

Rockville Housing Enterprises
Request for Proposals
Asset Management/Refinance Consulting – Services
Issue Date: January 10, 2023
Response Due Date: January 31, 2023

Section 1 – General RFP Information:

1.1 Contact for RFP Inquiries

For inquiries regarding this RFP please email janderson@rockvillehe.org

1.2 Questions Regarding this RFP

All questions submitted should include the name of the proposer’s contact person and that person’s telephone number, facsimile number, and/or e-mail address. All questions must be received by **5:00 PM (Eastern Time) on Tuesday, January 31, 2023**. Questions received after that time will not be considered.

Section 2 – General Overview of the Service Requested

Rockville Housing Enterprises, Located in Rockville, MD is looking for Asset Management and Development Financing Consulting Services to assist in the Executive Management of Scarborough Square Apartments. Scarborough Square is a 121-unit multi-family housing complex located in the City of Rockville, Maryland. Scarborough Square is operated as an affordable property and will have a number of project based vouchers as well as LIHTC units in the future.

Section 3 - Expectations/Scope of Services

Consultant’s responsibilities shall include, but not limited to, the following:

- Assist Owner in monitoring, directing, overseeing and supervising performance of the Property Management
 - Work with the Property Manager to implement rent increases and reposition strategy
- Prepare and Ensure compliance with all lender requirements including that of the City of Rockville and Montgomery County and RHE Board of Director reporting requirements including but not limited to:
 - Monthly reports
 - Quarterly reports
 - Annual report
 - PILOT request submissions
 - Ensure Timely PILOT payments to the City and County
 - Monitor and Ensure Timely Principal and Interest Payments to all lenders
 - Capital Repair/Rehabilitation schedule submissions
 - Rental Schedule Submissions

- Other Financial reports as needed
- Maintain Operating Reserve Schedules
- Review and consult on Insurance Policy coverage
- Review and consult on Annual Property Budget
- Review and provide guidance on property monthly operational reports including budget
- Review and provide guidance on annual audit report
- Perform Annual Asset Valuation
- Perform Annual Property Inspection
- Oversee Annual Property Inspections completed by lenders
- Attend and record transaction for monthly owners meeting and other property related meetings.
- Prepare Quarterly Asset Management report for the Owner
- Provide updated refinancing options annually
- Oversee the refinancing of Scarborough Square Apartments including presenting at least 3 financing options for a LIHTC refinance and managing the financial closing; including oversight through the completion of the refinance any associated rehabilitation and receipt of 8609s.

Section 4 - Detailed RFP Information:

4.1 Statement of Confidentiality

All information in this RFP is the property of the Agency. In consideration of your access to this information in this RFP, you agree that all information in this RFP is the property of the Agency is confidential and will not be shared beyond the proposer's need to prepare and submit a response to this RFP.

4.2 Submission Requirement for Bidders

Company Overview - Provide a summary overview of your firm, including the names of the principal owners, an organizational chart, number of employees, and short history.

Company Location - Provide a complete address of your firm's headquarters and any other office locations.

Company Experiences - Provide an overview of experience specific to affordable housing asset management and the successful financing affordable housing mixed finance transactions. Include any experience in working with Montgomery County ROFR laws.

Project Approach – Provide an overview of your firm's approach to executing the services requested.

Key Personnel - Identify the key personnel expected to participate in the management of the property, including both on-site and off-site personnel. Provide the following information for each person:

- Name and title
- Experience
- Length of employment/association with company

References - Provide a list of references that may be contacted. List the company names, contact person, title, address and telephone number.

Fee Proposal - Indicate the flat monthly rate to be charged for Asset Management Consulting Services. Provide a separate proposed fee for actions related to the actual re-financing of Scarborough Square and financing oversight through the issuance of 8609s.

Litigation - List any adverse criminal, civil, regulatory or government actions against any director or principal officer in the last 5 years or any investigation that has occurred within the past 36 months along with the outcome of that investigation. Indicate whether you have received notice or have any reasonable basis to believe that any criminal, regulatory, or similar investigation of the proposer is likely to commence in the next 12 months.

4.3 Response Submission Instructions

Proposers must submit **an electronic copy** of their responses to janderson@rockvillehe.org. Please note the electronic file cannot exceed over 8MB.

Your proposal must be received by **no later than 5:00 p.m., January 31, 2023**. regardless of the postmarked date or delivery method.

4.4 Analysis/Evaluation Criteria

1) Technical Ability/Expertise (understanding and compliance with RFP requirements, experience, qualifications of key personnel)

Maximum Points = 25

2) Experience with Similar Projects and other Affordable Housing Management and Finance related experience

Maximum Points = 30

3) Project Approach

Maximum Points = 20

4) Fee Proposal

Maximum Points = 20

5) References

Maximum Points = 5