



**ON BEHALF OF THE PHILADELPHIA LAND BANK**

# **Request for Qualifications Non-Profit Developer Program**

**PHILADELPHIA HOUSING DEVELOPMENT CORPORATION  
LAND MANAGEMENT  
1234 MARKET STREET, 17<sup>TH</sup> FLOOR  
PHILADELPHIA, PENNSYLVANIA 19107**

**June 2024**

**NOTICE: The Philadelphia Land Bank is subject to the Pennsylvania Right to Know Law. Any information provided in your response to this Request for Proposals may be subject to disclosure to the public. Documents provided in response to this RFP may also be required to be disclosed by applicable law, subpoena, and/or court order.**

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### **Exhibits (supplied as separate files to be submitted):**

Exhibit A. Philadelphia Tax Status Certification

Exhibit B. Project List Template

# Application Process

PHDC seeks qualified non-profit developers (herein, "Respondents") interested in participating in PHDC's Non-Profit Developer Program ("NPDP").

## Submission Deadline

**Respondents must submit applications by July 12, 2024, by 5:00 PM;** absolutely no applications will be accepted after that time for any reason.

## Questions/Requests for Additional Information

PHDC will accept questions and requests for additional information directed in writing to **npdp@phdc.phila.gov** through 5:00 P.M. on June 26, 2024. Questions, responses, and additional information will be posted on the PHDC website within seven (7) business days of July 3, 2024.

## Related Parties

Respondents may submit only one response ("Response") to this RFQ. Individuals or businesses that are legally related to each other or to a common entity may not submit separate Responses. PHDC and the City of Philadelphia (the "City"), in their sole and absolute discretion, retain the right to reject any Response where:

1. Respondents or principals of Respondents are substantially similar or substantially related parties; or
2. PHDC has determined that the Respondent has violated these conditions or the spirit of these conditions.

## Submission Process

Response submission must be completed online by clicking the Online Submission button via the electronic portal on PHDC's website (<http://www.phdcphila.org/>).

## Disqualification Responses will be disqualified if:

1. They are submitted after the specified deadline;
2. They are submitted by some means other than the formats listed above.
3. If the Response package is incomplete.

## Schedule

The timeline for this opportunity:

Event	Date
RFQ posted	June 12, 2024
Questions and requests for additional information due	June 26, 2024
Qualification responses due	July 12, 2024
Participants selected (Estimate)	July 17, 2024

The schedule of mandatory programming:

Event	Date
RFP Training 1	Tuesday, July 23, 2024 @ 1 - 2:30PM
RFP Training 2	Thursday, July 25, 2024 @ 1 - 2:30PM
RFP Training 3	Tuesday, July 30, 2024 @ 1 - 2:30PM
RFP Training 4	Thursday, August 1, 2024 @ 1 - 2:30PM
RFP Training 5	Tuesday, August 6, 2024 @ 1 - 2:30PM
RFP Training 6	Thursday, August 8, 2024 @ 1 - 2:30PM

PHDC reserves the right, in its sole discretion, to alter this schedule as it deems necessary or appropriate.

## **Program Description and Training**

PHDC invites Responses from Respondents to participate in the Non-Profit Developer Program (NPDP). PHDC seeks qualified local, non-profit developers.

The Non-Profit Developer Program is a business technical assistance program for Philadelphia non-profits providing an online training course. The course will cover the regulatory requirements of the 2020 Disposition Policy and PHDC Land Management application process. The Land Management requirements include site selection, standard compliance forms, architectural planning, budget submissions, financial requirements and documentation, as well as the submission and approval process.

### **Program Eligibility Requirements**

#### **Respondents must be:**

- An established non-profit business entity, minimum two years. No new non-profit business entities will be considered regardless of experience.
- Pennsylvania registered non-profit and/or 501 (c) 3 designated non-profit doing business in Philadelphia.
- The non-profit must show evidence of developing affordable housing as a primary developer, i.e. LIHTC, NMTC, and/or in-fill single-family home development.
- Executive Director/Principal or primary designee (full-time employee) must attend all mandatory sessions. One additional employee other than the Executive Director may participate per company. Subcontractors and consultants are not eligible to attend.

### **Proposal Submission Requirements**

Respondents will be considered based upon review of their submissions.

Required submission Items include:

- Complete the Application
- A brief bio of key company team members.
- Articles of non-profit formation for company.
- Project List
- Completed Philadelphia Tax Status Certification
- A narrative describing the applicant's completed strategic plans related to real estate development.

## **Event of Disqualification or Default**

Subsequent to the selection of a Respondent, PHDC may treat any of the following as an event of disqualification or default:

1. Unilateral withdrawal by the selected Respondent;
2. Failure by the Respondent for any reason whatsoever to timely execute any Development Agreement or other agreement when tendered;
3. Material misrepresentation, omission, or inaccuracy contained in any document submitted either as part of the Response, or subsequent thereto.
4. Failure to provide in a timely manner the additional material required after selection throughout the program.

Upon the happening of an event of disqualification or default by the Respondent, PHDC shall have the right, at its election, to:

1. Rescind its selection; or
2. Declare null and void any agreement that may already have been executed.

## **Declarations and Other Information**

### **Change and/or Contract Modifications**

PHDC reserves the right to increase or decrease requirements, or make any changes necessary, at any time during the duration of any agreement, or any negotiated extension thereof.

### **Economic Inclusion**

PHDC strongly encourages and promotes the employment of qualified MWDBE firms in all aspects of its procurement of goods and services. If Respondent is a Certified MWDBE; please submit information to confirm Certification as part of response.

### **Tax Clearance and Conflict of Interest Form**

Respondents must provide evidence satisfactory to PHDC that all municipal taxes, including business taxes, real estate, school, water and sewer charges, if applicable, are current for both the individual Respondent and the Respondent's firm or any other LLC or partnership in which the Respondent or Respondent's firm is a participant, and that neither is currently indebted to the City; will at any time during the term of the NPDP program be indebted to the City, for or on account of any delinquent taxes, liens, judgments, fees or other debts for which no written agreement or payment plan satisfactory to the City has been established.

## Terms and Conditions

By submitting a Response to this RFQ, a Respondent affirmatively acknowledges: (i) its acceptance of the terms and conditions of this RFQ; (ii) PHDC may exercise in its sole discretion the following rights; and (iii) PHDC may exercise the following rights at any time and without notice to any Respondent:

1. to reject any and all Responses;
2. to supplement, amend, substitute, modify or re-issue the RFQ with terms and conditions materially different from those set forth here;
3. to cancel this RFQ with or without issuing another RFQ;
4. to extend the time period for responding to this RFQ;
5. to solicit new Responses;
6. to conduct personal interviews with any Respondent to assess compliance with the selection criteria;
7. to request additional material, clarification, confirmation or modification of any information in any and all Responses;
8. to negotiate any aspect of a Response;
9. to terminate negotiations regarding any and all Responses at any time;
10. to expressly waive any defect or technicality in any Response;
11. to rescind selection if PHDC determines that the Response does not conform to the specifications of this RFQ;
12. to rescind selection if PHDC determines that the specifications contained in this RFQ are not in conformity with law or that the process in selection of a Respondent or Response was not in conformity with law or with the legal obligations of PHDC;
13. each Respondent agrees to indemnify, protect and hold harmless PHDC and the City from any and all losses, injuries, expenses, demands and claims against PHDC or the City sustained or alleged to have been sustained in connection with or resulting from (i) the submission of the Respondent's Response; (ii) the delivery by the Respondent to PHDC of any other documents or information; and (iii) any other conduct undertaken by the Respondent in furtherance of or in relation to the Respondent's proposal. Each Respondent agrees that its duty to indemnify and hold harmless shall not be limited to the terms of any liability insurance, if any, required under this RFQ or subsequent contract.

Neither PHDC nor the City is under any obligation whatsoever to Respondent as a result of this RFQ. The RFQ does not represent any commitment on the part of PHDC and/or the City to Respondent or the MDP. In no event shall PHDC or the City be responsible for any cost, expense or fee incurred by or on behalf of Respondent in connection with the RFQ. Respondent shall be solely responsible for all such costs, expenses and fees.

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