

Rockville Housing Enterprises
Request for Proposals
Real Estate Development – RFOR 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 Development Financing Consulting Services to assist in the development and selection of financing proposals for potential acquisitions that may arise through the Montgomery County’s Right of First Refusal process.

Section 3 - Expectations/Scope of Services

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

- Provide an acquisition analysis to determine if the proposed acquisition is feasible for affordable housing purposes.
- Work with RHE in selecting a lender with providing at least two, preferably three viable financing proposals for each RFOR opportunity. Provide a feasibility analysis of each proposal including operating proformas and other necessary analysis reports.
- Work with RHE staff and Board and legal counsel to secure all necessary approvals.
- Work to secure subordinate low-cost municipal or other subordinate financing.
- Work to ensure a successful financial closing for each RFOR opportunity.

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 - Provide a proposed fee for each RFOR opportunity. Provide a fee for the acquisition analysis and a separate fee for the development financing for feasible projects.

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