



# Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

## REQUEST FOR QUALIFICATIONS

### **Skokomish Housing Department**

Request for Qualifications to perform the contractual work for  
The Skokomish Strategic (5) Year Housing Master Plan  
For the Skokomish Indian Tribe  
Skokomish Nation, Washington

The Skokomish Indian Tribe is issuing a Request for Qualifications (RFQ) for firms interested in performing the Strategic (5) Year Housing Master Plan. Scope of work will be included: *See attached: Project Scope of Work for details.*

RFQ responses should be limited to 10 pages inclusive of all materials. RFQs will be scored and ranked using the following criteria:

- 1) Project Understanding; (10pts)
- 2) Qualifications/Expertise of the firm to accomplish the stated scope of work; (30pts)
- 3) Experience of the firm performing Housing Strategic Planning; (20pts)
- 4) Reference/list of similar projects completed within the past 5 years, provide names and addresses of references for each project listed; (20pts)
- 5) A detailed description of the proposed plan to achieve the Scope of Work and the proposed timeline; (10pts)
- 6) The resulting contract for strategic planning services will define and not to exceed fee for services. The proposal must therefore include the total fee for services, costs and all incidentals including printing and travel costs; (10pts)

RFQ responses should be submitted electronically with the subject line titled "Master Housing Strategic Plan" to Larry Winders, Skokomish Housing Manager at [lwinders@skokomish.org](mailto:lwinders@skokomish.org) by the close of business day of March 10, 2017.

## Project Scope of Work: Housing Master Plan

---

### Summary

To determine the need and develop a target strategy to fund and address the unmet housing need on an annual basis for the next 5 years.

---

Item#	Tasks
1	Develop questionnaire for community wide housing needs survey. Owner to complete the survey and provide copies to contractor.
2	Compile Survey Data.
3	Using data and population information, provided by owner, develop the housing needs.
4	Develop funding strategies for meeting the plan.
5	The Tribe will receive a draft Strategic Plan for review, corrections and revisions with the final Plan to follow within a period not to exceed 60 days from the final date of the survey compilation. It will be required that both the draft and the final plan be submitted in written and electronic format.