



REQUEST FOR PROPOSALS
Development of Affordable Housing in Cranston

Posting Date: November 1, 2024

Response Submission Deadline: 3:00 p.m. EST on November 21, 2024

Mandatory Walkthrough Date/Time: Thursday, November 7, 2024 at 10am

Optional Supplemental Walkthrough Date/Time: Monday, November 18, 2024 at 12pm

NOTE TO RESPONDENTS:

Please be advised that **all** submissions (including those not selected for engagement) may be made available to the public on request pursuant to the Rhode Island Access to Public Records Act, Chapter 2 of Title 38 of the Rhode Island General Laws (the “APRA”) upon award of a contract(s). As a result, respondents are advised not to include information that they deem proprietary or confidential or that constitutes a trade secret.

INTRODUCTION

Through this Request for Proposals (“RFP”), the Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”) seeks proposals from qualified firms for the development of affordable housing at 1739 Broad Street, Cranston, RI 02905 (the “Property”), which is currently owned by a subsidiary of RIHousing, Rhode Island Housing Development Corporation (“RIHDC”). The successful respondent will acquire the Property from RIHDC and undertake all aspects to complete the development process subject to a development agreement with RIHousing and/or RIHDC. Additional site information is provided in Attachment B.

To assist with due diligence, please consult the following files, which are being made available with this RFP:

- Architectural plans commissioned by previous owner

The foregoing documents are being provided for informational purposes only and are not intended to be a substitute for any due diligence to be undertaken by the respondent. Respondents are encouraged to review available public records and undertake independent investigation. A **mandatory** walkthrough of the Property for potential respondents will be conducted on Thursday November 7, 2024 at 10am. An optional supplemental walkthrough of the Property for potential respondents who attended the mandatory walkthrough will be conducted on Monday, November 18, at 12pm.

INSTRUCTIONS

Proposals must be submitted via email to: **James Comer, Deputy Executive Director**, jcomer@rihousing.com no later than the response submission deadline set forth above.

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Proposals should be concise and adhere to the word count applicable to each section of this Request for Proposals (“RFP”). Proposals should be presented on business letterhead and include all attachments, certifications (including the Submissions Certification at Attachment A), and work samples (as applicable). Please note that failure to provide any information, certification, or document requested in this RFP may cause your submission not to be reviewed or considered by RIHousing.

RIHousing may invite one or more finalists to make presentations. Updates, amendments and Q&As related to this Request for Proposals may be posted from time to time at: [RFPs & RFQs | RIHousing](#).

SCOPE OF WORK

Please see the Scope of Work provided in Attachment B.

ITEMS TO BE INCLUDED WITH YOUR PROPOSAL

**SUBMISSION
CHECKLIST**

Section A: General Firm Information (Total word limit: 500 words)

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, business telephone number and business email address of a representative of the firm authorized to discuss your proposal.
 - c. Locations of all offices of the firm.
 - d. Number of employees of the firm.

RIHousing requests that the contact information provided in response to this subsection (1) be strictly limited to business addresses, telephone numbers, and email addresses to protect any personal information from being made available to the public pursuant to APRA.

Section B: Experience and Resources (Total word limit: 1000 words)

1. Describe your firm and its capabilities. In particular, support your capacity to perform the Scope of Work.

2. Indicate which principals and associates from your firm would be involved in the development of the Project. Provide appropriate background information for each such person and identify their responsibilities.

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- 3. If applicable, please indicate the name of any development partners that would be involved in providing services to your firm. Provide appropriate background information for each person or entity, identify the person's responsibilities and outline their capabilities.
- 4. Provide a detailed list of recent developments completed, please include location, unit information, and any special population(s) served if applicable.

Section C: Project Proposal (Total word limit: 3500 words)

- 1. Financing. Provide a preliminary outline of sources and uses for the development proposal. Identify any public resources required and how the proposal meets the affordability requirements of the proposed financing.
- 2. Timeline. Provide a timeline for development including at a minimum: predevelopment activities including site planning, due diligence, construction drawings; completion of project financing; start of construction; and delivery of completed units.
- 3. Approach. Include a discussion of potential site uses and design with the following information: proposed type of housing; proposed site layout including building footprint, site improvements and general dimensions; proposed building type, size, and construction materials including exterior elevations; and dwelling unit distribution by size, bedroom and bath count, floor plans. If the developer is proposing to serve a specific target population with the affordable housing, please describe the target population(s) and services to be provided to such target population(s). Please also provide any written agreement(s) with services providers to provide housing stability services to the target population(s) indicated.

Section D: Affirmative Action Plan and Minority Owned Business/Women Owned Business

- 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 this project and, if applicable, a copy of your Minority- or Women-Owned Business Enterprise state certification.

Section E. Certifications

- All applicants must respond to and provide documentation as outlined in the Request for Proposals Submission Certifications in Attachment A.

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EVALUATION AND SELECTION

A selection committee composed of RIHousing staff will review all proposals that meet the requirements set forth in the “Instructions” section of this RFP and make a selection based on the following factors:

- Professional capacity to undertake the Scope of Work (as evaluated by Section B: Experience and Resources);
- Ability to perform within time and budget constraints (as evaluated by Section C: Project Proposal);
- Evaluation of proposed project approach, including number and depth of affordability of units (as evaluated by Section C: Project Proposal);
- Target population(s) proposed to house in development, if applicable, and written agreement(s) demonstrating supportive services partnership(s) to assure tenant support in obtaining and maintaining housing, if applicable. (as evaluated by Section C: Project Proposal);
- Previous work experience and performance providing housing and services to the proposed population(s).
- If the developer is proposing to serve a specific target population with the affordable housing; evaluation of written agreements with services providers to provide housing stability services to the target population(s) indicated (as evaluated by Section C: Project Proposal);
- Financial capacity of the Developer; soundness of plan of finance (as evaluated by Section C: Project Proposal);
- Affirmative action plan (as evaluated by Section D: Affirmative Action Plan and Minority Owned Business/Women Owned Business);
- Other pertinent information provided

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

For additional information (limited to clarification of the Scope of Work) contact: James Comer, Deputy Executive Director, jcomer@rihousing.com

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Attachment A

Requests for Proposals Submission Certifications

Please respond to **all** items below and include it in your response to this RFP. Be sure to include any additional information in the space provided or as an attachment as needed. Please ensure that any attachments refer to the appropriate item by name (e.g., “Conflicts of Interest,” “Major State Decision Maker,” etc.).

Total word limit for Sections A and B: 500 words

Section A: Conflicts of Interest

1. 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, check below.**

None

2. Describe how your firm will handle actual and/or potential conflicts of interest (*please include in your proposal or attach a sheet with this information*).

Section B: Litigation, Proceedings, Investigations

1. Identify any material litigation, administrative proceedings, or investigations in which your firm is currently involved. **If none, check below.**

None

2. 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 finally adjudicated or settled within the past two (2) years. **If none, check below.**

None

Section C: 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 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

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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 below.**

I have read and understand the requirements of Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors.

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.

Please indicate your response below.

Yes

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.

No

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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 certify below 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.

I certify that in the event our firm is selected, we will comply with the Personal Information and Security guidelines noted above.

4. Your firm's president, chairperson or CEO must certify below that (i) no member of your firm has made inquiries or contacts with respect to this RFP other than in an email or written communication to **James Comer, jcomer@rihousing.com** seeking clarification on the Scope of Work set forth in this proposal, from the date of this RFP through the date of your proposal submission, (ii) no member of your firm will make any such inquiry or contact until after an award is made, (iii) all information in the proposal is true and correct to the best of your knowledge, and (iv) no member of your firm gave anything of monetary value

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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.

I certify that no member of our firm has made or will make any such inquiries or contacts; all information supplied is true and correct; no member of our firm has provided anything of value to influence RIHousing; and our firm is in compliance with applicable political contribution reporting.

President, Chairperson or CEO (*print*): _____

Signature: _____

Firm Name: _____

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Attachment B

Scope of Work

Rhode Island Housing Development Corporation (“RIHDC”), a subsidiary of RIHousing, currently owns a multi-family residential property comprised of six (6) rental units, which is situated on at 1739 Broad Street in Cranston, Rhode Island (hereinafter the “Project”). RIHousing seeks proposals to complete the development of the Project and operate it as affordable housing. The successful respondent will acquire the Project from RIHDC and will plan and carry out all aspects to complete the development process, subject to a development agreement with RIHousing and/or RIHDC.

The acquisition price of the Project is approximately \$421,700 plus any and all carrying costs and property maintenance costs incurred by RIHDC during its ownership of the Project (the “Full Acquisition Price”). The successful respondent must work with RIHousing to develop a plan for transferring ownership of the Property.

Prior to RIHDC’s acquisition, the Project was subject to a Thresholds Grant Agreement, which required that the Project be available for lease to consumers or persons with intellectual disabilities or behavioral health issues (meaning those with mental health or substance abuse disorders) who do not require 24-hour supervision (such individuals, “Thresholds-eligible Tenants”). If the developer proposes to lease the Project to Thresholds-eligible Tenants, the developer will be required to execute and record a new Thresholds use restriction agreement upon acquisition of the Project from RIHDC and the Full Acquisition Price will be reduced by the amount of the Thresholds Grant, which is approximately \$421,700.

Alternatively, the developer may choose to identify other target population(s) and supportive services partnership(s) to support such target population(s), if desired. The developer must fully describe in its proposal the population(s) to be served and outreach strategies as well as provide any written agreements with partners describing services to be provided for the Project. If the State of Rhode Island Department of Behavioral Healthcare, Developmental Disabilities and Hospitals (“BHDDH”), which was a third party beneficiary of the Thresholds Grant Agreement, accepts such target populations and supportive services in lieu of the standard Thresholds obligations and restrictions, the developer must sign a new use restriction agreement upon acquisition of the Project from RIHDC and the Full Acquisition Price will be reduced by the amount of the Thresholds Grant, which is approximately \$421,700.

If, however, the developer chooses not to lease the Project to Thresholds-eligible Tenants or other target populations approved by BHDDH pursuant to the foregoing paragraph, the developer will be required to pay the Full Acquisition Price for the Project.