



REQUEST FOR PROPOSAL

Architectural Services for New Federally Qualified Health Center

Seattle Chinatown–International District

Issued by:

International Community Health Services (ICHS)

Serving the Chinatown–International District and Greater Seattle Community for **Over 50 Years**

RFP Release Date:

5/20/2026

Proposal Due Date:

5:00 PM Local Time on June 17, 2026

Contact for Submission:

Ian Munar
Planning, Development, and Evaluation Manager
ianm@ichs.com
(206) 788-3726

Project Location:

7th Ave S & S Lane St
Seattle, Washington

1. Introduction

International Community Health Services (ICHS), a nonprofit Federally Qualified Health Center that has served the Chinatown–International District and greater Seattle community for **over 50 years**, invites qualified architectural firms to submit proposals for comprehensive architectural and engineering services for a new multi-service health center. For more than half a century, ICHS has provided culturally responsive, linguistically appropriate, and community-rooted care to generations of families.

The new facility will be located at the intersection of **7th Ave S and S Lane St** in Seattle’s **Chinatown–International District (CID)**, will be ICHS’s flagship site, and will integrate **medical, dental, behavioral health, vision, acupuncture, and administrative services** in a single, multi-story building. The selected firm will collaborate with ICHS from pre-design through construction administration to deliver a facility that honors the neighborhood’s cultural heritage, supports high-quality care, and strengthens the health and well-being of the communities we serve.

2. About ICHS

ICHS has been a trusted healthcare provider in the Chinatown–International District for **more than 50 years**, growing from a small storefront clinic into a regional leader in community-based, culturally attuned care. **Our mission, deeply rooted in the Asian Pacific Islander Community, is to provide culturally and linguistically appropriate health and wellness services and promote health equity for all.** We serve to advance health equity and ensure that all people—regardless of language, income, or background—can access high-quality, compassionate care.

Our work is guided by:

- **Vision:** *Healthier People, Thriving Families, Empowered Communities, a Just Society*
- **Core Values:**
 - **Patient and Community Centered** — We design services around the needs, strengths, and lived experiences of the people we serve.
 - **Excellence** — We strive for the highest standards in clinical care, operations, and organizational stewardship.
 - **Cultural Responsiveness and Sensitivity** — We honor the cultural identities, histories, and traditions of our communities and embed this respect into every aspect of care and design.

This new facility represents a major investment in the future of the CID and the broader region, expanding access to integrated, culturally grounded care for decades to come.

3. Project Overview

ICHS has served the Chinatown–International District for **over five decades**, and this new facility will expand our ability to meet growing community needs while honoring the neighborhood’s cultural heritage and built environment.

- **Owner:** International Community Health Services (ICHS)
- **Site Area:** 21,600 square feet
- **Existing Conditions:** Existing structures require full demolition prior to new construction. The architectural team will coordinate demolition drawings, permitting, hazardous materials assessment (by others), and demolition sequencing.
- **Zoning & Context:**
 - Within the International Special Review District (ISRD) oversight area
 - Outside the retail core and Asian Design Character District
 - S Lane St: Green Street
 - 7th Ave S: Class II Pedestrian Street
- **Building Massing:** Approximately 4–6 stories above grade, with two below-grade parking levels
- **Construction Type:** Type II-A mid-rise construction
- **Height Target:** Below 75 feet
- **Estimated FAR:** Approximately 86,400 square feet
- **Project Delivery:** New construction following demolition
- **Target Start Date:** January 2027
- **Target Completion Date:** August 2029

4. Scope of Services

4.1 Pre-Design & Planning

- Site analysis, including geotechnical coordination and below-grade feasibility
- Programming for all clinical and administrative functions
- Workflow and adjacency planning for integrated care
- Facilitation of key ICHS staff meetings, including:
 - Department-level input sessions (medical, dental, behavioral health, vision, acupuncture, administration/business services)
 - Cross-functional workflow workshops
 - Leadership alignment meetings
 - Documentation of feedback, themes, and decision points
- Experience-based engagement methods, such as:
 - User journey mapping
 - Mock patient flow exercises
 - Staff experience interviews
 - ICHS Clinic Board representatives' interviews
 - Community engagement strategy, including culturally appropriate outreach
- Cost modeling aligned with midrise Type II-A construction
- FAR optimization within height and massing constraints
- Demolition coordination, including drawings, utility disconnection, and sequencing

4.2 Design Services

- Conceptual, schematic, and design development phases
- Trauma-informed and culturally responsive design
- Activation of the green street frontage and enhancement of the pedestrian street experience
- Integration of daylighting, wayfinding, and patient-centered design
- 3D modeling, renderings, and visualization tools for ISRD review
- Sustainability and energy efficiency strategies

4.3 Engineering & Technical Services

- Structural, MEP, civil, and geotechnical coordination
- Below-grade parking design, including ventilation and circulation
- Medical, dental, and vision equipment coordination
- IT, security, and low voltage systems
- HVAC systems appropriate for healthcare environments
- Compliance with HRSA, ADA, Washington State DOH, Seattle building codes, and ISRD guidelines

4.4 Permitting & Approvals Architecture

- Coordination with the ISRD Board for conceptual and final approval
- SEPA, building permit, demolition permit, and land use processes
- Coordination with SDOT regarding green street and pedestrian street requirements

4.5 Construction Administration

- Review of submittals, RFIs, and change orders
- Regular site visits and construction observation
- Coordination with general contractor and specialty consultants
- Punch list, commissioning support, and project closeout

5. Criteria for Selection

To be considered for an interview, the respondent **must meet** the following requirements. Failure to meet all the requirements is just cause for ICHS to reject the response.

The proposal submission should include a cover letter, firm profile, project schedule, and fee proposal. **The Respondent shall specifically address, in order, each of the following requirements in response to this RFP:**

Criterion #1: The respondent **must have been** the prime architectural firm and architect of record for preparing new construction/tenant improvement design and construction documents for at least one similar-scale facility (preferably a Multispecialty Outpatient Medical and Dental Care facility, or similar facility). The submittal must identify the specific project(s) that qualify under this criterion. Provide any experience with Federally Qualified Health Centers or comparable multi-service healthcare facilities.

Criterion #2: The respondent **must identify** (submit resumes) and have on staff a project manager/project director and a principal designer for each site who have all had experience in similar construction projects. Also, identify the current availability of all key team members. The respondent **must also briefly describe** the project team organization, specify each team member's responsibilities, and explain how the project will be managed. Any proposed changes in the organization anticipated as the effort progresses must be specified, explained, and have prior approval by ICHS.

Criterion #3: The respondent **must demonstrate** the ability of the team to absorb the anticipated workload during the anticipated time periods for this design effort and to provide sufficient qualified staff commensurate with the proposed schedule at all times. All things being equal, ICHS prefers continuity in team leadership from the initiation of design through the completion of construction. The probability of problems is high when there is a discontinuity in leadership at the completion of the construction documents. ICHS wants the respondent to describe its philosophy and approach to maintaining continuity and to cite its track record at achieving such.

Criterion #4: The respondent **must provide** a proposed scope of services that describes all work tasks and explains how the design team will complete each task or work element. A proposed schedule shall be included, which must show the completion of schematic design in no less than 45 calendar days after contract startup

Criterion #5: Familiarity with Seattle mid-rise Type II-A Construction and below-grade parking. Demonstrated success navigating ISRD Board review and/or other review boards. Understanding of green street and pedestrian street design requirements

Criterion #6: The respondent must describe the design team's philosophy and methods for dealing with project construction budget limits with schedule deadlines as described in Criterion #4. Include the review methodology for the construction cost estimate. Cite the team's experience in dealing with cost estimates that exceed the owner's budget during the various design phases. Cite the team's experience in dealing with construction change proposals that exceed the owner's budget. Describe how the team assists the owner in obtaining the most economical, cost-effective building that meets its functional needs.

Criterion #7: The respondent must describe the design team's philosophy. Experience with state-of-the-art design and technologies, including a willingness to collaborate with vendors who specialize in healthcare information technology and clinical interior designs, if ICHS chooses. Utilization of data gathered through spaghetti mapping technologies by ICHS in the strategic creation of efficient clinical workflows and flexible room use. Familiarity with trauma-informed care and equitable design. Culturally sensitive facilitation with clear documentation of staff input and design implications. Examples of use of multidisciplinary planning sessions and facilitating staff engagement.

Criterion #8: The respondent must provide at least 3 references from prior clients for similar projects.

6. Evaluation Criteria

- Relevant Experience — 25%
- ISRD & CID Context Understanding — 15%
- Project Approach & Methodology — 20%
- Project Team Qualifications — 15%
- Schedule & Work Plan — 10%
- Fee Proposal — 10%
- Quality of Proposal — 5%

Scoring scale: 0–5 (Excellent → Not Addressed)

7. Evaluation Matrix

Category	Weight	Score (0–5)	Weighted Score	Evaluation Criteria
Relevant Experience	25%	___	___	FQHCs, Multi-Specialty Medical/Dental Outpatient Practices, Type II-A, below-grade parking, urban sites
ISRD & CID Understanding	15%	___	___	ISRD process, cultural compatibility, street classifications
Project Approach and Philosophy	20%	___	___	Workflow, engagement, sustainability, cost control
Team Qualifications	15%	___	___	Key personnel, healthcare planners, cultural design, board, and staff engagement
Schedule & Work Plan	10%	___	___	ISRD milestones, below-grade risks
Fee Proposal	10%	___	___	Transparency, completeness, assumptions
Proposal Quality	5%	___	___	Clarity, organization, responsiveness

Total Score = Σ (Score × Weight)

Maximum: 100 points

8. RFP Timeline

- RFP Issued: **Wednesday, May 20, 2026**
- Site Walk/Pre-Proposal Meeting: **Wednesday, May 27, 2026**
- Questions Due: **Wednesday, June 3, 2026**
- Proposals Due: **Wednesday, June 17, 2026**
- Shortlist firms notified for interview: **Friday, June 26, 2026**
- In-Person Interviews: **June 29 – July 10, 2026**
- Selection & Notification: **July 17, 2026**
- Contract execution: **July 24, 2026**
- Pre-Design/Design Phase Start: **August 3, 2026**
- Anticipated Project Start: *[Demo & Groundbreaking]* **January 1, 2027**

9. Submission Instructions

Submit proposals electronically in PDF format to:
International Community Health Services (ICHS)
Ian Munar
Planning, Development, and Evaluation Manager
ianm@ichs.com
(206) 788-3726

OR,

Delivered to the attention of Ian Munar at 720 8th Ave. S., 2nd Floor, Seattle, Washington 98104

1. The respondent shall list, on the cover sheet of the response, the following information of the prime consultant: firm name, address, phone number, fax number, e-mail address, and name of contact person. The title of the submittal shall be **Statement of Qualifications for ICHS 7th & Lane Architectural Services Proposal**.
2. **Six** copies of the information to be submitted shall be prepared in accordance with, and in the order of, the format guidelines below. Failure to comply is sufficient cause for ICHS to reject the response.
3. The order of information presentations shall be as follows:

Section 1: Response to RFP Criteria. Specific response to each of the seven criteria described in Part 5 of this solicitation. Respondents may suggest additional tasks, innovative ideas, or alternative procedures for completing this project.

Section 2: Supplemental Relevant Project Descriptions. As a supplement, expand on the previously identified projects in the Criteria for Selection section. Include a list of references for similar projects the design team has performed.

4. Submittals are due at ICHS, 720 8th Ave. S., 2nd Floor, Seattle, Washington 98104 **by no later than** 5:00 PM local time on June 17, 2026.
5. Any questions about this solicitation **must be submitted in writing on the attached form (at the end of the proposal)** to Ian Munar, or via e-mail ianm@ichs.com. The deadline for receipt of questions is 5:00 pm local time on June 3, 2026.
6. ICHS may cancel this RFP at any time for any reason.

9.1 Other Conditions & Requirements

The shortlisted firms will be required to appear at International Community Health Services to conduct an interview with the selection committee after June 28, 2026, at a mutually convenient time. These respondents will be required to have all key members named on the consultant team, as submitted in the written response, available at the interview.

All submittals for this RFP received by ICHS shall remain valid for ninety (90) days from the date of submittal.

ICHS reserves the right to reject any or all submittals if none of the submissions are responsive to its needs.

ICHS is not liable for any costs incurred by the respondent prior to the issuance of the contract.

The contract between the successful respondent and ICHS shall include all documents mutually executed, specifically the contract instrument and the RFP response. The contract must include, and be consistent with, the specifications and provisions stated in the RFP.

The prime consultant will be required to assume responsibility for all services offered in the proposal, whether they are performed directly by the prime consultant. Furthermore, the prime consultant will be the sole point of contact for ICHS regarding contractual matters.

ICHS encourages minority and women-owned firms and community-based organizations to submit proposals. Women-owned firms shall be at least 51 percent owned and controlled by women, and minority owned firms shall be at least 51 percent owned and controlled by minority persons. Minority person shall mean any ethnic person who is a resident of the United States or its territories, including Asians/Pacific Islanders, persons of African descent, Hispanics, and Native Americans/Alaskan Natives. Minority and women-owned firms shall be certified with the Washington State Office of Minority and Women's Business Enterprises.

10. Additional Information

ICHS reserves the right to reject any or all proposals, waive informalities, and negotiate with any proposer. All costs associated with preparing a proposal are the responsibility of the submitting firm. The contract will be tentatively awarded by letter to the Respondent who, in ICHS judgment, is best suited to provide the services. The final award will be subject to negotiation and execution of a contract or other agreement.

SHEET FOR RFP CLARIFICATION QUESTIONS

ICHS 7th & Lane Project

**Architectural Services for New Federally Qualified Health Center
Seattle Chinatown–International District**

Date: _____	No. of Pages(including cover)_____
TO: Ian Munar Planning, Development, and Evaluation	From: _____ _____ _____
E-mail: ianm@ichs.com	Email: _____

Please print or type your questions here and e-mail