



NB Housing Partners advocates for and provides supportive housing in the New Braunfels area for people experiencing housing instability. We act as a catalyst to create sustainable solutions across the affordable housing spectrum. NB Housing Partners requests the submission of qualifications statements, which will lead to the possible award of a contract to provide professional design services for a project involving the 1465 Churchill Project as a multifamily or dense single family development.

Scope of Work: The services to be obtained for the design professional require: Planning, coordination, design and construction administration for the project at 1465 Churchill Drive.

Guidelines for Content of Qualification Statements:

Detailed instructions on preparation of the qualification statement must be obtained from the agency. For more information on preparing and submitting the qualification statement, contact Kellie Stallings, Executive Director, at [kellie@nbhousingpartners.org](mailto:kellie@nbhousingpartners.org). This information should be requested as soon as possible in order to allow time to prepare the document and comply with the procedures.

Submittal Deadline: Three copies and one PDF copy on flashdrive of the qualifications statement must be filed with the agency by: July 5, 2024 at 2:00 PM. Late submittals and electronic submittals will not be accepted.

Minimum Qualifications and Selection Criteria: The Agency will evaluate the proposals to determine which firm has the best qualifications and offers the best value to complete our project.

Contract Terms and Negotiation Schedule: The consultant is expected to negotiate an agreement for services that is acceptable to the Agency. If an acceptable contract cannot be negotiated, the District may formally end negotiations and begin negotiating with the next highest qualified person or firm. RFQ's are issued in accordance with Section 2254 of the Texas Government Code (Professional Services Act).

NB Housing Partners is an affirmative action/equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, handicap or national origin. Small, minority, and women-owned business enterprises are encouraged to submit proposals.