

RFP Addendum #1
Request for Proposal
On-Call Brokerage Services
(Solicitation 6122)

Date of Addendum #1: October 30, 2025

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

This Addendum updates Section D. INFORMATION TO BE PROVIDED IN YOUR PROPOSAL Relating to Criterion 3, 4, and 5 (see Item 1 below), and extends the Deadline for Questions and Submittal Deadline (see Item 2 below).

Item 1. The following Relating to Criterion 3, 4, and 5 are being updated as follows:

Relating to Criterion 3: Project Team Experience as it Relates to this RFP: For purchase and sale transactions, identify and describe at least three (3) completed relevant transactions that your firm has performed in the past five (5) years, including the locations, acreage or lot size, property type (Single Family, Multi Family) and buildings' square footage. Please describe your firm's role(s) in these transactions. Please indicate whether or not a final deal was achieved, state the timeline of achieving a deal and final closed price in comparison to offered/listed price. Please also note if the property was encumbered by affordability or public funding covenants or mission based restrictions or guidance.

Relating to Criterion 4: Brokerage Services: Please provide information relevant to your expertise in drafting and editing of a purchase and sale agreement on behalf of SHA. Please also provide a sample comparative market analysis that you have completed on a property. Provide a marketing strategy for potential listings that shows evidence of an active, engaging marketing strategy:

- Provide a market overview for residential multifamily real estate, land sales, and/or single family residential real estate (dependent on your area of practice) in the City of Seattle.;
- Articulate your firm's and any named sub-consulting firm(s)' strategic approach to marketing residential property throughout the City. This should include a general marketing strategy, likely marketing timelines, firm's presence in the City of Seattle, ability to identify pools of potential buyers, and specific strategies to reach these buyers;
- Describe your firm's and any named sub-consulting firm(s)' ability to develop pertinent market information and create marketing tools that will support the overall marketing plan for SHA. Include/provide examples of relevant marketing tools and materials.

Identify your and/or any named sub-consulting firm's personnel that would be responsible for providing the requested marketing services requested under this RFP and their role(s) in this endeavor.

Relating to Criterion 5: Broker's Commission Schedule: Provide a detailed proposed commission schedule for the performance of the services requested under this RFP and other services requested in the Scope of Work above or identified by you. Please make a specific statement regarding whether or not the Proposer is using a straight percentage-based commission. Please include a statement regarding additional fees that may be charged by outside brokers or other consultants.

Item 2. The Deadline for Questions is extended to Friday, November 7, 2025 by 1:00 PM PT and the Submittal Deadline is extended to Friday, December 5, 2025 by 1:00 PM PT.

END OF ADDENDUM #1