

RIHousing

Request for Proposals Relocation Assistance Consulting Services

INTRODUCTION

Through this Request for Proposals (“RFP”), Rhode Island Housing (“RIHousing”) seeks proposals from qualified firms to provide technical assistance for development projects requiring adherence to the relocation policies impacting programs funded by the Office of Community Planning and Development (“CPD”) of the United States Department of Housing and Urban Development (“HUD”). Firms should have specific experience related to: (1) development of relocation policies and procedures, (2) training related to creating and implementing relocation plans, (3) actual practice of implementing the Uniform Relocation Assistance and Real Property Acquisition Act for Federal and Federally Assisted Programs, as amended (“URA”) and (4) Section 104(d) of the Housing and Community Development Act of 1974, as amended. RIHousing seeks relocation strategies that will comply with federal rules and regulations and advice and guidance on relocation issues as needed.

INSTRUCTIONS

One (1) original(s) and **two (2)** copies of the proposal should be submitted to RIHousing, 44 Washington Street, Providence, Rhode Island 02903-1721, Attn: **Eric Alexander, Assistant Director of Development**. Please also direct a courtesy copy by email to: **ealexander@rihousing.com**. Proposals should be concise and include all attachments and work samples. Proposals should be presented on business letterhead.

Proposals must be received no later than 5:00 EST p.m. on Friday, November 16, 2018.

Respondents are advised that all submissions (including those not selected for engagement) may be made available to the public on request upon completion of the process and award of a contract(s).

SCOPE OF WORK

Please see the Scope of Work provided at Attachment A.

ITEMS TO BE INCLUDED WITH YOUR PROPOSAL

Please note that failure to provide any information, certification, or document requested in this RFP may cause your submission not to be scored.

A. General Firm Information

Submission
Check List

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1. Provide a brief description of your firm, including but not limited to the following:
 - a. Name of the principal(s) of the firm.
 - b. Name, telephone number and email address of a representative of the firm authorized to discuss your proposal.
 - c. Address of all offices of the firm.
 - d. Number of employees of the firm.

B. Experience and Resources

1. Describe your firm and its capabilities. In particular, support your capacity to provide technical assistance to CPD-funded programs and your knowledge of relocation requirements under a multitude of programs.

2. Detail the firm's experience developing handbooks, policies and procedures or administrative guidance for state and/or local government agencies. To the extent applicable, describe the firm's experience developing such materials with respect to relocation.

3. Indicate which principals and associates from your firm would be involved in providing services to RIHousing. Provide appropriate background information for each such person and identify his or her responsibilities.

4. Provide a detailed list of references, including a contact name and telephone number for organizations or businesses for whom you have performed similar work.

5. Identify any conflict of interest that may arise as a result of business activities or ventures by your firm and associates of your firm, employees, or subcontractors as a result of any individual's status as a member of the board of directors of any organization likely to interact with RIHousing. **If none, please provide a statement to such effect.**

6. Identify any material litigation, administrative proceedings or investigations in which your firm is currently involved. Identify any material litigation, administrative proceedings or investigations, to which your firm or any of its principals, partners, associates, subcontractors or support staff was a party, that has been settled within the past two (2) years. **If none, please provide a statement to such effect.**

7. Describe how your firm will handle actual and or potential conflicts of interest.

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8. Identify individuals in your firm with multi-lingual skills, who are available to assist with communication in languages other than English. Please identify the language(s).

C. Fee Structure

The cost of services is one of the factors that will be considered in awarding this contract. The information requested in this section is required to support the reasonableness of your fees.

1. Please provide a cost proposal for providing the Scope of Work at Attachment A. For all tangible items (e.g. development of Policies and Procedures, Training as outlined in Attachment A) please provide a flat rate. For technical assistance on a project-by-project basis, please provide an hourly rate.

2. Provide an itemized breakdown of billing rates and hourly costs, list of key personnel and their hourly rates, reimbursable expenses, etc. for any services that may be requested in addition to the services previously described.

3. Please provide any other fee information applicable to the engagement that has not been previously covered that you wish to bring to the attention of RIHousing.

D. Miscellaneous

1. RIHousing encourages the participation of persons of color, women, persons with disabilities and members of other federally and State-protected classes. Describe your firm's affirmative action program and activities. Include the number and percentage of members of federally and State-protected classes who are either principals or senior managers in your firm, the number and percentage of members of federally and State-protected classes in your firm who will work on RIHousing's engagement and, if applicable, a copy of your Minority- or Women-Owned Business Enterprise state certification.

2. Discuss any topics not covered in this Request for Proposals that you would like to bring to RIHousing's attention.

E. Certifications

1. RIHousing insists upon full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors. This law requires State Vendors entering into contracts to provide services to an agency such as RIHousing, for the aggregate sum of \$5,000 or

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more, to file an affidavit with the State Board of Elections concerning reportable political contributions. The affidavit must state whether the State Vendor (and any related parties as defined in the law) has, within 24 months preceding the date of the contract, contributed an aggregate amount in excess of \$250 within a calendar year to any general officer, any candidate for general office, or any political party. Please acknowledge your understanding of this in your RFP response.



2. Does any Rhode Island “Major State Decision-maker,” as defined below, or the spouse or dependent child of such person, hold (i) a ten percent or greater equity interest, or (ii) a Five Thousand Dollar or greater cash interest in this business?

For purposes of this question, “Major State Decision-maker” means:

(i) All general officers; and all executive or administrative head or heads of any state executive agency enumerated in § 42-6-1 as well as the executive or administrative head or heads of state quasi-public corporations, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;

(ii) All members of the general assembly and the executive or administrative head or heads of a state legislative agency, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;

(iii) All members of the state judiciary and all state magistrates and the executive or administrative head or heads of a state judicial agency, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, chief of staff or state court administrator.

If your answer is “Yes,” please identify the Major State Decision-maker, specify the nature of their ownership interest, and provide a copy of the annual financial disclosure required to be filed with the Rhode Island Ethics Commission pursuant to R.I.G.L. §§36-14-16, 17 and 18. If your answer is “No,” please provide a statement to such effect.

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3. In the course of providing goods or services to RIHousing, the selected respondent may receive certain personal information specific to RIHousing customer(s) including, without limitation, customer names and addresses, telephone numbers, email addresses, dates of birth, loan numbers, account numbers, social security numbers, driver's license or identification card numbers, employment and income information, photographic likenesses, tax returns, or other personal or financial information (hereinafter collectively referred to as the "Personal Information"). The maintenance of the Personal Information in strict confidence and the confinement of its use to RIHousing are of vital importance to RIHousing. **Please include a letter from your president, chairman or CEO certifying that, in the event your firm is selected:**

(i) any Personal Information disclosed to your firm by RIHousing or which your firm acquires as a result of its services hereunder will be regarded by your firm as confidential, and shall not be copied or disclosed to any third party, unless RIHousing has given its prior written consent thereto; and

(ii) your firm agrees to take all reasonable measures to (a) ensure the security and confidentiality of the Personal Information, (b) protect against any anticipated threats or hazards to the security or integrity of the Personal Information, and (c) maintain reasonable security procedures and practices appropriate to your firm's size, the nature of the Personal Information, and the purpose for which the Personal Information was collected in order to protect the Personal Information from unauthorized access, use, modification, destruction or disclosure; and

(iii) when discarding the Personal Information, destroying it in a commercially reasonable manner such that no third party can view or recreate the information, electronically or otherwise.

These provisions, which implement the requirements of the Rhode Island Identity Theft Protection Act, R.I.G.L. § 11-49.2 et seq., will also be incorporated into the final contract with the selected respondent(s). In addition, if selected, your firm may be requested to provide a copy of its information security plan.



4. Please include a letter from your president, chairman or CEO certifying that (i) no member of your firm has made inquiries or contacts with respect to this Request for Proposals other than in an email or written communication to **Eric Alexander at ealexander@rihousing.com** seeking clarification on the Scope

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of Work set forth in this proposal, from the date of this RFP through the date of your proposal, (ii) no member of your firm will make any such inquiry or contact until after **October 12, 2018**, (iii) all information in your proposal is true and correct to the best of her/his knowledge, (iv) no member of your firm gave anything of monetary value or promise of future employment to a RIHousing employee or Commissioner, or a relative of the same, based on any understanding that such person's action or judgment will be influenced and (v) your firm is in full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors.

EVALUATION AND SELECTION

A selection committee consisting of RIHousing employees (the "Committee") will review all proposals and make a determination based on the following factors:

- Professional capacity to undertake the Scope of Work
- Proposed fee structure
- Ability to perform within time and budget constraints
- Evaluation of potential work plans
- Previous work experience in assisting organizations to develop and implement relocation plans;
- Recommendations by references
- Firm minority status and affirmative action program or activities
- Foreign language capabilities of the firm
- Other pertinent information submitted.

RIHousing may invite one or more finalists to make presentations.

In its sole discretion, RIHousing may negotiate with one or more firms who have submitted qualifications to submit more detailed proposals on specific projects as they arise.

By this Request for Proposals, RIHousing has not committed itself to undertake the work set forth. RIHousing reserves the right to reject any and all proposals, to rebid the original or amended scope of services and to enter into negotiations with one or more respondents. RIHousing reserves the right to make those decisions after receipt of responses. RIHousing's decision on these matters is final.

For additional information contact: Eric Alexander, Assistant Director of Development, at ealexander@rihousing.com or via phone at (401) 457-1236.

Revised: October 2018

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Attachment A

Scope of Work

RIHousing seeks to engage a qualified firm to advise its Development Division in the development of policies and procedures regarding relocation and provide technical assistance for relocation services needed for projects funded by the Community Planning and Development office (“CPD”) of the United States Department of Housing and Urban Development (HUD).

Since 1992, RIHousing has administered the HOME Investment Partnership Program (“HOME Program”) on behalf of the State of Rhode Island to assist nonprofit developers, for-profit developers, municipalities, public housing authorities, and individual homebuyers in the acquisition, rehabilitation, and new construction of affordable housing serving low- and very low-income individuals and families. In 2016, we also began administering the Housing Trust Fund (“HTF Program”) to provide funding for the acquisition, rehabilitation and new construction of affordable housing for extremely low-income households. Both are CPD-funded programs subject to the Uniform Relocation Assistance and Real Property Acquisition Policies Act for Federal and Federally Assisted Programs, as amended (“URA”) and Section 104(d) of the Housing and Community Development Act of 1974, as amended.

The successful respondent will assist RIHousing with best practices and all applicable relocation requirements and guidance, make recommendations for operational changes, develop new and revised program documents as needed, and provide technical assistance to RIHousing staff on relocation requirements for individual projects. Each of these components is further described below.

Review of Best Practices and Relocation Requirements and Guidance

The selected firm will reach out to a representative sample of other state housing finance agencies (“HFAs”) participating in CPD-funded programs and compare RIHousing’s policies and procedures to those of other HFAs. The selected firm will also collect and perform a detailed review of all applicable relocation rules, regulations, notices, program guides, handbooks, and other published guidance. From these activities, the firm will provide a written assessment of relocation best practices for discussion with RIHousing.

Development of Recommendations and Documents

The selected firm will develop recommendations based on the assessment activities in the foregoing paragraphs, and advise RIHousing with respect to (i) operational changes and (ii) amendments to and supplementation of existing program forms and documents. All such recommendations and advice must be reflected in a written, step-by-step workplan for carrying out program changes.

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The firm will develop a collection of program forms and documents for RIHousing's use in the governance and management of its CPD-funded programs, including, but not limited to, forms for compliance tracking purposes. Documents may include new templates, flow charts, checklists and/or modifications to existing forms and documents.

Training

The selected firm will provide RIHousing staff members with training on relocation and on its policies and procedures developed as part of this scope of work. It will also provide at least one (1) external partner training on relocation requirements for state, municipal and developer partners (approximately 25 organizations).

Technical Assistance

The firm will provide RIHousing with ongoing technical assistance and project-specific recommendations regarding relocation requirements on a case-by-case project basis. In any given year, RIHousing expects to fund approximately ten to fifteen (10-15) projects that would require this type of technical assistance. This assistance would ensure RIHousing, as the participating jurisdiction overseeing the HOME Program and HTF Program, is compliant with state and federal laws regarding relocation. The actual relocation plans and processes will be managed by individual development teams and is not included in this scope of work.

Proposed Schedule:

Firm selection and contract

Assessment activities complete:

Written plan/recommended actions:

Training (internal/external):

Project-specific technical assistance:

Due:

January 2019

March 2019

May 2019

June 2019

Ongoing