

**Request for Action
By
Board of Commissioners**

**Approval of Engagement of Consultant for Housing Related
Research, Analysis, and Reporting Services
(Mullin & Lonergan Associates)**

A. Summary of Action

This Request for Action (“RFA”) is for approval of the engagement of a consultant to complete several HUD required housing-related reports, including a Citizen Participation Plan, Consolidated Plan, narrative components of the Consolidated Annual Performance and Evaluation Report, Annual Action Plan, and Equity Plan.

B. Discussion

As the state’s Housing Finance Agency (HFA), RIHousing is tasked with providing certain periodic reports to the U.S. Department of Housing and Urban Development (HUD). Work needs to begin on two of the primary reports (the state’s Equity Plan and Consolidated Plan) and associated plans early in 2024 to meet reporting deadlines in May of 2024 and May of 2025 respectively.

Through a Request for proposals (RFP), RIHousing sought proposals from qualified firms to produce the HUD required plans and to conduct the required public outreach and engagement. The deliverables for this project are:

- 1) Production of the following documents that meet all HUD requirements:
 - Citizen Participation Plan;
 - Consolidated Plan for the State of Rhode Island;
 - Equity Plan for the state of Rhode Island;
 - Narrative components of the Consolidated Annual Performance and Evaluation Report to reflect the Consolidated Plan;
 - Annual Action Plan;
- 2) Conducting the required public outreach and engagement at the same time for all of the requested plans to improve efficiency, reduce cost and avoid overwhelming the public and community partners.

The RFP was issued on November 1, 2023. RIHousing received one (1) proposal in response to the RFP from Mullin & Lonergan Associates (M&L). A committee consisting of the Director of Government Relations and Policy, Manager of Research and Evaluation, and staff from the Executive Division conducted a review of the proposal in accordance with the criteria set forth in the RFP and recommends engaging Mullin & Lonergan Associates (M&L) for this work. The scoring matrix is set forth as Attachment B.

Mullin & Lonergan Associates (M&L) is a housing and community development consulting firm

with offices in Pittsburgh and Mechanicsburg, PA. Since 1965, they have worked with a variety of clients, including units of government (boroughs, townships, cities, counties, states), HUD CDBG entitlements, HOME Participating Jurisdictions, Continuums of Care, public housing authorities, nonprofit organizations, planning agencies, state housing finance agencies, and economic development organizations. They are members of the National Association of Housing and Redevelopment Officials (NAHRO), the Pennsylvania Association of Housing and Redevelopment Authorities (PAHRA) and the National Council of State Housing Agencies. Mullin & Lonergan Associates is a small business with a workforce comprised of 20 employees, including housing specialists, community planners (several of whom are AICP certified), economic development planners, local government specialists, data analysts and finance specialists. Their proposal provides a strong project plan and approach to completing the scope of work, and staff is confident they have the skills and knowledge to deliver the requisites of the RFP. This is the same firm that completed Rhode Island's previous Consolidated Plan in 2015. The proposed pricing is \$140,495, and the expected completion dates for the reports are as follows:

- Citizen Participation Plan – January 31, 2024;
- Equity Plan – May 15, 2024;
- Consolidated Plan for the State of Rhode Island – May 15, 2025;
- Annual Action Plan – May 15, 2025;
- Narrative components of the Consolidated Annual Performance and Evaluation Report to reflect the Consolidated Plan – May 15, 2025.

Staff is recommending funding be awarded to the firm described at [Attachment A](#).

C. Recommendation

The attached resolution approving the engagement of Mullin & Lonergan Associates is recommended for approval.

D. Attachments

- A. Resolution
- B. Scoring Matrix

Attachment A
Resolution of the Board of
Commissioners of
Rhode Island Housing and Mortgage Finance Corporation
(Mullin & Lonergan Associates)

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

WHEREAS: RIHousing has identified a need to engage a consultant to complete several housing related reports, including a Citizen Participation Plan, Consolidated Plan, narrative components of the Consolidated Annual Performance and Evaluation Report, Annual Action Plan, and Equity Plan that meet all HUD requirements; and

WHEREAS: RIHousing has solicited proposals pursuant to an open competitive process for vendors to provide several HUD required housing-related reports and who are able to substantially meet the requirements associated with this set of functions;

WHEREAS: RIHousing received one (1) proposal in response to a Request for Proposals for such services; and

WHEREAS: a selection committee comprised of RIHousing staff reviewed the proposal for these services according to the criteria set forth in the Request for Proposals and determined that Mullin & Lonergan Associates is qualified to perform the scope of work.

RESOLVED: that RIHousing be, and hereby is, authorized to enter into a contract with Mullin & Lonergan Associates, for a fee not to exceed \$140,495, to provide services to complete several housing-related reports, including a Citizen Participation Plan, Consolidated Plan, narrative components of the Consolidated Annual Performance and Evaluation Report, Annual Action Plan, and Equity Plan that meets all HUD requirements; and

RESOLVED: that the Executive Director, Deputy Executive Director, Chief Strategy and Innovation Officer, and Director of Government Relations and Policy, each acting singly, be and hereby are authorized and empowered to negotiate terms and fees of the engagement as he or she may determine are in the best interests of RIHousing, and to execute any and all agreements or documents as he or she deems necessary to carry out the foregoing and to take such further actions as he or she deems necessary to carry out the foregoing resolution.

Attachment B

Firm:	Mullin & Lonergan Associates
Proposed services (max 3 pts)	3
Track Record (max 3 pts)	3
Experience with quasi/public agencies (max 3 pts)	3
Experience with similar projects (max 3 pts)	3
Quality of work samples (max 3 pts)	2
Quality of proposal (max 3 pts)	2
Capacity of team (max 3 pts)	3
Company Remuneration (max 3 pts)	2
Total Score	21