



**CITY OF EAST PROVIDENCE, RI
DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT
REQUEST FOR QUALIFICATIONS RFQ# EP21/22-18
FOR THE SALE OF (3) 10,000 sq. ft. PARCELS FOR THE
DEVELOPMENT OF THREE (3) TWO-FAMILY DWELLINGS**

BID FORM

RFQ OPENING THURSDAY, AUGUST 11, 2022 at 11:00AM

Required Submission Materials

Responses will be assessed on the demonstrated experience of the applicant in the development and construction of affordable housing, anticipated timeline, evidence of financial capability, ability to obtain financing and ability to complete construction within a period of 3 years of execution of a purchase and sales agreement. All of the required items listed below must be submitted in order for the proposal to be considered complete. Any proposal without all of the required submission materials will be disqualified. For a proposal to be considered, it must contain the following information:

1. Basic Information

- Name of the affordable housing developer.
- Business address, including city, state, zip code and phone number.
- Name, phone, and e-mail for contact person who can respond to detailed questions regarding this RFQ.
- Indicate whether or not incorporated and if so, when. If not incorporated, name of owner(s). A signed statement if the corporation has ever defaulted on a contract and if so, when and why.
- A proposed timeline that includes transfer of ownership, securing funding, obtaining a building permit, construction start date, construction end date and obtaining a certificate of occupancy.
- Description of prior experience with developing affordable housing in obtaining financing from various public and private funding sources. The affordable housing developer prior track record must be described in detail.
- Proposals shall describe the target population that may include families, seniors, people with disabilities and/or any other special needs groups.
- A minimum of 3 references.

2. Project Team

- Describe the background and relevant experience of the affordable housing developer along with any sub-consultants to be employed on this project. Describe the background and experience of the designated project manager and other personnel who will participate in the project design and implementation, including a description of the function of each designated participant;
- Describe the relationship or role the affordable housing developer will have with the City and other stakeholders of the project.

Failure to provide all of the above requested information will result in disqualification of the qualifications. The City reserves the right to request additional information pertaining to the qualifications.

BIDDING FIRM: _____

NUMBER & STREET: _____

CITY/STATE/ZIP: _____

SIGNATURE: _____ DATE: _____

PRINT NAME: _____ TITLE: _____

PHONE NO: (____) _____ FAX NO: (____) _____

EMAIL ADDRESS: _____

Only firms deemed qualified by the City after review of the qualification statements submitted in accordance with this RFQ will be requested to submit bid proposals.

The City reserves the right to reject any/or all companies, to waive any informality in the qualification statement, and to pre-qualify any company based on what the City deems to be in its best interest.