

Salish and Kootenai Housing Authority
Of the Flathead Reservation Pablo, MT, 59855
Request for Proposals (RFP)
for
Architect & Construction Management Services



Jody Cahoon Perez, Executive Director

Date Issue: December 20, 2025

Due Date: January 8th, 2026

I. Background

The mission of the Salish and Kootenai Housing Authority is to provide the highest quality, affordable housing to the people of the Flathead Reservation, utilizing all resources to ensure that services are provided in an efficient, economical, and timely manner. The Salish and Kootenai Housing Authority will plan and sees all future housing and support services to ensure all areas and individuals are served. The Salish and Kootenai Housing Authority will continually strive to improve the quality of life while maintaining the cultural integrity and identity of the Salish and Kootenai people.

In addition to administering several federally funded programs The Salish and Kootenai Authority also manages approximately 500 units, including rental, homeownership, 50 tenant-based assistance units, a 65-block trailer park, and 28 community water and/or wastewater systems

The Salish and Kootenai Housing Authority is a Tribally Designated Housing Entity of the Confederated Salish and Kootenai Tribes. Therefore, is managed by seven-member Board of Commissioners who are appointed by the Tribal Council and serve a staggered four-year term. The commissioners employ an executive director, overseeing six different department: Finance, Administration, Housing Resource, Occupancy, Maintenance, and Water and Sewer Department. A manager is assigned to each department to establish and carry out the goals of the Salish and Kootenai Housing Authority.

II. Request for Proposal (RFP) Introduction

The Salish and Kootenai Housing Authority (hereafter to as “Housing Authority”) invites proposals from Licensed Professional Architect/Engineering Firms to develop plans, and specifications and provide construction management services for the Arlee Addition construction activities as described under the scope of services section in this document. The fee proposal is to be presented in your response to this Request for Proposal. Please document any qualifications or special conditions affecting your fee proposal.

Proposals will be accepted until Thursday, January 8th, at 12:00 pm. Proposals may be hand-delivered to the Housing Authority in Pablo Montana at 56243 US HWY 93 or mailed to PO Box 38, Pablo MT 59855. Proposals may also be emailed to jcurrie@skha.org. Proposal envelopes and/or email description lines must be clearly marked with Arlee Addition Proposal”

During the period between the issuance of this RFP and the proposed due date, no oral interpretation of the RFP’s requirements will be given to any prospective Offeror. Requests for interpretation (and other questions) must be submitted in writing to jcurrie@skha.org NO LATER THAN 12:00 pm on 01/8/2026. During the period of advertisement for this RFP. In such situations, The Housing Authority will issue an addendum to the RFP setting forth the nature of the modification. All addenda will be posted on The Housing Authority’s website at <https://skha.org/contractors/>. It shall be the responsibility of each Respondent to ensure they have any/all addenda relative to this RFP.

III. Description of the Project

This project involves developing infrastructure for 15 residential lots across approximately 20 acres, with each lot averaging 1.3 acres. Construction will take place at the Arlee Addition site, located north of North Street in Arlee, Montana. All lots must be designed to comply with the current editions of the International Residential Code, Uniform Accessibility Standards, the Montana State Energy Code, the energy efficiency requirements of Mission Valley Power, and the Housing Authority's Building Specifications. The designated building locations is suited for connection to the existing power, water, and sewer systems. The Housing Authority plans to bid the project in 2026, with construction expected to begin shortly thereafter.

Project Site Description, North of North Street, Arlee, MT



IV. Scope of Services

A. Preliminary Design

The selected firm Housing Authority will coordinate to produce a mutually accepted design approach for the purposes of constructing 15 residential lots, during which time the selected firm shall prepare preliminary design documents.

The Preliminary Design Phase should also include:

1. **Project initiation and coordination meetings** with the Housing Authority, including a kickoff meeting and site visit(s).
2. **Review of existing site conditions**, including topography, soils, vegetation, drainage patterns, and existing utility connections (power, water, sewer).
3. **Evaluation of applicable regulations and design standards**, including:
 - Lake County subdivision and infrastructure requirements
 - Montana Department of Environmental Quality (DEQ) requirements
 - Mission Valley Power standards for energy efficiency and electrical design
 - Any applicable state and local permitting requirements
4. **Preliminary layout and design concepts** for:
 - Roadway alignments and cross-sections
 - Water distribution and sewer collection systems
 - Stormwater management and drainage facilities
 - Power and communication utility corridors
 - Easements and right-of-way requirements
5. **Preliminary cost estimates** for infrastructure components, including roads, utilities, and drainage systems.
6. **Presentation of preliminary design documents** to the Housing Authority for review and approval prior to proceeding to final design.

B. Design Development and Construction Documents

Upon approval of the preliminary design, the selected firm shall prepare detailed Design Development and Construction Documents necessary for bidding, permitting, and construction of all site infrastructure.

The Design Development and Construction Document Phase shall include:

1. **Topographic and boundary survey coordination** (if not already available).
2. **Geotechnical investigation and report** to inform design of pavements, utilities, and drainage.
3. **Final design and construction drawings** for:
 - Roadway design (plan, profile, and cross-sections)
 - Grading and drainage, including stormwater detention/retention design
 - Water distribution system, including mainline extensions, hydrants, and service connections

- Sanitary sewer collection system, including manholes, lift stations (if required), and service connections
 - Electrical and communication system layout and conduit pathways
 - Erosion control and site stabilization measures
4. **Preparation of technical specifications** for all infrastructure construction elements.
 5. **Final cost estimate and quantities** for all proposed work.
 6. **Permitting assistance**, including preparation of drawings and documentation required for:
 - Lake County Public Works
 - Montana DEQ approvals
 - Mission Valley Power
 - Any other applicable authorities having jurisdiction.

C. Bidding and Construction Administration

The selected firm shall assist the Housing Authority throughout the bidding and construction phases to ensure the project is constructed in accordance with the approved plans and specifications.

The **Bidding and Construction Administration Phase** shall include:

1. **Preparation of bid documents**, including instructions to bidders, bid forms, and coordination of bid schedule.
2. **Assistance with advertisement, distribution, and management** of bid documents.
3. **Response to bidder inquiries** and issuance of addenda as necessary.
4. **Attendance at pre-bid meeting** and bid opening, and preparation of bid tabulation and recommendation of award.
5. **Participation in pre-construction meeting** and coordination with the selected contractor.
6. **Periodic site observations** to verify compliance with plans and specifications.
7. **Review and approval/denial of submittals**, shop drawings, and change order requests.
8. **Review of contractor pay applications** for accuracy and progress verification.
9. **Final inspection and punch list preparation.**
10. **Assistance with project closeout**, including as-built drawing review and certification, and submittal of record documents to the Housing Authority, and ensuring submission of contractor and subcontractor lien releases as required.

V. Proposal Form and Content

- A. All proposals are to be signed and dated by the person or persons legally authorized to bind the firm and enter into contracts.
- B. Proposals should be held open and remain valid thirty (30) days after the advertised closing date.
- C. The proposal shall consist of a clear, concise, and relevant presentation of the requested information which shall demonstrate the Developer’s compliance with this RFP in accordance with the following format:
 - 1. Cover letter
 - 2. Table of Contents- Number all pages of the proposal
 - 3. Executive Summary of Proposal- Per the Scope of Service defined in section IV.
 - 4. Introduction and Qualification of Proposer- Include professional and technical qualifications and licensure to operate, depth of personnel, area(s) of specialty, and outline any experience working on tribal projects.
 - 5. Compensation Schedule- The Proposer shall prepare and submit a lump sum compensation proposal for the RFP. A payment schedule broken into the following categories shall be submitted as described. Requests for payment for specific phases shall not exceed the scheduled amount prior to the completion of the Initial Phase:

Design Development Phase	\$ _____
Bidding Documents & Assistance	\$ _____
Construction Administration Phase	\$ _____
Total Contract Amount	\$ _____

- 6. Project Schedule- The following template may be used as a component of the project

Date	Schedule Item
	Preliminary Design Completion
	Design Development & Construction Documents Completion
	Bid-Out Construction

VI. Proposal Form and Content

A. Evaluation Criteria

Respondents will be evaluated and scored according to the following:

1. Qualifications- 15%
2. Depth of Personnel- 10%
3. Related Experience on Similar Projects- 15%
4. Compensation Schedule- 15%
5. Project Schedule- 15%
6. Firms Location- 10%
7. Indian Preference- 15%
8. Availability to Begin the Project - 5%

Upon receipt of responses, selection committee members will evaluate all responsive proposals and assign scores based on the stated evaluation criteria provided. The Housing Authority **may** opt to engage in competitive negotiations with the firm that presents the most qualified, highest-scoring proposal. As a result, the contract will be awarded after both sides reach an appropriate agreement cannot be reached with the highest-ranked firm negotiation engagement will be made with the second-ranked firm, and so on.

VII. Disclaimer

The Housing Authority will not reimburse any cost incurred in preparing or delivering proposals. Information supplied in response to this Request for Proposal becomes the property of the Housing Authority and will not be returned.

The Housing Authority reserves the right to reject or waive any irregularities in the RFP process. The award will be made to the responsible firm whose proposal will be the most advantageous to the Housing Authority, price, and other factors considered. Unsuccessful firms will be notified promptly.

This is an Indian Preference Bid. Tribal contractors who wish to receive Indian Preference must obtain certification from the Indian Preference Office as a legitimate Indian-owned business before submitting bids. Proof of Indian Preference Certification must be included with your bid in the form of a copy of the Certificate issued by the Indian Preference Office. Be advised that evidence of your membership or affiliation with a Tribe **does not** constitute Indian Preference Certification. You must be certified by the Indian Preference office in order to claim preference. The bidder is responsible for obtaining and providing proof of Indian Preference Certification from the Indian Preference Office.

*That is the end of the RFP include any necessary map, plans, or blueprints that are readily available for the architects/engineers.