

Request for Proposal for Architectural Services

Release Date: 06/8/2026

Number: 2026-0914

Service Needed: Design consulting services for renovation project at St. Elizabeth's.

About Neighborhood House

Neighborhood House is one of the oldest social service agencies in the Puget Sound region and has a long history of working with King County's immigrant, refugee and low-income communities. Our mission is to build community and increase access to housing, health, education, and economic opportunity. Last year, Neighborhood House served over 15,000 individuals of all ages through programming in the areas of early childhood education, youth development, employment & adult education, housing stability, aging & disability services and community health.

Scope of Work

NH is looking for an architectural firm who has sufficient capability to do the entire project as listed below.

- NH will receive bids for design and consulting services from architects for tenant improvements for the following leased space:
 - St. Elizabeth's Episcopal Church: The conversion of two large rooms into one large preschool classroom with an ADA bathroom, having HVAC and additional small office.

Evaluation Criteria / Qualifications

- To be considered as eligible to submit a Proposal, Bidder must be legally licensed under applicable laws in the State of Washington.
- Architect/Designer must have demonstrated prior experience in designing and construction consulting for preschool and toddler educational spaces.
- Three references, preferably from former clients describing similar services.
- Experience providing culturally appropriate and competent services to clients of diverse ethnic, cultural, and linguistic backgrounds.
- Availability, flexibility: How you would address assuring availability with a project where start date is uncertain.
- Cost of services.

Time Period

Through 2-29-2027. Neighborhood House anticipates using the services of the vendor(s) selected through this bid through the date shown above. Neighborhood House reserves the right to re-bid services for any reason prior to this date and makes no promises regarding minimum levels of services or products that will be purchased through this RFP.

The project scope and timeline is contingent on funding and financing. We anticipate that there may be some project work prior to June 30, 2026 with full project launch after that date.

Questions

Daniel Casey (206) 753-8424 DanielC@nhwa.org

What to Include in Submissions

- Hourly rates for team members
- Description of experience
- Estimated project cost by stages of project including at least design and permitting, and progress certification during construction.



Submission Close Date: 06/22/2026

Submissions to: Email to: DanielC@nhwa.org, Attention: Daniel Casey, St Elizabeths conversation to Preschool.

Additional Requirements (if selected): Neighborhood House may require any or all of the following: a written contract; proof of professional and/or general liability insurance; pass Background Checks, clear a check of the federal EPLS (Excluded Parties List System), proof of Washington State business license or comparable license from another state; other checks and reviews appropriate to the nature and scope of the engagement.