



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

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

I. Introduction

The City of East Providence (the “City”) is seeking an affordable housing developer or public service agency to develop affordable housing in the City. This can be done through, but is not limited to acquisition or acquisition & rehab. Development of for homeownership or rental is eligible. There must be an affordable housing deed restriction of a minimum of 35 years. The sales price and/or rents must comply with the affordability thresholds and income limits set by the U.S. Housing and Urban Development (HUD). All occupants must be documented as meeting these income limits. If the units are not occupied by eligible households within 1 year, the grant funds will be required to be returned to the City.

The priorities for evaluation and selection is as follows:

Top Priority: Fully accessible unit(s)

Secondary Priority: Acquisition and rehab

II. Required Submission Materials

Proposals will be assessed on the above priorities along with the demonstrated experience of the applicant in the development of affordable homeownership and/or rental housing, timeline, evidence of financial capability, and time line for occupancy by income eligible households. 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.

III. Selection Process & Scoring Criteria

1. Proposals will be evaluated based on the following:

- Evidence of financial capability
- If construction projects, demonstrated feasibility to complete construction and obtain a certificate of occupancy within 3 years from the execution of a purchase and sales agreement;
- If a construction project, it will be evaluated based on the relative amount of construction elements that offer greater durability, lower maintenance costs and greater operating/energy efficiency.
- Must have a minimum of 3 years of experience in development and/or rehabilitation of affordable deed restricted homeownership units;

2. The following will be scored according to the numerical value given for each bullet point below and used in determining the selection of developers:

Evidence of financial feasibility to meet the goal of obtaining an occupancy permit within 3 years of execution of a purchase and sales agreement in the form of a letter of credit from a financial institution, a restricted dedicated escrow account, or an approved line of credit. 10 points

- The degree of detail given in the preliminary budget. 10 points
- A proven track record of developing affordable housing that met its timeline and was within the project budget. 10 points
- The extent of experience of successfully developing affordable housing. 7 points
- The degree of proposed durability of construction materials and the degree of using green building methods such as recycled materials and high energy efficiency in the envelope of the structure and mechanical system's energy consumption. 5 Points

IV. General Conditions

- The City reserves the right to reject any and all proposals, to waive any informality, and to select and negotiate services in the best interest of the City.
- The respondent will abide by all applicable Federal, State and City regulations in the performance of their development.
- The City reserves the right to negotiate a fee with the selected respondents.

V. Due Date

Proposals are due on March 22, 2024 no later than 11:00 A.M and must be addressed to:

East Providence City Hall
Controller's Office, Room 103
Attn. Jessica Lamprey, Procurement Specialist
145 Taunton Avenue
East Providence, Rhode Island 02914

VI. City Contacts

Any questions regarding this RFP may be directed to:

David Bachrach
Community Development
East Providence City Hall
145 Taunton Avenue
East Providence, RI 02914
office (401) 654-4273, ext. 11263
dbachrach@eastprovidenceri.gov

Any questions should be directed to David Bachrach, Community Development Director, at dbachrach@eastprovidenceri.gov or Jessica Lamprey, Procurement Specialist at jlamprey@eastprovidenceri.gov no later than **Friday, March 15, 2024 at 11:00am.**

Equal Opportunity/Affirmative Action Employer

Jessica Lamprey, Procurement Specialist
jlamprey@eastprovidenceri.gov