



BALTIMORE CITY
DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT



AFFORDABLE HOUSING TRUST FUND
REQUEST FOR PROFESSIONAL SERVICES
RENT SUPPORT LONG TERM VOUCHER PROGRAM

ISSUE DATE: April 1, 2024
SUBMISSIONS DUE: APRIL 29, 2024

Alice Kennedy - Commissioner

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SCHEDULE

Event	Due Date
RPS Issued	April 1, 2024
Pre-Proposal Conference	April 05, 2024
Submission of Additional Written Questions	April 08, 2024
Responses Posted	April 15, 2024
Submission Deadline	April 29, 2024
Notification of Award	Week of June 3rd, 2024

INTRODUCTION

The Baltimore City Department of Housing & Community Development (“DHCD”) is issuing this Request for Professional Services (“RPS”) from qualified applicants interested in providing consulting services and technical assistance to DHCD to establish a long-term voucher program funded from rent support allocation within the Affordable Housing Trust Fund (“AHTF”). The AHTF program is interested in funding: (1) a local Project Based Rental Subsidy program; and (2) a local Tenant Rental Assistance program (collectively, the “Voucher Program”). The chosen consultant shall research and recommend structures for the Voucher Program funded by the AHTF. Key deliverables include, but are not limited to:

- Program Research
- Budget and Financial Obligation Review
- Staff Capacity Review
- Number of units to be funded yearly
- Program Structure
- Methodology for issuing vouchers

Based on this RPS, the city may select a consultant, and negotiate and enter into a consultant agreement with such applicant.

BACKGROUND

In 2016, City voters approved establishing an Affordable Housing Trust Fund (the “Trust Fund” or “AHTF”) to address housing quality and shortages for the City’s low and very low-income households. The Trust Fund is authorized by Article I, Section 14 of the Baltimore City Charter (the “Charter”) and can be found at: [charter requirements ahtf.pdf \(baltimorecity.gov\)](#). The Charter requires that all AHTF funds are spent on housing or housing-related services for households earning 50 percent or less of the Area Median Income (AMI) and at that least half of the funds are spent on households earning 30 percent or less of the AMI as such income levels are determined by the U.S. Department of Housing and Urban Development (“HUD”). The Trust Fund is overseen by a 12-member Advisory Board comprised of residents, planning and development professionals, and advocates. Additional information about the Trust Fund can be found at: <https://dhcd.baltimorecity.gov/nd/affordable-housing-trust-fund>.

In 2018, the City Council approved City Council Bill 18-0221 (Ordinance 18-215) establishing a dedicated revenue source for the Trust Fund through an increase to the transfer and recordation taxes for transactions that are \$1 million or greater. These taxes have generated a total of \$ 53,675,755 over the last 4 years. The AHTF has been supplemented from City resources in a total of \$ 25,250,005 since 2019. The Ordinance can be found at: <https://dhcd.baltimorecity.gov/>

The Trust Fund is an important resource to realizing citywide equity goals and to implementing DHCD's Community Development Framework, which provides a range of strategies to support neighborhoods; to ensure affordable and mixed-income housing is available to all residents; to minimize gentrification and displacement; and to maximize the economic benefits of development for local residents and stakeholders. The Framework can be found at: <https://dhcd.baltimorecity.gov/m/community-development-framework>

In an effort to create permanently affordable housing, the City appropriated approximately **\$1.5 million annually** towards rental support since inception, accumulating a current balance of **\$6,289,393.00** (the "Rental Support Component"). In Fiscal year 2022 and 2023 DHCD allocated a total of **\$2.9 million** from the Rental Support Component to create the Hope **Rent Support Program** to help with emergency evictions, leaving a current balance of **\$3,389,393.00** to start a long-term voucher program. A long-term voucher program is defined as an indefinite voucher to Baltimore City residents with an area median income (AMI) of 30% and below. It is anticipated that the Rental Support Component will receive additional funding on an annual basis. Considering past funding amounts, the average annual allocations into the Rental Support Component has been \$1.5 million. A copy of the Spending Plan can be found at: [Allocation of Available Trust Funds | Baltimore City Department of Housing & Community Development](#)

ANTICIPATED SCOPE OF WORK

An ideal proposal will demonstrate that the consultant has expertise in the provision of the tasks and services described below (the following list is illustrative, not exclusive, of the tasks expected to be performed by the consultant):

Advise on current trends and housing voucher models. Consultant shall review current and relevant City, State and/or Federal program regulations and advise DHCD on what will work best for a local voucher program that will serve Baltimore City residents. The review should not be limited solely to Federal voucher programs authorized by Section 8 of the United States Housing Act of 1937;

Research various types of voucher programs for both Project Based Rental Subsidy programs and Tenant Rental Assistance programs; outline options for DHCD consideration, developing a detailed summary of all options identifying pros and cons of each;

Assist in drafting an RPS for professional services to administer the chosen program(s);

Provide technical assistance to DHCD staff. This could include but not be limited to: drafting reports for the Affordable Housing Trust Fund Commission; attending monthly AHTF Commission meetings to present the proposed voucher program and the associated pros and cons and assisting in finalizing a recommendation for the most feasible voucher program in consideration of the objectives of and resources available to the AHTF.

Anticipated Work Product in addition to and/or in relation to the services described above:

1. Monthly reports detailing progress and identifying areas of concerns;
2. A report providing an analysis of the two voucher programs and recommendations for rules to administer and a proposed budget to fund it, including:
 - a. Program Research
 - b. Budget and Financial Obligation Review
 - c. Staff Capacity Review
 - d. Number of units to be funded yearly
 - e. Program Structure
 - f. Methodology for issuing vouchers.

Anticipated Meetings through video and telephonic conference calls:

- Introductory meeting with DHCD staff (minimum of 1);
- Review of summary of Voucher Programs (minimum of 2);
- Meetings associated with selection of Voucher Program Administrator:
 - Draft RPS for organization/contractor to administer Voucher Program (minimum of 2);
 - Attend Voucher Program Administrator RPS Pre-Proposal Conference (minimum of 1);
 - Initial review meeting with DHCD staff (minimum of 2);
 - Submission Review Panel (minimum of 4);
 - Recommendation Review (minimum of 2);
- Monthly progress meetings with DHCD Trust Fund staff and Leadership;
- Affordable Housing Trust Fund Commission presentations and updates (minimum of 2).

MINIMUM QUALIFICATIONS

Applicants should have a minimum of five (5) years of experience providing services described in the Scope of Work. Applicants may include solo practitioners, multidisciplinary firms, entities affiliated with housing authorities with the ability to enter into an inter-local agreement or other service contract, or teams from various organizations. The following is a list of minimum qualifications that all applicants will be required to meet:

- Experience with municipal government clients;
- Planned and/or designed rental housing voucher programs that have been implemented and are operating;
- Experience evaluating feasibility and structure of rental housing voucher programs;
- Experience providing analyses of the structure associated with long term rental housing voucher programs and their compatibility with City and State laws and regulations;
- Experience with other rental housing voucher and funding sources;
- Experience working with local and federal housing vouchers and/or nonprofits that provide long-term rental housing voucher programs.

PRE-PROPOSAL CONFERENCE AND WRITTEN QUESTIONS

DHCD will hold a pre-proposal telephonic conference call on April 05, 2024, from 3:00pm-4:30pm EST. Interested participants should use the following call-in information:

Following the pre-proposal conference, interested applicants can also submit written questions through COB on April 08, 2024. All questions must be submitted electronically to DHCD.AHTFNOFA@baltimorecity.gov. Only emailed questions will be accepted. DHCD will publish all questions along with their response on its website:

www.dhcd.baltimorecity.gov

no later than April 15, 2024.

DHCD will maintain a list of interested applicants who participate in the pre-proposal conference call or submit written questions and may use the list to notify prospective applicants of changes to this RPS.

[Join conversation \(microsoft.com\)](https://www.microsoft.com/join-conversation)

Dial-in by phone

+1 667-228-6519,,184987576# United States, Baltimore

Find a local number

Phone conference ID: 184 987 576#

SUBMISSION REQUIREMENTS

Applicants must submit an electronic copy of their submission no later than 4:00 pm EST Monday, April 29, 2024, to the following address: DHCD.AHTFNOFA@baltimorecity.gov

Late submissions will not be accepted. The electronic submission must include all the required information discussed in this RPS.

SUBMISSION FORMAT

All submissions must include a Letter of Submittal that is signed and dated by an authorized signatory for the company/team submitting the proposal. The Letter should include a summary of all firms and their roles, a summary of their relevant expertise, a summary of the cost proposal and disclosure of any current consulting contracts with City organizations, or other local organizations that were awarded within the last 24 months. In relation to the latter, please consider local organizations that may have contracts or are recipients of City funding that could present a conflict of interest should your Proposal be selected. The summary of current contracts should include the lead organization, the term of the contract and the expiration date.

The submission should consist of the following components: Technical Proposal (inclusive of references); Price Proposal; Commitment to Comply; Authorization to Submit, Certificate of Compliance, and Organizational Disclosures.

Technical Proposal

Provide a narrative describing the following:

3. At least three (3) examples of similar projects involving a municipality and long-term rental housing voucher program undertaken within the last five (5) years. Maximum of five (5) pages.
4. Identify key personnel, their areas of expertise, roles, responsibilities and points of contact. Attach resumes for all staff who will be a part of the proposed team.
5. Organization chart for all staff and firms including proposed joint ventures comprising the proposed team. If the application includes joint ventures, please include the names of all parties to the joint venture.
6. A list of current projects and a description of how your team has the capacity to take on this scope of work. Maximum of three (3) pages.
7. Description of the proposed approach, phasing, schedule and deliverables. Maximum of five (5) pages. Please include three samples of comparable deliverables from similar projects (these samples are not included in the page limit).
8. Provide three (3) references from similar projects including relationship to project and current contact information.
9. Two (2) years of audited financial statements.

Price Proposal

Please provide a cost estimate for each phase. This should include a list of all personnel that will be involved, their hourly rates, total estimated hours, total estimated costs as well as reimbursable expenses.

Commitment to Comply

It is the policy of the City that minority- and women-owned businesses should have maximum opportunity to participate in any and all components of the Project. The Developer agrees to comply with Article 5, Subtitle 28 of the Baltimore City Code (2007 Edition) regarding participation by Minority Business Enterprises (“MBE”) and Women’s Business Enterprises (“WBE”). By signing the Commitment to Comply included as an attachment to this RPS, the Developer covenants and agrees to use all reasonable good-faith efforts to meet the MBE and WBE participation goals

Employ Baltimore/Local Hire

Employ Baltimore is designed to create opportunities that receive municipal contracts to access qualified City residents to meet their workforce needs. The initiative will also ensure that City dollars contribute to the local economy and improve the lives of employable Baltimoreans. All vendors responding to this solicitation shall complete the Certification Statement that is included as an attachment to this RPS. The selected contractor must contact the Mayor’s Office of Employment Development (OED) within two (2) weeks of receiving the award and shall be expected to comply with the reporting requirements. For additional information, please contact OED (410) 443-984-3014.

Authorizations and Disclosures

All submissions must include the Certification and Authorization to Submit Form, Certification of Compliance, Organizational Disclosures, and Commitment to Comply found in the attachments. Failure to include these forms with your submission will disqualify your application from review.

EVALUATION AND SCORING

A total of 125 points will be awarded based on the following:

Criteria	Points
Experience with voucher programs	25
Experience with municipalities	20
Qualifications of key personnel	25
Proposed phasing, timeline & deliverables	10
Capacity to provide services	15
Other affordable housing experience	10
Price Proposal	20

Submissions will be reviewed and evaluated by a designated Evaluation Committee comprised of DHCD staff and other City agency representatives. The Committee reserves the right to request additional information or presentations. DHCD will not be solely limited to information provided by applicants and may, at its sole discretion, utilize other sources of information that could be useful in evaluating an applicant's capabilities. All requests for additional information will be delivered electronically. Requests for additional information shall include a deadline for receipt of the additional information.

At its sole discretion, the Committee shall recommend one or more applicants for the Housing Commissioner to consider. The Housing Commissioner shall make the final applicant selection in his sole discretion. **The City may then negotiate and enter into a consultant agreement with such applicant or reject all submissions and issue a new RPS at a later date.**

AMENDMENTS OR MODIFICATIONS TO PROPOSAL REQUIREMENTS

DHCD reserves the right in its sole discretion to change, amend, or modify the requirements of this RPS as it deems appropriate. All changes shall be posted on DHCD's website. DHCD reserves the right to notify prospective applicants who participate in the pre-proposal conference or who have submitted written questions via email.

COST TO PREPARE AND SUBMIT RESPONSES

Neither the City of Baltimore nor DHCD shall be responsible for any cost incurred by any applicant in preparing and submitting a response or in preparing and submitting requests for additional information.

NOTIFICATION OF FINAL APPLICANT SELECTION

DHCD will notify the selected applicant in writing that they have been selected to negotiate and enter into a consultant agreement with the City.

APPROVAL OF CONTRACT

Prior to undertaking any work, the selected applicant shall enter into a Professional Service Consulting Agreement that is approved by the City's Board of Estimates. The Agreement shall include the final scope or work, timeline, deliverables, pricing, payment information, terms for amending the agreement and City rules and regulations. Work undertaken prior to approval of this Agreement shall not be eligible for payment. As a condition to receiving approval, the respondent will be required to establish minority and women's business participation rates with the MWBOO Office and to submit Statements of Intent.

TERM OF AGREEMENT

The anticipated term of the Agreement will be for twelve (12) months from the approval of the board of estimates.

INDEMNIFICATION

Applicants agree to individually indemnify, defend and hold harmless the City and the City's officers, employees and agents from and against any and all losses, damages, costs, expenses (including reasonable attorneys' fees), obligations and other liabilities (including settlement amounts) that arise directly or indirectly from:

- Any infringement of any copyright, trademark, patent, or other intellectual property rights, or any misappropriation of any trade secrets, in connection with any software, documentation, services or other products supplied directly or indirectly by the Applicant in connection with the submission, or any allegation of any of the foregoing;
- Any act(s) of negligence or willful misconduct by the Applicant or any of its agents, employees or subcontractors (or any allegations of any of the foregoing), including but not limited to any liability caused by an accident or other occurrence resulting in bodily injury, death, sickness or disease to any person(s) or damage or destruction to any property, real or personal;
- Breach of the Applicant's obligations, representations, and/or warranties under this RPS;
- Breach of the Applicant's compliance with the law;
- Any acts or omissions of the Applicant with respect to any of the services provided by the Applicant related to this RPS or its submission (or any allegations of any of the foregoing); and
- The City's refusal to produce any item of confidential information of the Respondent after receiving a request for such item and after being instructed by the Respondent not to produce it.

CONFLICTS OF INTEREST

Applicants are prohibited from having any affiliation with any of the Baltimore City's Affordable Housing Trust Fund staff or Commissioners in a manner that would violate Baltimore City's ethics laws (for an overview of these limitations, please see [Overview of Ethics Law 10.18.2021.pdf \(baltimorecity.gov\)](#)).

RIGHTS RESERVED AND ADMINISTRATIVE INFORMATION

1. Issue Date. The issue date of this RPS shall be April 1, 2024.
2. Extension of Dates. DHCD reserves the right to extend any dates in this RPS or to withdraw the RPS in part or in its entirety.
3. Confidentiality of Proposals. Proposals shall be reviewed with reasonable precautions to avoid disclosure of contents to competing offers during the evaluation process. Once proposals have been publicly recorded, they are subject to the requirements of the Maryland Public Information Act SS 1-601 et seq. of the State Government Article, Annotated Code of Maryland.
4. Compliance with Laws. By submitting an application and receiving an award, applicants agree that they will comply with all Federal, State, and City laws, rules, regulations and ordinances applicable to the activities and obligations under this RPS.
5. Attachments. All submissions must include the following signed attachments:
 - Commitment to Comply
 - Authorization to Submit
 - Certificate of Compliance
 - Organizational Di