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MEMORANDUM

TO: Board of Works
FROM: Judith L. Samson, Programs Coordinator, Department of Community Development
DATE: January 15, 2026
SUBJECT: Request for Approval to Issue RFQ – New Construction Builds and Banking Services

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The purpose of this memorandum is to request the Board of Works' approval to issue two Requests for Qualifications (RFQs) to support upcoming City initiatives and operational needs.

1. RFQ – New Construction Build Services

The City intends to release an RFQ to establish a list of qualified contractors/builders capable of completing new construction projects. These services may include full general contracting, site coordination, permitting support, and construction of residential and/or small-scale community development projects as needed. Issuing this RFQ will allow the City to identify experienced firms, ensure code compliance, and improve project delivery timelines.

2. RFQ – Banking Services

The City also intends to issue an RFQ for banking services to identify qualified financial institutions capable of providing reliable, secure, and cost-effective banking support. Services may include depository accounts, cash management, ACH/wire services, merchant services, fraud protection, and other banking-related functions necessary for day-to-day operations and program administration.

Issuing these RFQs will help ensure the City maintains a competitive and transparent procurement process while securing qualified partners for both construction and financial services.

Requested Action:
Approval from the Board of Works to advertise and release the RFQs for **New Construction Build Services** and **Banking Services**.

Please contact me if additional information is needed.

Respectfully submitted,
Judith L. Samson
Programs Coordinator
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