

CITY OF PORT ANGELES
REQUEST FOR PROPOSALS
215 SOUTH LINCOLN, PORT ANGELES, WA 98362



SUBMIT PROPOSAL TO:
ced@cityofpa.us
C/O Jalyn Boado, Housing Administrator
Proposals Due Prior To: Friday, February 13, 2026, at 5:00 p.m.

CITY OF PORT ANGELES
Request for Proposal
215 South Lincoln Street Fire Hall

I. BACKGROUND

Purpose of RFP

The City of Port Angeles (City) is soliciting proposals from persons or entities (“Proposers”) who are interested in purchasing and developing the subject City property for affordable housing purposes, as described in this Request For Proposal (RFP).

Administrative Entity

This RFP invites Proposers to submit proposals for the acquisition and development of the real property known as the former Port Angeles Fire Hall located at 215 South Lincoln Street, Port Angeles, WA 98362. With the City Council’s support, there is a special focus on prioritizing affordable housing and historic preservation. Additional details below.

Overview

The approximately 8,539 sq. ft. lot and 6,768 sq. ft. two-story building are located on Lincoln Street, serving as Highway 101, abutting Veterans’ Memorial Park and the Clallam County Courthouse, and across from Safeway. It features the historic Art Deco Fire Hall designed by William Aitken in 1931. Originally part of a planned city-government campus, it has served multiple roles: fire station, city hall chambers, jail, juvenile home, YMCA, sanitation department, senior center, and café until 2006. Port Angeles City officials support repurposing the building, which is listed on the National Register of Historic Places as part of the Port Angeles Civic Historic District. Currently zoned for commercial use in the city’s Central Business District, the Port Angeles community envisions transforming it into mixed-use affordable housing with ground-floor retail. The Fire Hall is also on the Washington Trust’s Most Endangered Places list, and utilities are available. See Attachment A for a conditions assessment.

Property Information

1. 215 S Lincoln Street, Port Angeles, WA 98362
2. Legal description: LOT 2 Short Plat SHP 07-01
3. Tax parcel: 0630991026200000
4. Approximate acreage: 0.2 acres or 8,539 square feet.
5. Zoning classification: Central Business District (CBD)

Hereinafter, the term “Property” shall mean all land, improvements, buildings, structures, and fixtures at the location described above.

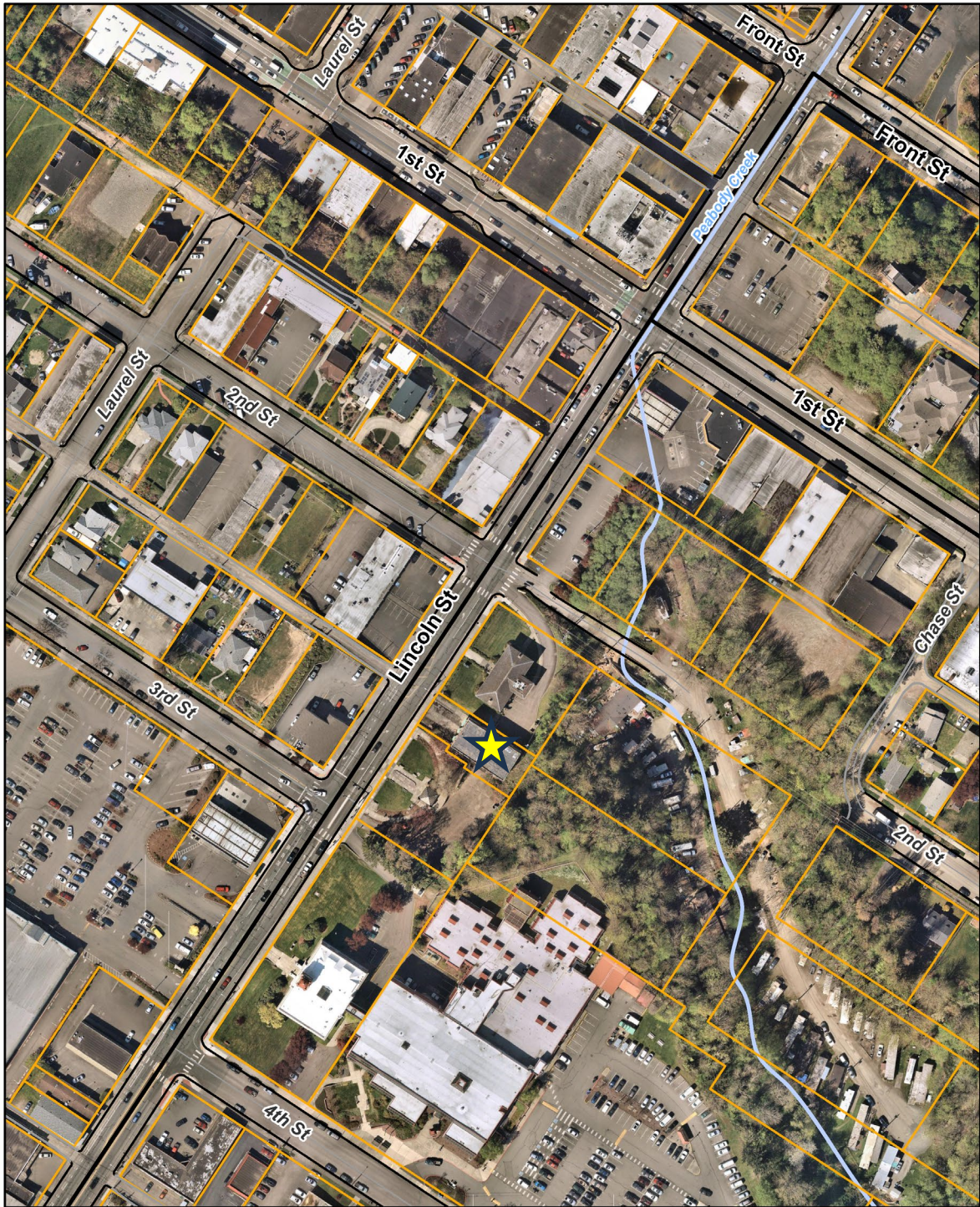
Property Sale Goals & Requirements

In general, Proposals will be evaluated based on the proposed future use(s) of the Property, the proposed purchase price, and the willingness of the Proposer to work with the City to achieve the City’s goals as stated in this RFP. The City aims to work with a qualified individual or entity as they restore, preserve, finance, operate, and maintain an affordable housing development at the

Property, resulting in occupied, habitable units.

City Contribution

The City will consider selling the Property at a reduced price for a project that provides affordable housing. Any price reduction will be determined by the Proposer's proposal for the Property and scored appropriately. Additionally, if the project qualifies as affordable housing, support may be available through the City's Sales and Use Tax Grants through RCW 82.14.530 and RCW 82.14.540.



Printed: 11/14/2025

This map is not intended for use as a legal description. Locations of features are approximate only. Topographic/Map features are +/- 3 feet of actual locations. This map/drawing is produced by the City of Port Angeles for its own use and purposes. Any other use of this map/drawing shall not be the responsibility of the City.

- Water main ———
- WWater main ———
- SWater main ———
- Electrical distribution OH ———
- Electrical distribution UG ———

110
Feet
Vertical Datum = NAVD 88
Horizontal Datum = NAD 83/91



Figure 1: General Location of the 215 South Lincoln Street Historic Fire Hall



Printed: 11/14/2025

This map is not intended for use as a legal description. Locations of features are approximate only. Topographic/Map features are +/- 5 feet of actual locations. This map/drawing is produced by the city of Port Angeles for its own use and purposes. Any other use of this map/drawing shall not be the responsibility of the City.

- Water main ▬
- WWater main ▬
- SWater main ▬
- Electrical distribution OH ▬
- Electrical distribution UG ▬

20
Feet

Vertical Datum = NAD 88
Horizontal Datum = NAD 83/91



Figure 2: Location of the 215 South Lincoln Historic Fire Hall

II. RFP SPECIFICATIONS

Proposals should address the following development goals and objectives

1. Preserve and rehabilitate the Property.
2. Provide affordable housing to community members. Both rental and for-sale units are needed.
3. Demonstrate mixed uses with the Property, such as ground-floor retail or ground-floor community spaces.

Reporting

The City of Port Angeles Community and Economic Development Department (CED) will require the selected Proposer to submit monthly progress reports throughout construction and until the building at the Property is occupied.

Desired Qualifications

1. Experience in engaging with local builders, design firms, and community members*.
2. Experience in affordable housing and mixed-use development.
3. Experience in historic preservation efforts.

**Local is defined as businesses or professionals located in Clallam County, WA.*

Eligible Proposers

Proposals will be accepted from individuals, organizations (profit or non-profit), or other entities that:

1. Are qualified to conduct business in the State of Washington.
2. If a corporation or limited liability company, it must be in good standing with the Washington Secretary of State.

Preliminary Schedule

Event	Date
Release of Request for Proposals	January 9, 2026
Scheduled Site Visit The City encourages all proposers to attend. A walkthrough of the Property will be done at this time.	January 26, 2026, at 1:00 p.m.
Questions about RFP Due The City will not respond to any inquiries submitted after this date/time.	January 30, 2026, by 5:00 p.m.
Written Responses Posted	February 6, 2026
Proposals Due	February 13, 2026, by 5:00 p.m.
Finalist Selections and Release of Proposals	February 18, 2026
City Council Selection	March-April 2026

The above are tentative dates only, and the City reserves the right to adjust these dates at its sole discretion.

Deadline for Submission of Proposals

The original Proposal must be provided in electronic PDF format, no more than forty (40) megabytes in size and twenty-five (25) pages in length, via email, and must be received by Friday, February 13, 2026, at 5:00 p.m. Proposals must be sent to ced@cityofpa.us with the subject ["215 S Lincoln Street RFP"](#).

Timely submission of Proposals is the sole responsibility of the Proposer. Proposers accept all risks of late delivery of submittals, regardless of fault. The City assumes no responsibility for any circumstances resulting in late submittals. The City reserves the right to determine the timeliness of all submissions. All Proposals received after the deadline will not be evaluated.

Proposal Requirements, Evaluation Factors, and Selection Process

Any questions regarding the RFP must be submitted in writing to the City of Port Angeles Community and Economic Development Department at ced@cityofpa.us prior to the deadline stated in this RFP. For questions timely received, responses will be posted and shared with all parties expressing interest in the RFP, as well as on the City's bid page. The City will not respond to questions received after the deadline stated in this RFP.

The following outlines the Proposal requirements, evaluation criteria, and the selection process.

Each Proposal shall be submitted electronically to the City, be no more than forty (40) megabytes in size and twenty-five (25) pages in length, and must contain the following in this order:

1. Cover Letter for the Proposal

A cover letter must be submitted with the Proposal. The cover letter should be limited to one page and must include the name, address, telephone number, and e-mail address of the person(s) authorized to represent the entity on all matters relating to the RFP and any contract awarded pursuant to this RFP. A person authorized to bind the proposer to all commitments made in the Proposal must sign the letter.

2. Proposer Experience

Each Proposer shall furnish a narrative supported by relevant data regarding experience with similar projects for the firm and for the individuals who will be assigned to work on this Proposal.

Each Proposer shall also furnish a list of at least three references/clients, including names, addresses, phone numbers, and principal contacts, in which the Proposer has provided similar development experience.

3. Providing Services to Meet City's Goals & Objectives

Each Proposer shall furnish a narrative of how the individual or entity will provide services to meet the City's goals and objectives as described in this RFP. The Proposer shall describe the type of development included in the Proposal and any known features available at this time, in

compliance with current planning and zoning requirements. This shall include a proposed project timeline.

Each Proposer shall include relevant information explaining whether Proposer's interest in acquiring the Property has a relationship to Proposer's existing or intended connection to the neighborhood or community, if any, and/or whether and to what extent Proposer's interest is financial or speculative in nature.

4. Projected Costs and Funding Sources

Each Proposer shall provide a detailed cost matrix for the Proposal. Such costs should be presented in a budget format that itemizes actual expenses for the Property's building rehabilitation and other aspects of the Proposal. In addition, the Proposer shall outline the source of funding for the Proposal. The Proposer shall include the desired purchase price for the Property. This criterion, including the offered purchase price, will be used to evaluate, score, and rank proposals.

5. **Exceptions**

Proposers must clearly identify any and all exceptions that the Proposer takes to any of the terms and conditions included in this RFP.

Proposer Acknowledgement and Acceptance

By submitting its Proposal, Proposer acknowledges and agrees to the following statements:

1. The Property is being sold as is, where is, and with all faults at closing, and except as expressly outlined in a purchase and sale agreement. No warranties or representations as to the condition of the Property shall be given or implied.
2. Proposer accepts the property as is. Proposer is responsible for the independent verification of all property information and for performing independent due diligence of the condition, value, and title of the Property.
3. Proposer shall provide a certified profit and loss sheet from their accountant illustrating the last five years the individual or entity has been in business within 5 days of notification of acceptance of the winning proposal.
4. Proposer is willing and able to pay the amount offered for the purchase of the Property and acknowledges that payment is due in full at closing.
5. Proposer will be required to execute a purchase and sale agreement and development agreement with the City.
6. All sales of real property are subject to approval by the City Council.
7. Proposer agrees and accepts all the terms and conditions of this RFP.

III. PROPOSAL EVALUATION AND SELECTION PROCESS

All Proposals will be evaluated based on demonstrated success, quality of work, experience with similar rehabilitation, mixed-use, and preservation projects, affordable housing developments, scope of work, and budget. Any incomplete Proposals will be disqualified. Proposals with more specific and detailed information about the future intended use(s) of the Property are preferred as they will provide the City with more information to use in evaluating the Proposals.

Subject	Points Possible
1. Nature and extent of affordable housing provided in the Proposal (unit numbers and affordability level measured by the area median income percentage).	30 points
2. Proposal demonstrates the historic preservation of the Property	20 points
3. Proposer qualifications, experience, and demonstrated ability.	20 points
4. Proposal purchase price for the Property	10 points
5. Proposal demonstrates a mixed-use development (1 st floor retail or community space).	20 points
Total Points Available	100 points

The City will conduct a preliminary evaluation of all Proposals submitted by the deadline to determine compliance with proposal requirements and mandatory document submissions. All Proposals shall be reviewed to determine that the minimum eligibility requirements have been met. Ineligible Proposers will be informed in writing.

Proposals shall be evaluated per the above evaluation criteria, scored, and ranked. The City reserves the right to request additional information to clarify any information contained in a Proposal, conduct conference calls or interviews as part of the evaluation process, or take any other action necessary in order to thoroughly evaluate each Proposal.

Contract Award Process

Based on the evaluation criteria listed above, the City will review the Proposals and select one Proposer to recommend to the City Council. All sales of real property are subject to approval by the City Council.

The Proposer selected by the City will enter into an agreement, approved as to form by the City Attorney, directly with the City of Port Angeles. After which, the Property will be sold and transferred to the Proposer in accordance with the terms of the agreement.

The City reserves the right to verify the information received in the Proposal. If the Proposer knowingly and willfully submits false information or data, the City reserves the right to reject that Proposal. If it is determined that an agreement was awarded as a result of false statements or other data submitted in response to this RFP, the City reserves the right to terminate the agreement.

Conflict of Interest

No member of the City's governing body, City officials, nor senior City leaders, nor their relatives will have any personal financial interest, direct or indirect, in this agreement; and each party is responsible for that party's compliance.

Disclaimers

This RFP does not commit the City to award an agreement or to pay any cost incurred with the preparation or submission of any proposal. The City reserves the right to accept or reject any or all proposals received in response to this RFP, to negotiate with any qualified Proposer, or cancel in whole or in part this RFP at its sole and absolute discretion. Subsequent to negotiations, prospective development entities may be required to submit revisions to their proposals. All persons or entities responding to this RFP should note that any agreement pursuant to this solicitation is dependent upon the recommendation of the City staff and the approval of the City Council after all legally required steps have been taken.

The City reserves the right to postpone selection for its own convenience, to withdraw this RFP at any time, and to reject any and all proposals without indicating any reason for such rejection. The City reserves the right to amend, cancel, or modify this RFP if it is determined necessary by the City.

If a Proposer discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, they shall immediately notify the City of such error in writing and request modification or clarification of the RFP. Clarifications will be given by written notice to all parties who have registered as interested parties in this RFP.

The City reserves the right to abandon the RFP process and/or change its procurement process for the agreement at any time, if it determines that doing so is in the best interest of the City. The City will not be liable to any Proposer for any costs or damages arising out of or in relation to preparing and submitting its response to the RFP.

To protect the integrity of the process, proposals will not be disclosed until after award and signing of any and all contracts and agreements that may result from this RFP. All materials provided by Proposers are subject to the State of Washington public disclosure laws. Under Washington state law, the documents (including but not limited to written, printed, graphic, electronic, photographic or voice mail materials and/or transcriptions, recordings or reproductions thereof) submitted in response to this RFP become a public record upon submission to the City, subject to mandatory disclosure upon request by any person, unless exempt from public disclosure by a specific provision of law.

The Proposer selected by the City to enter into an agreement with the City shall comply with applicable federal, state, and local laws.

The City of Port Angeles, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all proposers that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

The City of Port Angeles is an equal opportunity and affirmative action employer. Small, minority- and women-owned businesses are encouraged to submit proposals.

CITY'S CONTACT FOR THIS RFP

Upon release of this RFP, all communications related to this RFP shall be directed in writing to Jalyn Boado, Housing Administrator at ced@cityofpa.us. Unauthorized contact regarding this RFP with other City employees may result in disqualification. Any oral communications will be considered unofficial and nonbinding on the City.

ATTACHMENTS:

Attachment A: Port Angeles Fire House Condition Assessment