

HOH INDIAN TRIBE

P.O. Box 2196 • Forks, WA 98331

Phone: (360) 374-6582 • Fax: (360) 374-5426

REQUEST FOR PROPOSALS (RFP)

Building Repairs – 2213 Lower Hoh Road

I. Introduction

The Hoh Tribe invites qualified and licensed contractors to submit proposals for building repairs at the duplex located at 2213 Lower Hoh Road. Work shall be performed to professional standards and in compliance with applicable codes and federal procurement requirements as applicable to Tribal projects.

II. Project Background

The project consists of targeted building repairs to a two-unit residential duplex to improve safety, functionality, and longevity of the structure. The work will occur in occupied Tribal housing and must minimize disruption to residents to the extent feasible.

III. Scope of Work

Both Units:

- Install new gutters for the entire building
- Ensure proper drainage system away from the building

Unit 1:

- Install new fireplace including hearth
- Install door trim around back door
- Finish hooking up hot water heater
- Determine and repair hot water leak (hot water tank is new)
- Investigate and repair vibration sound in wall when washer is used
- Install new locks for front door, back door, and shed (triple lock system)
- Fix spray nozzle in kitchen sink
- Paint unit as needed

Unit 2:

- Install new vanity in bathroom
- Install light covers (x2)
- Finish flooring in closet area
- Finish flooring near back door
- Install cover over thermostat area
- Paint unit as needed

IV. Proposal Requirements

- Firm qualifications and experience with Tribal and/or federally funded projects
- Project team and key personnel (role, availability, credentials)
- Approach to performing the Scope of Work and meeting schedule
- Project schedule with key milestones
- Detailed, itemized fee proposal (labor, materials, permits, taxes, overhead, contingencies)
- At least three (3) references for comparable projects

V. Evaluation Criteria

- Completeness of proposal
- Experience and past performance with similar projects
- Ability to meet deliverables/specifications described in Scope of Work
- Cost and overall value
- Demonstrated quality of services
- References
- Proof of current licensing and bonding

VI. Preference Policies

- Indian Preference – Preference shall be given to Indian organizations and Indian-owned economic enterprises; documentation required (e.g., tribal enrollment or certification).
- Small Business Preference – Additional consideration for small businesses (SBA or Tribal small business certification accepted).
- Women-Owned & Minority-Owned Business Preference – Additional consideration for certified WOSB/MBE/WBE/DBE firms (e.g., NMSDC, WBENC, state or Tribal certifications).

VII. Pricing Requirements

- All prices must be fully itemized in U.S. dollars
- Include all taxes, permits, disposal, mobilization, labor, materials, equipment, overhead, and profit
- Identify allowances and contingencies, if any
- Provide unit pricing where applicable

VIII. Submission Instructions

Submit proposals electronically to: Britni.duncan@hohtribe-nsn.org

Attention: Britni Duncan, Health & Family Services Director, Interim Housing Director (360) 780-0399

Deadline: Close of business – April 10, 2026

- Proposals must be submitted electronically (single PDF preferred).
- Vendors are responsible for confirming receipt of their submission before the deadline.
- Questions must be submitted via email to the contact above.

IX. Compliance & Tribal Provisions

- MBE/WBE/DBE Affirmative Steps – The Tribe will take reasonable affirmative steps to ensure participation of MBEs, WBEs, and DBEs, without infringing on Indian preference.
- Debarment & Conflict of Interest – Firms must not be listed on the federal debarment list and must comply with 2 CFR Part 200.319 regarding procurement and conflict of interest. No Tribal employee, officer, or agent may solicit or accept gratuities, favors, or anything of monetary value from contractors or subcontractors.
- Background Investigation – The selected firm will be required to submit to and satisfactorily pass a background investigation confirming they are not on the federal debarment list.

X. Additional Information

A site visit may be arranged upon request. The Tribe reserves the right to reject any or all proposals, to waive informalities, and to accept the proposal deemed in the best interest of the Tribe.