

**Rockville Housing Enterprises
Request for Proposals
Legislative Review 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 Legislative Agenda Consulting Services to assist in the revision of State of Maryland and Montgomery County laws as they related to Rockville Housing Enterprises’ agenda which includes but is not limited to laws relating to the Payment in Lieu of Taxes and Bond issuing Authority and Right of First Refusal issues.

Section 3 - Expectations/Scope of Services

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

- Work with RHE Staff and Board and legal counsel to change current State of Maryland and Montgomery County laws regarding the PILOT and Right of First Refusal authorities to allow for an ease of use for Rockville Housing Enterprises.
- Work with City of Rockville as it relates to the above State and County Agendas.
- Work to get special project applications funded through the State and Federal appropriations process.
- Provide written reports as necessary.

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 working with the State of Maryland legislative process and Montgomery County, Maryland legislative process. Provide examples of successes in getting State and County laws revised. Provide experience in working with PILOT laws and Right of First Refusal 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 an hourly rate fee proposal with an estimated number of hours for the revision of the State of Maryland PILOT, Montgomery County PILOT and Montgomery County ROFR legislative changes and bond issuing authority.

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 State and County legislative changes.

Maximum Points = 30

3) Project Approach

Maximum Points = 20

4) Fee Proposal

Maximum Points = 20

5) References

Maximum Points = 5