431 5th Ave West ∙ Omak, WA 98841 ∙ (509) 422-3721∙ fax (509) 422-1713

**RE: Request for Qualification for Architectural Services – Winthrop, Okanogan County, WA**

Dear architect (firm):

On behalf of the Housing Authority of Okanogan County, we are requesting qualifications for general architectural services for new construction of a low-income multi-family apartment complex in Winthrop, Washington. The Housing Authority of Okanogan County's has entered into an agreement with the Methow Housing Trust to partner in the development of a 22 – 26-unit complex that is targeted towards low-income individuals and families at 60% AMI and below.

Immediate work will include working with the contracted architectural firm associated with the single family portion of the project to ensure the infrastructure meets all requirements for the Multi-family portion of the project.

The scope of architectural services may include, but is not limited to, creating scope of work, coordinating with Methow Housing Trust contracted architectural firm to ensure a seamless connection for infrastructure and complementary building designs to produce preliminary site plans, outline specs and cost estimates to provide to funders for the application process that will be submitted September 2022. After receiving funder commitments, we will require the contracted architectural firm to provide permit and final drawings for the city and bidding process for General Contractor. At this stage, services will include leading public bidding for General Contractor, Construction oversite, ESDS 4.0 checklist and binder coordination to ensure the ESDS binder is acceptable to funders 3rd party inspectors. In addition to the standard architect’s consultants, the civil engineer SOW and fees will be under the architect’s contracts.

Immediate work will include creating a scope of work, outline specs, preliminary drawings and cost estimates for funder application. This project will be applying for funds from the Washington State Department of Commerce, Housing Trust Fund. Scope of work and cost estimates will be due **August 8, 2022 or sooner.**

If interested, please provide your Statement of Qualifications and a transmittal letter to me no later than **4:00 p.m. on May 23, 2022**. Scoring for selection will be based on interest in project, project management approach, history of change orders, capacity to undertake the project, general qualifications, ability to meet deadlines, and experience with this type of project and ESDS administration. Please identify the project lead and team members including resumes, email and telephone contact information for two project references. In the interest of time, you may respond by e-mail to [collint@orfh.org](mailto:collint@orfh.org) or by delivery to the address on this letterhead marked to my attention. Please feel free to call or e-mail me if you have questions or require additional information.

Thank you very much for your interest.

Collin Thompson

Housing Development Specialist

Enclosures: As noted:

cc: Nancy Nash-Mendez, Executive Director, Okanogan County Housing Authority

***Site Map:***

*Parcel #3421110139*

***Rental Property in Red***



