

H O U S I N G



N E T W O R K

REQUEST FOR PROPOSALS (RFP) Affordable Housing Development Coaching Consultant

I. Introduction

The Housing Network of Rhode Island (HNRI) is the state's membership organization for agencies committed to the development of affordable housing and vital communities across Rhode Island. Currently consisting of 18 community development corporations and affordable housing developers, members have created thousands of affordable homes and led community revitalization and economic development efforts across the state. Their wide array of activities – including real estate development, financial asset building, housing counseling, resident empowerment and engagement and much more – create tangible community change and transform the lives of Rhode Islanders.

HNRI supports the work of our members through the promotion of public awareness and policies that address Rhode Island's housing and community economic needs. As an organization, HNRI engages in an array of activities, work, and programs to support our mission, strengthen our members, and increase awareness of and support for policies that address Rhode Island's urgent affordable housing needs.

HNRI is seeking proposals from qualified development professionals ("Consultant") to provide one-on-one coaching services to affordable housing developers in Rhode Island. The purpose of this engagement is to enhance organizational capacity within the affordable housing sector by guiding staff through the development process in real time. We anticipate that multiple sub-contracts to Consultants will be awarded through this RFP.

II. Eligibility

Eligible respondents to this RFP include individuals or firms with demonstrated expertise in affordable housing development, financial management, and project planning. Qualified applicants should have experience coaching or mentoring development professionals, particularly within the affordable housing sector. Preference will be given to consultants with a proven track record of assisting organizations in enhancing their development capacity, securing funding, and improving project execution. Respondents must be able to commit to the time requirements outlined in the Scope of Work and demonstrate the ability to provide high-quality coaching and guidance tailored to the

needs of affordable housing developers in Rhode Island.

III. Scope of Work

The selected Consultant(s) will engage monthly with interested affordable housing developers, dedicating approximately four (4) hours per month per developer, through the end of 2025. The Consultant(s) will work closely with designated organizational staff, assisting them with some combination of the below activities based on the developer's needs and priorities:

- **Pre-development evaluation** – Assessing project feasibility and readiness.
- **Site acquisition analysis** – Evaluating potential sites and their viability.
- **Understanding the development process** – Navigating the stages of affordable housing development.
- **Pipeline project coaching** – Providing real-time guidance on active projects.
- **Funding strategies** – Identifying and leveraging current, new, and aligned funding sources.
- **Proposal and proforma development** – Strengthening the quality of funding proposals and financial analyses.

To ensure a productive coaching engagement, the Consultant(s) may assign tasks between monthly sessions.

III. Expected Outcomes

At the end of the engagement, participating organizations should demonstrate:

- Improved project planning and execution skills.
 - Enhanced site acquisition analysis capabilities.
 - A deeper understanding of the affordable housing development process.
 - Increased proficiency in financial management and proforma analysis.
 - Stronger knowledge of compliance and regulatory requirements.
 - Greater ability to develop and sustain impactful affordable housing projects.
-

IV. Proposal Elements

Interested Consultants should submit a proposal including:

1. **Summary:** A brief overview of the proposal and general description of activities.

2. **Firm and/or individual profile(s):** Include details about your firm / qualifications and experience as an individual consultant to conduct the scope of work. Provide resumes for all members of the proposed team that will work on the project. Include examples of past coaching, training, and/or work on affordable housing development projects.
 3. **Approach and Methodology:** Description of proposed coaching strategy and engagement structure. Please specify whether interactions will occur in-person or remotely (or delineate when utilizing each method, if coaching will be hybrid).
 4. **Proposed Deliverables and Timeline:** Anticipated timelines, availability, and key performance indicators, bearing in mind each developer may have a different set of needs requiring flexibility on timing.
 5. **Budget and Fee Structure:** Detailed pricing, including hourly rates and any additional costs; if possible, please provide projected expenses by line item
 6. **References:** Names and current contact information of three references for whom you have worked on similar projects, along with work samples or case studies of recently completed work.
-

V. Submission Guidelines

- **Deadline:** Proposals must be submitted electronically by 5:00pm on May 2, 2025.
 - **Format:** Submit electronically in PDF format with sections clearly labeled.
 - **Subject Line:** "RFP Submission: Affordable Housing Development Coaching Consultant" to nbarros@housingnetworkkri.org.
 - **Questions:** Direct inquiries to Nivalita Barros, nbarros@housingnetworkkri.org, no later than 5:00pm on April 14, 2025, with an expectation for response by 5:00pm on April 18, 2025.
-

VI. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- **Relevant Experience and Expertise** – Demonstrated history of working in affordable housing development and coaching.
 - **Proposed Approach** – Effectiveness of the methodology and engagement plan.
 - **Qualifications of Key Personnel** – Expertise and experience of assigned staff.
 - **Cost Proposal** – Competitiveness and justification of the fee structure.
 - **References** – Quality of past work as indicated by references.
-

VII. Additional Information

The Consultant(s) may provide additional information they feel would assist HNRI in the selection process. The Selection Committee will shortlist the proposals, with respondents potentially being asked for an interview and/or to make a formal presentation. The selected candidate(s) will be notified and asked to negotiate a final contract. Work would be intended to start in June/July of 2025.

Upon finalization of the contract, HNRI will make information requested by the selected team that will be made available to the best of the ability of the organization.

VIII. Minority Business Enterprise and Women Business Enterprise

HNRI will make efforts to utilize Minority Business Enterprise and Women Business Enterprises. A bidder qualifies as such, if it is certified by the State of Rhode Island's Division of Equity, Diversity & Inclusion.

IX. Conflict of Interest

The Consultant agrees that they or their employees do not currently have, nor will they have, any conflict of interest between themselves and HNRI. Any perceived or potential conflict of interest must be disclosed in the proposal.

X. Ownership and Confidentiality

All intellectual property will become the property of the nonprofit organization receiving services. All data remains the sole property of the nonprofit organization. The Consultant understands the confidential nature of RFPs and agrees to protect it in the same manner as it would its own confidential information and not disclose Confidential Information to third parties or use the Confidential Information other than as provided for in this Agreement.

XI. Rights Reserved

HNRI reserves the right to reject any and all proposals, waive irregularities, and negotiate with the most qualified applicant(s) to ensure the best possible outcome for HNRI, its membership and affordable housing sector.

XII. Subcontract

This agreement is a subcontract. Any and all subcontracting agreements between the Contractor and Consultant(s) will be at the discretion of RIHousing, pursuant to the Agreement - Section 6 Subcontracting between the Contractor and RIHousing.
