

**Request for Action
by
Board of Commissioners**

**Pre-Qualification of Municipal Technical Assistance Firms –
Pipeline Development and Transit-Oriented Development Zoning Programs**

1. Summary of Request

This Request for Action (“RFA”) is for authorization to establish two rosters of consultants qualified to provide technical assistance to municipalities in connection with the Pipeline Development and Transit Oriented Development (“TOD”) Zoning Programs .

In 2024, the Housing Resources Commission (“Commission”) approved a supplemental allocation of \$400,000 to support the Pipeline Development Grant Program, a mini-grant program to assist municipalities in identifying potential sites for redevelopment of affordable or mixed-income housing and moving forward the development of these sites. Additionally, the General Assembly appropriated \$1,000,000 in State Fiscal Recovery Funds to the Department of Housing (the “Department”), with \$974,707.50 available to support a TOD Program to provide grants for municipalities, including to study and implement zoning changes to up-zone or otherwise enable additional housing development in proximity to transit. RIHousing has been designated to administer both programs using a similar model to RIHousing’s Municipal Technical Assistance Program (“MTAP”).

In March 2025, RIHousing issued a Request for Proposals (“RFP”) from firms capable of providing the technical assistance activities below to municipalities for each program. Firms could apply to work on one or both programs.

Pipeline Development:

- Site identification and analysis
- Predevelopment activities
- Permitting strategy development and implementation
- Financial feasibility
- Other activities as identified by the municipality

Transit-Oriented Development Zoning Program:

- Study and analysis of barriers, capacity, feasibility, and impacts on housing production
- Determine TOD area boundaries
- Draft zoning by-laws
- Present/facilitate meetings leading to the adoption of zoning revisions
- Create a strategic plan to attract and implement development

The RFP notice was posted on the RIHousing website and the website maintained by the State of Rhode Island Department of Administration, Division of Purchases. It was also emailed to more than 600 partners, organizations, consultants, and municipalities.

Overall, RIHousing received proposals from seven (7) unique firms, with one proposing to solely provide activities for the Pipeline Development Grant Program, two proposing to provide activities for the TOD Program only, and four proposing to provide activities for both programs.

A selection committee comprised of staff from RIHousing and the Department of Housing (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, it was determined that two respondents did not meet the criteria for providing services. RIHousing seeks approval to include the following five (5) firms on its rosters for the Pipeline Development Program and TOD Program as follows:

Pipeline Development Grant Program:

Horsley Witten Group
Libra Planners
Weston & Sampson

TOD Program

CommunityScale LLC
Horsley Witten Group
Kittelson & Associates
Libra Planners
Weston & Sampson

The selected firms will appear on RIHousing’s rosters of pre-qualified Pipeline Development Grant Program and TOD Program technical assistance firms for a period of three (3) years. RIHousing will release a solicitation for Pipeline Development and TOD grant funding. Municipalities will identify firms directly from these lists to determine which firm can best meet their needs and will then submit proposals to RIHousing for eligible services to be provided by the selected consultant. Firms selected to provide technical assistance to a municipality will do so under contract with RIHousing.

2. Recommendations

The Review Committee recommends that the Board of Commissioners approve the attached resolution authorizing the creation of two rosters of qualified providers of municipal technical assistance.

3. Attachments

- A. Resolution
- B. Scoring Worksheet

Attachment A

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:** the Housing Resources Commission has allocated \$400,000 to a Pipeline Development Grant Program, which, by agreement dated January 30, 2025, the Commission has designated RIHousing to administer, including reviewing proposals received in response to RFPs from qualified firms;
- WHEREAS:** the General Assembly has appropriated \$1,000,000 in State Fiscal Recovery Funds to the Department of Housing, with \$974,707.50 available for the Transit Oriented Development Zoning Program, which, by agreement dated February 6, 2025, the Department of Housing has designated RIHousing to administer; and
- WHEREAS:** in furtherance of its program administration responsibilities, RIHousing has determined that it is in the best interests of the corporation to create a roster of approved firms to provide, as needed, technical assistance directly to municipalities;
- WHEREAS:** RIHousing issued a Request for Proposals (“RFP”) for qualified firms; and
- WHEREAS:** a selection committee comprised of RIHousing and Department of Housing 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 establish the following rosters of firms pre-qualified to provide services under the Pipeline Development Grant Program and/or the Transit Oriented Development Zoning program, as such services were described in the RFP and consistent with the responses submitted in response thereto:

Pipeline Development Grant Program:

Horsley Witten Group

Libra Planners

Weston & Sampson

TOD Program
CommunityScale LLC
Horsley Witten Group
Kittelson & Associates
Libra Planning
Weston & Sampson

RESOLVED: that RIHousing be, and hereby is authorized, to engage the above-listed firms on an as-needed basis, for a period of three (3) years, consistent with RIHousing's Purchasing Policies; and

RESOLVED: that the Executive Director, Deputy Executive Director, and Chief Strategy and Innovation Officer, each acting singly, be and hereby are 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 they may determine to be in the best interests of RIHousing, and to execute any and all agreements and to take such further actions as they deem necessary to carry out the foregoing resolutions.