



Urban League
of Portland

Request for Proposals: Affordable Housing Development Consulting

Overview:

Urban League of Portland is seeking proposals from qualified vendors/consultants/organizations to provide Affordable Housing Development Consulting. The goal of this RFP is intended to execute the high-level scope of duties and responsibilities in the development of affordable properties for the Urban League of Portland.

RFP Schedule

The Urban League of Portland reserves the right to deviate and/or modify this schedule:

- RFP Issue Date: September 6, 2024
- Deadline to submit questions: October 18, 2024
- Proposals due: 2 p.m., October 18, 2024
- Evaluation of Proposals: October 21-25, 2024
- Notice of Intent to Award Contract: October 31, 2024
- Contract Execution 10-31-2024

Background

Established in 1945, the Urban League of Portland is one of the oldest African American service, civil rights and advocacy organizations in the region. We are part of a network of over 90 National Urban League Affiliates across the country and are recognized as one of the leading voices for African Americans and others in Oregon and Southwest Washington. The Urban League of Portland's mission is to empower African Americans and others to achieve equality in education, employment, health, economic security and quality of life. Our programs include a distinctive blend of direct services, organizing, outreach, and advocacy. We offer workforce services, community health services, summer youth programming, senior services, meaningful civic engagement opportunities, and powerful advocacy.

Project Description

Project Title: Affordable Housing Development

Project Duration: ASAP to June 30, 2025

Project Development and Management

- Project manage existing partnerships and upcoming opportunities for affordable housing development, conduct feasibility studies, and evaluate the viability of proposed projects.
- Manage the project schedule, and quality control throughout the development process.

Affordable Housing Advocacy and Policy

- Stay informed about local, state, and federal policies and regulations related to affordable housing.
- Participate in advocacy efforts to promote and support affordable housing initiatives.
- Represent the organization at relevant meetings, conferences, and events related to affordable housing.

Capacity Building

- Conduct a thorough assessment of the organization's current structure, processes, and resources related to affordable housing development.
- Review the organization's policies, procedures, and compliance with relevant local, state, and federal regulations related to affordable housing development.
- Based on the organizational assessment, develop a comprehensive capacity building plan to strengthen the organization's ability to develop and manage affordable housing projects effectively.
- Identify specific areas for capacity building, such as staff training, process improvements, resource allocation, and partnership development.
- Develop a roadmap for implementing the capacity building plan, including timelines, staff plans, and goals and performance indicators.

Training and Knowledge Transfer:

- Design and deliver training programs for the organization's staff and relevant stakeholders to enhance their knowledge and skills in affordable housing development.
- Develop training materials, guides, and tools to support the organization's ongoing capacity building efforts.
- Provide on-the-job coaching and mentoring to key staff members involved in affordable housing development.
- Establish a knowledge transfer process to ensure the organization can sustain and build upon the capacity building efforts after the engagement.

Submission Requirements

Proposals shall be received at the Urban League of Portland at 10 N. Russell Street, Portland OR 97227 until 2 p.m., October 31, 2024, or sent via email to rfp@ulpdx.org. To ensure proposer handling, clearly mark the proposal with the title "Affordable Housing Development Consulting" and address it to Charles Fitz. **Faxed submissions will not be accepted.**

Proposals must consist of the following:

1. Cover Letter

Limited to a maximum of two (2) pages. Must include introduction, highlight relevant work experience and outline applicable education and licensure.

1. Cost/Hourly Rate

The proposal must include an hourly rate submitted on the Cost Proposal Form.

2. Proof of Licensure and Resume for all proposed individuals
Include a current copy of applicable required licensure and a resume for everyone proposed to work on this project.

Evaluation Criteria

Criteria	Possible Points
Qualifications of Proposer	35
Experience of Proposer	35
Cost (Hourly rate – Cost Proposal Form)	30
Total Possible Points	100

Concluding Statement

Proposals not meeting the minimum requirements will be rejected and not considered further.