

**REQUEST FOR QUALIFICATIONS**  
**6186**  
**On-Call Architectural and Engineering Services**

The Seattle Housing Authority (SHA) is seeking qualifications from qualified consultants to assist SHA with architectural design and related engineering services for building renovations, new construction, and demolition. Consultants will provide estimates, schedules, plans, and specifications, as well as support services including but not limited to: Electrical, Mechanical, Structural, Cost Estimating, Civil/Landscaping, and Surveying.

**Pre-Submission Conference:** Reserved.

**Obtaining the RFQ:** Visit our "[Solicitations](#)" page on SHA website to obtain a copy of the RFQ. Any addenda issued for this RFQ will be published at the above-referenced website and submitters are responsible for checking the website prior to submission of Submittals for any addenda. If you are unable to download the RFQ or addenda, you may e-mail the Contract Administrator at [seth.ryan@seattlehousing.org](mailto:seth.ryan@seattlehousing.org).

**Questions:** Any questions or requests for further information must be submitted in writing no later than **12pm, on Tuesday, 05/19/2026**, to the Contract Administrator noted above by e-mail at [seth.ryan@seattlehousing.org](mailto:seth.ryan@seattlehousing.org), or by mail at the address below.

**Submission Deadline:** Submittals must be received no later than **12pm, on Thursday, 06/04/2026**.

**Diversity:** SHA strongly encourages minority-owned and women-owned businesses, socially and economically disadvantaged businesses, HUD Section 3 businesses, and small businesses to submit or to participate in a subcontracting capacity on SHA contracts.

**Rights Reserved:** SHA reserves the right to waive as an informality any irregularities in submittals, and/or to reject any and all submittals.

Diana Peterson  
Procurement and Contracts Manager

**CONSULTANT REGISTRATION FORM**

If you plan on submitting your qualifications for this project, please complete this registration form and e-mail it to Seth Ryan, Sen. Contracts Administrator, [seth.ryan@seattlehousing.org](mailto:seth.ryan@seattlehousing.org) so that you can be contacted directly if necessary.

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**SEATTLE HOUSING AUTHORITY**

**RFQ Solicitation No. 6186**

**On-Call Architectural and Engineering Services**

Name of Firm: \_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Information:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_

e-mail: \_\_\_\_\_

Thank you.



# REQUEST FOR QUALIFICATIONS

SOLICITATION NO. 6186

for

On-Call Architectural and Engineering Service

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RFQ Issued On:		Submittal Due:		
Monday	05/04/2026	12pm	Thursday	06/04/2026
(Day)	(Date)	(Time)	(Day)	(Date)

## Seattle Housing Authority

### Request for Qualifications Solicitation No. 6186

#### On-Call Architectural and Engineering Service

##### **A. INTRODUCTION**

- 1) **General:** The Seattle Housing Authority (SHA) is seeking a qualified professional firm to provide SHA with architectural-engineering services on a work order basis. Services to be provided on various Seattle Housing Authority and SHA Limited Partnership properties within the City of Seattle. The Services may include multidisciplinary design, testing, and engineering services, and other services as requested.

A more detailed description may be found below in Section C, Part 2; the initial scope of services for this contract will include:

- (1) On-call, as needed condition assessment services.
- (2) Provide design for repairs, preparation of plans, technical specifications, permit documents, bid documents, and construction administration at a variety of SHA Owned/Managed buildings within the City of Seattle as requested by SHA.

Firms must meet certain threshold criteria, relative to experience in the design of affordable housing, to have their qualifications further evaluated for selection.

- 2) **Seattle Housing Authority Background:** SHA is an independent public corporation providing long-term, low-income rental housing and rental assistance to more than 38,000 people in the city of Seattle. We believe in providing more than housing for our tenants, and we partner with many organizations to offer an array of services and community activities to help those we serve improve their lives. The majority of SHA's funding is federal, through the U.S Department of Housing and Urban Development (HUD). Other income includes rent revenue and non-HUD public and private grants. SHA operates according to the following Mission and Values:

##### ***Our Mission***

*The mission of the Seattle Housing Authority is to enhance the Seattle community by creating and sustaining decent, safe and affordable living environments that foster stability and increase self-sufficiency for people with low incomes.*

##### ***Our Values***

*As stewards of public trust, we pursue our mission and responsibilities in a spirit of service, teamwork, and respect. We embrace the values of excellence, collaboration, innovation, and appreciation.*

SHA owns and operates more than 8,500 housing units at nearly 400 sites throughout the city. SHA also administers approximately 12,000 Housing Choice Vouchers, enabling low-income residents to receive rental assistance throughout the Seattle housing market. SHA, an independent public corporation established in 1939, is

governed by a seven-member Board of Commissioners, two of whom are SHA residents. Commissioners are appointed by the Mayor and confirmed by the City Council. More information is available at [seattlehousing.org](http://seattlehousing.org).

- 3) **Women and Minority Business Enterprise (WMBE) Inclusion:** SHA requires submitters to make good-faith efforts to meet SHA’s 14% aspirational WMBE goal and provide meaningful opportunities to WMBE firms to participate in the direct performance of commercially useful work as part of the proposed Project Team.
- 4) **[Reserved.]**
- 5) **Cooperative Purchasing:** RCW 39.34 allows cooperative purchasing between public agencies (political subdivisions) in the State of Washington. Public agencies that file an Interlocal Joint Purchasing Agreement with SHA may also wish to procure the services herein offered by the successful party. The successful party shall have the option of extending its offer to SHA to other agencies for the same cost, terms and conditions.

SHA does not accept any responsibility for agreements, contracts or purchase orders issued by other public agencies to the successful party. Each public agency accepts responsibility for compliance with any additional or varying laws and regulations governing purchase by or on behalf of the public agency. SHA accepts no responsibility for the performance of the successful party in providing services to other public agencies, nor any responsibility for the payment price to the successful party for other public-agency purchases.

**B. SUBMITTAL REQUIREMENTS**

**Schedule:**

Activity		Day	Date	Time
Pre-Submittal Meeting	Reserved	-	-	-
Deadline for Questions		Tuesday	05/19/26	12pm
SUBMITTAL DEADLINE AND DELIVERY INFORMATION				
<b><u>Email To:</u></b> <a href="mailto:purchasing@seattlehousing.org">purchasing@seattlehousing.org</a>	<b><u>Submittals will be accepted via Email Only</u></b>	Thursday Day	06/04/26 Date	12pm Time

**Questions:** Questions must be in writing and sent prior to the Deadline for Questions date and time shown above. Submit your questions to Seth Ryan at [seth.ryan@seattlehousing.org](mailto:seth.ryan@seattlehousing.org).

**Addenda:** In the event there are changes or clarifications to this RFQ, SHA will issue an addendum. Addenda will be published on the [“Solicitations” page](#) on SHA’s website. It is the responsibility of submitters to check this website before submitting and downloading any addenda issued. If you are unable to download the addenda, you may e-mail the Contract Administrator, Seth Ryan at [seth.ryan@seattlehousing.org](mailto:seth.ryan@seattlehousing.org) to have a copy of the addenda mailed or e-mailed to you.

**Pre-Submittal Meeting:** Reserved.

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

Submittals will be recorded by their electronic time and date stamp for timeliness. Firms may submit their materials early to avoid any risk of ineligibility caused by unanticipated delays or other delivery problems.

Upon request, SHA staff will provide the submitter with an acknowledgment of receipt. All submittals received will become the property of the Seattle Housing Authority.

**Submittals** should be limited to a maximum of **12 pages**, in no smaller than 10-point font. The following are NOT INCLUDED in the page limit mentioned above: your cover letter, Vendor Fact Sheet, resumes, the Suspension and Debarment Certificate, and any applicable Section 3 form(s). Your **cover letter** should express your interest in performing the work. A principal or officer of the firm authorized to execute contracts or other similar documents on the firm's behalf must sign the letter.

1) Submitters responding to this RFQ shall submit proposals to the email address indicated above. **The following items/forms are to be submitted with the submittal.**

- Vendor Fact Sheet
- Suspension and Debarment Compliance Certificate
- Any applicable Section 3 Form(s)

2) **Proprietary Submittal Material:**

Any records or materials submitted to SHA in response to this RFQ become public records under Washington State law (see RCW Chapter 42.56, the Public Disclosure Act, at <https://apps.leg.wa.gov/rcw/default.aspx?cite=42.56>). Public records must be promptly disclosed upon request unless a statute exempts disclosure. Exemptions from disclosure include trade secrets and valuable formulas (see RCW 42.56 and RCW Ch. 19.108); however, public disclosure exemptions are narrow and specific. Submitters are expected to be familiar with any potentially-applicable exemptions, and the limits of those exemptions.

Submitters are obligated to separately bind and clearly mark as "proprietary" information any submittal records they believe are exempted from disclosure. The body of the submittal may refer to these separately-bound records. Submitters should mark as "proprietary" only that information they believe legitimately fits within a public-disclosure exemption. SHA may reject solicitation responses that are marked proprietary in their entirety.

If SHA receives a public disclosure request for records that a Submitter has marked as "proprietary information," SHA may notify the Submitter of this request and postpone disclosure briefly to allow the Submitter to file a lawsuit under RCW 42.17.330 to enjoin disclosure; however, this is a courtesy of SHA and not an obligation.

SHA has no obligation to assert an exemption from disclosure. If the Submitter believes that its records are exempt from disclosure, the Submitter is obligated to seek an injunction under RCW 42.56. By submitting, the Submitter acknowledges this obligation; the Submitter also acknowledges that SHA will have no obligation or liability to the Submitter if the records are disclosed.

- 3) **Cost of Preparing Submittals:** SHA will not be liable for any costs incurred by the Submitter in the preparation and presentation of submittals submitted in response to this RFQ including, but not limited to, costs incurred in connection with the Submitter's participation in demonstrations and the pre-submittal conference.
- 4) **Rights Reserved by SHA:** SHA reserves the right to waive as an informality any irregularities in submittals and/or to reject any or all submittals. SHA requests that companies refrain from requesting public disclosure of selection information until a contract has been executed as a measure to best protect the solicitation process, particularly in the event of a cancellation or re-solicitation. With this preference stated, SHA shall continue to properly fulfill all public disclosure requests for such information as required by State Law.

### **C. SCOPE OF WORK**

The selected Consultant shall be asked to perform the following tasks:

- 1) The Consultant understands that this is an as-needed Contract with no specific scope of work or payment authorized and that there is no guarantee for any specific amount of work to be assigned under this as-needed Contract. Work shall be assigned by separately executed Work Orders (see Exhibit-A for a sample Work Order document). The Consultant shall provide timely response to completing the work assigned in Work Orders. Consultant shall perform its duties under this Contract with the care, skill, prudence, and diligence that a responsible, careful, skillful, prudent and diligent person would exercise in similar circumstances.
- 2) The potential scope of services for Work Orders may include, but is not limited to the following:
  - a) Condition Assessments (estimate of remaining service life and code compliance reviews), investigation, analysis, and recommendation(s) for repair and/or replacement, including but not limited to building envelope, mechanical equipment, electrical, and structural components.
  - b) Architectural design and related engineering services for building renovations (interior and/or exterior), building repairs, feasibility and/or concept planning studies for new sites, and demolition work.
    - i. Preparation of estimates, schedules, plans and specifications for public works projects, tenant improvement projects and as otherwise requested.
    - ii. Provide support services in other disciplines as required to accomplish assigned Work Orders, including but not limited to:
      - Electrical
      - Mechanical

- Plumbing
  - Structural
  - Cost Estimating
  - Civil / Landscaping
  - Surveying
  - Constructability / Feasibility Studies
  - Green Building Utilities and Infrastructure
  - Other support services as needed for the work
- iii. Bidding Support Services
  - iv. Construction Management Services
  - v. Record drawing production from contractor provided redlines
- c) Peer and constructability review/analysis of design and bid documents
  - d) Additional miscellaneous services and tasks generally associated with Architectural and Building Engineering Services
  - e) The Consultant may be asked to provide design work related to building exteriors and the replacement of siding/cladding, window, and doors on single and multi-story buildings.
  - f) Design for repairs, which may include preparation of plans and permit submittal documents.
  - g) It is anticipated that work in this initial phase will be compensated on an hourly-not-to-exceed basis at rates to be established in the contract.
- 3) Design work may be carried to 100% completion, with construction documents sufficient for contractor solicitation/bidding, and permit submittal with the City of Seattle.
  - 4) Construction documents may include floor plans, reflected ceiling plans, mechanical, electrical, and structural plans, interior elevations and details, material schedules, and technical specification.
  - 5) The deliverables associated with this work will become the property of SHA and may be used for all purposes under this contract. Additionally, documents may be used by SHA for other projects outside the scope of this contract, subject to documentation releasing the architect from liability for use on projects for which the architect is not the architect of record.
  - 6) The scope of work under this contract may be extended to not only include full services for design, permitting, and construction management, but also include associated site amenities, utilities, and right-of-way improvements.
  - 7) The selected Consultant shall engage the services of their sub-consultants, such as landscape architects, interior designers, electrical engineers, mechanical

engineers, structural engineers, civil engineers, cost estimators, and other specialty consultants as necessary, subject to SHA approval. Consultants will have the option of relying upon and coordinating the services of other design professionals that SHA has on-call contracts with, which currently include geotechnical engineering, land survey, mechanical engineering, and civil engineering.

- 8) SHA reserves the right in its sole discretion to award similar design contracts for such services to other firms through a competitive selection process based on qualifications.

#### **D. INFORMATION TO BE PROVIDED IN YOUR SUBMITTAL**

**Response / Submittal Content:** To facilitate evaluation, submittals should address all the following qualifications and criteria, and be organized in the order of the outline given below, to include the following information:

- **Cover Letter**
- **Address each of the evaluation criteria below:**

*Qualifications will be evaluated in two steps:*

*Part I will consist of evaluation of the firm's experience and qualifications with respect to certain threshold criteria. Firms not meeting the threshold criteria (see D.1. below) will not have their qualifications further evaluated under Part II.*

*Part II will consist of more detailed evaluation of the qualifications of the firm and the personnel proposed, with respect to experience in affordable housing. In addition, Part II will include evaluation of the firm's WMBE inclusion plan.*

##### **1. Part I: Threshold Criteria:**

To have its qualifications further considered in Part II, a firm must within the past five years, on its own and not in a team arrangement with another firm, have provided complete architectural services, from schematic design through construction administration and project closeout, for at least one qualifying project.

A qualifying project is one having all of the following characteristics:

- a. A multifamily building or buildings of at least 50 dwelling units.
- b. At least half of the dwelling units must be rent-restricted to households earning no more than 30% of Area Median Income for the locale of the project.
- c. Developed by a Public Housing Authority or non-profit developer of affordable housing,
- d. Green Communities, or equivalent sustainable building standard.

Firms not meeting the Threshold Criteria will not have their qualifications evaluated under Part II.

## **2. Part II: Firm and staff experience with affordable housing**

Qualifications will be evaluated on the experience of the firm and the staff proposed, with respect to the following criteria.

- a. Mixed construction-type buildings (IBC/SBC Section 510)
- b. Work with public housing authorities and/or non-profit housing developers
- c. Land use and building permitting in the City of Seattle
- d. Sustainable building standards

### **- Relating to Criterion 1: Women and Minority Business (WMBE) Inclusion Plan**

Provide a detailed Inclusion Plan describing your good-faith efforts to meet the aspirational WMBE goal and provide meaningful opportunities to WMBE firms to participate in the direct performance of commercially useful work as part of the proposed Project Team. Your Plan must also include, if applicable, pre-award commitments or agreements with your named WMBE and/or Project Team members' firm(s).

### **- Relating to Criterion 2: [Reserved.]**

### **- Relating to Criterion 3: Related experience with mixed construction-type buildings (IBC/SBS Section 510).**

### **- Relating to Criterion 4: Related experience with design for low-income populations.**

### **- Related to Criterion 5: Related experience working with public housing authorities and non-profit housing developers.**

### **- Related to Criterion 6: Related experience with land use and building permitting in the City of Seattle.**

### **- Related to Criterion 7: Related experience with sustainable building standards.**

- **Provide resumes for the key personnel** named in your response.
- **Include a list of at least three references** for whom the firm or team members have performed similar work in the last five years (including agency or business name of client, contact person, address, telephone number and e-mail address if available.)

## **E. EVALUATION CRITERIA**

Submittals will be evaluated based on the criteria listed in this section and further described in Section D above. In preparing the submittal to SHA, it is important for submitters to clearly demonstrate their expertise in the areas described in this document. Because multiple areas of expertise are required for successfully performing this project, the Submitter, either through in-house staff or sub-consultants, must demonstrate expertise and have available adequate numbers of experienced personnel in all of the areas described.

Submitters are encouraged to identify and clearly label in their submittal how each criterion is being fully addressed. Evaluation of responses to this RFQ will be based only on the information provided in the submittal package, and if applicable, interviews, and reference responses. SHA reserves the right to request additional information or

documentation from the firm regarding its submittal documents, personnel, financial viability, or other items in order to complete the selection process. If a responding firm chooses to provide additional materials in their submittal beyond those requested, those materials should be identified as such and included in a separate section of the submittal.

The following criteria with a point system of relative importance with an aggregate total of one hundred points will be utilized to evaluate the qualifications of each submitter:

<b>Evaluation Criteria - Qualifications</b>		<b>Weighting (Max. Points)</b>
1	<b><u>Women and Minority Business Enterprise (WMBE) Inclusion Plan</u></b> (See Section D above for a complete description of this Criterion.)	<b>10</b>
2	<b><u>[Reserved.]</u></b>	<b>-</b>
3	<b>Experience developing mixed construction-type buildings (IBC/SBC Section 510)</b>	<b>10</b>
4	<b>Design for low-income populations, such as the elderly and disabled, immigrants, families, and projects with populations comprising more than one of these populations; design principles for low-income and immigrant populations including defensible space and Crime Prevention Through Environmental Design (CPTED)</b>	<b>50</b>
5	<b>Work with public housing authorities and non-profit housing developers</b>	<b>10</b>
6	<b>Land use and building permitting in the City of Seattle</b>	<b>10</b>
7	<b>Sustainable building standards</b>	<b>10</b>
<b>MAXIMUM TOTAL POINTS FOR QUALIFICATIONS</b>		<b>100</b>

## **F. SELECTION PROCESS**

An evaluation panel will rate all responses to this RFQ that are received on or before the stated deadline, according to the criteria listed above. Based on its initial evaluation, the panel may:

1. Make a recommendation to SHA's Executive Director and request authority to negotiate a Contract with one or more submitters; or
2. Request additional information from the submitter or submitters whose responses appear to have the greatest likelihood of success; and/or
3. Invite one or more submitter whose responses appear to have the greatest likelihood of success to attend an interview/presentation to discuss their submittal; and then make a recommendation to SHA's Executive Director and request authority to negotiate a contract with one or more submitters.

SHA reserves the right to conduct reference checks at any time during the evaluation process.

In the event that information obtained from the reference checks reveals concerns about any submitter's past performance and their ability to successfully perform the contract to be executed based on this RFQ, SHA may, at its sole discretion, determine that the Submitter is not a responsible submitter and may select the next highest-ranked Submitter whose reference checks validate the ability of the Submitter to successfully perform the contract to be executed based on this RFQ. In conducting reference checks, SHA may include itself as a reference if the Submitter has performed work for SHA, even if the Submitter did not identify SHA as a reference.

By submitting in response to this RFQ, the submitter accepts the procurement method used and acknowledges and accepts that the evaluation process will require subjective judgments by SHA and the evaluation panel.

Any protest of the selection process shall be resolved in accordance with SHA's [Procurement Policy](#) and [Procurement Procedures](#), which may be reviewed on SHA's website, under FORMS AND POLICIES of the Do Business With Us page.

## **G. CONTRACT NEGOTIATIONS**

SHA shall negotiate with the most qualified Submitter or Submitters, as determined by evaluation of the responses and, if applicable, interviews. If SHA is unable to reach agreement with any of the highest ranked firms, it may negotiate with the next highest ranked firm or firms, proceeding in turn to each firm that SHA has determined to be qualified, in order of rank. If agreement cannot be reached with any qualified firm, SHA reserves the right to cancel the solicitation.

SHA expects to execute one or more Contract(s) for services for three (3) years. At SHA's option, a Change Order may be executed extending the Contract(s) for up to two additional one-year periods, along with appropriate adjustments in the scope of work and compensation.

## **H. ADMINISTRATIVE INFORMATION**

**1) Small and/or Disadvantaged Business Enterprise Requirements:** SHA strongly encourages minority-owned and women-owned businesses, socially and economically disadvantaged business enterprises, HUD Section 3 businesses, small businesses and veteran-owned businesses to submit submittals, to participate as partners, or to participate in other business activity in response to this RFQ.

As outlined in more detail in Section D, SHA has also included a 14% Women and/or Minority Business Enterprise (WMBE) aspirational participation goal. Consequently, in responding to the solicitation, submitters must include an Inclusion Plan demonstrating good faith efforts in seeking meaningful opportunities for WMBEs in the work of the Contract.

**2) Section 3 Requirements:** Section 3 of the Housing and Urban Development Act of 1968 (hereinafter "Section 3 Laws") requires SHA to the greatest extent feasible to provide employment opportunities to Section 3 residents. Section 3 residents include residents of SHA communities and other low-income residents of Seattle.

Section 3 Contract Language: The following language regarding Section 3 will be included as part of the contract to be executed based on this RFQ.

- a. The work to be performed under this contract is subject to the requirements of the Section 3 Laws. The purpose of the Section 3 Laws is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by the Section 3 Laws, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- b. The parties to this contract agree to comply with the Section 3 Laws. Without limiting the generality of the foregoing, Consultant shall comply, and shall require its subcontractors and subconsultants to comply, with the requirements of 24 CFR 75.9. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the Section 3 Laws.
- c. The Consultant agrees to include this Section 3 clause in every subcontract, and to otherwise take all necessary steps to ensure compliance with the Section 3 Laws by its subcontractors and subconsultants. The Consultant agrees to take appropriate action, as provided in an applicable provision of the subcontract in this Section 3 clause, upon a finding that the subcontractor or subconsultant is in violation of the Section 3 Laws. The Consultant will not subcontract with any subcontractor or subconsultant where the Consultant has notice or knowledge that the subcontractor or subconsultant has been found in violation of the Section 3 Laws.
- d. The Consultant will provide certifications in form and substance required by Owner at such times as Owner may request, certifying (i) its compliance with the Section 3 Laws, and (ii) as to such facts and circumstances pertaining to the Section 3 Laws as Owner may require or request, including, without limitation, certification with respect to total number of labor hours worked under this Agreement, labor hours worked by Section 3 Workers (as defined in the Section 3 Laws), and labor hours worked by Targeted Section 3 Workers (as defined in the Section 3 Laws).
- e. Noncompliance with the Section 3 Laws may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- f. Each party agrees to perform any further acts and execute and deliver any further documents that may be reasonably necessary to carry out the provisions and intent of this Section or otherwise to ensure performance in compliance with the Section 3 Laws.

**3) Basic Eligibility:** By submitting for this Solicitation:

- a. Submitter represents that it is licensed to do business in the State of Washington and it has a state Unified Business Identifier (UBI) number.
- b. Submitter represents by its submission of the SUSPENSION AND DEBARMENT COMPLIANCE CERTIFICATE form, attached hereto, that neither it nor its principals/officers are presently debarred, suspended, proposed for debarment, or

declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency. Submitter further represents that by submitting and being selected for this work, that it will comply with the requirements regarding sub-contracting and the purchase of supplies or materials for this work and the sub-contractors and/or firms, and their principals/officers are not debarred or otherwise disqualified from doing business with SHA. The Submitter understands that if selected, it shall provide evidence with the SUSPENSION AND DEBARMENT COMPLIANCE CERTIFICATE form attached to this RFQ of Submitter's sub-contractors' (if applicable) eligibility.

c. [Reserved.].

- 4) **Payment Requirements:** Submitters should be aware that SHA will only make payments on the contract issued under this RFQ after the work being billed has been completed, and within 30 calendar days of receipt of a properly prepared and SHA approved invoice from the Consultant. Supporting documentation is required for payment of reimbursable expenses. No advance payments will be made to the Consultant, who must have the capacity to meet all project expenses in advance of payments by SHA.
- 5) **Approval of Sub-Consultants:** SHA retains the right of final approval of any sub-consultant of the selected Submitter who must inform all sub-consultants of this provision.
- 6) **Documents Produced:** All construction drawings, reports, specifications, and other documents produced under contract to SHA must be submitted to SHA in both hard copy and a digital format that meets SHA's requirements, using Microsoft Office or AutoCad products in an IBM-compatible format. All documents and products created by the Consultant and their sub-consultants shall become the exclusive property of SHA.
- 7) **Other Contracts:** During the original term and all subsequent renewal terms of the contract resulting from this RFQ, SHA expressly reserves the right, through any other sources available, to pursue and implement alternative means of soliciting and awarding similar or related services as described in this RFQ.
- 8) **Funding Availability:** By responding to this RFQ, the Submitter acknowledges that for any contract signed as a result of this RFQ, the authority to proceed with the work is contingent upon the availability of funding.
- 9) **[Reserved.]**
- 10) **Insurance And Other Contract Requirements:** Submitters may review a sample of SHA's [standard contract language](#) that will form the basis for any contract executed based on this solicitation by visiting SHA's website, under FORMS AND POLICIES of the Do Business With Us page.

SHA's standard contract document is intended to guide you in developing your Submittal. The actual contract that the successful Submitter and SHA will sign will be based on this sample contract. Please be advised that SHA will only negotiate some

aspects of the contract. Much of the contents of the sample contract are based on non-flexible requirements and cannot be modified in any form.

In addition to any SHA-owned properties that may be included in the scope of work of this solicitation, there may be other properties for which SHA serves as General and Managing Partner. These properties are Low-Income-Housing Tax Credit limited partnerships. If any of these Limited Partnership (LP) properties are included in the scope of work under this solicitation, the selected firm must also name those LP's as additional insureds to their policy under the required insurance coverages described under Section H. 11C. below. The Contract(s) resulting from this solicitation must also be entered into by SHA, the selected firm, and all legal entities, including the LPs if applicable.

SHA may also be acting as an agent to Condominium or other Associations that are associated with the SHA or LP properties included in the scope of work for this solicitation. If so, the contract(s) resulting from this solicitation will be between the selected firm and the applicable Association.

**11) [Reserved.]**

## **Attachment A**

### **FORMS**

The forms attached hereto are to be completed and submitted with your one original Submittal. Do not include them with the copies of your Submittal.



# VENDOR FACT SHEET

Return this Form TO: Seattle Housing Authority, Purchasing Division,  
 ATTN: \_\_\_\_\_  
 101 Elliott Avenue W, Suite 100, PO Box 79015, Seattle, WA 98119

<b>General Business Information:</b>		<b>For SHA Use Only:</b>	
Name of Business, Organization, or Name of Person (if payment is to an individual):		JDE Vendor No.	Purchasing contracts <input type="checkbox"/>
Mailing Address for Payments:			
City:	State:	Zip Code:	E-Mail Address:
Telephone No.:	Fax No.:	DUNS No.:	UEI:
Washington UBI No.:	City of Seattle Business License No.:	Washington Contractor's License No.:	
Employee Tax ID No. (TIN) or Social Security No. (if Individual):			
President/General Manager:		Principal products and/or services offered:	

**Type of Organization (check one):**

Individual <input type="checkbox"/>	Sole Proprietor <input type="checkbox"/>	Partnership <input type="checkbox"/>	Corporation <input type="checkbox"/>	Governmental Agency <input type="checkbox"/>	Other <input type="checkbox"/>
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**Substitute IRS Form W-9 Certification:**  
 Under penalties of perjury, I hereby certify that the number shown on this form is my correct taxpayer identification number, and that I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and I am a U.S. person (including a U.S. resident alien). **Note:** The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

<b>SIGN HERE →</b>	Signature of U.S. Person	Date
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<b>Ownership Status (check all that apply):</b>	<b>Racial/Ethnic Status (check one):</b>
<input type="checkbox"/> <b>MBE</b> (Minority-Owned Business Enterprise) <input type="checkbox"/> <b>WBE</b> (Women-Owned Business Enterprise) <input type="checkbox"/> <b>MWBE</b> (Minority / Women-Owned Business Enterprise) <input type="checkbox"/> <b>CBE</b> (Combination Business Enterprise) <input type="checkbox"/> <b>Veteran-owned Business</b> <input type="checkbox"/> <b>Small Business</b> <input type="checkbox"/> <b>HUD Section 3 Business</b> <input type="checkbox"/> Certified by OMWBE (Washington State Office of Minority and Women's Business Enterprises) <input type="checkbox"/> Self-Identified (SHA may request a signed statement re: self-certification)	<input type="checkbox"/> Caucasian (1) <input type="checkbox"/> African American (2) <input type="checkbox"/> Native American (3) <input type="checkbox"/> Hispanic American (4) <input type="checkbox"/> Asian/Pacific American (5) <input type="checkbox"/> Hasidic Jews (6)

**Method of Contract Payments:** As outlined on the reverse side of this form, for contracts over one million dollars, SHA's method of contract payments is through an electronic virtual credit card issued by SHA's e-payables vendor, Bank of America. Unless SHA grants a waiver, Vendors will receive an enrollment form from SHA following issuance of a contract.

**SIGN BELOW:**

Signature of Authorized Representative of Vendor:	Date:
---	-------

By signing immediately above, the Vendor hereby represents the following:

- The Vendor certifies that to the best of its knowledge and belief, neither it, nor any person/principal or firm which has an interest in the Vendor's firm, is ineligible to participate in a SHA contract, purchase order, direct pay or other transaction, pursuant to the Certification of Eligibility provision specified in the Vendor Fact Sheet Instructions, or;
- The Vendor will comply with SHA's General Terms and Conditions applicable to Purchase Orders (available at SHA website <https://www.seattlehousing.org/>, DO BUSINESS WITH US page, under FORMS AND POLICIES), if the Vendor will be supplying goods and/or services through an SHA Purchase Order.

## **Vendor Fact Sheet Instructions**

Thank you for your interest in doing business with the Seattle Housing Authority (SHA). We look forward to doing business with you. If you have any questions about completion of the Vendor Fact Sheet, please call us at (206) 615-3379.

In order for SHA to make payments to you or to procure goods or services from you, we need the information requested on the Vendor Fact Sheet, which also serves as a substitute IRS W-9 Form. The information about you will be entered into our computerized payment system and will allow us to make required reports to the Federal government about our business and payment transactions.

**Substitute IRS Form W-9 Certification:** In completing the Vendor Fact Sheet, you must sign the "Substitute IRS Form W-9 Certification" or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct taxpayer identification number to SHA, you must cross out the portion of the certification after the word "and" in line two, through the end of line five, before signing the form. Detailed instructions about IRS Form W-9 are included on the form, which may be obtained by calling our office at (206) 615-3379 or visiting the IRS web site at [www.irs.gov](http://www.irs.gov).

**Certification of Eligibility:** In order to do business with SHA, the Vendor must be eligible to:

- 1) Be awarded contracts by any agency of the U.S. Government, HUD, or the State in which this Contract work is to be performed; or,
- 2) Participate in HUD programs pursuant to 24 CFR Part 24.

Use the websites of the [General Services Administration](#) and the [U.S. Department of Housing and Urban Development](#) to verify eligibility of the firm and its principals. By signing the Vendor Fact Sheet, the Vendor understands that the certification of eligibility is a material representation of fact upon which reliance was placed when SHA agreed to enter into the transaction with the Vendor. SHA may require the Vendor to submit such certification on an annual basis depending on the terms of its contract or the frequency of its business transactions with SHA. If the Vendor subcontracts any portion of the work, the Vendor will be required to submit a similar certification of eligibility to SHA for any Vendor subcontracts. Any written contract executed between SHA and the Vendor shall include these provisions, which may also be referred to as Suspension/Debarment provisions.

**Contract Payments:** Unless SHA grants a waiver, its method of contract payment for contracts of one million or more is through its Bank of America e-payables program. Payments will be made electronically through a virtual Visa credit card. Benefits for using this method include reduced labor costs associated with the processing of checks and enhancing cash flow by eliminating float time associated with the mailing of checks. To learn more about the program, please click here or copy and paste the following URL into your browser: [www.bankofamerica.com/epayablesvendors](http://www.bankofamerica.com/epayablesvendors). For new vendors, SHA will automatically send an enrollment form upon contract award. If you have questions about the program, please contact Tran Wong, SHA's Accounts Payable Manager, at 206-615-3483 or [twong@seattlehousing.org](mailto:twong@seattlehousing.org).

**Small Businesses:** The Vendor Fact Sheet also requests information about whether your business is owned and controlled by women or minorities, and/or is a small business. The following are definitions of these terms for your use. This information provides valuable information to SHA in its efforts to ensure its contracting program meets its diversity objectives and requirements.

- **WMBE:** Minority and women-owned business enterprises must either be self-identified or certified by the Washington State Office of Women's and Minority Business Enterprises (OMWBE) to be at least fifty-one percent owned by women and/or minority group members. For self-identification as WMBE, refer to [Minority/Women Owned Business Enterprise Self-Identification Form for Work Performed on Seattle Housing Authority Projects](#)
- **Small Business:** A small business means a business concern, including its affiliates, that is independently owned and operated, not an affiliate or subsidiary of a business dominant in its field of operation, and qualified as a small business under the criteria and size standards in 13 CFR 121. Furthermore, a business is considered small according to the Small Business Administration's established guidelines provided to such businesses.
- **HUD Section 3 Business:** A business that meets at least one of the following criteria, documented within the last six-month period: (1) at least 51% owned and controlled by low- or very low-income persons; (2) over 75% of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers; or (3) a business at least 51% owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing. More detailed information available at the website of [the U.S. Department of Housing and Urban Development](#).

**SEATTLE HOUSING AUTHORITY**  
**SUSPENSION AND DEBARMENT COMPLIANCE CERTIFICATE**

By signing below, the Consultant certifies that to the best of its knowledge and belief neither its firm nor any of its principals as named below are presently debarred, suspended, or have been declared ineligible or are excluded from participation in this transaction by any federal, state or local government.

**Consultant's Firm Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

	PRINCIPAL(S) Name(s)	Title(s)
1		
2		
3		
4		
5		

Consultant's Signature	Printed Name	Title	Date

**NOTE:** This requirement applies to the Consultant's firm as well as its principals. Principal is defined in the regulation (2 CFR 180.995) as follows:

- 1) An officer, director, owner, partner, principal investigator, or other person within a participant with management or supervisory responsibilities related to a covered transaction; or
- 2) A consultant or other person, whether or not employed by the participant or paid with Federal funds, who-
  - a) Is in a position to handle Federal funds;
  - b) Is in a position to influence or control the use of those funds; or,
  - c) Occupies a technical or professional position capable of substantially influencing the development or outcome of an activity require to perform the covered transaction.
 The federal websites to verify eligibility include: [SAM.gov](https://www.sam.gov) | [Home](#) and [https://www.hud.gov/topics/limited\\_denials\\_of\\_participation](https://www.hud.gov/topics/limited_denials_of_participation).

# SEATTLE HOUSING AUTHORITY

## SUSPENSION AND DEBARMENT COMPLIANCE CERTIFICATE FOR SUB-CONSULTANTS

*The Prime Consultant may use this form if the Prime can verify that their Sub-Consultants named below, nor any of their principals are debarred, suspended or ineligible from involvement by Federal, State or Local Government. If the Prime is unable to verify this information, the Prime must send the previous SUSPENSION AND DEBARMENT COMPLIANCE CERTIFICATE FOR CONSULTANT form to each sub- consultant to be completed and returned.*

**Prime Consultant's Name:** \_\_\_\_\_ certifies that neither any of the sub- consulting firms named below, nor any of its principals are debarred, suspended or ineligible from involvement by Federal, State or Local Government. I understand that the Seattle Housing Authority (SHA) relies on this certification, and I understand that I am obligated to submit the following to SHA:

- A certification for any new sub- consultant hired after submission of this certification.
- A renewal certification for every sub- consultant on the anniversary of the Contract execution date if the Contract Time extends beyond one year.

**(Note:** In lieu of this certification, the Prime Consultant may elect to submit a separate certification signed by each sub- consulting firm to SHA as evidence of sub- consultant eligibility. It is the Prime Consultant's responsibility to initiate, obtain, and provide all such individual sub-consultant certifications to SHA.)

Prime Consultant's Signature	Printed Name	Title	Date

**Sub- Consultant Firm Listing:** (If sub- consultants are not involved in the project, please enter NONE.)


If additional pages are necessary, copy this form to ensure signed statement precedes any listing of sub-consultants.

Please contact Seth Ryan, Purchasing Department at [seth.ryan@seattlehousing.org](mailto:seth.ryan@seattlehousing.org) if you have any questions regarding compliance with this requirement.

## **Attachment B**

### **INFORMATIONAL EXHIBITS**

Please review the attached "HUD Section 3 Information and Section 3 Forms".

Complete the "Section 3 Business Concern Certification for Contracting" form if applicable to your firm and submit the form with your one original Proposal.



101 Elliott Avenue W  
Suite 100  
PO Box 79015  
Seattle, WA 98119

206-615-3300  
Seattlehousing.org

## HUD Section 3 Information and Section 3 Forms

To: Vendors/Contractors/Consultants of the Seattle Housing Authority of the City of Seattle

Re: Updates to HUD's Section 3 Regulations

As you are probably aware, Section 3 is a federally mandated program of the U.S. Department of Housing and Urban Development (HUD).

Under Section 3 of the HUD Act of 1968, federal funds invested in housing and community development shall provide contracts, employment, training, and other economic opportunities to low- and very low-income persons in the local jurisdiction, referred to as "Section 3 Workers," and to businesses that employ such persons, referred to as a "Section 3 Business Concern."

HUD's regulations implementing the requirements of Section 3 were updated in 2020 to create more effective incentives for employers to retain and invest in their low- and very low-income workers, streamline reporting requirements by aligning them with typical business practices, provide for program-specific oversight, and clarify the obligations of entities (including SHA) that are covered by Section 3. SHA complies with Section 3 within its own operations and ensures the compliance of its vendors, contractors and consultants.

The updated rule establishes these benchmarks:

1. Twenty-five (25) percent or more of the total number of labor hours worked by all workers employed with public housing financial assistance in the Public Housing Authority's or other recipient's fiscal year are Section 3 Workers;
2. Of which Five (5) percent or more are Targeted Section 3 Workers.

The updated rule includes the following definitions:

1. Section 3 Worker means any worker who currently fits or when hired within the past five years fit at least one of the following categories, as documented:
  - a. The worker's income for the previous or annualized calendar year is below the income limit established by HUD. HUD's income limits can be obtained from: [Income Limits | HUD USER](#)
  - b. The worker is employed by a Section 3 Business Concern.
  - c. The worker is a YouthBuild participant.

2. For Section 3 projects, a Targeted Section 3 Worker means a Section 3 worker who:
  - a. Is employed by a Section 3 Business Concern: or
  - b. Currently fits or when hired fit at least one of the following categories, as documented within the past five years:
    - i. A resident of public housing or Section 8-assisted housing;
    - ii. A resident of other public housing projects or Section 8-assisted housing managed by the Public Housing Authority that is providing the assistance;  
or
    - iii. A YouthBuild participant.
3. Section 3 Business Concern means a business concern meeting at least one of the following criteria, documented within the last six-month period:
  - a. It is at least 51 percent owned and controlled by low- or very low-income persons;
  - b. Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 Workers; or
  - c. It is a business at least 51 percent owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.

The following forms are to be used for reporting Section 3 compliance:

- Section 3 Business Concern Certification for Contracting form (*This form is for any business to use to self-certify, if applicable, as a Section 3 Business Concern.*)
- Section 3 Worker and Targeted Section 3 Worker Self-Certification form (*This form is for individuals to use to self-certify as a Section 3 or Targeted Section 3 Worker.*)
- Section 3 Quarterly Reporting Form for SHA Projects (*This form is to be completed quarterly by the prime consultant / contractor and sent to [purchasing@seattlehousing.org](mailto:purchasing@seattlehousing.org) by not later than 30 days after end of the quarter. The form lists the total hours worked by all for that quarterly period for the contract and show how many of those hours were by Section 3 or Targeted Section 3 Workers.*)

We have attached the forms mentioned above for your review. If any of these forms apply to your firm or any of your team members, please complete the applicable form(s) and submit with your one original Proposal document.

Please contact [purchasing@seattlehousing.org](mailto:purchasing@seattlehousing.org) if you have any questions.

Thank you,

Housing Authority of the City of Seattle

## Section 3 Business Concern Certification for Contracting

Instructions: Enter the following information and select the criteria that applies to certify your business' Section 3 Business Concern status.

### Business Information

Name of Business \_\_\_\_\_

Address of Business \_\_\_\_\_

Name of Business Owner \_\_\_\_\_

Phone Number of Business Owner \_\_\_\_\_

Email Address of Business Owner \_\_\_\_\_

### Preferred Contact Information

Same as above

Name of Preferred Contact \_\_\_\_\_

Phone Number of Preferred Contact \_\_\_\_\_

Type of Business (select from the following options):

- Corporation       Partnership       Sole Proprietorship  
 Limited Liability Company       Other (*please specify*) \_\_\_\_\_

Select from ONE of the following three options below that applies:

- At least 51 percent of the business is owned and controlled by low- or very low-income persons (Refer to income guidelines).
- At least 51 percent of the business is owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.
- Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers (Refer to definition in the **HUD Section 3 Information and Section 3 Forms**).
-

## Business Concern Affirmation

I affirm that the above statements are true, complete, and correct to the best of my knowledge and belief. I understand that businesses who misrepresent themselves as Section 3 business concerns and report false information to the Housing Authority of the City of Seattle may have their contracts terminated for default and be barred from ongoing and future considerations for contracting opportunities. I hereby certify, under penalty of law, that the information herein is correct to the best of my knowledge.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Certification expires within six months of the date of signature  
Information regarding Section 3 Business Concerns can be found at [24 CFR 75.5](#)

### FOR ADMINISTRATIVE USE ONLY

Is the business a Section 3 business concern based upon their certification?

YES     NO

**EMPLOYERS MUST RETAIN THIS FORM IN THEIR SECTION 3 COMPLIANCE  
FILE FOR FIVE YEARS.**

**The Housing Authority of the City of Seattle  
Section 3 Income Limits Eligibility Guidelines**

The worker’s income must be at or below the amount provided below for an individual regardless of actual household size.

**King and Snohomish Counties**

**FY 2026 Income Limits Summary**

FY 2026 Income Limit Area	<a href="#">Median Family Income</a>	FY 2026 Income Limit Category	1
Seattle-Bellevue, WA HUD Metro FMR Area	\$164,400	<a href="#">Very Low (50%) Income Limits (\$)</a>	\$57,550
		<a href="#">Extremely Low Income Limits (\$)*</a>	\$34,550
		<a href="#">Low (80%) Income Limits (\$)</a>	\$81,700

**Pierce County**

**FY 2026 Income Limits Summary**

FY 2026 Income Limit Area	<a href="#">Median Family Income</a>	FY 2026 Income Limit Category	1
Tacoma, WA HUD Metro FMR Area	\$127,300	<a href="#">Very Low (50%) Income Limits (\$)</a>	44,600
		<a href="#">Extremely Low Income Limits (\$)*</a>	26,750
		<a href="#">Low (80%) Income Limits (\$)</a>	71,300

Tables above are for reference only. Check HUD website [2026 Income Limits Dataset | Summary](#) for most recent income limits.

**Section 3 Worker Definition:**

- A low or very low-income resident (the worker’s income for the previous or annualized calendar year is below the income limit established by HUD); or
- Employed by a Section 3 business concern; or

- A YouthBuild participant.

Targeted Section 3 Worker Definition:

- Employed by a Section 3 business concern; or
- Currently fits at least one of the following categories as documented within the past five years:
  - A resident of Seattle Housing Authority public housing or Section 8-assisted housing;
  - A resident of other public housing projects or Section 8-assisted housing managed by the public housing authority that is providing the assistance; or
  - A YouthBuild participant.

## Section 3 Worker and Targeted Section 3 Worker Self-Certification Form

---

The purpose of HUD's Section 3 program is to provide employment, training and contracting opportunities to low-income individuals, particularly those who are recipients of government assistance for housing or other public assistance programs. **Your response is voluntary, confidential, and has no effect on your employment.**

### Eligibility for Section 3 Worker or Targeted Section 3 Worker Status

A Section 3 worker seeking certification shall self-certify and submit this form to the recipient contractor or subcontractor, that the person is a Section 3 worker or Targeted Section 3 Worker as defined in 24 CFR Part 75.

**Instructions:** Enter/select the appropriate information to confirm your Section 3 worker or Targeted Section 3 Worker status.

Employee Name: \_\_\_\_\_

1. Are you a resident of public housing or a Housing Choice Voucher Holder (Section 8)	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Are you a YouthBuild participant?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Check the box for the county where you reside. <input type="checkbox"/> King County <input type="checkbox"/> Pierce County <input type="checkbox"/> Snohomish County <input type="checkbox"/> Other	
4. In the field below, select the amount of individual income you believe you earn on an annual basis.	

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Less than \$10,000  | <input type="checkbox"/> \$30,000 - \$40,000 | <input type="checkbox"/> More than \$60,000 |
| <input type="checkbox"/> \$10,001 - \$20,000 | <input type="checkbox"/> \$40,001 - \$50,000 |   |
| <input type="checkbox"/> \$20,001 - \$30,000 | <input type="checkbox"/> \$50,001 - \$60,000 |   |

Select from **ONE** of the following two options below:

I qualify as a:

- Section 3 Worker
- Targeted Section 3 Worker
-

## Employee Affirmation

I affirm that the above statements are true, complete, and correct to the best of my knowledge and belief. I hereby certify, under penalty of law, that the information herein is correct to the best of my knowledge.

Employee Address: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR ADMINISTRATIVE SE ONLY

Is the employee a Section 3 worker based upon their self-certification?  YES  NO

Is the employee a Targeted Section 3 worker based upon their self-certification?  YES  NO

Was this an applicant who was hired as a result of the Section 3 project?  YES  NO

If Yes, what is the name of the company? \_\_\_\_\_

What was the date of hire? \_\_\_\_\_

**EMPLOYERS MUST RETAIN THIS FORM IN THEIR SECTION 3 COMPLIANCE FILE FOR FIVE YEARS.**