



**REQUEST FOR PROPOSALS
TO PROVIDE OWNER'S REPRESENTATIVE SERVICES**

Eklund at Gales – 24 Unit Multi-family low-income apartment building

Issued

June 3, 2026

Proposals Due

3:00 PM Pacific Time, Thursday June 22, 2026

The Peninsula Housing Authority (PHA) will be hiring a professional services firm to act as Owner's Representative for **EKLUND AT GALES**, a proposed apartment building in Port Angeles. This project will go out to bid in early July and we anticipate an Award Notice to be issued in mid-August with construction starting this Fall. This project is estimated to cost \$7.5 million and is fully funded by state, county, city and local grants as well as permanent debt.

DESCRIPTION OF CONSTRUCTION PROJECT

Eklund at Gales is a 24-unit, 2-story apartment building in the Urban Growth Area of Port Angeles. This development will serve seniors, veterans and disabled individuals at or below 60% of AMI in 1 and 2 bedroom units. Features on site include gated parking, EV charging, central laundry and resident gardens.

PREVIEWING RFP DOCUMENTS

The bid set including preliminary drawings and specifications for the Eklund at Gales project are located on our website at www.peninsulapha.org. Click the **About Us** tab at the top of the page then **Employment/RFP/RFQ**.

SCHEDULE

The construction Notice of Award is anticipated to be issued in mid-August with construction starting this Fall and completed by December 2027. The agreement with the selected professional services firm will be executed prior to contractor selection.

SCOPE OF SERVICES

The professional services shall include, but are not limited to, the following:

- Collaboration with PHA staff, design team and selected contractor.
- Assist in the review of bids and selection of contractor.
- Review and provide recommendations of AIA101 Construction Contract and other contractual project-related documents.
- Ensure timely delivery of project in accordance with the contract documents, which will require thorough knowledge of those documents.
- Implement file management system and/or project management system. Any system used should allow access to documents in a PDF format after the project is complete.
- Coordinate and accomplish project administrative tasks, including development and maintenance of project control system (e.g. logs), schedules, budgets, project correspondence and other project documentation.
- Conduct weekly project meetings and keep minutes of these meetings to:
 - discuss/resolve/track emerging issues,
 - coordinate activities,
 - review progress schedule and budget
 - plan for future stages of construction
 - review permitting and Evergreen Sustainable Development Standards (ESDS) requirements
 - address safety issues
- Receive, review, and respond to project administrative and technical submittals, requests for information, certified payroll, and work change directives.
- Review contractor's schedule and cost changes.
- Review contractor workmanship to ensure work is installed in accordance with contract scope, and state/city/industry standards.
- Assist in selecting a Commissioning Vendor and oversee their duties.
- Review and approve payment requests are in line with schedule progress.
- Review Contractor cost estimates for work changes and change orders.
- Ensure Contractor upkeep with as-built drawings.
- Keep PHA informed of changes in project budget, schedule, and scope in a timely manner.
- Perform project closeout including completion of punch list items and reporting requirements.

EVALUATION CRITERIA

Proposals will be evaluated and ranked based on the following criteria:

- 1) Qualifications/Expertise of Firm and anticipated individual(s) assigned to project;
- 2) Ability to meet schedule and clear approach to project;
- 3) Familiarity with Housing Authorities/State ESDS standards;
- 4) Past performance/references (provide 3 from similar projects);

- 5) Experience with Publicly-Funded projects;
- 6) Fee Schedule

Selection of an Owner's Representative will not be based on any single criteria, rather we are considering an optimal balance of relevant technical experience and cost, among other factors which the PHA considers important in determining which firm is best for the project.

The selection of the professional services firm will occur shortly after the proposal submittal deadline. Execution of an Agreement will be expedited to ensure that the firm is contracted prior to the contractor's selection.

SUBMITTAL

The PHA will only accept emailed proposals for this solicitation. Proposals shall be no greater than 10 MB in file size and 15 pages front and back (30 single pages) including cover pages and resumes. Submittals should include:

Experience and Qualification:

- **Past Experience** - Provide a description of firm's previous experience with similar projects including what services were rendered. Address past experience with housing authorities and publicly funded projects.
- **Staffing** - Identify the proposed staff members for these services and provide a resume for each. Provide a schedule of availability for proposed staff working on this project in average hours per week over the duration of the contract period. Note that changing staff after the contract has been awarded is subject to review and approval.
- **References** - Provide contact information (names, phone numbers and email addresses) for 3 recent projects. Reference checks will be focused on consultant's performance, responsiveness, firm's ability to understand workload, ability to anticipate and mitigate possible issues, meet deadlines and resolve conflicts with the intention to deliver the project in a timely manner on budget.

Scope Understanding and Approach:

- Understanding of requested services –
 - Effective construction/project management methodologies, techniques and tools
 - Possible pitfalls associated with this type of project
 - Familiarity with building codes and Evergreen Sustainable Design Standards
- Approach Methodology
 - Coordination between various parties on project
 - Management of budget and schedule
 - Implementation of risk reduction strategies
 - Oversight of project that will result in full compliance with regulatory and funding requirements and assurance that inspections, testing and documentation is being performed adequately.
 - Conflict resolution

Fee Schedule

Please email submission to aorourke@peninsulapha.org no later than 3 pm on Thursday, June 22, 2026. Submittals will not be accepted after that date and time. Any questions regarding this project should be directed to Annie O'Rourke, Development Director for the Peninsula Housing Authority, by email at aorourke@peninsulapha.org.

OTHER INFORMATION

Consultants will not be reimbursed for costs incurred for development of a proposal. All materials submitted in response to this RFP become property of the PHA.

The PHA encourages minority, and women-owned consultant firms to respond.

The PHA reserves the right to reject any and all proposals received as a result of this RFP. The PHA reserves the right to cancel or modify this RFP. There is no guarantee that the PHA will award the contract. Any changes or modifications to this RFP will be emailed to the selected firms through the primary contact email address initially contacted.

All information presented on behalf of the Authority in this Request for Proposal and subsequent discussions must be considered confidential and for use only in connection with the preparation of responses.