



REQUEST FOR PROPOSALS

City of Port Angeles Multifamily Housing Pipeline Project - Design Services Phase

Proposals Due: April 10, 2026

For more information regarding this project, contact:

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CITY OF PORT ANGELES MULTIFAMILY HOUSING PIPELINE

PROJECT - DESIGN SERVICES PHASE

SECTION 01 ADVERTISEMENT FOR PROPOSAL

The City of Port Angeles (City) is seeking proposals from qualified firms to provide professional architectural and engineering services in support of the City's first Multifamily Housing Pipeline project. Request for Proposal (RFP) packets shall be obtained by emailing Jalyn Boado, Housing Administrator/Associate Planner at ced@cityofpa.us or visiting the City of Port Angeles website at <https://www.cityofpa.us/bids.aspx>. Questions regarding requirements should also be directed in writing to Jalyn Boado, Housing Administrator/Associate Planner at ced@cityofpa.us. No response will be provided for questions submitted after the posted last day for questions.

Sealed proposals must be received by the Community and Economic Development (CED) Department – Contract Office no later than 5:00 pm on April 10, 2026. Proposals delivered later than this date and time may not be accepted and may be returned to the applicant unopened. The City of Port Angeles is not responsible for delivery delays. Responses may only be submitted by the method listed below:

- a. Emailed to Community and Economic Development, Attn: Jalyn Boado, Housing Administrator/Associate Planner, ced@cityofpa.us.

Physical proposals submissions will not be accepted.

Funding for this project is being provided through the State of Washington Department of Commerce. Respondents will be held to the requirements as detailed within the Handbook linked here, [HTF Handbook Version 1-30-2025 FINAL.pdf | Powered by Box](#)

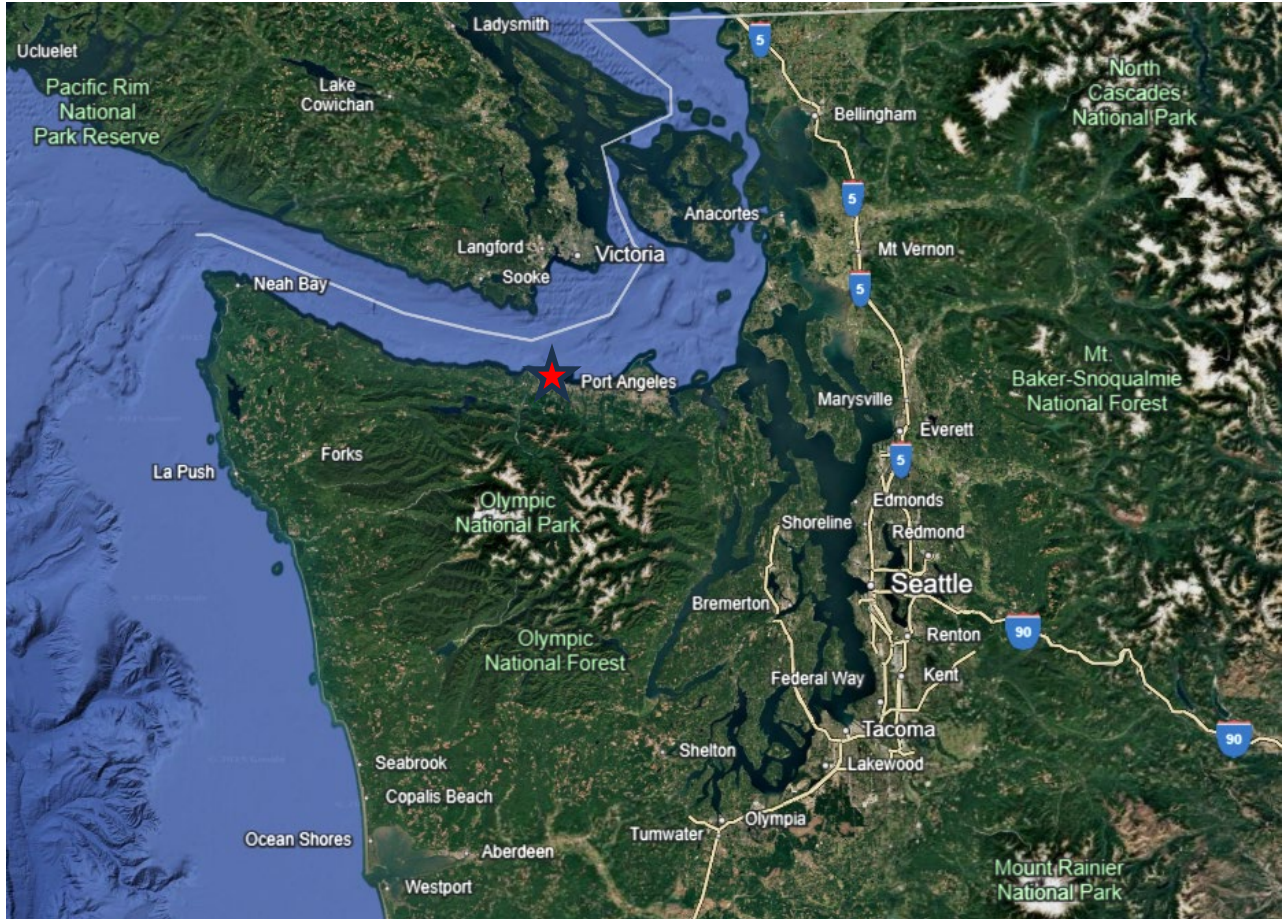
The City of Port Angeles reserves the right to cancel this request for proposals, or reject any and all responses submitted, or to waive any minor irregularities as may be determined in the best interest of the City. No respondent may withdraw their proposal after the hour set for the opening thereof, unless the award of the contract is delayed for a period exceeding *ninety (90) days*. The City reserves the right to cancel the project with or without reason.

Publishing Date: Peninsula Daily News – March 9, 2026

SECTION 02 GENERAL INFORMATION

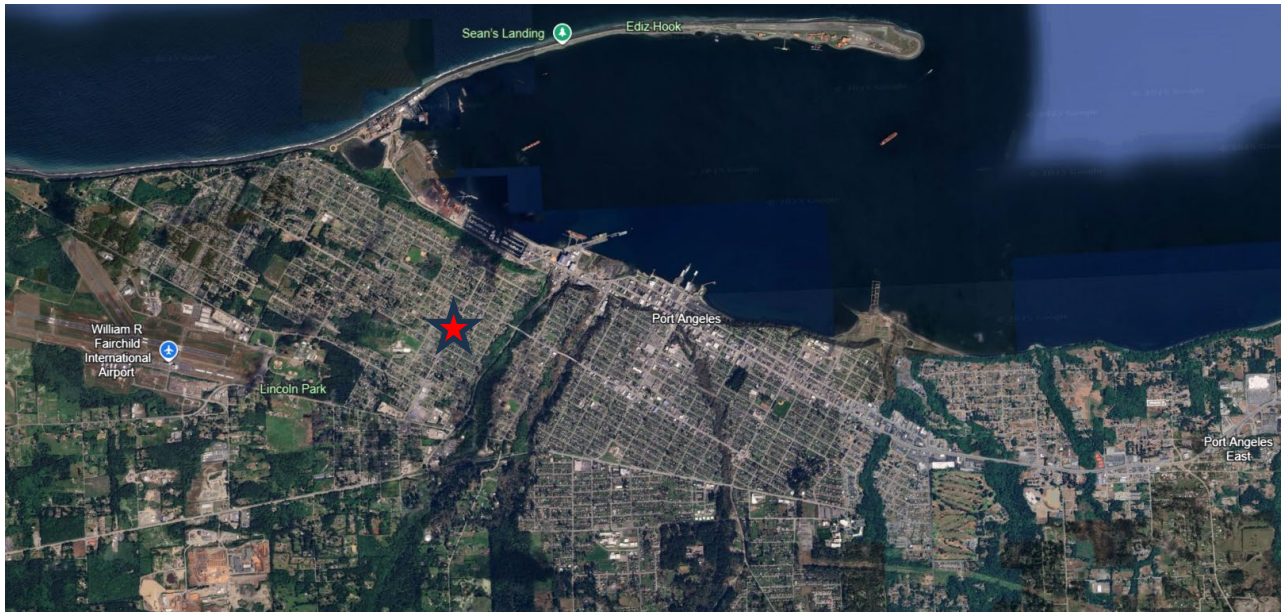
1. INTRODUCTION:

The City of Port Angeles is located in Clallam County, Washington, between the Olympic National Park and the Juan De Fuca Strait. The City, the largest within Clallam County, is approximately 14.53 square miles in area with a population of approximately 20,440 and growing. Map below.



The City of Port Angeles, like many within Washington State, is struggling with access to affordable housing. This Request for Proposals (RFP) is intended to identify qualified, experienced Architectural and Engineering firms that the City may contract with to successfully complete bid-ready construction documents for the City's first Multifamily Housing Pipeline project.

Funding for this project is being provided through the State of Washington Department of Commerce as a 2025-2027 Capital Budget Appropriation. Requirements and the timeline will be detailed in the document below.



Location of 935 W. 10th St.



Site Photo taken August 12, 2025



The subject property, 935 W. 10th St., is located on the northeast corner of 10th and C Streets. The lot is approximately 100'x140' and recently had a residential structure demolished and removed from the property. All utilities, including water, sewer, stormwater, and electric, are in the area and available to the lot. The property is currently zoned CN, Commercial Neighborhood. [See Port Angeles Municipal Code Chapter 17.20.040.](#)

The purpose of this RFP is to seek an architectural and engineering firm to provide design services required to construct a mixed-use affordable housing development on vacant property located at 935 W. 10th Street, as detailed in Section 04, Scope of Work, that achieves the following objectives:

- a. A goal to obtain a multifamily development at 935 W 10th Street, which will create commercial space, parking, and a preference for affordable housing units.
- b. The chosen architecture/design team will consult with local contractors to ensure the building's design is replicable and buildable for the Port Angeles construction workforce.
- c. The consultants will help prepare a multifamily property tax exemption form and other relevant affordable housing program applications for the organization that 935 W 10th St property is transferred to.

The building and site plans prepared by the consultant for the 935 W 10th Street site must meet the following requirements:

- a. Be replicable: The City of Port Angeles requires building plans that can be licensed and distributed to community members within the Port Angeles city limits through our permit-ready plan program.

CAD drawings, including all necessary X Ref files, will be delivered to and owned by the City. The intent will be to encourage additional developments on similarly sized lots with reduced permitting times, understanding that site-specific civil engineering and foundation design may need to be modified to meet varying site conditions.

- b. Use the municipal code and zoning to the full extent: The consultants will use the 935 W 10th Street site and building plans to demonstrate how the development can be built to accommodate dense housing and a thriving neighborhood, utilizing applicable provisions of the Port Angeles Municipal Code.
- c. Be designed for readily available materials: Design a multifamily building with readily available materials, with a preference for materials sourced from local suppliers.
- d. Create a mix of housing types: The multifamily housing building will have diverse housing types to meet the needs of different household sizes.

SECTION 03 INSTRUCTIONS TO RESPONDENTS

1. BASIS OF AWARD:

The City will award a contract to the highest-scoring responsible respondent whose proposal the City has determined conforms to the RFP, is fair and reasonable, and proposes the best overall value to the City, considering all non-price factors described herein.

The intent of this RFP is to obtain the best overall proposal. After the City individually evaluates and rates each response, it will compare responses to determine which represents the best overall proposal. The City will not award a contract to a consultant whose proposal does not meet City requirements or a combination of flaws that appreciably increases the risk of unsuccessful contract performance to an unacceptable level.

As part of the evaluation, the City will evaluate betterments/preferences in responses relative to the minimum standards in the RFP to determine if responses provide additional value to the City. In addition, innovations in responses will be evaluated to determine if creative ideas of the respondent are a better value to the City compared to the minimum criteria.

2. SELECTION AND AWARD:

An evaluation committee selected by the City will review, evaluate, score, and rank responses and interviews in accordance with the criteria identified below. Clarification of submitted material may be requested during the evaluation process. In the event of a tie in the ranking totals, only the raw scores of the respondents who are tied will be totaled to determine the appropriate ranking. The City may award the contract to the successful respondent based on their initial proposal or invite them to enter into contract negotiations.

3. APPROXIMATE TIMELINE

Advertisement Date:	March 9, 2026
Last day for questions:	March 20, 2026
Proposals due prior to:	April 10, 2026, by 5:00 pm
Evaluation:	April 10 – April 17, 2026
Intent to Award Date:	April 17, 2026
City Council Contract Award Approval:	May 5, 2026
Design Services Completion no later than:	December 31, 2027

4. GENERAL INSTRUCTIONS:

- a. Proposals should be submitted initially on the most favorable terms from a technical standpoint. Do not assume that the respondent will be contacted or afforded an opportunity to clarify, discuss, or revise their proposals.
- b. Any legally organized respondent may submit a proposal, provided that the respondent or respondent's subconsultant has or will have professionals and engineers registered in the appropriate technical disciplines and provided that the requirements for operation in the State of Washington are met. All designs must be under the direct supervision of appropriately licensed professionals for each discipline involved.
- c. Respondents are encouraged to submit clear responses to the RFP. Responses of excessive length or

overly elaborate are discouraged. The City reserves the right to include any and all portions of the selected proposal in the formal contract. Due to the need for an expedient review of proposals and selection of a respondent, respondents are cautioned against submitting excessive and extraneous material not directly responding to the issues raised in the RFP. Instructions regarding scope and content are given in this section. These instructions are designed to ensure the submission of information essential to the understanding and comprehensive evaluation of the proposal.

- d. Technical proposals shall include the information required of the RFP in the organization and format specified herein. Do not show or submit any price information with the baseline schedule or technical proposal. The information requested below should be organized in separate sections in the manner specified in order to achieve a uniform review process and obtain the maximum degree of comparability for the Evaluation Committee.
 - i. Text shall be in English in a standard font, a minimum of 11 points in height, and single-spaced. Text pages shall 8½ -inch x 11-inch. Number each page in each section consecutively (i.e., 1-1, 1-2...; 2-1, 2-2...; etc.), and center page numbers at the bottom of each page. Drawings, sketches, organization charts, and/or schedules may be submitted in either 11-inch by 17-inch or 8 ½ -inch by 11-inch size. Present information clearly and concisely. Documentation that is difficult to read may be rejected and may lead to disqualification. The information shall be easily reproducible in greyscale.
 - ii. The technical proposal page count shall not exceed twenty (20) pages. Limit the information provided to that which is required in the RFP. Any additional information, pages, or appendices provided by the Respondent but not requested by the City will not be reviewed by the City.
 - iii. Resumes of staff personnel may be attached to the proposal as appendices and will not be included in the page count for proposals.

5. SUBMITTAL CRITERIA:

The criteria below were developed to aid in proposal development. They also provide a structured format so reviewers can systematically evaluate several proposals. Each copy of the proposal package should include all of the sections in the order indicated. Attachments should be clearly referenced and identified to facilitate the review process. Each proposal should include:

- a. Company Information:
 - i. Letter of introduction, including the name of an individual who can legally enter into agreements on behalf of the company.
 - ii. List of relevant key staff and their potential role in the project. Resumes for key individuals may be submitted.
 - iii. Indicate the number of years the Company has been in business performing similar services.
- b. Previous Experience and References:
 - i. Provide information about your company's ability to fulfill this contract. Information should include, but not be limited to:
 - ii. A list and brief descriptions of previous projects that demonstrate the Contractor's ability to accomplish the Scope of Work. The Respondent must provide a list of at least three (3) projects similar in scope and size for which the Respondent has provided professional services. Include whether similar projects were completed on time and within budget. For each project identified, include the following information: name and value of project, owner's representative name for whom services were provided, contact name, address, phone number, and email address.
- c. Approach and Understanding: Provide a detailed description of the firm's approach to complete the

Scope of Work as defined. Include the following:

- i. Work plan identifying the steps and resources necessary to arrive at a successfully completed multifamily design services phase of housing development based on your firm's understanding of the RFP requirements.
- ii. Preference for appropriate use of local resources. This may include local professional services, labor, and materials. Design standards should include a mix of readily sourced local materials.
- iii. Information regarding how the firm will accomplish the objectives and requirements outlined in Section 02 of this RFP.

d. Schedule:

- i. Identify a proposed project schedule and Gantt chart based on the project timelines within the RFP, highlighting appropriate milestones with some detail on what the City should expect related to deliverables within each milestone.

6. EVALUATION CRITERIA

Each proposal received in response to the RFP will be evaluated based on:

- a. Firm's Qualifications and Relevant Experience. [20 points]
- b. Key Personnel & Subconsultant Experience. [20 points]
- c. Work Plan – ability to result in the successful completion of a multifamily housing development. [35 points]
- d. Utilization of local resources, including professionals and materials. [15 points]
- e. Schedule – Ability and commitment to complete the work in the time allotted. [10 points]

7. ADDITIONAL INFORMATION:

All questions about the meaning or intent of the Contract Documents are to be directed to Jalyn Boado, Housing Administrator, in writing by email at ced@cityofpa.us. Interpretations or clarifications considered necessary by the City in response to such questions will be issued by Addenda posted to the City website and all inquirers.

8. CONTRACT

The successful Respondent shall enter into an agreement with the City. ~~The agreement is meant to be non negotiable but may be modified at the City's sole discretion. Any concerns with said contract must be addressed within the submitted proposal.~~ The City will review all concerns, but is not obligated to change any part of said contract. ~~Requests to modify the agreement after the proposal's closing date and time will not be considered.~~ The RFP and the successful respondent's proposal, as amended at the time of agreement signing, shall become part of the agreement.

9. PUBLIC RECORDS AND PROPRIETARY MATERIAL

Respondents should be aware that any records submitted to the City or that are used by the City, even if the Respondent possesses the records, may be public records under the Washington Public Records Act (Chapter 42.56 RCW).

10. SUBMITTAL PROCEDURE:

Sealed responses will be received by the Community and Economic Development Department up to **5:00 p.m., Friday, April 10, 2026**. Responses delivered later may not be accepted. The City of Port Angeles is not responsible for delays in delivery.

All responses shall be placed in an email with the subject line:
“CITY OF PORT ANGELES MULTIFAMILY HOUSING PIPELINE PROJECT - DESIGN SERVICES PHASE”

All responses to this request shall be addressed to ced@cityofpa.us.

It is the sole responsibility of the bidders to learn of Addenda, if any. Such information may be obtained from the City’s website: <https://www.cityofpa.us/bids.aspx>. The City accepts no responsibility or liability and will provide no accommodation to bidders who fail to check for addenda and submit inadequate or incorrect responses.

12. WITHDRAWAL OR MODIFICATION OF RFP SUBMISSION:

A submitter may, without prejudice to itself, modify or withdraw its submission by written request, provided that the submission and any request are received by the City prior to the due date of submission above. Following the withdrawal of its submission, the submitter may submit a new response provided it is received by the City at the address and by the date as shown in the above Date of Submission.

****END OF SECTION****

SECTION 04
SCOPE OF WORK
CITY OF PORT ANGELES MULTIFAMILY PIPELINE PROJECT –
DESIGN SERVICES PHASE

PART 1 Pre-Design / Programming:

- 1.1 Introductory Site Visit.
- 1.2 Confirm and document all site requirements, restrictions, and/or challenges.
- 1.3 Stakeholder engagements to gather input on the appropriate mix of unit types needed in Port Angeles.
- 1.4 Stakeholder engagements to gather input on appropriate appearance and materials to complement the site location and neighborhood.
- 1.5 Deliverables: a minimum of three different concepts for consideration to include watercolor imagery of typical building design, with some preliminary floor plans and prominent features.
- 1.6 Coordination with granting agencies to ensure concepts and funding are in compliance with grant requirements.
- 1.7 The City, in coordination with stakeholders, will select a preferred concept to continue with design.

PART 2 Design Milestones of the Design Services Phase:

- 2.1 35% Design Development.
- 2.2 35% Cost Estimate.
- 2.3 65% Design Development.
- 2.4 65% Cost Estimate.
- 2.5 95% Design Development.
- 2.6 Final Cost Estimate.

PART 3 Permitting Assistance / Authority Compliance:

- 3.1 Multifamily Tax Exemption Form.
- 3.2 Granting agency compliance.
- 3.3 Coordination with the City of Port Angeles permitting.

PART 4 Developer Coordination Support:

- 4.1 Assist with locating and interviewing potential construction developers.

PART 5 Future Development Support:

- 5.1 Develop a defined written path for future development applicants to follow, using existing drawings to the extent possible.

END OF SCOPE OF WORK