

# Request for Proposals and Qualifications

Architectural and Related Professional Design Services

Makah Housing LIHTC Project #3

Neah Bay, Washington

The Makah Tribal Housing Department, on behalf of the Makah Tribe, invites proposals from qualified architectural firms or multidisciplinary consultant teams to provide architectural and related professional services for Makah Housing LIHTC Project #3, a new affordable housing development in Neah Bay, Washington. The selected team will support the Tribe in advancing a tribally sponsored affordable housing project financed through a combination of Low-Income Housing Tax Credits, Washington State Housing Trust Fund resources, and tribal support. The successful proposer will demonstrate strong experience with affordable housing, tribal projects, publicly funded development, and design coordination through financing, permitting, bidding, construction, and project closeout.

## 1. Project Background

Makah Housing LIHTC Project #3 is a proposed 28-unit affordable rental housing development intended to address severe housing need on the Makah Reservation. The project is designed to serve low-income tribal households, including households earning approximately 30%, 40%, and 60% of area median income, with a significant portion of units intended for households experiencing homelessness or housing instability. The project is intended to help relieve overcrowding, homelessness, substandard living conditions, and the lack of safe, decent, and culturally grounded affordable housing options available to tribal members in and around Neah Bay.

The project includes 28 new construction units consisting of eight one-bedroom units, ten two-bedroom units, eight three-bedroom units, and two four-bedroom units, together with a modest community building intended to support resident services, cultural activities, and community-based programming. The project will be developed at two locations. Portage Crossing will include 12 duplex-style units and the community building, consisting of eight one-bedroom units and four two-bedroom units. The Sail River site will include 16 townhome-style units, consisting of six two-bedroom units, eight three-bedroom units, and two four-bedroom units. Both sites are infill locations with existing utilities and streets, although some additional site work will be required at the Sail River site due to existing slopes.

## 2. Funding and Program Context

The selected design team will be expected to support a project that must satisfy the underwriting, design, documentation, and long-term compliance expectations associated with competitive Low-Income Housing Tax Credits administered by the Washington State Housing Finance Commission and capital funding administered through the Washington State Housing Trust Fund program. The project is expected to align with applicable affordable housing design requirements, cost containment expectations, and sustainability standards, including the Evergreen Sustainable Development Standard, as applicable to state-funded affordable housing projects and Washington LIHTC applications.

Proposers should understand that this project must balance affordability, constructability, durability, cultural fit, sustainable development practices, and long-term operations. The Makah Tribal Housing Department seeks a team that can translate these goals into a practical and fundable design solution that supports tribal priorities, accommodates supportive housing and family housing needs, responds to the realities of rural and tribal construction, and positions the project for successful closing, construction, lease-up, and compliance.

## 3. Scope of Services

The selected consultant team shall provide full architectural services and all related coordination reasonably necessary to move the project from concept refinement and predevelopment through construction completion and closeout. Proposers may respond as a single firm or as a multidisciplinary team, but the proposal must clearly identify the lead entity and describe how all disciplines will be coordinated. Services are expected to include, at a minimum, the tasks described below.

- Review and incorporate existing project information, including application materials, site information, due diligence materials, cost assumptions, and approved site revisions.
- Confirm site planning assumptions and support refinement of the revised development program across the Portage Crossing and Sail River locations.
- Prepare or refine conceptual design, schematic design, design development, and construction documents consistent with project budget limitations and funding requirements.
- Coordinate with civil, structural, mechanical, electrical, plumbing, geotechnical, environmental, survey, and other consultants as needed.

- Incorporate applicable accessibility, adaptability, visitability, and universal design considerations appropriate to the project type, unit mix, and community building.
- Support compliance with applicable Washington affordable housing sustainability expectations, including Evergreen Sustainable Development Standard requirements, as applicable.
- Participate in project team meetings with the Makah Tribal Housing Department, development consultant, and other tribal representatives.
- Prepare plans, specifications, narratives, and related technical documents needed for contractor solicitation, financing, permitting, construction, and closeout.
- Coordinate design with cost estimating and value engineering so the project remains feasible within available sources and uses.
- Support bidding or procurement of the general contractor and respond to contractor questions during the procurement phase.
- Provide construction administration services, including submittal review, responses to requests for information, site observations, change order review, and coordination through substantial completion and final completion.
- Provide closeout documentation and certifications reasonably required by the owner, investor, funders, and other project stakeholders.

The design team must be prepared to work within a tribally led development framework and coordinate with tribal leadership, housing staff, development consultants, and other agencies or professionals involved in infrastructure, environmental review, energy and sustainability requirements, and financing. Experience with remote or rural construction conditions, tribal land considerations, and publicly funded procurement and documentation is strongly preferred.

## 4. Consultant Qualifications

Firms responding to this Request for Proposals and Qualifications should demonstrate qualifications that include the following:

- Experience designing affordable rental housing, including family housing, supportive housing, and small-scale multifamily or scattered-site style developments.
- Experience with tribal governments, tribal housing authorities, Indian housing organizations, or other culturally responsive community-based housing development.
- Experience with projects involving Low-Income Housing Tax Credits, Housing Trust Fund financing, or other public funding sources.

- Demonstrated ability to design within fixed budgets and support value engineering without compromising core project goals.
- Experience coordinating multidisciplinary design and producing complete, buildable, and funder-ready documents.
- Knowledge of sustainable development and energy-efficiency practices relevant to affordable housing in Washington State.
- Availability and capacity to proceed in accordance with the project schedule and funding timeline.
- Strong communication skills and demonstrated success working collaboratively with owners, contractors, consultants, and funding partners.

## 5. Proposal Content

Proposals should be concise, well organized, and responsive to this solicitation. At a minimum, each proposal should include the following information:

1. **Cover Letter.** A brief statement of interest identifying the lead firm, primary contact, and commitment to perform the requested services.
2. **Project Understanding and Approach.** A narrative describing the proposer's understanding of the project, the revised site configuration, the population to be served, and the team's proposed design and project delivery approach.
3. **Team Composition.** Identification of the lead firm and all proposed subconsultants, together with the role of each team member.
4. **Relevant Experience.** Descriptions of comparable projects, especially affordable housing, tribal housing, supportive housing, publicly funded housing, and Washington-based work, if applicable. Proposers should specifically identify experience with LIHTC, Housing Trust Fund, and other affordable housing programs relevant to this project.
5. **Key Personnel.** Resumes or qualifications summaries for the principal-in-charge, project manager, lead designer, and other key staff assigned to this project.
6. **Project Management and Coordination.** A description of how the team will manage schedule, budget coordination, consultant coordination, document quality, and communication with the owner.
7. **Schedule and Availability.** A statement confirming the team's availability to meet anticipated predevelopment, design, bidding, and construction administration needs. Proposers should include their estimated duration from contract execution or notice to proceed through completion of bid-ready construction documents, together with any assumptions affecting that schedule.

8. **Fee Proposal.** A proposed fee structure, including assumptions, reimbursable expenses, and an outline of services included and excluded.
9. **References.** At least three references for similar projects, including owner contact name, title, phone number, and brief project description.
10. **Licenses and Insurance.** Evidence of professional licensure, business standing, and insurance coverage appropriate to the proposed services.
11. **Indian Preference or Minority/Women-Owned Status.** If applicable, provide documentation of Indian-owned, minority-owned, or women-owned business status.

## 6. Evaluation Criteria and Selection Process

The Makah Tribal Housing Department intends to evaluate proposals based on overall responsiveness to this solicitation and the qualifications of the proposing team. Evaluation may include review of written proposals, reference checks, interviews, and clarification requests. The Tribe reserves the right to select the proposal it determines to be in its best interest, to reject any or all proposals, to waive informalities, and to negotiate scope and fee with the selected proposer.

- Understanding of the project and quality of proposed approach
- Demonstrated affordable housing experience, including LIHTC, Housing Trust Fund, supportive housing, and publicly funded residential development
- Experience working with tribal governments, tribal housing entities, or culturally specific communities
- Qualifications and relevant experience of key staff
- Demonstrated success with cost control, constructability, and project delivery
- Ability to deliver the shortest feasible duration from contract execution to completed bid documents
- Strength of references and prior performance
- Responsiveness of fee proposal and overall value
- Indian preference and/or minority or women-owned business participation, as applicable

## 7. General Terms and Conditions

The selected firm will be expected to enter into a professional services agreement with the Makah Tribal Housing Department or other designated ownership entity. The final scope, fee, and form of agreement will be negotiated with the selected proposer. The Makah Tribal

Housing Department reserves the right to modify the scope of work, request additional information, reject any or all proposals, cancel this solicitation, or reissue the solicitation at its discretion.

Indian preference shall apply to this procurement in accordance with applicable tribal policies and program requirements. Minority business enterprises, women-owned businesses, and other qualified firms are encouraged to submit proposals. Proposers shall comply with all applicable laws, regulations, and funding conditions associated with the project. The successful proposer must be prepared to support the documentation and coordination necessary for publicly funded affordable housing development and construction.

## 8. Submittal Information

Proposals should be submitted in the format established by the Makah Tribe and must be received no later than **July 15, 2026 at 4:00 PM Pacific Time**. If a separate cover memorandum, formal advertisement, or procurement schedule is later issued, proposers shall follow those instructions. Until then, interested firms may direct inquiries regarding this solicitation to the Makah Tribal Housing Department at (360) 645-2378.

**Proposal envelopes must be clearly marked RFP Makah LIHTC #3 – A&E Services and be sent to:**

Makah Tribe

Attn: Laurette Venske

PO Box 115

Neah Bay, Wa 9835

Or hand-delivered to:

161 Resort Rd, Neah Bay, WA 98357

The Makah Tribal Housing Department appreciates the interest of qualified design professionals in supporting this important housing initiative. The Tribe seeks a thoughtful, experienced, and collaborative architectural partner capable of advancing a high-quality, culturally responsive, financially feasible, and durable affordable housing development that meets the needs of the Makah community.

# Addendum No. 1

Architectural and Related Professional Design Services

Makah Housing LIHTC Project #3

Neah Bay, Washington

**Issue Date:** July 9, 2026

**Subject:** Extension of Proposal Submission Deadline

This Addendum No. 1 is issued by the Makah Tribal Housing Department to notify all prospective proposers that the proposal submission deadline for the Request for Proposals and Qualifications for Architectural and Related Professional Design Services for Makah Housing LIHTC Project #3 has been extended.

Proposals must now be received no later than **August 6, 2026 at 4:00 PM Pacific Time**. Proposal envelopes must be clearly marked **RFP Makah LIHTC #3 – A&E Services** and submitted in accordance with the submittal instructions set forth in the original RFP.

**Mailing Address:**

Makah Tribe

Attn: Laurette Venske

PO Box 115

Neah Bay, WA 98357

**Hand Delivery Address:**

161 Resort Rd

Neah Bay, WA 98357

**Additional Information Provided:** Site maps are being provided as exhibits to this Addendum to assist prospective proposers in understanding the general locations of the Portage Crossing and Sail River project sites. The site maps are provided for reference and planning purposes only and should be reviewed together with the original RFP and any other project information made available to proposers.

Except as expressly modified by this Addendum No. 1, all other terms, conditions, requirements, instructions, evaluation criteria, and provisions of the original RFP remain unchanged and in full force and effect.

# Exhibits

Site Maps

Makah Housing LIHTC Project #3

Neah Bay, Washington

**Attached to Addendum No. 1**

**Exhibit A – Makah LIHTC #3 Location Map**



Imagery ©2026 , Map data ©2026 Google 1000 ft

## **Exhibit B – Portage Crossing Site Map**



## **Exhibit C – Sail River Site Map**



