

SOUTH PORTLAND HOUSING AUTHORITY

REQUEST FOR PROPOSALS

Developer Partner for the Construction of Three (3) New Public Housing Units

Issuing Authority	South Portland Housing Authority (SPHA)
RFP Issue Date	May 19 th 2026
Proposal Deadline	4:00 PM, June 19 th 2026
Submission Address	100 Waterman Drive, Suite 101, South Portland, ME 04106
Contact Person	Mike Hulseley, mhulseley@spha.net (207) 773-4140
Units Sought	Three (3) new public housing units

1. Overview and Purpose

South Portland Housing Authority (SPHA) is a public housing authority that administers federally funded housing programs to enhance the affordability and availability of safe, decent, and sanitary housing for low-income persons and families within its area of operation.

Through this Request for Proposals (RFP), SPHA seeks to identify and select a qualified developer partner to design, develop, utilizing the Restore Rebuild, Mixed Financing process to construct three (3) new units of public housing utilizing SPHA's Faircloth Authority within the City of South Portland. This initiative reflects SPHA's ongoing commitment to expanding the supply of affordable housing, addressing persistent gaps in the local housing market, and ensuring that extremely and very low-income households have access to quality, stable housing.

The selected developer partner will work collaboratively with SPHA throughout the development process, from site identification and design through construction and occupancy. SPHA intends to enter into a formal development agreement with the selected proposer outlining respective roles, responsibilities, timelines, and financial arrangements.

Priority for occupancy of the completed units will be given to extremely and very low-income persons. This RFP outlines the submission requirements, selection criteria, and general terms applicable to proposals submitted in response to this solicitation.

All proposals must be received and time-stamped via email to mhulsey@spha.net no later than 4:00 PM on June 19th 2026. Proposals received after this date and time will not be considered.

Questions regarding this RFP should be directed to Mike Hulseley (mhulsey@spha.net | (207) 773-4140).

2. Scope of Work

The selected developer partner will be responsible for the following:

2.1 Project Development

- Conduct all required due diligence, including environmental review, title work, and site suitability assessments in accordance with applicable federal, state, and local requirements.
- Prepare all architectural, engineering, and construction documents necessary for permitting and construction.
- Obtain all required permits, approvals, and certifications.
- Construct the three (3) units in compliance with applicable HUD standards, local building codes, and accessibility requirements (including ADA and Fair Housing Act design and construction standards).
- Complete construction within the timeline established in the development agreement.

2.2 Unit Requirements

Each of the three (3) units must meet the following minimum standards:

- Unit type and bedroom mix to be proposed by the developer and subject to SPHA approval based on identified need. Preferred large bedroom counts for families.
- Compliance with HUD Housing Quality Standards (HQS) and any applicable public housing program standards.
- Energy-efficient construction meeting or exceeding applicable Maine energy codes.
- Accessibility: At minimum, one (1) unit must be fully accessible for persons with mobility impairments; all units must meet visitability standards.
- Long-term affordability: Units must be deed-restricted or otherwise committed to low-income affordable housing use for a period of not less than 30 years.

2.3 Ongoing Collaboration

- Coordinate with SPHA staff throughout design, construction, and occupancy.
- Provide regular progress reports during construction.
- Participate in a formal project closeout and transition process upon completion.

3. Submission Requirements and Selection Criteria

Proposals must be limited to five (5) pages (excluding required attachments), pdf. Each section below indicates the maximum page allowance and point value. Proposals will first be reviewed for completeness before being scored. SPHA reserves the right, in its sole discretion, to deem any proposal infeasible and decline to score it.

The following scoring system will be applied:

Section	Max Pages	Points
A. Executive Summary	1	No points
B. Developer Qualifications and Capacity	1	30
C. Project Concept and Site Plan	1	30
D. Financial Feasibility and Funding Plan	1	30
E. Community Benefit and Resident Services	1	10
TOTAL		100

A. Executive Summary (1 page) — no points

Provide a one-page summary of the proposing organization and the proposed project, including the proposed site location (if identified), unit configuration, and a brief description of how the project advances SPHA's goal of expanding quality public housing in South Portland.

B. Developer Qualifications and Capacity (1 pages) — 30 points

Demonstrate the organizational, financial, and managerial capacity to deliver this project. Include:

- Developer's organizational background, mission, and years of experience in affordable or public housing development.
- Description of comparable projects completed within the past ten (10) years, including project name, location, number of units, funding sources, and completion date.
- Resumes or qualifications of key staff and consultants assigned to this project.
- Evidence of financial capacity, including access to equity, debt financing, or other development capital.
- Experience with HUD-funded programs, public housing development, or other federally assisted housing programs.

Proposals demonstrating direct prior experience with public housing development or HUD programs will receive a higher score in this category.

C. Project Concept and Site Plan (1 pages) — 30 points

Provide a conceptual description of the proposed project, including:

- Proposed site address(es) or general location, and evidence of site control or site availability (e.g., letter of intent, option agreement, ownership documentation).
- Proposed unit count, bedroom mix, and approximate square footage per unit.

- Proposed building type and construction approach (e.g., new construction, modular, stick-built).
- Description of how the site meets HUD site selection requirements (24 CFR 983.57), including proximity to transportation, services, educational and employment opportunities.
- Proposed project timeline from execution of the development agreement through construction completion and occupancy.
- Any green building, energy efficiency, or sustainability features.

Projects located within areas that are well-served by transit and community resources, and which demonstrate strong long-term site suitability, will receive a higher score.

D. Financial Feasibility and Funding Plan (1 pages) — 30 points

Provide a development budget and financing plan for the proposed project, including:

- Total estimated development cost, broken down by major cost category (land/acquisition, hard construction, soft costs, financing costs, reserves).
- Proposed sources and uses of funds, including any committed or anticipated public financing (e.g., Low Income Housing Tax Credits, HOME funds, CDBG, state housing programs) and private financing.
- Proposed operating pro forma for the first five (5) years, including projected rental income, operating expenses, and debt service.
- Identification of any anticipated subsidy or regulatory gap, and how it will be addressed.
- Letters of interest or commitment from lenders, equity investors, or other funding sources (if available).

E. Community Benefit and Resident Services (1 pages) — 10 points

Describe any proposed resident services or community benefit features associated with the project, including:

- Plans for providing on-site or coordinated supportive services (e.g., case management, employment assistance, financial literacy, health services).
- Presence of or plans to hire a Resident Services Coordinator.
- Partnerships with community organizations, service providers, or local employers.
- Community engagement and outreach approach.

Projects that include a dedicated Resident Services Coordinator will receive a higher score in this category.

4. Required Attachments

The following attachments must be included with the proposal, or the proposal will be deemed ineligible:

- **Conflict of Interest Statement identifying the developer, project principals, officers, members, shareholders, and investors, certifying they are not on the GSA Excluded Parties List, and disclosing any potential conflicts of interest with SPHA or HUD programs. Include completed Form HUD-5369-C.**

- **Subsidy Layering Disclosure** disclosing all governmental housing assistance received or anticipated (federal, state, or local), including tax credits or tax concessions, to allow SPHA to complete the required subsidy layering review prior to executing a development agreement.
- **Owner/Developer Certification** certifying that no public assistance beyond that disclosed in the subsidy layering review will be received for acquisition, development, or operation of the units.
- **Audited financial statements or equivalent documentation of financial capacity** for the proposing organization for the two (2) most recent fiscal years.
- **References from at least two (2) prior housing development projects of similar scope.**

5. General Information and Instructions

5.1 Reservation of Rights

SPHA reserves the right, at its sole discretion, to: award a development agreement based on all, a portion, or none of the proposals received; reject any or all proposals based on quality or public interest considerations; waive minor irregularities in any proposal; request additional information from any proposer; and extend any deadline or timeframe as needed.

5.2 Proposal Evaluation Process

SPHA staff and/or a review committee will evaluate all eligible proposals using the scoring criteria described in Section 3. SPHA may conduct site visits, request oral presentations, and contact references as part of the evaluation process. SPHA may negotiate with one or more proposers prior to award.

5.3 Confidentiality

Proposals received by SPHA may become a matter of public record. Proposers wishing to designate specific data as proprietary or confidential must identify such data in writing and submit it under separate cover. Confidential treatment will be provided only to the extent permitted under Maine law (5 MRSA §§ 13119-A and 13119-B).

5.4 Compliance with Federal Law

The selected developer partner will be required to comply with all applicable federal laws, executive orders, and regulations, including but not limited to:

- Fair Housing Act and Equal Opportunity requirements
- National Environmental Policy Act (NEPA)
- Uniform Relocation Assistance and Real Property Acquisition Policies Act
- Davis-Bacon Act (prevailing wage requirements)
- Lead-Based Paint Poisoning Prevention Act
- Flood Disaster Protection Act
- HUD regulations at 24 CFR Part 905 (Public Housing Development) and other applicable program regulations

- OMB Uniform Guidance (2 CFR Part 200) as applicable

5.5 Equal Employment Opportunity

The selected developer must comply fully with all applicable nondiscrimination and equal opportunity requirements, including Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and all implementing regulations.

5.6 Contact and Questions

All questions regarding this RFP must be submitted in writing to Mike Hulse, South Portland Housing Authority, at mhulse@spa.net or by phone at (207) 773-4140. Questions and answers will be distributed to all registered proposers.

6. Submission Instructions

Proposals must be submitted in the following format:

- One (1) electronic copy submitted via email to mhulse@spa.net in PDF format.
- Proposals must be organized in the order of sections listed in this RFP, with tabs or clearly labeled dividers.
- Required attachments must follow the main proposal narrative.

Late, incomplete, or improperly formatted proposals will not be accepted. SPHA is not responsible for proposals lost, delayed, or misdirected in delivery.

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