of Ownership: _____
- (7) Former Name and Year Established (if applicable): _____
- (8) Name of Parent Company and Date Acquired (if applicable): _____
Year: _____
- (9) Identify Principals/Partners in Firm; please submit under Tab #3 brief resume for each:

NAME	TITLE	% of OWNERSHIP

- (10) Identify the individual(s) that will act as Project Manager and any other supervisory personnel that will work on the project; please submit under Tab #3 a brief resume for each. (Do not duplicate any resumes required above):

NAME	TITLE

- (11) Federal Tax ID No.: _____

Signature

Date

Printed Name

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REQUEST FOR QUALIFICATIONS: COMMUNITY WIDE REDEVELOPMENT

PROFILE OF FIRM FORM

ATTACHMENT B

2 of 2

(12) General Liability Insurance Policy No. and Carrier: _____
_____ Deductible Amount: \$ _____

(13) Professional Liability Insurance Policy No. and Carrier: _____
_____ Deductible Amount: \$ _____

(14) Proposer Diversity Statement: You must circle all the following that apply to the ownership of this firm:

- Caucasian American Public Held Corporation Government Agency Non-Profit Organization

or Resident (RBE), Minority (MBE), or Woman-Owned (WBE) Business Enterprise (Qualifies by virtue of 51% or more ownership and active management by one or more of the following:

- Resident-Owned (HAPGC) African American Native American Hispanic American Asian/Pacific American
 Hasidic Jew Asian/Indian American Woman-Owned Other (Specify) _____

WMBE/RBE Certification Number: - _____

Certified by: _____

(NOTE: CERTIFICATION NUMBER NOT REQUIRED TO PROPOSE - ENTER IF AVAILABLE)

(15) Debarred Statement: Has this firm or any principal(s) ever been debarred from providing any services by the Federal Government, the State of MD, or any Local Government Agency within the State of Maryland?

Yes No

If yes, please attach a full detailed explanation, including dates, circumstances and current status.

(16) Disclosure Statement: Does this firm or any principals of this firm have any current or past, personal or professional relationship with any Commissioner or Officer of the HAPGC? Yes No

Name(s) of such Commissioner or Officers: _____

If yes, please attach a full detailed explanation, including names, circumstances and current status.

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(17) Verification Statement: The undersigned proposer hereby states that by completing and submitting this form he/she is verifying that all information provided herein is, to the best of his her knowledge, true and accurate, and that if the HAPGC discovers that any information entered herein is false, that shall entitle the HAPGC to not make award or to cancel any award with the undersigned party.

NOTE: If necessary, please attach additional information on additional pages:

Signature	Date	Printed Name
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SECTION 3 FORM

ATTACHMENT C

NOTE: IT IS NOT NECESSARY TO COMPLETE AND SUBMIT THIS FORM AND ANY OF THE NOTED ITEMS IF YOU ARE NOT CLAIMING ANY SECTION 3 PREFERENCES.

CERTIFICATION FOR FIRMS SEEKING SECTION 3 PREFERENCE IN CONTRACTING, AND DEMONSTRATION OF CAPABILITY: In order for the HAPGC to assess your firm's eligibility to claim Section 3 participation, in addition to the other items required by that Clause please include with your submission as many of the following items. Failure to include any of these items as evidence may result in denial by the HAPGC to certify your firm as an eligible Section 3 participant and, therefore, ineligible to receive any Section 3 Preferences.

- a. For firms claiming status as a Section 3 resident-owned enterprise, the following items checked are included:
 - _____ Copy of PHA resident lease
 - _____ Copy of evidence of participation in a Public Assistance Program
 - _____ Other evidence (please explain) _____
- b. For any firm claiming a Section 3 Preference, copies of the following items checked are attached as evidence that the firm is a legal business entity:
 - _____ Articles of Incorporation
 - _____ Fictions Firm Name Certificate
 - _____ List of Owners/ Stockholders; % held by each
 - _____ Latest Board minutes appointing officers
 - _____ Organizational chart with names/titles and brief functional statement
 - _____ Certificate of Good Standing
 - _____ Partnership Agreement'
 - _____ Corporation Annual Report
 - _____ Additional Documentation (please explain): _____
- c. For firms claiming Section 3 status by subcontracting at least 25% of the amount awarded to qualified Section 3 firms:
 - _____ List of Subcontracted Section 3 firm(s) and subcontracted amount
- d. For firms claiming Section 3 status by claiming that at least 30% of their workforce is currently Section 3 residents or were Section 3 eligible residents within three (3) years of the date of first employment with the firm:
 - _____ List of current full-time employment
 - _____ PHA residential lease (for those less than three (3) years from the day of employment)
 - _____ List of employees claiming Section 3 status
 - _____ Other evidence of Section 3 status (please explain): _____

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e. Evidence of ability to perform successfully under the terms and conditions of the proposed contract:

- _____ Current financial statement
- _____ Statement of ability to comply with public safety
- _____ List of owned equipment
- _____ List of all contracts for the past two years

Signature

Date

**Certifications and
Representations
of Offerors
Non-Construction Contract**

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

This form includes clauses required by OMB's common rule on bidding/offering procedures, implemented by HUD in 24 CFR 85.36, and those requirements set forth in Executive Order 11625 for small, minority, women-owned businesses, and certifications for independent price determination, and conflict of interest. The form is required for nonconstruction contracts awarded by Housing Agencies (HAs). The form is used by bidders/offerors to certify to the HA's Contracting Officer for contract compliance. If the form were not used, HAs would be unable to enforce their contracts. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

1. Contingent Fee Representation and Agreement

(a) The bidder/offeror represents and certifies as part of its bid/offer that, except for full-time bona fide employees working

solely for the bidder/offeror, the bidder/offeror:

- (1) has, has not employed or retained any person or company to solicit or obtain this contract; and
- (2) has, has not paid or agreed to pay to any person

or company employed or retained to solicit or obtain this contract any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of this contract.

(b) If the answer to either (a)(1) or (a) (2) above is affirmative, the bidder/offeror shall make an immediate and full written disclosure to the PHA Contracting Officer.

(c) Any misrepresentation by the bidder/offeror shall give the PHA the right to (1) terminate the resultant contract; (2) at its discretion, to deduct from contract payments the amount of any commission, percentage, brokerage, or other contingent fee; or (3) take other remedy pursuant to the contract.

For the purpose of this definition, minority group members are:
(Check the block applicable to you)

- Black Americans Asian Pacific Americans
- Hispanic Americans Asian Indian Americans
- Native Americans Hasidic Jewish Americans

minority group members, and whose management and daily operations are controlled by one or more such individuals.

2. Small, Minority, Women-Owned Business Concern Representation

The bidder/offeror represents and certifies as part of its bid/offer that it:

- (a) is, is not a small business concern. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.
- (b) is, is not a women-owned small business concern. "Women-owned," as used in this provision, means a small business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.
- (c) is, is not a minority enterprise which, pursuant to Executive Order 11625, is defined as a business which is at least 51 percent owned by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more

3. Certificate of Independent Price Determination

(a) The bidder/offeror certifies that-

- (1) The prices in this bid/offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder/offeror or competitor relating to (i) those prices, (ii) the intention to submit a bid/offer, or (iii) the methods or factors used to calculate the prices offered;
- (2) The prices in this bid/offer have not been and will not be knowingly disclosed by the bidder/offeror, directly or indirectly, to any other bidder/offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and
- (3) No attempt has been made or will be made by the bidder/offeror to induce any other concern to submit or not to submit a bid/offer for the purpose of restricting competition.

(b) Each signature on the bid/offer is considered to be a certification by the signatory that the signatory:

- (1) Is the person in the bidder/offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
 - (2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above (insert full name of person(s) in the bidder/offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the bidder/offeror's organization);
(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and
-

(iii) As an agent, has not personally participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.

(c) If the bidder/offeror deletes or modifies subparagraph (a)2 above, the bidder/offeror must furnish with its bid/offer a signed statement setting forth in detail the circumstances of the disclosure.

4. Organizational Conflicts of Interest Certification

(a) The Contractor warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation in which the nature of work under a proposed contract and a prospective contractor's organizational, financial, contractual or other interest are such that:

- (i) Award of the contract may result in an unfair competitive advantage;
- (ii) The Contractor's objectivity in performing the contract work may be impaired; or
- (iii) That the Contractor has disclosed all relevant information and requested the HA to make a determination with respect to this Contract.

(b) The Contractor agrees that if after award he or she discovers an organizational conflict of interest with respect to this

contract, he or she shall make an immediate and full disclosure in writing to the HA which shall include a description of the action which the Contractor has taken or intends to eliminate or neutralize the conflict. The HA may, however, terminate the Contract for the convenience of HA if it would be in the best interest of HA.

(c) In the event the Contractor was aware of an organizational conflict of interest before the award of this Contract and intentionally did not disclose the conflict to the HA, the HA may terminate the Contract for default.

(d) The Contractor shall require a disclosure or representation from subcontractors and consultants who may be in a position to influence the advice or assistance rendered to the HA and shall include any necessary provisions to eliminate or neutralize conflicts of interest in consultant agreements or subcontracts involving performance or work under this Contract.

5. Authorized Negotiators (RFPs only)

The offeror represents that the following persons are authorized to negotiate on its behalf with the PHA in connection with this request for proposals: (list names, titles, and telephone numbers of the authorized negotiators):

6. Conflict of Interest

In the absence of any actual or apparent conflict, the offeror, by submission of a proposal, hereby warrants that to the best of its knowledge and belief, no actual or apparent conflict of interest exists with regard to my possible performance of this procurement, as described in the clause in this solicitation titled "Organizational Conflict of Interest."

7. Offeror's Signature

The offeror hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

Signature & Date:

Typed or Printed Name:

Title:
