

REQUEST FOR QUALIFICATIONS & REQUEST FOR PROPOSALS

**Master Plan Redevelopment of the
Hilltop, Ellicott Terrace Apartments, Tiber Hudson Senior Center, and Roger
Carter Recreation Center
Ellicott City, MD 21042**



Howard County Housing

September 29, 2009

**GENERAL INVITATION
Request for Qualifications (RFQ) and Request for Proposals (RFP)**

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Master Plan Redevelopment of Hilltop, Tiber Hudson, Ellicott Terrace Apartments and Roger Carter Recreation Center

Howard County Housing (“HCH”) is seeking qualified development teams with demonstrated excellence in master planning, neighborhood design, and multifamily housing development and construction for the redevelopment of multiple sites owned by public entities including Howard County Housing and Howard County Department of Recreation and Parks (collectively referred to as “the Owners”). The successful development team should include professionals with expertise within the disciplines of architecture, affordable housing financing, development, and construction, urban planning, and landscape architecture. Howard County Housing seeks to transform the existing community into a vibrant and innovative mixed-income, multigenerational and pedestrian oriented rental community that features superior design, high quality housing options, and ample open/recreation space.

Copies of the RFQ/ RFP may be requested by contacting Marcus Ervin, Development Associate at:

Howard County Housing
6751 Columbia Gateway Drive Third Floor
Columbia, MD 21046
mervin@howardcountymd.gov
410-313-5912

A pre-proposal meeting followed by a site tour is tentatively scheduled for October 13, 2009 at 11:30 a.m. at the Roger Carter Recreation Center. This meeting is for Development Teams who intend to submit a proposal and will require pre-registration by notifying Marcus Ervin at the above contact information. Attendance is strongly encouraged as this is a key opportunity to raise questions regarding the RFQ/ RFP and tour the site. A confirmation notice for this meeting will be sent to all registered Developers via email.

After the date of the pre-proposal meeting, additional questions can be addressed in writing to Marcus Ervin at mervin@howardcountymd.gov.

Developers will be responsible for delivering proposals on or before the due dates listed in this document. Late responses will not be accepted.

This is a public RFQ/RFP intended for prospective Developer’s limited use in considering whether to submit a development proposal. In accepting this RFQ/ RFP, the prospective Developer agrees not to copy or distribute any of the materials to others without the express written consent of the Owners, except for Developer’s employees, legal counsel or third party advisors retained to assist in the Developer’s evaluation of the project who must agree to the same.

I. SUMMARY OF OFFERING

A. Owner's Objectives

The purpose of this Request for Qualifications (RFQ) and Request for Proposal (RFP) is to solicit Development and Master Planning Design Teams that can rise to the challenge of creating an energy efficient, environmentally sustainable, mixed income residential rental development. Submittals should exhibit preliminary ideas and renderings for the redevelopment; propose a construction schedule that displaces no current resident; and include estimated points for LEED and Green Communities new construction.

The Owner's objectives for redevelopment are:

1. Design a *high quality mix of market rate and affordable rental units* that reflect the desires and needs of the residents while assuring effective strategies that eliminate a displacement of existing residents and allow for the retention of mixed income households in perpetuity;
2. Encourage *environmental sustainability* through the use of 'green' construction and design practices, optimal energy efficiency through the incorporation of on-site renewable energy, and adherence to LEED or green communities certification standards;
3. Establish an *accessible, pedestrian-oriented environment* that can serve as a model of effective accessibility through quality streetscape, open space and design;
4. Promote *community interconnectivity* between residents of the community;
5. Feature *high quality, context sensitive architectural design* that is respectful with the historic nature of Ellicott City;
6. Develop an *integrative site design* for the residential developments that encourages use of the Roger Carter Recreational Center;
7. Expanding and diversifying year round recreational opportunities for the Roger Carter Center; and
8. Explore renovation of the Miles property its potential as a Roger Carter Center annex, additional housing, or office space.

B. RFQ/RFP Process

Howard County Housing is requesting proposals from Developer/ Design Teams for the development of a master plan that includes the redevelopment of two multifamily residential developments and a County-owned community recreational center. This two-step process includes an initial Part One - Request for Qualifications (RFQ) followed by a Part Two - Request for Proposals (RFP). Both the RFQ and RFP have been outlined in this document to attempt to provide an understanding of the full scope of work that will be required of the Developer/ Design Teams during these two stages.

The Part One - RFQ process will seek responses from Developers with the goal of short listing a limited number of Developer/ Design Teams to proceed into the **Part Two** - RFP phase. More specifically, the intent of this process is to obtain solid evidence of performance capacity to complete a complex project that requires a high level of design, construction techniques, financing and public involvement. The RFQ responses should outline the Developer's qualifications and experience; development team; financial capacity; a strong preliminary project concept that is in alignment with the Owner's objectives noted above; and any legal action history. An evaluation committee will recommend a short-list of Developers to continue into the Part Two - RFP process.

During the Part Two - RFP process, Howard County Housing will invite the short-list of Developers to submit detailed development proposals including a complete resume of the development team, physical master plan design concepts and layouts, financing plan, proposed construction schedule, financial capabilities, tenant program and leasing schedules, and any legal action history. Following the submittal, each shortlisted Team should be prepared to give presentations and participate in oral interviews. Housing will then select one or more Developers with which to begin negotiations and subsequently select a single Team to finalize the Developer's Agreement.

The anticipated role of the Developer shall include the detailed development of a master development plan and strategy and the implementation and management of development activities necessary to carry out the intent of the master development plan. The Developer will also assume responsibility for the overall development process, including entitlements, zoning approvals, financial assistance, and overall capitalization. Completion of the entire redevelopment in a timely fashion is critical; however, the Owner recognizes that a phased approach to the development may be proposed.

C. Proposal Deadline and Delivery

All RFQ proposals must be received by the Owners' Agent, Marcus Ervin, at the previously stated address no later than 2:00 p.m., November 17, 2009 and all RFP proposals (for short-listed teams only), no later than 2:00 p.m., March 1, 2010.

D. Key Target Dates

Meeting with Community Stakeholders.....	September 8, 2009
Issue RFQ/ RFP.....	September 29, 2009
Pre-proposal meeting and site tour.....	October 13, 2009
RFQ submittal deadline.....	November 17, 2009 at 2 pm
RFQ presentations (at Owner's discretion).....	November/December 2009
Shortlist selection based on RFQ.....	December 14, 2010
RFP Issuance (via letter to shortlist).....	December 14, 2010
RFP submittal deadline.....	March 1, 2010
RFP Review Panel Discussion I.....	March 15, 2010
RFP presentations.....	March 16 th & 17 th , 2010
RFP Review Panel Discussion II	March 18, 2010
Development Award.....	April 2010
Negotiation of Developer Agreement.....	April-May 2010

II. TERMS AND CONDITIONS

A. Site Conditions

The Sites of the areas to be redeveloped will be delivered as is and Developer/ Design Teams will be charged with devising demolition and construction schedules with no involuntary displacement of residents. The awarded team must conduct its own Environmental Reviews (Phase I and II, if necessary) and reports must be generated for Howard County Housing's review once available. All reports, documents, surveys and any other information whatsoever supplied to the Developer by the Owner is not and shall not be construed to be, a representation or warranty as to the condition of the Property or the feasibility of developing the Property. It is the Developer's sole responsibility to undertake a thorough independent evaluation of the Property, proposal materials, and inspection and reports relating to the Property. The Developer by accepting such reports, documents, surveys and other information acknowledges that the Developer is solely responsible for completing its own due diligence to determine the condition of the Property and the feasibility of developing the Property and that the Owner has not made any representations or warranties regarding the same. All areas and sizes are approximate and should be verified independently by the Developer.

B. Contract Terms

The redevelopment of the Property is subject to the Terms and Conditions outlined in this RFQ/RFP. Howard County Housing reserves the absolute right, in its sole discretion, to amend from time to time these Terms and Conditions. The Terms and Conditions of this RFQ/ RFP will be incorporated into the Developer Agreement, as applicable.

C. Site Development Plan Approval

The Developer will be responsible for the overall development process, including the procurement of entitlements and all necessary permits, applications and approvals required for the successful implementation of the proposed development.

D. Site Tour

A site tour will be offered as part of the pre-proposal meeting. Additional site tours may be requested and coordinated through the Owners' Agent, Marcus Ervin. Potential Developers may also seek the Owners' Agent for clarification of any of the information included in the RFQ/RFP, but such clarifications shall not be deemed to be a representation or warranty of HCH or the Owners' Agent. HCH will use reasonable efforts to satisfy any and all requests for additional information and clarification. Verification of any information provided by the Owner's Agent is the sole responsibility of responding Developer/Design Teams.

E. Liability of Costs and Responsibility

Howard County Housing shall not be liable for any costs and/ or expenses incurred in response to this RFQ/RFP. All costs and expenses shall be borne by the person or organization responding to the request. The Teams responding to the RFQ/RFP shall hold HCH harmless from any and all liability, claim or expense whatsoever incurred by or on behalf of that person or organization. All submitted material becomes the property of HCH. The Developer of the selected Developer/ Design Team will be required to assume responsibility for all services offered in the proposal whether or not they possess the ability to deliver such services within its organization. The selected Developer will be the sole point of contact with regard to contractual matters.

III. PROPERTY DESCRIPTION

A. Overview

There are four (4) properties located within the area of redevelopment: (i) Hilltop apartments- a 94 unit family development consisting of 52 townhomes and 42 garden apartments currently operating at an 87% occupancy rate; (ii) Ellicott Terrace apartments- 60-unit garden style apartments located in four individual buildings operating at an 95% occupancy rate; (iii) Roger Carter Center- a recreation and community center serving the residents of Howard County, MD, and (iv) the Miles House- a currently vacant single-family home adjacent to the Roger Carter Center, which may serve as a location for additional housing or office annex. Each property is situated in close proximity to Mount Ida Drive in Ellicott City, MD, and at the heart of the Howard County Business District; within walking distance of the Howard County Offices, District Court, and Historic Ellicott City; located minutes away from the Route 40, 70, 29, and 100 corridors.

The two (2) sites owned by Howard County Housing include: (i) Hilltop apartments- the 94-unit, 12+- acre apartment/townhome development located at the intersection of Mount Ida Drive and Ellicott Mills Drive- and (ii) Ellicott Terrace apartments- the 60-unit garden-style, 3.92 acre complex located at Fels Lane and Ellicott Mills Drive. Tiber Hudson Senior Center is located on a subdivided parcel within the Hilltop community towards the southern end of Mount Ida Drive. This 25 unit senior apartment building constructed in 2006 currently includes one and two bedrooms units with an activity room, which is occasionally utilized by the Hilltop community for afterschool enrichment programs.

The two sites are zoned R-A-15 and have been in operation for over 30 yrs. Each complex contain units with varying degrees of physical deficiencies including: plumbing; mechanical; and inadequate drainage for site run-off. Additionally, the site of Ellicott Terrace contains topography with steep slopes from 8% - 45%. **A site aerial is provided in Exhibit A.** Specific unit information about the developments is provided below:

Hilltop Apartments (94) units

Description	Unit Type	# of Units	SqFt
a / Garden	1.1	25	667
c / Garden	2.1	11	756
b / Townhouse	2.1	9	748
e / Garden	3.1	6	1,020
d / Townhouse	3.1	36	-
f / Townhouse	4.1	7	1,674

Ellicott Terrace Apartments (60) units

Description	Unit Type	# of Units	SqFt
a / Garden	1.1	4	630
c / Garden	2.1	56	900

The Roger Carter Center is included in the overall master plan as a means of enhancing the community at large and provide upgraded amenities and recreational facilities. The Roger Carter Center facility provides the community with an outdoor swimming pool, outdoor basketball courts, meeting rooms, and recreational space. No firm redevelopment plans for the facility have been identified; however, initial enhancement ideas include enclosing the existing swimming pool

and basketball courts. Lastly, the vacant single-family detached “Miles House” located adjacent to the Roger Carter has been included in the redevelopment plan to provide additional housing, office space, or function as an annex for the Roger Carter Center. Similar to the Roger Carter Center, no firm redevelopment plans have been explored for the “Miles House”.

HCH owns Ellicott Terrace and Hilltop Apartments, equivalent to approximately 18+- Acres total. The apartments, along with Roger Carter Recreation Center, are located on Fels Lane, Mt. Ida Drive and intersect at Ellicott Mills Dr.

B. Site Specifications

Ellicott Terrace Apartments

Address: 3570 Court House Dr.
Ellicott City, MD 21042

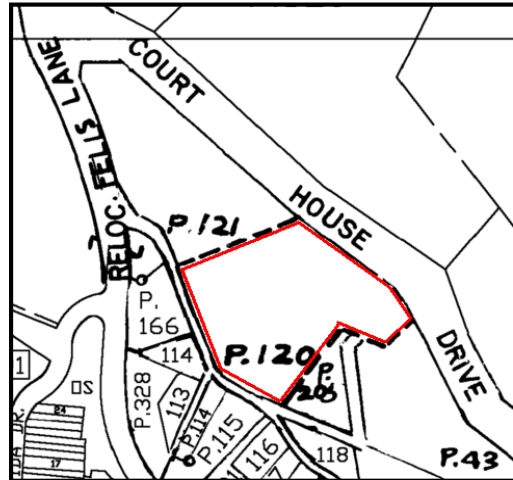
Former Name: Venus Gardens
Apartments

Tax Map: Map 25, Grid 7, Parcel
120

Deed: Liber 01783 Folio 0428

Total Site: Approximately 3.92
acres

Zoning: R-A-15 (Residential
Apartments)



Hilltop Apartments and Tiber Hudson Senior Center

Address: Mount Ida Drive
Ellicott City, MD 21043

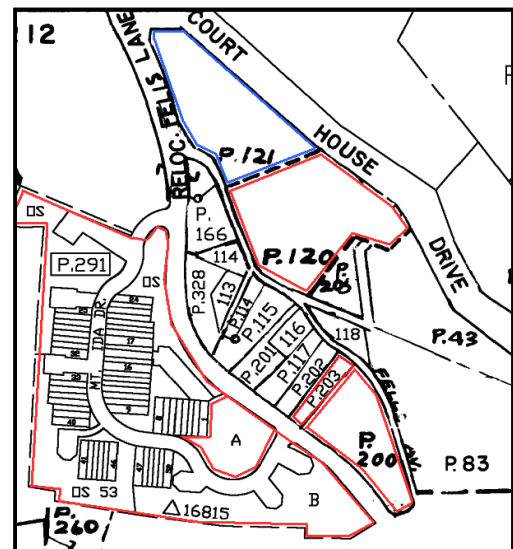
Former Name: N/A

Tax Map: Map 25, Grid 7, Parcel
291, A and B

Deed: Liber 417 Folio 718

Total Site: Approximately 9+-
acres

Zoning: R-A-15 (Residential
Apartments)



Roger Carter Recreation Center and "Miles House"

Address: 3676/3640 Fells Ave
Ellicott City, MD 21043

Former Name: N/A

Tax Map: Map 25, Grid 7, Parcel
200 and 203

Deed: Liber 2411 Folio 24
Liber 3800 Folio 277

Total Site: Roger Carter: 2.45+-
acres
Adjacent Parcel: 2.43+-
acres

Zoning: R-VH (Residential
Village Housing)

Tiber Hudson a 25- unit senior apartment building is located on the subdivided Parcel A within the Hilltop community. This existing facility should be retained and seamlessly integrated within the proposed redevelopment. Roger Carter is located at 3676 Fels Lane, Ellicott City, Parcel 200 towards the southeastern corner of the site plan. The site is approximately 3 acres and provides numerous year round services and activities to residents.

C. Shape, Size, Topography, Access

The properties are irregularly shaped and non-contiguous totaling approximately 18 acres of land. Overall topography is irregular with a gradual to steep slope from the north portion of the site(s) at Court House Drive to the southern portion at the Roger Carter Center.

D. Howard County Context/ Demographics

Howard County is located in the center of the nation's fourth largest consolidated real estate market, the Baltimore-Washington Corridor. Interstate 95, U.S. Route 100 and U.S. Route 29 intersect the eastern end of the County, offering direct access to Baltimore and Washington, D.C. Other major highways include Interstate 70, U.S. Route 40 and MD Route 32. From the County's business center, Baltimore-Washington International Airport is a 20-minute drive, the Port of Baltimore is a 30-minute drive and center city Washington, D.C. is less than one hour away. The County's 5,570 businesses employ approximately 82,732 workers, of which 138 businesses have 100 or more employees.

Howard County's relative affluence, high quality of life, excellent schools, and proximity to both Baltimore and Washington, D.C. have resulted in continued strong demand for housing and related commercial expansion. Repeatedly identified as one of the best places to live, the County manages its growth using a housing allocation system to pace the construction of new housing units. Additionally, Howard County has actively worked to place land under permanent farmland and preservation easements. Further growth is anticipated as recent Base Realignment and Closure Commission (BRAC) recommendations will bring the Defense Information Systems Agency and other Defense Department activities to Fort Meade in adjacent Anne Arundel County. Assessed valuation growth has been solid, averaging 10% annually since fiscal 2000.

E. Neighborhood Context

Ellicott City, Maryland is located 15 miles west of downtown Baltimore and 25 miles from Washington, D.C.'s Capital Beltway. The affluent community contains a high percentage of single-family dwellings, high occupancy levels and household incomes exceeding national levels. According to the 2008 American Community Survey, Howard County's median income of \$101,672 ranked third in the nation. Ellicott City's Main Street is host to many shops and restaurants. The shops carry antiques, herbs, pottery and books. Beyond Ellicott City's historic heart, residential areas flow from the Patapsco River toward the center of the county. A business district follows Baltimore National Pike (Route 40). Ellicott City is among the wealthiest communities in Maryland and was ranked by CNN Money as one of the top 10 Best Places to Live.

F. Vehicular Access

Ellicott Terrace apartments are divided into two sections, one of which is accessible from Court House Drive and the other portion from Fels Lane. Fels Lane provides a direct connection to the Roger Carter Recreation Center and Main Street Ellicott City. Currently, the two portions of Ellicott Terrace are only connected by a pedestrian walkway. Hilltop Apartments is accessible from Mount Ida Drive from Court House Drive.

G. Public Infrastructure

Public water, public sewer, electric and telephone service is available.

H. Environmental and Soil Conditions

Environmental Conditions: Howard County Housing is offering the site(s) for redevelopment with no warranties or representation as to its environmental condition or any condition.

Soil Conditions: Howard County Housing has not performed a geotechnical analysis of the site(s), and the Owner makes no representations, warranties, or covenants as to the suitability of the Property for any purpose whatsoever.

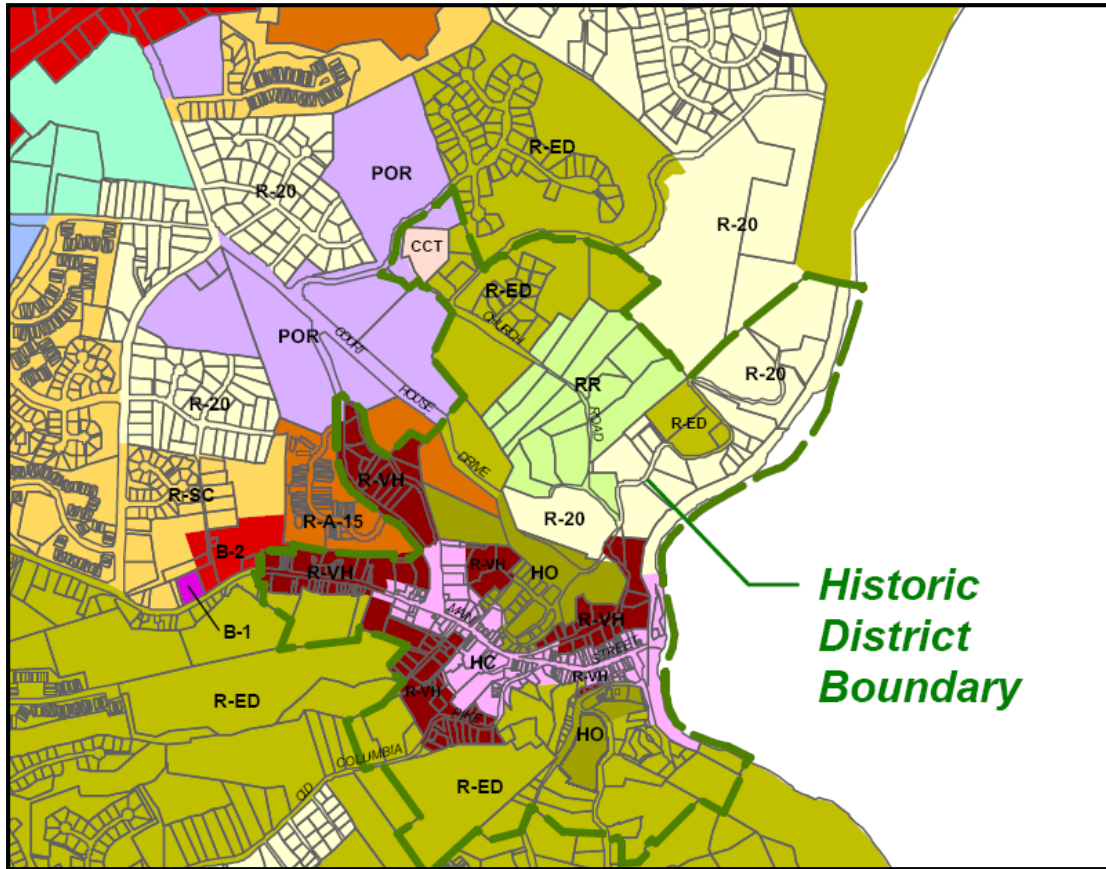
Additional Testing: It is the responsibility of the selected Developer to investigate the environmental and geotechnical conditions of the Property to its own satisfaction, and all studies performed in addition to the information provided by the Owner will be at the Developer's sole cost and expense. The Owner will grant the selected Developer a right-of-entry for the purpose of conducting geotechnical and environmental tests. The Developer must provide the Owner with an acceptable certificate of insurance and shall indemnify, defend and hold harmless the Owner, and the Developer must agree to provide the Owner with copies of all geotechnical, environmental or other test reports.

Right of Entry: All entries and inspections shall be at the Developer's sole cost and risk. The Developer shall indemnify, defend and hold harmless the Owner from and against all claims, losses damages, or expenses arising out of such entries and inspections. The Developer shall restore the Property to the existing condition prior to the Developer's first entry upon the Property, subject to the normal wear and tear. The Developer shall use all reasonable efforts not to cause damage to the Property and the Developer shall inform the Owner of all test and inspections it will perform and the Owner has the right to be present during such tests and inspections.

I. Zoning

The site(s) are zoned R-A-15 (Residential Apartments), R-VH (Residential Village Housing) and HC (Historic Commercial).

J. Surrounding Zoning Map



Legend

RC-OEO	Rural Conservation Density Exchange Option	B-2	Business: General
RR-OEO	Rural Residential Density Exchange Option	B-R	Business: Rural
R-ED	Residential: Environmental Development	SC	Shopping Center
R-20	Residential: Single (20,000 Square Feet)	POR	Planned Office Research
R-12	Residential: Single (12,000 Square Feet)	PEC	Planned Employment Center
RBI	Residential: Senior-Institutional	NT	New Town
R-SC	Residential: Single Cluster	PGCC	Planned Golf Course Community
R-SC-I	Residential: Single Cluster-Institutional Overlay	MXD	Mixed Use
R-SA-4	Residential: Single Attached	TOD	Transit Oriented Development
R-SA-4-I	Residential: Single Attached-Institutional Overlay	CCT	Community Center Transition
R-VH	Residential: Village Housing	CAC-CLU	Corridor Activity Center-Continuing Light Industrial Overlay
R-A-15	Residential: Apartments	CE-CLU	Corridor Employment-Continuing Light Industrial Overlay
R-MH	Residential: Mobile Home	M-1	Manufacturing: Light
HO	Historic: Office	M-2	Manufacturing: Heavy
HC	Historic: Commercial	SW	Solid Waste Overlay
PSC	Planned Senior Community	TNC	Traditional Neighborhood Center Overlay
B-1	Business: Local		

IV. THE DEVELOPMENT FRAMEWORK

A. Development Goals and Objectives

Howard County Housing seeks to have Ellicott Terrace Apartments and Hilltop apartments redeveloped into a vibrant master planned rental community capable of serving local needs; and as a model for future [re]development efforts by creating a property with a unique character that promotes livability and a high quality of life.

Development plans must incorporate market rate and affordable rental units within a “mixed-income” community.

To help guide successful redevelopment of the Property and enhance community livability, the Owner has established the following primary objectives:

- Design a *high quality mix of market rate and affordable rental units* that reflect the desires and needs of the residents while assuring effective strategies that eliminate a displacement of existing residents and allow for the retention of mixed income households in perpetuity;
- Encourage *environmental sustainability* through the use of ‘green’ construction and design practices, optimal energy efficiency through the incorporation of on-site renewable energy, and adherence to LEED or green communities certification standards;
- Establish an *accessible, pedestrian-oriented environment* that can serve as a model of effective accessibility through quality streetscape, open space and design;
- Promote *community interconnectivity* between residents of the community;
- Feature *high quality, context sensitive architectural design* that is respectful with the historic nature of Ellicott City and its visions;
- Develop an *integrative site design* for the residential developments that encourages use of the Roger Carter Recreational Center;
- Expanding and diversifying year round leisure opportunities for the Roger Carter Center; and
- Explore renovation of the Miles property its potential as a Roger Carter Center annex, additional housing, or office space.

These objectives will be used to evaluate each proposal for the Property.

V. RFQ/ RFP GENERAL INFORMATION & PROCESS

A. Pre-submittal Conference & Site Tour

A pre-proposal meeting followed by a site tour with the Owner's Agent is tentatively scheduled for October 13, 2009 from 11:30 am – 2:00 pm at the Roger Carter Recreation Center. This meeting is for qualified development teams who intend to submit a proposal and will require pre-registration by notifying Marcus Ervin in advance. Attendance is strongly encouraged as this is the key opportunity to raise questions regarding the RFQ/ RFP and tour the site. A confirmation notice for this meeting will be sent to all parties that have completed a Registration Agreement.

B. Two-Part Submission Process

The Part One- RFQ process will seek responses from Developers with the goal of short listing a limited number of Developer/ Design Teams to proceed into the **Part Two-** RFP phase. More specifically, the intent of this process is to obtain solid evidence of performance capacity to complete a complex project that requires a high level of design, construction techniques, financing and public involvement. The RFQ responses should outline the Developer's qualifications and experience; development team; financial capacity with strong balance sheet and financial wherewithal; a strong preliminary project concept that is in alignment with the Owner's objectives noted above; and any legal action history. An evaluation committee will recommend a short-list of Developers to continue into the Part Two- RFP process.

During the Part Two- RFP, the Owner will invite the short-list of Developers to submit detailed development proposals including a complete development team, physical master plan design concepts and layouts, proposed detailed financing plan, financial capabilities, tenant program and leasing, schedules and any legal action history as set forth above. Before the RFP submittal date, Developers will individually meet with the community residents to receive feedback on proposed concept plans to be formally submitted in the RFP. Following the submittal, each shortlisted Developer should be prepared to give presentations and participate in oral interviews. The Owner will then select one or more Developers with which to begin negotiations and subsequently select a single Developer/Design Team to finalize a Developer Agreement.

C. Evaluation and Approval

The Owner will review the Part One- RFQ submittals in accordance with the evaluation criteria described below. The Owner will evaluate the submittals to establish the qualifications of the development entity and the general conformity of the development concept to the major goals and objectives of the RFP. In order to be selected to proceed to Part Two-RFP, the Developer must demonstrate that the development team has the experience and financial ability to successfully and timely complete the proposed development. Developers may be asked to provide clarification, revision, additional information and/or an oral presentation as part of this review.

The Owner will review the Part Two-RFP submittals in accordance with the evaluation criteria described in "The Development Framework" section. From this review, Developers may be asked to answer the Owner's questions, provide additional information, or make an oral presentation. The Owner will evaluate and compare the proposals and development teams and select the response that best satisfies the goals and objectives of the RFP.

The Owner may recommend that negotiations be commenced with a selected development team. As part of these negotiations, the selected proposal may be amended or revised in order to best align with the Owner's interests.

D. Submittal Format

In order to assist the expedient review of all proposals, submittals should be prepared in an 8.5" x 11" paper format. Drawings included with the submittals should be no larger than 11" x 17" format. If needed, supplemental materials in alternate formats may be allowed to describe the project in more detail.

If the Developer considers that certain portions of the submittal contain proprietary information, such portions must clearly be marked CONFIDENTIAL.

Ten (10) hard copies and one electronic copy of the proposal must be submitted. One original set must be left unbound, contain original signatures and be marked ORIGINAL on the cover letter. Additionally, Developers must include one electronic copy of the proposal on separate CD.

E. Submittal Address and Deadline

Submit the Part One-RFQ and Part Two-RFP proposals (short-listed teams only) to the following address of the Owner's agent:

Howard County Housing
6751 Columbia Gateway Drive Third Floor
Columbia, MD 21046
Attention: Marcus Ervin

The outside of the submittal should be labeled as follows by phase:

Request for (Qualifications or Proposals)
For the Master Plan and Redevelopment of
Hilltop, Ellicott Terrace Apartments, Tiber Hudson Senior Center, and
Roger Carter Recreation Center

Developer: *[Name of Developer]*

F. Questions/ Clarifications

Any questions and/or clarifications sought throughout the RFQ/ RFP process should be addressed to the Marcus Ervin, Development Associate at Mervin@howardcountymd.gov

G. Selection Process and Schedule

September 29, 2009	<i>RFQ/RFP Issued</i> - RFQ/RFP is issued to qualified Developers
October 13, 2009	<i>Pre-proposal Meeting & Site Tour.</i> A pre-submittal meeting is scheduled from 11:30 a.m.-2:00 p.m. Pre-registration is required by contacting the Owner's Agent.
November 17, 2009	<i>RFQ Submittal Deadline</i> - RFQ responses must be submitted to the Owner's Agent by 2 p.m.
November/December 2009	<i>Owner Evaluation and Developer Discussions</i> - The Owner's Agent may invite a number of Developers to give presentations or clarification to the Owner in an oral interview process.
December 14, 2010	<i>RFQ Shortlist Selection Announced</i>
December 14, 2010	<i>Issue RFP to Shortlisted Teams</i>
March 1, 2010	<i>RFP Submittal Deadline</i> - RFP responses must be submitted to the Owner's Agent by 2 p.m.
March 15, 2010	<i>RFP Review Panel Discussion I</i>
March 16 and 17, 2010	<i>Owner Preferred Developer Selection Process</i> - The Owner will conduct internal review to select a preferred Developer with the input from Review Panel and community residents. The Owner's Agent will invite a number of Developers to give presentations or clarification to the Owner in an oral interview process.
March 18, 2010	<i>RFP Review Panel Discussion II</i>
April, 2010	<i>Development Award</i>
April - May, 2010	<i>Negotiation of Developer Agreement</i>

*** All dates are subject to change.**

VI. PART ONE- REQUEST FOR QUALIFICATION (RFQ)

A. Part One-RFQ Purpose

The purpose of this Part One- RFQ is to identify Developers (as defined in the introduction of the RFP/RFQ) that are capable of executing the redevelopment of the Property and all of the Owner's objectives. A group of short-listed Developers will then be invited to participate in the Part Two-RFP process as detailed in the next section whereby the submission of detailed development criteria is to be used for final selection.

B. Part One- RFQ Submittal Content

The extent of the Part One-RFQ proposal materials should be sufficient to convey the experience, capacity and approach of the development team. The submittal should be organized in the following order and numbered sections separated by tabs. All responses should include, but are not limited to the following:

1. Cover Letter/ Executive Summary

Include a cover letter and executive summary that highlights the key components of the Developer's submission in regards to the project; including but not limited to the Developer's team, the approach to the proposed development project, the Developer's experience in similar development efforts, and the benefits that the project will create for the immediate community and Howard County, MD. An authorized representative of the responding entity must sign the cover letter.

2. Development Team/ Organization

This section must provide information regarding the Developer's team and organizational structure including:

- A description of the development entity including identification of the principal representatives and individuals authorized to negotiate on its behalf and the principals, shareholders, partners or members.
- An organizational description and chart that clearly illustrates the development team and the various roles of each team member.

3. Developer's Qualifications and Related Experience

To substantiate the ability of the development entity and key team members to successfully complete the proposed project, the following information should be provided:

- Qualifications and experience of each entity and key staff people involved in the project.
- Examples of development capability as evidenced through projects of similar scope, use or complexity completed within the last 10 years.
- Submitted examples should include project identification, a brief description, duration, estimate of total development cost and current status. Include the names and roles of the team and key personnel involved in the design, implementation or management of the project as well as related experience in which team members have worked together.
- Examples of the financial capacity of the entity as evidenced through projects of similar scope, use or complexity completed within the last 10 years. Submitted examples should include project identification, a brief description, current status,

project financing, sources of debt financing, public financial support if any, and the size of the equity investment.

- Provide development and financial references (name, title, entity, telephone number and contractual relationship to Developer) that can be contacted with respect to current and past project experience.

4. Conceptual Project Overview and Approach

- A statement of the general approach the Developer proposes for the development process, including the general project components, compliance with the development goals and objectives outlined in Section IV. Conceptual drawings or sketches may be submitted as an optional supporting document.
- A description of the Developer's understanding of the physical form of the community and the uses, and how the proposed project will be consistent with the surrounding neighborhood and redevelopment goals.
- Preliminary financing plan
- A preliminary draft timetable of the design and development process with major milestones and a target completion date.

5. Legal Action History

Provide a listing and brief description of all legal actions for the past three years in which the firm and/or its principals, shareholders, partners or members have been:

- A debtor in bankruptcy
- A defendant in a lawsuit for deficient performance under a contract or failure to comply with Federal, State and/or Local laws, ordinances and/or regulations
- A defendant in an administrative action for deficient performance on a project or failure to comply with Federal, State and/or Local laws, ordinances or regulations
- A defendant in any criminal action or civil citation or violation

6. Addenda

Use this section to present additional information such as letters of recommendation, letters of interest from prospective lenders or tenants, additional information concerning the development team, and other information that supports the Part One -RFQ submission.

C. RFQ Selection Criteria

The Request for Qualification will be evaluated based on all of the following criteria:

❖ Team:

- Developer Team and Qualifications
- Key Personnel
- References

❖ Related Experience

- Comparable projects, experience, expertise and quality of previous product
- References for projects

❖ Financials:

- Financial Ability and Information

❖ Conceptual Development Approach:

- A proposed development approach to achieve or exceed the desired goals of the Owner per Section IV.

VII. PART TWO-REQUEST FOR PROPOSAL (RFP)

A. Part Two-RFP Purpose

The purpose of this Part Two-RFP is to select a highly qualified team to execute the redevelopment of the site described herein. Responses will only be considered by those selected from the Part One RFQ-Process.

B. Part Two-RFP Submittal Contents

Only those development teams selected as part of the shortlist process will be invited to submit a Part Two-RFP response. The extent of the proposal materials should be sufficient to convey the overall quality and character of the development as well as the financial strategy/backing to ensure its successful and timely implementation. The submittal should be organized in the following order and numbered separated by tabs. All responses should include, but not be limited to, the following:

1. Cover Letter and Executive Summary

Include a cover letter and executive summary that briefly describes the Developer's approach to the proposed redevelopment project, describes the Developer's team and experience in similar development efforts and identifies the benefits that the project will create for Ellicott City and the surrounding neighborhood. An authorized representative for the responding entity must sign the cover letter.

2. Developer's Team and Organization

This section must provide detail that supplements the Developer's Part One-RFQ submission:

- A description and chart that clearly identifies the team, organization and role of each team member.
- A statement describing the legal form of the development entity, including identification of the principal representatives and individuals authorized to negotiate on its behalf and the principals, shareholders, partners or members.

3. Proposed Development Narrative

Provide a narrative of the development and approach including:

- A statement of the general approach the Developer proposes for the development process, including the general project components, compliance with the development goals and objectives in Section IV.
- A detailed summary of the program components with proposed rental rates, unit mix, and unit sizes, etc.

4. Master Development Plan and Conceptual Design

Provide graphic materials sufficient to convey the overall conceptual/schematic character and quality of the proposed development and compliance with the development goals and objectives as outlined in Section IV. This may include the following:

- Conceptual site plan
- Typical floor plans
- Site/building elevations
- Renderings/sketches of the development that illustrate the character and quality of the project, building materials and alignment with redevelopment goals and objectives as outlined in Section IV.
-

5. Financing Plan

Each Developer must submit a preliminary financing plan. The following information should be provided:

- A narrative overview of the financial structure of the proposal; the Developer must identify the sources of debt, equity, grants and any proposed lender financing. Information concerning the development team's property management experience and plan should be included.

Please note: The Owner reserves the right to request from the Developer and/or each team member a complete set of current financial statements or any financial documentation.

6. 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.

7. 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/purchasing/purchasing_ebo.htm

8. Special Conditions

This section is reserved for a description of any special conditions that the Developer may offer to, or request from, the Owner.

9. Legal Action History

Provide a listing and brief description of all legal actions for the past three years in which the firm and/or its principals, shareholders, partners or members have been:

- A debtor in bankruptcy
- A defendant in a lawsuit for deficient performance under a contract or failure to comply with Federal, State and/or Local laws, ordinances and/or regulations
- A defendant in an administrative action for deficient performance on a project or failure to comply with Federal, State and/or Local laws, ordinances or regulations
- A defendant in any criminal action or civil citation or violation

10. Addenda

Use this section to present additional information concerning the project, the development team and any other information that supports the proposal.

C. RFP Selection Criteria

The Request for Proposal will be evaluated based on all of the following criteria:

❖ Team:

- Developer Team, Qualifications, History and Related Experience
- Key Personnel
- References

❖ Financials:

- Financial Ability and Information
- Project Financing Plan (deal structure, commitment of funds, etc) for the project

❖ Design and Program

- A proposed redevelopment that achieves or exceeds the goals and objectives as outlined in Section IV in a timely manner.
- Overall program including quality of design and construction methods and other desired uses outlined in the RFP

❖ Proposed Development Framework:

- Creativity of approach and development plan
- Master development schedule and phasing plan that demonstrates ability to implement and complete the project expeditiously
- Commitment to performance criteria for the duration of the redevelopment project

VIII. 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 develop all or any portion of the Property. Additionally, HCH may develop 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.

IX. APPENDIX

Exhibit A: Site Aerial

Exhibit B: Certification

Exhibit C: Equal Business Opportunity Certificate

Exhibit A



Exhibit B

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: _____

Exhibit C

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

Master Plan Redevelopment of Hilltop, Ellicott Terrace Apartments, Tiber Hudson Senior Center, and Roger Carter Recreation Center

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: _____