



# Community Development Department

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## MEMORANDUM

To: Community Development Committee  
From: Emily Arteche, Community Development Director  
Date: November 4, 2024  
Subject: Request for Qualifications, RFQ Review

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### Introduction

A request for qualifications, RFQ is an invitation to qualified consulting firms asking them to submit their qualifications and possibly be hired to develop a described project. The RFQ is both widely advertised and distributed to select firms.

### Background

In August the Committee requested that Staff prepare a draft RFQ that could be used to solicit qualifications of firms suitable to design and build affordable/work force housing on parcel 2524079033. On September 16, 2024, the Committee requested that the draft RFQ discussion be moved to the October 7, 2024. On October 7, 2024, the Committee discussed the draft RFQ and requested edits to Part 1, Title, Part 4, Evaluation Criteria, Part 5, Submission Requirements and Part 8, Questions and Additional Information.

Other Committee considerations included: 1) mixed-income levels, 2) senior housing, 3) parking and 4) wraparound services. The Committee also indicated that additional edits to the second paragraph on area median income (AMI) percentages (pending further discussion) may be needed.

On October 21, 2024, the Committee discussed the draft RFQ and requested edits to Part 1, Introduction and Part 4, Evaluation Criteria. Other Committee considerations included legal review.

### Analysis

The revised RFQ title now states "Workforce Housing Development". Part 1 includes details regarding the location of the parcel, parcel specific information and 55 plus years of affordability. "Community Partners" is now an additional criterion in Part 4. The point system now would allow firms to earn up 56 points. Each evaluation criterion includes more details. For example, under "Approach" wraparound services is defined and parking and senior populations are included. Annual audits and balance sheets are described as means of demonstrating Financial Stability. Part 8 instructs firms on submitting questions and includes a Zoom link where interested firms could join a remote question and answers meeting before the submittal deadline.

Because an RFQ doesn't require a significant investment of time or materials, response rates from interested firms are generally expected to be high.

**NEXT STEPS**

Discuss the revised draft RFQ including a schedule for City Council review and release.