

Request for Proposals (RFP)

Dated: October 18, 2022

MUNICIPAL INFRASTRUCTURE GRANT PROGRAM

Rhode Island Infrastructure Bank (the Bank) Is Soliciting Proposals for
The Municipal Infrastructure Grant Program

1. Opportunity Summary

- A. PROPOSALS SOUGHT FOR:** Capital funds for municipalities, and other public entities, to make improvements to public infrastructure.
- B. OVERVIEW:** The Municipal Infrastructure Grant Program (MIGP) is a competitive grant program providing capital funds for municipalities, and other public entities, to make improvements to public infrastructure. The overall goal is to support projects that can achieve economic development and growth by accelerating housing production, spurring private development, and creating jobs across Rhode Island.
- C. ELIGIBLE APPLICANTS:** An eligible city or town, acting by and through its municipal officers or by and through any agency designated by the municipal officers to act on their behalf, may apply to the program for a grant in a specific amount to fund a specified project. Two (2) or more municipalities may apply jointly, with one municipality acting as fiscal agent. The grants may be made in addition to other forms of local, state, and federal assistance. Receipt of a grant that is part of a joint application shall not preclude a municipality from receiving additional funds under a separate application.
- D. ELIGIBLE PROJECTS:**
A proposed project must be for improvements to land and/or infrastructure that is currently publicly owned or can be acquired through public leasehold, right-of-way or easement in timely manner. Applicants may request funding for predevelopment activities (such as due diligence and preparation of engineering documents) and/or for direct construction work. Program investments will be targeted to projects that support job creation and expansion, housing development and rehabilitation, community development projects in areas or districts that communities have determined are best suited to efficiently accommodate future growth or

redevelopment. An applicant may submit more than one application in the same round for different projects.

- E. APPLICATION DEADLINE:** No later than December 2, 2022. See Section 3 for application submission requirements. Selections are estimated to be announced on or about January 25.
- F. FUNDING AVAILABILITY:** Applicants may request up to \$750,000 in funding and awards are expected to range from \$150,000-\$500,000. Exceptions may be made at the review committee's discretion.

Funding distributions for this program will be made upon execution of a grant agreement between Rhode Island Infrastructure Bank and the applicant.

- G. MATCH REQUIREMENT:** Matching funds of at least 25% of the grant award are required. Matching funds may either be contributed to the direct costs of the public infrastructure work or may be in-kind from the applicant(s). (See further detail on the match requirement in Section 2E.)
- H. TOTAL ANTICIPATED DURATION OF AGREEMENT(S):** The grant agreement period will begin on the date the parties execute the agreement or such other date set forth in the agreement. Unless otherwise agreed to by the Bank, funds awarded pursuant to grant agreements issued pursuant to this RFP must be fully spent for costs associated with the approved project on or before 24 months from executed agreement. Applicants must establish a realistic project timeline that meets this end date and are encouraged to consider phasing complex projects to ensure on-time delivery.

I. CONTACT INFORMATION:

Anna Coelho Cortes
Director of Customer Engagement
Rhode Island Infrastructure Bank
235 Promenade St. Suite 119
Providence, RI 02908
acoelho@riib.org

2. Performance and Agreement Specifications

- A. OVERVIEW:** The MIGP is a competitive grant program providing capital funds for municipalities to make improvements to public infrastructure. The overall goal is to support projects that can achieve economic development and growth by accelerating housing production, spurring private development, and creating jobs across Rhode Island.
- B. ELIGIBLE PROJECTS:** A proposed project must be for improvements to land and/or infrastructure that is currently publicly owned or can be acquired through public leasehold, right-of-way or easement in timely manner. Applicants may request funding for predevelopment activities (such as due diligence and preparation of engineering documents) and/or for direct construction work. Program investments will be targeted to projects that support job creation and expansion, housing development and rehabilitation, community development projects in areas or districts that communities have determined are best suited to efficiently accommodate future growth or redevelopment. An applicant may submit more than one application in the same round for different projects.

Grants can be for design, construction, building, land acquisition, rehabilitation, repair, and other improvements to publicly owned infrastructure including, but not limited to, sewers, utility extensions, streets, roads, curb-cuts, parking, water-treatment systems, telecommunications systems, transit improvements, and pedestrian ways.

- C. ELIGIBLE APPLICANTS:** An eligible city or town, acting by and through its municipal officers or by and through any agency designated by the municipal officers to act on their behalf, may apply to the program for a grant in a specific amount to fund a specified project. Two (2) or more municipalities may apply jointly, with one municipality acting as fiscal agent. The grants may be made in addition to other forms of local, state, and federal assistance. Receipt of a grant that is part of a joint application shall not preclude a municipality from receiving additional funds under a separate application.
- D. AVAILABLE FUNDING:** Applicants may request up to \$750,000 in funding and awards are expected to range from \$250,000-\$500,000. Exceptions may be made at the review committee's discretion.

Funding distributions for this program will be made following approval by the Bank's Board of Directors and upon execution of a grant agreement between the Bank and the applicant.

- E. MATCH REQUIREMENT:** Applicants must provide at least 25% of the grant award amount. The 25% match may be a combination of cash and in-kind contributions provided by the Applicant and direct project partners (subject to Bank approval). Any Applicant money that is not

currently being used to match other government supported programs can be included as match. All match must be directly related to the proposed project and tasks. Costs incurred prior to the grant agreement period including application preparation costs will not be considered as part of the match requirement. Cash match spending details must be provided by the Applicant. Cash matching funds can also be achieved through Infrastructure Bank loans. Subject to any federal or state restrictions, ARP funds may be used to fund the match requirement. In-kind contributions may not exceed 50% of the require match and represent the value of non-cash contributions provided by the Applicant and project partners (subject to Bank approval). In-kind contributions means a non-cash contribution of value provided by the applicant, including but not limited to the value of personnel, goods, or services provided by the Applicant.

Applicants must include a signed statement from the authorized signatory of the municipality or municipalities acknowledging and accepting the following:

- The municipal entity or entities commits to match at least 25% of total project cost using cash contributions or a combination of cash & in-kind contributions.
- All matching funds provided by the Applicant(s) or direct project partners (subject to Bank approval) have been approved and/or appropriated.

F. PROJECT TERMS: A final grant agreement is subject to negotiation of an approved scope of services. Please note that Rhode Island Infrastructure Bank does not guarantee that any grant agreements may result from this RFP. It is anticipated that projects could commence immediately upon award decision.

G. ANTICIPATED DURATION OF AGREEMENTS: Grant agreements are anticipated to terminate 24 months from executed agreement. Extension of the grant agreement is at the sole discretion of the Infrastructure Bank and funding may not be available for any extension. Requests for extension are strongly discouraged and will be considered only under extraordinary circumstances. Any extensions granted will not necessarily change, or increase, the monetary value of the grant application.

H. REPORTING: If selected for an award, the Applicant will be required to submit quarterly progress updates and a final project report which includes a brief project summary communicating lessons learned. The Applicant will be required to be in communication with a point of contact from the Infrastructure Bank throughout the course of the project. Other deliverables are project specific and will be identified at the time of grant agreement and project scoping.

- I. DELIVERABLES, OWNERSHIP, AND CREDIT DUE:** All materials, software, maps, reports, and other products produced through the grant program shall be considered in the public domain. All materials created through this opportunity and because of this award should credit the Rhode Island Infrastructure Bank and Municipal Infrastructure Grant Program.
- J. INVOICING AND PAYMENTS:** Funding distributions for this program will be determined upon execution of the grant agreement.

3. Instructions for Application Submission

- A. EVALUATION CRITERIA:** A review committee consisting of members from Rhode Island Infrastructure Bank, Rhode Island Division of Statewide Planning, and other stakeholders will evaluate all proposals on a competitive basis and recommend projects provided that applications meet the criteria set forth in this RFP. The recommendations of the review committee will then be presented to the Bank's Board of Directors who will ultimately make the final decision on which applications to approve. The review committee reserves the right to reject any or all proposals that do not meet the goals and terms of this RFP. Each application will be evaluated on its own merits to identify the strongest proposals to recommend for funding. In addition to shovel readiness, the criteria used to assess each proposal are focused as follows:
- a) **Project Description:** Completeness of the application and strength of the narrative, particularly in terms of project need. Narrative should make strong case and justification for why the project is needed, and include any mitigating factors, such as: circumstances that demonstrate urgency, efforts to date for preparing for the project, specific public benefits to be achieved, expected economic impact, etc.
 - b) **Timeline and Budget:** Rationality and feasibility of the proposed infrastructure work and the funding amount requested. Reasonableness of the timeline for both the design/permitting phase and the construction phase. Projects must demonstrate ability to be completely finished within three years. The estimated budget, and the amount requested, should be realistic and adequate for the project.
 - c) **Preparation for Success:** Applicant has been proactive in terms of community planning and promoting economic development. Has utilized various economic development tools and strategies, and actively pursued resources and opportunities for increasing the community's development.

- d) **Leverages Private Development (not applicable to small town road improvement proposals):** The extent to which the project directly and immediately unlocks private development at or near the project site. As applicable, the review includes the extent to which the project results in new jobs and/or housing units.
- e) **Connectivity & Social Equity:** The proposed project should include elements to increase connectivity to and within underserved communities. The project should work to strengthen transit options along growth corridors, while promoting equitable development and redevelopment of commercial and residential areas. The project may also provide detail regarding connection to existing infrastructure and services, or support of policies and goals that promote strengthening of communities and connection within and between communities.
- f) **Alignment with the State’s economic development plan:** The current plan can be found at: http://www.planning.ri.gov/documents/Econdev/2015/RhodeIslandRisingFinal3_10_15.pdf.
- g) **Additional Criteria:** Overall spending targets by project type, economic development potential, project feasibility, and overall proposal quality.

B. APPLICATION SUBMISSION INSTRUCTIONS: Submit proposals electronically via email to Anna Coelho Cortes (see Contact Information below) in accordance with the schedule below (see Deadlines and Procurement Calendar).

The Infrastructure Bank is subject to the Access to Public Records Act (“APRA”) (RI General Laws Chapter 38-2). Any documents, materials, maps, statements or other information submitted to the Infrastructure Bank may be released in accordance with APRA. Please do not submit any information that the Applicant may not wish to disclose publicly, such as home addresses or personal telephone numbers, social security numbers, or other similar information.

C. CONTACT INFORMATION:

Anna Coelho Cortes
Director of Customer Engagement
Rhode Island Infrastructure Bank
235 Promenade St. Suite 119
Providence, RI 02908
acoelho@riib.org

4. Deadlines and Procurement Calendar

A. RELEASE OF RFP: October 18, 2022

B. Question Deadline: November 4, 2022

C. APPLICATION DEADLINE: Rolling acceptance, not later than 4 p.m., December 2, 2022

D. ESTIMATED AWARD DATE: Selections are estimated to be announced on or about January 25, 2023

E. LIST OF ATTACHMENTS:

A. Application

B. Budget Template

Attachment A: Application

Municipal Infrastructure Grant Program Application Form

Municipality: _____

Project Title: _____

Grant Administrator Contact:

Department: _____

Address: _____

Telephone (_____) _____

Email: _____

Project Manager Contact (if different):

Department: _____

Address: _____

Telephone (_____) _____

Email: _____

Proposed Funding:

Total Project Cost: \$ _____

Grant Request: \$ _____

Municipal Match (at least 25% of grant request): \$ _____

Project Description (1-2 short paragraphs describing the project):

Project Narrative

Please provide your full project narrative using the prompts. See Section 3A in the RFP for more specifics on each criterion. Responses should be concise (maximum 400 words for each section) and directly align with the prompt. Attachments such as images, drawings, letters, excel spreadsheets, etc. can be included for clarity.

- a. **Preparation for Success:** Discuss how the project will integrate completed community planning efforts and promote economic development. Have various economic development tools and strategies been explored?
- b. **Leverages Private Development (not applicable to small town road improvement proposals):** Discuss how the project directly and immediately unlocks private development at or near the project site. How will the project promote new jobs and/or housing units?
- c. **Connectivity & Social Equity:** How does the proposed project increase connectivity to and within underserved communities? Discuss how the project will achieve either of the following: strengthen transit options along growth corridors and/or promote equitable development and redevelopment of commercial and residential areas.
- d. **Alignment with the State's economic development plan:** How does the proposed project align with the current plan? The current plan can be found at: http://www.planning.ri.gov/documents/Econdev/2015/RhodeIslandRisingFinal3_10_15.pdf.
- e. **Project Management and Partners** – Who is leading the project and what groups / stakeholders are involved?
- f. **Project Timeline** – What is the timeline for the proposed project and funding requested? The estimated timeline, and the amount requested, should be realistic and adequate for the project. Please detail by each project task.
- g. Attach **Statement of Match** (described in Section 2).

Date

Signature of Chief Municipal Officer

Name and Title (Typed)

Duration of Term

Mailing Address: _____

Telephone: () _____