



## **Hitx'i Saani Request for Proposals (RFP)**

### **Phase Two Services Building Design Sitka Homeless Coalition – Hitx'i Saani Community**

**Release Date:** May 20, 2025

**Submission Deadline:** June 5, 2025

## **BACKGROUND**

The Sitka Homeless Coalition is currently developing the Hitx'i Saani Community, Sitka's first permanent supportive housing project. This development will consist of 12 efficiency units, split across two buildings, each designed to provide stable housing for Sitka residents currently experiencing homelessness. The project combines safe, independent housing with on-site supportive services to help residents achieve long-term stability and well-being.

The Sitka Homeless Coalition has completed designs and construction is underway for the completion of these residential units, **which are on track to be completed in October of 2025.**

The Sitka Homeless Coalition is moving forward to design and construct a third building on site, which will include a staff residential unit as well a communal space for residents of the site.

## **PURPOSE**

The Sitka Homeless Coalition (SHC) is seeking proposals from qualified architectural and engineering firms to provide complete design services (architectural, structural, mechanical, and electrical) for this Services Building and staff residential unit.

## **PROJECT DESCRIPTION**

The Phase Two Services Building will serve as a communal and operational hub supporting residents and staff. SHC expects it to be a maximum of 2500 square feet based on available area. The building must include:

- Mechanical room
- One staff residential unit (including bed, basic kitchenette, and bathroom)
- Small laundry room
- Communal space for residents (distinct from staff office)
- Two staff offices
- Communal kitchen
- Staff/visitor bathroom
- Very small conference room



The primary design objective is to create a simple, durable, and cost-effective structure that intentionally separates resident communal spaces from staff areas to maintain a clear division of space and functions. SHC would like this space to foster community at the Hitx'i Saani site and be a hub for the Sitka Homeless Coalition and partner organizations to provide services and connect with residents to help support their goals.

The building should be very energy efficient with simple yet durable construction.

Water and sewage service as well as electrical conduits have already been run to the site of the future services building.

## SCOPE OF WORK

The selected firm shall:

- Coordinate all disciplines, architectural, structural, mechanical, and electrical disciplines to produce a set of plans resulting in a successful building and occupancy permit.
- Develop initial 35% design drawings suitable for cost estimation by contractors. Input to come from owner and VE input to come from contractor.
- Coordinate rolling reviews after 35% during the design development process.
- Proceed to 95% permit-ready design. Support SHC during the permitting process with the City and Borough of Sitka's Building Department.
- Proceed to 100% construction-ready design drawings based on city review and feedback.

## PROJECT PRIORITIES

- **Cost Efficiency:** The design must prioritize affordability without sacrificing durability.
- **Timeline:** There is great urgency to the completion of this important community project. As such, SHC values a partner with time to commit to this project for expeditious delivery. We anticipate total project completion in the Summer of 2026.
- **Durability and Maintenance:** Selection of materials and design features should require minimal maintenance and be highly durable.
- **Space Distinction:** Designs should intentionally separate resident areas and staff workspaces. The Sitka Homeless Coalition believes that when ownership of space is undefined, the party with more power wins out (in this case staff). As such, SHC would like to distinguish staff and resident space to a reasonable extent.

## SUBMISSION REQUIREMENTS

Proposals must include the following information in PDF format:

1. **Letter of Interest**



2. **Firm Qualifications and Relevant Experience:** Provide a brief company overview and resumes of key project personnel.
3. **Project Approach:** Clearly outline your approach to achieving our project priorities, including separation of spaces, cost-effective design strategies, and maintenance considerations.
4. **References:** At least three references from similar projects completed.
5. **Cost Proposal:** Clearly delineate fees for the following:
  - 35% Design drawings
  - Progression to 100% complete designs (architectural, structural, M&E)

## EVALUATION CRITERIA

Proposals will be evaluated on a 100-point scale as follows:

- **Letter of Interest and Firm Qualifications:** 15 points
- **Relevant Experience and References:** 20 points
- **Project Approach and Understanding of Project Goals:** 25 points
- **Cost Proposal:** 40 points

## SUBMISSION AND SELECTION PROCESS

Proposals must be submitted electronically to:

**Andrew Hinton, Executive Director**  
[Hintonashc@gmail.com](mailto:Hintonashc@gmail.com)

Submissions must be received no later than **June 5, 2025**.

Following initial evaluations, **selected firms may be invited for interviews**. The successful firm will be chosen based on their combined scores from proposal evaluation and interviews.

## QUESTIONS AND CLARIFICATIONS

Questions regarding this RFP must be submitted via email to [Hintonashc@gmail.com](mailto:Hintonashc@gmail.com) by May 29, 2025. Responses will be provided by June 2, 2025.

Thank you for your interest in supporting the Sitka Homeless Coalition's mission and the residents of the Hitx'i Saani Community.