

HOH INDIAN TRIBE

P.O. Box 2196 • Forks, WA 98331

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

REQUEST FOR PROPOSALS (RFP)

Building Repairs – 2215 Lower Hoh Road

I. Introduction

The Hoh Tribe invites qualified and licensed contractors to submit proposals for building repairs at the duplex located at 2215 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 systems away from the building
- Install new covers for the septic system outside

Unit 1:

- Full bathroom remodel
- New appliances
- New closet doors
- New trim throughout unit
- Paint entire unit
- Repair flooring as needed

Electrical needs:

- Repair heater in kitchen

- Repair wiring as needed as some light fixtures will not turn off

Unit 2:

- Repair heater in spare room
- Repair outside wall kickboard area
- Repair venting system outside wall for dryer
- Fireplace repair including new bricks inside
- Stretch carpet
- Repair bathroom flooring
- Install light covers (x2)

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.