

## REQUEST FOR PROPOSALS

### On-Call Capital Needs Assessment Services SHA # 4944

The Seattle Housing Authority (SHA) is seeking a qualified professional firm to perform on-call Physical Condition Assessment and Physical Needs Assessment services and provide written reports for selected residential properties within the City of Seattle owned and / or managed by SHA. The selected firm(s) will sign an on-call contract and work will be assigned, as needed, by Work Order to that contract. This is a re-solicitation with revisions to scope of work and evaluation criteria.

**Obtaining the RFP:** Visit our website at

<http://www.seattlehousing.org/business/consulting/requests> to obtain a copy of the RFP. Any addenda issued for this RFP will be published at the above-referenced website and proposers are responsible for checking the website prior to submission of proposals for any addenda. If you are unable to download the RFP or addenda, you may call Marilyn Westman Sr. Contract Administrator at (206) 615-3395.

**Questions:** Any questions or requests for further information must be submitted in writing no later than *2:00 PM on Monday, March 20, 2017* to the Sr. Contract Administrator noted above by fax at (206) 615-3410, by e-mail at [marilyn.westman@seattlehousing.org](mailto:marilyn.westman@seattlehousing.org), or by mail at the address below.

**Submission Deadline:** Proposals (one original and 6 copies), must be received not later than *2:00 PM on Tuesday April 4, 2017* at SHA's street address below. Proposals sent by U.S. Mail should be addressed to the P.O. Box below and must be delivered to SHA by the deadline stated above. Faxed or e-mailed submittals will not be accepted.

Seattle Housing Authority  
Purchasing Division  
Attention: *Marilyn Westman*  
190 Queen Anne Avenue North  
P.O. Box 19028  
Seattle, Washington 98109-1028

**Diversity:** SHA strongly encourages minority-owned and women-owned businesses, socially and economically disadvantaged businesses, HUD Section 3 businesses, small businesses and veteran-owned businesses to submit proposals 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 proposals.

Jena Richmond  
Contracting and Procurement Manager