



**GARRETT COUNTY LOCAL MANAGEMENT BOARD**

**Affordable Housing Feasibility Study  
FUNDING REQUEST FOR PROPOSALS**

**Solicitation No: 20230315**

**ISSUE DATE: MARCH 15, 2023  
PRE-PROPOSAL INFORMATION MEETING: MARCH 29, 2023**

**PROPOSAL CLOSING DATE: APRIL 26, 2023, 5:00 PM EST**

**VENDOR FEEDBACK FORM**

To help us improve the quality of County solicitations, and to make our procurement process more responsive and business friendly, please provide comments and suggestions regarding this solicitation. Please return your comments with your response. If you have chosen not to respond to this solicitation, please email this completed form to the attention of the Contract Administrator (see Key Information Summary Sheet below for contact information).

**Title: Affordable Housing Feasibility Study for Garrett County**  
**Solicitation No: 20230315**

1. If you have chosen not to respond to this solicitation, please indicate the reason(s) below:

- Other commitments preclude our participation at this time
- The subject of the solicitation is not something we ordinarily provide
- We are inexperienced in the work/commodities required
- Specifications are unclear, too restrictive, etc. (Explain in REMARKS section)
- The scope of work is beyond our present capacity
- Doing business with the State is simply too complicated. (Explain in REMARKS section)
- We cannot be competitive. (Explain in REMARKS section)
- Time allotted for completion of the Proposal is insufficient
- Start-up time is insufficient
- Bonding/Insurance requirements are restrictive (Explain in REMARKS section)
- Proposal requirements (other than specifications) are unreasonable or too risky (Explain in REMARKS section)
- Prior County contract experience was unprofitable or otherwise unsatisfactory. (Explain in REMARKS section)
- Payment schedule too slow
- Other: \_\_\_\_\_

2. If you have submitted a response to this solicitation, but wish to offer suggestions or express concerns, please use the REMARKS section below. (Attach additional pages as needed.)

REMARKS:

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**Vendor Name:**

**Contact Person:**

**Address:**

**Email:**

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## KEY INFORMATION SUMMARY SHEET

<b>Request for Proposals</b>	Affordable Housing Feasibility Study
<b>Solicitation Number:</b>	20230315
<b>RFP Issue Date:</b>	03/15/2023
<b>RFP Issuing Office:</b>	Garrett County Local Management Board
<b>Contract Administrator:</b> <b>E-mail:</b> <b>Office Phone:</b>	Fred Polce, Jr. fred.polce@maryland.gov (301) 334-7443
<b>Proposals are to be sent to:</b>	Garrett County Health Department 1025 Memorial Drive Oakland, MD 21550 ATTN: Fred Polce, Jr.
<b>Pre-Proposal Information Meeting:</b>	March 29, 2023: 1:00 PM to 3:00 PM  Meeting ID <a href="https://meet.google.com/rvz-ivfc-bxi">meet.google.com/rvz-ivfc-bxi</a>  Phone Numbers  (US)+1 609-491-2221 PIN: 291 825 031#  <a href="#">More phone numbers</a>
<b>Pre-Proposal Questions Due Date and Time</b>	March 24, 2023, by 5:00 PM EST
<b>Proposal Due (Closing) Date and Time:</b>	April 26, 2023, 5:00 PM EST
<b>Contract Type:</b>	The Contract that results for this RFP shall be an indefinite quantity contract with fixed price.
<b>Contract Duration:</b>	This award is a two-term contract. The first contract term will begin on or around May 5, 2023 - September 30, 2023. The second contract term will begin on October 1, 2023, through June 30, 2024.
<b>Primary Place of Performance:</b>	Garrett County
<b>Federal Funding:</b>	No

## **OVERVIEW**

The Garrett County Local Management Board (LMB) hereinafter known as the “**County**” unless otherwise stated, is issuing this Request for Proposals (RFP) **20230315** in order to contract for an Affordable Housing Feasibility Study for community members, agencies, and organizations impacted by homelessness or being at risk of homelessness. The **County** intends to make a single award due to this RFP.

The **County** is soliciting an invitation for an *Affordable Housing Feasibility Study* (either an individual or a qualified consulting firm) that has extensive experience in affordable housing development and expertise in data gathering, analysis, and mapping. The purpose of this invitation is to acquire the services of a qualified *Housing Analyst*, or **Offeror**, to assess the impact on populations, examine gaps and restrictions to home ownership in the county, and provide a roadmap to identify future housing options for adults, families, parents/caregivers, children, and youth. This includes families spending >35% of income on rent and/or mortgage, and those who struggle with behavioral health/substance use issues in the County.

The study should examine availability of affordable housing needs to include municipal zoning ordinances, transportation, employment, and the availability of other essential services within the rural landscape of Garrett County. Vacant buildings, lots, and residential properties should be studied and mapped as well as development standards with an analysis of renter/owner cost-burden. The **Offeror** should work to identify areas where combined factors are conducive to new affordable housing initiatives and identify areas where barriers to development exist. The resulting study should provide local municipalities, nonprofit developers, grant agencies, and community stakeholders with mapping resources providing future development locations related to the target populations within Garrett County.

The work of the **Offeror** shall commence as soon as possible for the term of five (5) months beginning on or about May 5, 2023, and ending on September 30, 2023, with a second contract term beginning October 1, 2023, and ending on June 30, 2024.

The **Offeror** shall establish a working relationship with community stakeholders to obtain necessary housing information on access to and barriers related to obtaining and maintaining a safe living environment for adults, families, parents/caregivers, children, and youth populations of Garrett County. This includes families spending >35% of income on rent and/or mortgage, and those who struggle with behavioral health/substance use issues in the County.

## **CONTRACTOR REQUIREMENTS**

**To apply for this RFP, the Contractor shall:**

- Submit a Technical and Financial Proposal.
- Be licensed to do business in the State of Maryland as authorized by the State of Maryland Department of Assessment and Taxation.
- Provide credentialing documentation with its proposal for anyone assigned as a key individual to this contract.
- Be fully staffed and able to provide services no later than 60 days from contract signing date.
- Be current and in compliance with applicable tax filings, employee benefits and licensing requirements of Garrett County; and, if a Corporation conducting business in Garrett County or the State of Maryland, shall be registered and in “Good Standing” with the Maryland State Department of Assessment and Taxation, and shall not become so in arrears during the term of the Contract.
- Include in its Proposal a commonly accepted method to prove its fiscal integrity. If available, the

**Contractor** shall include Financial Statements, preferably a Profit and Loss (P&L) statement and a Balance Sheet, for the last two (2) years (independently audited preferred), that would allow proposal evaluators to ascertain the financial stability of the **Contractor**.

- Disclose any involvement by the organization or any officer or principal in any material business litigation within the last five (5) years. The disclosure shall include an explanation, as well as the current status and/or disposition. Failure to disclose this information may lead to disqualification of the **Contractor's** proposal or cancellation of contract, whichever comes first.

## **PROGRAM EMPHASIS**

The objective of this procurement is to solicit performance-based proposals from qualified applicants to:

- Implement an Affordable Housing Feasibility Study to benefit nonprofit affordable housing development, grant agencies, and community stakeholders in Garrett County.
- Examine housing actions and restrictions for the homeless and those who struggle with mental health /substance use issues in Garrett County.
- Examine affordable housing related to municipal zoning ordinances, transportation, and the availability of other essential services.
- Map out vacant buildings, lots, and residential properties.
- Identify localities with combined factors conducive to affordable housing and those localities where barriers to development exist.
- Examine the impact of factors to acquiring housing such as income, employment, mental health or substance use disorders, medical conditions, rental history, and vacancy availability.
- Provide a roadmap through the feasibility study to future housing developments for adults, families, parents/caregivers, children, and youth populations of Garrett County

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## **PROGRAM BACKGROUND AND INFORMATION**

The **Local Management Board (LMB)** is the recipient of various State, Federal, and other grant funding. The **LMB** utilizes these funds to support local systems of care for children and families and enters contracts with local service providers to provide a variety of prevention and early intervention services.

The function of the LMB is to improve outcomes for children and families by working with community partners to plan, coordinate and monitor health and human service programs in Garrett County, Maryland. Eight Well-Being Result areas were identified as the highest priority needs in the State of Maryland and include:

- Babies Born Healthy
- Healthy Children
- Children Enter School Ready to Learn
- Children Are Successful in School
- Youth will Complete School
- Youth Have Opportunities for Employment and Career Readiness
- Communities Are Safe for Children, Youth, and Families
- Families are Economically Stable

Indicator information relating to all eight of the Child Well-Being Result areas can be found here: [Maryland's Results for Child Well-Being](#)

The Child Well-Being Results indicate emerging issues in Garrett County such as substance use, homelessness, employment barriers, child poverty, births to adolescents, depressive episodes among school-aged children, and out-of-home placements.

In April 2015, then Governor Larry Hogan tasked the Local Management Boards to focus on improving child well-being in Maryland through the following program/strategy priorities:

- Reduce the Impact of Parental Incarceration on Children, Families, & Communities
- Improve Outcomes for Disconnected/Opportunity Youth
- Reduce Childhood Hunger
- Reduce Youth Homelessness
- Increase Opportunities for Community-Based Programs and Services for Youth
- Increasing Youth Justice Diversion
- Preventing out-of-State placements

Those who experience one or more of the strategic goal issues are referred to as Strategic Goal Populations.

## **PROPOSAL REQUIREMENTS**

All proposals for funding shall be reviewed and approved by the **County**. The **Contractor** shall fulfill the requirements described below to be considered for funding. Funds are to be used to pay for the implementation, management, and operating costs of the Affordable Housing Feasibility Study. Proposals shall be aligned with the goals of the Garrett County Local Management Board, as identified below:

**Overall Goal**

The **LMB** is soliciting an invitation for an *Affordable Housing Feasibility Study* (either an individual or a qualified consulting firm) that has extensive experience in affordable housing development and expertise in data gathering, analysis and mapping. The purpose of this invitation is to acquire the services of a qualified *Housing Analyst*, or **Contractor**, to assess the impact on populations, examine gaps and restrictions to home ownership in the county, and provide a roadmap to identify future housing options for adults, families, parents/caregivers, children, and youth populations of Garrett County.

The **Contractor** is to implement a county-wide Affordable Housing Feasibility Study for community members, adults, families, parents/caregivers, children and youth impacted by homelessness and being at risk for homelessness. This includes families spending >35% of income on rent and/or mortgage, and those who struggle with behavioral health/substance use issues in Garrett County.

**Services and Related Performance Requirements**

**ESTIMATE of COSTS / PROJECT SCHEDULE**

**Proposed *Blended Hourly Rate*[1]**

<b>CONTRACT DELIVERABLE ITEMS</b>	<b>ESTIMATED DUE DATES</b>  <i>(to be finalized in contract deliverables)</i>	<b>CONTRACT DELIVERABLE ITEM / TASK</b>	<b>BEST ESTIMATE OF HOURS TO COMPLETE TASK</b> <i>(a range of hours is acceptable)</i>	<b>COST TO COMPLETE TASK</b>  <i>(hrs. x blended rate)</i>
<b>CDI#1</b>	<b>May 15 - June 15, 2023</b>	<b>The Contractor shall meet and confer with LMB Executive Director and/or LMB staff to gather project details and to prepare a detailed Project Work Plan that describes the methodology and timeframe for the Affordable Housing Feasibility Study</b>		

<b>CDI#2</b>	<b>June 15, 2023</b>	<b>The Contractor shall meet and present a detailed Project Work Plan to the LMB for the Affordable Housing Feasibility Study</b>		
<b>CDI#3</b>	<b>June 15 - September 30, 2023</b>	<b>Conduct data-gathering projects with regard to municipal zoning ordinances, rental history, housing availability, transportation, and other essential services. Examine barriers to acquiring housing such as income, employment, behavioral health or substance disorders.</b>		
<b>CDI#4</b>	<b>October 1, 2023 - June 30, 2024</b>	<b>Map out vacant buildings, lots, and residential properties</b>		
<b>CDI#5</b>	<b>October 1, 2023 - June 30, 2024</b>	<b>Identify areas with combined factors conducive to affordable housing and those areas where barriers to development exist</b>		
<b>CDI#6</b>	<b>October 1, 2023 - June 30, 2024</b>	<b>Provide a roadmap through the feasibility study to future housing developments for the targeted populations</b>		



<b>CDI#7</b>	<b>October 1, 2023 - June 30, 2024</b>	<b>Analyze and synthesize all data and prepare a report for the LMB, County Government, the Garrett Roundtable on Homelessness Committee, and The Garrett Workforce Housing Alliance specifically on affordable housing development by June 30, 2024.</b>		
<b>CDI#8</b>	<b>Monthly</b>	<b>Submit monthly reports to the LMB summarizing the amount of time expended and describe activities undertaken during the previous month</b>		
<b>CDI#9</b>	<b>Monthly</b>	<b>Provide all goods and services, meet all of the requirements requested in this proposal and be responsible for Contract performance</b>		
<b>CDI#10</b>	<b>Monthly</b>	<b>Attend meeting of The Garrett Workforce Housing Alliance, The Garrett Roundtable on Homelessness Committee and County Government</b>		

[1] **Blended Hourly Rate** is a single composite hourly rate to be applied to all time billed, without regard to the level of experience, qualifications, or hourly rates normally charged for individuals performing the work.

**DATA AND REPORTING**

The selected **Contractor** shall make any/all documents and records available for audit/evaluation to entitled Federal, State, and County officials upon request. The **Contractor** shall present updates, to the **County**, on the Housing Feasibility Study, as indicated in the CDI Table. Fiscal Reviews shall be included in the updates.

The selected **Contractor** shall collect data and create and provide a monthly progress report, provided

upon award, to be submitted by close of business on the 10th day of the month following the close of the reporting period to the **County**. Expenditure and data reporting shall be required on a monthly basis utilizing the *Contract Deliverable Table (CDI)*, which shall be provided to the **Contractor**.

**County** reserves the right to adjust and change data reporting requirements as the project evolves and/or as the Governor's Office of Crime Prevention, Youth, and Victim Services guidelines dictate.

Designate one person (Program Director) to be the liaison with the **County** to provide information for grant reporting and evaluating the services provided. Commit to meeting with the **County** on a monthly schedule from the date of the grant award to provide updates on project progress. The schedule may be modified based on performance.

### **INVOICING**

Invoices for work, services, and items not on the project timeline and/or not approved by the **County** may result in denial of further funding. The selected **Contractor** shall provide receipts and/or other documentation of expenditures. Receipts and proof of payment shall be required for reimbursement.

Invoices are to be submitted monthly or quarterly as agreed upon in the Contract (referenced below) by the 15th of the month following the end of the invoicing period to:

Brianna Graham, Accountant II: [brianna.graham@maryland.gov](mailto:brianna.graham@maryland.gov)

### **General**

- A. All invoices for services shall be verified by the **Contractor** as accurate at the time of submission.
- B. An invoice not satisfying the requirements of a Proper Invoice (as defined at COMAR 21.06.09.01 and .02) cannot be processed for payment. To be considered a Proper Invoice, invoices shall include the following information, without error:
  - 1) name and address;
  - 2) Remittance address;
  - 3) Federal taxpayer identification (FEIN) number, social security number, as appropriate;
  - 4) Invoice period (i.e. time period during which services covered by invoice were performed);
  - 5) Invoice date;
  - 6) Invoice number;
  - 7) Goods or services provided;
  - 8) Amount due; and

- 9) Any additional documentation required by State/County regulation or the Contract.
- C. Invoices that contain both fixed price and time and material items shall clearly identify each item as either fixed price or time and material billing.
- D. The **County** reserves the right to reduce or withhold Contract payment in the event the **Contractor** does not provide the **County** with all required deliverables within the time frame specified in the Contract or otherwise breaches the terms and conditions of the Contract until such time as the Contractor brings itself into full compliance with the Contract.
- E. Any action on the part of the **County**, or dispute of action by the **Contractor**, shall be in accordance with the provisions of Md. Code Ann., State Finance and Procurement Article §§ 15-215 through 15-223 and with COMAR 21.10.04.
- F. The State/County is generally exempt from federal excise taxes, Maryland sales and use taxes, District of Columbia sales taxes and transportation taxes. The **Contractor**: however, is not exempt from such sales and use taxes and may be liable for the same.
- G. Invoices for final payment shall be clearly marked as “FINAL” and submitted when all work requirements have been completed and no further charges are to be incurred under the Contract. In no event shall any invoice be submitted later than 60 calendar days from the Contract termination date.

#### **Invoice Submission Schedule**

The **Contractor** shall submit invoices in accordance with the following schedule:

- A. For items of work for which there is one-time pricing, those items shall be billed in the month following the acceptance of the work by the **County**.
- B. For items of work for which there is annual pricing, those items shall be billed in equal monthly installments for the applicable Contract year in the month following the performance of the services.

#### **For the purposes of the Contract an amount shall not be deemed due and payable if:**

- A. The amount invoiced is inconsistent with the Contract;
- B. The proper invoice has not been received by the party or office specified in the Contract;
- C. The invoice or performance is in dispute, or the **Contractor** has failed to otherwise comply with the provisions of the Contract;
- D. The item or services have not been accepted;
- E. The items or services do not meet the quality requirements of the Contract;
- F. The **Contractor** has not submitted satisfactory documentation or other evidence reasonably required by the Contract Monitor (Garrett County Local Management Board Staff) concerning performance under the Contract and compliance with its provisions.

## **INSURANCE REQUIREMENTS**

**The Contractor shall maintain, at a minimum, the insurance coverages outlined below, or any minimum requirements established by law if higher, for the duration of the Contract, including option periods, if exercised:**

The following type(s) of insurance and minimum amount(s) of coverage are required:

- Errors and Omissions/Professional Liability - \$1,000,000 per combined single limit per claim and \$2,000,000 annual aggregate.
- Worker's Compensation - The Contractor shall maintain such insurance as necessary or as required under Workers' Compensation Acts, the Longshore and Harbor Workers' Compensation Act, and the Federal Employers' Liability Act, to not be less than five hundred thousand dollars (\$500,000) per occurrence (unless a state's law requires a greater amount of coverage). Coverage must be valid in all states where work is performed.

## **NO-COST EXTENSIONS**

In the event there are unspent funds remaining on the Contract, prior to the Contract's expiration date the Contract Administrator may modify the Contract to extend the Contract beyond its expiration date for a period up to, but not exceeding, one-third of the base term of the Contract (e.g., eight-month extension on a two-year contract) for the performance of work within the Contract's scope of work. Notwithstanding anything to the contrary, no funds may be added to the Contract in connection with any such extension.

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## **PRE-PROPOSAL INFORMATION MEETING**

A pre-proposal information meeting will be held via Google Meet on Wednesday, March 29th, 2023, at 1:00 PM. To register for the Pre-Proposal Information Meeting, email [fred.polce@maryland.gov](mailto:fred.polce@maryland.gov) with the subject line “**RSVP Pre-Proposal Information Meeting RFP # 20230315**” by Friday, March 24, 2023, at 5:00 PM.

In the body of the email, please include the following information for *all* attendees:

- Full name and title
- Email
- Phone
- Organization Name and Address

Pre-Proposal Conference Details:

- A Pre-Proposal Information Meeting will be held virtually at the date, and time indicated on the Key Information Summary Sheet.
- Attendance at the Information Meeting is not mandatory, but all interested parties are encouraged to attend in order to facilitate better preparation of their Proposals.
- Following the Information Meeting, the attendance record and summary of the Information Meeting will be distributed via the same mechanism described for amendments and questions
- There will be a portion of the conference, at the end, that will be dedicated to any questions that may arise during the meeting. If time expires those questions/answers may/will be addressed in the conference summary unless further research is required.
- Those wishing to attend the Pre-Proposal Virtual Information Meeting shall RSVP no later than the time and date indicated on the form. The Pre-Proposal Information link is also referenced on the Key Information Summary Sheet as a reference point.

Pre-Proposal Questions:

- All questions relating to the RFP shall be submitted in writing via e-mail to the Contract Administrator at least five (5) days prior to the Pre-Proposal Information Meeting and/or Proposal due date or no later than the date and time specified on the Key Information Summary Sheet. The Contract Administrator or Monitor, based on the availability of time to research and communicate an answer, shall decide whether an answer can be given before the Proposal due date.

Contract Administrator

Frederick Polce, Jr.

Garrett County Local Management Board (GCLMB)

1025 Memorial Drive

Oakland, MD 21550

E-Mail: [fred.polce@maryland.gov](mailto:fred.polce@maryland.gov)

- Answers to all questions that are not clearly specific only to the requestor will be distributed via the same mechanism as for RFP amendments.
- The statements and interpretations contained in responses to any questions, whether responded to verbally or in writing, are not binding on the County unless it issues an amendment in writing.

**PROPOSAL TIMELINE**

<u>STEPS TO COMPLETION</u>	<u>COMPLETION DATE</u>
Advertise/Email	March 15, 2023
RSVP DUE for Pre-Proposal Information Meeting *See instructions in the “Pre-Proposal Information Meeting” Section	March 24, 2023, by 5:00 PM
Pre-Proposal Information Meeting	March 29, 2023, at 1:00 PM
Proposal Submission Deadline	April 26, 2023, at 5:00 PM
Review Committee Meeting	May 3, 2023
Letter of Award Disbursed	May 5, 2023

**REVISIONS TO THE RFP**

If the RFP is revised before the due date for Proposals, the **County** shall provide such addenda to all prospective **Offerors** that were sent this RFP or are otherwise known by the Contract Monitor to have obtained this RFP.

Acknowledgment of the receipt of all addenda to this RFP, issued before the Proposal due date shall accompany the **Offeror’s** Technical Proposal, or in the manner specified in the addendum notice.

Addenda made after the due date for Proposals will be sent only to those **Offerors** that remain under award consideration as of the issuance date of the addenda.

Acknowledgement of the receipt of addenda to the RFP issued after the Proposal due date shall be in the manner specified in the addendum notice.

Failure to acknowledge receipt of an addendum does not relieve the **Offeror** from complying with the terms, additions, deletions, or corrections set forth in the addendum, and may cause the Proposal to be deemed not reasonably susceptible of being selected for award.

**CANCELLATIONS**

The **County** reserves the right to cancel this RFP, accept or reject any and all Proposals, in whole or in part, received in response to this RFP, waive or permit the cure of minor irregularities, and conduct discussions with all qualified or potentially qualified Offerors in any manner necessary to serve the best interests of the **County**.

The **County** reserves the right, in its sole discretion, to award a Contract based upon the written Proposals received without discussions or negotiations.

## **ORIENTATION/KICK OFF MEETING**

The **Contractor** shall attend an Orientation/Kick off meeting with the Contract Monitor within 10 business days after Contract Commencement for the Affordable Housing Feasibility Study. The purpose of this meeting is to discuss orientation materials and topics as well as any other program related functions with all required signed documents presented at this meeting. The meeting will be held in-person with the time and duration to be mutually agreed upon between the **Contractor's** Contract Monitor and County's Contract Monitor. The **Contractor** may be required to provide Agency specific updates upon request by the Contract Monitor throughout the term of the Contract, either in person, virtually or conference calls.

## **DOCUMENTS REQUIRED UPON NOTICE OF RECOMMENDATION FOR CONTRACT AWARD**

The selected **Contractor** shall have a detailed implementation plan for establishing an Affordable Housing Feasibility Study including tasks, schedules, man-hours and any **County** assistance necessary for implementation.

Upon receipt of a Notification of Recommendation for Contract award, the selected **Contractor** shall complete and furnish the documents and attestations as follows at the Orientation/Kick Off Meeting:

- Bid/Proposal Affidavit
- Conflict of Interest Affidavit and Disclosure
- Non-Disclosure Agreement (Contractor) (if applicable)
- Contract Affidavit
- Contract

## **CONTRACT AUDITING/MONITORING**

Contract auditing/monitoring ensures compliance with applicable regulations, laws, and contract requirements. Sub-recipient agrees as per State of Maryland Policies and Procedures manual for Local Management Boards; and Federal, State, and local laws, regulations and policies. In accordance with its monitoring policy, the Garrett County Local Management Board will monitor all vendors and consultants for compliance with requirements as set forth in the Local Management Board Policy and Procedure Manual, its contracts and grants and the terms of its Agreement and other grant agreements and contracts. Staff shall conduct monitoring on an ongoing basis. Monitors may examine but are not limited to the review of monthly and/or quarterly reports as required to include financial reports, chart audits, organization operations, policies and procedures, internal and management controls, complaints, funding subaward-related activities and expenditures, and site visits.

## **TERMINATION FOR NON-PERFORMANCE**

Any Contract resulting from this RFP may be terminated by either the **County** or the selected **Contractor** by giving thirty (30) days written notice to the other party.

If the **Contractor** shall fail to fulfill in a timely and proper manner its obligations under the Contract, or if the **Contractor** shall violate any terms of the Contract, within the sole discretion of the **County** may immediately terminate the Contract by giving written notice to the selected Contractor.

## **PROPOSAL DEADLINE AND SUBMISSION**

Proposals for the Affordable Housing Feasibility Study shall be submitted by **April 26, 2023, 5:00 PM EST**.

Submit proposals via mail or in person, one copy of the Cover Page, all information from Proposal Instructions, including narratives and any applicable supporting documents with the subject line “**Response to RFP # 20230315**” to:

Garrett County Health Department  
1025 Memorial Drive  
Oakland, MD 21550  
ATTN: Fred Polce, Jr.

***INCLUDE SUBJECT LINE HERE***

***Applications received after 5:00 PM on April 26, 2023, will not be considered for review. Faxed or emailed applications will not be accepted.***

All Proposals must be sealed and clearly marked, “Request for Proposals - Affordable Housing Feasibility Study.”

## **TECHNICAL/FINANCIAL PROPOSAL INSTRUCTIONS**

Fiscal Year 2023 Affordable Housing Feasibility Study proposal applications shall not exceed 10 single-spaced pages using 12-point font in Times New Roman. Proposals shall contain a project title, a submission date, author(s), and page numbers. Proposals exceeding the 10-page limit will not be considered. Please use headings that correspond to the evaluation criterion outlined below. The proposal performance requirements narrative and program budget requirements may be submitted as separate attachments utilizing the CDI table and will not count towards the 10-page limit. Please provide detailed factual information in your narrative to address all the elements in the evaluation criteria as listed below:

1. **Problem Description:** Description of the housing problem extent in the jurisdiction, including gaps, and document the extent of the need for affordable housing related to adults, families, parents/caregivers, children, and youth populations of Garrett County. This includes families spending >35% of income on rent and/or mortgage, and those who struggle with behavioral health/substance use issues in Garrett County.
2. **Expertise and Organizational Capacity:** Description of Offeror’s expertise and organizational capacity to provide an Affordable Housing Feasibility Study.
3. **Project Description:** Provide a description of your feasibility study including at minimum:
  - a. A Project Work Plan describing the methodology and timeline for the Affordable Housing Feasibility Study
  - b. How your organization will identify and analyze the specified populations (see problem description) with barriers to affordable housing in Garrett County
  - c. How your organization will analyze affordable housing gaps, opportunities, and barriers in the county
  - d. How your organization will synthesize future housing opportunities/development for the specified populations (see problem description).



4. **Project Timeline:** Clear and concise timeline with descriptions for the implementation of services which include tasks, schedules, man-hours and any **County** assistance necessary for implementation.
5. **Performance Requirements:** Identification of performance and outcome indicators to be used to evaluate the Contract Deliverables Items (CDI), as referenced on pages 7-9, including a description of the expected schedule for measuring performance. *(may submit as an attachment and does not count towards page count)*
6. **Financial Proposal:** *(shall be submitted as an excel attachment and does not count towards page count)*
  - a. **Line-Item Budget** for the projected Affordable Housing Feasibility Study found in the CDI, budget shall align with the proposed activities. Contract terms are for five (5) months beginning on or about May 5, 2023, and ending on September 30, 2023, with a second contract term beginning October 1, 2023 and ending on June 30, 2024.
  - b. **Budget Narrative** utilizing the CDI to display the blended hourly rate and hours expected per deliverable.

## **FINANCIAL PROPOSAL INSTRUCTIONS**

**See the Contract Deliverable Item/Task Table**

### **REVIEW PROCESS**

Evaluation of proposals will be performed by a committee established for that purpose and based on the evaluation criteria set forth below. A panel of three (3) independent Evaluation Committee members will conduct the proposal review process using the rating scale below and completing the RFP Rating Sheet (Attachment 2). Three individuals rank the Technical and Financial RFP independently and then meet for a Review Committee Meeting. Upon completion of the Technical Proposal evaluations and rankings, each **Offeror** will receive an overall ranking.

The County prefers the **Offeror's** Technical Proposal to illustrate a comprehensive understanding of work requirements and mastery of the subject matter, including an explanation of how the work will be performed. Proposals which include limited responses to work requirements such as "concur" or "will comply" will receive a lower ranking than those Proposals that demonstrate an understanding of the work requirements and include plans to meet or exceed them.

The Contract will be awarded in accordance with the Competitive Sealed Proposals (CSP) method. The CSP method allows for the conducting of discussions and the revision of Proposals during these discussions. Therefore, the **County** may conduct discussions with all **Offerors** that have submitted Proposals that are determined to be reasonably susceptible of being selected for contract award or potentially so. However, the **County** reserves the right to make an award without holding discussions.

With or without discussions, the **County** may determine the **Offeror** to be not responsible or the **Offeror's** Proposal to be not reasonably susceptible of being selected for award at any time after the initial closing date for receipt of Proposals and prior to Contract award

The Contract Administrator will recommend award of the **Contract** to the responsible **Offeror** that submitted the Proposal determined to be the most advantageous to the **County**. In making this most advantageous Proposal determination, technical factors will receive equal weight with the financial factors. A Contract shall be awarded to the responsible **Offeror(s)** submitting the Proposal that has been

determined to be the most advantageous to the **County**, considering price and evaluation factors set forth in this RFP. The decision to award funds of any amount will be final and based on the merits of the proposal, under the following categories:

<b>Category</b>	<b>Points Possible</b>
1) Problem Description	10
2) Expertise & Organizational Capacity	10
3) Project Description	20
4) Project Timeline	20
5) Performance Requirements	20
6) Financial Proposal	20
<b>Total:</b>	_____

**Total Points Possible: 100**

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**Attachment 2: INTERNAL USE ONLY**  
**GARRETT COUNTY Affordable Housing Feasibility Study**  
**RFP RATING SHEET**

Organization Name: \_\_\_\_\_

Category	Possible Points	Score Given
1) Problem Description	10	_____
2) Expertise & Organizational Capacity	10	_____
3) Project Description	20	_____
4) Project Timeline	20	_____
5) Performance Requirements	20	_____
6) Financial Proposal	20	_____
		_____

**Total:**

**Notes**

Reviewer Name

Date