

**REQUEST FOR DEVELOPER QUALIFICATIONS**

**FOR**

**PROPOSED MIXED-INCOME SUSTAINABLE RESIDENTIAL  
DEVELOPMENT KNOWN AS THE GLENS AT GUILFORD**

Howard County Housing Commission  
6751 Columbia Gateway Drive, Third Floor  
Columbia, MD 21046

RFQ Issued: September 9, 2008  
Proposal Deadline: October 24, 2008

Issued by:  
Howard County Housing  
Stacy L. Spann, Director and Executive Director  
Thomas P. Carbo, Deputy Director

For additional information contact:  
Marcus Ervin, Development Associate  
Division of Development Finance & Project Management  
Howard County Housing  
6751 Columbia Gateway Drive.  
Third Floor  
Columbia, MD 21046

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## **Section I: Summary**

### **Howard County Housing's approach to providing quality affordable homeownership opportunities**

Howard County Housing<sup>1</sup> seeks to lessen the undeniable gap between the need for and availability of affordable homeownership opportunities in Howard County by contracting with a competitively-selected private developer(s) to design, obtain financing for, develop, and construct affordable single-family detached homes in two residential subdivisions currently owned by the Howard County Housing Commission and located in Jessup, Maryland.

The Howard County Housing Commission currently owns five (5) undeveloped parcels located near the Route 1 corridor in Jessup, MD. Two of these parcels, totaling 3.44 acres, are located at 8770 and 8780 Mary Lane. The Commission has initiated plans to develop ten (10) single-family homes on these parcels to be known as "The Glens at Guilford" (P-04-015) The Housing Commission also owns three (3) undeveloped parcels on Jones Road, which is less than ¼ mile east of the Mary Lane site. The Commission has also begun the process of subdividing these parcels into single-family lots. Both sites are zoned R-12. Digital copies of the plan will be provided upon request on CD-ROM.

The Housing Commission intends to develop these subdivisions in two phases: The Glens at Guilford (Phase One) and Jones Road (Phase Two). The Commission intends to award a contract for the development of Phase One only but is willing to consider awarding Phase Two to the developer selected for Phase One. The award of Phase Two is conditional upon the performance of the development team in performing the work for Phase One, but the Housing Commission reserves the right not to award Phase Two to the developer selected for Phase One.

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<sup>1</sup> Howard County Housing strives to preserve and expand affordable housing in the County for low- to moderate-income residents through the work of its two component entities - the Department of Housing & Community Development (the "Department") and the Howard County Housing Commission (the "Commission"), a public housing authority.

## Section I - Summary

### The Phase One Development Opportunity: Mary Lane Parcels

Using this Request for Qualifications, the Housing Commission is seeking developers with extensive innovative homebuilding and community development experience to assist in developing and procuring financing for a potentially exciting and vibrant affordable and sustainable community on the Mary Lane parcels. The Commission envisions dedicating one of the lots for a “Demonstration Home” that will be open to the public as an educational tool for builders, stakeholders, and the broad population of homebuyers on the value of sustainable design.

The developer is expected to implement:

- universal design concepts and products throughout the development,
- energy efficient and environmentally friendly building concepts and products in conformance with the County’s highest Green Neighborhood guidelines and standards,
- innovative and compelling designs, construction methods, technology, and convenience features.

### Design, Quality of Development, and Affordability are Extremely Important

One of the most important objectives of the Commission is to select a developer who can demonstrate a record of accomplishment for developing livable communities that are pedestrian friendly, accommodating in floor plan layout, and responsive to the scale and character of the neighboring community. The developer should pay particular attention to the interface between the Glens at Guilford development and the adjacent Jones Station 55+ community. The Commission believes the design of the Mary Lane development, design of proposed residences, and the relationships between the adjacent development and surrounding buildings is crucial to the success of the project.

Additionally, because the Housing Commission purchased the properties using a combination of federal Community Development Block Grant (CDBG) and State Community Legacy Grant funds, all of the homes must be sold to moderate-income buyers with incomes no greater than 80% of the Baltimore Metropolitan Statistical Area (PMSA) adjusted for family size. See chart below.

<b>State of Maryland 2008 Income and Rent Limits</b>					
<b>80 Percent of Area Median Adjusted for Family Size</b>					
		<b>1 - Person Household</b>	<b>2 - Person Household</b>	<b>3 - Person Household</b>	<b>4 - Person Household</b>
<b>Jurisdiction</b>	<b>Median Household Income</b>	<b>Income Limit</b>	<b>Income Limit</b>	<b>Income Limit</b>	<b>Income Limit</b>
Baltimore PMSA <sup>1</sup>	\$ 78,200	\$ 43,050	\$ 49,200	\$ 55,350	\$ 61,500
(1) The Baltimore Primary Metropolitan Statistical Area (PMSA) includes Baltimore City and Anne Arundel, Baltimore, Carroll, Harford, Howard and Queen Anne's counties.					

Consequently, the selected developer must take into consideration the Commission's need to minimize the total development cost of the project. The Commission envisions homes with livable space in the 1,600 - 2,000 square foot range and architecturally reminiscent of the craftsman, arts, traditional, early American or similar house style.

## **Section II: Purpose of the Developer RFQ**

### **Overview**

The Housing Commission is soliciting qualification submittals from the development community to structure and implement the design, finance, development, and construction of an affordable homeownership residential community upon the Phase One parcels.

The Commission is seeking a developer who will assemble the comprehensive multidisciplinary team needed to address the multitude of issues required to bring this development to fruition. At a minimum, the Commission wants candidate developers to assemble a team with the following components:

- Developer
- Architect
- Master Planner / Landscape Architect (optional)
- LEED Consultant
- Universal Design Consultant
- General Contractor
- Permanent Lender
- Construction Lender
- Engineers (Mechanical/Electrical/Plumbing/Structural)

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**The Commission is seeking a developer who will assemble the comprehensive multidisciplinary team needed to address the multitude of issues required to bring this sustainable and unprecedented development to fruition.**

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The Commission places a high value on teams that have worked together on projects with similar scope and context. The teams should also provide evidence that team members not only possess residential homebuilding and neighborhood development experience but also a high level of energy and financial capacity to implement this development.

## Section II - Purpose of the Developer RFQ

### **Creative Design and Finance Solutions Are Vitaly Important**

The Commission places a high value on developing creative solutions for:

- Master planning design and architecture
- Finance plans
- Encouraging social diversity
- Universal and sustainable design
- Interacting with governmental entities

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**The Housing Commission is focused on creating a livable residential community of market-rate quality that is financial feasible, affordable to prospective buyers, and is a precedent for affordable homeownership in Howard County.**

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### **The Developer's Proposed Interaction with the Immediate and Surrounding Community is Important**

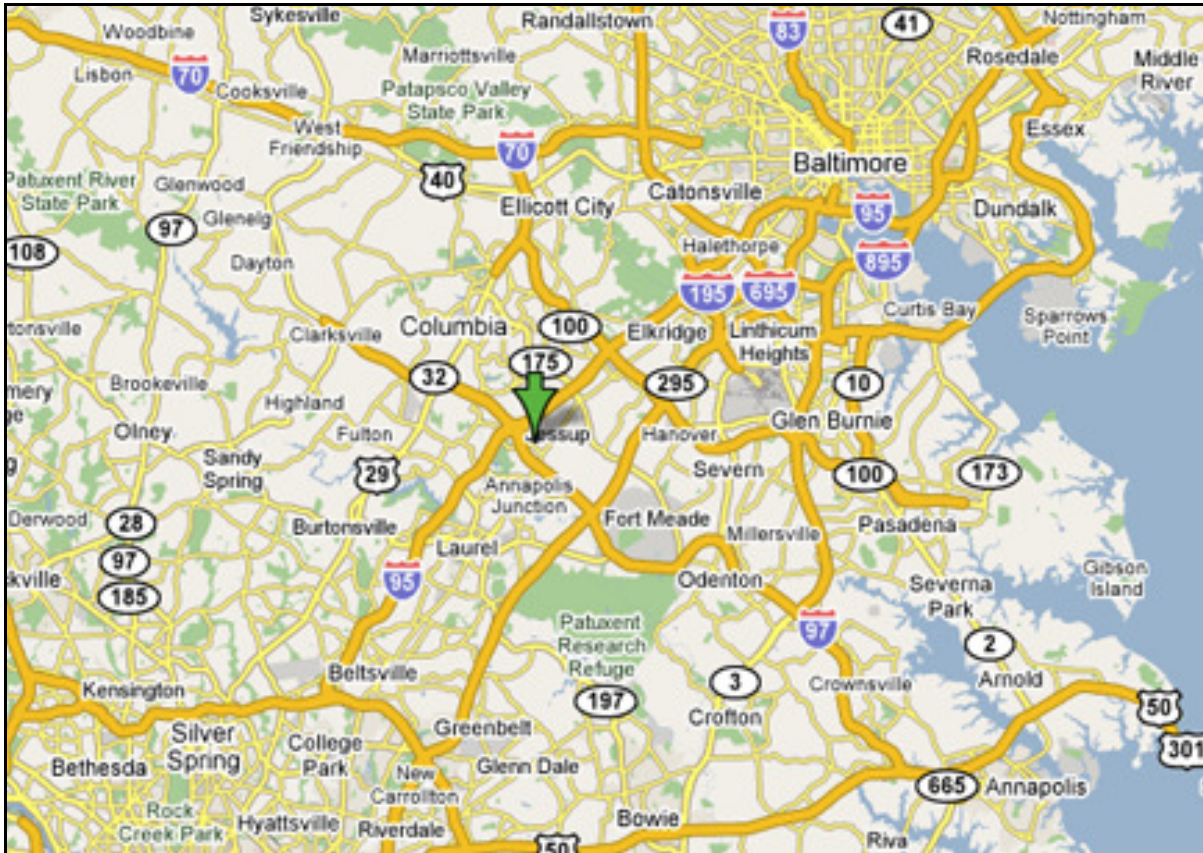
The Glens at Guilford is located within the Nordau subdivision, which contains a mix of architectural styles, older and newer homes on expansive lots, and a strong involvement among residents. Therefore, developers must have extensive experience understanding and working concurrently with multiple public entities, which may include:

- Howard County Department of Public Works;
- Howard County Department of Planning & Zoning;
- Howard County Commission on the Environment;
- Howard County Housing Commission; and
- Howard County Department of Inspection, Licensing, & Permits

### Section III: Neighborhood and Development Site

#### **Regional Summary:**

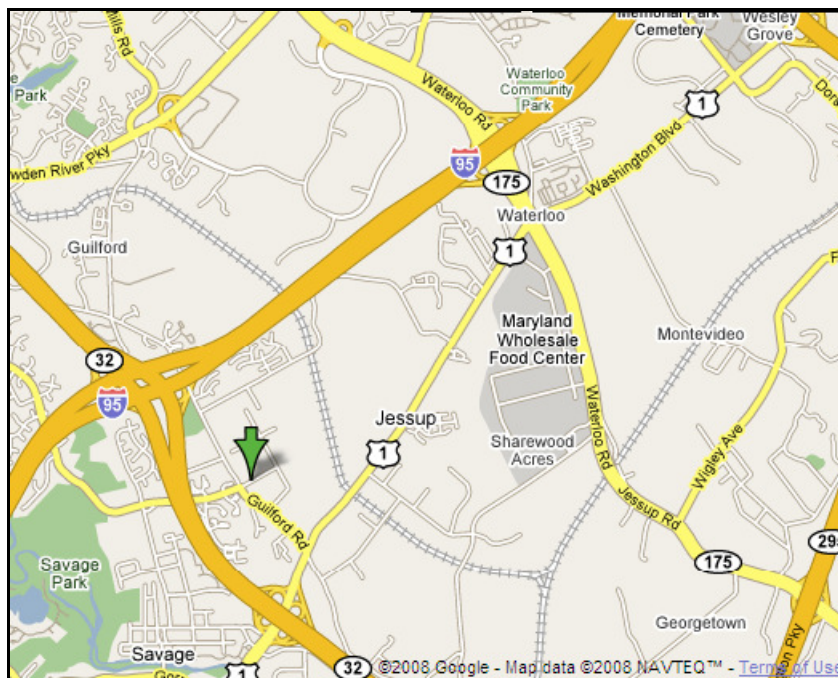
The Glens at Guilford is located in Howard County, MD in the central portion of the Washington/Baltimore Consolidated Metropolitan Statistical Area (CMSA). This is the fourth largest CMSA in the country.



## Section III – Neighborhood & Development Site

### Neighborhood Summary:

The proposed development is located in the Jessup area of southeastern Howard County, just northwest of the Anne Arundel County line. Access to major highways is available via Routes 32 and 1, which connect to Interstate 95, Route 100, Route 175 and other secondary highways in the area. Local schools include Patuxent Valley Middle School, Bollman Bridge Elementary School, and Bethel Christian Academy. Additionally, churches and shopping are within close proximity. Access to major employment centers in the Baltimore and Washington areas is conveniently located as well.



### Development's Immediate Vicinity:

As previously noted, the Nordau subdivision contains a variety of single-family dwellings, which vary in construction design and features. The ages of the dwellings appear to range from recent construction (located primarily on Mission Road, Red Rose Way and Pine Road) to older homes and some manufactured housing scattered throughout the neighborhood. Developments within the immediate area include the K. Hovanian Homes Jones Station 55+ community located adjacent to the Glens at Guilford, and Oakhurst, a Ryan Homes town home community, located two miles from the Glens at Guilford off Guilford Road. Jones Station features 22 villa-styled duplexes starting in the high \$300s<sup>2</sup>, and Oakhurst contains 39 town homes priced from the under \$290s.<sup>3</sup> Guilford Road is developed with a variety of single-family dwellings and a 60-unit senior housing development, Morningside Park, which is owned and managed by the Housing Commission.

<sup>2</sup> [http://www.khov.com/Home/MD/JST/\\_Properties\\_AUTH.htm](http://www.khov.com/Home/MD/JST/_Properties_AUTH.htm) as of August 24, 2008

<sup>3</sup> [http://www.ryanhomes.com/Oakhurst\\_9559720040614.html](http://www.ryanhomes.com/Oakhurst_9559720040614.html) as of August 24, 2008

### Section III – Neighborhood & Development Site

The U.S. Route 1 corridor, on which multiple mixed-used developments are being constructed, is a vital artery in Howard County and includes more than 1,500 acres rezoned to support high quality residential developments.



## **Section IV: Submission Requirements**

Development teams are required to organize their qualifications into seven (7) sections as follows. Additional information may be included under separate sections:

- I. Detailed Information on the Developer
- II. Information and Qualification of Key Members of the Development Team
- III. A Detailed Description of Mixed-Income & Market Rate Residential Development Experience
- IV. The Developer's Conceptual Building Plan
- V. The Conceptual Project Financing Plan
- VI. The Proposed Conceptual Working Relationship with the Housing Commission and Related Entities
- VII. References for the Developer

### **Submission Procedures**

Developers are required to submit one (1) original and nine (9) copies of their response to this Request for Qualifications in accordance with the Submission Requirements in sufficient detail to enable the Commission and the Review Panel to give thoughtful consideration to the proposals. Proposals and all required exhibits must be bound in a three-ringed binder with numbered dividers. The Housing Commission reserves the right to request additional information during the developer Request for Qualification review period.

Responses must be received by no later than **4:00 PM (EST) on October 24, 2008**. The copies must be bound when submitted. Developers must submit proposals by mail or hand delivered to:

Stacy L. Spann  
Director/Executive Director  
Howard County Housing  
6751 Columbia Gateway Drive  
Third Floor  
Columbia, MD 21046  
410.313.6320

**The box or envelope must be labeled "Developer Request for Qualifications Submittal: The Glens at Guilford." Proposals submitted by facsimile or electronic mail will NOT be accepted. Proposals received after the deadline will NOT be accepted.**

## **Section IV - Submission Requirements**

Respondents will be notified in writing of any change in the requirements/specifications contained in the Request for Qualifications.

Neither the Housing Commission nor any of its officers, agents or employees will be responsible for the accuracy of any information provided to any Proposer as part of this Request for Qualifications. All Proposers are encouraged to independently verify the accuracy of information provided. The use of any of this information in the preparation of a response is at the sole risk of the Proposer.

### **Pre-Submittal Conference**

A Pre-Submittal Conference to discuss the development of the Glens at Guilford will be held on **October 9, 2008 at 2:00 P.M.** at the Gateway Office Building located at 6751 Columbia Gateway Drive in Columbia, MD.

### **Equal Business Opportunity Participation**

Howard County hereby notifies all parties that Equal Business Opportunity Enterprises will be afforded full opportunity to submit an Expression of Interest in response to this notice and will not be subjected to discrimination on the basis of race, color, gender or national origin in consideration of an award. It is the goal of Howard County that Equal Business Opportunity Enterprises participate in 10% of the total value of all contracts in excess of \$50,000.00. All bidders shall submit the County's Equal Business Opportunity Certificate (Appendix C) with their RFQ.

### **Minority, Women, and Disabled Owned Business Enterprise Participation**

It is the policy of Howard County to encourage participation in the Equal Business Opportunity (EBO) Program by minority-owned business, women-owned businesses and businesses owned by disabled persons.

The EBO Commission has been created to assist the efforts of the County in procuring goods and services from minority business enterprises, women business enterprises, and disabled business enterprises pursuant to the County's Equal Business Opportunity Program, and to monitor the activities of Howard County Housing to determine its efforts to include equal business opportunity concerns in its activities and programs.

Please seek the Equal Business Opportunity Commission and the County Administration's Office of Purchasing for more information on the EBO Program.

[http://www.co.ho.md.us/portalservices/hc\\_bc\\_equalbusiness.htm](http://www.co.ho.md.us/portalservices/hc_bc_equalbusiness.htm)

[http://www.co.ho.md.us/purchasing/purchasing\\_ebo.htm](http://www.co.ho.md.us/purchasing/purchasing_ebo.htm)

## Section IV - Submission Requirements

### The Required Minimum Contents and Organization of Developer Submittals

#### 1. Detailed Information on the Developer

The required information on the development entity should be organized into the following categories:

a. Identification Information (Limit: 1 page)

Provide name, address, email and telephone number of the lead development company.

b. Proposed Principal and Project Manager (Limit: 1 page)

It is imperative that the developer identify the Principal and Project manager assigned to this project. Describe in detail the role and responsibilities of each professional. Pay specific attention to those individuals responsible for the negotiation of the Developer Agreement and completion of the predevelopment process.

c. Company Overview (Limit 2 pages)

Developers should focus on the history of the firm, the relationship to the parent company, the office responsible for this project and the available resources of that office.

d. Financial Capacity to Implement Subject Project (Limit: 3 pages)

Describe the developer's capacity to finance and develop projects similar and larger in scope to this project. Describe the sources of financing for the last three (3) development projects completed.

Provide the name, addresses and the telephone number of three financial references.

e. Current Workload in Relation to Company Resources (Limit: 1 page)

For the office and/or group assigned to this project, identify the scope, location, and status of current projects. More specifically briefly describe the current workload of the Principal and Project Manager.

## Section IV - Submission Requirements

### f. Resumes of the Key Members of the Development Team Assigned to this Project

Interested firms are requested to submit resumes of key personnel of the development team who will be specifically involved in this project.

The team leader, project engineer and project architect shall each have a minimum of 5 years experience similar to that required for this project.

The development team will be required to have a minimum of \$1,000,000 professional and \$1,000,000 general liability insurance for any claims, suits, judgments, expenses, actions, and other costs resultant from negligent performance or personal/property damage for fault on the part of the consultant, his servants, agents, or joint venture partners. The successful firm will, prior to the execution of the agreement, be requested to provide the appropriate insurance certificates.

### g. Ownership and Development Position in Recent Projects (Limit: 2 pages)

Briefly describe your ownership and development position for the last three (3) residential development projects. Please specify whether your firm was a fee developer, equity investor, owner and/or property manager.

## Section IV - Submission Requirements

### 2. Information and Qualifications of Key Members of the Multi-Disciplinary Team

#### a. Firms Included in Developer's Multi-Disciplinary Team (Limit: 2 pages)

Provide a list of the firms included in the development team. At a minimum, identify the architect, structural engineer and construction company. If a developer believes this negatively impacts his/her ability to structure a competitive contract, identify as many as two structural engineers or three firms for each key member of the development team you will work with for this project. It is imperative that developers identify only one architect for their team. Developers will not be permitted to change architects at any point after the submittal of their Request for Qualifications.

#### b. Examples of Completed Innovative and Sustainable Residential Developments (Limit: 25 pages – 5 total pages per project)

The architect selected by the developer is required to describe the last five innovative and sustainable developments in progress or within the past 5 years. The developments may be a combination of housing types (multifamily, town homes, and single family). At a minimum, the description must include 8 ½ x 11 illustrations of the site design plan, sections, elevations, and perspective sketches.

#### c. LEED Certification (Limit 1 page)

The Housing Commission and the Howard County Government are strong advocates of high performance, sustainable buildings, more commonly referred to as “green buildings”. LEED for Homes is an initiative designed to promote the transformation of the mainstream homebuilding industry toward more sustainable practices. The rating system measures the overall performance of a home in eight categories:

- Innovation & Design Process
- Location & Linkages
- Sustainable Sites
- Water Efficiency
- Energy & Atmosphere
- Materials & Resources
- Indoor Environmental Quality
- Awareness & Education

The U.S. Green Building Council (USGBC) a non-profit organization comprised of numerous leaders and organizations from across the building industry committed to expanding sustainable building practices that encourage environmental responsibility and the creation of healthy places to live and work. The USGBC manages Leadership in Energy and Environmental Design system (LEED), which is a voluntary, consensus

## Section IV - Submission Requirements

based national rating system for developing high-performance, sustainable buildings. The Housing Commission urges developers to include on their team architects who have obtained LEED Certification. The team should identify LEED certified members and most recently completed projects that made use of the LEED rating system.

### d. Universal Design (Limit 1 page)

Ron Mace, creator of the term “universal design” defines it as “the design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design.”

The intent of universal design is to simplify life for everyone by making products, communications, and the built environment more usable by as many people as possible at little or no extra cost. Universal design benefits people of all ages and abilities.

Currently, the Howard County Department of Planning and Zoning requires that age-restricted developments for adults 55+ be appropriately designed to accommodate these individuals. Site improvements must ensure accessible routes between parking, dwelling units and common areas. Individual dwelling units must incorporate universal design features to be adaptable for residents with mobility and functional limitations that often result from aging. The Department of Planning and Zoning along with multiple public entities have created a list which details required, desired, and optional universal design features that are to be included in age-restricted adult housing.

The Housing Commission believes that the Glens at Guilford should be developed with universal design features that are relatively inexpensive if included as part of initial construction, but accommodate renovation to retrofit in the future. The developer should address if and who its universal design/ADA consultant will be for the development.

The developer should also list completed projects that accommodated persons with disabilities.

### 3. **A Detailed Description Public/Private Partnership Experience**

*The Housing Commission is not requiring developers to submit detailed design plans. Consequently, the qualifications of the developer and their architect become one of the most important factors in short listing developers.*

#### a. Developer Experience

Developers should focus on two (2) types of experience required for this project: (1) Financing, designing and developing sustainable mixed-income developments and (2) Structuring and implementing major public/private partnerships among multiple entities.

#### b. Last Three Developments Relevant to this Project (Limit 10 pages)

Describe the last three (3) sustainable developments completed and relevant to this project and provide photos and illustrations of completed projects.

## Section IV - Submission Requirements

Provide associated references, including name, address and telephone number for the last three (3) relevant projects completed.

c. Overview of Project Financing Concept (Limit: 3 pages)

Provide a brief overview of the financing plan of the last three (3) major public/private development projects.

4. **The Initial Project Financing Concept** (Limit: 2 pages)

The key word of this section of the submittal is concept. The Commission is not requesting specific finance plans but is interested in reviewing the developer's initial thoughts and approach to structuring the financing of the proposed development. Short-listed developers will be asked to submit a detailed financing plan in their Request for Proposals.

5. **The Proposed Partnership with the Housing Commission and additional entities**

The development team shall provide a separate Project Organizational Chart showing the key personnel and their specific involvement/responsibilities in this effort. Elaborate brochures or voluminous samples of irrelevant past experience are not required or desired. During the course of the project, the consultant may not change the personnel who are listed in Section 1. F. without written authorization from HCH.

6. **References for the Developer** (Limit: 2 pages)

The Housing Commission is extremely interested in the developer's track record of successfully structuring and implementing projects of similar scope and context, and projects that required a genuine public/private partnership, as well as projects that included multiple public entities. Developers should provide the name, address and telephone number of the primary partner on the last three (3) development projects completed.

If developers have not completed a large volume of similar projects that required a public partner, they should describe their experience with public partners or projects of similar context.

## **Section V: Evaluation Criteria and Developer Selection Process**

### **Overview**

The Housing Commission will evaluate developer proposals in response to this Request for Qualifications for the Glens at Guilford Development. Based on the evaluation criteria below, the Commission will prepare a recommended short-list of qualified developers to receive the Request for Proposals (RFP). The evaluation group anticipates limiting the short-list of developers to no more than five (5).

Statement of Qualifications for the development teams are due no later than **4:00 P.M. October 24, 2008** and must be prepared in conformance with the guidelines described in Section 4.

### **Procedure for Developer Questions or Clarifications**

For information concerning the procedure for responding to the Request for Qualifications or needed clarifications of the terms, conditions, and requirements of the RFQ, please contact Marcus Ervin, Development Associate at (410) 313-5912. All questions or clarifications should also be submitted in writing to Stacy L. Spann, Director by no later than **October 17, 2008**.

### **The Five-Step Selection Process**

The Commission has established a five-step process for soliciting developer participation in the finance, design, development, and construction of the Glens at Guilford development, as follows:

#### **Step 1: Current Request for Qualifications Process**

The intent of this phase is to identify teams who have the proven capacity, track record, interest, and creativity to partner with the Housing Commission for an unprecedented sustainable and affordable home ownership development. More specifically, the intent is to obtain solid evidence of performance capacity to complete a project that requires a high level of design, construction techniques, financing, and public involvement.

#### **Step 2: The Developer Pre-Submittal Conference**

The purpose of the Pre-Submittal Conference is for the Commission to present the development opportunity and to provide a forum to discuss the project. The conference is scheduled for **October 9, 2008** at 2 p.m. at the following address:

Columbia Gateway Building  
6751 Columbia Gateway Drive  
Columbia, MD 21046

## **Section V – Evaluation Criteria and Developer Selection Process**

Although attendance for Respondents is not mandatory, all questions regarding submissions and the project will be addressed during this meeting or in follow up correspondence.

### **Phase III: The Request for Proposals Process**

For the RFP phase, one or more developers will be invited to prepare and submit a detailed technical proposal, which should provide a sufficient basis for the Commission to assess development feasibility, practicality of the financing, requested participation by the Commission, and the amount and risk of economic return on the Commission's investment.

### **Phase IV: Developer Interviews**

If deemed appropriate, each of the developers submitting a technical proposal in response to the RFP will be required to present their qualifications, proposed public/private finance and development plan.

### **Phase V: Ranking of Developers**

Immediately after selecting the final ranking, the Commission will begin negotiations of the Developer Agreement with the highest ranked respondent. If an agreement is not successfully negotiated in a timely manner, the Commission has the right to terminate negotiations with the developer and begin negotiations with the next ranked developer.

### **Developer Evaluation Criteria**

Evaluation criteria are outlined below and will be used to evaluate proposals. Howard County Housing contemplates establishing one or more evaluation committees to formally review and evaluate all proposals. If any evaluation committee is formed, it will use the evaluation criteria set forth below to evaluate the proposals and establish the short-listed teams that will be scheduled for a follow-up interview.

Evaluation Criteria	Points
<p><b>FACTOR 1: Capability and Depth of Expertise</b></p> <p>Scoring of this factor will include consideration of the following:</p> <ul style="list-style-type: none"> <li>a) Depth of professional expertise of proposed key personnel as it relates to the project with particular focus on the architect and construction company.</li> <li>b) Developer’s ability to address how the skill levels, experience, and expertise of proposed staff relate to the project.</li> <li>c) Developer’s financial strength, ability and time to access financial resources to complete this project in a manner that minimizes cost to Howard County Housing.</li> </ul>	<b>30</b>
<p><b>FACTOR 2: Project Approach</b></p> <p>Scoring of this factor will be based on the following:</p> <ul style="list-style-type: none"> <li>a) Developer’s description of the tasks, activities and/or methodology that will be used to provide the required services in a timely, complete, and high-quality manner.</li> <li>b) Demonstrated ability to meet project schedules, budgets, and clearly identify milestones and resources needed to complete the project.</li> <li>c) Project Financing Concept</li> <li>d) Organizational chart illustrating the proposed team structure and any subcontractors.</li> </ul>	<b>25</b>
<p><b>FACTOR 3: Past Performance</b></p> <p>Scoring of this factor will be based on the following:</p> <ul style="list-style-type: none"> <li>a) Demonstrated experience in providing services similar to the complexity and scope of the project</li> <li>b) Demonstrated experience working with community stakeholders and public/private partnerships for similar projects that encouraged social diversity</li> <li>c) Demonstrated design excellence and awards for design and/or development Submission of no less than two (2) satisfactory letters of reference for similar public/private development projects based upon complete work of similar scope and complexity. If developers have not completed a large volume of similar projects that required a public partner, they should describe their experience with public partners or projects of similar context. At a minimum reference letters should reflect the following: <ul style="list-style-type: none"> <li>1. Letterhead of previous client</li> <li>2. Nature of work performed</li> <li>3. Cost of work performed</li> <li>4. Location of work performed</li> <li>5. Point of Contact name, phone number and address</li> </ul> </li> </ul>	<b>25</b>
<p><b>FACTOR 4:</b> Other factors as determined by Howard County Housing including but not limited to the following:</p> <ul style="list-style-type: none"> <li>a) Knowledge of local issues and County Government processes, procedures, and policies as related to sustainable development and affordable housing.</li> <li>b) Completeness and quality of presentation materials</li> <li>c) Responsiveness</li> </ul>	<b>10</b>
<p><b>FACTOR 5:</b> Participation in Howard County’s Equal Business Opportunity Program</p>	<b>10</b>
<p><b>TOTAL EVALUATION POINTS</b></p>	<b>100</b>

## **Section VI Project Schedule**

September 9, 2008 – October 24, 2008

<b>STEPS</b>	<b>DATE</b>
Step 1: Developer RFQ Issued	September 9, 2008
Step 2: Pre-Submittal Conference at Columbia Gateway Office	October 9, 2008
Step 3: Request for Qualifications Proposal Due	October 24, 2008
Step 4: Housing Commission Evaluates Developer Proposals	October 24 – November 17, 2008
Step 5: Final Recommendation for Short-List & Announcement	November 19, 2008
Step 6: Request for Proposals sent to Short-List Candidates	November 19, 2008
Step 7: Request for Proposals Due	January 19, 2008

## **Section VII: Rights Reserved**

Howard County Housing reserves the right at its sole discretion, to recommend the award of a contract related to this RFQ based upon the written proposals received by HCH without prior discussion or negotiation with respect to those proposals. All portions of the RFQ will be considered part of the contract and will be incorporated by reference.

HCH reserves the right, at its sole discretion, to accept or reject any and all proposals received as a result of this RFQ; to waive minor irregularities; and to conduct discussions with all responsible Respondents, in any manner necessary, to serve the best interest of HCH.

HCH reserves the right to request additional information from any or all Respondents if necessary to clarify that which is contained in the proposals.

HCH reserves the right to reject any proposal as a result of misrepresentation of any information contained in the proposal including but not limited to representations made in Section IV and Exhibit A..

While it is the present intention of HCH to carry out the development of this site as identified in this RFQ as soon as practicable, nothing contained in this RFQ shall be construed as a warranty or commitment on the part of HCH to be obligated to make conveyance of any particular property. Additionally, HCH may convey all or a portion of the Site in phases. HCH shall not be liable for any costs, damages, injuries, or liabilities caused to or suffered or incurred by the Developer, its successor or assigns in connection with, or as a result of HCH's inability to meet deadlines of any preliminary schedules.

## **Section VIII: List of Attachments**

Respondents shall fully comply, complete, and include all attachments with their proposal:

- A. Respondent Information
- B. Disclosures
- C. Representations & Certifications
- D. Equal Business Opportunity Certifications

**Appendix A: Respondent Information**

<b>Name of Respondent:</b>	
<b>Address:</b>	
<b>Contact Person:</b>	
<b>Telephone Number:</b>	
<b>Fax Number:</b>	
<b>Type of Organization (i.e. partnership, joint venture, corporation, limited liability company, etc.):</b>	

## **Appendix B: Disclosures**

Has any principal identified in this form or any corporation or organization in which this principal is or was formerly a principal partner, managing member or otherwise owned or control more than 10% of the shares or assets of a corporation, been the subject to any of the following?

1. Pending judgments, legal actions, lawsuits, orders and/or orders of satisfaction?
2. Been convicted or pending case for fraud, bribery or grand larceny?
3. Been convicted or pending case for arson?
4. Adjudged bankrupt, either voluntary or involuntary, within the past 10 years?
5. Indicted for or convicted of any felony within the past 10 years?
6. Unpaid taxes or liens?
7. Declared in default or failed to complete requested services from a client?

If the answer to any of the above is yes, please provide a full explanation including as appropriate for each case (1) date, (2) charge, (3) place, (4) Court, (5) action taken and (6) current disposition. Attach documentation, as necessary.

**Appendix C: Certification**

Please note: if the Respondent is a joint venture, an officer of each entity composing the joint venture must sign this certification form.

I \_\_\_\_\_ am an officer authorized to make a binding contractual commitment for the Respondent.

I have received, read and understand the provisions of this Request for Qualifications (RFQ).

I acknowledge that failure to disclose a material fact or to misrepresent a fact can result in disqualification of the proposal from further consideration. I certify that all information contained in this response to the RFQ, including but not limited to, the disclosure information above is true and correct to the best of my knowledge and belief.

I understand by signing this form in conjunction with a response to this RFQ, that the Commission may, at its choosing, conduct a check with Dun and Bradstreet and other credit verification or similar agencies.

I understand that the Commission is not obligated to pay, nor will it in fact pay, any costs or losses incurred by the Respondent at any time, including, but not limited to, the cost of: (1) any prior actions by the Respondent in order to respond to the RFQ, and/or (2) any future actions by the Respondent and the Commission, including, but not limited to, actions to comply with requirements of the Commission, the Howard County Government or any applicable laws.

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

**Respondent Entity:** \_\_\_\_\_

**Appendix D: Equal Business Opportunity Certificate**

(Must be completed, signed, and submitted with solicitation)

DESIGN, CONSTRUCTION AND FINANCING OF THE GLENS AT GUILFORD

In connection with the above captioned project: \_\_\_\_\_

I hereby certify that I am the \_\_\_\_\_ and duly  
(TITLE)

authorized representative of \_\_\_\_\_ at  
(NAME OF COMPANY)

\_\_\_\_\_  
(ADDRESS)

I do hereby declare and affirm that it is the intention of the above organization to take affirmative action, pursuant to the Special Bid Conditions, to seek out and consider Equal Business Opportunity Enterprises and affirmatively solicit their interest, capability, and prices.

I hereby designate \_\_\_\_\_ to administer  
(INSERT COMPANY DESIGNEE)  
The Equal Business Opportunity Plan for this contract.

I understand and agree, that if awarded the contract, the aforesaid organization will undertake to implement the provisions of the above paragraph with respect to sub-contracts to be let after the award of the contract, but that such sub-contracts will not be let until Howard County has reviewed and approved the Schedule for Participation by Equal Business Opportunity Enterprises. I understand that for failure to submit this Certificate, Howard County may consider this Expression of Interest/Application non-responsive.

I understand and agree that, if awarded the contract, I will and do hereby authorize representatives of Howard County to examine, from time to time, the books, records, and files of this organization to the extent that such data relates and pertains to the Equal Business Opportunity Plan pursuant to this contract.

I further understand and agree that, if awarded a contract, this Certification shall be attached thereto and become a part thereof.

I declare and affirm that I am authorized on behalf of the above organization to make this Certification.

FOR: \_\_\_\_\_

BY: \_\_\_\_\_

\_\_\_\_\_  
(TITLE)

DATE \_\_\_\_\_