



**CITY OF EAST PROVIDENCE
COMMUNITY DEVELOPMENT
REQUEST FOR PROPOSALS
RFP EP23/24-15
ADVERTISEMENT**

**FIVE YEAR CONSOLIDATED PLAN & ONE YEAR ANNUAL ACTION PLAN
BID OPENING WEDNESDAY, MARCH 20, 2024 AT 11:00AM**

The City of East Providence Community Development Office (CD Office) is requesting proposals from qualified firms ("Consultants") to undertake the development of the City of East Providence's PY 2024-2029 Five-Year Consolidated Plan and PY 2024 one year Annual Action Plan. Drafts of both plans must be submitted to the CD Office no later than May 30, 2024 by 4:00 pm. The Consolidated Plan ("Con Plan") and Annual Action Plan ("Annual Plan") shall encompass the Community Development Block Grant ("CDBG"), and fulfill HUD regulatory requirements regarding the receipt and potential receipt of HUD CDBG funds. The City of East Providence is an entitlement City which receives approximately \$730,000 dollars in CDBG funding annually.

The CD Office is required to submit an 5-year Consolidated Community Development Plan to the Department of Housing and Urban Development according to Federal Regulation 24 CFR 570.200 and 24 CFR Part 91. Included as a requirement to the Consolidated Plan, an Annual Action Plan for the program year July 1, 2024-June 30, 2025, must be completed and submitted simultaneously. The City desires to hire a qualified consultant to undertake these two tasks that meet all requirements of the Federal Regulation.

Specifications may be downloaded from the City's website <https://eastprovidenceri.gov/rfp>

One (1) original, two (2) copies and 1 Thumb Drive of the proposal shall be submitted in one (1) sealed envelope to East Providence City Hall, Controllers Office, Room 103, Attn: Jessica Lamprey, Procurement Specialist, 145 Taunton Ave., East Providence, RI 02914 no later than **WEDNESDAY, MARCH 20, 2024 AT 11:00AM**. The bids will be publicly recorded. Bids received with a time of 11:01 AM or later will be rejected. The outside envelope needs to be marked **RFP EP23/24-15 FIVE YEAR CONSOLIDATED PLAN & ONE YEAR ANNUAL ACTION PLAN**.

The City reserves the right to waive any informality in order to reject any or all bids if deemed to be in the best interest of the City.

Any questions should be directed to David Bachrach, Director of Community Development, at dbachrach@eastprovidenceri.gov or Jessica Lamprey, Procurement Specialist, at jlamprey@eastprovidenceri.gov no later than **THURSDAY, MARCH 14, 2024 at 4:00PM**.

Equal Opportunity/Affirmative Action Employer

Jessica Lamprey, Procurement Specialist

jlamprey@eastprovidenceri.gov