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Request for Proposals

2026 Architect/Engineer Pool

Wednesday, January 14th, 2026

Solicitation Coordinator

E Wood

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Email: ewood@homesforgood.org



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Basic Overview

RFP Release Date	January 14, 2026
Submission Due Date & Time	February 4, 2026 at 5 pm
Submission Methods	Email to ewood@homesforgood.org
Anticipated Agreement Term	March 11, 2026 – March 11, 2029
Agency Contact	E Wood ewood@homesforgood.org
Questions Regarding the RFP All communications regarding this RFP must be directed to stated Agency Contact. Unauthorized contact with other Agency staff may be grounds for disqualification.	Due by January 28, 2026, at 5pm ewood@homesforgood.org

Submittal Checklist

- Single PDF, labeled
"AEPricingPool_[FirmName].pdf"
- All sections in required order
- No pricing information included
- Authorized Signature on cover letter



Homes for Good Overview

WHO WE ARE

Homes for Good is Lane County's housing agency. Our primary work is to help low-income residents with the logistics of affordable housing. At a higher level, we are neighbors united to get every Lane County resident who needs help into a home.

WHAT WE DO

- ❖ Issue Rental Assistance Vouchers
- ❖ Help veterans, seniors, and people with disabilities find and secure affordable housing
- ❖ Match low-income residents with public and assisted housing units
- ❖ Partner with other community organizations and non-profits to develop, finance, and build affordable housing
- ❖ Connect residents with self-sufficiency programs and wellness supports
- ❖ Provide weatherization improvements that lower utility bills and keep homes more comfortable
- ❖ Raise awareness about the need for income-qualified and affordable housing in Lane County
- ❖ Own and operate housing for low-income individuals and families

AFFORDABLE HOUSING ADVOCACY

We work to raise awareness about the need for – and lack of – affordable housing here in Lane County and more broadly. There is no question that the need for affordable housing will only grow as our population increases and high demand for housing pushes rent and homeownership prices higher. We believe every person should have a home and that we must proactively and aggressively work toward that goal for the good of our community, state, and nation.

COMMUNITY CENTERED INITIATIVES

We continue to focus on the communities we serve, learning from their experiences to base operational changes on. We continue to take a human-centered approach, making programmatic changes to promote wealth building as well as improving the mental, physical, and financial health of our residents and program participants. We continue to improve our employee experience to grow and retain a diverse workforce.



Request for Proposals

RFP Release	January 14, 2026
Question Due	January 28, 2026 at 5p
Submissions Due	February 4, 2026 at 5p
Anticipated Award	March 11, 2026

Homes for Good (Agency) is soliciting proposals from qualified firms and individual professionals to enter into Architect/Engineering (A/E) Price Agreements with Agency. Services typically conducted by an Agency A/E include but are not limited to supervising work produced by Agency, which is subject to ORS 671 and/or 672. Homes for Good will select at least 3 qualified firms. Work shall be requested by Agency on an as-needed basis, and authorized by Agency Task Orders, which will be assigned based upon A/E availability, qualifications, specializations, and, when appropriate, price.

Interested firms and individuals are invited to submit proposals in accordance with the requirements described in the Submittal Requirements & Evaluation Criteria section. Minority-owned, Women-owned, Veteran-owned, and/or Emerging Small Business Enterprises are encouraged to respond. No Pre-Proposal Conference will be held for this proposal. **Please indicate your intent to submit, and/or requests additional information by emailing E Wood, Project Coordination Specialist at ewood@homesforgood.org.**

Procurement Method and Phased Selection Process

Agency will use a Qualifications-Based Selection (QBS) process in accordance with ORS 279C.110 and 2 CFR 200.320(b)(2). All firms will be evaluated and ranked solely on qualifications in Phase 1. Firms selected to move to Phase 3 will be requested to provide hourly rates and reimbursable expenses at that time under Agency Rule 137-048-0270. **No pricing or fee information should be submitted with initial proposals. Firms who provide this information prior to it being requested will be disqualified from consideration.**

Selection Phases

Phase 1 – Qualification Evaluation

Firms will be evaluated and ranked on qualifications detailed in the "Submittal Requirements & Evaluation Criteria" section.

Based on Qualification Evaluation, one or all firms may be invited to participate in interviews with the scoring committee to provide additional information. Interviews will not be scored, as they are meant to provide the committee with clarifications on firms' proposals.



Phase 2 – Initial Selection

Agency will select highest-ranked firms to move forward and notify those not selected.

Phase 3 – Pricing Evaluation

The selected firms will be invited to provide hourly rates and reimbursable expenses for evaluation. Firms to include hourly rates for all applicable job titles and/or scopes of work, as well as all common reimbursable expenses applicable to their line of work. Agency to evaluate pricing and rank firms.

Phase 4 – Final Selection & Price Agreement

Agency to select firms to enter A/E Price Agreement Pool and notify those not selected. For each selected firm, the agreed-upon terms will be incorporated into the attached Price Agreement and entered into by both Firm and Agency.

Scope of Work

The following scope outlines the range of professional architectural and engineering services that may be requested by Agency. These services will be provided on an as-needed basis through individual Task Orders issued under the negotiated Price Agreements. Each Task Order will define the specific project scope, deliverables, schedule, and Compensation consistent with the established hourly rates and reimbursables terms.

Firms are not required to provide all listed services but should clearly identify their primary disciplines and areas of expertise in their proposal. Coordination with other firms or with Agency-selected consultants may be required depending on project needs.

Agency anticipates Task Orders may include, but are not limited to the following:

- **Architectural Design Services:** Conceptual and schematic design, design development, and construction documents for new construction, rehabilitation, adaptive reuse, and Capital Improvement projects.
- **Engineering Services:** Civil, structural, mechanical, electrical, plumbing, and fire-protection system design.
- **Site and Infrastructure Analysis:** Site suitability assessments, infrastructure coordination, stormwater management, grading, and utility design.
- **Building Envelope and Constructability Review:** Peer review of documents and specifications for durability, maintainability, and compliance with energy and accessibility standards.
- **Cost Estimating and Value Analysis:** Assistance with detailed cost estimates, participation in value-engineering process, and constructability reviews with CM/GC partners.
- **Permitting and Regulatory Coordination:** Assistance with local and state permitting, environmental review support, and coordination with federal, state, and local funding agencies.



- **Project Representation and Construction Administration:** Attendance at project meetings, construction oversight, site owner representation, review of submittals and change orders, and preparation of punch lists and closeout documentation.
- **Planning and Feasibility Support:** Site planning, zoning, and land-use research, and design input to support feasibility studies or grant applications.
- **Sustainability and Universal Design:** Facilitate engagement around the integration of energy-efficient systems, resilience strategies, and principles of accessibility, Universal Design, Trauma-Informed Design, and Aging-in-Place.
- **Specialty Services (as applicable):** Landscape architecture or other disciplines relevant to affordable housing development. Specify if services are in-house or subcontracted to specialty consultants and/or Landscape Architects.

Expectations & Requirements

Qualifications

Proposers shall be licensed to provide architectural design services in the State of Oregon and be members in good standing with the Oregon State Board of Architect Examiners (OSBAE) and/or the Oregon State Board of Examiners for Engineering and Land Surveying (OSBEELS).

Insurance Coverage Requirements

At signing of a Task Order, the awarded firm is required to provide the Agency with Certificates of Insurance showing the following Insurance is in force and will ensure all operations under this contract. Firm shall not cancel, materially change, nor allow a lapse in insurance coverage during the period of this contract. All insurance shall be maintained after completion of the contract for the full warranty/guarantee period.

Insurance Coverage Minimums

- ❖ **Commercial General Liability:** The minimum limit of liability coverage shall be no less than \$2,000,000 per occurrence written, and an aggregate limit of no less than \$4,000,000.
- ❖ **Professional Liability (Errors & Omissions):** The minimum limit of Professional Liability coverage shall be \$1,000,000.
- ❖ **Workers' Compensation:** In accordance with State Law, the A/E and all employers working under the contract are subject to Oregon Workers' Compensation Law and shall comply with ORS 656 or otherwise be exempt under ORS 656.126.
- ❖ **Automobile Liability:** For owned and non-owned motor vehicles used on the site or in connections therewith for a combined single limit for bodily injury and property damage of not less than \$500,000 per occurrence.



Policy shall name the Agency as Additional Insured with an attached Endorsement Page, showing the additional insured as:

Housing and Community Services Agency of Lane County,
DBA Homes for Good Housing Agency
100 West 13th Avenue
Eugene, OR 97401

Proposal Format and Submittal Requirements

General Format

In accordance with Agency Rule 137-047-0330 submission will be made digitally, sent via email. Proposals should be clear, concise, and organized following the order of the Evaluation Criteria.

- Submit one (1) PDF via email to ewood@homesforgood.org
- Limit proposal to 15 pages total, excluding cover, table of contents, and resumes.
- Font size should be 11 pt or larger, single-spaced, with standard 1-inch margins.
- *Do not include hourly rates, fees, or other pricing information. Any pricing received with the initial submission will render the bid ineligible.*

Required Content and Order

- **Cover Letter** (1 page)
 - Must identify and include the signature of the authorized signatory for negotiations.
 - Include contact information and Oregon CCB, OSBAE, or OSBEELS license numbers.
- **Firm Overview & References** (up to 2 pages)
- **Past Projects** (up to 3 pages)
- **Design Approach** (up to 3 pages)
- **Access and Opportunity Strategies** (up to 2 pages)
- **Local Considerations** (up to 2 pages)
- **Staffing and Capacity** (up to 2 pages)
- **Additional Information** (optional, up to 2 pages)

Public Records

All proposals submitted are the property of Agency, thus subject to disclosure pursuant to the public records law, as qualified by ORS 279C.107. Accordingly, proposals received and opened shall not be available for public inspection until after Agency has awarded and executed an Architect/Engineer Price Agreement. Thereafter, except for information marked "Proprietary," all documents received by Agency shall be available for public disclosure. The Agency will attempt



to maintain the confidentiality of materials marked "Proprietary" to the extent permitted under the Oregon Public Records law.

Evaluation Criteria

Firm Overview & References (20 Points)

Provide a brief description of your firm's history, size, and its capabilities related to its ability to succeed with provision of these services. Professional credentials should be related to the services described in this RFP. Please provide a minimum of three owner references regarding your experience including complete contract values for each project completed with each owner. Provide name and experience of A/E staff primary contact for each project as well.

This section will be scored on the overall experience, expertise, qualifications, and owner feedback on the Firm as related to the services described in this RFP.

Past Projects (25 points)

Describe the firm's experience with affordable housing projects including but not limited to Urban/Rural projects, Permanent Supportive Housing, Mixed-Use developments, Family Housing, Senior and Disabled Housing, Multigenerational housing, tiny homes, and workforce housing. Provide a list and description of relevant projects and indicate all affordable housing projects carried out in the last 5 years that may be relevant to this RFP.

Project Outcomes and Performance – For at least two of the listed projects, describe measurable outcomes such as cost control, schedule adherence, and/or owner satisfaction. How did your design approach contribute to those results?

Collaboration and Stakeholder Engagement – Describe the firm's experience working with public agencies, Housing Authorities, Resident Services providers, and/or funding partners (e.g., Oregon Housing and Community Services, Department of Housing and Urban Development, Low-Income Housing Tax Credit (LIHTC) investors.) Include how you navigated differing priorities and maintained project alignment.

Post-Occupancy Reflection – If available, describe any post-occupancy evaluations or Lessons Learned processes the firm has conducted for affordable housing projects. How have these findings informed subsequent work?

This section will be scored on the related experience and record of performance with affordable housing projects.

Design Approach (25 Points)

Discovery and Feasibility – How does your firm structure early site analysis, feasibility studies, and pre-development coordination with owners and funders? Describe how you identify and mitigate project risks before schematic design.



Community and Stakeholder Engagement – What methods does your firm use to meaningfully engage residents, service providers, and local jurisdictions in Early Design, while maintaining project feasibility and meeting funding deadlines?

Integration of Costs, Constructability, and Value Engineering – Describe how your firm incorporates cost estimating and constructability reviews into the design process. How does your team coordinate with owners and CM/GCs to align design intent with budget?

Team Collaboration and Communication – Describe your firm’s internal communication and collaboration processes (including use of technology platforms such as BIM, Monday, Asana, Procore, etc.) to maintain accountability and transparency throughout the project lifecycle.

Design Principles – Describe the firm’s knowledge of, commitment to, and utilization of the following principles: enhanced accessibility beyond ADA requirements, increased durability, and incorporation of Trauma-Informed Design, Universal Design, and Aging-in-Place.

This section will be scored on the firm’s alignment with Agency’s approach.

Access and Opportunity Strategies (10 points)

Firm’s Commitments and Programs – If the firm has completed and implemented one, describe the firm’s commitments and programs focused on targeted access and opportunity or diversity, equity and inclusion. Maximum points will be awarded to firms with established programs demonstrating measurable outcomes.

Subconsultants and Partnering Strategies – Explain how your firm engages, mentors, and contracts with minority-owned, women-owned, veteran-owned, and emerging small businesses as well as Section 3 businesses for engineering, consulting, and design-related services. Provide examples of past projects that demonstrate successful collaboration, capacity building, or mentorship outcomes.

Training, Mentorship, and Future Development – Provide examples of how the firm contributes to the development of diverse talent in architecture, engineering, or construction – such as internships, mentorship programs, partnerships with educational institutions, or community-based training initiatives.

This section will be scored on the firm’s demonstrated evidence of established programs. Firms may submit supporting documentation such as internal policy statements, program descriptions, or past performance reports.

Local Considerations (10 points)

Local Regulatory Experience – Describe your firm’s experience working with Lane County and its municipalities (e.g., City of Eugene, City of Springfield, City of Florence, etc.). Include specific examples of projects where the firm has successfully navigated local code, zoning overlays, or environmental constraints.



Environmental and Infrastructure Conditions – Provide examples of how the firm has addressed site-specific conditions common to Lane County – such as floodplain management, soil stability, stormwater requirements, or wetlands considerations – in design and engineering solutions. Describe how early coordination with local agencies informed your approach.

HUD Environmental Review and Federal Compliance – Discuss the firm’s familiarity with HUD Environmental Review requirements under 24 CFR Part 58 and describe the team’s role in providing supporting documentation or design coordination to satisfy these requirements on past projects.

Staffing/Capacity (10 points)

Provide list of current staff who would likely take a lead or support role on future projects with Agency. Describe any areas of specialty for each staff person. Resumes may be included as an appendix to the proposal. Provide visual or written representation of firm’s current or upcoming work through 2029.

Additional Information (No points)

Include any pertinent data not covered by the other sections. This section can be used to provide alternatives or additional information the firm thinks would be useful during the review process.

Interview (if necessary) (No points)

Homes for Good may conduct interviews with the top scoring Firms, if necessary. After completing one or more interviews, the evaluation committee may revise its scores based on the evaluation criteria of this RFP. Interviews are not a separate evaluation criterion eligible for points, but the committee may consider the interview when revising its scores.

Hourly Rates and Reimbursable Expenses (15 Points)

Not to be included in initial submission. If requested, finalists will receive up to 15 additional points based on hourly rates and reimbursable expenses. Firms to include hourly rates for all applicable job titles and/or scopes of work, as well as all common reimbursable expenses applicable to their line of work.

Award of Contract

Agency intends to enter into Price Agreements with no less than three (3) firms determined to be the best fit to meet Agency’s ongoing architectural and engineering service needs.

Selection will be based on a Qualifications-Based Selection (QBS) process in accordance with ORS 279C.110 and 2 CFR 200.320(b)(2). Firms will be evaluated and ranked solely on demonstrated qualifications, experience, and alignment with Agency mission and values. Hourly rates and fee structures will be negotiated after ranking and incorporated into the final Price Agreements pursuant to ORS 279C.115.



Agency may conduct informal interviews with top-ranked firms to confirm qualifications and ensure mutual understating of expectations prior to final award.

Agency reserves the right to:

- Seek clarifications of each proposal;
- Negotiate terms and compensation with selected firms;
- Decline to award a contract if it is in Agency's best interest to do so;
- Reject any or all proposals or waive minor informalities when such action serves the public interest, as determined by Agency in its sole discretion;
- Award the contracts to any proposer based on the evaluation criteria set forth in this RFP; and
- Request any additional information Agency deems reasonably necessary to allow Agency to evaluate, rank and select the most qualified proposers to perform the services described in this RFP.

All awards will be made in compliance with applicable state and federal laws and regulations, including non-discrimination requirements under the Americans with Disabilities Act (ADA, 1990) and related equal employment provisions.

Agency may award and thereafter issue Task Orders for all planned developments at the discretion of Homes for Good. Projects with compensation of no more than \$100,000 may be directly awarded. For others, including larger projects, Agency will select an A/E for each individual Task Order through a shortened Request for Proposals (RFP) for each project. Further information requested through the shortened RFP will include but not be limited to:

- Firm experience specific to the proposed project
- Capacity and availability to execute the proposed project in required timeframe
- Past performance on Homes for Good projects
- Other factors or experience that make a firm the most advantageous one to work with on the specific project

Agency intends to equitably distribute the work between the selected firms to a reasonable extent but will not make this the primary factor in selecting a firm for a specific project.

Protest Contact and Process

RFP Protest or Request for Change. Proposers may request changes or protest any provisions or award of this Request for Proposals pursuant to the procedures contained in Agency Rule 137-048-0240, and as outlined below

RFP Procedure Protests. Requests and protests must be emailed to Jasmine Leary, Executive Support Coordinator at jleary@homesforgood.org at least seven calendar days before the RFP submission deadline. Submittals must explain the reasons for the request/protest and propose changes to the RFP or contract. The Homes for Good Real Estate Development Director will



review submittals. If the request or protest is determined to be submitted in a timely manner and valid, an addendum to the RFP will be issued to all applicants.

Award Protests. Award protests must be made in writing and submitted to Agency's Executive Director, Jacob Fox at jfox@homesforgood.org within seven (7) days after issuance of Agency's Notice of Intent to Award, clearly state the grounds on which the protest is based, and claim that the protesting Proposer is one of the highest ranked Proposers entitled to award because higher ranked Proposers failed to meet the requirements of the RFP or are not qualified to perform the services requested under this RFP. Protests which do not comply with applicable procedures shall be rejected.

Agency's Executive Director shall evaluate award protests before rendering a decision and shall issue a written decision to the protestor(s).

Attachments

Attachment A: Architect/Engineer Price Agreement

This attached Architect/Engineer Price Agreement includes the terms and conditions required in Agency's contract with awardee. The Price Agreement establishes insurance requirements and general terms which will govern all future Task Orders. Proposers should review these terms and identify any requested exceptions or needed clarifications in submitted proposals.

The Task Order form attached as Exhibit B to the Architect/Engineer Price Agreement will be used to authorize individual project assignments under the executed Price Agreement. Each Task Order will define a specific project's scope, deliverables, schedule, and authorized compensation. Task Orders will be issued as outlined above to awardees within the established pool.

Attachment B: Anticipated Future Project Timeline

The attached timeline is intended to help firms understand the approximate scale and sequencing of projects that may be authorized through future Task Orders. The schedule is informational and subject to change; inclusion does not guarantee project award or funding. It is provided to assist proposers in assessing capacity and availability for potential assignments.

THIS SOLICITATION IS NOT AN IMPLIED CONTRACT AND MAY BE TERMINATED WITHOUT NOTICE.