



City of Takoma Park, Maryland
Request for Qualifications
RFQ #HCD-2023-08-23
City of Takoma Park Tenants to Owners Program

Deadline: Submissions will be accepted on a rolling basis through **December 31, 2023.**

Purpose: The City of Takoma Park is seeking responses from qualified non-profit housing organizations with strong affordable housing track records and demonstrated experience in providing technical assistance and coordination for tenant purchases of rental buildings who are interested in serving in a pool of qualified parties to serve as assignees or designees (the “Roster of Responders”) as part of the City’s Tenant Opportunity to Purchase Law.

Contacts: Devin McNally
Housing Manager, Housing & Community Development
City of Takoma Park
Email: devinm@takomaparkmd.gov

Web Portal: <https://seam.ly/RYKpdAKg>

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1 Statement of Purpose

The City of Takoma Park is seeking responses from qualified non-profit housing organizations (“Nonprofit”) with strong affordable housing track records and demonstrated experience in providing technical assistance and coordination for tenant purchases of rental buildings who are interested in serving in a pool of qualified parties to serve as assignees or designees (the “Roster of Responders”) as part of the City’s Tenant Opportunity to Purchase Law (“TOTP”).

The intent of this RFQ is to create a Roster of Responders of qualified organizations to assist tenants in determining the feasibility of purchasing their rental facility and providing technical support with the purchase and renovation of the facility if the tenants choose to go through with a purchase. Nonprofits selected under this RFQ will be on the Roster of Responders for a period not to exceed three (3) years, which may be extended at The Department of Housing and Community Development’s discretion.

2 Scope of Services

The successful Nonprofit(s) will be responsible for the following:

1. Maintaining familiarity with the terms and conditions of Chapter 6.32 of the City of Takoma Park Code (the “Tenant Opportunity to Purchase”) and corresponding Administrative Regulations.
2. Working with a selected Tenant Association to conduct a feasibility study, identifying ownership models, financing strategies, a preliminary site assessment and a report outlining recommended steps and feasibility.
3. Technical assistance during the purchase of the building and the creation of an ownership group (i.e. Limited Equity Cooperative; Condominium Association)
4. Project development and renovation consulting, and technical assistance for the development of the Property (if needed).

3 Submission Process

3.1 Schedule of Events

Event	Date
RFQ Release	Wednesday, August 23, 2023
RFQ Closing Date	Sunday, December 31, 2023
Approval of Submissions	Rolling

3.1.1 Request for Information

Requests for information should be submitted via email to housing@takomaparkmd.gov with the subject line “RFQ #HCD-2023-08-23: Request for Information”. No calls shall be placed to the City staff or City Council members regarding the RFP. Oral statements may not be relied upon and will not be binding or legally effective.

Any additional questions can be submitted to the RFQ Lead:

Mr. Devin McNally
Housing Manager, Housing & Community Development
Email: devinm@takomaparkmd.gov

3.2 Submission Requirements

The deadline for submission of Proposals is **11:59 PM on Sunday, June 30, 2024**. Respondents shall submit online through the following webportal: <https://seam.ly/RYKpdAKg>. Within the webportal, submissions will be broken up based on the tabs outlined in Section 3.3. All electronic information shall be submitted to the webportal as .pdf documents.

3.3 Proposal Contents

All submissions must include the following clearly identified sections and content. Additionally, submissions should include a cover page that contains the Name of the Firm and, in addition to a submission date.

Tab 1: Profile of the Firm

Complete and submit a Profile of Firm Form (Exhibit D).

Tab 2: Tenant Purchase Experience:

Provide a list of all tenant purchases with which the Nonprofit has been involved either as owner, manager, or technical assistance partner during the past three (3) years. Identify the cities and states in which they are located and the major sources of funding. Specify the number of units, services provided, and the total development cost of each project.

Tab 3: Sample Proposal:

Provide a breakdown of an approach and cost to evaluate the purchase of a 20-unit apartment complex by a tenant association assume the following deliverables:

- The completion of a preliminary site evaluation

- Training and technical assistance work with the Tenant Association to prepare them to purchase and educate them about common ownership guidance
- A report and recommendation that identifies a best ownership model, financing plan, and recommendation on if the purchase is feasible.

Please include a matrix of the project team's hours, hourly rate, as well as estimates for the cost of any associated contractors.

Tab 4: References

The Nonprofit must submit a list of at least three (3) professional reference that includes:

- The organization's name, point of contact, and the point of contact's professional title;
- Point of contacts' phone numbers and e-mail addresses; and
- A description of the services provided or business relationship

Tab 5: Required Certifications & Disclosures

Submissions should include the following required certifications and disclosures, which may be found in the Exhibits of this RFP:

- Certification of Non-Involvement in the Nuclear Weapons Industry
- Living Wage Requirements Certification
- Applicant Affidavit

4 Selection Process

4.1 Evaluation Criteria

The City of Takoma Park will evaluate responsive submissions on multiple criteria. These criteria include, but are not limited to:

- Something about Good Standing?
- **Organizational Experience:** Demonstration of specialized knowledge, experience and technical capacity that the organization displays for the required work.
- **Sample Proposal Outline and Cost:** The organization demonstrates an understanding of conducting the work and the costs of the project are reasonable compared to industry averages.

The City will evaluate submissions through a panel of City staff. The evaluation will be in accordance with the evaluation criteria set forth in the RFQ. The evaluation panel may request an oral interview of each qualified entity, at the discretion of the City.

4.2 Selection to the Roster of Qualified Nonprofits

Submitters deemed qualified by the review panel will be added to the list of qualified nonprofits. Qualified nonprofits will be considered eligible for the City's Right of First Refusal Program for a period of three (3) years, which may be extended at the City's discretion.

Prior to the assignment of the City's right for a specific rental facility, the Nonprofit may be required to sign a development agreement prepared by the City which contains requirements and provisions specific to the development of the property.

5 Exhibits

Exhibit A - Certification of Non-Involvement in the Nuclear Weapons Industry

Exhibit B - Living Wage Requirements Certification

Exhibit C – Applicant Affidavit

Exhibit D - Profile of Firm Form

Exhibit A - Certification of Non-Involvement in the Nuclear Weapons Industry

KNOW ALL PERSONS BY THESE PRESENTS:

Pursuant to the requirements of Chapter 14.04 of the Takoma Park Code, the Takoma Park Nuclear Free Zone Act, the undersigned person, firm, corporation, limited liability company or entity hereby certifies that he/she/it is not knowingly or intentionally a nuclear weapons producer.

Note: The following definitions apply to this certification per Section 14.04.090:

“Nuclear weapons producer” is any person, firm, corporation, facility, parent or subsidiary thereof or agency of the federal government engaged in the production of nuclear weapons or its components.

“Production of nuclear weapons” includes the knowing or intentional research, design, development, testing, manufacture, evaluation, maintenance, storage, transportation or disposal of nuclear weapons or their components.

“Nuclear weapon” is any device the sole purpose of which is the destruction of human life and property by an explosion resulting from the energy released by a fission or fusion reaction involving atomic nuclei.

“Component of a nuclear weapon” is any device, radioactive substance or nonradioactive substance designed knowingly and intentionally to contribute to the operation, launch, guidance, delivery or detonation of a nuclear weapon.

IN WITNESS WHEREOF, the undersigned has signed this Certification this _____ day of _____, 20____.

Contractor Signature: _____

Contractor Name: _____

Contractor Title: _____

State of _____, County of _____:

Subscribed and sworn to before me this ____ day of _____, 20____.

Notary Public
My commission expires: _____

**Exhibit B - Living Wage Requirements Certification
(Takoma Park Code, section 7.08.200.B)**

Business Name: _____
Address: _____
City, State, Zip Code: _____
Phone Number: _____ Fax Number: _____
E-Mail: _____

Please specify the contact name and information of the individual designated by your business to monitor your compliance with the City’s living wage requirements, unless exempt under Section 7.08.190 (see item B below):

Contact Name: _____
Title: _____
Phone Number: _____ Fax Number: _____
E-Mail: _____

CHECK ALL APPROPRIATE LINES BELOW THAT APPLY IN THE EVENT THAT YOU ARE AWARDED THE CONTRACT AND BECOME A CONTRACTOR.

A. Living Wage Requirements Compliance

_____ This Contractor as a “covered employer” will comply with the requirements of the City of Takoma Park Living Wage Law (*Takoma Park Code, Section 7.08.180 et. seq.*, amended by Ordinance No. 2013-26). Contractor and its subcontractors will pay all employees who are not exempt from the wage requirements and who perform measurable work for the City related to any contract for services with the City, the living wage requirements in effect at the time of the City contract. The bid price submitted under this procurement solicitation includes sufficient funds to meet the living wage requirements.

B. Exemption Status (if applicable)

This Contractor is exempt from the living wage requirements because it is:

_____ The total value of the contract for services (based on the bid or proposal being submitted under this procurement solicitation) is less than \$20,000.00.

_____ A public entity.

_____ A nonprofit organization that has qualified for an exemption from federal income taxes under Section 501c (3) of the Internal Revenue Code.

_____ A contract procured through an emergency procurement, sole source procurement, or cooperative procurement.

_____ A contract for electricity, telephone, cable television, water, sewer or similar service delivered by a regulated public utility.

_____ A contract for the purchase or lease of goods, equipment or vehicles.

_____ A contractor who is prohibited from complying with the City’s living wage requirements by the terms of an applicable federal or state program, contract, or grant requirement. **(Must specify the law and/or furnish a copy of the contract or grant.)**

C. Living Wage Requirements Reduction.

_____ This Contractor provides health insurance to the employees who will provide services to the City under the City contract and it desires to reduce its hourly rate paid under the living wage requirements by an amount equal to, or less than, the per employee hourly cost of the employer’s share of the health insurance premium. This Contractor certifies that the per employee hourly cost of the employer’s share of the premium for that health insurance is \$_____.

(Must submit supporting documentation showing the employee labor category of all employee(s) who will perform measurable work under the City contract, the hourly wage the Contractor pays for that employee labor category, the name of the health insurance provider and plan name, and the employer’s share of the monthly health insurance premium.)

Contractor Certification and Signature

Contractor submits this certification in accordance with *Takoma Park Code* section 7.08.200.B. Contractor certifies, under penalties of perjury, that all of the statements and representations made in this Living Wage Requirements Certification are true and correct. Contractor and any of its subcontractors that perform services under the resultant contract with the City of Takoma Park will comply with all applicable requirements of the City’s living wage law.

Authorized corporate, partner, member or proprietor signature: _____

Print name: _____

Title of authorized person: _____

Date: _____

Exhibit C – Applicant Affidavit

The undersigned hereby attests under penalty of perjury and by personal knowledge to the following:

1. The contents of the Submission (including all submitted attachments and other documentation) are true and correct.
2. To the best of my knowledge neither the Applicant, nor its agents, affiliates, partners, employees, officers, directors or other associates of any kind, have colluded with any individual or entity on behalf of the Applicant, or themselves, to produce an unfair advantage over others or to gain favoritism in the award of any contract resulting from this RFQ.
3. By responding to this RFQ, the Applicant agrees to indemnify and hold harmless all parties to this RFQ for any conceivable damages arising therefrom; and affirms that no compensation is expected as a result of the preparation of said response.
4. Applicant agrees to report substantial changes to debarment, financial conditions, corporate structure or personnel.

Applicant Name:

Officer’s Signature:

Printed Name and Title:

Telephone No:

Affix Corporate Seal

Witnessed by:

Witness Printed Name and Title:

Date Signed: _____

Exhibit D – Profile of the Firm Form

1. Name of Firm:

2. Street Address:

3. City, State, Zip:

4. Telephone:

Fax:

Email: .

5. Federal Tax ID Number:

6. Date Firm Established:

a. Name of Parent Company and Date Acquired (if applicable)



Attach chart if necessary

b. Type of Ownership:

7. Identify Ownership (if applicable) and/or Executive Management

NAME	TITLE	% OF OWNERSHIP

Include Resumes and/or executive summaries of experience and credentials with this form

8. Identify the individual(s) that will act as Project Manager or serve as the primary point of contact, or any other supervisory or key personnel. Please submit their resume(s) or summaries of experience and credentials under Tab 3, if different from previously listed individuals.

NAME	TITLE	EMAIL/PHONE NUMBER

Include Resumes and/or summaries of experience and credentials with this form

9. Nonprofit Diversity Statement: If a for-profit entity, please circle all of the following that apply to the ownership of this firm. Note: Resident (RBE), Minority (MBE), or Women-Owned (WBE) Business Enterprise qualifies by virtue of 51% or more of ownership and active management by one or more of the following:

- Caucasian American
- African American
- Native American
- Hispanic American
- Asian/Pacific American
- Hasidic Jew
- Asian/Indian American
- Woman-Owned
- Other (Specify):

MBE/WBE/RBE Certification Number (if applicable):

10. Debarred Statement: Has this firm, or any of its principal(s) or executive leadership ever been debarred from providing any services by the Federal Government, the State of Maryland, or any Local Government Agency within the State of Maryland?

- Yes
- No

If yes, please attach a detailed explanation on following pages, including dates, circumstances, and current status.

11. Disclosure Statement: Does this firm or any principals of this firm have any current or past, personal or professional relationship with any employee, or elected official of the City of Takoma Park?

Yes

No

If yes, name of such employee or elected official:

If yes, please attach a detailed explanation on following pages, including dates, circumstances, and current status.

12. Verification Statement: The undersigned Nonprofit hereby states that by completing and submitting this form, they are verifying that all information provided herein is, to the best of their knowledge, true and accurate, and that if DHCD discovers that any information entered herein is false, that shall entitle the DHCD to not make award or to cancel any award with the undersigned party, and invalidate their eligibility for inclusion on the Roster of Responders.

Signature

Date

Printed Name

Company Name