

RFP Addendum # 2
Request for Proposals for
ON CALL LAND USE LEGAL SERVICES
(Solicitation # 6019)

Date of Addendum # 2: May 22, 2026

The Request for Proposals (RFP) for the above-named project is amended as noted in this Addendum. This Addendum consists of 2 pages.

Item 1. The following is a list of questions received and SHA's responses to those questions.

Question 1: Can SHA provide examples of the typical scope, duration, or dollar range for prior work orders issued under similar on-call legal services contracts?

Answer: SHA has used on-call legal services for a variety of matters ranging from a few days (e.g., title review support, revisions on easements, etc.), to multi-month engagement (e.g., real estate purchases and closings) to multi-year matters (e.g., litigation for breach of contract).

Question 2: Does SHA prefer hourly billing, flat fees, or a hybrid approach at the work order level?

Answer: For purposes of the RFP, please provide hourly rates. SHA may explore flat fees or hybrid approaches for specific matters under the contract but will evaluate proposals on an hourly basis.

Question 3: In evaluating Criterion 5 (Firm's Fees/Rates), does SHA prioritize lowest rates, consistency across roles, or value relative to experience?

Answer: SHA prioritizes value relative to experience.

Question 4: Does SHA anticipate consistent ongoing use of on-call land use counsel, or more episodic engagement tied to specific redevelopment projects?

Answer: SHA anticipates more episodic engagement tied to specific project engagement.

Question 5: Does SHA intend to award this on-call contract to one firm or multiple firms?

Answer: We have the option to award to multiple firms but have not determined if one or more firms will be selected.

Question 6: Are there specific upcoming redevelopment sites or regulatory issues (e.g., NEPA-intensive projects, historic preservation matters, or major master use permits) that SHA expects this contract to support in the near term?

Answer: Yes, Northgate Commons is an 8.5-acre parcel acquired by SHA in 2019. Subdivision has been completed and six parcels have been created for development.

<https://www.seattlehousing.org/news/sha-and-city-announce-plans-northgate-development>

Question 7: Should proposers assume close coordination with SHA in-house counsel, or primary responsibility for certain land use functions?

Answer: Yes. While the decision to retain outside counsel will be made by the department/division, it will be done in conjunction with in-house counsel. Matters under this contract will work in close coordination with in-house counsel, with either outside counsel as the lead, or advising and supporting in-house counsel.

Question 8: Does SHA currently anticipate conducting interviews as part of the selection process?

Answer: Depending on the number of submittals, interviews may be conducted by SHA.

Question 9: For the 14% WMBE aspirational participation goal, are there examples or benchmarks of “good faith efforts” that SHA considers particularly effective for professional services contracts?

Answer: SHA typically finds the following “good faith efforts” examples effective for professional services contracts: outreach to WMBE networks like OMWBE (Office of Minority and Women’s Business Enterprises) to identify potential partners, general advertising, networking events, ensuring sufficient time to allow WMBE firms to respond effectively, engage in meaningful discussions to facilitate participation, written WMBE participation plan outlining how prime consultant will meet or exceed goal.

END OF RFP ADDENDUM #2