



Board of Commissioners

Memorandum to File

FROM: Executive Director

TO: Procurement File — Architectural Services RFQ, FY2026

RE: Evaluation Criteria — RFQ for Architectural Services

BACKGROUND

The Carrollton Housing Authority ("CHA") published a Request for Qualifications for Architectural Services to establish a qualified firm available to provide architectural, planning, and design services for CHA projects as they arise. Statements of qualifications are due by November 4, 2026, at 4:00 p.m. Eastern Time. Agency staff will present a selection recommendation to the CHA Board of Commissioners for final selection at its November meeting.

In accordance with the qualifications-based selection ("QBS") method required for Architectural and Engineering services under 2 CFR §200.320(b)(2) and the Brooks Act (40 U.S.C. §§1101–1104), firms will be evaluated on the basis of their qualifications. A fair and reasonable fee will be negotiated with the highest-ranked firm for any assignment. This memorandum establishes the evaluation criteria, weightings, and scoring methodology to be applied to all responses received, and is executed and placed in the procurement file prior to the opening of any submission.

TREATMENT OF SUBMISSIONS

The published RFQ invited firms to submit statements of qualifications and project experience and identified "knowledge of HUD procurement requirements and contract administration procedures" as a basis for evaluation. The RFQ did not prescribe a specific submittal format, required attachments, or minimum content, and did not identify a particular CHA project as the subject of the solicitation.

Accordingly, CHA will not disqualify or reject any firm on the basis of information omitted from its initial submission. If a submission does not contain information sufficient for agency staff to

score a particular criterion, CHA will proactively request that information from the firm in writing, giving the firm a reasonable opportunity to respond before scoring is completed. CHA may also, in its discretion, invite short-listed firms to interview or to provide additional documentation (such as resumes, references, insurance, or project narratives).

This approach ensures that all firms are evaluated fairly and consistently on the merits of their qualifications, consistent with 2 CFR Part 200 and HUD Handbook 7460.8 REV-2.

EVALUATION CRITERIA AND WEIGHTS

Each submission will be scored on a 0–5 scale for each criterion listed below. The raw score will be multiplied by the weight to produce the weighted score. Maximum possible total is 100 points.

Evaluation Criterion	Weight	Maximum Points
1. Knowledge of HUD Procurement Requirements and Contract Administration Procedures	25%	25
2. Specific Experience with HUD-Funded and Public Housing Authority Projects	20%	20
3. Qualifications and Experience of Firm (overall)	15%	15
4. Qualifications of Key Personnel Available for Assignments	15%	15
5. Past Performance and Client References	15%	15
6. Capacity to Perform, Local Presence, and Approach	10%	10
TOTAL	100%	100

SCORING SCALE (0–5)

Score	Description
5 — Excellent	Strongly exceeds expectations; demonstrates deep expertise, extensive relevant experience, and significant added value.
4 — Very Good	Exceeds expectations; demonstrates solid expertise and multiple directly-relevant project examples.
3 — Satisfactory	Meets expectations; demonstrates adequate expertise and relevant project experience.

2 — Marginal	Partially addresses the criterion; limited expertise or project experience with notable gaps.
1 — Limited	Minimally addresses the criterion; significant gaps in expertise or project experience.
0 — Not Addressed	Firm did not address this criterion in its submission and did not respond when additional information was requested.

A score of "0" will only be assigned after CHA has requested additional information from the firm and the firm has either declined or failed to respond within the time provided. No firm will be rejected solely for omitting information from its initial submission.

EVALUATION CONSIDERATIONS BY CRITERION

The following topics will inform agency staff's scoring under each criterion. If a submission does not address one or more of these topics, CHA will request the information from the firm before completing the evaluation.

1. Knowledge of HUD Procurement and Contract Administration (25%)

- Understanding of HUD Procurement Handbook 7460.8 REV-2 and 2 CFR Part 200.
- Experience with Davis-Bacon, Section 3 (24 CFR Part 75), MBE/WBE participation, and HUD compliance forms.
- Experience administering construction contracts for a Public Housing Authority.

2. HUD-Funded and PHA Project Experience (20%)

- Breadth and depth of PHA or HUD-funded project experience over the last ten years.
- A representative range of project scopes, sizes, and types relevant to a Public Housing Authority's portfolio (e.g., administrative, residential, modernization, rehabilitation, or new construction).

3. Qualifications and Experience of Firm (15%)

- Years in business, Georgia architectural licensure, firm capacity.
- In-house disciplines or managed sub-consultant relationships.

4. Key Personnel (15%)

- Experience of the principal-in-charge, project manager, and lead designer available for CHA assignments.
- Continuity of staff and ability to be on-site when needed.

5. Past Performance and References (15%)

- Track record of on-time, on-budget delivery.
- Any disputes, litigation, bond claims, or HUD findings on prior projects.
- Post-occupancy performance of comparable buildings.

6. Capacity, Local Presence, and Approach (10%)

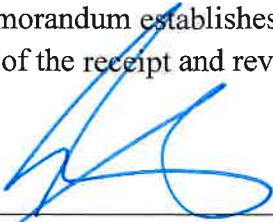
- Current workload and ability to respond to CHA assignments on reasonable timelines.
- Proximity to Carrollton, GA, and familiarity with local building officials, utility providers, and the City planning department.
- General familiarity with Carrollton zoning, permitting, and development review processes.

EVALUATION PROCESS

1. All submissions received by the November 4, 2026 deadline will be logged and reviewed by agency staff.
2. Evaluation will be performed in-house by agency staff under the direction of the Executive Director.
3. Agency staff will review each submission against the criteria above and identify any criterion for which additional information is needed. CHA will request that information from the firm(s) in writing, giving each firm a consistent, reasonable period to respond.
4. Agency staff will score each submission using the criteria above. Scoring sheets will be retained in the procurement file.
5. Scores will be compiled into a composite ranking. CHA may invite short-listed firms to interview before a final recommendation is made to the Board.
6. The highest-ranked firm will be invited to negotiate fees for any assignment. If negotiations do not result in a fair and reasonable fee, CHA will formally terminate those negotiations and proceed to the next-ranked firm, consistent with the Brooks Act.
7. CHA will prepare an independent cost estimate prior to fee negotiations, as required by 2 CFR §200.323.
8. Agency staff will present a selection recommendation, together with supporting scoring documentation, to the CHA Board of Commissioners for final selection at the November meeting.
9. A written award memorandum documenting the basis of selection will be retained in the procurement file.

CERTIFICATION

This memorandum establishes the evaluation criteria for the above-referenced procurement in advance of the receipt and review of any submissions.



Charles Griffin, Executive Director

Date:

10/2/24