



---

## Memorandum

To: Ald. Kevin Frost, Chairman  
Finance & Personnel Committee

From: Andrea Hinrichs, Housing and Program Manager  
Community & Economic Development Department

A handwritten signature in blue ink that reads "Andrea Hinrichs".

Re: RFP/Firm to develop single family design templates for residential infill program

Date: June 11, 2026

---

The Community & Economic Development Department requests permission to solicit for a firm to develop a minimum of three (3) single family design templates for the City take ownership of for a new single family residential infill program.