



REQUEST FOR PROPOSALS

Project Based Vouchers

Published August 21, 2020

**Submission Due Date:
Open until such time as HCAAC
announces its closing.**

**RESPONSES TO THIS RFP MUST ONLY BE SUBMITTED IN THE FORM AND
MANNER SPECIFIED HEREIN.**



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REQUEST FOR PROPOSALS

Project-Based Vouchers

PART I – INTRODUCTION

A. Background

Through this Request for Proposals (RFP), the Housing Commission of Anne Arundel County (HCAAC) is seeking to award up to one hundred twenty (120) Project Based Vouchers (PBVs) in order to promote affordable housing preservation opportunities for elderly, disabled and families for low-income affordable housing developments in Anne Arundel County, Maryland. This award of PBVs is for existing housing, new construction and substantially rehabilitated housing, as defined by HUD. Please note this RFP is only for the purpose of awarding PBVs. Such award is subject to HUD approval. PBVs awarded under this RFP must be used to enhance the sustainability of and preserve affordability for residents of Anne Arundel County.

PBVs are federal subsidies under Section 8 of the United States Housing Act of 1937 that are tied to a specific apartment or apartment project with a subsequent immobility feature rather than the more common mobile vouchers that are issued directly to individual households. The U.S. Department of Housing and Urban Development (HUD) permits a Public Housing Authority (PHA) to “project base” a portion of its overall voucher portfolio.

Detailed information regarding HCAAC’s Housing Services program is available at HCAAC’s website (<http://www.hcaac.com>, and go to Programs, then Housing Choice) for general information, or go to About Us, Admin Plan, and then Current Administrative Plan for the HCAAC HCV Administrative Plan. The federal PBV program regulations are found at 24 CFR 983 and can be accessed at the United States Department of Housing and Urban Development (HUD) website: (<http://www.hud.gov/offices/pih/programs/ph/phari/geninfo/24cfr983.pdf>)

The successful Applicants to this RFP will receive an award letter from HCAAC. Subsequently, the successful Applicant and HCAAC will enter into a Housing Assistance Payments (HAP) Contract with an initial term up to of twenty (20) years for existing housing, or an Agreement to Enter Housing Assistance Payments Contract (AHAP) for substantially rehabilitated or newly constructed housing, with a HAP Contract to follow completion of construction or rehabilitation. Notwithstanding the preceding language, the initial term and any possible renewals thereto shall be subject to funding availability as determined by HUD or by HCAAC in accordance with HUD requirements, of sufficient appropriated funds and budget authority, as provided in appropriations acts and in HCAAC’s annual contributions contract (ACC) with HUD to make housing assistance payments in accordance with the HAP Contract. Please note that Davis Bacon wage rates shall apply to any award of more than 8 units. All units must also meet Housing Quality Standards (HQS) prior to the execution of the HAP Contract

B. Disclosure

Pursuant to 24 CFR 983, a PHA may apply for designation of PBVs for PHA-owned units. The regulations require the PHA to offer the PBVs via a public and competitive solicitation, to which the PHA itself may respond. HUD requires the PHA to receive HUD approval through an independent review of the selection process by a third party or by HUD itself.

C. Attachments to this RFP

In keeping with HCAAC's "green" initiative, HCAAC is attempting to minimize the use of paper by referring to websites containing specific documents. Accordingly, this RFP consists of this document, the attached document and those available on the websites noted below:

1. Request for Proposals Notice
2. General Information Table (attached)
3. HCV Administrative Plan found at: <http://www.hcaac.com>
4. Form of HCV Housing Assistance Payment (HAP) Contract

D. Submission Instructions

Applicants responding to this RFP are required to submit their proposal in electronic format with a signature. Submission in Adobe PDF format is required.

Applicants shall submit their proposals to: **Diane Haislip, Deputy Chief Executive Officer, Housing Commission of Anne Arundel County, 7477 Baltimore Annapolis Blvd., Glen Burnie, MD 21061, drhaislip@hcaac.org.**

Proposals must comply with the requirements of the RFP as set forth herein. HCAAC, at its sole discretion and without notice, reserves the right to extend the time for receipt of proposals

PART II – PROGRAM OBJECTIVES AND SCOPE OF WORK

A. HCAAC Program Objectives:

HCAAC is making up to one hundred twenty (120) PBVs available to owners or developers interested in directly assigning them to specific family or elderly housing developments in Anne Arundel County. In furtherance of HCAAC's mission to provide housing choice and affordable communities for low and moderate income persons, to deliver these services with integrity and mutual accountability, and to create living environments that best serve residents. HCAAC has determined to offer this resource for families or elderly affordable housing sites in Anne Arundel County for those Developers or Owners submitting applications through the state of MD allocated tax credit programs.

B. Project Requirements/Scope of Work:

Each Applicant must demonstrate that its proposal is an optimal use of PBVs in accordance with the Program Objectives stated above by meeting the following Project Requirements/Scope of Work:

- ◆ Within thirty six (36) months from the Date of Selection by HCAAC, apply the PBVs to a family or elderly affordable housing site in Anne Arundel County.

- ◆ Demonstrate in a genuine, discernable manner a readiness to proceed with PBV project administration through all available means, including but not limited to, submitting complete and detailed operating budgets for any proposed site.
- ◆ Compliance and familiarity with Section 504 regulations concerning design, construction, or alteration of buildings and facilities in conformance with UFAS accessibility requirements as well as title II and III of the ADA standards and the Fair Housing Act.
- ◆ Demonstrate that the award of PBVs will sustain and preserve affordability within Anne Arundel County.
- ◆ Demonstrate compliance with all PBV requirements.

PART III – PROPOSAL REQUIREMENTS

The following provides information on the requirements, order, and format for responses to ensure that the proposals are complete, responsive, and can be fairly evaluated. Applicants are requested to be specific and concise and to avoid duplicative materials and redundancies in the proposal. HCAAC has not set a page limit for proposals but it prefers succinct, substantive answers rather than lengthy responses containing more general boilerplate language and materials. Prepare your proposal in the following order:

A. Cover Letter

The cover letter must list the Applicant team members and identify the primary contact person. Please include telephone number and e-mail address. The cover letter must be signed by an authorized principal of the Applicant organization and include a statement that the proposal will remain valid for not less than 180 days from the due date of the proposals.

B. General Information Table

The information table attached must be completed with general information based upon your proposal request.

C. Applicant Qualifications

1. **Applicant Team Description:** List general information on the Applicant and the overall team, including the following:
 - Primary contact person, title, telephone numbers, and e-mail address;
 - Name of Applicant, main address, telephone numbers, and e-mail address;
 - Address, telephone numbers of office from which services will be provided, if different from above;
 - Description of Applicant firm size, number of employees, and number of properties currently under management and number of development projects in progress, if any;
 - Identify the individual who will serve as the Project Manager for the Applicant and who will direct and coordinate the project through completion. Describe the Project Manager's prior and current experience with projects of similar anticipated scope and size, with particular emphasis directing a multi-disciplinary team and facilitating a community involvement process;
 - List the remaining members of the Applicant team and provide an organization chart. All entities that comprise the team must be identified, indicating their specialization(s), relevant experience, and specific contribution to the team

consistent with project objectives as stated above. These entities should include, where applicable, names of any architect, lawyer, property manager, service provider and any other firms and professionals who will be part of the Applicant's team.

2. Profile of Applicant:

- Provide an overview of the Applicant's experience in developing and managing family, elderly and disabled housing, including the planning, construction, and management of family, elderly and disabled affordable housing and projects involving PBVs.
- Provide a statement indicating how the Applicant will honor all financial auditing requirements and guarantees in keeping with the stated Project Requirements and other PBV legal and financial requirements. The statement should include more than a reference to the financial statements and include a detailed operating pro forma for the proposed site reflecting anticipated rents, occupancy rates to include lease-up schedule and anticipated excess cash flow.
- Applicant shall include a true and correct copy of its most recent audited financial statements.
- Applicant shall include references for the Applicant referencing specific project experience from the following:
 - Construction and permanent lenders
 - Public sector financing partners (HFA, PHA)
 - General contractors on a comparable development
 - Community groups that worked with the Applicant on a specific project
 - Resident Service providers citing specific examples of past partnerships and previous collaborations.
- State whether the Applicant or any member of Applicant's team: (1) has ever owned property upon which Anne Arundel County foreclosed due to failure to pay real estate taxes or a loan secured by a mortgage to Anne Arundel County; (2) currently owes HCAAC any monies for incurred fees, rents or other indebtedness; (3) has ever been convicted of an arson-related crime or is currently under indictment for any such crime; (4) has been convicted in a court of competent jurisdiction arising from a criminal proceeding within three (3) years of the date of the first public advertisement of this RFP wherein said conviction was for violating any law, code, or ordinance regarding conditions of human habitation, fair housing or housing discrimination, or tenant harassment, or is currently under indictment for any such violations; (5) has a lack of creditworthiness, including foreclosures, bankruptcies, current defaults of more than 60 days, mortgage assignments, adjudications, or matters that could jeopardize Applicant's ability to secure financing (6) has been debarred, suspended or subject to a limited denial of participation for any HUD program.

3. Profiles of Applicant Team Members:

- Describe the experience of the property management firm in managing urban low-income family, elderly and disabled rental housing, particularly family, elderly and disabled affordable housing developments and developments involving PBVs, in the following areas:
 - Property maintenance;
 - Rent collection;
 - HUD reporting;

- Tenant grievances;
 - Wait list administration;
 - Evictions;
 - Occupancy rate;
 - Unit turnaround;
 - Preventive maintenance;
 - Work order completion;
 - Project-based budgeting;
 - Energy audits;
 - Utility/Energy Incentives
- Describe the experience of any other team member.
 - Provide three references for the Applicant team. In providing references, please provide name, title, organization name telephone numbers, and e-mail addresses. Please reference the name of the project with which the reference is familiar. Please ensure that all names and numbers are current.

Failure to assign the identified staff will be considered a material breach of contract. In the event that any of the named personnel departs a firm that is a member of the Applicant's team during the term of the contract (including any extension period), the Applicant shall be required to replace such personnel with personnel of comparable experience and expertise and to assign such new personnel to provide services under the Contract, subject to HCAAC 's prior review and approval.

D. Project Plan

HCAAC is only interested in receiving proposals that comply with the previously stated Project Requirements in Part II of this RFP and further the Program Objectives. The Applicant **must** specifically address in its plan how its proposal will meet all of the above referenced Project Requirements and further the Program Objectives. Proposals shall include details regarding the following items:

- ◆ Description of the housing including the number of units by size and bedroom count. As part of this description, all wheelchair accessible or otherwise adapted units must be identified.
- ◆ Requested number of vouchers, and how the Applicant shall meet any required income mixing requirements under the PBV Program.
- ◆ Proposed project site and information to evaluate whether such site will meet site and neighborhood standards listed in 24 CFR 983.57.
- ◆ Proposed contract rents with a justification as to how the same meets the rent reasonable standard as required by HUD.
- ◆ Project Plan, including schedule and scope of capital improvements, if any.
- ◆ Management Plan, shall include specific details as to how the management team shall meet the requirements of HUD PBV HAP contract administration with particular emphasis on regulatory compliance including but not limited to, marketing and outreach strategies, waiting list administration, tenant screening, rent collection and unit maintenance and turnover.
- ◆ Financing Plan, including sources and uses and a 15 year operating pro-forma.
- ◆ Legal and Ownership Structure of the Applicant.

E. Grounds for Rejection of Proposals

The following shall be grounds for rejection of proposals at HCAAC's sole discretion:

- ◆ Applicant or any member of Applicant's team has ever owned property upon which the Anne Arundel County foreclosed due to failure to pay real estate taxes or a loan secured by a mortgage to Anne Arundel County or HCAAC.
- ◆ Applicant or any member of Applicant's team currently owes HCAAC any monies for incurred fees, rents or other indebtedness.
- ◆ Applicant or any member of Applicant's team has ever been convicted of an arson-related crime or is currently under indictment for any such crime.
- ◆ Applicant or any member of Applicant's team has been convicted in a court of competent jurisdiction arising from a criminal proceeding within three (3) years of the date of the first public advertisement of the within RFP wherein said conviction was for violating any law, code, or ordinance regarding conditions of human habitation, fair housing or housing discrimination, or tenant harassment, or is currently under indictment for any such violations.
- ◆ Applicant or any member of Applicant's team has a lack of creditworthiness, including foreclosures, bankruptcies, current defaults of more than 60 days, mortgage assignments, adjudications, or matters that jeopardize Applicant's ability to secure financing.
- ◆ Applicant or any member of Applicant's team has been debarred, suspended or subject to a Limited Denial of Participation from any HUD program.
- ◆ Applicant's proposal fails to meet any PBV Requirement.

PART IV – EVALUATION PROCESS

Proposals shall be reviewed and evaluated by a selection committee composed of HCAAC personnel or others deemed appropriate as determined by the Administrator/Deputy CEO of HCAAC or their designees.

Contract award shall be conditioned on successful negotiation of the revisions specified in the evaluation, subject to the approval of the HCAAC Chief Executive Officer. HCAAC expressly acknowledges that the contract may be awarded to an Applicant who does not necessarily submit the lowest fee proposal to HCAAC.

A. Minimum Evaluation Requirements

Compliance with all of Part IB and all of Part III instructions and requirements.

B. Comparative Evaluation Criteria

The composite scores will correspond accordingly:

- Qualifications/Experience – Ability of the organization/team to undertake and complete successfully projects of comparable size and scope. Demonstrated experience on projects specifically with public housing agencies. (40 points)
- Quality of Project Plan – Demonstrates a project plan that is feasible and will achieve the goals of the PBV Program and this RFP. (50 points)
- References. Provides 3 business references. (10 points)

1. Qualifications/Experience of Applicant Team 40 points possible

Evaluation criteria as follows:

- a.) Team Structure
 - b.) Principals & Staff
 - c.) Housing Development Experience
 - d.) Housing Management Experience
- a. Team Structure: Complete team, precise staffing plan and clear organizational and decision making structure. Team consists of persons with past experience of successfully working together to develop, implement and manage complex affordable housing.
- b. Principals & Staff: Each of the principals, the project manager, and more than half of the key staff have direct experience in structuring, implementing and/or managing large and complex affordable assisted family, elderly-disabled rental housing as well as experience with the Project Based Voucher Program.
- c. Housing Development Experience: (i) Development entity has direct experience, comprising at least 15 years and not less than 10 projects, in structuring, implementation and/or ownership of complex affordable rental housing developments; (ii) Development entity's experience includes at least seven affordable rental developments that involved a community review process; (iii) the project manager has not less than 15 years of direct experience in same activity; (iv) the project manager has had direct experience in managing at least 10 developments that included administration of PBV Section 8 assistance and/or affordable housing programs.
- d. Housing Management Experience: Management company has relatively more experience than required for a score of Advantageous, especially in the area of managing large federally assisted elderly-disabled affordable housing developments and large mixed finance developments.

2. Quality of Project Plan 50 Points possible

Evaluation criteria as follows:

- a.) General
 - b.) Financing Structure,
 - c.) Marketing Plan
 - d.) Management Plan
 - e.) Legal and Ownership Structure
 - f.) Resident Service Plan
 - g.) Project Schedule
- a. General: Plan addresses explicitly each of the Program Objectives set forth in Part II.A and Project Requirements in Part II.B; meets the requirements of the Proposed Requirements in Part III; as demonstrated by the degree to which the relevant factors are precisely identified, and the underlying reasoning is articulated, the plan includes a relatively more thoughtful discussion of the challenges inherent in the development

program; and the strategy(ies) for addressing such challenges; and the overall discussion of the development plan, the Design Concept and the Financing Structure are consistent.

- b. Financing Structure: Financing assumptions are consistent with this RFP and/or relevant funding programs; as demonstrated by the degree to which the relevant factors are precisely identified, and the underlying reasoning is articulated, the discussion of the financing structure includes a relatively more thoughtful discussion of the strategy for maximizing affordability and for assuring the long term viability of the development. The projections for fair market rents are reasonable and addressed with specificity and a schedule delineating the return of excess cash flow to the agency is complete.
- c. Marketing Plan: As evidenced by the degree to which the relevant factors are precisely identified and the underlying reasoning is articulated, includes a relatively more thoughtful discussion related to the particular character and issues of the proposed capital improvement program as they affect marketing.
- d. Management Plan: As evidenced by the degree to which the relevant factors are precisely identified and the underlying reasoning is articulated, includes a relatively more thoughtful discussion related to the opportunities and challenges in creating a meaningful management plan that addresses the needs of the residents and the long term viability of the property.
- e. Legal and Ownership Structure: Legal and ownership structure meets requirements for award of PBVs and other subsidies, and permits implementation of the Project Plan.
- a. Resident Services Plan: As evidenced by the degree to which the relevant factors are precisely identified and the underlying reasoning is articulated, includes a relatively more thoughtful discussion related to the opportunities and challenges in creating a meaningful resident service plan that addresses the social and medical needs of the residents with the goal of the plan to assist the residents with establishing and/ or maintaining independent living. In addition, the plan contains a description of the quantitative methodology to be employed so as to measure the effectiveness of the services to be provided.
- b. Project Schedule: Discussion exceeds the standard defined as Advantageous.

PART V – GENERAL CONDITIONS OF THE RFP

RFP Available for distribution	8/21/2020
Final day to submit written questions	Ongoing
Receipt of proposals by HCAAC deadline	Ongoing
Interviews (if HCAAC deems them necessary)	Ongoing

Earliest Possible Contract start date	11/1/2020
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A. RFP

All proposals must be sent to Diane Haislip, Deputy Chief Executive Officer at the Housing Commission of Anne Arundel County, 7477 Baltimore Annapolis Boulevard, Glen Burnie, MD 21061, drhaislip@hcaac.org.

B. ACCEPTANCE OF RFP AND CONTRACT TERMS

Applicant's submission of a proposal in response to the RFP shall constitute acceptance by the Applicant of the terms and conditions of this RFP and the terms and conditions contained in all documents attached to and/or referenced in this RFP.

C. CONDITIONAL NOTICE OF AWARD AND CONTRACT AWARD

Subject to the rights reserved in this RFP, HCAAC will issue the Letter of Award to the top-ranked Applicant no later than one hundred twenty (120) days after the receipt of proposals. Issuance of the Letter of Award and the award of the PBVs are subject to the approval of the HCAAC Board of Commissioners and HUD, and it shall be conditioned on the successful negotiation of revisions, if any, to the proposal, recommended as part of the evaluation of proposals.

D. NO WARRANTY

Applicants are required to examine the RFP, specifications, and instructions pertaining to the services requested. Failure to do so will be at the Applicant's own risk. It is assumed that the Applicant has made full investigation as to be fully informed as to the extent and character of the services requested and of the requirements of the specifications. No warranty is made or implied as to the information contained in this RFP, specifications, and/or instructions.

E. COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS

The Applicant agrees to comply with the provisions of 24 CFR part 983, applicable Maryland state housing laws, and with the requirements of Presidential Executive Order 11246, as amended, and all other relevant and applicable laws and/or regulations.

F. HCAAC RESERVATION OF RIGHTS

HCAAC reserves the right to increase, reduce, add or delete any item, service or activity to this RFP as deemed necessary where it is consistent with HCAAC's policies or interests to do so. HCAAC further reserves the right to cancel this RFP, or to reject, in whole or in part, any and all proposals received in response to this RFP, upon its determination that such cancellation or rejection is in the best interests of HCAAC. HCAAC further reserves the right to waive any minor informalities in any proposals received, if it be in the public interest to do so. The determination of the criteria and process whereby proposals are evaluated, the decision as to who shall receive a contract award, or whether or not an award shall be made as a result of this RFP, shall be at the sole and absolute discretion of the HCAAC.

PART VI – SUBMISSION INSTRUCTIONS

Applicants responding to this RFP are required to submit their proposal and attachment electronically with a signature. This submission should be in Adobe PDF format. Proposals must comply with the requirements of the RFP as set forth herein. The HCAAC reserves the right to extend the time for receipt of proposals.

Applicants shall submit their proposals to: **Diane Haislip, Deputy Chief Executive Officer, Housing Commission of Anne Arundel County, drhaislip@hcaac.org.**

HCAAC is not responsible for incomplete, lost, late, damaged, illegible, delayed, corrupted or misdirected e-mail or for any technical problems, malfunctions of any computer systems, servers, providers, hardware or software, lost or unavailable network connections, failed, incomplete, garbled or delayed computer transmission or any combination thereof, any typographical or any other human or technical errors of any kind. HCAAC assumes no responsibility for undeliverable e-mails resulting from any form of active or passive e-mail filtering by a user’s Internet service provider and/or e-mail client or for insufficient space in user’s e-mail account to receive e-mail.

**GENERAL INFORMATION TABLE
(Required)**

Name of Applicant	
Address of Applicant	
Number of Vouchers Requested	
Number of Units	
Number of Accessible Units	
Bedroom Sizes	
Housing Type (detached, shared, Single room, duplex, townhome, garden)	

Utilities (Types/Who pays)	
Maintenance Services (Who is responsible)	

NEW CONSTRUCTION/REHABILITATION PROJECT PLAN	
Completion Date	Description of Task
	Address: Description