



Community Development Department

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MEMORANDUM

To: Community Development Committee
From: Emily Arteche, Community Development Director
Date: September 16, 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

At the last Community Development Committee meeting on August 5, 2024, the Committee requested that an RFQ be prepared for design of workforce housing on City owned property.

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 high response. Four or five of the most qualified consultants should be invited to submit full proposals through a request for proposal, RFP.

NEXT STEPS

A draft RFQ was prepared for Committee discussion. Discuss the draft RFQ including a schedule for release.