

H O U S I N G



N E T W O R K

## REQUEST FOR PROPOSALS (RFP)

### Affordable Housing Development Coaching Consultant

FAQ – April 18, 2025

1. Is the total maximum project budget for all consultants available at this time, and if so, can it be shared? Additionally, how will this budget be allocated among the consultants providing the services?

Through this project, we are seeking to generate a roster of qualified consultants to provide one-on-one coaching to a cohort of affordable housing developers to build skills and capacity in different aspects of the development process (listed on page 2 of the RFP).

The maximum budget for this project is \$158,000 for approximately six months of services. The budget will be allocated among consultants depending on the following variables:

1. The number of consultants retained, pending review proposals and consultant agreements. We anticipate developing a roster of three to five consultants (it may be more if a firm proposes to include multiple team members).
2. The number of housing developer participants (see Q3 for anticipated participants).
3. The hourly rates proposed by consultants. Upon review of proposed consultant rates, HNRI will establish a proximal rate for the coaching for all consultants who opt in to the roster. This will be the rate for coaching services rendered to housing developers participating in the coaching cohort.
4. The number of coaching hours will be determined by the number of developer participants in the cohort, number of consultants available, and the adopted hourly rate in relation to the total project budget.

**2. Is there a minimum and maximum number of consultants to be retained?**

At this point we have not established a minimum / maximum number of consultants to be retained but anticipate it will be between three to five (3-5) consultants / firms.

**3. How many participants/clients in total are anticipated to participate in this program?**

We expect between eight to twelve (8 – 12) housing developer participants within the cohort.

**4. How many participants/clients are anticipated to be served by each consultant?**

This will depend on the number of consultants that are retained and their capacity to serve multiple participants/clients. At this time based on interest, we anticipate two – three (2 – 3) participants per consultant.

**5. Are the four hours per month per participant/client served, or, if more than one participant/client is served by a single consultant, will additional hours be available? If so, how many additional hours and how will the additional hours be apportioned?**

The number of hours is on a per participant/client basis. Currently, we anticipate about four hours per month of coaching as a benchmark. Once HNRI has an established set of consultants, finalized cohort participants, and set the coaching rate, we will calculate the total number of coaching hours available to each participant for the duration of the project (June/July through December 2025). The participant and the selected consultant will be able to negotiate the number of monthly hours, so long as the allocated hours are completed by the project timeframe.

**6. Will HNRI consider proposals that identify a subset of the full suite of skills listed under Section III. Scope of Work (page 2)? For example, can a consultant offer to satisfy only two of the six bullets?**

Yes. The submission should make the focus areas clear within the proposal, so that pairings of the consultant and participant/client are aligned with skillsets desired by the participant and furnished via consultant coaching.