

REQUEST FOR PROPOSALS
5841
Third Party Property Management Master Services Agreement

The Seattle Housing Authority (SHA) is seeking Proposals from qualified consultants for property management services at our market-rate properties as well as those participating in the Low-Income Housing Tax Credit (LIHTC), HUD Project Based Rental Assistance (PBRA) and HUD Project Based Voucher (PBV) programs. Additionally, SHA may wish to utilize this master agreement to provide property management due diligence support services and transition services in the months leading up to an acquisition closing and property takeover. SHA currently utilizes third party management services for three unsubsidized properties, totaling 484 units. In 2024, SHA's acquisition team hopes to acquire two additional properties, totaling 171 unsubsidized units and 62 subsidized units.

Pre-Submission Conference: SHA will hold a Pre-Submission Conference on Tuesday, October 24, 2023 at 11 am PDT and potential proposers can join the MS Teams Meeting by dialing (audio only) 1-206-257-3799 and entering the Conference ID number 25346379#. If you have MS Teams and would like to join the meeting virtually, please e-mail Sadia Ikram, Sr. Contract Administrator at sadia.ikram@seattlehousing.org and you will be sent an invitation to join.

Obtaining the RFP: Visit our website at <https://www.seattlehousing.org/do-business-with-us/solicitations> 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 email Sadia Ikram, Sr. Contract Administrator at sadia.ikram@seattlehousing.org

Questions: Any questions or requests for further information must be submitted in writing no later than 02:00pm, on Thursday, October 26, 2023, to the Sr. Contract Administrator noted above by e-mail at sadia.ikram@seattlehousing.org

Submission Deadline: Proposals must be received not later than 02:00pm, on Monday, November 13, 2023, at sadia.ikram@seattlehousing.org

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.

Michael Tarantino
Acting Deputy Director Procurement and Contracts