

# HOME/HTF Affordable Housing Development Grant Administration Manual

## Tools and Resources

### Sample Request for Qualifications (RFQ) for Architectural Services

This resource serves as an example of a Request for Qualifications (RFQ) for architectural services and can be modified for specific projects and circumstances.

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The *(Town or City or County of)* has received a federal HOME Investment Partnership / Housing Trust Fund (HME/HTF) award in the amount of \$\_\_\_\_\_ by the Montana Department of Commerce (MDOC) for *(description of project including purpose, location, time frame, and present status)*.

Contingent upon this award, the *(Town or City Council of or the County Commission)* is soliciting offerors of a statement of qualifications in response to this Request for Qualifications for engineering services to assist the *(Town, City or County)* in both (a) designing and (b) supervising construction of this project in compliance with all applicable requirements under the Montana HOME/HTF Program. Payment terms will be negotiated with the selected offeror. The fee for architectural services will be paid with HOME/HTF funds.

The services to be provided will include:

- Designing rental housing improvements and/or construction of new housing;
- Preparing the construction bid package in conformance with applicable HOME/HTF requirements and supervising the bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitation, conducting the bid opening, and issuing the notice to proceed;
- Conducting the pre-construction conference;
- Field staking, on-site supervising of construction work, and preparing inspection reports;
- Reviewing and approving all contractor requests for payment and submitting approved requests to the governing body;
- Providing reproducible plan drawings to the *(Town/City/ or County)* upon project completion;
- Conducting final inspection and testing;
- Submitting certified “as-built” drawings to the appropriate federal or state agency; and
- Preparing an operation and maintenance manual.

Responses should include:

1. The firm’s legal name, address, and telephone number;
2. The principal(s) of the firm and their experience and qualifications;
3. The experience and qualifications of the staff to be assigned to project;
4. A description of the firm’s prior experience, including any similar projects (in particular those funded by HOME/HTF), size of community, location, total construction cost, and name of a local official knowledgeable regarding the firm’s performance;
5. A description of the firm’s current work activities and how these would be coordinated with the project, as well as the firm’s anticipated availability during the term of the project; and
6. The proposed work plan and schedule for activities to be performed.

Respondents will be evaluated according to the following factors:

1. The qualifications of the professional personnel to be assigned to the project \_\_\_\_\_%
2. The consultant’s capability to meet time and project budget requirements \_\_\_\_\_%
3. Location<sup>1</sup> \_\_\_\_\_%
4. Present and projected workloads \_\_\_\_\_%
5. Related experience on similar projects \_\_\_\_\_%
6. Recent and current work for the entity issuing the RFP \_\_\_\_\_%

The selection of finalists to be interviewed will be based on an evaluation of the written responses. The award will be made to the most qualified offeror whose proposal is deemed most advantageous to the (Town, City, or County), all factors considered. Unsuccessful offerors will be notified as soon as possible.

Questions and responses should be directed to (Mayor/Commissioner), (address), (City), Montana, (zip). All responses must be postmarked no later than (date). Please state “HOME/HTF Architect Services Proposal” on the outside of the response package.

Respondents may review the HOME/HTF application which includes a description of the proposed project including activities, budget, schedule, and other pertinent information by visiting the (Town, City or County) offices during regular office hours. A copy of the application is also available for review at the offices of the Community Development Division, Montana Department of Commerce, 301 S. Park Avenue, P.O. Box 200523, Helena MT 59620-0523.

This solicitation is being offered in accordance with federal and state statutes governing procurement of professional services. Accordingly, the (Town or City Council or County Commission) reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate.

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<sup>1</sup> This evaluation factor must be limited to no more than 5% of total points to ensure a fair and open competition.