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CITY OF SNOQUALMIE
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Request for Qualifications (RFQ) for Workforce Housing Development

Date Issued: [Insert Date]

RFQ Number: [Insert RFQ Number]

Response Deadline: [Insert Deadline Date]

1. Introduction

The City of Snoqualmie, WA is seeking qualifications from experienced and qualified firms, organizations, or individuals to assist in the design and development and/or management of a development, geared towards providing housing to *Snoqualmie Valley* employees working for the school district, hospital, first responders, retail, *local government* hospitality and service industries.

The city is interested in working with firms who have demonstrated a proven track record of building and managing creative affordable/workforce housing. [Affordable housing is considered to be up to 60% AMI. Workforce housing is considered to be between 80% and 120% of AMI] with affordability for up to X years.

2. Background

Snoqualmie WA is a city located about 28 miles east of Seattle with a 2024 population of 14,520. Approximately 4600 employees enter the city each day. Most employees are traveling up to 42 miles away, southwest of the city along the State Highway 18 corridor from the cities of Tacoma, Kent and Auburn, WA due to the high cost of housing. Over 2500 jobs of these jobs are filled by the hospitality industry. Just less than 1000 jobs are in the manufacturing and business park sectors.

3. General Scope of Work

- Development Services: Site assessment, design, construction management.
- Management Services: Property management, tenant relations, maintenance services.

4. Evaluation Criteria (50 Points)

Interested parties should demonstrate the following:

- a. Experience: Proven track record in creative workforce housing or similar projects. This includes ability to bring a viable mixed income development from concept to occupancy creating a safe environment for all residents. Mixed-income development refers generally to residential settings in which housing is affordable to individuals and families with different income levels. **(20 points)**
- b. Approach: Demonstrate an understanding of the local workforce housing needs and proposed methodology for addressing them. This includes providing a narrative of how the firm intends to approach the scope of work and how the firm would cultivate and discern possible development components like wraparound services, parking, senior population, daycare etc. “Wraparound services” embraces any resident’s individualized mental health needs onsite. **(20 points)**
- c. Expertise: Relevant qualifications and experience of key personnel. This includes providing resumes and qualifications of key team members that demonstrates the firm’s complete ability to perform development tasks and the overall management of the development process. **(5 points)**
- d. Financial Stability: Evidence of financial stability and ability to handle project requirements. This includes demonstrating sufficient company reserves, accurate balance sheets, currency with annual audits, information on cash flow and liabilities. **(5 points)**
- e. References: At least 3 references from past projects. This includes details of relevant projects, including scope, and outcomes.

5. Submission Requirements

Submissions must include:

- Cover Letter: Summarizing the interest and qualifications of the firm.
- Firm Profile: Background information about the firm or individual, including size, areas of expertise, and organizational structure.
- Responses to the Evaluation Criteria

Submissions will be evaluated and scored based on a complete submittal including all evaluation criteria and submission requirements detailed in items 4 and 5 above.

7. Submission Instructions:

Submit your qualifications package by November xx, 2024 to:

WorkforceHousingRFQ@snoqualmiewa.gov

8. Questions/Additional Information

All questions regarding this RFQ should be submitted in writing to: **Emily Arteché, AICP
Director of Community Development.** Email: WorkforceHousingRFQ@snoqualmiewa.gov
[By November xx, 2024 @ 5 PM].

A Zoom virtual meeting will be held on November xx, 2024, to answer questions received regarding this RFQ.

9. Disclaimers

The City of Snoqualmie reserves the right to reject any or all submissions, to negotiate with any or all respondents, and to make no selection if deemed in the best interest of the project.

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