



# 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 [bright@hellohousing.org](mailto:bright@hellohousing.org).

## General Information

Company Name (or individual if Sole Proprietor):

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Company Type (check all that apply):

Licensed Architect

Designer

Licensed General Contractor

Prefab Design/Builder

Modular/Panelized

Other - Specify:

Corporate Structure:

Sole Proprietor

For-Profit Corporation

Nonprofit Corporation

Limited Liability

B-Corp

Other – Specify:

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

Women-owned business

Minority-owned business

LGTBQ-owned business

Veteran-owned business

Disability-owned business

Small business (<10 full-time)

In which counties have you worked within the last three years?

San Mateo County

Alameda County

Please indicate in which towns and cities you have experience working within the jurisdiction:

San Mateo: \_\_\_\_\_

Alameda: \_\_\_\_\_

# 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 of Residential projects

Number of projects:

In prior 12 months: \_\_\_\_\_

In prior 36 months: \_\_\_\_\_

*Average \$ value of contract:*

\$ \_\_\_\_\_

\$ \_\_\_\_\_

*Total value:*

\$ \_\_\_\_\_

\$ \_\_\_\_\_

## Volume of ADU & JADU projects

Number of projects:

In prior 12 months: \_\_\_\_\_

In prior 36 months: \_\_\_\_\_

*Average \$ value of contract:*

\$ \_\_\_\_\_

\$ \_\_\_\_\_

*Total value:*

\$ \_\_\_\_\_

\$ \_\_\_\_\_

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?

Please describe your COVID-19-related policies and practices that prioritize the health and safety of your employees and clients (*You can attach materials if needed*):

## 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 Bright in Your Own Backyard on projects?

## Supplemental Information

Please attach the following supporting documentation in PDF format or provide a link to a shared Dropbox folder.

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

Warranty information

Dropbox Link (if applicable):

# 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.

**LGBTQ-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.