

**Request for Action  
by  
Board of Commissioners**

**Pre-Qualification of Municipal Technical Assistance Firms**

**A. SUMMARY OF REQUEST**

This Request for Action (“RFA”) is for authorization to establish a roster of pre-qualified firms able to provide a range of technical assistance to municipalities, with a goal of increasing their capacities around the planning, production, or preservation of affordable housing.

**B. DISCUSSION**

In 2021, the General Assembly created the Housing Production Fund by adding an additional real estate transfer tax on transactions over \$800,000. The fund received an initial appropriation of \$25 million which may be used for financial assistance for the planning, production, or preservation of affordable housing and technical and financial assistance for cities and towns to support increased local housing production. Of the initial allocation, \$5 million has been made available for municipal technical assistance, which the Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”) is responsible for administering, and is the focus of this RFA.

In January 2023, RIHousing issued a Request for Proposals (“RFP”) for firms capable of providing the below-identified technical assistance to municipalities on an as needed basis:

- Needs Analysis
- Updating land use and permitting requirements
- Developing model zoning ordinance
- Infrastructure capacity assessment
- Public engagement and education

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. In addition, the RFP was sent by email to more than 400 partners, organizations, consultants, and municipalities.

Overall, RIHousing received proposals from twelve (12) unique firms, with all respondents proposing to provide one or more of the activities noted above.

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, it was determined that one respondent did not meet the criteria for providing services. RIHousing seeks approval to include the following eleven (11) firms on its roster for municipal technical assistance:

Anser Advisory Consulting, LLC  
Barrett Planning Group LLC  
Camoin Associates, Inc.

Horsley Witten Group, Inc.  
HousingWorks RI at Roger Williams University  
Innes Associates Ltd.  
Libra Planners  
Ninigret Partners, LLC  
RKG Associates, Inc.  
Stantec Consulting Services Inc.  
Weston & Sampson Services, Inc.

The selected firms will appear on RIHousing's roster of pre-qualified municipal technical assistance firms for a period of three years. Municipalities will identify firms directly from this list to determine which firm can best meet their needs and will then apply to RIHousing for financial support for the eligible services to be provided by the selected consultant.

### **C. RECOMMENDATION**

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

### **D. ATTACHMENTS**

- A. Resolution of the Board of Commissioners of RIHousing
- B. Scoring Matrix

**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 General Assembly has created the Housing Production Fund, from which \$5 million has been made available for municipal technical assistance that RIHousing is responsible for administering; and

**WHEREAS:** 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; and

**WHEREAS:** RIHousing issued a Requests for Proposals (“RFP”) for qualified firms; 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 establish a roster of firms pre-qualified to provide the following services, as such services were described in the RFP and consistent with the responses submitted in response thereto: needs analysis, updating land use and permitting requirements, developing model zoning ordinances, infrastructure capacity assessments, and public engagement and education to municipalities. The firms listed below shall comprise the roster:

Anser Advisory Consulting, LLC  
Barrett Planning Group LLC  
Camoin Associates, Inc.  
Horsley Witten Group, Inc.  
HousingWorks RI at Roger Williams University  
Innes Associates Ltd.  
Libra Planners  
Ninigret Partners, LLC  
RKG Associates, Inc.  
Stantec Consulting Services Inc.  
Weston & Sampson Services, Inc.

**RESOLVED:** that RIHousing be, and hereby is authorized, to engage the above-listed firms for an initial term of three (3) years, to be selected for individual projects on an as-needed basis 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 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.

## Attachment B

## Housing Production Fund Municipal Technical Assistance Roster

Name	Professional Capacity -10pts	Proposed Approach - 10pts	Fee structure - 5pts	Ability to perform within time and budget- 5pts	Previous work experience RIHousing/others - 5pts	minority status/affirm action prg/activities - 3pt	Foreign language capabilities - 5pts	Total - 43 max pts
Weston & Sampson	10	8	4	5	5	1	5	38
Horsley Witten Group	10	10	4	4	5	1	3	37
Stantec Consulting Services Inc.	8	10	4	3	5	2	5	37
Ninigret Partners LLC	8	8	5	5	5	2	3	36
Camoin Associates	8	10	5	3	2	1	5	34
Barrett Planning Group LLC	10	6	5	5	5	1	0	32
Innes Associates	7	8	5	3	5	1	3	32
RKG Associates Inc	10	9	4	3	5	1	0	32
Libra Planners	5	5	5	3	5	1	5	29
Anser Advisory	5	7	4	3	3	2	1	25
HousingWorks RI at Roger Williams University	5	6	3	3	3	2	3	25
Sin-cere Consulting Services LLC	2	2	1	1	1	3	5	15