

HOH INDIAN TRIBE

P.O. Box 2196 • Forks, WA 98331

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

REQUEST FOR PROPOSALS (RFP)

Repairs – Chief Klia Wellness Center

I. Introduction

The Hoh Tribe invites qualified and licensed contractors to submit proposals for repairs at Repairs – Chief Klia Wellness Center. Work must meet professional standards, Tribal policies, and applicable federal procurement requirements.

II. Scope of Work

General:

The following items describe the known deficiencies and the intended outcomes of this project. These are provided to establish the project requirements. The Contractor is responsible for confirming field conditions and developing the detailed approach, means, and methods to meet these requirements.

1 Building Envelope – Windows

- Replace approximately ten (10) windows exhibiting leakage and operational failure
- Address misalignment of frames as needed
- Provide complete weatherproofing including flashing, sealant, and trim

2 Architectural – Breakroom Door

- Restore door opening to functional width
- Install appropriate door assembly
- Complete associated interior finishes

3 Electrical System

- Investigate and correct lighting and power reliability issues
- Repair or replace defective wiring, circuits, and fixtures
- Restore consistent operation of interior and exterior lighting

4 Mechanical System (Ventilation and Air Distribution)

- Improve building ventilation and airflow distribution
- Provide a means of introducing outdoor air to the building
- Improve return air pathways to support proper circulation
- Provide basic system control capability

- Verify system performance through testing and balancing

5 Building Envelope – Fascia, Soffit, and Gutters

- Remove and replace deteriorated materials
- Address sources of water intrusion
- Provide complete exterior repair and weather protection
- Repair affected interior finishes as needed

6 Building Skirting

- Replace damaged or missing skirting
- Seal openings to prevent pest entry
- Provide durable, moisture-resistant installation

7 Crawlspace Vapor Barrier

- Provide continuous ground vapor barrier beneath the building
- Cover exposed soil and seal seams appropriately

8 Building Anchorage / Tie-Downs

- Inspect anchorage system
- Repair or replace deficient components
- Provide documentation of inspection and corrective work

III. 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 including labor, materials, permits, taxes, contingencies
- At least three (3) references for comparable projects

IV. Evaluation Criteria

- Completeness of proposal
- Experience and past performance with similar projects
- Ability to meet required deliverables and specifications
- Cost and overall value
- Demonstrated quality of services
- References

- Proof of current licensing and bonding

V. Preference Policies

- Indian Preference – Preference shall be given to Indian-owned and tribally certified businesses; documentation required.
- Small Business Preference – Additional points for SBA-certified or Tribal-certified small businesses.
- Women-Owned / Minority-Owned Business Preference – Additional evaluation points for WOSB, MBE, WBE, DBE certified firms.

VI. Pricing Requirements

- All prices must be itemized in U.S. dollars.
- Prices must include all taxes, materials, labor, equipment, mobilization, and disposal.
- Identify any contingencies or allowances clearly.

VII. 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 – May 29, 2026

- Proposals must be submitted electronically as a single PDF.
- Vendors are responsible for confirming receipt before the deadline.
- Questions must be submitted via email.

VIII. Compliance & Tribal Provisions

- MBE/WBE/DBE Affirmative Steps – The Tribe will take reasonable steps to ensure MBE/WBE/DBE participation without infringing on Indian Preference.
- Debarment & Conflict of Interest – Firms must comply with 2 CFR Part 200.319 and not be listed on the federal debarment list.
- Background Investigation – Selected firm must pass a background investigation confirming non-debarment.

IX. 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.

