



**CITY OF EAST PROVIDENCE
COMMUNITY DEVELOPMENT OFFICE
REQUEST FOR PROPOSALS
RFP EP23/24-18
BID FORM**

**HOUSING DEVELOPER FOR DEVELOPMENT OF AFFORDABLE HOUSING
BID OPENING FRIDAY, MARCH 22, 2024 AT 11:00AM**

All of the required items listed below must be submitted in order for the proposal to be considered complete.

1. Basic Information

- Name of firm and its UEI (Unique Entity Identifier).
- 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 proposal.
- 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.
- Requested amount of CDBG funds.
- Confirmation that applicant has or can obtain construction financing as applicable.
- Description of prior experience with developing affordable units.
- Proposals shall describe the target occupants that may include families, seniors, and people with disabilities and/or any other special needs groups.

2. Project Team

- Describe the background and relevant experience of the firm 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, including a description of the function of each designated participant.

3. Financial Feasibility

- Preliminary development budget detailing sources & uses.

- Indication of access to other funding sources including projected timelines to secure them.

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

BIDDING FIRM: _____

NUMBER & STREET: _____

CITY/STATE/ZIP: _____

SIGNATURE: _____ DATE: _____

PRINT NAME: _____ TITLE: _____

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

EMAIL ADDRESS: _____