

Rhode Island Housing Development Corporation

Request for Action by Board of Directors

Approval of Consultants for Housing Development Technical Assistance

A. SUMMARY OF REQUEST

This request for action is for approval of consultants to be used by recipients of Housing Development Technical Assistance grants in the Proactive Development Program.

B. DISCUSSION

The General Assembly appropriated \$1.4 million of American Rescue Plan Act State Fiscal Recovery Funds (“SFRF”) in the FY 2024 annual budget in Article 1, Section 1 for the purposes of “Proactive Housing Development.” These funds were appropriated to the Department of Housing for the purpose of establishing a Proactive Development Program (“PDP”) operating within the Rhode Island Housing Development Corporation (“RIHDC”), a non-profit subsidiary of the Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”).

At its meeting in February 2025, the Corporation’s Board of Directors (“Board”) approved the PDP budget, including approximately \$650,000 for consultants. The purpose of this allocation was to support a grant program for developers and municipalities to pay for housing development technical assistance.

In March 2025, the Corporation issued a Request for Qualifications (RFQ) for firms capable of providing the technical assistance activities below for program grantees.

- Predevelopment activities, including, but not limited to: Environmental assessments, surveys, title work, soil testing, architectural work, infrastructure assessment and design, site plan preparation, and cost estimation.
- Permitting strategy development and implementation activities, including, but not limited to: Assessment of current zoning and permitting requirements, assistance submitting and obtaining required federal, state, or municipal approvals.
- Financial Feasibility Analysis activities including, but not limited to: Conducting market analysis, developing project proformas, exploring financing options.
- Other project development activities (please specify) that you deem to be relevant and appropriate, but are not included above.

The RFQ notice was posted on the RIHousing website and the website maintained by the State of Rhode Island Department of Administration, Division of Purchases. Individual firms were also contacted directly.

Overall, RIHDC received proposals from fourteen (14) unique firms, each proposing different ranges of activities to perform for grantees.

A selection committee comprised of staff from RIHousing (the “Review Team”) 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, the Review Team determined that one consultant did not meet the criteria for providing services. The Review Team proposes to include the following thirteen (13) firms on its roster for the Housing Development Technical Assistance Program:

Barbara Sokoloff Associates	Kite Architects, Inc.
BETA Group, Inc.	Libra Planners
Camoin Associates	MassCan Capital, LLC
Co-Everything LLC	Primary Projects, PLLC
Conley Law Associates	Weston & Sampson Engineers, Inc.
HR&A Advisors, Inc.	Zimmerman/Volk Associates, Inc.
JMGoldson LLC	

The selection methodology and details of the areas of work for which the firms are qualified are included in Attachment B.

The selected firms will appear on RIHDC’s roster of pre-qualified Housing Development Technical Assistance firms for a period of two (2) years, which may be extended through two one-year extensions if determined by staff to be in the best interests of RIHDC. RIHDC will issue a competitive RFP for the Housing Development Technical Assistance Program. In their proposals, eligible applicants will identify firms directly from this list based on the applicant’s determination of which firm can best meet their needs. Eligible applicants will then submit their proposals to RIHDC for eligible services to be provided by the selected consultant. Eligible applicants will also have the option of identifying a different consultant to provide services, but such consultants must be separately qualified by the Review Team and approved by the Board. Such subsequently approved firms will be added to the roster. Firms selected to provide technical assistance to a grantee will do so under contract with the grantee.

2. Recommendations

The Review Team recommends that the Board approve the attached resolution authorizing the creation of a roster of qualified providers for the Housing Development Technical Assistance Program.

3. Attachments

- A. Resolution
- B. Method of Selection and Areas of Work for Which Firms Are Qualified

Attachment A

**Resolution of the Board of Directors of
Rhode Island Housing Development 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: The Articles of Incorporation of the Rhode Island Housing Development Corporation (“RIHDC”), a non-profit affiliate of RIHousing, state that “[t]he Corporation shall have all those powers granted to Rhode Island Housing Mortgage and Finance Corporation under Rhode Island law, which are not inconsistent with the requirements for maintaining the Corporation’s tax exempt status under Section 501(c)(3) of the [Internal Revenue Code of 1986, as amended]”; and

WHEREAS: RIHDC’s Board of Directors (“Board”) has adopted a budget including approximately \$650,000 for consultants, the purpose of which is to support a Housing Development Technical Assistance grant program for developers and municipalities; and

WHEREAS: RIHDC has determined that it is in its best interests to create a roster of approved firms to provide, as needed, technical assistance directly to developers and municipalities; and

WHEREAS: RIHDC issued a Request for Qualifications (“RFQ”) for qualified firms; and

WHEREAS: A selection team comprised of RIHousing staff reviewed the proposals and evaluated them in accordance with the criteria outlined in the RFQ.

NOW THEREFORE, IT IS HEREBY:

RESOLVED: that RIHDC be and hereby is authorized to establish the following roster of firms pre-qualified to provide services to grantees under the Proactive Development Housing Development Technical Assistance Program, as such services were described in the RFQ and consistent with the qualifications submitted in response thereto:

Barbara Sokoloff Associates
BETA Group, Inc.
Camoin Associates
Co-Everything LLC
Conley Law Associates
HR&A Advisors, Inc.

JMGoldson LLC
Kite Architects, Inc.
Libra Planners
MassCan Capital, LLC
Primary Projects, PLLC
Weston & Sampson Engineers, Inc.

Zimmerman/Volk Associates, Inc.

RESOLVED: that RIHDC may contract directly with these consultants utilizing Housing Development Technical Assistance Program funds for projects that are consistent with the objectives of the Program by obtaining quotes and other pertinent information from the list of preapproved consultants as projects arise. Such contracts will be subject to the requirements of RIHousing procurement policies, such that contracts valued in excess of \$20,000 will require Board approval.

RESOLVED: that the Executive Director of RIHDC and the President of Proactive Development, each acting singly, are authorized to take such further actions and execute such agreements, instruments, and documents as they deem necessary to carry out the foregoing resolutions.

Attachment B

Rhode Island Housing Development Corporation Housing Development Technical Assistance Program

Consultant Selection Methodology and Qualifications

In March 2025, the Rhode Island Housing Development Corporation (“RIHDC”) issued a Request for Qualifications (RFQ) for firms capable of providing the technical assistance activities below for recipients of grants from the Housing Development Technical Assistance Program.

- Predevelopment activities, including, but not limited to: Environmental assessments, surveys, title work, soil testing, architectural work, infrastructure assessment and design, site plan preparation, and cost estimation.
- Permitting strategy development and implementation activities, including, but not limited to: Assessment of current zoning and permitting requirements, assistance submitting and obtaining required federal, state, or municipal approvals.
- Financial Feasibility Analysis activities including, but not limited to: Conducting market analysis, developing project proformas, exploring financing options.
- Other project development activities (please specify) that you deem to be relevant and appropriate, but are not included above.

Overall, RIHDC received proposals from fourteen (14) unique firms, each proposing different ranges of activities to perform for grantees.

A selection committee comprised of staff from RIHousing (the “Review Team”) reviewed the responses in accordance with the criteria set forth in the RFP and determined whether respondents were qualified to perform the required services. Consultants’ qualifications were not scored and ranked competitively but rather were compared to the program requirements to determine whether each consultant was qualified to perform the work cited as part of their submission. The Review Team disqualified Grounded Solutions because they failed to submit a complete application (certifications required under Rhode Island law were absent). Conley Law Associates was only partially qualified, as they did not provide evidence to support its ability to perform one area of work they cited.

The Review Team proposes to include the following thirteen (13) firms on its roster for the Housing Development Technical Assistance Program for work in the areas cited:

Barbara Sokoloff Associates

- Predevelopment activities
- Permitting strategy
- Financial feasibility analysis

BETA Group, Inc.

- Environmental assessment services, including Phase I and II environmental site assessments that comply with applicable ASTM and EPA All-Appropriate Inquiry standards.
- Environmental permitting services, including wetlands and stormwater assessment and permitting.

Camoin Associates

- Residential market analysis
- Financial feasibility/pro forma analysis
- Development finance advisory

Co-Everything LLC

- Site plan preparation
- Zoning and permitting assessment
- Project pro forma and financing exploration
- General project feasibility and strategy development
- Community stakeholder coordination and engagement

Conley Law Associates

- Predevelopment legal services
- Permitting strategy development and implementation services

HR&A Advisors, Inc.

- Project Visioning & Concept Development
- Market & Development Feasibility Analysis
- Joint Venture and Developer Procurement
- Community Benefits and Impacts Analysis
- Financing Strategy Refinement
- Negotiation & Transaction Support

JMGoldson LLC

- Permitting strategy development and implementation activities

Kite Architects, Inc.

- Predevelopment services: site approval and permitting
- Feasibility analysis

Libra Planners

- Predevelopment analysis
- Permitting strategy development and implementation
- Financial feasibility analysis

MassCan Capital, LLC

- Predevelopment feasibility analysis, financial structuring, regulatory navigation, and project management

Primary Projects, PLLC

- Predevelopment activities: architectural work, site plan preparation
- Permitting strategy development and implementation
- Other: project management, estimates of project's embodied carbon

Weston & Sampson Engineers, Inc.

- Predevelopment activities: land survey; soil testing; architectural analysis; infrastructure evaluation, planning, and engineering; site planning and opinions of cost; funding options
- Permitting strategy development and implementation: state and federal permit strategies; zoning assessment
- Financial Feasibility: market and financial analysis; funding

Zimmerman/Volk Associates, Inc.

- Market analysis