Jonathan R. Butler, *Director*
Ashley P. Johnson-Hare, *Deputy Director*

Aisha N. Braveboy
County Executive

PRINCE GEORGE'S COUNTY
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

REQUEST FOR QUALIFICATIONS
RFQ-HDD-001-2026

RIGHT OF FIRST REFUSAL PROGRAM

EMERGING DEVELOPER ROSTER OF RESPONDERS

ISSUANCE DATE: Monday, October 26, 2026
PROPOSAL CLOSING: Friday, December 4, 2026

Contact:
Pamela Wilson, Chief Housing Development Manager
pawilson@co.pg.md.us
Department of Housing and Community Development

WARNING: *Prospective applicants who have received this document from a source other than the Issuing Office should immediately contact the Issuing Office and provide their name and mailing address in order that amendments to the RFQ or other communications can be sent to them. Any prospective applicant who fails to notify the Issuing Office of this information assumes complete responsibility in the event that they do not receive communications from the Issuing Office prior to the closing date.*

This document is available from the Prince George's County Department of Housing and Community Development's webpage at: https://www.princegeorgescountymd.gov/departments-offices/emerging-developers-initiative

EQUAL HOUSING OPPORTUNITY

Background

The Prince George's County Department of Housing and Community ("DHCD", or the "Department") is seeking responses ("Qualification Statements") from Emerging Developers with an interest in acquiring, owning, operating, rehabilitating, and developing quality rental housing to be designated to a pool of qualified parties who serve as assignees or designees (the "Emerging Developer Roster of Responders") to exercise DHCD's Right of First Refusal ("ROFR").

Additional information regarding DHCD's ROFR Program is available at the following website:
https://www.princegeorgescountymd.gov/departments-offices/housing-community-development/new-development-and-preservation/county-right-first-refusal-program-multifamily-rental-properties

This RFQ is specifically and exclusively targeted to companies which DHCD determines to be Emerging Developers in Real Estate ("Emerging Developers") based on their background and business profile. The intent of this RFQ is to establish the Emerging Developer Roster of Responders to further expand the overall impact of the ROFR Program in preserving affordable rental housing in Prince George's County, while also creating opportunities for the growth of targeted businesses.

Emerging Developers who are selected for inclusion on the Emerging Developer Roster of Responders will have priority eligibility for multifamily rental housing properties with 100 or fewer units which are made available under the ROFR Program. Emerging Developers will also be eligible, subject to the discretion of DHCD, to respond on a non-priority basis to ROFR opportunities for properties with more than 100 units.

The Emerging Developer Roster of Responders will complement (not replace) the existing ROFR Roster of Responders which was established in 2020 and updated in 2021. To that end, while Emerging Developers will have priority eligibility for properties with 100 or fewer units, the existing ROFR Roster of Responders will still be provided with the ability to respond to ROFR opportunities for these properties in accordance with established procedures.

The ROFR Program provides a valuable opportunity for Emerging Developers to build experience and capacity as their business grows and evolves. Emerging Developers selected under this RFQ will remain on the Roster of Responders for a period of two (2) years, which may be extended at DHCD's discretion.

NOTE: Developers that are already on the existing ROFR Roster of Responders due to their selection under prior Requests for Qualifications may not be eligible to apply under this RFQ and will remain on such Roster of Responders unless the Developer applies under this RFQ and is determined by DHCD to be an Emerging Developer.

DHCD's ROFR program was launched in December 2020 to play a role in the County's overall affordable housing preservation strategy. Since that time, the ROFR Program has resulted in the preservation of nearly 2,700 units of affordable rental housing. The ROFR Program is a key element of DHCD's strategy to preserve naturally-occurring affordable housing in the County.

DHCD has created and aligns its financing incentives to strategically support the ROFR Program. DHCD intends to continue to provide financial support for ROFR properties, and to develop specific financial incentives for Emerging Developers.

This RFQ represents an element of DHCD's broader "Emerging Developer Program" through which financial and technical support is provided to growing businesses engaged in housing and real estate development.

This solicitation includes the following components:

I.	**Scope of Services**
II.	**Qualification Statement Format**
III.	**Submission of Qualification Statements**
IV.	**Contact with DHCD and Addendums**
V.	**Qualification Statement Evaluation Criteria**
VI.	**Selection to the Emerging Developer Roster of Responders**

I. Scope of Services

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

1. Maintaining familiarity with the terms and conditions of Section 13-1110 et.seq. of the Prince George's County Code (the "County ROFR Code") pursuant to Prince George's County Resolution CR-51-2015 and corresponding ROFR Regulations.
2. Review of ROFR offer packages submitted to DHCD by sellers of multifamily housing projects to determine if they are willing to exercise the ROFR on behalf of DHCD.
3. Performing an Initial Evaluation of a subject property within two weeks of notification by DHCD to determine if they are interested in matching the terms and conditions of the buyer's offer package as DHCD's assignee.
4. Evaluation and due diligence of the subject property within the timeframes specified by the County ROFR Code and Regulations.
5. Secure financing necessary to acquire and rehabilitate, or if necessary, redevelop the property with the foundational goal of providing quality affordable and mixed-income rental housing enabling long-term occupation by households with lower incomes/
6. Close on the purchase within the timeframes specified by the County ROFR Code and Regulations.
7. Successfully own, operate, rehabilitate, and maintain quality multifamily rental housing with affordability restrictions.

II. Qualification Statement Format

Responses to this RFQ must be submitted by email to:

Karan Stewart
Project Manager
KAstewart@co.pg.md.us

All qualification statements submitted in response to this RFQ must be formatted in the sequence noted

below. The following information/documentation should be submitted as labeled individual PDF documents:

1. **Format of Qualification Statement:**
   The Format 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.

2. **Profile of Firm Form:**
   The Profile of Firm form is attached hereto and incorporated by reference as **Attachment B**: It must be fully completed, executed and submitted as a part of the Qualification Statement submittal.

3. **Managerial and Operational Capacity:**
   Submit a concise description of managerial capacity of the Developer to acquire, operate, rehabilitate, and develop affordable and mixed-income multifamily rental housing. Background information and qualifications should be provided for the company as well as the principals and individual staff to be assigned. Resumes of each individual listed must be included.

   Provide details regarding any third-party mentoring or professional networks that support the Developer.

   Provide management-prepared financial statements for the Developer or, if more applicable, individual financial statements for key staff. Statements should reflect the most recently available profile of the Developer's financial condition.

4. **Multifamily Rental Housing Experience:**
   Provide a list of multifamily rental housing developments with which the Developer or principals and individual staff have been involved in any capacity. Identify the cities and states in which the projects are located and the primary sources of financing. Specify the number of units, the income groups served, and the total development cost of each development.

5. **Qualification or Certification under similar Emerging Developer Program(s). if applicable:**
   The Developer should share information regarding any prior, current, pending or other similar standing with an established program that promotes Emerging Developers. Similar programs include, but are not limited to:

   Amazon Housing Accelerator Fellowship
   www.capitalimpact.org/programs/housing-accelerator-fellowship/
   Capital Impact Partners: EDI Program
   www.capitalimpact.org/programs/edi/
   Equitable Path Forward: Enterprise Community Partners
   www.enterprisecommunity.org/impact-areas/racial-equity/equitable-path-forward
   Growing Housing Developers: Wells Fargo Foundation and multiple CDFIs
   www.capitalimpact.org/programs/wells-fargo-growing-housing-developers/
   www.reinvestment.com/insights/growing-housing-developers-ghd-initiative/
   www.liifund.org/strategic-priorities/programs/
   www.rdf.fund/
   State of Maryland DHCD: Project Uplift
   dhcd.maryland.gov/housing/multifamily-financing-programs/uplift

6. **References:**
   The Developer must submit a list of at least three (3) professional references that includes:
   - The organization's name, point of contact, and the point of contact's professional title;
   - Point of contacts' phone numbers and e-mail addresses; and
   - A description of the services provided or business relationship.

III. Submission of Qualification Statements

RFQ Information at a Glance

DHCD Director	Jonathan R. Butler, Director Email: jrbutler1@co.pg.md.us
DHCD Contact Person	Pamela Wilson Chief Housing Development Manager Email: PAwilson@co.pg.md.us
RFQ Availability	The RFQ will be posted on the DHCD website and is available at: https://www.princegeorgescountymd.gov/departments-offices/emerging-developers-initiative
Responses to RFQ	Responses to this RFQ must be submitted by email to: Karan Stewart Project Manager KAstewart@co.pg.md.us
Questions and Answers Deadline	Questions regarding the NOFA can be submitted by email to Pamela Wilson at PAwilson@co.pg.md.us through Thursday, November 19, 2026.
RFQ Webinar Briefing	DHCD will conduct a Webinar on Thursday, November 12, 2026 at 11:00 AM to discuss the RFQ. Interested attendees should send a request to: Karan Stewart Project Manager KAstewart@co.pg.md.us
Submittal Deadline	**Friday, December 4, 2026 at 5:00PM** Qualification statements will not be accepted after this time

A. Submission Conditions

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

additional marks, notations, or requirements were not entered.

B. Submission Responsibilities

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

C. The Prince George's County Department of Housing and Community Development's Reservation of Rights Notice

- DHCD 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;
- DHCD reserves the right not to award a contract pursuant to this RFQ;
- DHCD 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 Developer;
- DHCD 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; and
- DHCD shall have no obligation to compensate any Developer for any cost incurred in responding to this RFQ.

IV. Contact with DHCD and Addendums

All communication and correspondence must be addressed to Pamela Wilson, Chief Housing Development Manager, at PAWilson@co.pg.md.us All Addendums will be posted on the website at: https://www.princegeorgescountymd.gov/departments-offices/emerging-developers-initiative. Once the Qualification Statement is submitted, the Developer must not make inquiries or attempt to communicate with any other DHCD staff or official pertaining to the RFQ. Failure to abide by this requirement may cause DHCD to not consider a Developer's submission.

V. Qualification Statement Evaluation Criteria

The following criterion will be utilized by DHCD's Evaluation Committee to evaluate each Developer's submission. Award of points for each listed criteria will be based upon the documentation provided with the Qualification Statement. As a general matter, points in all categories will be awarded with a preference for Developers which have a profile that is consistent with identification as an Emerging Developer as determined by DHCD.

Criteria Description	Maximum Points
Development Experience and Capacity: Demonstration of specialized knowledge, experience and technical capacity that the Developer displays for the required work based on the work history and resumes submitted for staff proposed to perform the work. Note that both individual and company experience will be considered. Highest	**25**

points will be awarded to companies and individuals which demonstrate relevant experience. Real estate education will also be considered.	
Business Growth Trajectory – Points will be awarded based upon the Developer demonstrating a growth trajectory that is consistent with identification as an Emerging Developer, which is generally considered to include companies which have completed no more than five (5) real estate projects.	**20**
Community Commitment – Points will be awarded to Developers which are headquartered, have an office or have completed projects in Prince George's County, Maryland. If no experience is demonstrated in Prince George's County, additional consideration will be provided for the applicant's track record (if any) in the Washington D.C./Maryland/Virginia region. Points may also be awarded for demonstrated understanding of local housing needs regardless of the Developer's track record in other locations.	**25**
Character and Track Record – Points will be awarded **b**ased on demonstrated experience and references. Additionally, Developers should be able to demonstrate a status which indicates no unresolved material defaults, fraud, bankruptcy-related misconduct, or serious regulatory violations	**15**
Existing Qualification as Emerging Developer – Developers which can demonstrate prior, current or pending designation, award or other similar standing with an established program that promotes Emerging Developers in real estate development will be awarded points in this category.	**15**
Maximum Total Points	**100**

Evaluation Method

DHCD 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 RFQ. The evaluation panel may request an oral interview of each qualified entity, at the discretion of DHCD.

VI. Selection to the Roster of Responders

As noted above, Emerging Developers who are selected by DHCD will establish a separate Emerging Developer Roster of Responders for priority eligibility for multifamily rental properties with 100 or fewer units. Emerging Developers will also be eligible, subject to the discretion of DHCD, to respond on a non-priority basis to ROFR opportunities for properties with more than 100 units.

If an applicant is selected for the Emerging Developer Roster of Responders, the following provisions are considered mandatory conditions when entities are chosen by DHCD to respond to the ROFR as its assignee.

A. Assignment of Developer

DHCD shall retain the right to demand and receive a change of Developer assigned to the work if DHCD believes that such change is in the best interest of DHCD and the implementation of the existing ROFR program.

B. Unauthorized Sub-Contracting

The successful Developer(s) shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFQ, without the prior written consent of DHCD. Any purported assignment of interest or delegation of duty, without the prior written consent of DHCD shall be void and may result in cancellation of the Developer with DHCD.

C. Duration of Term on the Roster of Responders

Entities will be selected for addition to the Emerging Developer Roster of Responders for a period not to exceed two (2) years, which may be extended at DHCD's discretion.

D. Insurance Requirements

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

- An original Certificate from the entity's workers Compensation Insurance carrier;
- Certificate of Good Standing;
- Original Certificate evidencing General Liability Coverage naming DHCD as an additional insured, together with the appropriate endorsements to the said policy reflecting the addition of DHCD 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; and
- 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.

ATTACHMENT A: FORMAT OF QUALIFICATION STATEMENT

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. Complete the Developer's Statement as indicated below

Submittal Items	
☐	**1. Format of Qualification Statement (this form, Attachment A)**
☐	**2. Profile of Firm Form (Attachment B)**
☐	**3. Managerial and Operating Capacity**
☐	**4. Multifamily Rental Housing Experience**
☐	**5. Qualification or Certification under similar Emerging Developer Program**
☐	**6. References**

DEVELOPER'S STATEMENT

The undersigned Developer 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 DHCD discovers that any information entered herein is false, that shall entitle the DHCD to not make award or to cancel any award, with the undersigned party. Pursuant to all RFQ Documents, the Format of Qualification Statement, and all attachments pursuant to all completed documents submitted, including these forms and all attachments, the undersigned proposes to supply the DHCD with the services described herein.

_____ _____

Signature ***Date***

_____ _____

Printed Name ***Company Name***

ATTACHMENT B: PROFILE OF FIRM

1. **Name of Firm:** _____
2. **Street Address:** _____
3. **City, State, Zip:** _____
4. **Telephone:** _____ **Fax:**_____

   Email: _____
5. **Federal Tax ID Number:** _____
6. **Date Firm Established:** _____

   a. **Name of Parent Company and Date Acquired (if applicable)**

   _____
   (Attach chart if necessary)

   b. **Type of Ownership:** _____
7. **Prince George's County Based Business – Yes or No:** _____

   a. **Date Business First Conducted in Prince George's County:** _____
8. **Identify Ownership (if applicable) and/or Executive Management**

NAME	TITLE	% OF OWNERSHIP

Resumes and/or executive summaries of experience and credentials must be included with Tab 3

9. **Identify the individual(s) that will act as Project Manager or serve as the primary point of contact, or any other supervisory or key personnel. Please submit their resume(s) or summaries of experience and credentials under Tab 3, if different from previously listed individuals.**

NAME	TITLE

10. **General Liability Insurance Carrier and Policy Number: _____**

11. **Professional Liability Insurance Carrier and Policy Number: _____**

12. **Developer Diversity Statement: If a for-profit entity, please circle all of the following that apply to the ownership of this firm. Note: Resident (RBE), Minority (MBE), or Women-Owned (WBE) Business Enterprise qualifies by virtue of 51% or more of ownership and active management by one or more of the following:**

Caucasian American	*African American*
Native American	*Hispanic American*
Asian/Pacific American	*Hasidic Jew*
Asian/Indian American	*Woman-Owned*
Prince George's County Resident-Owned	

Other (Specify): _____

MBE/WBE/RBE Certification Number (if applicable): _____

NOTE: CERTIFICATION NUMBER IS NOT NEEDED TO SUBMIT A QUALIFICATION STATEMENT – ENTER IF AVAILABLE

13. **Debarred Statement: Has this firm, or any of its principal(s) or executive leadership ever been debarred from providing any services by the Federal Government, the State of Maryland, or any Local Government Agency within the State of Maryland?**

    Yes or No? _____

    If yes, please attach a detailed explanation on following pages, including dates, circumstances, and current status.

14. **Disclosure Statement: Does this firm or any principals of this firm have any current or past, personal or professional relationship with any employee, or elected official of the Prince George's County Government?**

    Yes or No? _____

    If yes, name of such employee or elected official: _____

    If yes, please attach a detailed explanation on following pages, including dates, circumstances, and current status.

15. **Verification Statement: The undersigned Developer hereby states that by completing and submitting this form, they are verifying that all information provided herein is, to the best of their knowledge, true and accurate, and that if DHCD discovers that any information entered herein is false, that shall entitle the DHCD to not make award or to cancel any award with the undersigned party, and invalidate their eligibility for inclusion on the Roster of Responders.**

_____ _____

Signature ***Date***

_____ _____

Printed Name ***Company Name***