

RFP Addendum # 2
Request for Proposals for
ON CALL BROKERAGE SERVICES
(Solicitation # 6122)

Date of Addendum # 2: November 11, 2025

This Addendum, containing the following revisions, additions, deletions and/or clarifications, is hereby made a part of this solicitation and Contract Documents for the above-named project. Proposers shall take this Addendum into consideration when preparing and submitting their response to this solicitation.

The Request for Proposals (RFP) for the above-named project is amended as noted in this Addendum. This Addendum consists of 3 pages.

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

Question 1: After reviewing the RFP, there is a lot of reference to lease qualifications and examples of successful leases executed in reference to what SHA wants highlighted in the letter. I wanted to confirm this is for sales brokerage services since I don't do any leasing and only specialize in selling existing apartment properties and development land.

Answer: Please review Addendum 1 for this RFP. We removed the lease language and clarified our requirements!

Question 2: After the RFP is submitted, is there an opportunity to have an in person (or zoom) meeting to discuss?

Answer: No, I'm sorry, we will convene a panel at that time and award contracts based on the information submitted in each proposal.

Question 3: Please clarify the acceptable submittal method for proposals. The RFP says that faxed, emailed, and hand-delivered proposals are not acceptable. Does SHA want proposals mailed? If so, how many copies? Are USPS, FDX, and UPS all acceptable?

Answer: Please email all submissions to patti.armstrong@seattlehousing.org by December 5, 2025, at 1:00 PM PT. To be clear, email submissions are allowed (and preferred) and we will accept proposals emailed to Patti Armstrong by the deadline.

Question 4: Could SHA provide an inventory of owned properties and which are contemplated for sale during the term of the contract between SHA and the selected Consultant?

Answer: No, not at this time. As stated in the RFP, it could be a mix of single family, multifamily, and/or vacant land.

Question 5: The RFP mentions lease negotiations. Is SHA looking for brokerage assistance as owner/landlord or as a lessee/tenant, or both?

Answer: Please review Addendum 1 for this RFP. We removed the lease language and clarified our requirements. We are only seeking brokerage representation with this RFP.

Question 6: Are exhibits/work examples included in the total page count?

Answer: Exhibits and examples will not be included in the page count. Please submit all supporting documents in addition to your 6 page proposal.

Question 7: Regarding the Brokerage Services section and the request to “provide information relevant to your expertise in drafting and editing a purchase and sale agreement on behalf of SHA” could you confirm whether the example we provide must specifically be relating to SHA, or if any relevant purchase and sale agreement would be acceptable?

Answer: The example can be any transaction on behalf of any buyer or seller.

Question 8: I wanted to confirm there is no other deadlines or system registrations required to submit the RFP. Based on my reading I believe we submit as an email to you, would you confirm?

Answer: Please email all submissions to patti.armstrong@seattlehousing.org by December 5, 2025, at 1:00 PM PT. To be clear, email submissions are allowed and we will accept proposals emailed to Patti Armstrong by the deadline.

Item 2: SHA is deleting the following section within Solicitation 6122, under Section B Submittal Requirements, on pages 2-3:

~~**Submittal:** The deadlines given above are firm as to place, date, and time. SHA will not consider any proposal received after the deadline and will return all such proposals unopened.~~

~~All proposals should be clearly marked when delivered or mailed to avoid any confusion about recording arrival dates and times. Proposers should take this practice into account and submit their materials early to avoid any risk of ineligibility caused by unanticipated delays or other delivery problems. *NOTE: A faxed or e-mailed proposal is not acceptable.*~~

~~Upon receipt of each proposal, SHA's staff will date-stamp it to show the exact time and date of receipt. Upon request, Purchasing will provide the Proposer with an acknowledgment of receipt. All proposals received will become the property of the Seattle Housing Authority and will not be returned to the Proposer.~~

And replacing with the following verbiage:

Submittal: The deadlines given above are firm as to place, date, and time. SHA will not consider any proposal received after the deadline.

All proposals should be clearly marked when e-mailed to avoid any confusion about recording arrival dates and times. Proposers should take this practice into account and submit their materials early to avoid any risk of ineligibility caused by unanticipated

delays or other delivery problems. *NOTE: A faxed or hand delivered proposal is not acceptable.*

All proposals received will become the property of the Seattle Housing Authority and will not be returned to the Proposer.

END OF RFP ADDENDUM #2