



Request for Qualifications

Nonprofit organization Hello Housing is seeking responses from professionals interested in working with homeowners who are adding Accessory Dwelling Units (ADUs) or Junior Accessory Dwelling Units (JADUs) to their homes. Please email your completed response to helloadu@hellohousing.org.

General Information

Company Name (or individual if Sole Proprietor):

Company Type (check all that apply):

- | | |
|-----------------------------|-----------------------|
| Licensed Architect | Prefab Design/Builder |
| Designer | Modular/Panelized |
| Licensed General Contractor | Other - Specify: |

Corporate Structure:

- | | |
|------------------------|-------------------|
| Sole Proprietor | Limited Liability |
| For-Profit Corporation | B-Corp |
| Nonprofit Corporation | Other – Specify: |

Please check all that apply (see Appendix A for Definitions):

- | | |
|--|---|
| <input type="checkbox"/> Women-owned business | <input type="checkbox"/> Veteran-owned business |
| <input type="checkbox"/> Minority-owned business | <input type="checkbox"/> Disability-owned business |
| <input type="checkbox"/> LGTBQ-owned business | <input type="checkbox"/> Small business (<10 full-time) |

In which counties have you worked within the last three years? (*please check all that apply*)

- | | |
|---|--|
| <input type="checkbox"/> San Mateo County | <input type="checkbox"/> Sonoma County |
| <input type="checkbox"/> Alameda County | <input type="checkbox"/> Napa County |
| <input type="checkbox"/> Marin County | <input type="checkbox"/> Contra Costa County |
| <input type="checkbox"/> Santa Clara County | <input type="checkbox"/> Santa Clara County |

What are your preferred jurisdictions to work in?

Experience

In what type of homebuilding do you have experience?

New stick-built residential
ADU Construction

Residential remodeling
Modular/Panelized construction

What types of ADUs do you have experience building? (Please check all that apply)

Detached site-built
Attached, new addition
Conversion units

Prefab units constructed off-site and delivered
Modular/Panelized construction partially assembled onsite
Accessory structure conversions

Volume & Capacity

Number of projects started:

In prior 12 months:

Number of projects completed:

In prior 12 months: _____ In prior 36 months: _____

Average \$ value of a typical contract: \$ _____

Average annual revenue over past three years? \$ _____

Please describe your capacity to take on new projects over the next 12 months. What is your maximum number of projects at any given time?

References

Please provide contact information for up to three clients for whom you have performed services and include at least one ADU or JADU project if possible. Would it be possible to visit one of your projects that is underway or completed?

Client Name:

Contact Information (email/phone):

Permitting jurisdiction for the project:

Short description of work performed:

Client Name:

Contact Information (email/phone):

Permitting jurisdiction for the project:

Short description of work performed:

Client Name:

Contact Information (email/phone):

Permitting jurisdiction for the project:

Short description of work performed:

What interests you the most about collaborating with HelloADU on projects?

Supplemental Information

Please attach the following supplemental information along with your response.

Sample client budget and/or estimate.

Current insurance certificates, including General Liability, Professional Liability, Worker's Compensation, and/or AutoLiability as needed.

Examples of professional work products - Project portfolios and/or photos

Sample Client Contract with Scope of Work, Project Schedule, and Fee Schedule

Appendix A: Definitions

Hello Housing uses the following Federal definitions:

Woman-owned business enterprises (WBE): A business that is at least 51% owned, operated, and controlled by one or more women.

Minority-owned business enterprises (MBE): A business that is at least 51% owned, operated, and controlled by one or more minorities. Minority groups include African Americans, Hispanic Americans, Native Americans, Alaska Native Corporations, Indian Tribes, Native Hawaiian, Asian Pacific Americans, or Subcontinent Asian Americans. Individuals must have at least 25% heritage in one of the minority groups.

LGTBQ-owned business enterprises (LGTBQBE): A business that is at least 51% owned, operated, and controlled by a LGBTQ individual(s).

Veteran-owned business enterprise (VOBE) subcategories: Veteran definition per VHHP: Any person who served in the active military, naval, or air service of the United States or as a member of the National Guard who was called to and released from active duty or active services for a period of not fewer than 90 consecutive days or was discharged from service due to a service-related disability. This includes veterans with other-than-honorable discharges.

- **Veteran-owned small businesses (VOSB):** A business that is at least 51% owned, operated, and controlled by one or more U.S. military veterans, and that is also considered small according to the Small Business Administration's constantly updated Small Business Size Standards.
- **Service-disabled veteran-owned small businesses (SDVOSB):** A business that is at least 51% owned, operated, and controlled by one or more service-disabled veterans, and that is also considered small according to the Small Business Administration's constantly updated Small Business Size Standards. A service-disabled veteran is a person with a service-connected disability as determined by the Department of Veteran Affairs or Department of Defense.
- **Veteran-disability owned business enterprises (VDOBE):** A business that is at least 51% owned, operated, and controlled by one or more veterans with a disability not incurred during their time of service.

Disability-owned business enterprises (DOBE): A business that is at least 51% owned, operated, and controlled by one or more individuals with a disability.