

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



Jody Cahoon Perez, Executive Director

Date Issue: February 7th, 2026

Due Date: February 23rd, 2026

I. Background

The mission of the Salish & Kootenai Housing Authority (SKHA) is to provide the highest quality, affordable housing and related facilities to the people of the Flathead Reservation, utilizing all available resources to ensure services are delivered in an efficient, economical, and timely manner. SKHA continually strives to improve quality of life while maintaining the cultural integrity and identity of the Salish and Kootenai people.

In addition to administering federally funded programs, SKHA manages a diverse portfolio of housing units, infrastructure, and support facilities throughout the Flathead Reservation. As a Tribally Designated Housing Entity of the Confederated Salish and Kootenai Tribes, SKHA operates under the direction of a Board of Commissioners appointed by the Tribal Council.

II. Request for Proposal (RFP) Introduction

The SKHA invites proposals from licensed professional Architectural and Engineering (A/E) firms to provide full design, bidding, and contract administration services for the remodel of an existing warehouse space into offices, as well as for modifications to several existing offices throughout the building.

The selected firm will develop plans and specifications and provide professional services as outlined in this RFP. A fee proposal shall be included in the response. Proposers shall clearly identify any assumptions, exclusions, or special conditions affecting the proposed fee.

Proposals will be accepted until the date and time listed above. Proposals may be hand-delivered, mailed, or submitted through email to jcurrie@skha.org.

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 **3:00 pm** on **02/23/2026**. 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 consists of remodeling a former warehouse space that is structurally connected to an office building but currently separated by an interior wall. The intent is to convert the

warehouse into functional office space that integrates with the existing building, and to modify existing offices to better meet staff needs.

This project consists of targeted renovations and modifications to the former warehouse and the SKHA Building to improve functionality, circulation, and alignment with current office standards.

Level 1

Former Warehouse Stairway - Close off the lower portion of the stairway, remove the landing and extend the stairs straight to the west-facing exterior wall, install a new exterior door at the bottom of the stairs, and remove the closed-off lower stairs. Additionally, installation of an operated chair lift with battery backup. *Figure 1*

HIP Office – Remove the north-facing interior window countertop and shutters, and infill the window opening. *Figure 2*

Housing Resource Office - Remove the existing interior window and replace it with a new doorway to provide direct access to the interior hallway. Reposition the forced air vent to the right of the new doorway. *Figure 3*

Occupancy File Room – Install the removed interior window from the Housing Resource Office into the north wall of the Occupancy File Room. *Figure 4*

Cash Receipt Office - Extend two interior walls to create a new Occupancy File Room. Install a new doorway to the Cash Receipt Office directly at the end of the existing hallway. *Figure 5*

Level 2

Former Warehouse - Renovations will include the build-out of private offices, with two workstations and a file storage room. Additional work includes improvements to circulation and support spaces, including noise insulation, removal of existing propane heaters, installation of the heating and cooling system, relocation of the existing telemetry computer equipment, and wiring the new offices and workstations into the existing networks and phones. New flooring will be installed throughout, and all interior finishes will be consistent with existing conditions or updated SKHA office standards. Installation of new exterior windows and infill of an exterior loading door. *Figure 6*

Hallway/Map Room - Extend a hallway from the lunchroom to the former warehouse by installing a new hallway and doorway. Additionally, in the Map Room, the interior window on the north wall will need to be infilled. *Figure 7*

John's Office - Infill the window and door facing the bathroom, and frame in a new door on the north wall. *Figure 8*

Conference Room – Install a new doorway to connect the conference room to the new Water and Sewer wing. *Figure 9*

Please refer to "RFP for AE Photo Reference" for figure photo references.

The Housing Authority anticipates bidding on the project following completion of construction documents.

IV. Scope of Services

A. Preliminary Design

The selected firm shall coordinate with the Housing Authority to establish a mutually acceptable design approach. Services shall include:

1. Project initiation and coordination meetings, including site visits.
2. Verification of existing conditions and field measurements.
3. Review of applicable building codes, fire/life safety requirements, ADA compliance, and other regulatory standards.
4. Preliminary space planning and layout concepts for offices and meeting areas.
5. Preliminary evaluation of structural, mechanical, electrical, plumbing, and fire protection systems.
6. Preliminary opinion of probable construction cost.
7. Presentation of preliminary design concepts for Housing Authority review and approval.

B. Design Development & Construction Documents

Upon approval of the preliminary design, the selected firm shall prepare Design Development and Construction Documents suitable for bidding, permitting, and construction, including:

1. Architectural plans, sections, details, and schedules.
 2. Structural evaluation and design for wall modifications.
 3. Mechanical, electrical, security system, and fire protection design.
 4. Reflected ceiling plans, lighting layouts, and finish schedules.
 5. Technical specifications for all trades.
 6. Final opinion of probable construction cost.
 7. Assistance with permitting and agency reviews.
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C. Bidding & Construction Administration

The selected firm shall assist the Housing Authority throughout bidding and construction, including:

1. Preparation of bid documents and coordination of bid schedule.
 2. Assistance with advertisement and distribution of bid documents.
 3. Response to bidder questions and issuance of addenda.
 4. Attendance at pre-bid meetings and bid openings; preparation of bid tabulations and recommendation of award.
 5. Participation in pre-construction meetings.
 6. Periodic site observations to verify compliance with plans and specifications.
 7. Review of submittals, shop drawings, RFIs, and change orders.
 8. Review and certification of contractor pay applications.
 9. Substantial completion inspections and punch list preparation.
 10. Assistance with project closeout and record documentation.
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V. Proposal Form and Content

A. Proposals must be signed and dated by an individual authorized to bind the firm.

B. Proposals shall remain valid for thirty (30) days following the proposal due date.

C. Proposals shall be organized in the following format:

1. Cover Letter
 2. Table of Contents (all pages numbered)
 3. Executive Summary
 4. Firm Qualifications and Experience (including tribal or public-sector experience)
 5. Project Team and Consultants
 6. Project Approach and Understanding
 7. Compensation Schedule
 8. Proposed Project Schedule
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VI. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. Qualifications – 15%
2. Depth of Personnel – 10%
3. Related Experience on Similar Projects – 15%
4. Compensation Schedule – 15%

5. Project Schedule – 15%
6. Firm Location – 10%
7. Indian Preference – 15%
8. Availability to Begin the Project – 5%

The SKHA reserves the right to negotiate with the highest-ranked firm. If negotiations are unsuccessful, negotiations may proceed with the next-ranked firm.

VII. Disclaimer

The SKHA will not reimburse any costs incurred in preparing or submitting proposals. All proposal materials become the property of the SKHA.

The SKHA reserves the right to reject any or all proposals, waive irregularities, and award the contract in the best interest of the SKHA.

This is an Indian Preference procurement. Firms claiming Indian Preference must provide valid certification from the Indian Preference Office with their proposal.
