

Request for Proposals
Pipeline Projects Consultant
Beacon Housing, Inc.



1. Organization Background

Beacon Housing, Inc. is a California nonprofit public benefit corporation founded in 1996, developing and operating affordable housing primarily in the greater Pasadena area. Beacon's portfolio includes rental housing, transitional housing for domestic violence survivors, and academic enrichment programming. In the wake of the January 2025 Eaton Fire, Beacon has expanded its role in Altadena's housing recovery, including active predevelopment on multiple sites.

2. Purpose of This RFP

Beacon Housing seeks a qualified individual or firm to serve as Pipeline Projects Consultant, supporting a structured site assessment and predevelopment effort across Altadena and the broader Eaton Fire impact area. This engagement is funded through a Section 4 Capacity Building grant from Enterprise Community Partners (on behalf of HUD).

3. Scope of Work

3.1 Site Assessment and Pipeline Development

Assess a minimum of 20 parcels (R1-, R2-, and R3-zoned) for gentle density feasibility. Each assessment evaluates: zoning and entitlement pathway, taking into consideration where relevant current California density legislation; lot configuration and development capacity; acquisition cost and comparables; estimated demolition/rehabilitation cost; utility access; environmental conditions; and compatibility with Beacon's financing stack and income-targeting requirements. Assessments are documented in a standardized format and maintained in a searchable database.

3.2 Predevelopment Coordination and Oversight

For sites advancing beyond initial assessment, coordinate and oversee active predevelopment activities: due diligence processes, coordination with title companies, environmental consultants, and legal counsel; entitlement application support; and interface with lenders and financing partners.

3.3 Site Assessment Handbook Development

Working with Beacon leadership, produce a standardized Site Assessment Handbook — a formal reference document codifying assessment criteria, due diligence checklists, scoring methodology, and procurement templates developed across the assessments.

4. Period of Performance and Budget

This is a single contractual engagement beginning September 1, 2026 and ending December 31, 2027 (16 months). The total budget for this contract is not to exceed \$75,000, consistent with Beacon's full Enterprise/HUD Section 4 grant award, which must be fully expended by December 31, 2027. Proposed hourly rates must not exceed the Section 4 program compensation ceiling — the unloaded hourly equivalent of OPM GS-15, Step 10 (based on locality), or \$150/hour loaded, whichever is lower.

Beacon anticipates an average level of effort of approximately 65–67 hours/month across the engagement; proposers may suggest an alternate pacing consistent with the scope of work in Section 3, provided the total not-to-exceed budget of \$75,000 is maintained.

Any engagement beyond December 31, 2027 would be a separate, subsequent contract contingent on additional funding Beacon is separately pursuing, and is not part of this RFP.

5. Timeline and Milestones (September 2026 – December 2027)

Period	Milestone
Month 1 (Sept 2026)	Contract execution and onboarding. Finalize scope of work, site assessment template, and initial parcel universe.
Months 2–6 (Oct 2026–Feb 2027)	Complete site assessments 1–8. Establish standardized assessment database. Begin Handbook structure. First semi-annual report to Enterprise due (Month 6).
Months 7–12 (Mar–Aug 2027)	Complete site assessments 9–16. Refine assessment template. Identify priority sites for further predevelopment. Second semi-annual report to Enterprise due (Month 12).
Months 13–16 (Sept–Dec 2027)	Complete site assessments 17–20. Advance priority sites toward letter of intent or due diligence. Finalize the Site Assessment Handbook. Final report and contract closeout by December 31, 2027.

6. Minimum Qualifications

- Demonstrated experience in affordable housing predevelopment, acquisitions, or entitlement work, ideally in Los Angeles County. Experience/familiarity with the Altadena area and/or post-disaster recovery strongly preferred.
- Working knowledge of California density, zoning, density bonus, and affordable housing regulations, as well as local entitlement processes
- Familiarity with LA County permitting process
- Ability to coordinate with title companies, environmental consultants, legal counsel, and lenders.
- Not currently suspended or debarred from participation in federal programs.

7. Proposal Submission Requirements

Proposals must include the following:

1. Cover letter summarizing relevant experience and interest.
2. Description of proposed approach and methodology for site assessment, scoring, and predevelopment coordination.
3. Qualifications and relevant experience of key personnel who will perform the work.
4. Proposed hourly rate and estimated monthly hours, together totaling a not-to-exceed cost for the full engagement period, with a brief basis for the rate.
5. At least two references from comparable engagements, with contact information.
6. Signed acknowledgment of the federal compliance requirements in Section 9 below.
7. Current certificate of insurance, if applicable to the proposed scope.
8. Confirmation of an active registration in the System for Award Management (SAM.gov) and a valid Unique Entity Identifier (UEI), or a written commitment to obtain both prior to contract execution.
9. Disclosure of any existing relationship, financial interest, or immediate family tie (spouse, parent, child, sibling, grandparent, grandchild, or in-law by blood, marriage, or adoption) to any Beacon Housing staff member, officer, or board member. Proposers with no such relationship must affirmatively state so.

8. Evaluation Criteria

Proposals will be evaluated using the following weighted criteria, applied consistently to all responsive proposals:

Criterion	Weight	What We're Looking For
Relevant experience	30%	Predevelopment, entitlement, or acquisitions work in Altadena/LA County; experience with projects involving adding gentle density
Approach & methodology	25%	Proposed approach to site assessment, scoring, and predevelopment coordination
Qualifications of key personnel	20%	Relevant credentials and direct experience of the individual(s) performing the work
Cost proposal	15%	Reasonableness of proposed hourly rate and estimated hours against the not-to-exceed budget
References	10%	Verifiable references from comparable engagements

9. Federal Compliance Requirements

This engagement is funded in whole or in part with federal funds passed through Enterprise Community Partners, Inc. under HUD Grant B-22-CB-MD-0001. The awarded contract will include the following required provisions, and proposers must be able to accept them:

- Certification of not being suspended, debarred, or otherwise excluded from federal programs (2 CFR Part 180).
- Compliance with the Trafficking Victims Protection Act provisions (2 CFR Part 175).
- Compliance with the Byrd Anti-Lobbying Amendment.
- Equal Employment Opportunity compliance.
- Termination for cause and for convenience provisions.

Beacon Housing conducts this procurement with full and open competition and takes affirmative steps to include minority-owned, women-owned, veteran-owned, and Labor Surplus Area businesses. Firms and individuals meeting these descriptions are encouraged to respond.

10. Submission Instructions

Proposals must be submitted via email to: hello@beaconhousing.org with subject line: "Response to RFP for Pipeline Projects Consultant"

Deadline: 5:00 PM Pacific Time, August 15, 2026.

Questions regarding this RFP may be directed to the same email address.

Late or incomplete proposals may not be considered.

11. Reservation of Rights

Beacon Housing reserves the right to reject any or all proposals, to waive minor informalities, to request clarification or additional information from any proposer, and to negotiate final terms with the selected proposer. Issuance of this RFP does not obligate Beacon Housing to award a contract.

Issued by: Beacon Housing, Inc.

Date issued: 7/22/26