

CONSULTANT REGISTRATION FORM

If you plan on submitting a Proposal for this project, please complete this registration form and e-mail it to Patti Armstrong, Sr. Contract Administrator at Patti.Armstrong@seattlehousing.org so that you can be contacted directly if necessary.

SEATTLE HOUSING AUTHORITY

RFP Solicitation No. 6078

Parking Management Services

Name of Firm: _____

Business Address: _____

Contact Information:

Name: _____

Title: _____

Telephone #: _____

Fax #: _____

e-mail: _____

Thank you.



REQUEST FOR PROPOSALS

(SOLICITATION NO. 6078)

for

PARKING MANAGEMENT SERVICES

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ATTACHMENTS:

A. FORMS:

- Vendor Fact Sheet
- Suspension and Debarment Compliance Certificate for Consultant
- Suspension and Debarment Compliance Certificate for Sub-Consultants (if applicable)
- Budget Guide

B. INFORMATIONAL EXHIBITS:

- Maps of Garage

RFP Issued On:	Proposal Due:
Friday, September 19, 2025	Friday, October 24, 2025 No Later Than 1:00 PM PT

Seattle Housing Authority

Request for Proposals

(Solicitation No. 6078)

Parking Management Services

A. INTRODUCTION

- 1) **General:** Seattle Housing Authority (SHA) is seeking the services of qualified firms to provide Comprehensive Parking Management Services for the SHA Central Office Parking Garage in an efficient, professional manner while always providing quality customer service. These parking services will include the operation and management of 2 parking decks (collectively, "Parking Facilities") with 223 spaces located at 101 Elliot Ave W, Seattle WA 98119. Regular operation of the parking deck is Monday through Friday from 5:30am to 7:00pm Pacific Time. Duties include operation and maintenance of a parking booth, parking deck security, maintenance of parking system and equipment, signage, account management and setup, billing and collection of daily and monthly parking fees, ticket issuance, adjudication of parking appeals, addressing customer complaints, and monthly reporting to SHA.
- 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 the 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.

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 self-sufficiency for people with low incomes. SHA provides long-term, low-income rental housing and rental assistance to more than 38,000 people in Seattle. 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.

- 3) **Women and Minority Business Enterprise (WMBE) Inclusion:** SHA requires proposers 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	Location	Day	Date	Time
Site Visit	SHA Central Office 101 Elliott Ave W Seattle WA 98119	Tuesday	9/30/25	11:00 AM to 12:00 PM PT
Pre-Submittal Meeting	If you have MS Teams and would like to join the meeting virtually, please e-mail Patti Armstrong, Contract Administrator at Patti.Armstrong@seattlehousing.org and you will be sent an invitation to join.	Wednesday	10/1/25	11:00 AM to 12:00 PM PT
Deadline for Questions	By email	Friday	10/3/25	No Later Than 1:00 PM PT
SUBMITTAL DEADLINE AND DELIVERY INFORMATION				
E-Mail to: Patti.Armstrong@seattlehousing.org		Friday	10/24/25	No Later Than 1:00 PM PT

Questions: Questions must be in writing and sent prior to the Deadline for Questions date and time shown above. Submit your questions to Patti Armstrong at: Patti.Armstrong@seattlehousing.org

Addenda: In the event there are changes or clarifications to this RFP, SHA will issue an addendum. Addenda will be published on SHA's website at: <https://www.seattlehousing.org/do-business-with-us/solicitations> It is the responsibility of proposers 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, Patti Armstrong at Patti.Armstrong@seattlehousing.org to have a copy of the addenda mailed or e-mailed to you.

Pre-Submittal Meeting: Proposers are strongly encouraged to attend a Pre-Submittal Meeting at the date and time indicated above.

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.

Proposals should be limited to a maximum of 20 pages in no smaller than 12-point font on 8½" by 11" sheets. The following are NOT INCLUDED in the page limit mentioned above: your cover letter, vendor fact sheet, resumes, the Suspension and Debarment Certificates for Consultant and for Subconsultant, and any applicable forms. 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) **Required number of copies:** Proposers responding to this RFP shall submit one electronic copy of their proposal to the e-mail address indicated above. **The following items/forms are to be submitted as a separate file and not included in your Proposal.** Do not include these items/forms in the proposal.

- Vendor Fact Sheet
- Suspension and Debarment Compliance Certificate for Consultant
- Suspension and Debarment Compliance Certificate for Sub-Consultants
- Budget Guide

2) **Proprietary Proposal Material:**

Any records or materials submitted to SHA in response to this RFP 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. Proposers are expected to be familiar with any potentially-applicable exemptions, and the limits of those exemptions.

Proposers are obligated to separately bind and clearly mark as “proprietary” information any proposal records they believe are exempted from disclosure. The body of the proposal may refer to these separately-bound records. Proposers 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 Proposer has marked as “proprietary information,” SHA may notify the Proposer of this request and postpone disclosure briefly to allow the Proposer 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 Proposer believes that its records are exempt from disclosure, the Proposer is obligated to seek an injunction under RCW 42.56. By submitting a proposal, the Proposer acknowledges this obligation; the Proposer also acknowledges that SHA will have no obligation or liability to the Proposer if the records are disclosed.

- 3) **Cost of Preparing Proposals:** SHA will not be liable for any costs incurred by the Proposer in the preparation and presentation of proposals submitted in response to this RFP including, but not limited to, costs incurred in connection with the Proposer’s participation in demonstrations and the pre-proposal 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 proposals. 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

Parking Facilities Details

SHA Central Office Parking Garage consists of two levels (P1 & P2, respectively). Total number of spaces is currently 223. Spaces are subject to change based on future modernization and design efforts. Garage parking is currently utilized by SHA staff, visitors, future residents, two (2) tenants, the adjacent 201 Elliott building tenant(s), and the general public. Tenants’ use is also subject to change.

The selected Consultant shall provide comprehensive parking management services for the SHA Central Office Parking Garage in an efficient, professional manner while providing quality customer service at all times. These parking

services will include the operation and management of 2 parking decks with 223 spaces located at 101 Elliott Ave W, Seattle WA 98119. Regular operation of the parking deck is Monday through Friday from 5:30 am to 7:00 pm Pacific Time. Duties include operation and maintenance of a parking booth, parking deck security, maintenance of parking system and equipment, signage, account management and setup, billing and collection of daily and monthly parking fees, ticket issuance, adjudication of parking appeals, addressing customer complaints, and monthly reporting to SHA.

Parking Systems Management and Operations:

1. The selected vendor shall be available via phone twenty-four (24) hours per day, seven (7) days per week, including holidays to respond to complaints or inquiries from the public and SHA.
2. SHA's Parking Facilities are currently managed by Republic Parking NW, generating approximately \$300,000 gross revenue per year.
3. Be required to provide sufficient staffing and resources to perform the required services.
4. Respond to complaints from the public and SHA defined by the Operating Plan proposed and approved by SHA.
5. Provide an on-site, professional manager with experience and skills needed to operate a comprehensive parking program.
6. The credentials for this staff person must be provided prior to the person being assigned to SHA. Minimum criteria are experience with similar sized operations and demonstrated ability to manage a diverse system. SHA reserves the right to have this person replaced if their work performance is unsatisfactory in the opinion of SHA.
7. Participate in various meetings and collaborate with SHA's staff to develop and maintain best practices. The on-site manager shall be the point of contact for SHA and serve as the representative at meetings.
8. Provide monthly invoices to SHA detailing contractual expenses and a monthly activity report, to SHA's Program Manager by the tenth (10th) of each month.
9. Develop and maintain a policies and procedures manual that is specifically designed for SHA's parking garage, software systems, and enforcement. The manual must be provided to SHA and shall consist of, but not limited to, the following:
 - Specifications for audit/transaction report needs.
 - Consult with SHA's designated staff to develop necessary monthly reporting requirements.
 - Instructions on quality customer services that align with SHA's Business Principles.
 - Implementation of improved security measures in coordination with SHA's Security Services vendor on our parking deck to create safe 24-hour parking.
 - Procedures for property damage reporting, public safety incidents, facilities management tickets, and utility/maintenance tickets.
 - Schedule for regular litter pick-up, sweeping, cleaning and power washing.
 - Enforcement schedule for the parking lot/garage(s).

- Parking lots/garages will require parking enforcement from 5:30 a.m. to 7:00 p.m. Monday through Friday.
 - Establish procedures for the collection of monthly parking fees.
 - Establish preparedness procedures (inclement weather, natural or man-made threats, etc.) based on SHA' Safety Plans.
10. Develop and establish creative, innovative strategies to enhance the overall parking system with approval of SHA. SHA is looking to improve the current system to a more innovative solution which includes planning and implementation of improved model of pay as you leave and will be asked to install a new system that is inclusive and user friendly for everyone.

Personnel And Operations:

The selected vendor will be responsible to:

1. Provide and maintain thorough training for enforcement personnel and parking facilities operators.
2. Provide a high level of customer services by employing friendly, helpful, customer-oriented personnel.
3. Employ all responsible safety precautions and devices necessary to safely enforce the parking schedule and fulfill the terms of this contract and is solely responsible for the safety of its employees.
4. From time-to-time SHA will amend its schedule of parking regulations pertaining to parking enforcement or facility fee schedule and will be required to change its procedures as necessary to conform to the parking regulations, at no change in price unless mutually agreed otherwise.
5. In the event of inclement weather, the selected Consultant will need to consult with the SHA staff prior to ceasing any operations.
6. At the completion or termination of this contract, the selected Consultant must provide account and financial information to SHA and shall assist, at no additional cost, in transferring this information into whatever format or system SHA deems necessary at that time.

Repairs and Maintenance to Facilities:

The selected vendor will be responsible for the following items related to the repair and maintenance of the facilities:

1. Report on anything requiring repairs to the garage parking facilities.
2. Report on damage caused by vehicles and file a police report for claim of insurance.
3. Report any structural problems to SHA.
4. Monitor the condition of the garage parking facilities and make a monthly report to SHA.
5. Report maintenance problems promptly to SHA and confirm that problems reported for repair are completed by SHA in a timely manner. In no case shall the selected Consultant act as an agent of SHA in carrying out these repairs.
6. SHA will be responsible for the structural maintenance of SHA's facilities.
7. Furnish the equipment necessary for the parking garage including but not limited to attendant booth computers, kiosks, ticket printers, gates, clocks, parking scan cards, etc., and will be responsible for repairs and maintenance, including replacement parts and labor of all the provided equipment.

8. SHA will ensure that all bulbs, fixtures, tubes, etc. are in working order at the garage parking facility at the beginning date of this contract.
9. Be responsible for cleaning pedestrian walkways, parking stalls, aisles, vehicle entrances and exits, parking attendant booths, fencing, walls, guardrails, signs, lighting, and revenue access control equipment.
10. Provide daily pick-up and sweeping/mopping of problem areas in the Parking garage from 5:30am to 7:00pm Monday through Friday.
11. Provide sweeping once a month of the parking garage and shall power wash the garage facilities once a year or more as necessary.

Equipment Repairs and Maintenance:

Unless otherwise provided in this agreement, the Contractor shall purchase all necessary equipment including Kiosk, hand-held ticket printers and all related supplies, including tickets, fee computers, monthly account permit tags or access cards, etc. The Contractor will be responsible for repairs and maintenance, including replacement parts and labor of this equipment.

1. Provide a system to validate the parking for SHA's residents, future residents, and vendors. SHA provides free parking to its residents/future residents and vendors.
2. Be responsible for maintaining an adequate inventory of gate arms and other equipment needed to run the parking operations.
3. Repair equipment promptly or present a repair plan to SHA if repairs take more the 24 hours.

Parking Management Software:

1. Provide the latest version of cashiering and pay-in-lane software. SHA prefers "pay as you exit" system.
2. Provide SHA with on-line access to system activity.
3. The software license and data shall remain the property of SHA at the end of this contract.
4. Be responsible for purchasing and maintaining security software, wands or check point devices as needed.
5. SHA's IT department will conduct a review of selected vendors' proposed software to ensure compliance with agency standards and any applicable regulations.
6. Provide a Payment Card Industry (PCI) Attestation of Compliance (AOC). This is a mandatory requirement and if not met, your proposal will not be further evaluated.

Deposits:

All revenue shall be the property of SHA. Monies collected shall be deposited as outlined by SHA, to the designated financial institution, and meeting monthly reporting requirements.

Management Fee and Budget:

SHA and selected Consultant will work closely together to develop an annual reimbursable budget. This budget will include projected costs, other facility operating expenses, and management fees. The selected vendor will deduct the expenses including the management fee from revenue and will send the revenue payment to

SHA monthly. All expenses and detailed backup will be provided to SHA with the monthly reports.

D. INFORMATION TO BE PROVIDED IN YOUR PROPOSAL

Response / Proposal Content: To facilitate evaluation, proposals should address and be organized in the order of the outline given below and include the following information:

1) Cover Letter

2) Address each of the evaluation criteria below:

- **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: Statement of Experience and Qualifications**

Present the qualifications and experience of your firm, proposed key staff, any support staff, and subcontractors for the scope of work. Provide a list of weblinks to Parking Management Plans (or similar) your firm has prepared that are similar in nature of this scope of work. Describe your firm's ability and approach for managing parking systems and other general plan updates. Please note where the approach is unique or innovative. Provide historical evidence of your firm's ability to perform the work described in the scope of work. Provide your firm's experience managing parking systems for other public agencies and/or commercial buildings.

- **Relating to Criterion 3: Cost**

Provide the total cost/fee as described under management fee, provide the setup cost/startup fee and the operating budget separately in the attached Excel spreadsheet. The startup cost will be paid through the revenue and will not be paid upfront. Proposer that offers minimal management fees and startup fees will get more points. The operational budget and reimbursable expenses will vary based on revenue and taxes. Describe and list all the costs that will be associated with the implementation of your system and services. While not reflected in the Cost evaluation points, an evaluation may also be made of:

- Reasonableness (i.e., does the proposed pricing accurately reflect the bidder's effort to meet requirements and objectives?)
- Realism (i.e., is the proposed cost appropriate to the nature of the services to be provided?)
- Consideration of price in terms of overall affordability may be controlled in circumstances where two or more proposals are otherwise judged to be equal, or when a higher proposal is at a price that SHA cannot afford.

- **Relating to Criterion 4: Approach, Scope, and Timelines**

Provide a proposed approach and projected timeline to conduct and complete all the tasks in the Scope of Work. In your proposal, explain how your firm will update the current parking system, how much time each task will take, which software do

you use to track revenue, expenses, maintenance of the facilities, and provide a list of tasks.

- **Relating to Criterion 5: Reports**
Provide a sample report of daily, monthly, quarterly, annual revenue, and expenses based on your historical data of managing other contracts.
- **Relating to Criterion 6: Payment Card Industry (PCI) Requirement**
Provide your Attestation of Compliance and Responsibility Matrix for demonstrating PCI compliance. This is a mandatory requirement.
- 3) **Provide resumes for the key personnel** named in your response.
- 4) **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.)

CONSULTANT EVALUATION CRITERIA

Consultants' 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 proposers 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 Consultant, 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.

Consultants are encouraged to identify and clearly label in their submittal how each criterion is being fully addressed. Evaluation of responses to this RFP 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. In submitting a proposal, the Consultant and any sub-consultants agree that any costs, prices, hourly rates proposed shall be valid for a minimum of 90 days from the proposal's due date.

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

Evaluation Criteria – Qualifications		Weighting (Max. Points)
1	Women and Minority Business Enterprise (WMBE) Inclusion Plan (See Section D above for a complete description of this Criterion.)	10
2	Statement of Experience and Qualifications (See Section D above for a complete description of this Criterion.)	20
3	Cost (See Section D above for a complete description of this Criterion.)	20
4	Approach, Scope and Timelines (See Section D above for a complete description of this Criterion.)	20
5	Reports	20

	(See Section D above for a complete description of this Criterion.)	
6	Payment Card Industry (PCI) Requirement (See Section D above for a complete description of this Criterion.)	Pass/Fail
MAXIMUM TOTAL POINTS FOR QUALIFICATIONS		90

The following criterion with a point system of relative importance will be evaluated by using a Ratio of Cost process where the Proposer with the lowest price receives all the possible points, and all other proposers receive a smaller number of points based on the ratio of their price to the lowest price proposal. Points for Price/Rates will then be added to the Points Assigned for Qualifications by each evaluator.

F. SELECTION PROCESS

An evaluation panel will rate all responses to this RFP 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 proposers; or
- 2) Request additional information from the proposer or proposers whose responses appear to have the greatest likelihood of success; and/or
- 3) Invite one or more proposer whose responses appear to have the greatest likelihood of success to attend an interview/presentation to discuss their proposal; and then make a recommendation to SHA's Executive Director and request authority to negotiate a contract with one or more proposers.

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 proposer's past performance and their ability to successfully perform the contract to be executed based on this RFP, SHA may, at its sole discretion, determine that the Proposer is not a responsible proposer and may select the next highest-ranked Proposer whose reference checks validate the ability of the Proposer to successfully perform the contract to be executed based on this RFP. In conducting reference checks, SHA may include itself as a reference if the Proposer has performed work for SHA, even if the Proposer did not identify SHA as a reference.

By submitting its proposal in response to this RFP, the consultant 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 Proposer or Proposers, 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.

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 proposals, to participate as partners, or to participate in other business activity in response to this RFP.

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 RFP:

- 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. Proposer represents that it is licensed to do business in the State of Washington and it has a state Unified Business Identifier (UBI) number.
- B. Proposer represents by its submission of the SUSPENSION AND DEBARMENT COMPLIANCE CERTIFICATE FOR CONSULTANT 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. Proposer further represents that by submitting a Proposal 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 Proposer understands that if selected, it shall provide evidence with the SUSPENSION AND DEBARMENT COMPLIANCE CERTIFICATE FOR SUB-CONSULTANTS form attached to this RFP of Proposer's sub-contractors' (if applicable) eligibility.
- C. [Reserved.]

4) Payment Requirements: Proposers should be aware that SHA will only make payments on the contract issued under this RFP 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 Proposer 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 RFP, 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 RFP.
- 8) **Funding Availability:** By responding to this RFP, the Proposer acknowledges that for any contract signed as a result of this RFP, the authority to proceed with the work is contingent upon the availability of funding.
- 9) **[Reserved.]**
- 10) **Insurance And Other Contract Requirements:** Proposers 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, "Consultant Professional Services Contract".

https://www.seattlehousing.org/sites/default/files/Consultant_Professional_Services_Contract_0.pdf

SHA's standard contract document is intended to guide you in developing your proposal. The actual contract that the successful Proposer 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.

ATTACHMENT A

FORMS

The forms attached hereto are to be completed and submitted as a separate document when you submit your proposal.



VENDOR FACT SHEET

Return this Form TO: Seattle Housing Authority, Purchasing Division,
ATTN: Patti Armstrong, Sr. Contracts Administrator
101 Elliott Avenue W, Suite 100, PO Box 79015, Seattle, WA 98119

General Business Information:

Name of Business, Organization, or Name of Person (if payment is to an individual):

Mailing Address for Payments:

City:	State:	Zip Code:	E-Mail Address:	
Telephone No.:	Fax No.:		DUNS No.:	UEI (if applicable):
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"/>
--	---	---	---	---	--------------------------------

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.

SIGN HERE →	Signature of U.S. Person	Date
--------------------	---------------------------------	-------------

Ownership Status (check all that apply):

<input type="checkbox"/> MBE (Minority-Owned Business Enterprise)
<input type="checkbox"/> WBE (Women-Owned Business Enterprise)
<input type="checkbox"/> MWBE (Minority / Women-Owned Business Enterprise)
<input type="checkbox"/> CBE (Combination Business Enterprise)
<input type="checkbox"/> Small Business <input type="checkbox"/> HUD Section 3

Business

<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)

Racial/Ethnic Status (check one):

<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

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 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. If you have any questions about completion of the Vendor Fact Sheet, please call us at (206) 615-3379.

UEI (Unique Enterprise Identifier): UEI is the primary means of entity identification for federal awards. It is required in accordance with [2 CFR Part 25](#). If you are currently registered in The System for Award Management (SAM.gov), you have already been assigned a UEI. Otherwise, get a UEI by visiting [SAM.gov](#) --- obtaining an UEI is free and validates your legal business name and address.

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](#).

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 epayables 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. For more details, please visit [www.bankofamerica.com/epayablesvendors](#). For new vendors, SHA will automatically send an enrollment form upon contract award. If you have questions, please contact Tran Wong, SHA's Accounts Payable Manager, at 206-615-3483 or [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 section 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 FOR CONSULTANT

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 [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.

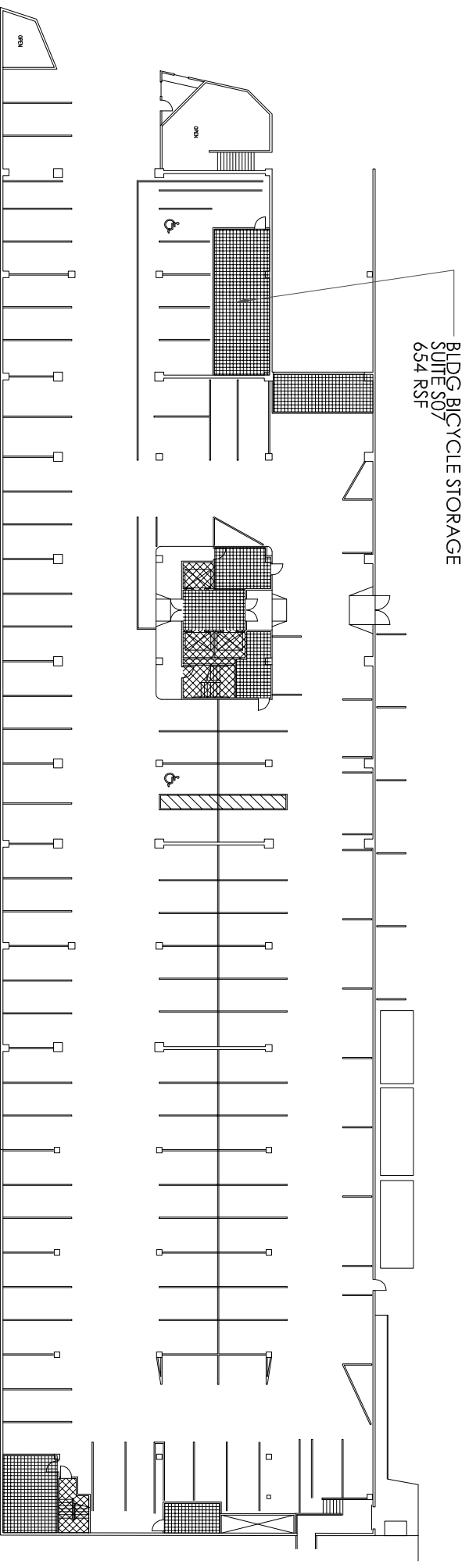
Please contact Patti Armstrong, Purchasing, at patti.armstrong@seattlehousing.org if you have any questions regarding compliance with this requirement.





BUDGET GUIDE

See attached for MS Excel Spreadsheet.

Please complete and submit as part of your forms.

ATTACHMENT B
INFORMATIONAL EXHIBITS

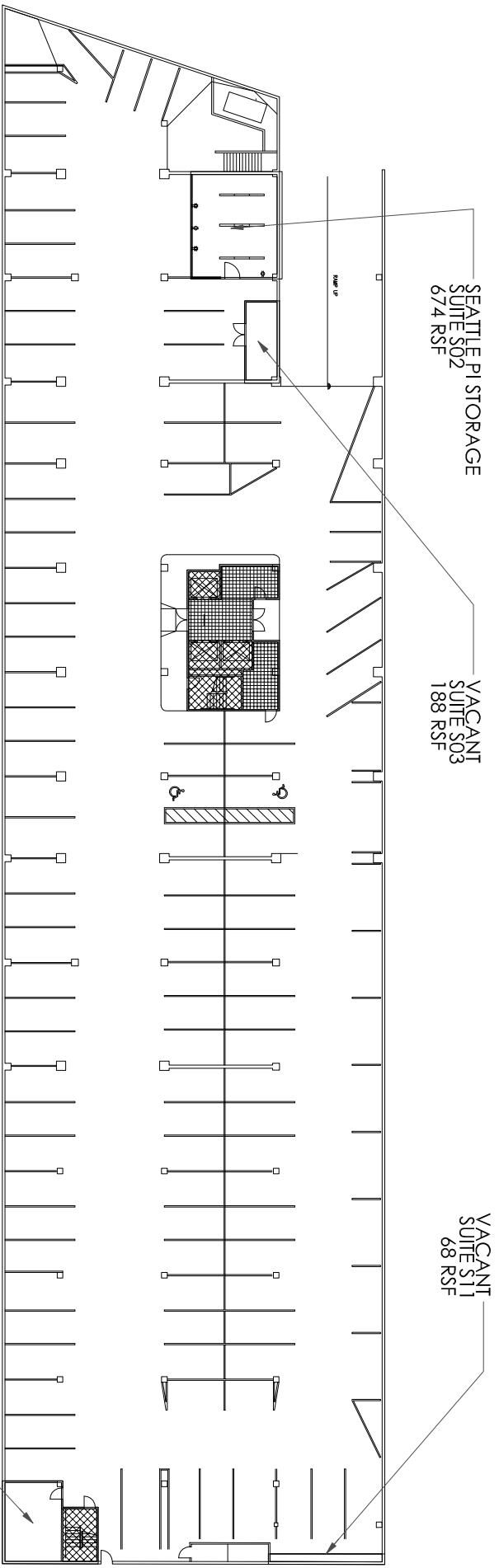


	Building Common Area 1,227 USF
	Floor Common Area 0 USF
	Non Rentable shafts 464 USF
	Tenant Usable Area 613 USF

ELLIOTT BUILDING
101 ELLIOTT AVENUE WEST
SEATTLE, WA

PARKING P-1 LEVEL
RECORD DOCUMENT - 02/22/16





SEATTLE PI STORAGE
SUITE S02
674 RSF

VACANT
SUITE S03
188 RSF

VACANT
SUITE S11
68 RSF

VACANT
SUITE S05
345 RSF



Building Common Area
472 USF



Floor Common Area
0 USF



Non Rentable shafts
485 USF



Tenant Usable Area
1,598 USF

ELLIOTT BUILDING
101 ELLIOTT AVENUE WEST
SEATTLE, WA

PARKING P-2 LEVEL
RECORD DOCUMENT - 02/22/16

