

# **Request for Qualifications (RFQ)**

## **Architectural Services**

### **2026 Affordable Development Projects**



Neighborhood Housing Services of New Haven  
333 Sherman Avenue  
New Haven, CT 06511

<i>RFQ Issued</i>	<i>December 22, 2025</i>
<i>Questions Due</i>	<i>January 5, 2026</i>
<i>Responses Provided</i>	<i>January 12, 2026</i>
<i>Submissions Due</i>	<i>January 16, 2026</i>

[www.nhsnewhaven.org](http://www.nhsnewhaven.org)

## Background

Neighborhood Housing Services of New Haven (NHS) is a 501(c)(3) nonprofit focused on affordable homeownership, energy efficiency, and community development in New Haven. Our lines of business also include Home Energy ConneCT, the HomeOwnership Center, and HOC Realty. We envision a New Haven where all neighborhoods are vibrant and safe; where homes are energy-efficient and sustainably designed; and where residents have access to homeownership opportunities.

Since 1979, we've built high-quality housing for 504 families in underserved neighborhoods. 299 of these projects have included sensitive rehabilitation of the city's historic housing stock to modern building code and energy standards. In recent years, NHS's development focus has shifted to new construction including several multi-family projects in the Newhallville and Dixwell neighborhoods.

Our development projects are funded through a variety of sources including the City of New Haven; the Connecticut Department of Housing; and other government sources. These monies help subsidize a portion of each project and keep the final sale price affordable for our homebuyers. With support from our HomeOwnership Center, homebuyers are also positioned to qualify for down payment assistance programs and close on the home of their dreams.

NHS seeks statements of qualifications from architectural firms interested in working with us on the development of new single-family and multi-family homes in 2026. We encourage submissions from small business and minority-owned business enterprises. Shortlisted firms will be invited to submit separate fee proposals for the projects described in the following sections.

## Project Details

In 2026, NHS will be planning for the design and funding of five (5) future housing projects located in the City of New Haven. These include two sites that are currently owned by NHS as well as three lots pledged to NHS by the City of New Haven

- 1589-1591 Chapel Street (*NHS*)
- 227 English Street (*NHS*)
- 24 Frank Street (*City of New Haven*)
- 137-139 Frank Street (*City of New Haven*)
- 169 West Street (*City of New Haven*)

As part of getting each project funded with subsidies, NHS will need to develop a budget for each site including both soft costs and eventual construction expenses. We anticipate that the concept design, budgeting, and funding applications will be completed by June 1 for 1589-1591 Chapel Street and 277 English Street; and by September 1 for the other three sites to be conveyed to NHS.

## Project Scope

The selected Architect will be required to perform architectural and engineering services to be specified more fully for each project site assigned to the Architect. This may include coordination with other disciplines such as mechanical, electrical, plumbing, fire protection, landscape architecture, civil engineering, and structural engineering as appropriate for the Scope of Work negotiated. NHS, at its discretion, may choose to directly engage the services of other project disciplines.

For each project, the scope is anticipated to include:

- Establish the building program including the number of residential units.
- Prepare schematic design plans for review by NHS.
- Prepare a preliminary opinion of probable cost for the project.
- Advance schematic design plans to a level suitable for site plan submission
- Coordinate the land use application process with NHS's counsel (*Trachten Law*) including any zoning relief or variances that may be necessary.
- Update the construction estimate during design development/construction documents
- Prepare construction documents including plans and technical specifications.
- Assist NHS with construction administration and project closeout.

Unless otherwise noted, each project will involve designing and building a two-family home. The selected Architect is encouraged to explore opportunities to increase density where site conditions and zoning regulations are amenable to such alternatives.

## Statement of Qualifications

Interested firms must submit the following information for their Statement of Qualifications:

1. Provide a **cover letter** introducing your firm and qualifications. Include business address, person to contact, email and telephone number.
2. Provide a **firm overview** detailing the history of the company, the ownership structure, total number of professional staff, professional services offered, and the project manager(s) who would be responsible for overseeing the work.
3. Provide a disclosure of any **litigation history** for the firm any of its principals for the past five years.
4. Provide **project examples** that represent the firm's recent experience, knowledge of, and familiarity with affordable housing development of like type and size to the projects proposed by NHS. Each example should clearly state the project scope, cost, completion date, professional services provided, key staff involvement, supporting project team members, and contact information for a reference.

5. Provide **resumes** for key architectural staff to be assigned to this project. Resumes should include professional qualifications and licensure, years of experience and recent pertinent project experience.
6. Provide a brief description of the **design approach** and the firm's ability to perform the work required within the allotted budget and schedule.

Statements of Qualifications should not exceed 20 pages. Firms are encouraged to be concise and economical in the presentation of information requested.

## Evaluation Criteria

NHS will review the Statement of Qualifications for consistency with the following criteria.

1. The submission is complete and includes all of the requested information.
2. The submission is concise and does not include extraneous information.
3. The cover letter explains why the firm is interested in working with NHS.
4. The firm overview clearly describes the firm structure and services offered.
5. The firm overview clarifies prior experience working in New Haven.
6. The firm overview clarifies any prior litigation episodes.
7. The project examples include affordable housing developments of similar size, complexity, and scope to the projects proposed by NHS.
8. The project examples describe sustainable building techniques and technologies.
9. The project examples describe work with nonprofit clients and organizations.
10. The firm resumes reflect adequate staffing, experience and professional licensure.
11. The design approach reflects a clear understanding of the professional services needed for affordable homeownership development.
12. The design approach suggests opportunities for improvement or innovation in how NHS provides affordable homeownership opportunities.

## Submission Deadline

Firms shall submit their Statement of Qualifications in PDF format via e-mail to Jim Paley, Executive Director for NHS ([jpaley@nhsofnewhaven.org](mailto:jpaley@nhsofnewhaven.org)) by **5:00pm on January 16, 2026**.

Each firm is solely responsible for the timely delivery of its submission and content thereof. NHS, at its sole discretion, may waive any technicality, omission, informality, or irregularity at the time of submission as well as during the evaluation process.

## Additional Information

### 1. Selection Committee

A selection committee of NHS staff and board members will evaluate the information submitted and may select firm(s) to interview. Interviews are not guaranteed as part of this process and discretion to call an interview is the sole authority of NHS.

Firms not selected for interviews or a project shortlist will be so notified. NHS may negotiate a contract with a shortlisted firm following selection. If a contract cannot be successfully negotiated with the shortlisted firm, then NHS may proceed to another firm, and so on until either a contract is executed, or the NHS decides to re-issue the request for qualifications.

Contracts will be negotiated on a per-project basis. NHS may choose to engage multiple firms for these assignments or to work with a single firm for all of the projects.

## **2. Proprietary Information**

Unless otherwise designated, all Statement of Qualifications submissions will be considered open for inspection and review by any NHS staff or board member during the selection process. Trade secrets or proprietary information must be properly designated as such at the time of submission. At its discretion, NHS may decline to accept a Statement of Qualifications with information that cannot be disclosed to all staff and board members.

## **3. Clarification of Submittal**

NHS reserves the right to obtain clarification of any point in a firm's submission or to obtain additional information as may be required to fully evaluate a Statement of Qualifications subsequent to submission deadline.

## **4. Conditions and Reservations**

NHS reserves the right to reject any or all responses to the RFQ, to advertise requesting new responses, or to accept any responses deemed to be in the best interest of NHS.

The response to this RFQ should not be construed as a contract, nor indicate commitment of any kind. The RFQ does not commit the NHS to pay for costs incurred in the submission of a response or for any cost incurred prior to the execution of a contract. Neither binding contract, obligation nor any other obligation to negotiate shall be created on the part of the NHS unless the NHS and the Architect execute a contract.

## **5. Communication with NHS Staff**

Once the RFQ has been advertised, communication and contact shall be with the Executive Director or his designee.

## **RFQ Review and Selection Process Timeline**

The timeline for the review of qualification statements and selection of a firm is tentative as follows:

• RFQ Release Date	December 22, 2025
• Deadline for all Questions	January 5, 2026 at 12:00pm
• Addendum Issued (if needed)	January 12, 2026
• Submittal Deadline	January 16, 2026 at 5:00pm

## Further Information:

**Written questions regarding this RFQ must be received by Monday, January 5, 2026, no later than 12:00 PM.** Email questions are acceptable but must contain the wording “**2026 Affordable Housing Development RFQ Question**” in the subject line.

Questions may then be responded to as an addendum to this document and posted to the solicitation within an anticipated five (5) working days after questions deadline. Oral statements or instructions shall not constitute an amendment to this RFQ.

NHS appreciates your interest in providing services for this project. For further information or questions regarding the content of this Request for Qualifications, please contact:

Jim Paley  
Executive Director  
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203-562-0598 x214