

**REQUEST FOR QUALIFICATIONS
FOR
ARCHITECTURAL SERVICES**

PROPOSALS DUE: November 30, 2023, AT 5:00 PM



We know the way home.

**HOUSING WORKS
405 SW 6th St
Redmond, OR 97756
541-923-1018
www.housing-works.org**

Request for Qualifications

Summary

Pursuant to its 2021 Procurement Policy, specifically Section E.6 A/E Services, Housing Works is soliciting qualifications from architectural firms who wish to participate in Housing Works' development activity over the next three-year period (2023-2025). This RFQ is intended to form a qualified pool of architects who have experience and proficiency in constructing multifamily housing projects and commercial use buildings funded with federal, state, local funds, and tax credits. In accordance with the 2021 Procurement Policy, Housing Works will look solely to this pool of qualified architects for all of its upcoming development work that use such funds.

MINIMUM REQUIREMENTS

Notice is hereby given to all interested parties that all respondents will be required to meet minimum qualifications to be considered for the Housing Works architect pool. To be considered as qualified, respondents shall have, as a minimum:

1. Provided Architectural services within the last ten (10) years for at least two (2) multifamily housing projects, each in excess of \$5,000,000 (hard costs), utilizing the expertise of staff still currently employed by the firm; OR
2. Provided Architectural services within the last ten (10) years for at least two (2) commercial use office building projects, utilizing the expertise of staff still currently employed by the firm; AND
3. Demonstrated tracking systems to track outreach to all subcontractors (structural, civil, and other design consultants typically included in architect's contract). Specifically, those subcontractors who meet minority owned, women owned, service-disabled veterans owned, and emerging small business requirements.
4. Respondents to this RFQ must certify that neither it nor its principals are presently debarred, suspended, declared ineligible, or excluded from participation in the activities proposed under this RFQ by any Federal, State, or City Agency.

PROPOSED SCHEDULE FOR RFQ SELECTION PROCESS

Release of RFQ 10/30/23

Response due 11/30/23

METHOD OF SUBMISSION

The RFQ response shall be prepared by an authorized representative of the company.

An electronic copy of the RFQ response shall be submitted as an attachment via email to kwooden@housing-works.org on or before the deadline on November 30, 2023, at 5pm PST.

The following describes the format that must be followed for the response to be considered as acceptable to this RFQ. The purpose of this section is to ensure uniformity in the submission of the qualifying information. Please note that Housing Works will use the “minimum requirements” listed above in order to determine which architects to include in the pool. Architectural firms that do not possess at least the minimum requirements will not be included in the pool. Other information that we require below is for the purpose of learning more about each firm and their respective history and may assist Housing Works when selecting architects from the pool for specific projects in the future.

1. Company Information

- Provide firm’s name and address of headquarters and any branch offices.
- Include the principals of the firm and their experience and qualifications.

2. Company Experience

- Provide a general statement of qualifications related to the design of affordable multifamily housing and/or commercial buildings for public agencies.
- List all completed affordable multifamily projects that your company has designed in the last ten years (include a description that includes # of units, location and type of building).
- List all completed multifamily projects (not specifically affordable) that your company has designed in the last ten years (include a description that includes # of units, location and type of building).
- List all completed commercial building projects that your company has designed in the last ten years (include a description that includes, # of floors, total square footage, location, and entity that occupied the building after completion).

3. Project Staffing and Subcontractor Selection

- Identify your company’s proposed management staff and all your key staff members who will work on Housing Works projects in Central Oregon. Provide a summary of experience and qualifications for these staff members.

4. General Information

- If available, please provide a company brochure, annual report, and/or link to the company’s website.

5. References

- Provide 2 references from previous or current clients.

About Housing Works

Housing Works is the largest affordable housing provider in the Central Oregon region, serving Crook, Deschutes, and Jefferson counties. Housing Works is the local Housing Authority and was formed by the three counties to serve the housing needs of Central Oregon residents. Since its inception in 1977, Housing Works has provided housing services to thousands of low-income families in an effort to move them above the poverty line. Housing Works follows the mission, “Fostering Dignity through Housing” by providing a variety of housing

programs and related services to workforce and low-income households. Currently, Housing Works serves approximately 4,000 individuals through affordable housing partnerships, grant funding, and Federal contracts.

Housing Works entered the development arena in the early nineties and continues with this dedication to increase the stock of affordable housing that is desperately needed in the region. Innovative public/private partnerships have made it possible for the Housing Works team to vigorously pursue and leverage local, state, and federal resources to provide a dedicated supply of affordable housing in addition to resident programs and opportunities for the communities of Central Oregon. Today, Housing Works is an active developer and operator of affordable housing in Central Oregon, serving individuals and families earning 80% or less than Family Median Income, with an inventory of over 1,200 units of housing.

Certification:

By responding to this RFQ, I certify that neither the architectural firm nor its principals are presently debarred, suspended, declared ineligible, or excluded from participation in the activities proposed under this RFQ by any Federal, State, or City Agency.

Signature

Date