

Request for Proposals (RFP)

Contracted Project Manager – SPARK Build & Regional Housing Initiatives

Issuing Organizations: Red River Regional Council &
Red River Community Housing Development Organization

RFP Release Date: February 10, 2026

Proposal Due Date: February 20, 2026 (12:00 p.m. CST)

Contract Term: 12–18 months, with potential to become a full-time employee following this contract period.

Funding: Funding for this role is a state grant through the Regional Workforce Impact Program and matching funds from the Red River CHDO

Project Period: March 2, 2026 up to June 30, 2027

1) Introduction & Project Background

Region 4 communities face a well-documented shortage of attainable housing, constraining workforce growth and employer hiring across Grand Forks, Nelson, Pembina, and Walsh Counties. Red River CHDO's SPARK Build initiative is actively addressing this by partnering with towns to assemble lots, secure financing, and coordinate builders to deliver new for-sale homes and catalyze rural housing markets.

2026 Build Outlook & Ongoing Need

- Red River CHDO has completed and sold homes and has a pipeline of 2025–2026 homes under construction and additional homes planned for 2026, with more projects queued for 2027 and beyond.
- Parallel efforts include multifamily (e.g., support for workforce-oriented units) and continued community readiness and lender/builder engagement to rebuild rural housing delivery systems.
- To sustain momentum and scale, RRRC and Red River CHDO seek an experienced Contracted Project Manager to manage 2026 SPARK Build activities, bring 2025/2026 units to sale/close, and build the 2027 pipeline—ensuring continuity in development, financing, marketing, and transactions across the region.

2) Scope of Work (Summary)

The contracted Project Manager will work closely with RRRC and Red River CHDO leadership to:

Program & Stakeholder Coordination

- Maintain proactive communication with local governments, economic development organizations, lenders, builders, and trades.
- Support employer and community engagement to confirm demand and build homebuyer pipelines.

Financing & Compliance

- Line up and track construction/permanent financing (e.g., bank loans, ND Housing Incentive Fund, and other tools).
- Coordinate draw requests, pay applications, lien waivers, insurance, and closeout documents.

Construction Oversight (Owner's Rep functions)

- Coordinate builder contracts and schedules; conduct site check-ins; monitor progress against budget/scope.
- Flag risks early and recommend corrective actions.

Marketing, Sales & Closings

- Promote homes with communities; coordinate listings and buyer outreach.
- Negotiate purchase agreements and organize closings; ensure accuracy of settlement documents.

Data, Files & Reporting

- Establish and maintain organized electronic files (loan documents, deeds, policies, purchase agreements, settlement statements).
- Track unit-level budgets, costs, and performance metrics; prepare brief monthly status updates.

Pipeline Development

- Identify 2027 sites, secure builders, and advance 2027 financing applications.
- Prepare concise case studies and success stories for transparency and advocacy.

3) Period of Performance & Availability

- Anticipated Start: As soon as selected (target late February/March 2026).
- Term: 12–18 months (with potential option to convert to full-time employment upon mutual agreement and funding viability).
- Time Commitment: Proposers should state weekly availability and confirm capacity for site visits across the region.

- Remote Work: Proposers can work remotely while accessible within Region 4 on an as-needed basis.

4) Deliverables & Milestones (Illustrative)

1. Q1 2026: Onboarding; confirm/secure all 2026 financing; align builder schedules; finalize sales strategy.
2. Q2 2026: Launch 2026 construction; facilitate sales/closings for completed homes; identify 5–10 2027 sites.
3. Q3 2026: Secure HIF/other financing and builders for 2027; produce brief case studies.
4. Q4 2026: Monitor 2026 completions; advance sales/closings; update pipeline.
5. Q1–Q2 2027: Confirm 2027 bank financing; launch 2027 construction.

5) Proposal Format (Keep it Brief – 5 to 10 pages)

- Cover Letter – Availability to begin as soon as selected; primary contact info.
- Qualifications & Team – Resumes/CVs; relevant licenses/certifications.
- Relevant Experience – Brief narrative of similar roles (owner’s rep, housing development, construction management, rural projects).
- Completed Projects & Funding Programs Utilized – List up to 10 most relevant projects, noting location, role, year, type (single-family/multifamily), and financing programs/tools (e.g., LIHTC, HIF, bank construction lending, HUD/USDA, PILOTs, TIF, CDBG, HOME, etc.).
- Approach – Short plan for delivering the Scope (coordination, risk management, financing, sales/closings, file systems).
- Rate & Capacity – Hourly rate, estimated weekly hours, and any reimbursable cost assumptions (mileage, lodging).
- References – 2–3 recent client references with contact info.

6) Selection Criteria & Scoring Rubric (100 points)

Relevant Experience in Housing Development/Construction Management (30 pts)

- Demonstrated success managing single-family and/or multifamily projects, preferably in rural settings.
- Experience coordinating lenders, builders, and local governments.

Funding & Finance Proficiency (20 pts)

- Direct experience with programs/tools such as bank construction loans, HIF, LIHTC, HUD/USDA, TIF/PILOT, or similar.
- Evidence of closing transactions and resolving underwriting/appraisal challenges.

Approach & Work Plan (20 pts)

- Clear, practical plan for schedule, budget control, risk management, sales/closings, and documentation.

Capacity & Availability (15 pts)

- Ability to start immediately; sufficient weekly hours; readiness for site travel.

References & Past Performance (10 pts)

- Positive outcomes and client satisfaction; on-time, on-budget delivery.

Rate Competitiveness (5 pts)

- Reasonable hourly rate and cost structure for the scope and duration.

7) Administrative Details

- Contract Type: Time & materials with a not-to-exceed amount; monthly invoicing; basic backup required (timesheets, expense receipts).
- Location/Travel: Work is primarily regional and remote; periodic site visits to communities across Region 4 are expected (travel reimbursable per RRRC policy, if applicable).
- Ownership & Confidentiality: All project files and materials produced under this contract will be property of RRRC/CHDO. Contractor must maintain confidentiality of project and buyer information.
- Equal Opportunity: RRRC/CHDO are equal opportunity employers and encourage proposals from small, women-owned, minority-owned, and veteran-owned businesses.

8) Submission Instructions

Submit electronically (PDF preferred) by: Friday, February 20, 2026 – 12:00 p.m. CST

Email to (send to both):

- Dawn Mandt, Executive Director, RRRC — Dawn@redriverrc.com
- Lisa Rotvold, Executive Director, Red River CHDO — Lisa@redriverrc.com

Subject line: “RFP – Contracted Project Manager – [Your Firm/Name]”

Late proposals may not be reviewed. Questions may be submitted via email up to February 17, 2026; consolidated responses may be shared with all inquirers.

9) Anticipated Timeline

- RFP Issued: February 10, 2026
- Questions Due: February 17, 2026 (5:00 p.m. CT)

- Proposals Due: February 20, 2026 (12:00 p.m. CST)
- Interviews (if needed): February 24–26, 2026
- Selection/Notice of Intent: February 28, 2026
- Target Start: Week of March 2, 2026 (or as soon as selected)

Optional Exhibits (available upon request)

- Exhibit A: Standard Terms & Insurance Minimums (GL/Auto/Workers' Comp/Professional Liability).
- Exhibit B: Invoicing Template & Travel Policy.
- Exhibit C: Proposal Cover Sheet.