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## **Multifamily Housing Pipeline Pilot Project – Design Services Phase RFP Submitted Questions and City Staff Responses**

**Disclaimer:** Some of the questions that Port Angeles staff received have been consolidated into a single question and answer to reduce overlap and ensure consistency in response. Staff have also provided generalized answers to thematic question types for quicker reference.

The following municipal codes, plans, and programs are referenced in the Q&A:

- [14.40.030 – Parking space requirements–Generally](#)
- [14.40.045 – Parking reduction tools](#)
- [17.20.040 – Commercial zoning dimensional standards](#)
- [17.22 – Commercial and multifamily design standards](#)
- [17.46 – Property tax exemptions for multifamily housing](#)
- [2025 City of Port Angeles Housing Needs Assessment](#)
- [Port Angeles Permit Ready Plan Program](#)
- [Port Angeles Fee Waiver Program](#)
- [Housing Trust Funds from the Washington State Department of Commerce](#)

### **Thematic questions on unit count, unit mix, commercial space, and program detail**

**Generalized answer:** The City envisions a mixed-use project with approximately 20–40 housing units, including a mix of unit types responsive to community needs. Ground-floor commercial or community-oriented space is encouraged but flexible depending on feasibility. No specific square footage or configuration is required, but a minimum of 7,000 sf of ground-floor commercial is requested.

### **Thematic questions on survey, geotechnical, environmental reports, and site constraints**

**Generalized answer:** The City has not completed surveys, geotechnical investigations, or environmental assessments. The selected design firm will be responsible for procuring these services and incorporating costs into their proposal.

### **Thematic questions on level of design, permit-ready vs bid-ready documents, and civil engineering scope**

**Generalized answer:** The primary deliverable is bid-ready construction documents in compliance with Housing Trust Fund requirements. The City also intends to adapt these into permit-ready plans for broader use. Full civil engineering design is required for the prototype site, while future reuse may require site-specific adjustments to account for connections to a foundation and utilities, etc.

**Thematic questions on plan ownership, licensing, reuse, and liability**

**Generalized answer:** The City will purchase and own the design documents and make them available through its permit-ready plan program. An unrestricted licensing approach is acceptable; however, reuse of plans may require coordination with the original design professionals for site-specific modifications. The City will not indemnify the design team, and standard liability insurance requirements will apply. More discussion is expected after a design firm finalist is selected.

**Thematic questions on project budget, cost assumptions, and funding constraints**

**Generalized answer:** The design phase is funded through Washington State Housing Trust Fund resources. A specific construction budget or cost-per-square-foot has not been established. Fee proposals will be negotiated after selection in accordance with AGO 1988 No. 4.

**Thematic questions on developer selection, ownership transfer, and delivery model**

**Generalized answer:** The City will retain ownership during design and intends to select a development partner through an RFP/RFQ in late 2026. The property is anticipated to transfer in 2027–2028. The project will follow a developer-led construction model, and the design team’s scope concludes at permitting.

**Thematic questions public outreach and stakeholder involvement**

**Generalized answer:** Public engagement will be led by the City and future development partner. The design team will present to City staff, leadership, and a small stakeholder group but is not responsible for leading outreach.

**Thematic questions on parking, zoning standards, density, and bonuses**

**Generalized answer:** Parking reductions are available per Sections 14.40.030 and 14.40.045 PAMC, and on-street parking counts towards credited off-street parking reduction. Development standards are governed by the CN, Commercial Neighborhood zone and multifamily design standards. Current height bonuses exist if the development meets certain criteria, and minor deviations may also apply.

**Question #1:** If known, what is the anticipated schedule for bidding and construction of this project?

**Answer #1:** The City of Port Angeles anticipates the release of an RFQ for construction to be released in the summer or fall of 2026.

**Question #2:** Does the City have a target number of residential units envisioned for the prototype building?

**Answer #2:** The goal of this project is to demonstrate the allowances of multifamily design standards and maximize highest best use according to current zoning. The expectation is to develop a minimum of 20 and up to 40 units and ground floor commercial/public space.

**Question #3:** Is there a preferred mix of unit types (e.g., studio, one-bedroom, two-bedroom, family units)?

**Answer #3:** The City hopes to see a mix of studio, one-, two-, and three-bedroom units.

**Question #4:** What income levels are anticipated for the affordable housing component (e.g., AMI targets)?

**Answer #4:** The City received Housing Trust Funds from the Washington State Department of Commerce, and as such, there is a requirement to have units that are available to households at or below 80% AMI. A mix of affordable and market-rate units may be considered.

**Question #5:** Is there an expected size or program requirement for the commercial space?

**Answer #5:** At a minimum, the City would like to see 7,000 sf first-floor retail, community, or flexible space.

**Question #6:** The RFP indicates that CAD drawings and XRef files will be delivered to and owned by the City for distribution through a permit-ready plan program. Can the City clarify the intended licensing structure for these plans?

**Answer #6:** The City of Port Angeles has a pre-existing permit-ready plan program. The City hopes that these plans are, to an extent, replicable for any 14,000-square-foot lot in the City. The City will offer the plan set in the permit-ready plan library free of charge to anyone developing an eligible project within Port Angeles city limits. Full civil engineering design is required for the prototype site, while future reuse may require site-specific adjustments to account for connections to a foundation and utilities, etc.

**Question #7:** Will the City require full assignment of copyright to the design documents, or will an unrestricted licensing arrangement be acceptable?

**Answer #7:** An unrestricted licensing arrangement is acceptable.

**Question #8:** Will the City provide a current boundary and topographic survey for the site?

**Answer #8:** No, this is expected of the design professionals, and the design firms should include the surveying cost into the proposal.

**Question #9:** Has a geotechnical investigation been completed, and if so, will that information be made available?

**Answer #9:** A geotechnical investigation has not yet been completed. The design firm is expected to conduct a geotechnical investigation, and that cost can be included in the proposal.

**Question #10:** Has a Phase I Environmental Site Assessment been performed following demolition of the previous structure?

**Answer #10:** No, a Phase I Environmental Site Assessment has not yet been performed. The design firm is expected to conduct the Phase I Environmental Site Assessment, and that cost can be included in the proposal.

**Question #11:** Are there known environmental, geotechnical, or stormwater constraints associated with the property?

**Answer #11:** No testing or surveying has been performed.

**Question #12:** Are parking reductions anticipated or supported for affordable housing projects?

**Answer #12:** Yes, there are parking reductions available for this project. See the municipal code links for parking requirements Section 14.40.030 PAMC and parking reduction tools in Section 14.40.045 PAMC at the beginning of this document.

**Question #13:** May on-street parking count toward required parking totals?

**Answer #13:** Yes, available legal on-street parking can be counted towards meeting parking requirements. See parking reduction tools in Section 14.40.045 PAMC at the beginning of this document.

**Question #14:** What building height limits, FAR allowances, or density bonuses apply within the CN zoning district for this project?

**Answer #14:** The City does not use Floor Area Ratio's as a development incentive and there is no unit maximum in the zone. Commercial Neighborhood dimensional standards (Section 17.20.040 PAMC) include:

- Front setback: 0 ft
- Side: 0 ft
- Rear: 15 ft
- Site Coverage: 80% or where stormwater runoff from structures, driveways, sidewalks, patios, and other surfaces is managed on-site per the requirements of the Port Angeles Urban Services Standards and Guidelines Manual Chapter 5, the project is exempt from the site coverage limit.
- Height maximum: 40 ft
- Height Bonus Options (Section 17.20.070 PAMC) include at least one:
  1. Participation in the 12-year affordable option of the Property Tax Exemptions for Multi-Family Housing program (Chapter 17.46 PAMC).
  2. At least 25 percent of the total dwelling units contain 600 square feet or less of gross floor area.
  3. At least ten percent of the total dwelling units contain three or more bedrooms.

**Question #15:** Are mixed-use requirements mandatory, or is the commercial component flexible depending on feasibility?

**Answer #15:** The commercial component is flexible depending on feasibility. If commercial space is infeasible, the City would request some form of community or flexible space.

**Question #16:** Does the City have a target construction budget or total development cost range for the prototype project?

**Answer #16:** Not at this time. The selected design professionals will work with City Staff to identify this design parameter.

**Question #17:** Is there an assumed cost-per-square-foot range that consultants should use when developing cost estimates?

**Answer #17:** Not at this time. The selected design professionals will work with City Staff to identify this design parameter.

**Question #18:** Are there budget limits tied to Department of Commerce funding that the design should consider?

**Answer #18:** There is no current budget for construction. The selected design professionals will work with City Staff to identify this design parameter.

**Question #19:** Will the City retain ownership of the property during the design phase and later transfer it to a developer or housing provider?

**Answer #19:** The City will retain ownership of 935 W 10<sup>th</sup> Street, Port Angeles, WA 98363 while the design is being finalized. The land will be transferred to a developer or housing provider in 2027 or 2028, after the design is finalized.

**Question #20:** At what point in the process does the City anticipate selecting a development partner, or will the City act as its own developer?

**Answer #20:** The City is actively seeking a development partner and will post an RFP or RFQ in late 2026 to begin site preparation work. The City will not act as a developer.

**Question #21:** If another developer is selected later, will the architect remain under contract with the City or transition to the development entity?

**Answer #21:** The architect will remain under contract with the City until the 100% documents are completed in accordance with the contract.

**Question #22:** Who are the primary stakeholders anticipated to participate in the engagement process described in the RFP?

**Answer #22:** The primary stakeholders have not yet been finalized, but we hope to convene a stakeholder group with local organizations that have already completed multifamily projects or have connections to local builders or supply manufacturers.

**Question #23:** Will the City lead public outreach efforts, or should the consultant include facilitation services as part of the proposal?

**Answer #23:** The City will work with the selected development partner to do public outreach. The design professional will be expected to present the various stages of the design process to internal City staff, elected officials, and a small stakeholder group.

**Question #24:** Is the expectation that the consultant will deliver permit-ready drawings or bid-ready construction documents at the conclusion of the design phase?

**Answer #24:** Per the Department of Commerce Housing Trust Fund grant funds bid-ready construction documents are the main deliverable of the grant. Full civil engineering design is required for the prototype site, while future reuse may require site-specific adjustments to account for connections to a foundation and utilities, etc.

**Question #25:** Should the consultant include full civil engineering design for the prototype site, including grading, drainage, and utility connections?

**Answer #25:** Yes, the consultants should include a full civil engineering design for the prototype site, including grading, drainage, and utility connections. This expense should be included in the proposal.

**Question #26:** Should the site design be conceptual in nature, recognizing that future projects using the plans may require site-specific engineering?

**Answer #26:** Full civil engineering design is required for the prototype site, while future reuse may require site-specific adjustments to account for connections to a foundation and utilities, etc.

**Question #27:** Are there specific sustainability standards or energy performance targeting the City would like incorporated into the design (e.g., Washington State Energy Code tiers, Evergreen Sustainable Development Standard, Passive House, LEED, etc.)?

**Answer #27:** The City hopes to see proposals that specify which Washington State Energy Code tiers the design aims to meet. There is no expected Washington State Energy Code tier requirement. Any additional certifications, i.e., Evergreen Sustainable Development Standard, Passive House, LEED, etc., are not necessary, but techniques to utilize local resources are a part of the evaluation criteria.

**Question #28:** Should respondents include a fee proposal at this stage, or will fees be negotiated after selection?

**Answer #28:** AGO 1988 No. 4 - Feb 18, 1988, states the following:

1. A public agency may not, in procuring architectural or engineering services, consider proposed price or cost in determining which firm is most highly qualified to provide services.
2. When a public agency selects a firm to perform architectural or engineering services, price and cost may be considered only after the most qualified firm has been selected, at which time the law provides for negotiation of a "fair and reasonable" price.

Design professionals will negotiate fees after selection. Any fee-related information submitted will not be evaluated at this time.

**Question #29:** If fees are required, does the City prefer a lump sum structure, hourly rates, or another format?

**Answer #29:** The fee structure will be discussed in detail with the selected design professionals. That said, a not to exceed sum with hourly rates is preferred.

**Question #30:** Are existing utility elevations or capacity information available?

**Answer #30:** Utility elevation and capacity information is available and accessible to the selected design firm.

**Question #31:** Does the City anticipate that the eventual project will follow a design–bid–build approach, developer-led construction, or another delivery model?

**Answer #31:** The City anticipates a developer-led construction process. An RFP/RFQ to select a developer will happen in the summer or fall of 2026.

**Question #32:** Will the design team be expected to provide construction administration services for the initial project, or does the scope conclude with the design/permit phase?

**Answer #32:** The scope of work for the design team ends at the design and permitting phase.

**Question #33:** Are there particular commercial uses the City would like the design to accommodate?

**Answer #33:** There are no particular commercial uses the City is requiring; however, the west side of Port Angeles lacks larger grocery stores and childcare centers. The City would like to see a commercial or public space that has neighborhood scale benefits.

**Question #34:** Is there a target square footage or configuration preferred for the ground-floor commercial component?

**Answer #34:** The City is targeting a minimum 7,000 sf of commercial space, if feasible.

**Question #35:** Do you have a more specific program for the site beyond mixed use (i.e., number/type of housing units, sf of commercial, etc.)?

**Answer #35:** The City hopes to see between 20 and 40 affordable housing units. The square footage of the housing units and commercial space is not specified, but the City looks forward to reviewing all submitted proposals.

**Question #36:** Is there funding in place for the project and/or a budget?

**Answer #36:** The City received a Housing Trust Fund Grant from the Washington Department of Commerce for design and site preparation.

**Question #37:** Could you please share the City agreement referenced as Schedule A in the RFP?

**Answer #37:** There is no schedule A. This was a scrivener's error in the document.

**Question #38:** We were wondering if you could share the budget or overall project size, as this information would be helpful in preparing our response.

**Answer#38:** The City's goal is to provide a prototype project that includes maximum build out of the site utilizing the City's development standards. The selected design professionals and City will work together with City staff to develop a program for a mixed-use structure that is reproducible on two standard 7,000 sf lots.

**Question #39:** How is the city planning to complete that task when liability and risk of every project build usually it tied to the design team architects and engineers, which risk normally requires compensation.

Option 1

It is customary in the design profession that a fee is paid to the designer of record for every repeat project built. That fee can commonly run 40% of the original design fee for each repeat project built in order to compensate for the risk and liability to each and every one of the design professions involved architects, and engineers. But the way you describe it almost as if it will be made available to the public. Additionally, professional liability insurance companies likely would not insure a design that has unknown number of projects and unknown site locations.

Option 2

As a means to address that liability does the city plan to release, hold harmless, indemnify and defend the entire design team against all claims and damages and actions that come out of the work we submit to you? And allow that work to be submitted to you without any architects or engineers license stamps attached?

I believe in order for any architect to perform this task either one of those two options mentioned above would need to be done. Has thought been put into that topic? And if so what is the plan to address that concern?

**Answer #39:** In the past, the City has worked with an architect and the Washington State Department of Commerce to draft an agreement for professional services to buy the stamped architect and engineered plan set outright from the design firm. With the Multifamily Housing Pipeline Project, the City aims to maintain a similar arrangement.

Full civil engineering design is required for the prototype site, while future reuse in the permit-ready plan program may require site-specific adjustments to account for connections to a foundation and utilities, etc.

**Question #40:** Only design/engineering services are mentioned in the RFP. Will the City serve as project managers and set the building program/goals/budget during the design/permitting phase? Or will the City contract with a development manager to establish those parameters?

**Answer #40:** The City Community and Economic Development Department will serve as the project manager for the Multifamily Housing Pipeline Project and will work on the building program,

goals, and budget during the design. As the permitting agency and to avoid conflicts of interest, the City will rely on the design team to submit permitting applications and documents. The selected design firm will have access to City staff throughout the process.

**Question #41:** When will the property be transferred to the selected organization?

**Answer #41:** The City will release an RFP to find a developer in Q3 of 2026. The organization that will develop the property will be selected no later than April 30, 2027.

**Question #42:** The RFP mentions the design professionals being held to the requirements of the Handbook – some of those requirements are not the responsibility of architects or engineers. Does the City expect the proposing professional service firms to adhere to only the requirements generally under their responsibility?

**Answer #42:** Yes, the City expects the architects and engineers to adhere to requirements generally within their responsibility and scope.

**Question #43:** Does the City expect the proposal to include the full design team, including: architectural, structural, civil engineering, landscape architecture, building envelope, building energy, and acoustical?

**Answer #43:** Yes, the City expects the proposal to include a full design team to accomplish design and construction bid documents for the full site. During a subsequent phase, the City will release an RFP or RFQ for development and construction services.

**Question #44:** Can you provide the site's environmental reports, geotechnical reports, and site survey? If not prior to submitting a proposal, when?

**Answer #44:** The City has not done any site environmental reports, geotechnical reports, or site surveys. It is expected that the design firm arrange for these reports and surveys to be completed. This can be included as an expense in the proposal.

**Question #45:** Will the permit process be expedited due to affordable housing requirements? Please expand on the anticipated City process timelines and the anticipated review schedule.

**Answer #45:** The permitting process will not be expedited due to affordable housing requirements, but City staff will work with the consultants to ensure that all the permitting applications are complete. Building permits have a review timeline of 65 days.

**Question #46:** Can you expand on the desired building program, including commercial space, unit mix, and an average unit size?

**Answer #46:** The City hopes to see a mix of studio, one-, two-, and three-bedroom units. A mix of affordable and market-rate units may be considered. At a minimum, the City would like to see 7,000 sf first-floor retail, community, or flexible space.

**Question #47:** Is the desired parking quantity code minimum, or is there a different stall/unit ratio expected?

**Answer #47:** The City is interested in limiting parking onsite and focusing on multimodal transportation options and utilizing parking reduction standards.

**Question #48:** Are the project's units intended to be for rental to private individuals through a leasing company?

**Answer #48:** Yes, this project will build affordable rental housing and will be managed by a single leasing agency.

**Question #49:** Is there any requirement or preference for women & minority owned small businesses?

**Answer #49:** There is no requirement for women and minority owned small businesses.

**Question #50:** The RFP mentions the desire to use local suppliers & materials – does the City have a list or directory of preferred vendors?

**Answer #50:** Not at this time. As this is scheduled to become a permit-ready plan set, the more localized the suppliers, the more local impact construction can be achieved.

**Question #51:** The RFP references a contract "Attachment A", but no attachment is included. Can you share that draft contract?

**Answer #51:** There is no schedule A. This was a scrivener's error in the document.

**Question #52:** Who will be providing all surveys, required soils, and or geotechnical reports, and/or be acting as the financially responsible party to the city for permitting purposes?

**Answer #52:** The design firm will be responsible for procuring all surveys, required soil, and geotechnical reports. The design firm will be responsible for filling out the permitting applications, and most fees will be waived through the Fee Waiver Program. Any other relevant fees related to infrastructure improvements will be handled by the City.

**Question #53:** Does the city have a pre-development consultant to guide the project, or should we include such consultant on our proposed team?

**Answer #53:** The City does not have a pre-development consultant, and the design firm should include a consultant on the proposed team if that is their preference.

**Question #54:** Does the city have a pre-construction general contractor to provide the cost estimation, or should we include one on our proposed team?

**Answer #54:** The City does not have a pre-construction general contractor to provide cost estimations, and the design firm should include someone on their proposed team.

**Question #55:** Part 2 and Part 3 on page 12 outlines multiple Design Development stages and cost estimates with permitting assistance. Is this project expected to provide support through the Construction Document and Construction Administration phase? The State Fee Schedule and AIA contract documents follow 5 main phases (see below) so want to make sure we are on the same page as to what you are expecting. When you say "Design Development" does that mean through permitting only? Or through contractor procurement/bidding? Will construction administration be part of this scope?

- Schematic Design
- Design Development
- Construction Documents
- Contractor Procurement/bidding
- Construction Administration

**Answer #55:** Construction administration is not a part of the scope of the design services phase. A separate RFP/RFQ will be released in the summer or fall of 2026 to identify a developer to construct and transfer the property to. The design firm's responsibility will end at the end of the design and permitting phase.

**Question #56:** Can you describe the Part 5 deliverable of pages 12. Are you looking for a prototype/implementation manual and or site adaptation guidelines? Is it expected that this scope includes providing alternative plan options that can be used for different sites?

**Answer #56:** The City's goal is for these plans to be reproducible as possible. Full civil engineering design is required for the prototype site, while future reuse may require site-specific adjustments to account for connections to a foundation and utilities, etc.

**Question #57:** On page 3 of the RFP it outlines that funding is being provided by the Department of Commerce. Does this mean the project is already funded, or will it be applying for funding in the fall?

**Answer #57:** The design services phase is fully funded through the Washington State Housing Trust funds. Port Angeles will continue to apply for Housing Trust Funding when it is made available.

**Question #58:** Will there be any community engagement needed as part of this scope to get feedback from the community on the design and prototypes?

**Answer #58:** Public engagement will be limited to a stakeholder advisory group and led by the City. The design firm will be asked to present the design to City Council, City staff, and possibly a small group of community stakeholders.

**Question #59:** Has an Evergreen Sustainable Development (ESDS) checklist already been developed for this project as part of the Department of Commerce requirements? Are there other sustainable development goals for the project beyond ESDS?

**Answer #59:** An Evergreen Sustainable Development (ESDS) checklist has not yet been developed. There are no other stated sustainable development goals.

**Question #60:** What level of detail is expected at 95% design? If that full CDs or a schematic DD set?

**Answer #60:** The City expects full construction and bid documents for the 95% design phase that can be reviewed by the City staff for building permit application.

**Question #61:** Will the final designs be open-sourced (publicly available) after the design period concludes?

**Answer #61:** The final designs will be offered to anyone who wants to develop the same building within the Port Angeles city limits through the City's Permit-Ready Plan program. The City's goal is for these plans to be reproducible as possible. Full civil engineering design is required for the prototype site, while future reuse may require site-specific adjustments to account for connections to a foundation and utilities, etc.

**Question #62:** Are there minimum unit counts or a minimum density range for the site? Or will that be identified by the winning bidder during design due diligence?

**Answer #62:** The City hopes to see proposals identify a mix of 20 to 40 studio, one-bedroom, two-bedroom, and three bedroom units. Specific programming will occur during due diligence.

**Question #63:** What is the expected size/type of the commercial component? Is the property envisioned as a work/live/play environment?

**Answer #63:** The City is targeting a minimum 7,000 sf of commercial space, if feasible. There are no particular commercial uses the City is requiring; however, the west side of Port Angeles lacks

larger grocery stores and childcare centers. The City would like to see a commercial or public space that has neighborhood scale benefits.

**Question #64:** Will the City provide a Geotech report? Registered survey? An environmental review? Or is that on the design team to provide/procure? Are there currently known constraints (soil, utilities, easements) outside of the standard municipal code?

**Answer #64:** The design firm will be responsible for procuring all surveys, required soil, and geotechnical reports. There are currently sewer capacity concerns with the property that will be addressed by the time of construction.

**Question #65:** Are the cover pages and table of contents pages included in the page count?

**Answer #65:** Yes.

**Question #66:** May we include reference letters, or would the City prefer them left off?

**Answer #66:** Design firms can submit letters of reference.

**Question #67:** Can you elaborate on projects being in a list?

**Answer #67:** If this question is in reference to page 9, 5bii, then the City would like to see a list, either in bullets or a narrative format, of similar projects that the design firm has accomplished.

**Question #68:** The project brief does note affordable mixed-use. Affordable is a broad term that can apply to a variety of user types/use % so any specificity possible is welcome.

**Answer #68:** The units will be offered at or below 80% of Clallam County's area median income per the City's Housing Trust Fund grant.

**Question #69:** The HTF funding program has limits on who funds can go to for development specifying non-profit organizations. Will the future deployment of these plans be made available to market rate developers or will this be a purpose designed building only for affordable housing developers.

**Answer #69:** It is the goal of the City that the 935 W 10<sup>th</sup> Street project be built by a non-profit organization. The City aims to offer a version of these plans through its permit-ready plan program, available to anyone developing within Port Angeles city limits.

**Question #70:** Is there any chance for working with the city to update the CN code? (an additional 5-6 feet of height could make a significant improvement to potential density and feasibility for developers)

**Answer #70:** Yes, the City of Port Angeles is working to update the zoning code in 2026 through 2028. A minor deviation is another option available to accommodate the design.

**Question #71:** What about this site size, zoning, and location made it the right candidate for a pre-approved plan?

**Answer #71:** The site is along a significant center and corridor in Port Angeles where it is envisioned that a higher density, walkable environment can be developed. Throughout Port Angeles, there are opportunities to develop vacant and underutilized parcels of similar size, which is two standard 7,000 sf lots.

**Question #72:** Do you have a development consultant already working with the city or is that a future goal?

**Answer #72:** This is a future goal of the City.

**Question #73:** Is there an established detailed program (unit counts/types/amenities/community support space/parking count/ above or below grade parking)?

**Answer #73:** There is currently no established, detailed program. The City hopes to see a mix of studio, one-, two-, and three-bedroom units. A mix of affordable and market-rate units may be considered. At a minimum, the City would like to see 7,000 sf first-floor retail, community, or flexible space.

**Question #74:** What is the decision-making process at various stages of the process? Who are the relevant parties involved to approve and progress each phase?

**Answer #74:** A panel of City Staff will review all the submitted proposals and identify three finalists. The three finalists will be invited to do an interview either in person or remotely. The interviews will be conducted by the City Manager along with a panel of community stakeholders. After a firm is selected, City staff will work with the consultant on a not to exceed sum contract and scope of work that must be approved by the City Council.

City staff representatives from the Community Economic Development Department and Public Works and Utilities Department will work with the design firm move the project from the programmatic to 100% design through several set milestones. Ultimately, the design must be completed in accordance with the City's contractual obligations with the Department of Commerce in June of 2027.

The final design will be presented to both the City Council and the Department of Commerce per the Housing Trust Fund grant guidelines.

**Question #75:** What is the process for the documents once they're licensed? What is the original design teams exposure or liability?

**Answer #75:** Staff does not have a complete answer to this question at this time. The selected design professionals and the City will be able to discuss this prior to entering into contract.

**Question #76:** If plans are selected by Port Angeles residents, will the design team be engaged to bring the documents up to site specific drawings suited for actual construction?

**Answer #76:** The City's goal is construction-ready documents for the 935 W 10<sup>th</sup> Street site and a more generalized plan set to use in the permit-ready plan program.

**Question #77:** RFP indicates City of Port Angeles intends to own design assets (CAD drawings and files) to be licensed to community members. I have seen municipalities getting into permit ready housing designs that are procured through an architect and then made available to community members for purchase. However, this approach is typically used for smaller scale housing, such as ADUs, cottages, single-family homes, duplexes, or similar. Generally simple structures that could be site adapted with minimal modifications and permitted through the IRC codes. With the program goals (retail, parking, and housing) and a relatively small site indicated (~0.33 ac) I am expecting this will be a podium style building, with a concrete and steel podium at the ground floor housing retail and structured parking with type VA wood framed housing on the floors above. This is a much more complex building type than what I have seen, and I have concerns about the viability that a structure like this could be replicated without substantial modifications to the design. With that said;

- How would a licensing agreement for future use of the plans be structured?
- Would the licensing agreement remove liability from the architect if the plans are reused without the original design team's involvement? I think that liability for the design team would need to be waived for future use, as is noted above, site size and topography will require modifications to site adapt the design of a multi-story structure using multiple construction types, that will require more substantial redesign than an ADU or cottage would entail
- This licensing requirements will likely impact developer interest in the project, as developers typically want to differentiate their projects from others. Has this been considered?

**Answer #77:** In the past, the City has worked with an architect and the Washington State Department of Commerce to draft an agreement for professional services to buy the stamped architect and engineered plan set outright from the design firm. With the Multifamily Housing Pipeline Project, the City aims to maintain a similar arrangement to purchase the plans for a one-time lump sum. The expectation is that the design firm maintains automobile liability, commercial general liability, and professional liability insurance for the duration of the agreement.

Full civil engineering design is required for the prototype site, while future reuse in the permit-ready plan program may require site-specific adjustments to account for connections to a foundation, and utilities, etc.

The impact of the licensing requirement for the design firm has been considered. The City of Port Angeles is an isolated community with a severe need for affordable housing. As such, the City needs to think creatively about how to incentivize developers to come and invest in our community.

**Question #78: Page 10 #8:** This section notes that any concerns with the contract must be addressed in the proposal. I do not see a sample contract included in the RFP. Please provide a sample contract for review.

**Answer #78:** There is no sample contract that has been drafted yet. The City will propose a contract once a design firm is selected, then they will provide opportunities to amend the contract as needed.

**Question #79:** The schedule in the RFP seems tight, especially with public outreach and input included, as these processes tend to extend a design schedule. Is there funding or another requirement that is driving the design deadline of December 2026? Are you open to us including an alternate schedule and project approach that we feel would generate more developer interest in the project? (Construction Developer solicitation and interviews are listed on page 12)

**Answer #79:** The tight timeline for design is driven by the grant funding. The City is open to an alternative schedule and project approach with the same deadline.