



Community Development Department

Emily Arteche, Director

38624 SE River St. | P.O. Box 987
Snoqualmie, Washington 98065

(425) 888-5337 | earteche@snoqualmiewa.gov

MEMORANDUM

To: Community Development Committee
From: Emily Arteche, Community Development Director
Date: October 7, 2024
Subject: Request for Qualifications, RFQ Review

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 7th meeting.

Analysis

Because an RFQ doesn't require a significant investment of time or materials response rates from the issuance of such an invitation are generally higher. Upon receiving qualifications, the City should select four or five of the most qualified consultants to submit full proposals through a request for proposal, RFP.

NEXT STEPS

Discuss the draft RFQ including a schedule for release.