

**REQUEST FOR PROPOSALS**  
for  
Housing Development Consultant

The Makah Tribe is a federally recognized tribe authorized by its Constitution and Bylaws as a self-governing tribe since 1936. The Makah Tribe's reservation is located in Northwest Washington.

Makah Tribal Housing Department (MTHD) mission is to provide affordable, healthy, sustainable housing and housing related services to all tribal members in accordance with the needs of the Makah Tribal Membership as determined by the Makah Tribal Council. The Tribe provides services to eligible tribal members who reside within the reservation boundaries.

The Makah Tribe has charged the Makah Tribal Housing Department (MTHD) with the development of Tribal owned 20-30 unit multi-family housing project. To that end, we invite housing development consultants or other entities who may be interested in assisting in those efforts to submit their qualifications and a letter of interest. Interested parties are asked to submit the information requested in Section II. The information in Section I outlines the duties that interested agencies would be responsible for should their proposal be accepted. If MTHD proceeds with the proposals submitted, interested agencies will be given the opportunity to conduct their own due diligence. It will be the responsibility of any agencies responding to this Request for Proposals (RFP) to include the assumptions made in their submissions. This RFP does not represent any offer or commitment by Makah to provide any program funding.

**I. PROGRAM PROFILE**

Objective

The purpose of this RFP is to identify a development consultant to create a plan to design 20 to 30 housing units, including but not limited to a project plan consisting of site design/civil engineering, architecture, structural engineering and landscape design at the site as well as identifying additional construction source funding opportunities.

MTHD seeks to collaborate with a qualified consultant to assist with the planning, design and development of this project to serve our community's need for affordable rental units.

Roles of each agency

- Makah Tribal Housing Department (MTHD): The MTHD will serve as the owner and overall steward of the project, assuming responsibility for all major legal, financial and programmatic decisions. At occupancy, the MTHD will also serve as property and asset manager and will oversee day-to-day operations and services.
  
- Development Consultant:  
The selected Development Consultant, under the direction of the MTHD, will be responsible for conducting all activities related to:
  1. Providing assistance with the pre-development planning, budget development and due diligence;
  2. Assisting with development of team selection and coordination;
  3. Identification of appropriate project financing resources;

4. Identification of and facilitation of the approval of all needed permits and other zoning and building approvals.
5. Timely submission of project financing applications/reports;
6. In consultation with MTHD, structuring debt financing, subsidies and grants, plus preparation and updating development capital and management/operating budgets in accordance with current project information to meet affordable housing goals;
7. In consultation with MTHD, preparation of financing packages/applications, preparation of progress/final reports, preparation and coordination of documents, and other tasks as required by local, federal, state, and private lenders and other sources in connection with the project's financing;
8. In consultation with MTHD, identifying the need for project consultants, oversight of the selection of consultants, selection recommendations to owner and negotiation of contracts, at owner's direction, with all needed consultants. Consultants are likely to include but are not limited to appraisers, soil and boundary surveyors, architects, engineers, attorneys, construction /manager administrator, and others whose services are necessary to complete the project ("Project Consultants");
9. In consultation with MTHD, soliciting and selecting a general contractor and subcontractors for the construction of the development.
10. Promptly informing the owner of any problems observed on any aspect of the project covered by the services to be performed hereunder;
11. Providing open, transparent communication with the owner throughout the development process to create a solid working relationship.

## **II. STATEMENT OF INTEREST**

Agencies interested in providing housing development services to the Makah Tribe are requested to submit a program narrative that includes the following:

1. Cover letter summarizing your interest in the project
2. A narrative that includes:
  - a. Mission, philosophy, history, and geographic areas of focus
  - b. Experience in the financial aspects of developing construction budgets and securing public funding
  - c. Experience in the construction aspects of developing housing including permit approvals, selection of contractors, compliance with public funding sources, and construction oversight.
  - d. Names and experience of key staff that will be assigned to this project.
  - e. Experience working with Tribes, Housing Authorities and or Native American organizations.
3. Fee structure and estimated total cost of contract signed by an authorized agent
4. Please also attach the following items:
  - a. List of projects highlighting those that are similar in scope.
  - b. References

## **III. ADDITIONAL INFORMATION**

Preference will be given to Native American owned firms.

**MAKAH EMPLOYMENT AND CONTRACTING RIGHTS ACT (MERCA) DOES APPLY** to this contract and before beginning work **CONTRACTOR**, must negotiate a Tribal Employment Rights Ordinance (**MECRA**) Compliance Plan

with the MECRA Officer, Rose Jimmicum, she can be reached at 360-645-3101. The MECRA Compliance Plan shall include a 2% fee based on the percentage of work to be completed within the reservation boundaries.

If you have questions regarding this Request for Proposals please contact Heather Greene, Makah Tribal Housing Department, Director, at 360-645-2378.

For more information on bidding requirements, please contact Lulu Venske at 360-645-3206.

Proposals should be submitted as soon as possible but must be received no later than 5 pm on July 22, 2024. All proposals must be sent to our address below. Proposals sent directly to the department cannot be accepted.

Completed proposals should be sent to:

Makah Tribe  
Attn: Lulu Venske  
Sealed Bid: (Housing Consultant)  
P.O. Box 115  
Neah Bay, WA 98357

OR

[lulu.venske@makah.com](mailto:lulu.venske@makah.com)