

City of Baltimore Department of Housing & Community Development

Developer Request for Qualifications (RFQ)

Rehabilitation Application

INTRODUCTION:

The City of Baltimore Department of Housing & Community Development is seeking qualified developers to partner in four different Impact Investment Areas (IIA) on upcoming rehabilitation opportunities for homeownership opportunities.

This RFQ is the first step in the selection process, enabling the City to establish a pre-qualified pool of developers for future projects. Qualified developers will demonstrate experience, capacity, and a commitment to community-focused development. This is a common application for all Impact Investment Areas, but each Impact Investment Area will be considered separately, so please check which IIA (s) for which you would like to be considered.

Submission Deadline: October 31, 2024 at 11:59 pm

Submission Method: Online Portal

**NOTE – APPLICATIONS DO NOT SAVE PROGRESS. APPLICATIONS MUST BE SUBMITTED
IN ITS ENTIRETY AT THE TIME OF SUBMISSION**

DEVELOPER INFORMATION

1. Impact Investment Area Applying For [Check all that apply]
 - Coldstream Homestead Montebello
 - Broadway East
 - East Baltimore Midway
 - Southwest Partnership
 2. Type of Developer
 - Emerging Developer (3 years or less experience)
 - Established Developer (4 years or more experience)
 3. Applicant Name
 4. Applicant Email
 5. Applicant Phone
 6. Company Name
 7. Primary Contact Person (if different than applicant)
 8. Principal (if LLC)
 9. Business Address
 10. Company Structure
 - Corporation
 - Partnership
 - Sole Proprietorship
 - Joint Venture
 - Other
 11. Enter the number of years your company has been in business (including other entities of which you were an owner)
 12. List any relevant licenses, certifications, or registrations, including state registration numbers
 13. Have you operated under business names or entities?*
 - Yes
 - No
14. If yes, please list entities and principles

SECTION 2: DEVELOPMENT TEAM

15. Please provide a summary of the Developer Partner's background(s). The summary statement on qualifications should include those most relevant to residential for-sale rehabilitation projects and working with community partners.

Upload attachments if necessary

16. Please provide a brief overview of your company, including its history, mission, and areas of specialization.

Upload attachments if necessary

Attach supporting documents, such as case studies or project summaries.

17. Provide a list of key personnel who will be assigned to projects under this RFQ, including their qualifications, roles, and relevant experience.

The respondent should include the proposed architect, engineer, master contractor, and construction manager.

Identify any Certified Minority/Women Business Enterprise team members along with their proposed scope of work.

Attach resumes or CVs as necessary

SECTION 3: DEVELOPMENT PROJECT EXPERIENCE

18. List up to five major new construction projects your company has completed that best exemplify your company/s capacity and could be completed if selected as a developer through RFQ. Experience in Baltimore City is preferred. For each project, include:

- Project Name
- Location
- Scope
- Scale and Size
- Completion Date
- Budget
- Client/Reference Name and Contact Information

Upload attachments if necessary

19. Outline experience with receiving development review approvals from local jurisdictions for rehabilitation projects (i.e. Site Plan review, design review, permits and Use & Occupancy.)

Upload attachments if necessary

20. Provide a list of current properties in the developer's inventory awaiting construction and/or currently underway, including vacant rehabilitation projects. Please include a brief project summary of each.

Upload attachments if necessary

SECTION 4: CAPACITY AND RESOURCES (FINANCIAL AND TEAM)

21. Please state how many residential homes/properties the developer can comfortably rehabilitate at one time.
- 1 -3 properties
 - 4- 9 properties
 - 10 -20 properties
 - 20 –40 properties
 - over 20 properties
22. Based on your capacity stated above and considering your current projects/inventory, how do you allocate your staffing and financial resources to ensure that any new projects will be completed in a timely manner?
23. Attach a recent financial statement or summary demonstrating your company's financial capacity and stability to complete a project. Include information on bonding capacity, lines of credit, and insurance coverage.
24. If awarded the maximum capacity stated above, how do you anticipate financing the project (s)? Please provide an example of past funding mechanisms that you have used and experience with public/private partnerships.
25. Describe the systems and tools your company uses to manage projects, including scheduling, budgeting, and quality control.

SECTION 5 COMMUNITY ENGAGEMENT AND BENEFIT

26. Describe your approach to community engagement, particularly in the context of development projects in urban or residential areas. Provide examples of successful community outreach or partnership initiatives.

Upload attachments if necessary

27. Please provide Statement on Positive Community Impact, or use the upload feature below to upload a statement.

- Provide three examples of past projects and their positive community benefits.
- Please provide a written statement on how you can provide a positive community impact and that may be included in a MOU if selected for this RFQ.

28. Please upload a Statement on Positive Community Impact:

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- Please provide a written statement on how you can provide a positive community impact and that may be included in a MOU if selected for this RFQ.

SECTION 6: COMPLIANCE AND LEGAL STANDING

29. Has your company or any of its principals have any open/pending legal proceedings that could prevent completion of a project, if awarded?

Yes

No

If yes, please explain

30. Have you experienced project delays due to staffing or missed entitlement approvals and/or funding issues?

If yes, please explain

31. To demonstrate Evidence of Good Standing, please upload a Certificate of Good Standing from SDAT.

SECTION 7: REFERENCES

32. Provide three references from clients (at least one banking reference, and two current or recent client references for development projects) for whom your company has completed similar projects. Include the following information for each reference

- Name

- Title

- Company

- Phone

- Email

- Project Name and Description

SECTION 8: UNDERSTANDING OF THE RFQ

This Rehabilitation Developer RFQ application is designed to gather comprehensive information about developers, ensuring that the City can evaluate their qualifications, capacity, and suitability for a registry of approved developers to work in selected areas for upcoming projects. This application does not constitute request to interview, award or inclusion as a qualified developer. Developers chosen through this Rehabilitation Developer RFQ will be awarded properties on a rotating basis as inventory is available, good standing is maintained and developer provides updated financial capacity .

SECTION 9: CERTIFICATION

The developer is required to remit a \$150 plus a \$4.79 processing fee at the time of submission.

By submitting this application, I certify that the information provided is true and accurate to the best of my knowledge. I understand that providing false or misleading information may result in disqualification from this RFQ process.