



REQUEST FOR QUALIFICATIONS

DeSmet Public School Workforce Subdivision Development

Date released: May 23, 2025

Due Date and Time: June 13, 2025 @ 4 pm

Issued By:

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Section 1: General Information

Overview

The DeSmet School (“DeSmet” hereafter) is seeking a Statement of Qualifications (“SOQs” hereafter) from developers to help realize a workforce housing project for teachers and other young professionals and their families. The envisioned workforce housing development has been developed in partnership with local Engineering, Planning, and Surveying firm IMEG and Architectural Studio firm Gavin Hanks. The development will focus on a “Teacherage” which the school will own and operate – providing housing for teachers working at the school. In exchange for the teacherage building being constructed as part of the project, the school will provide the land for development at no cost to the developer. The rest of the development will center around a day care facility and for sale products such as single-family homes, townhomes, row homes, condominiums or TED’s, and ADU’s. Multifamily buildings are also considered if density needs arise, with for-sale products taking priority. DeSmet is looking to partner with a developer that can work with IMEG and Gavin Hanks to handle all aspects of this project from inception to construction.

Request for Information

Please submit questions via email to School Superintendent Matthew Driessen (mdriessen@desmetschool.org) by June 9th, 2025 @ 4 pm.

RFQ Schedule

The schedule for this RFQ is indicated below. It may be modified at the discretion of DeSmet. An addendum will be issued in the event of any scheduling changes.

Project Milestone	Date/Time
Issue RFQ	5/23, 2025
Advertisement Published	5/25, 2025
Requests for Information Due	6/9, 2025 @ 4:00 p.m.
SOQs Due	6/13, 2025 @ 4:00 p.m.
Evaluation of SOQs	6/18, 2025
Interviews, if Necessary	6/19, 2025 (Virtual)
Selection Finalized	6/20, 2025

Section 2: Project Goals

DeSmet is acutely aware of the workforce housing issue in Missoula as teachers for the public school are unable to afford entry level homes in the community where they live and work. The primary purpose for this project is to provide a means by which attainable housing for Average Median Incoming earners in Missoula can be realized. To that end, DeSmet understands that there must be incentives for a developer to provide housing at lower than market rates. The primary incentive offered by DeSmet as part of this partnership is providing the land to the developer at no cost. In exchange for the land, DeSmet will receive the constructed and permitted Teacherage for the school to own and operate.

DeSmet has identified the following goals as part of this partnership:

- 1. Showcase multifamily product types aligned with envisioned workforce housing goals.**
- 2. Successfully navigate the subdivision entitlement process in a timely and efficient manner.**
- 3. Streamline engineering and design with the City of Missoula to reduce lag between entitlement and construction.**
- 4. Work collaboratively and effectively with IMEG and Gavin Hanks throughout the development process.**

Section 3: Qualifications Requirements

SOQs shall be limited to 10 pages excluding resumes and attachments and be organized as follows:

1. Cover Letter

The cover letter must be signed by a legally authorized representative of the respondent. Cover letter must summarize key provisions of the submittal and must include name, address, phone, and email of the respondent contact.

2. Developer Information and Experience

A description of the developer, their location(s), and fields of expertise, as well as knowledge of and experience with development in Montana. Include information on their team and resources available for this project, primary and secondary contacts, and the office(s) that would provide the primary services on the project.

3. Project Approach

Describe the developer's approach to partnering with DeSmet and include discussion surrounding previous projects where milestones were met. Please include a proposed approach to realizing the Project Goals listed above.

4. Previous Experience

Provide information on at least three relevant past projects, including references.

5. Development Team

Identification of the proposed development team, including names, brief experience summaries, roles for each team member, anticipated level of involvement, and office locations. Full resumes, limited to two pages per person, may be included in an appendix.

6. Scope of Work

Describe the key tasks that will be performed by the development team and indicate the level of support required by DeSmet.

7. Capability to Meet Time and Project Budget Requirements

Identify deliverables, budget, and preliminary timeline for completion of the project (entitlements and construction). Provide detailed information on present and projected workload for project team. Describe ability to meet project goals while adhering to project timeline.

Section 4: Proposal Submittal

SOQs shall be emailed to Matthew Driessen (mdriessen@desmetschool.org) by the proposal due date.

SOQs must be sent via email no later than **June 13, 2025 @ 4:00 p.m.** SOQs received after this time will not be opened. SOQs will not be considered for award unless submitted in the format described herein. It is the responsibility of the respondent to ensure that the submittal is received in a timely manner. Fax proposals will not be accepted.

Section 5: Evaluation and Selection Criteria

The DeSmet evaluation committee will evaluate proposals according to the evaluation criteria presented below.

1. Qualifications and experience of development team related to construction in the City of Missoula.	45 points
2. Qualifications of proposed development team assigned to the project to deliver on project goals.	20 points
3. Proposed approach to working with DeSmet and meeting project schedule.	10 points
4. Has worked with DeSmet on previous projects.	10 points
5. Private/Public Partnership relevant experience.	10 points
6. Current and projected workload.	5 points

DeSmet may elect to conduct interviews with selected respondents to ask questions or obtain more detail on each respondent's SOQs. Points will be awarded based on the relative merit of the information provided in the response to this solicitation and in interviews, if necessary. Selection will be based on the total number of points awarded by the evaluation committee.

DeSmet reserves the right to seek supplemental information from any respondent at any time after official proposal opening and before award. This will be limited to clarification or more detail on information included in the original Statement of Qualifications. Upon acceptance of a Statement of Qualifications and intent to partner, negotiations could be necessary to arrive at terms of partnership.

Section 6: Terms and Conditions

1. Each respondent is responsible for reviewing and understanding all terms of this RFQ. Failure to thoroughly examine or request clarification on RFQ terms may result in disqualification.
2. Any proposal may be withdrawn at any time prior to the due date with a written request signed by the authorized respondent representative. Revised proposals may be submitted up to the original due date/time.
3. Issuance of this RFQ and receipt of proposals does not commit DeSmet to move forward a formal partnership or complete the project described. DeSmet reserves the right to postpone the RFQ award process, to accept or reject any or all SOQs received in response to this RFQ, and

to modify the scope of the project at any time.

4. Successful respondents may be required to enter into a formal Professional Services Agreement with DeSmet.
5. Contract negotiations will include, but are not necessarily limited to, the scope of work, concepts, project timetable, products of work, and fees. If negotiations result in mutually acceptable terms, a contract will be submitted for payment of services and preliminary design and engineering work can commence. If mutually acceptable contract terms cannot be reached, as determined by DeSmet at its sole discretion, the next most qualified development team will be invited to participate in contract negotiations. This process will continue until a contract is awarded and partnership confirmed or the list of development teams is exhausted. If the list of firms is exhausted without a contract being awarded, a request for qualifications may be readvertised.
6. DeSmet reserves the right to select a development team they deem to be in the Public School's best interest and to reject any or all proposals for any reason.