

Request for Proposal: Qualified Housing Development Consultant

Issue Date: March 20th, 2026

Due Date: April 17th, 2026

Project Overview

The Quileute Tribe (“Tribe”) is implementing its Move to Higher Ground (MTHG) initiative to relocate key community facilities and housing to safer elevations located in La Push, WA on the Quileute Reservation. As an early housing phase, the Tribe intends to develop approximately ten (10) new housing units on a prepared subdivision site within the MTHG area (referred to as Raven Crest II Phase 1 Housing Expansion).

Civil engineering design for lots, streets, and utilities has been completed, and construction drawings are available. Approximately Five Million Dollars (\$5,000,000) in funding has been identified for this phase, including costs associated with infrastructure and vertical construction.

The Tribe has retained a contractor to begin clearing and preparing land for Phase 1 site development. Infrastructure development including utilities (water/sewer/electricity), roadwork, sidewalks, and surveyed lots will begin in Spring 2026.

While a contractor for housing construction has not yet been selected, Phase 1 housing construction is expected to begin by Fall 2026, and occupancy is anticipated to be completed by Summer 2027.

The Tribe is seeking an independent contractor (or firm) to provide Housing Development and Policy Consultation including:

- **Guidance and oversight of the planned Raven Crest II Phase 1 Housing Expansion project** related to policy development and support through occupancy implementation and housing contractor selection.
- Development of **policies and procedures for housing management and operations** that will meet funding requirements and long-term community needs.
- Creation of a **comprehensive strategy** for additional **phased housing developments**.
- **On-going management, implementation, and coordination** of future phased housing development projects as funding permits/becomes available in

collaboration with the Tribe, Quileute Housing Authority (QHA), and MTHG Project Management team civil and site design consultants.

Project Period

The time of performance for the Phase 1 Housing Expansion project is expected to be between **May 2026 – September 30, 2027**.

Continuation of this contract beyond September 30, 2027, will depend upon satisfactory performance of contract and will be based upon agreed phased project activities during annual tribal fiscal year budgeting.

Scope and Services

The Consultant shall serve as the Tribe's housing development advisor and shall coordinate with Tribal staff and contractors to provide the following services:

Policy Development

- Review the Tribe's housing ordinance and provide suggestions for potential amendments and considerations as necessary to fit long-term housing strategy needs.
- Coordinate with Quileute Tribal Council and the QHA to develop housing policies and procedures for managing new housing developments including funding requirements, fiscal management strategies, on-going maintenance, and programmatic oversight needs.
- Provide basic on-call consultation services for other housing related needs.

Raven Crest II Phase 1 Housing Development

- Provide ongoing support and guidance for the Raven Crest II Phase 1 Housing Expansion project through full construction, closeout, and housing occupancy implementation, including selection process and tenant agreements and new housing program management.
- Provide design and procurement support including assistance in the RFP process (e.g. document preparation, evaluation and selection) for housing design and construction partners in collaboration with the Tribe, QHA and MTHG Project Management team.
- Assist with budget oversight including any scope or cost adjustments needed to keep the project within available funding and recommend reasonable savings options that preserve long-term quality and/or identification of funding gaps.

Future Phased Housing Development Strategy

- Create a comprehensive strategy and plan for future phased housing development beyond the planned Phase 1 housing expansion project.
- Assist the Tribe in identifying and applying for additional housing development funding opportunities including but not limited to Low-Income Housing Tax Credits (LIHTC).
- Assist with the management, implementation, and coordination of future housing projects as funding permits/becomes available in collaboration with the Tribe, QHA and MTHG Project Management team.

Submission Guidelines

Proposals must be submitted **no later than Friday April 17th, 2026, 4:00 PM PST**. Electronic proposals must be submitted to Annie Foster, Grants & Special Projects Manager, with the subject “Quileute Tribe Housing Consultant RFP.”

Questions regarding this proposal will be received only until **Thursday April 9th, 2026, 4:00 PM PST**. Questions must be submitted in writing to: Annie Foster, grant.writer@quileutenation.org with the subject “Quileute Tribe Quileute Housing Consultant RFP.”

Selection of preferred contractor is **anticipated by Friday April 24th, 2026**. Please send electronic proposals only proposals to: grant.writer@quileutenation.org.

Proposal Requirements

Proposals should not exceed 10 pages and must include the following:

- Qualifications— Include demonstrated qualifications of the proposed firm and individual(s) team members.
- Experience— Provide evidence of experience with similar projects and work on tribal lands.
- References – Provide minimum 3 references that can speak to the project experiences listed.
- Approach/ Timeline— Identify your proposed approach to this project and the key milestones within the project timeline (May 2026-September 2027).
- Cost— Please provide a billing rate with estimated hours to complete proposed tasks identified for the three service areas: Policy Development, Phase 1 Housing Expansion, Comprehensive Housing Development Strategy.
- Provision of proof of insurance coverage. See Appendix B.

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Demonstrated qualifications and experience.
- Feasibility and completeness of the proposed schedule.
- Cost Proposal
- Ability to meet insurance requirements.

Additional consideration will be given to Native-Owned firms following Quileute TERO.

Items that may disqualify a respondent from consideration:

- Evidence of collusion with any other respondents.
- The respondent is not qualified for the work or to the full extent of the RFP.
- The respondent has been convicted of a crime arising from a previous public contract, excepting convictions that have been pardoned, expunged, or annulled.
- Tribal business license will be required at time of contract authorization.
- Any other reason deemed proper by the Tribe.

Completeness

The proposals will be evaluated on the completeness and quality of content as described. Failure to supply complete information as required may result in the proposal being disqualified from consideration.

RFP Revisions

The Tribe reserves the right to change the schedule or issue addendums to the RFP at any time. The Tribe also reserves the right to cancel or reissue the RFP at any time. Addendums or a notice of cancellation will be sent to all known RFP respondents.

Terms and Conditions

B&O Tax – a 5% B&O Tax will be levied on all “on-reservation” labor, which must be factored into the contractor’s final price proposals.

Quileute Business & Occupation Tax Required. All fees for services (not expenses, goods or materials) paid under this Contract shall be deemed to be “gross sales” within the meaning of the Quileute Tribe’s Business Licensing and Tax Ordinance and CONTRACTOR shall be liable for Quileute Business and Occupation (B&O) Tax in the amount of five percent (5%) of gross sales generated within the Quileute Reservation. By its signature below, CONTRACTOR agrees that it will transmit payment for B&O tax it owes under this paragraph to the Tribe at a minimum of every calendar quarter; furthermore, CONTRACTOR agrees that if it does not make such payment, the TRIBE will withhold five percent (5%) payment for each invoice submitted as payment of the applicable B&O tax.

TERO Fee – For contracts in which the majority (51%) of the work is performed on the Reservation the Quileute Tribal Employment Rights Ordinance (TERO) shall apply. In accordance with Section V, Paragraph 5, of Exhibit E, a TERO Fee of 1.75% will be assessed on the total gross contract price, which must be factored into the final price proposals. TERO included in Appendix A.

Responses to this RFP will become the property of the Tribe and will form the basis of negotiations for an agreement between the Tribe and the successful consultant.

The Tribe is not liable and will not be responsible for any costs incurred by any consultant for the preparation and delivery of the RFP responses, nor will the Tribe be liable for any costs incurred prior to the execution of an agreement.

The Quileute Tribe reserves the right to request clarification of information submitted, and to request additional information from any proposer.

Right of Selection/Rejection Waiver of Informalities or Irregularities

The Tribe reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of the Tribe. Selection of a consultant solution shall not be construed as an award of contract, but as commencement of contract negotiation, including but not limited to the contract price proposed.

Errors in Proposal

The Tribe will not be liable for any errors in the consultant’s proposal. Contractors will not be allowed to alter proposal documents after the deadline for proposal submission. The Tribe reserves the right to make corrections or amendments due to errors identified in proposals by the Tribe or the consultant. This type of correction or amendment will only be

allowed for such errors as typing, transposition, or any other obvious error. Contractors are liable for all errors or omissions contained in their proposals.

Single response

A single response to the RFP may be deemed a failure of competition, and in the best interest of the Tribe, the RFP may be cancelled or re-advertised with modifications.

Contract Award and Execution

The Tribe will select the proposal that, in its sole discretion, is the most advantageous to the Tribe. The Tribe reserves the right to make an award without further discussion of the proposal submitted; there may be no best and final offer procedure. Therefore, the proposal should be initially submitted on the most favorable terms the consultant can offer.

The Tribe shall attempt to negotiate a contract with the respondent who offered the most advantageous proposal at the price which the Tribe determines is fair and reasonable. If the Tribe is unable to negotiate a satisfactory contract with the firm selected at a price the Tribe determines to be fair and reasonable, negotiations with that firm shall be formally terminated and the Tribe shall select the next best proposal and continue until an agreement is reached or the process is terminated.

The Tribe does not intend to waive sovereign immunity for this project. Any disputes resulting from this project will be resolved in Quileute Tribal Court. The contract will be governed by Quileute Tribal Law, or Federal Law, to the extent Tribal law does not exist.

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We look forward to receiving your proposals and working with you on this important project.

Additional Documentation

[Appendix A – Quileute Tribe TERO Policy](#)

[Appendix B –Insurance Requirements](#)