



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

COMMUNITY



Prince George's County
**Department of Housing
& COMMUNITY DEVELOPMENT**
DEVELOPMENT

**REQUEST FOR PROPOSALS
NO. 2019-03**

***HOME Investment Partnership (HOME) Program and
Housing Investment Trust Fund (HITF) Gap Financing Program
Monitoring Services***

ISSUANCE DATE: July 25, 2019

PROPOSAL CLOSING: August 23, 2019, 5:00 p.m. EST

Contact: Ms. Adedamola George, Esq.

Senior Compliance Officer

Department of Housing and Community Development

301-883-5551

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 RFP 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 <http://www.princegeorgescountymd.gov/sites/dhcd>.



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

RFP NO.: 2019-03

**HOME Investment Partnership Program (HOME) and
Housing Investment Trust Fund (HITF) Gap Financing Program
Monitoring Services**

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SECTION I: INTRODUCTION

1.1 PURPOSE

The Prince George’s County Department of Housing and Community Development (DHCD) is seeking proposals from interested parties to provide, on a task(s) order basis, compliance monitoring and construction management services, as required under the Prince George’s County’s HOME Investment Partnerships (HOME) Program, Housing Investment Trust Fund (HITF) Program, and the Community Development Block Grant (CDBG) Program. DHCD intends to award a contract not to exceed \$75,000.00. It is essential that Prince George’s County (County) promote the building and preservation of safe, decent, and quality Affordable and Workforce Housing.

Prince George’s County must conduct long-term monitoring of HOME-assisted and HITF-assisted rental housing projects for compliance with HOME and HITF requirements applicable during the affordability period. The project monitoring process examines compliance with requirements related to specific HOME and HITF activities (and CDBG construction related projects), evaluating the overall performance and operation of the County’s HOME and HITF programs, enabling the Department to ensure that programs and activities are being carried out effectively and with consistency with governing rules and regulations. Additionally, the Department seeks to ensure that all programs are aligned with the County’s Consolidated Plan. The County seeks a capable and qualified firm to:

- Develop and implement a comprehensive compliance monitoring system;
- Work with DHCD to update its Policy and Procedures Manual, as appropriate;¹
- Provide comprehensive monitoring services of HOME and HITF Program activities;
- Provide construction management services through document review and field monitoring;
- Conduct a review of architectural drawings and design; and
- Monitor CDBG construction-related projects, as required.

1.2 BACKGROUND

¹ DHCD has developed Policies and Procedures Manuals for its Federal Entitlement Programs, which have been approved by HUD.

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DHCD underwrites and provides low-interest HOME and/or HITF gap-financing loans to third parties and developers for the rehabilitation or new construction of affordable and workforce multifamily rental housing developments for families and seniors with incomes generally less than or equal to eighty percent (80%) of the area median income (AMI), as determined by the United States Department of Housing and Urban Development (HUD), with adjustments for family size. To be eligible under the HOME Program, units of rental and for-purchase Affordable Housing to be constructed or renovated must be rented or sold to individuals or families with incomes that do not exceed sixty percent (60%) of AMI. The County HITF Program targets the new construction or rehabilitation of Workforce Housing units that must be rented to individuals or families with incomes at forty percent (40%) and up to, but not exceeding eighty percent (80%) of AMI.

The development projects are generally financed using a combination of federal low-income housing tax credits, State rental housing funds, County Payment in Lieu of Taxes (PILOT) agreements, and tax-exempt bonds, with HOME and/or HITF funds being utilized to close any financing gaps ensuring all development costs are duly funded. Rental and for-sale housing that is rehabilitated or constructed with HOME and/or HITF funds must be restricted to income-qualified households for a period of affordability ranging from a minimum of five (5) years to twenty (20) years or longer if mandated by any other agreements or restrictive covenant therein.

DHCD is responsible for ensuring that all HOME funds are used in compliance with HOME requirements (See 24 CFR 92.504(a) for a description of responsibilities) (https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title24/24cfr92_main_02.tpl). Additionally, all HITF funds must be used in accordance with applicable County requirements.² The Department of Housing and Urban Development (HUD) requires DHCD to monitor all sub-recipients and project developers during the construction or rehabilitation period and periodically during the project's period of affordability consistent with HUD's requirements. When conducting field monitoring during the construction period, DHCD must examine construction drawings and documents, review actual and projected costs, and approve the payments of certain costs from HOME and/or HITF loan proceeds by reviewing submittals from developers. Once Affordable and

² The Housing Investment Trust Fund was established through County Bill CB-12-2012, as amended in County Bill CB-57-2017.

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Workforce dwelling units are in service, DHCD must monitor all HOME and HITF funded rental projects annually to verify that the projects remain in compliance with HOME and HITF requirements related to tenant income, rent restrictions, unit mix and occupancy, lease provisions and affirmative marketing. On-site inspections of the project and units ensure that property standards continue to be met.

Further, DHCD must monitor all CDBG funded projects to verify that CDBG funds are used in accordance with all program requirements, including but not limited to initial construction meeting; period construction progress meetings; construction completion; and performing on-site inspections to ensure that property standards continue to be met.

1.3 ELIGIBLE APPLICANT(S)

The Applicant must not have caused a government authority to violate any affordability and/or regulatory agreements of any County agency, or other housing agencies, nor have a record of discriminatory practices.

The Applicant must have a successful track record in providing the types of services as defined within the Scope and Requirements section contained within this RFP solicitation. Qualified applicants must possess experience in providing the services as described in the RFP, and a working knowledge of the federal funding requirements governing DHCD's Programs, including but not limited to the HOME Program, HITF and CDBG.

1.4 APPLICATION CLOSING DATE

The Applicant must submit an original and 5 copies of the proposal in response to this RFP, including a statement of qualifications evidencing the minimum standards required herein and any proposed special conditions regarding this RFP, along with an electronic version on a USB flash drive in a sealed package, and address to:

**Adedamola George, Esq.
Senior Compliance Officer
Prince George's County DHCD
9200 Basil Court, Suite 306**

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Largo, Maryland 20774

Proposals in response to this RFP must be received and time stamped by DHCD no later than August 23, 2019 at 5:00 p.m. EST (closing date). Financial and technical responses must be submitted in individual clearly marked envelopes (example: XYZ Corp. Financials), but in one package. The package submittals must be sealed, and the outside of the package envelope must be clearly marked **“RFP No. 2019-03: HOME Investment Partnership (HOME) Program and Prince George’s County Housing Investment Trust Fund (HITF) Monitoring Services.”**

Late proposals will not be considered. Applicants mailing proposals should allow sufficient mail delivery time to ensure timely receipt by DHCD. The Applicants shall prepay any shipping/delivery charges, as applicable, for all documents submitted. Bids or proposals or amendments thereto must be received in the designated location no later than the scheduled time and date for bid opening or closing date and time for receipt of proposals. Bids or proposals received (and time stamped) after the scheduled time will be considered late and returned to the sender unopened. Postal delays or misrouting shall not constitute a basis for acceptance of late bids or proposals.

1.5 WITHDRAWALS OF MODIFICATIONS OF BIDS OR PROPOSALS

A written request for the withdrawal of a bid or proposal, or modification of a bid, may be granted if the request and the envelope containing the request is identified with the Bid or Proposal number, title, time and date of bid opening, or closing date for receipt of proposals, and is received in the designated location prior to the closing date and time for receipt of proposals.

1.6 QUESTIONS AND INQUIRIES

Questions and inquiries must be submitted via email no later than fifteen business days prior to the Request for Proposals closing date to:

aogearge@co.pg.md.us

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All inquiries must refer to the page and applicable RFP section to which the question relates. Phone calls or faxed questions will not be accepted. All questions and answers will be posted to DHCD's website no later than ten business days prior to the closing date. DHCD reserves the right to decline to answer specific questions. Responses to questions, in either written or oral form, will not be deemed to amend the RFP unless and until the response is included in a formal addendum to the RFP. All potential respondents are responsible for checking DHCD's website for any addendums.

1.7 PROPOSAL ACCEPTANCE

DHCD reserves the right to reject any bid or proposal from any person, firm or corporation that is in arrears or in default to Prince George's County upon any debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to said County, or had failed to perform faithfully any previous contract with the County. DHCD reserves the right to accept or reject any and all proposals in response to this RFP, in whole or in part, received as a result of this solicitation and to waive minor irregularities. Further, DHCD reserves the right to make a whole award, partial award, or no award at all.

1.8 DURATION OF PROPOSAL OFFER

Proposals in response to this RFP are to be held valid for six months following the closing date. This period may be extended by mutual written agreement between the Applicants and DHCD.

1.9 NOTICE TO APPLICANTS

Before submitting a proposal, Applicants are to completely familiarize themselves with the requirements of this RFP. Failure to do so will **not** relieve the Applicant of responsibility to fully perform in accordance therewith. No consideration will be granted for any alleged misunderstanding of the material to be furnished or work to be done, it being understood that the submission of a proposal is an agreement with all of the items and conditions referred to herein.

No bidder will be allowed to offer more than one price on each item even though they may feel that he or she has two or more methodologies that will meet specifications. Bidders must determine for themselves which to offer. If said bidder should submit more than one price on any item all prices for that item may be rejected at the discretion of the DHCD.

2.0 INDEMNITY

Contractor shall indemnify, keep and save harmless Prince George's County, the DHCD, its agents, officials and employees, against all injuries, death, loss damages, claims, patent claims, suits, liabilities, judgments, costs and expenses, which may in anyway accrue against the County in consequence of the granting of this contract of which may in anyway result therefrom, whether or not it shall be alleged or determined that the act was caused through negligence or omission of the contractor or his employees, of the subcontractor or his employees, if any, and the contractor shall, at his own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith, and if any judgment shall be rendered against the County in any such action, the contractor shall at his own expense, satisfy and discharge the same. The Contractor shall take proper safety and health precautions to protect their work, their employees, the public and the property or other from any danger or injury resulting solely from the performance of their work described herein. Contractor expressly understand and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County as herein provided.

SECTION II: GENERAL TERMS AND CONDITIONS

2.1 ECONOMY OF PREPARATION/INCURRED EXPENSES

Proposals should be prepared simply and economically, providing a straightforward, concise delineation of the Applicant's capabilities and description of the proposal to meet the requirements of this RFP. DHCD will not be responsible for any costs incurred by

any Applicant in preparing and submitting a response to this RFP.

2.2 ADDENDA TO THE REQUEST FOR PROPOSALS

If it becomes necessary to revise any part of this RFP, addenda will be provided by email to all firms listed by DHCD as receiving a copy of the RFP. Written acknowledgement of receipt of all issued amendments, addenda or changes issued will be required from all Applicants responding to this RFP and in the form required by the solicitation documents.

2.3 ORAL PRESENTATIONS

DHCD reserves the right to conduct individual interviews with finalists and to request best and final offers from any or all finalists. Those Applicants may be required to provide oral presentations to discuss their proposal, answer questions from DHCD's Proposal Advisory Group (PAG), and/or clarify their technical submittal.

2.4 CONFIDENTIALITY/PROPRIETARY INFORMATION

Applicants must specifically identify those portions of their proposals, if any, which they deem to contain confidential, proprietary information or trade secrets and must provide justification why such material should not, upon request, be disclosed by DHCD in accordance with the Maryland Freedom of Information Act, 10-601 et. seq., State Government Article, Maryland Annotated Code. Applicants must clearly indicate each and every page that is deemed to be confidential/proprietary or a trade secret (it **IS NOT** sufficient to preface your proposal with a proprietary statement).

2.5 ALLOWANCE OF IN-HOUSE WORK

No section or portion of this RFP or the Contract shall be construed or interpreted to preclude DHCD from accomplishing any task or undertaking of any operation or project utilizing its own work force.

2.6 FORMATION OF AGREEMENT/CONTRACT WITH SUCCESSFUL CONTRACTOR

The Contract to be negotiated as a result of this RFP (the "Contract") shall be by and between the Applicant as Contractor and DHCD and shall contain provisions included in this RFP. By submitting a proposal in response to the RFP, the Applicant accepts the terms and conditions set forth herein.

2.7 PERIOD OF CONTRACT

The term of the Contract(s) resulting from this RFP shall commence upon execution of an Operating Agreement and will continue for a one-year period, with a renewal option executable by the County subject to the availability of funds, at a rate and term agreed to and upon by both the Applicant and DHCD. DHCD anticipates the term of the Contract to commence no later than October 1, 2019.

2.8 TERMINATION FOR CONVENIENCE

The performance of work under this contract may be terminated by DHCD without written notice or such time as mutually agreeable to the parties not to exceed 30 days, in accordance with this clause in whole, or from time to time in part, or whenever the DHCD shall determine that such termination is in its best interest. The County will pay all reasonable costs associated with this contract that the applicant has incurred up to the date of termination and all reasonable costs associated with termination of the contract. However, the applicant may not be reimbursed for any anticipatory profits which have not been earned up to the date of termination.

2.9 AFFIDAVITS, CERTIFICATIONS AND AFFIRMATIONS

Applicants are required to submit with their proposal certain certifications, affirmations and affidavits.

SECTION III: SCOPE OF PROGRAM FUNCTIONS AND WORK

3.1 SCOPE OF PROGRAM OPERATIONS

The HOME and HITF Programs provide financial assistance in the form of low-interest rate amortized loans, and deferred payment loans and grants to qualified developers, builders, and owners of Affordable and Workforce rental housing and prospective homeowners, with low to moderate incomes. These loans are then used to either substantially renovate to meet current standards or newly construct units of Affordable and Workforce housing. HOME and HITF program income from repayments of these loans eventually re-enters the housing market when it is repaid, continuing to serve as a valuable source of capital for maintaining and growing the County's supply of income-limited, Affordable and Workforce multifamily rental housing.

The County is seeking to execute an Agreement(s) with a third party administrator to **develop, implement, and execute a comprehensive compliance monitoring system** for all HOME and HITF funded projects; **work with DHCD staff to review DHCD's Policy and Procedure Manual, and update as appropriate**, in order to incorporate HUD rule revisions and changes; and **provide comprehensive monitoring services of all of the County's HOME and HITF Program activities**. The scope of the services will also include the **provision of construction management services** for projects in receipt of County HOME and HITF funds, including **construction document review** and **field monitoring** during construction. Within Prince George's County, there are approximately **thirty-four (34)** projects with HOME and/or HITF supported multifamily rental housing units, one of which is presently under construction, and one of which is presently under renovation. These thirty-four (34) projects contain a total of approximately four-hundred thirty-four (434) HOME and/or HITF supported multifamily rental units with affordability restrictions subjecting them to ongoing monitoring requirements. Please note that the County has not currently funded a HITF project but anticipates the identification of eligible projects in 2019 with construction commencing

thereafter.

3.2 SCOPE OF WORK

The functions to be administered and implemented will be defined in an executed Contract(s) between the selected applicant, and the County, which will include but not be limited to:

Provide Comprehensive Compliance Monitoring Services

- A.** Develop a comprehensive compliance monitoring system for all HOME and/or HITF funded projects and programs. The HOME compliance monitoring system should comply with all applicable federal regulations and HUD's Community Planning and Development Monitoring Handbook – 6509.2 REV-7, including HUD monitoring checklists in Chapter 7 of the Handbook.

https://www.hud.gov/program_offices/administration/hudclips/handbooks/cpd/6509.2. HITF compliance monitoring should match or follow the HOME compliance monitoring process to the greatest extent possible.

- 1.** Adapt HUD monitoring checklists for County DHCD use. Identify specific documents and records that must be retained by DHCD to demonstrate compliance with program, project, general administrative, and other Federal requirements; and
- 2.** The system should address uniform administrative requirements and federal cross cutting requirements;

- B.** Provide monitoring services, including the tracking of all projects throughout the period of affordability, and the implementation and execution of compliance monitoring systems and procedures.

- C.** Assist DHCD staff in the revision of DHCD's Policy and Procedure Manual to

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incorporate HUD rule changes and best practices, including underwriting, asset management, and subsidy layering review requirements for rental projects, rehabilitation standards for renovation projects, and change order approval process for new construction and rehabilitation process.

1. Develop a system for tracking, reporting and monitoring on all projects throughout the period of affordability, including rental and HOME and/or HITF homeownership projects;
2. Perform on-site file reviews, including income certification reviews for occupants of HOME and/or HITF designated units, and certificate of occupancy – punch list review for new construction/rehabilitation development projects;
3. Perform unit/property inspections;
4. Review submission of compliance reports from third parties;
5. Develop an ongoing monitoring schedule;
6. Monitor homeowner activities. Monitoring activities include ensuring that the use of resale or recapture to enforce the period of affordability is consistent with the Consolidated Plan and Annual Action Plan and is defined in the written agreements. The resale and recapture provisions are generally self enforced through recorded mortgage or other documents. However, DHCD and subrecipients must have procedures in place to verify the ongoing principal residency requirement such as “do not forward” letters, phone calls, or other intermittent method to follow up. Other Monitoring Activities include ensuring property standards are in place and enforced and quality of work is inspected; and
7. Provide technical assistance to DHCD staff and HOME and HITF subrecipients, as required.

Provide Construction Management Services

- A. Complete construction document reviews as part of the application, proposal

evaluation process.

1. Review plans, specifications, and construction and architectural documents to assess completeness and compliance with accepted and required standards at various levels of development (i.e. 30%, 60%, 90%, and 100%) and provide written analysis;
2. Provide written documentation on the project's design to ensure compliance with Federal, State, and local regulations and requirements;
3. Review contracts for construction professionals to ensure compliance with established DHCD standards and the project scope of work;
4. Review and provide written recommendations pertaining to value-engineering and other construction cost changes;
5. Review geotechnical, environmental and other construction-related reports;
6. Review and provide written comments on total development cost (TDC) and fees; and
7. Conduct other construction related reviews and analyses as requested by DHCD.

B. Perform field monitoring during construction.

1. Attend progress and requisition meetings as required per project, issue status reports, and review/approve requisition requests;
2. Monitor projects for quality and compliance with plans, specifications and other contract documents;
3. Review and make recommendations concerning approval of construction change orders;
4. Participate in the architectural punch-list review conducted prior to construction completion; and

5. Review contractor and architectural reports, which must be provided in the format and by the deadlines established by the DHCD. Reports will be required at each stage of Construction Document Review and Construction Cost Review and following each meeting attended during the Field Monitoring process. The Contractor must prepare reports in electronic form acceptable to the DHCD and submit the reports via e-mail.

Additional Services

- A. Work with DHCD staff to develop a comprehensive compliance monitoring system for CDBG funded construction related projects while incorporating applicable HUD rule changes and best practices.
- B. Work with DHCD staff in the completion of other HUD required deliverables, including but not limited to completion of Environmental Reviews in accordance with 24 CFR Part 58.

SECTION IV: SCHEDULE OF DELIVERABLES

The Contractor will complete a regular schedule of deliverable, including but not limited to the following:

1. Provide a Project Work Plan and Methodology of tasks and deliverables within 15 days of the contract award. The work plan will be returned to contractor within 7 days with comments, if any;
2. Meet with appropriate DHCD staff to ensure time-line is achievable;
3. Submit reports by on the First Tuesday of every month for the term of the contract which provides information on the status of tasks in accordance with the Contractor work plan and include any impediments to task completion during the reporting period. Reports may be submitted by email; and
4. Provide a recommendations section of possible conditions which need additional analysis and monitoring by the County.

SECTION V: PROPOSAL CONTENTS

5.1 PROPOSAL FORMAT OUTLINE

Each proposal shall have the following sections prominently displayed:

Section	Contents
I	Title
II	Table of Contents
III	Application Affidavit
IV	Organizational Structure, Capacity & Financial Strength
	a. Organizational Chart
	b. Resumes of Key Staff
	c. Audited and/or unaudited financial statements for the last three years
V	Documentation of Qualifications
	a. Responses to Section 4.5 of this RFP
VI	Service Implementation Schedule
	a. Operating Plan
VIII	Delivery Cost Schedule
IX	Local & MBE Participation
X	Certificate of Insurance
XI	Statement of Conflict of Interest
XII	Statement of Pending or Threatening Litigation
XIII	Certificate of Good Standing
XIV	Exceptions or Restrictions

5.2 APPLICATION AFFIDAVIT

The first page of the proposal in response to this RFP (Proposal) shall be the Application

Affidavit. This document must be completed and signed by an authorized representative of the applicant who has legal authority to bind the entity into contract with the County.

5.3 ORGANIZATIONAL STRUCTURE, CAPACITY, AND FINANCIAL STRENGTH

The Proposal must include an organizational chart to delineate responsibilities and duties of key staff. Resumes for key staff must be included with the submission. The submission must also include the Applicant's audited and/or unaudited financial statements for the last three years.

5.4 PROCESSING TIMELINE

The Proposal must include a schedule of key activities and timelines for creating and implementing a comprehensive compliance monitoring system for all HOME, HITF and/or CDBG funded projects and programs within the County's portfolio as identified within this RFP. This timeline should cover the period beginning with initial date of engagement as identified within the Agreement, up to and including the sunset date as specified within the Agreement, which may be subject to change due to extension or mutual agreement as documented by any corollary or contractual addendum.

5.5 RESPONSE AND DOCUMENTATION OF QUALIFICATIONS

Please be as complete as possible otherwise your response may be considered as non-responsive, in which case, your application may be disqualified.

1. Provide a list of clients, public or private, for whom you have provided the services described in the Scope of Work and Program Services during the last five (5) years;
2. List the number of years your organization has provided administrative monitoring and construction management services for any federally funded program. Describe your organization's experience, if any, working with HOME and/or HITF grantees, or any other federal, state and local programs, including but not limited to the CDBG

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- Program, Environmental Reviews in accordance with 24 CFR Part 58, and compliance with the National Environmental Policy Act (NEPA), under a similarly structured agreement. Include within your description the name of the participating jurisdiction, or agency;
3. Describe your organizational capacity to create and implement comprehensive compliance monitoring processes and guidelines under the HOME and HITF Programs, as well as Environmental Reviews;
 4. Describe your organizational capacity to provide construction management and monitoring services under the HOME and HITF Programs;
 5. Describe your organization's experience in reviewing and approving requisitions for payment using HOME and HITF entitlement funds, or funding from any other federal, state or local program;
 6. Identify contract services previously conducted on behalf of other municipalities, jurisdictions or government entities utilizing the services included within this RFP. Include within your identification the name of the municipality, dates of service and scope of services performed;
 7. List any professional designations or licenses associated with the work being requested. For verification purposes, please include documentation of professional designation and/or a copy of the licenses and contact information of the licensing authority, including a phone number;
 8. Describe your experience working, in any capacity, with federal and local HOME and HITF program funds, CDBG Program funds, and Environmental Reviews in accordance with 24 CFR Part 58;
 9. Describe your experience in reviewing construction documents for projects such as the County's Affordable/Workforce multifamily rental projects, and/or for-sale or rental single-family housing units utilizing federal and County housing funds such as HOME and HITF Program funds;
 10. Provide your experience in working on new-construction or rehabilitation projects that imposed a federal Section 3 requirement, or had a municipal, local goal, or any

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other requirement for the hiring of minority-owned or women-owned businesses such as the County's requirements for a County based business (CBB). If you can report on such experience, describe the project and the outcome; and

11. Specify whether your organization has been involved in any legal actions within the past five (5) years. If so, please provide adequate detail in your response.

5.6 FEE FOR SERVICES COST SCHEDULE

The Proposal must include a not-to-exceed fee for services on a per-hour and/or per project basis associated with services being proposed. This fee schedule must include direct and indirect costs. All administrative costs must be detailed by account line item. The schedule should detail the cost associated with the delivery of services.

5.7 CERTIFICATE OF INSURANCE REQUIREMENTS

The selected Applicant(s) will be required to obtain and keep in force for the term of the contract the following insurance which must identify Prince George's County, Maryland as a certificate holder and an additional insured on the policy. Applicant(s) should submit original certificates of insurance or documentation from their insurance company verifying such insurances are available to the Applicant should an award be made under this RFP.

WORKER'S COMPENSATION INSURANCE covering the applicant's employees as required by Maryland Law and employer liability limits of not less than:

- \$500,000 per accident;
- \$500,000 per disease; and
- \$500,000 disease aggregate

COMMERCIAL GENERAL LIABILITY INSURANCE to include off premises activities where applicable. Limits of not less than:

- \$1,000,000/\$2,000,000 bodily injury and property damage per occurrence/aggregate;

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- \$5,000 premises medical payments;
- \$1,000,000 fire legal liability;
- \$1,000,000 personal and advertising injury;
- \$2,000,000 general aggregate, per project (applicable to this RFP)

BUSINESS AUTOMOBILE LIABILITY INSURANCE covering bodily injury and property damage in the minimum combined single limit of:

- \$1,000,000 per accident

PHYSICAL AND SEXUAL ABUSE LIABILITY INSURANCE covering the Applicant's employees with liability limits of not less than:

- \$100,000 per individual/\$300,000 per occurrence

MISCELLANEOUS PROFESSIONAL (Errors and Omissions) LIABILITY INSURANCE covering payment of all costs the applicant shall become legally obligated to pay for damages due to any claim caused by any negligent act, error or omission of the Applicant or any other person for whose acts the Applicant is legally liable with liability limits of not less than:

- \$1,000,000 per claim and aggregate

During the performance of services called for under this RFP, the selected applicant shall ensure that all contractors and/or subcontractors that perform work related to this RFP shall maintain throughout the period of the respective contractor's performance (1) General Liability insurance in the amount of \$1,000,000 at a minimum, (2) Workers' Compensation insurance meeting the Statutory Limits for Maryland and Employers' Liability limits of \$500,000 and (3) business automobile liability insurance in the amount of \$1,000,000 if applicable. All contractors and subcontractors shall designate Prince George's County, Maryland as an Additional Insured and Certificate Holder on each Certificate of Liability Insurance. The selected applicant shall maintain copies of the Certificates of Liability Insurance from each contractor.

DHCD reserves the right to request insurance coverage above what is listed based on

final review by the County’s Office of Risk Management.

5.8 EXCEPTIONS OR RESTRICTIONS

Should the Applicant take exception to any provision or requirement of this RFP, it must be indicated in writing and included with the Proposal submission.

5.9 NO CONFLICTS OF INTEREST

As a prerequisite for the payment pursuant to the terms of this contract, there shall be furnished to DHCD a statement, under oath that no member of the elected governing body of Prince George's County, or members of his or her immediate family, including spouse, parents, or children, or any person representing or purporting to represent any member or members of the elected governing body has received or has been promised, directly or indirectly, any financial benefit, by way of fee, commission, finder’s fee, political contribution, or any other similar form of remuneration and/or on account of the acts of awarding and/or executing the contract and that upon request by DHCD, as a prerequisite to payment pursuant to the terms of this contract, there will be furnished to the requester, under oath, answers to any interrogatories related to a possible conflict of interest as herein embodied. Any contract made or entered into where it is discovered that the violation of the intent of this provision exists shall be declared null and void and all monies received by the contractor shall be returned to DHCD.

5.10 NO PENDING LITIGATION

The Applicant must affirm that they are not party to any pending litigation against DHCD or Prince George’s County.

5.11 CERTIFICATE OF GOOD STANDING

The Applicant must provide a Certificate of Good Standing from the State of Maryland.

5.12 LOCAL AND MINORITY BUSINESS PARTICIPATION

DHCD seeks to have local and minority business participation. Applicants must identify and provide supporting documentation if it is a certified Minority Business Enterprises and/or local business. A business enterprise which is at least fifty-one percent (51%) owned by one or more minority individuals, or in the case of a publicly-owned corporation, at least fifty-one percent (51%) of the stock is owned by one or more minority individuals, and whose general management and daily business affairs and production operations are controlled by one or more minority individuals and has been certified by the Prince George's County Supplier Development & Diversity Division (SDDD). Further, any plans for local and minority contracting, and hiring should be submitted.

SECTION V: EVALUATION AND SELECTION PROCESS

6.1 SELECTION PROCESS

The response to this RFP that best meets DHCD's requirements and the objectives will be selected.

6.2 EVALUATION AND SELECTION COMMITTEE

The Proposal Advisory Group (PAG) will evaluate all proposals received by the closing deadline. The PAG may request additional technical assistance from any resource at its discretion.

6.3 QUALIFYING PROPOSALS

The PAG shall first review each Proposal for compliance with the requirements of this RFP, as set forth in Section IV. Failure to comply with any requirements of this procurement may disqualify an Applicant's Proposal. DHCD reserves the right to waive a requirement and/or minor irregularities when it is in DHCD's best interest to do so. Proposals will not be opened publicly. DHCD also reserves the right to request supplemental information from Applicants during the evaluation period.

6.4 PRIORITY/PREFERRED REQUIREMENTS

All proposals will be reviewed for the priority and preferred requirements detailed below. DHCD reserves the discretionary right to make exceptions to these requirements.

Priority Requirements

1. Have a minimum of five (5) years of experience working with government agencies;
2. Be familiar with the monitoring and construction management requirements of the HOME and CDBG Entitlement Programs, as well as the requirements governing the County's HITF Program and NEPA Compliance, in accordance with 24 CFR Part 58;
3. Be familiar with the HOME Investment Partnerships (HOME) Program Rental Housing Tenant Certification files, as well as Certificate of Occupancy – Punch List Review for new construction/rehabilitation development projects;
4. Must not have violated affordability/regulatory agreements of the DHCD or other housing agencies, nor have a record of discriminatory practices for at least the past five (5) years; and
5. Experience in the last five (5) years in working with local governments in providing comprehensive compliance monitoring services, construction management services, and approving dispersals of Federal entitlement funds. This experience includes having an understanding of government regulations in the administration of the various programs and their funding sources.

Preferred Requirements

1. Ability to provide references of the above listed requirements as evidence of satisfactory experience and performance. The County prefers reference letters from government agencies, or government contractors demonstrating an existing relationship, and other key stakeholders who can attest to the organization's ability to complete the work outlined in the RFP.

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6.5 EVALUATION CRITERIA

After determining compliance with the requirements listed above, the PAG shall conduct its evaluation of the technical and cost merit of the proposals. Each proposal received as a result of this RFP shall be subject to the same review and evaluation process. The following criteria will be used in the evaluation of submitted proposals:

Demonstrated experience and qualifications providing HOME, HITF and/or CDBG Program monitoring and construction management services. <ul style="list-style-type: none">• Organizational Capacity• Experience with multifamily rental housing construction or renovations.• Financial Strength• In-place Established Systems	30 Points
Demonstrated experience working with federally funded programs, especially the following: <ul style="list-style-type: none">• HOME• CDBG• ESG• HOPWA• Other HUD programs• Other locally-funded programs, including state or local Housing Trust Funds	25 Points
Demonstrated experience conducting environmental reviews, in accordance with 24 CFR Part 58	15 Points
Cost Competitiveness of Project Monitoring and Management Fees <ul style="list-style-type: none">• Direct Cost• Indirect Cost Cost Allocation Plan	15 Points
Responsiveness to the RFP <ul style="list-style-type: none">• Level of Clarity• Demonstrates capacity to meet RFP objectives• Proposal Contents	15 Points

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Local and Minority Business Involvement <ul style="list-style-type: none">• 100% County-Based Small Business	10 Points
TOTAL POSSIBLE	110 Points

6.6 FINAL RANKING

The evaluation criteria contained herein shall be scored by the PAG based upon the stated weight factors for each evaluation criteria. The PAG will make recommendations to the Deputy Director and Director for award of the exclusive right to negotiate a Contract with DHCD based on the terms of the Applicant's submission.

Based on the PAG's initial review of proposals, DHCD reserves the right to invite, without cost to itself, ranking finalists to make a presentation of their proposal and their capabilities as a further consideration in the selection process. DHCD reserves the right to make an award with or without negotiations or to request best and final offers. Only those Applicants who are deemed to be reasonably susceptible of being selected for award shall be offered the opportunity to participate in this process. DHCD also reserves the right to request supplemental information.

6.7 SELECTION

Prior to the execution of a Contract, the selected Applicant(s) will be responsible for the following:

1. Review of all applicable federal regulations and HUD's Community Planning and Development Monitoring Handbook – 6509.2 REV-7, including HUD monitoring checklists in Chapter 7 of the Handbook.
https://www.hud.gov/program_offices/administration/hudclips/handbooks/cpd/6509.2
2. Review the Federal Code governing the HOME Investment Partnerships Program (24 CFR Part 92) and prepare concerns/questions for further discussion:
<https://www.ecfr.gov/cgi-bin/text->

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idx?SID=e64d3cc3648e3e44e872fd9a4ceeee16&mc=true&node=pt24.1.92&rgn=div5;

3. Review the Federal Code governing HUD's Environmental Reviews Procedures (24 *CFR Part 58*) and prepare concerns/questions for further discussion:
https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title24/24cfr58_main_02.tpl;
4. Review the Federal Code governing the Community Development Block Grant (CDBG) Program (24 *CFR Part 570*) and prepare concerns/questions for further discussion: *https://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&rgn=div5&view=text&node=24:3.1.1.3.4&idno=24;*
5. Review of the County's Five-Year Consolidated Plan, Annual Action Plan and the Consolidated Annual Performance Evaluation Report (CAPER); and
6. Review the DHCD HOME and HITF Policy and Procedures Manual.

6.8 PROPOSALS PROPERTY OF DHCD

All proposals submitted in response to this Request for Applicants become the property of DHCD and may be appended to any formal documentation which would further define or expand the contractual relationship between DHCD and the successful Applicant(s).