



Issues to Consider When Hiring Consultants

Hiring Considerations

Organizations developing new supportive housing projects will need to retain professional consultants to perform a variety of specific tasks necessary for the successful completion of the project, including architects, attorneys, general contractors, and other professionals. There are a number of factors that should be considered before hiring a professional consultant, including:

1. The consultant's track record with other housing projects, particularly housing projects of a similar nature and scale as the supportive housing project proposed.
2. The qualifications and track record of the consultant's staff and subcontractors (if any) to be assigned to the project.
3. The consultant's capacity to deliver the services needed in a timely manner (the size of the staff, other contracts demands, etc..).
4. The contractor's experience in providing the specific services required for the project.
5. The contractor's proposed fee and payment terms.
6. Any small business and/or minority-led firms hiring goals.

Selection Process

Some funding sources may require a competitive process for all consultants working on a project, to ensure that the project is employing the services of the best consultants for the best price. Even without such funder requirements, it may be advantageous to utilize a competitive process for selecting project consultants. A competitive process involves the following steps:

1. Establishing minimum qualifications for the consultant and determining the scope of services the consultant is to provide to the project.
2. Establishing a list of information and questions to obtain responses from the prospective consultants.
3. Interviewing at least three consultants who are qualified under the minimum qualifications.
4. Identifying in writing the selected consultant, the reasons for choosing the consultant, and the consultant's proposed fee to deliver the scope of services. (This documentation, and a description of the selection process, may be required by some project funders.)

Note: This document is included within the *Development and Finance* section of CSH's *Toolkit for Developing and Operating Supportive Housing*, which is available at www.csh.org/toolkit2. This document has been adapted from the CSH Southern New England Program's *Pilots Housing Development Guide*, which is available [here](#).