RFP Addendum # 1

Request for Proposals for

Solicitation # 6146

Third Party Property Management Services for Affordable Housing

Date of Addendum # 1: 09/03/2026

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

This Addendum lists questions received and SHA's responses (see Item 1 below) and extends the Deadline for Submissions (see Item 2 below).

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

Question 1. Does SHA have a preferred format for the cost proposal? What sort of variances to pricing does SHA want to see in the cost proposal other than property size/complexity (i.e. type of voucher, status of unit, etc.)

Response: We do not have a preferred format. In the past, firms have offered us a flat per unit price for management with the assumption that all SHA units will include some level of compliance (tax credit/MFTE/vouchers/other affordable programs) and buildings will occasionally have a mix of compliance programs. We expect to see a per-unit rate that accounts for the additional challenges of managing one or more compliance programs at a building. Third-parties will never be asked to manage Section 9 properties/subsidies.

Question 2. Are there any particular "secondary services, due diligence, project management, construction services etc." that SHA anticipates that should be specifically captured in the cost proposal?

Response: If due diligence, or project management and oversight of larger maintenance projects, or management of insurance repairs is not included as part of the overall per unit "management fee" then please break it out along with any other services you routinely provide that are outside of that fee. If management fee is all inclusive, please note it.

Question 3. Between the stated categories of "PBRA, PBV, HCV, LIHTC etc." what is the expected breakdown of property management work/level of effort?

Response: Properties that the third party manager will oversee will have compliance components. Most will be market rate buildings at 80% AMI with no additional subsidy or requirements beyond an income verification, but tenants will be mostly voucher holders living at the property so there is some compliance around voucher utilization *that the PM will be responsible for. We expect PMs to be well versed in the various affordable programs in case we decide to add a project based rental assistance subsidy or other program to the property after we purchase it.*

Question 4. Regarding scoring of Criterion 3: how much weight is given to local experience (out of the 35 points for the category), especially if the bidder has significant national property management experience?

Response: *Local experience is given significant weight. Seattle and Washington State have unique landlord tenant laws and our court system is complicated to navigate. We also like to be able to periodically meet and network with firm leadership and people associated with the firm face to face if possible. Ideally, the firm would also have connections to vendors, attorneys, and other service providers in the local area that would complement their offering. This would be challenging for a firm without a strong local presence in Seattle, so firms who are not based here should showcase their understanding of the WA property management and overall real estate landscape and the resources available to them that would mitigate the fact they are not based here in Seattle.*

Question 5. On page 4, the RFP references that "SHA currently utilizes third party management services for newly acquired existing buildings." Does this mean that there is a current incumbent for this project/service? If so, will there need to be a transition in management services, and for how many units?

Response: *There is a firm providing this service at one of our properties and we plan to take this property into our own management structure at the end of the year - it will NOT be transitioned to a new third party firm. We are seeking a new firm for newly acquired properties that have not yet closed, and the new firm will take over management from the previous ownership on behalf of SHA.*

Question 6. Should a bid be successful, what is the expected contractual start date?

Response: *February 2027.*

Question 7. What are the most common language barriers that the property management company would need to be able to address?

Response: *We serve low income tenants and any property manager assigned to our properties should be experienced and knowledgeable in trauma-informed management and de-escalation. We do not require multilingual staff but it would be very helpful to highlight if you have multilingual staff – especially Spanish, Vietnamese, Mandarin, Oromo, Aramaic.*

Item 2. The Due Date for the **Submittal Deadline** is extended to **12:00pm, Wednesday, 09/23/2026**.

END OF RFP ADDENDUM # 1