

**Request for Action**  
**by**  
**Board of Commissioners**

**Pre-Qualification of Section 106 and State Historic Review Consultants**

**1. Summary of Request**

This Request for Action (“RFA”) is for the authorization of Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”) to establish a roster of pre-qualified firms to assist RIHousing with certain aspects of federal and state-level historic reviews, including making eligibility determinations as required by Section 106 of the National Historic Preservation Act of 1966 (“Section 106”), for properties receiving federal and/or state funding. RIHousing may accept bids from and engage such firms on an as-needed basis to provide these services, either in part or whole.

RIHousing must complete Section 106 reviews, in part or in whole, for various federally-funded programs, including the agency’s LeadSafe Homes Program and programs to finance the development and preservation of affordable housing units, including HOME, HOME-ARP (American Rescue Plan), Capital Magnet Fund, HFA Multifamily Housing Financing Program – Risk Share 542 (c), and Housing Trust Fund. RIHousing must also complete Section 106 reviews for projects funded under HUD’s Community Project Funding Grant. In addition, RIHousing must complete state-level historic reviews for certain state-funded programs. These state-level historic reviews incorporate and mirror aspects of the Section 106 review process.

Consequently, RIHousing issued a Request for Proposals (“RFP”) for firms that are qualified to complete Section 106 and state-level historic reviews.

The RFP notice was posted on the RIHousing website as well as the website maintained by the State of Rhode Island Department of Administration, Division of Purchases. In addition, the RFP was sent by email to more than 500 partners, organizations, consultants and communications and research agencies.

Ultimately, RIHousing received proposals from two (2) unique firms.

A selection committee comprised of RIHousing staff (the “Review Committee”) reviewed the responses in accordance with the criteria set forth in the RFP and determined whether respondents were qualified to perform the required services. Based on this review, RIHousing seeks approval to include the following two (2) firms on its roster for Section 106 and state-level historic reviews:

The Public Archaeology Laboratory, Incorporated  
Runyon Heritage Associates

The selected firms will appear on RIHousing's roster of pre-qualified Section 106 consultants for a period of three years, which period may be extended if determined by staff to be in the best interests of the corporation. Staff will engage firms from this list on an as-needed basis or solicit bids for particular projects consistent with RIHousing's Purchasing Policies.

**2. Recommendations**

The Review Committee recommends that the Board of Commissioners approve the attached resolution authorizing the creation of a roster of qualified providers of Section 106 and state-level historic reviews.

**3. Attachments**

- A. Scoring Sheet
- B. Resolution

## Attachment A

### Scoring Sheet

<b>Name</b>	<b>Professional Capacity (10pts)</b>	<b>Fee Structure (8pts)</b>	<b>Perform w/in time and budget (10pts)</b>	<b>Project Approach (10pts)</b>	<b>Previous experience (5pts)</b>	<b>Minority status/ affirmative action (5pts)</b>	<b>Total (50pts max)</b>
The Public Archaeology Laboratory, Incorporated	9.5	7.75	9	9.5	6	3	44.75
Runyon Heritage Associates	7.5	6.75	8	8.25	5.75	3	39.25

**Attachment B**

**Resolution of the Board of Commissioners  
of  
Rhode Island Housing and Mortgage Finance Corporation**

**WHEREAS:** the enabling act of Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”) provides it with all of the powers to make and execute contracts necessary for the exercise of powers and functions provided to it under the Rhode Island Housing and Mortgage Finance Corporation Act, R.I. Gen. Laws §42-55-5(6); and

**WHEREAS:** RIHousing has determined that it is in the best interests of the corporation to create a roster of approved consultants that can provide Section 106 and state-level historic reviews;

**WHEREAS:** RIHousing issued a Requests for Proposals (“RFP”) for qualified Section 106 consultants; and

**WHEREAS:** a selection committee comprised of staff reviewed the proposals and evaluated them in accordance with the criteria outlined in the RFP.

**NOW THEREFORE, IT IS HEREBY:**

**RESOLVED:** that RIHousing be, and hereby is, authorized to create a roster of qualified firms from which RIHousing may select providers of Section 106 and state-level historic review consulting services on such matters as the Executive Director or her designee deems advisable or necessary; and

**RESOLVED:** that RIHousing be, and hereby is, authorized to establish the following roster of firms pre-qualified to provide Section 106 and state-level historic review services as such services were described in the RFP and consistent with the responses submitted in response thereto:

The Public Archaeology Laboratory, Incorporated  
Runyon Heritage Associates

**RESOLVED:** that for a period of three years, subject to extension, RIHousing be, and hereby is authorized, to engage the above-listed firms on an as-needed basis and/or solicit bids or proposals from such firms for specific projects consistent with RIHousing’s Purchasing Policies; and

**RESOLVED:** that the Executive Director, the Deputy Executive Director or the Chief Strategy and Innovation Officer, each acting singly, be and hereby is authorized and empowered to take any and all actions necessary or desirable

to carry out the foregoing resolutions, including without limitation the authority to negotiate terms and fees of the engagements as he or she may determine to be in the best interests of RIHousing, and to execute any and all agreements and to take such further actions as he or she deems necessary to carry out the foregoing resolutions.