

# **RHODE ISLAND HOUSING DEVELOPMENT CORPORATION**

## **REQUEST FOR PROPOSALS**

### **Housing Development Technical Assistance Grants**

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#### **NOTE TO RESPONDENTS:**

Please be advised that **all** submissions, including those not selected for engagement) may be made available to the public on request pursuant to the Rhode Island Access to Public Records Act, Chapter 2 of Title 38 of the Rhode Island General Laws (the “APRA”) upon award of a contract(s). As a result, respondents are advised not to include information that they deem proprietary or confidential or that constitutes a trade secret.

**Posting Date:** July 7, 2025

**Response Submission Deadline:** Friday, August 22, 2025 at 3 p.m.

#### **INTRODUCTION**

Through this Request for Proposals (“RFP”), the Rhode Island Housing Development Corporation (“Development Corporation”), a non-profit affiliate of the Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”), seeks grant proposals to facilitate and accelerate affordable and mixed-income housing development by providing municipalities and developers with site-specific predevelopment assistance.

This effort is part of the Development Corporation’s Proactive Development Program (“Program”). The Program has been established pursuant to the FY 2024 Annual Budget passed by the General Assembly, which included an appropriation of \$1.4 million for these activities to be undertaken by the Development Corporation.

Approximately \$650,000 will be available in one or two rounds to make grants of up to \$75,000 to developers and municipalities for pre-development technical assistance. Grantees will hire consultants to provide services to evaluate the feasibility of developing housing on sites identified in grant applications. Technical assistance may include but not be limited to the skills of civil engineers, structural engineers, architects, landscape architects, land use planners, attorneys, cost estimators, market analysts, housing consultants, economic analysts, and/or professionals with experience in brownfields remediation and other environmental and development concerns.

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**INSTRUCTIONS**

Responses to this RFP must be submitted through a Smartsheet form at this address: <https://app.smartsheet.com/b/form/04b4f8f6048a4b6aaf012dcb6301cae5>. Applications must be submitted no later than the response submission deadline set forth above.

**Responses that are not received by the response submission deadline shall not be accepted or considered. Responses that do not adhere to the submission instructions described herein may not be accepted or considered at the sole discretion of the Development Corporation.**

Responses should be concise and adhere to the word count applicable to each section of this RFP.

**Priority Areas:** The Program has **four Priority Areas** –

- (1) helping to revive stalled projects;
- (2) facilitating development of public lands;
- (3) land banking and predevelopment risk abatement; and
- (4) providing assistance to developers that received Site Acquisition Program and Predevelopment funding from RIHousing sourced from the American Rescue Plan Act State Fiscal Recovery Fund (SFRF).

**Eligible Applicants:** Municipalities (including public housing authorities) and non-profit or for-profit developers with proposed development projects for affordable or mixed-income housing. Site ownership or long-term control (e.g., 99-year lease) by the applicant is preferred, but other forms of site control are acceptable.

Given the limited resources available, only one application will be accepted per entity (whether a municipality or a developer). If multiple applications are submitted by the same applicant, the Development Corporation reserves the right to disqualify all applications submitted by that applicant.

**Eligible Activities:**

- Predevelopment activities including but not limited to the following: 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 the following: 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 the following: conducting market analysis, developing project proformas, exploring financing options.
- Other project development activities identified through the application process that are relevant and appropriate but are not included above.

**Maximum Funding Award:** Up to \$75,000 per applicant.

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**Applicant's Selection of Consultant:** Applicants must identify a consultant as part of their application. **The consultant is responsible for preparing the Scope of Work, Budget, and Timeline.** A List of Prequalified Consultants and the type of work for which they are approved is shown in Appendix A. Applicants may select a consultant from the approved consultant list without further documentation, provided the consultant has been approved by the Development Corporation for work consistent with the scope of work proposed in the application.

If the applicant proposes to work with a consultant not on the List of Prequalified Consultants or to work with a prequalified consultant outside the area of work for which they have been approved, the applicant must submit its consultant's qualifications for review and approval by the Development Corporation; such submissions must be consistent with the requirements of the previously published Request for Qualifications, here: [https://www.rihousing.com/wp-content/uploads/ProDev-TA-Program-Consultant-RFQ-Final\\_deadline.pdf](https://www.rihousing.com/wp-content/uploads/ProDev-TA-Program-Consultant-RFQ-Final_deadline.pdf). Subsequently approved consultants will be added to the List of Prequalified Consultants.

Applicants may choose to work with more than one consultant but must list all such consultants in their application.

### **Applications should include the following in a single PDF document:**

1. **Applicant information.** Applicant name; applicant's point of contact name, phone number, and email address.
2. **Narrative** (up to 400 words). Describe the following:
  - a. Proposed housing project and its address;
  - b. Site description;
  - c. Number of housing units proposed (if known), including proposed numbers of affordable and market-rate units (if known);
  - d. Proposed income targeting and duration of affordability (if known);
  - e. How the project is expected to increase the supply or availability of housing, including affordable or mixed-income housing;
  - f. How the project is consistent with local zoning and comprehensive plan (if known);
  - g. Whether the project will utilize existing infrastructure (if known);
  - h. Whether the project will benefit from proximity to community amenities, such as public schools, parks, grocery stores, public transit;
  - i. Which of the Program's Priority Areas (above) are to be addressed by the project.
3. **Scope of Work** (up to 250 words) *prepared by the consultant* describing the activities proposed to be funded by the grant. The Scope of Work should relate directly to Eligible Activities identified above.
4. **Budget** *prepared by the consultant* showing activities proposed to be funded and allocating costs to activities.
5. **Timeline** *prepared by the consultant* showing activities proposed to be funded and benchmarks/milestones to be met.
6. If the applicant is a municipality and its application is not signed by the chief municipal authority (e.g., Mayor, Town Manager/Administrator, or Town Council Chair, as appropriate), it must include a **letter of support** from such authority.
7. Any additional information that supports the application, such as maps, plans, results of studies, etc. Applicants are strongly encouraged to be economical in their submission of

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additional information, as voluminous materials will not materially add to the quality of the applications. A list of reports, analyses, studies, and other materials relevant to the project is sufficient; additional documents may be requested by the Development Corporation for further review.

The applicant must also identify the consultant(s) with whom they plan to work.

If the applicant chooses a consultant that is not on the List of Prequalified Consultants, the applicant must submit as a **separate single PDF document** its consultant's complete response to the requirements of the previously issued Request for Qualifications ([link](#)).

Proposals should include all attachments. Please note that failure to provide any information or document requested in this RFP may cause the Development Corporation to reject an application.

**Selection Process:** A selection committee consisting of RIHousing employees will review all applications that meet the requirements of this RFP and will make selections based on the following factors (total maximum 100 points possible):

1. Clarity of Narrative and consistency with program Priority Areas and Eligible Activities (maximum 50 points)
2. Clarity of scope of work, budget, and timeline (maximum 50 points)

The Development Corporation will make awards based on currently available resources but also reserves the right to make conditional award reservations based on anticipated additional resources.

### **Other Program Requirements:**

- The Development Corporation reserves the right to reduce the scope of work if necessary to accommodate the limited funding available.
- The Development Corporation will contract with the Grantees and reimburse them for their payments due to their consultants for costs for eligible activities that are part of a scope of work approved by the Development Corporation.
- Grantees will contract directly with their consultants. Grantees must ensure that their consultants will carry out the eligible activities described in their application's scope of work.
- Consultants may subcontract to other entities for some elements of their scope of work as necessary with the written approval from the Development Corporation.
- Program funds may not be used to reimburse consultants for costs incurred prior to the award of funds or for work that the grantee has already contracted with a consultant to complete.
- Program funds may only be used for consultant costs for eligible activities that are identified in the grant application's scope of work as approved by the Development Corporation.
- Project activities must be completed within 18 months of the date of the award. Grantees may request one extension of up to six (6) months to account for delays caused by extenuating circumstances.

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**Payment Structure:** Payments will be made to grantees upon presentation to the Development Corporation of an itemized consultant invoice demonstrating that the invoiced work was done pursuant to the project's scope of work.

**DISCLAIMER:** By posting this RFQ, the Development Corporation does not commit to undertake the work set forth herein. The Development Corporation reserves the right to reject any and all responses, republish the original or amended scope of services, and/or enter into negotiations with one or more respondents. The Development Corporation's decisions on these matters are final and not subject to appeal by respondents.

**For additional information contact Ben Frost at [bfrost@rihousing.com](mailto:bfrost@rihousing.com). Any questions received will be answered on [RIHousing.com/rfps-rfqs](http://RIHousing.com/rfps-rfqs).**

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**Attachment A**

**List of Prequalified Consultants**

**Barbara Sokoloff Associates**

- Predevelopment activities
- Permitting strategy
- Financial feasibility analysis

Contact: Barbara Sokoloff  
[bsokoloff@sokoplan.com](mailto:bsokoloff@sokoplan.com)  
401-455-0550  
[www.sokoplan.com](http://www.sokoplan.com)

[Consultant information](#)

**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.

Contact: Joseph McLoughlin, LSP, LEP  
[jmcloughlin@beta-inc.com](mailto:jmcloughlin@beta-inc.com)  
401-333-2382  
[www.beta-inc.com](http://www.beta-inc.com)

[Consultant information](#)

**Camoin Associates**

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

Contact: Rachel Selsky, CEO  
[rachel@camoinassociates.com](mailto:rachel@camoinassociates.com)  
518-899-2608 x107#  
[www.camoinassociates.com](http://www.camoinassociates.com)

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**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

Contact: Haley Hardwick-Witman, Architect and Co-Owner  
[haley@coeverything.co](mailto:haley@coeverything.co)  
401-903-0732  
[www.coeverything.co](http://www.coeverything.co)

[Consultant information](#)

**Conley Law Associates**

- Predevelopment legal services
- Permitting strategy development and implementation services

Contact: Lynn Bassignani  
[lbassignani@conleylawri.com](mailto:lbassignani@conleylawri.com)  
401-415-9835  
[www.conleylawri.com](http://www.conleylawri.com)

[Consultant information](#)

**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

Contact: Phillip Kash  
[pkash@hraadvisors.com](mailto:pkash@hraadvisors.com)  
202-903-0722  
[www.hraadvisors.com](http://www.hraadvisors.com)

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**JM Goldson LLC**

- Permitting strategy development and implementation activities

Contact: Jennifer M. Goldson, AICP, Founder and Managing Director  
[jennifer@jmgoldson.com](mailto:jennifer@jmgoldson.com)  
[www.jmgoldson.com](http://www.jmgoldson.com)

[Consultant information](#)

**Kite Architects, Inc.**

- Predevelopment services: site approval and permitting
- Feasibility analysis

Contact: Christine M. West, AIA  
[cw@kitearchitects.com](mailto:cw@kitearchitects.com)  
401-744-7072  
[www.kitearchitects.com](http://www.kitearchitects.com)

[Consultant information](#)

**Libra Planners**

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

Contact: Kim Salerno, Principal  
[kim@libraplanners.com](mailto:kim@libraplanners.com)  
401-239-8785  
[www.libraplanners.com](http://www.libraplanners.com)

[Consultant information](#)

**MassCan Capital, LLC**

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

Contact: Edd Hamzanlui, Principal  
[edd@masscancapital.com](mailto:edd@masscancapital.com)  
678-469-0538  
[www.masscancapital.com](http://www.masscancapital.com)

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**Primary Projects, PLLC**

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

Contact: Kyle Barker, AIA NCARB, Founding Principal

[kyle@primaryprojects.org](mailto:kyle@primaryprojects.org)

617-440-4674

[www.primaryprojects.org](http://www.primaryprojects.org)

[Consultant information](#)

**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

Contact: Ashley Sweet, Project Manager

[sweet.ashley@wseinc.com](mailto:sweet.ashley@wseinc.com)

401-391-9929

[www.westonandsampson.com](http://www.westonandsampson.com)

[Consultant information](#)

**Zimmerman/Volk Associates, Inc.**

- Market analysis

Contact: Christopher Volk-Zimmerman, Director of Market Studies

[christopher@zva.cc](mailto:christopher@zva.cc)

908-507-3994

[www.zva.cc](http://www.zva.cc)

[Consultant information](#)