



REQUEST FOR PROPOSALS
Development of Affordable Housing in West Greenwich

Posting Date: October 6, 2023

Response Submission Deadline Extended: 3:00 p.m. EST on December 4, 2023.

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.

INTRODUCTION

Through this Request for Proposals (“RFP”), the Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”) seeks proposals from qualified firms for the development of affordable homes on a 59-acre parcel in West Greenwich (the “Property”), which is currently owned by RIHousing. The successful respondent will acquire the Property from RIHousing and undertake all aspects of the development process subject to a development agreement with RIHousing. The Property address is 700 Victory Highway (Route 102) and is situated approximately one mile north of Exit 5 off I-95. Additional site information is provided in Attachment B.

To assist with due diligence, please consult the following files, which are being made available with this RFP:

- Survey
- Appraisal
- Water Capacity Analysis
 - Well capacity chart,
 - Proposed water supply,
 - Water system suitability letter
- Phase I Environmental Assessment
- Subdivision Plan
- Easement Agreement with Blueberry Heights Mobile Home Park regarding wellhead
- FEMA Map

Respondents are encouraged to review available public records and undertake independent investigation.

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INSTRUCTIONS

Proposals must be submitted via email to: **James Comer, Deputy Executive Director, jcomer@rihousing.com** no later than the response submission deadline set forth above.

Proposals should be concise and adhere to the word count applicable to each section of this Request for Proposals (“RFP”). Proposals should be presented on business letterhead and include all attachments, certifications (including the Submissions Certification at Attachment A), and work samples (as applicable). Please note that failure to provide any information, certification, or document requested in this RFP may cause your submission not to be reviewed or considered by RIHousing.

RIHousing may invite one or more finalists to make presentations, including demonstrations of requested products, if applicable.

Updates, amendments and Q&As related to this Request for Proposals may be posted from time to time at: [RFPs & RFQs | RIHousing](#).

SCOPE OF WORK

Please see the Scope of Work provided in Attachment B.

ITEMS TO BE INCLUDED WITH YOUR PROPOSAL

**SUBMISSION
CHECKLIST**

Section A: General Firm Information (Total word limit: 500 words)

1. Provide a brief description of your firm, including but not limited to the following:
 - a. Name of the principal(s) of the firm.
 - b. Name, business telephone number and business email address of a representative of the firm authorized to discuss your proposal.
 - c. Locations of all offices of the firm.
 - d. Number of employees of the firm.

RIHousing requests that the contact information provided in response to this subsection (1) be strictly limited to business addresses, telephone numbers, and email addresses to protect any personal information from being made available to the public pursuant to APRA.

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Section B: Experience and Resources (Total word limit: 1000 words)

- 1. Describe your firm and its capabilities. In particular, support your capacity to perform the Scope of Work.
- 2. Indicate which principals and associates from your firm would be involved in providing services to RIHousing. Provide appropriate background information for each such person and identify their responsibilities.
- 3. If applicable, please indicate the name of any development partners that would be involved in providing services to your firm and to RIHousing. Provide appropriate background information for each person or entity, identify the person's responsibilities and outline their capabilities.
- 4. Provide a detailed list of references, including a contact name and business telephone number for organizations or businesses for whom you have performed similar work.

Section C: Project Proposal (Total word limit: 3500 words)

- 1. Financing. Provide a preliminary outline of sources and uses for the development proposal. Identify any public resources required and how the proposal meets the affordability requirements of the proposed financing.
- 2. Timeline. Provide a timeline for development including at a minimum: planning/zoning approvals with town; predevelopment activities including site planning, due diligence, construction drawings; completion of project financing; start of construction; and delivery of completed units.
- 3. Approach. Include a discussion of potential site uses and design with the following information: proposed type of housing; proposed site layout including building footprint, site improvements and general dimensions; proposed building type, size, and construction materials including exterior elevations; and dwelling unit distribution by size, bedroom and bath count, floor plans.

Section D: Affirmative Action Plan and Minority Owned Business/Women Owned Business

- RIHousing encourages the participation of persons of color, women, persons with disabilities and members of other federally and State-protected classes. Describe your firm's affirmative action program and activities. Include the number and percentage of members of federally and State-protected classes who are either principals or senior managers in your firm, the number and percentage of members of federally and State-protected classes in your firm who will work on this project and, if applicable, a copy of your Minority- or Women-Owned Business Enterprise state certification.

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Section E. Certifications

All applicants must respond to and provide documentation as outlined in the Request for Proposals Submission Certifications in Attachment A.

EVALUATION AND SELECTION

A selection committee composed of RIHousing staff in consultation with a representative of the Town of West Greenwich will review all proposals that meet the requirements set forth in the “Instructions” section of this RFP and make a selection based on the following factors:

- Professional capacity to undertake the Scope of Work
- Ability to perform within time and budget constraints
- Evaluation of proposed project approach, including number and depth of affordability of units
- Creative site layout that minimizes impact on the surrounding environment and fits in with the character of the Town
- Previous work experience and performance
- Recommendations by references
- Financial capacity of the Developer; soundness of plan of finance
- Affirmative action plan
- Other pertinent information provided

By this RFP, RIHousing has not committed itself to undertake the work set forth herein. RIHousing reserves the right to reject any and all proposals, to rebid the original or amended scope of work, and/or to enter into negotiations with one or more respondents. RIHousing reserves the right to make those decisions after its receipt of responses. RIHousing’s decision on these matters is final.

For additional information (limited to clarification of the Scope of Work) contact: James Comer, Deputy Executive Director, jcomer@rihousing.com

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Attachment A

Requests for Proposals Submission Certifications

Please respond to **all** items below and include it in your response to this RFP. Be sure to include any additional information in the space provided or as an attachment as needed. Please ensure that any attachments refer to the appropriate item by name (e.g., “Conflicts of Interest,” “Major State Decision Maker,” etc.).

Total word limit for Sections A and B: 500 words

Section A: Conflicts of Interest

1. Identify any conflict of interest that may arise as a result of business activities or ventures by your firm and associates of your firm, employees, or subcontractors as a result of any individual’s status as a member of the board of directors of any organization likely to interact with RIHousing. **If none, check below.**

None

2. Describe how your firm will handle actual and/or potential conflicts of interest (*please include in your proposal or attach a sheet with this information*).

Section B: Litigation, Proceedings, Investigations

1. Identify any material litigation, administrative proceedings, or investigations in which your firm is currently involved. **If none, check below.**

None

2. Identify any material litigation, administrative proceedings, or investigations to which your firm or any of its principals, partners, associates, subcontractors, or support staff was a party, that has been finally adjudicated or settled within the past two (2) years. **If none, check below.**

None

Section C: Certifications

1. RIHousing insists upon full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors. This law requires State Vendors entering into contracts to provide services to an agency such as RIHousing, for the aggregate sum of \$5,000 or more, to file an affidavit with the State Board of Elections concerning reportable political contributions. The affidavit must state whether the State Vendor (and any related parties as defined in the law) has, within 24 months preceding the

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date of the contract, contributed an aggregate amount in excess of \$250 within a calendar year to any general officer, any candidate for general office, or any political party. **Please acknowledge your understanding below.**

I have read and understand the requirements of Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors.

2. Does any Rhode Island “Major State Decision-maker,” as defined below, or the spouse or dependent child of such person, hold (i) a ten percent or greater equity interest, or (ii) a Five Thousand Dollar or greater cash interest in this business?

For purposes of this question, “Major State Decision-maker” means:

- (i) All general officers; and all executive or administrative head or heads of any state executive agency enumerated in § 42-6-1 as well as the executive or administrative head or heads of state quasi-public corporations, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, or chief of staff;
- (ii) All members of the general assembly and the executive or administrative head or heads of a state legislative agency, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, or chief of staff;
- (iii) All members of the state judiciary and all state magistrates and the executive or administrative head or heads of a state judicial agency, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, chief of staff or state court administrator.

Please indicate your response below.

Yes

If your answer is “Yes,” please identify the Major State Decision-maker, specify the nature of their ownership interest, and provide a copy of the annual financial disclosure required to be filed with the Rhode Island Ethics Commission pursuant to R.I.G.L. §§36-14-16, 17 and 18.

No

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3. In the course of providing goods or services to RIHousing, the selected respondent may receive certain personal information specific to RIHousing customer(s) including, without limitation, customer names and addresses, telephone numbers, email addresses, dates of birth, loan numbers, account numbers, social security numbers, driver's license or identification card numbers, employment and income information, photographic likenesses, tax returns, or other personal or financial information (hereinafter collectively referred to as the "Personal Information"). The maintenance of the Personal Information in strict confidence and the confinement of its use to RIHousing are of vital importance to RIHousing.

Please certify below that in the event your firm is selected:

(i) any Personal Information disclosed to your firm by RIHousing or which your firm acquires as a result of its services hereunder will be regarded by your firm as confidential, and shall not be copied or disclosed to any third party, unless RIHousing has given its prior written consent thereto; and

(ii) your firm agrees to take all reasonable measures to (a) ensure the security and confidentiality of the Personal Information, (b) protect against any anticipated threats or hazards to the security or integrity of the Personal Information, and (c) maintain reasonable security procedures and practices appropriate to your firm's size, the nature of the Personal Information, and the purpose for which the Personal Information was collected in order to protect the Personal Information from unauthorized access, use, modification, destruction or disclosure; and

(iii) when discarding the Personal Information, destroying it in a commercially reasonable manner such that no third party can view or recreate the information, electronically or otherwise.

These provisions, which implement the requirements of the Rhode Island Identity Theft Protection Act, R.I.G.L. § 11-49.2 et seq., will also be incorporated into the final contract with the selected respondent(s). In addition, if selected, your firm may be requested to provide a copy of its information security plan.

I certify that in the event our firm is selected, we will comply with the Personal Information and Security guidelines noted above.

4. Your firm's president, chairperson or CEO must certify below that (i) no member of your firm has made inquiries or contacts with respect to this RFP other than in an email or written communication to **James Comer, jcomer@rihousing.com** seeking clarification on the Scope of Work set forth in this proposal, from the date of this RFP through the date of your proposal, (ii) no member of your firm will make any such inquiry or contact until after an award is made, (iii) all information in the proposal is true and correct to the best of your knowledge, and (iv) no member of your firm gave anything of monetary value or promise of

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future employment to a RIHousing employee or Commissioner, or a relative of the same, based on any understanding that such person's action or judgment will be influenced, and (v) your firm is in full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors.

I certify that no member of our firm has made or will make any such inquiries or contacts; all information supplied is true and correct; no member of our firm has provided anything of value to influence RIHousing; and our firm is in compliance with applicable political contribution reporting.

President, Chairperson or CEO (*print*): _____

Signature: _____

Firm Name: _____

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Attachment B

Scope of Work

RIHousing currently owns 59 acres of vacant land located at 700 Victory Highway (Route 102) in West Greenwich, Rhode Island (the “Property”). The Property is situated approximately one mile north of Exit 5 off I-95. RIHousing seeks proposals for the development of the Property as affordable housing. In particular, RIHousing is looking for a developer to execute a creative site layout that minimizes impact on the surrounding environment, maximizes housing units and conforms to the character of West Greenwich. The project will involve acquisition of the Property from RIHousing and planning and carrying out all aspects of the development process, subject to a development agreement with RIHousing.

Site electricity is serviced by Rhode Island Energy. There is no natural gas service in the area. The site is not serviced by public water or public sewer. There is an existing operational wellhead on site, expansion of which will need approval from the RI Department of Health.

The Project is situated next to the Blueberry Heights Mobile Home Park (“BBH”) which includes 29 mobile homes. BBH receives its domestic water from the wellhead on the Property. All proposals must accommodate the continuous provision of water to BBH via the existing wellhead or a new wellhead. (Refer to the due diligence material provided). A new water line from the wellhead to BBH was installed in 2013, runs along the Route 102 edge of the Property, and is protected by an easement.

Upon information and belief, the site is currently zoned Rural, Farming, Residential (RFR 2), which requires a minimum lot size of two (2) acres.

Applicants are encouraged to consider the local market and development potential of the Property, including but not limited to: rental, homeownership, mixed income, garden style apartments, townhouses, or single-family opportunities. The proposed design of the units and site will be subject to the approval of RIHousing and all applicable land development regulations.

The acquisition price of the property is approximately \$920,000. Successful respondent must work with RIHousing to develop a plan for transferring ownership of the Property.