



# Community Development Department

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## MEMORANDUM

To: Community Development Committee  
From: Emily Arteche, Community Development Director  
Date: October 21, 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. At the October 7, 2024, meeting the Committee discussed the draft RFQ and requested edits to the 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.

### Analysis

The revised RFQ title now states "Workforce Housing Development". A point system is included in Part 4, allowing a firm to score up to 40 points. More details are provided regarding each evaluation criterion to assist interested firms. For example, under "Approach" wraparound services is defined and parking and seniors are included. Under "Financial Stability", annual audits and balance sheets etc. are included. Part 8, instructs firms on submitting questions and also includes a Zoom link for interested firms to 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. Upon receiving qualifications, Staff will evaluate and rank the top three qualified firms to interview.