



**REQUEST FOR PROPOSALS (RFP) #2026-02-MAY-2026-OR/CM
OWNER'S REPRESENTATIVE/CONSTRUCTION MANAGEMENT SERVICES**

DATE ISSUED: WEDNESDAY, MAY 27, 2026

REQUEST FOR PROPOSAL: The Housing Authority of the City of Newport, RI hereafter referred to as "HACN", acting for itself, and any instrumentalities and/or affiliates is requesting proposals from qualified professionals for an Owner's Representative/Construction Project Manager, hereafter referred to as the "OR" to provide owner's rep and construction management services for its capital and facilities projects, including, but not limited to the activities outlined in Articles 2 and 3 below.

Contact Person: Rhonda Mitchell, Executive Director c/o dbonnenfant@nphousing.org.

Proposal Submission Deadline: Wednesday, June 17, 2026 at 4:00 P.M E.S.T.

Proposal Submission via Email: dbonnenfant@nphousing.org. In the subject line, please state "RFP for Owners Rep/Construction Management Services".

Proposals will be accepted at the email above until date and time noted. The responsibility for submitting a response to this RFP on or before the stated time and date will be solely and strictly the responsibility of the respondent. The Housing Authority is not liable for any costs incurred by the offeror prior to issuance of a contract. The offeror shall absorb all costs incurred in the preparation and presentation of the proposal. HACN reserves the right to reject any or all proposals for cause and to waive any informality in the submission if it is in the public interest to do so.

Questions: During the period between issuance of this RFP and the proposed due date, no oral interpretation of the RFP's requirements will be given to any prospective offeror. Requests for interpretation (and other questions) must be directed to Donna Bonnenfant via email at dbonnenfant@nphousing.org by 2:00 p.m. Eastern Standard Time on Wednesday, June 3, 2026. HACN shall respond to emailed questions by Friday, June 5, 2026.

During the period of advertisement for this RFP, HACN may wish to amend, add to, or delete from the contents of this RFP. In such situations, HACN will issue an addendum to the RFP setting forth

the nature of the modification. All addenda will be posted on the HACN website at www.newporthousing.org or distributed to the prospective vendors, if known, via email.

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ARTICLE 1: INTRODUCTION & OVERVIEW

HACN, The HOUSING AUTHORITY of the CITY of NEWPORT, located at 120B Hillside Avenue, Newport RI is a quasi-public agency created under the laws of the State of Rhode Island. Its mission is to provide decent, safe, and sanitary housing for low-income families. HACN receives funding from the U.S. Department of Housing and Urban Development (HUD) for the operation and modernization of low-income public housing owned and/or managed by the Housing Authority. In addition to federal funds, other sources of funding to modernize and operate our properties may include state, municipal and charitable grants.

HACN is looking to hire an Owner's Representative / Construction Manager to assist in facilities management. This includes but is not limited to project management involving: new construction, modernization, capital improvements, demolition, abatement, site work, utility installation, general carpentry, mechanical, electrical, plumbing, drywall, painting, appliance installation, cabinetry installation, environmental services, vendor management, budgeting, administrative reporting, and project procurement.

The anticipated contract start date is July 15, 2026 with an up to two-year initial contract and extensions not exceeding a total five-year contract period.

The Project budget is based on an estimated \$3,000,000 in annual Capital and Operating funds.

Real Estate Portfolio:

The Residential Buildings in this portfolio include approximately 600 apartments, including:

- Donovan Manor: (a mid-rise cement block building, 6 stories, 85 apartments plus community space)
- Chapel St. Apartments: (24 flats/townhouses apartments)
- Edgar Court: (37 flats/townhouses apartments)
- Deblois Street Apartments: (8 flats/townhouses apartments)
- Chapel Terrace: (68 flats/townhouse apartments)
- Earl Avenue: (20 flats/townhouse apartments)
- Coddington Street: (36 flat/townhouse apartments)
- Pond Avenue: (39 flats/townhouse apartments)
- Park Holm Phase I & II (111 townhouse apartment)
- Park Holm Phase III (56 flats/townhouses apartments)

- Park Holm Phase IV (51 flats/townhouses apartments)
- Park Holm Phase V (45 flats/townhouses apartments under construction)
- Park Holm AMP 1 (8 flats/townhouses apartments, proposed redevelopment plans)

The Commercial Buildings in this portfolio include:

- Florence Gray Community Learning Center
- HACN Administrative Office Building
- Park Holm Rental Office
- Park Holm Senior Center
- Donovan Manor Commercial Space and Separate Garage

This and any other Agreement shall be governed by the laws of the State of Rhode Island.

1.4 Anticipated Schedule

The anticipated schedule for the RFP and contract approval is as follows:

Event	Date
RFP issued	Wednesday, May 27, 2026
Deadline for receipt of emailed questions	Wednesday, June 3, 2026 @ 2:00 PM EST
Response to written questions	Friday, June 5, 2026
Proposal Submission Deadline	Wednesday, June 17, 2026 @ 4:00 PM EST
Estimated Contract Award Date(s)	July 2026

ARTICLE 2: SCOPE OF SERVICES: OWNERS REPRESENTATIVE / CONSTRUCTION MANAGER RESPONSIBILITIES

Basic Services to be provided by OR consist of the services described in this Article 2 and those Supplemental Services described, including, but not limited to:

- 2.1 The OR, on behalf of HACN, must review the Capital Needs Assessment (CNA) for HACN’s portfolio of real estate. The OR must develop a 5-Year Capital Fund Action Plan (and/or an annual update to the existing 5-Year Capital Fund Action Plan) that prioritizes HACN’s capital needs and accounts for the agency’s estimated \$2,400,000 annual Capital Fund budget. ***(A copy of the current 5-Year Capital Fund Action Plan is provided.)***

- 2.2 The OR will develop all RFPs for all capital (and some operating) projects, solicit bids, evaluate and recommend design and construction professionals and other contractors to perform the required work, in compliance with HUD's procurement procedures.
- 2.3 The OR must familiarize himself/herself with the construction plans and specifications of existing and planned HACN capital projects, and all related contract documents and have the ability to reference these documents when inspecting the work.
- 2.4 The OR, working with the management team, will develop project plans and master plans, timeline, property improvement strategy, risk management strategy, and any required relocation strategy.
- 2.5 The OR must develop and maintain Master Project Schedules that outlines all of the functions and activities, including the anticipated timelines required, from planning and/or schematic design to the completion of the projects (and occupancy).
- 2.6 The OR must develop and maintain the Master Project Budgets and provide other services as are reasonable and necessary in the maintenance of the project budgets and schedules.
- 2.7 The OR shall develop, maintain, monitor, and update the Cost Control System. The monthly Cost Reports shall compare the original Project Budget with the current project cost, identify expenditures to date, state the budget required for completion of each major category of work, identify actual and anticipated change orders (as well as evaluate and make recommendation for approval of said change orders), and determine the estimated total Project cost. All major changes and cost factors shall be described in a narrative that shall be attached to the Monthly Cost Report. The current month's report shall identify any changes from the estimate in the previous month's report. The expense categories have been predetermined by the grant(s).
- 2.8 The OR shall provide an onsite presence as needed to monitor, manage and administer all phases of the project activities and to help achieve the completion of all construction.
- 2.9 The OR must develop and maintain the site logistics plan for the development as construction is taking place within an active, occupied properties of several hundred occupied units.
- 2.10 The OR, shall make findings and recommendations associated with such effort, or any effort requested by the HACN to carry out the duties listed herein.
- 2.11 The OR, will coordinate all communications on the project of or relating to the project, including communications between the contractor(s), design professional, and HACN, and

- their agents, and HACN residents, and will alert the HACN of any irregularities or inconsistencies in such communications.
- 2.12 The OR shall monitor the work of design and construction professionals and other contractors to ensure that it is performed in accordance with the project documents and required building codes.
- 2.13 The OR shall consult with HACN, design and construction professional, and other contractors, as approved by HACN, in order to analyze, evaluate, and make recommendations regarding elements of the project site, including contractor access, storage, site offices, project site limit lines, coordination with existing or proposed utility systems, and the effect of construction on adjacent buildings, walkways, streets, and residents.
- 2.14 The OR shall check for coordination of the documents and contracts in terms of consistency and conformity for each part with all other parts.
- 2.15 The OR shall assist in or perform negotiations with contractors as requested by HACN.
- 2.16 The OR shall assist design and construction professionals, and other contractors, as requested by HACN, in obtaining back-up documentation, shop drawings, and materials submittals from contract.
- 2.17 The OR shall receive from design and construction professionals, and other contractors, record documents and contractor's As-Builts, evaluating their completeness and recommend to HACN in writing whether to accept or reject said document.
- 2.18 The OR shall conduct all independent reviews required.
- 2.19 The OR shall provide oversight of the work to ensure quality control and contract compliance and report findings to the owner and construction team. Along with the architect/engineer, OR shall develop a program for quality control inspections.
- 2.20 The OR shall attend all weekly construction progress meetings and distribute a written report to the Owner regarding any major issues that arise. The OR may be required to furnish weekly site field reports to the owner and the lender
- 2.21 The OR shall attend all requisition meetings and review all request for payment with the contractor and the architect/engineer to ensure the progress billings are consistent with the work in place.

- 2.22 The OR shall review testing and inspection reports and follow-up in cases of non-compliance with the contract documents. OR shall also observe the systems and equipment testing required in the specifications and report test results to the Owner.
- 2.23 The OR shall coordinate the work of the owner with the work of the General Contractor.
- 2.24 The OR shall ensure compliance with HUD regulations related to capital improvement and construction-related project in the performance of its duties, including but not limited to accessibility standards, Section 3 compliance, and Build America, Buy America (BABA) and provide for the reporting of such compliance activities.
- 2.25 The OR shall maintain an electronic library of all documents generated by the project and required to be generated by the project and shall make the documents available to HACN and any HACN approved vendor and/or auditor granted access by HACN.

ARTICLE 3 - QUALIFICATIONS

In order to be considered qualified to perform the services under the Scope of Work, contractors performing the OR functions must have the following qualifications:

- 3.1 State and local licenses as required.
- 3.2 At least 5 years of experience managing projects of this size and scope including the ability to determine cost estimations for each building division.
- 3.3 Must have direct knowledge of applicable multi-tenant residential and commercial building standards and codes; demonstrated knowledge of energy-efficiency practices; and a working knowledge of commonly used computer technology (MS Excel, Access, etc.).
- 3.4 Have a broad understanding of the building industry, including knowledge of materials, trades, methods and legal requirements.
- 3.5 Remain up to date with changes in construction methods, building codes and regulations.
- 3.6 Have a working knowledge of HUD Procurement Policies and Regulations (Davis Bacon, BABA, Section 3, etc.), and develop a working knowledge of HACN Procurement Policies.
- 3.7 Working knowledge of RI Housing design & construction standards for affordable housing.
- 3.8 Have a working knowledge of AIA contract documents and the requisition process.
- 3.9 Possess excellent verbal and written communication skills.

- 3.10 Be attentive to detail in all aspects of work.
- 3.11 Be technically competent.
- 3.12 Make certain the projects, work, and materials meet the required standards and regulations.
- 3.13 Be able to establish appropriate working relationships with contractors and subcontractors.

ARTICLE 4 - HACN RIGHTS

4.1 HACN will designate, in writing, the HACN Representatives who will act on behalf of HACN with respect to this RFP. The OR shall accept directives only from the designated HACN Representatives. HACN may replace the designated HACN Representatives at its sole option; if this replacement is made, HACN will notify OR, in writing.

4.2 HACN will have the right to make reasonable changes to its Bidding Documents and the OR shall be bound by such changes. When such changes increase the duties of the OR, beyond those reasonably and customarily provided in Basic Services, OR, shall be compensated in accordance with the Agreement.

4.3 HACN has the right to award contracts to one or more qualified candidates, with each responsible for their respective assignments.

ARTICLE 5: PROPOSAL SUBMISSION

Proposals should be submitted in the following format and provide information addressing each of the evaluation criteria.

5.1 Letter of Transmittal:

Include a letter of transmittal on the Offeror's stationary bearing the signature of an authorized representative of the offeror and the name(s) of the individual(s) authorized to negotiate services and costs with HACN. The letter should state the Offeror's understanding of the work to be done, the commitment to perform the work expeditiously, a brief statement indicating why the Offeror believes itself to be best qualified to perform the engagement, and a statement that the response is firm and irrevocable for no less than ninety (90) days.

5.2 Company Information:

Please furnish a brief history of your company, including how long you have been in business, major offices located in or near Rhode Island and/or major offices located in the United States.

5.3 Staff Experience and Qualifications:

Provide a detailed description of the organization structure and staffing and an organization chart if available. Provide a staffing plan for this project that specifies staff's roles, availability, and previous OR, Construction Management, and other similar experience. Indicate whether any of the staff will be locally based. Identify the individual that will serve as the Chief Project Manager and who will direct and coordinate any other project managers in the projects to completion. Provide resumes of all key personnel that will be assigned to work with HACN. Based on the existing 5-Year Capital Fund Action Plan provided as an attachment to this RFP, indicate the estimated percentage of time to be devoted to this project for each identified individual and their role in the respondent's organization.

5.4 Capacity:

The Offeror shall certify that if selected as the OR that it and all its team members are available to start immediately (within 30 days of award). The Offeror should describe any existing time constraints of the proposed team members or their proposed staff which would impair the Offeror's ability to proceed expeditiously.

5.5 Experience:

Demonstrate the Offeror's experience with OR/CM services similar in scope and complexity as described in the Scope of Services of this RFP, within the last five years, by providing information on projects in which the Offeror has participated. Focus on recent projects, particularly multi-family residential housing, commercial space, community center projects with public housing authorities or other organizations, including, but not limited to any within the State of Rhode Island. The information should list the: project name; location; project size; project completion date or current status; project budget; and adherence to budget and timeline. Include a contact name for each project and the contact's phone number and e-mail address.

5.6 Approach and Response:

Please provide a description of how you would approach this work, including a proposed timeline identifying how significant project benchmarks could be attained. Please refer to HACN's 5-Year Capital Fund Action Plan when describing your approach. Discuss the methodology used to develop: a master plan/project list; project budgets; construction and development implementation schedules; the procurement of contractors, project oversight from inception to completion. Describe the Offeror's expertise in regulatory compliance with municipal, state, and federal government rules.

5.7 Cost Proposal/Fee Schedule:

Please provide a detailed cost proposal/fee schedule which includes information on: hourly rates for all personnel assigned to this project, travel costs, per diem and other fees, and other miscellaneous cost factors. Identify whether a fixed fee structure or other fee structure is proposed, or a time and materials cost. Please provide details on material and other costs, including general, administrative, overhead, and profit. (Note: All pricing and proposed services are subject to negotiation.)

5.8 References:

For projects within the last five years, provide the name, email address, and telephone number of at least three (3) references, preferably from a housing authority or other relevant reference, such as a contractor and/or an architect. References must be able to verify OR's representations. Note HACN reserves the right to check other reference sources as well.

ARTICLE 6: EVALUTION & SELECTION

The contract will be awarded to the firm(s) whose proposal is determined by HACN to be the most advantageous to the Authority, with price and other technical factors considered.

Technical factors include:

- 6.1 Experience. Firm’s experience in executing projects of this size and scope of work. Emphasis should be placed on experience with public housing and/or multi-family housing property projects, federally funded projects, and municipal projects. Describe this experience and included relevant projects to support this.
- 6.2 Qualifications. Identify the qualifications of the principals and staff performing work.
- 6.3 Approach/Work Plan. Firms must identify how they plan to undertake the activities under the Scope of Services provided in Part II and the proposed timeline.
- 6.4 Section 3 and Small, Minority- and Women-Owned Businesses, if applicable.
 - Firms must provide documentation regarding their status as either a Section 3 business concern or a small, minority- or woman-owned business concern.
 - Firms must submit separate plans as to how they meet individual requirements of 24 CFR 135 to provide economic opportunities for low-income persons in the jurisdiction of HACN and 24 CFR 200 for small, minority- and women-owned business enterprises.

Evaluation Scoring:

<u>Factors</u>	<u>Points</u>
Experience.	30
Qualifications.	25
Approach/Work Plan.	20
Pricing	20
Section 3/MBE/WBE	5
<u>Total Points</u>	100

Price will be considered in conjunction with technical factors by the HACN to determine the proposal(s) that is/are most advantageous and offers the best value to HACN.

ARTICLE 7: OTHER RELEVANT INFORMATION

The contract(s) executed pursuant to this RFP is/are deemed to include:

- 7.1 The specific contract document provided by HACN (or contractor, subject to HACN approval).
- 7.2 This RFP in its entirety.
- 7.3 The Contractor is expected to provide all labor and materials necessary to accomplish the Scope of Services contained in Article 2 of this RFP.
- 7.4 The Contractor will be paid monthly upon completion of the contract tasks and satisfaction of all contract and deliverable requirements contained in Part II, of this RFP.
- 7.5 RFP attachments
 - HACN's 5-Year Capital Fund Action Plan
 - HUD 5369 B – Instruction of Offerors, Non-Construction *
 - HUD 5370 C – General Contract Conditions, Non-Construction
- 7.6 Insurance Requirements (Contract award subject to insurance compliance.)
 - Workers Compensation:
 - o Coverage A: Statutory
 - Employers Liability:
 - o Bodily injury by accident \$100,000 per person
 - o Bodily injury by disease \$100,000 per person
 - o Bodily injury by disease \$500,000 aggregate
 - o All states and voluntary compensation endorsements
 - Commercial General Liability
 - o Limits of Liability: \$1,000,000 each occurrence
 - o \$2,000,000 general aggregate
 - o \$2,000,000 products/completed operations aggregate
 - Auto Liability
 - o Limits of Liability: \$1,000,000 each accident
 - Excess (Umbrella) Liability:
 - o The requirement that an Umbrella Policy shall be no less than \$2,000,000.
 - Professional Liability:
 - o \$2,000,000 each occurrence
 - Coverage: HACN shall be named as an additional insured.
- 7.7 Others, as required.