



11515 Canyon Road E, Puyallup, WA, 98373 | 253-620-5400 | www.HousingPC.org

REQUEST FOR QUALIFICATIONS

ARCHITECTURAL & ENGINEERING ON-CALL SERVICES

RFQ 2026-01

Questions Due: 5:00 PM, Friday, September 18, 2026

Proposals Due: 11:59 PM, Friday, October 23, 2026

Submission Guidelines: Proposals will be accepted until 11:59 PM, October 9, 2026. Proposals received after this time and date, even if sent for submission earlier, may not be accepted.

Proposals must be submitted electronically to: procurement@pchawa.org. Please include: **RFQ 2026-01** in the email subject line.

Issue Date: Wednesday, September 23, 2026



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- ☐ Organizational Profile Form
- ☐ W-9: Request for Taxpayer and Identification Number
- ☐ Anti-Kickback and Non-Collusion Affidavit
- ☐ Conflict of Interest Disclosure
- ☐ Declaration of Accuracy

1.0 INTRODUCTION

This Request for Qualifications (“RFQ”) is issued by the Housing Authority of Pierce County doing business as Housing Pierce County (“HPC”) to contract with qualified and experienced firms for full service architectural services, mechanical/electrical engineering services, civil engineering, land surveying, and landscape architectural services.

1.1 Schedule of Milestones

Submittal Deadline:	Friday, October 23, 2026 by 11:59 PM
Questions/Clarifications Deadline:	Friday, October 9, 2026, by 5:00 PM
RFP Issue Date:	Wednesday, September 23, 2026

1.2 Important Information

Submit proposals to:	procurement@pchawa.org Include “RFQ 2026-01” in the subject line.
Submit questions to:	procurement@pchawa.org Include “RFQ 2026-01” in the subject line. No verbal questions will be answered.
Expected Start of Work:	Term of Contract (January 2027)
Expected Completion Date:	Expiration of Contract (December 2031)

2.0 BACKGROUND

Housing Pierce County is a self-supporting public body enterprise that the Pierce County Council created, pursuant to state statute (Chap. 35.82 RCW) in 1978. ***The mission of HPC is to provide safe, decent, affordable housing and economic opportunity free from discrimination.*** The governing body of HPC is a six-member Board of Commissioners, consisting of five community members and one program participant, all appointed by the Pierce County Executive and ratified by the County Council.

HPC provides housing opportunities to residents of Pierce County. With a population of over 900,000, Pierce County is a dynamic and diverse region in western Washington known for its mix of urban energy and natural beauty. Located about 50 miles south of Seattle, Pierce County stretches from the inlets and islands of Puget Sound to the forested slopes and high elevations of Mount Rainier.

2.1 Federal Programs

HPC serves approximately 2,750 households (~5,800 individuals) in its Housing Choice Voucher program. The Housing Choice Voucher program at HPC includes regular Housing Choice Vouchers, Tenant Protection Vouchers (TPV's), and Project Based Vouchers (PBV's). HPC has a Rental Assistance Demonstration (RAD) allocation of a maximum of 150 units, but at present has not deployed this program. This allocation is dependent on the sale of HPC's Low-Income Public Housing (LIPH) portfolio, which was initiated in 2023 and is expected to close by Q1 2027.

The various voucher programs administrated by HPC support the housing of over 2,150 children, as well as over 900 seniors. Additionally, 59% of HPC-supported households have an elderly or disabled Head of Household. The average total income of an HPC-supported family is \$21,933 per year.

HPC also operates a Family-Self Sufficiency program, which provides financial counseling to a cohort of approximately 150 A voucher-holders. Participants in the FSS program can build an escrow account as they grow their income, which can be used upon graduation to achieve financial or personal goals.

2.2 Enterprise Programs

As part of HPC's mission to provide affordable housing options for all Pierce County, HPC manages 740 affordable apartment units across ten properties in its Affordable Housing division, including a 20-unit Rural Development for seniors in Orting. Units range from SRO to 3-bedrooms and are located across multiple municipal jurisdictions within Pierce County. At present, roughly 300 of HPC's 740 apartments are income-restricted. . In 2025, HPC completed its first property acquisition in over 20 years.

3.0 PURPOSE

HPC is seeking to develop a slate of qualified architectural and engineering firms to provide full service architectural services, mechanical/electrical engineering services, civil engineering, land surveying, and landscape architectural services. HPC currently owns and operates approximately 740 units throughout Pierce County and is establishing a development pipeline that will include renovation and redevelopment of existing assets, the acquisition of new assets that may require capital improvements, and the new construction of units. In order to implement this pipeline a slate of qualified firms is needed to provide expertise the Authority.

4.0 SCOPE OF WORK

HPC is establishing a qualified list of firms to provide an array of services over the contract period. Firms are **not required to build a team** and are **encouraged to submit individually** as HPC is looking to build a slate of firms with a variety of disciplines based on the scope of work that may be needed for future projects.

4.1 Architectural Design

The scope of architectural services may include, but are not limited to:

- Feasibility studies to determine the highest and best use of property.
- Scenarios for development, redevelopment, or rehabilitation of real property.
- Development of preliminary plans for new and redevelopment projects.
- Needs assessments.
- Assisting HPC in establishing a realistic and achievable budget and schedule for projects.
- Providing HPC with a list of required site information such as survey and soils information and assisting HPC in obtaining that information when requested.
- Reviewing plans and corresponding budgets with HPC, assisting HPC in deciding on the most appropriate development or rehabilitation plan, and developing the selected plan in more detail for review by HPC.
- Preparation and submittal of plats for approval.
- Preparing a comprehensive analysis of the requirements of authorities having jurisdiction, including zoning, site plan control, construction requirements.
- Preparing concept or schematic design, often several alternatives.
- Reviewing those concepts with HPC, assisting HPC in deciding on the most appropriate design, and developing the selected design in more detail for review by HPC.
- Preparing the detailed construction documents, plans and specifications, which will be used to apply for building permits, to determine the construction costs, and to build or renovate projects.
- Assisting HPC in obtaining bids and executing the appropriate construction contracts.
- Administering construction contracts and certifying payments to constructors when they are due.
- Carrying out general review during construction, monitoring construction quality as it proceeds to ensure that the project is being built in general conformity with the plans and specifications as directed.
- Assisting with community engagement efforts.
- On State Funded projects Leading Washington State Evergreen Sustainable Development Standards (ESDS) related task.

4.2 Landscape Architectural Design

The scope of landscape architectural services may include, but are not limited to:

- Landscape architectural design and specifications.
- Assess the environmental conditions of the natural resources.

- Historic landscape preservation and restoration.
- Site restoration and improvement plans.
- Prepare conceptual designs, preliminary budget estimates, and project schedules.
- Schematic design, design development, construction documents, plan check, and construction management.
- Construction and city/county building permit administration.
- Conformance of accessibility requirements (ADA.)
- Assisting with community engagement efforts.

4.3 Engineering

The scope of engineering services may include, but are not limited to: Structural, Mechanical, Electrical, and Civil for the following activities:

- Complete Engineering services for evaluation and development of real property.
- Evaluation of existing structures for structural integrity.
- Preparation of recommendations for proposed construction and or rehabilitation of existing structures.
- Interaction on behalf of the HPC or affiliated nonprofits with regulatory bodies as required.
- Complete review of adjacent properties for onsite and offsite issues that may affect the subject property.
- Coordination with Architectural, Survey and Environmental firms, as appropriate.
- Such other Engineering related work as may be requested from time to time.

4.4 Land Surveying

Complete survey services of real property including boundary, topographical and other types of surveys as requested.

- Preparation and submission of land division requests of all kinds.
- Review of future regulation and zoning changes to potential sites under evaluation.
- Defense of work completed on behalf of HPC as necessary.
- Complete review of adjacent properties for onsite and offsite issues that may affect the subject property.
- Capacity to perform and complete all phases of ALTA Surveys.
- Staking and construction services for new construction projects.
- Completion of As-Built Surveys.
- Preparation and submittal of plats for approval.
- Preparing a comprehensive analysis of the requirements of authorities having

jurisdiction, including zoning, site plan control, construction requirements.

- Such other survey-related work as may be requested from time to time.

4.5 Geotechnical

Explore the subsurface conditions at a site to inform recommendations for construction and provide a report that may include, but is not limited to:

- Summary of all subsurface exploration data, including subsurface soil profile, exploration logs, laboratory or in situ test results, and ground water information.
- Interpretation and analysis of the subsurface data.
- Specific engineering recommendations for design.
- Discussion of conditions for solution of anticipated problems.
- Recommended special geotechnical provisions.
- Such other geotechnical related work as may be requested from time to time

HPC encourages responses from multidisciplinary firms as well as firms that provide only single discipline services. As a reminder firms are not expected to build a team of firms and are encouraged to submit an individual proposal of services your firm provides.

5.0 PROPOSAL SUBMISSION

HPC reserves the right to request additional information, if necessary, in order to complete the evaluation and selection process. Interested firms are requested to submit a proposal of no more than 6 (six) pages in length if a single discipline service firm; no more than eight (8) pages in length for a multidisciplinary firm. Two (2) additional pages are allowed for firms highlighting community engagement and sustainability experience. Please do not submit general brochures, pamphlets or other materials unless they are to be included within the page limit. The submittal should be one complete proposal in pdf format and should not be sent in multiple emails or multiple attachments. The proposal must include the following:

1. *Cover letter.* A one page cover letter that 1) identifies which of the scope areas the firm can provide either directly or through subcontracting, 2) confirms whether the firm qualifies as a women-owned, minority-owned, veteran-owned, and/or a Section 3 business, 3) lists the location of the office of the staff that would be assigned to work with HPC, 4) lists the contact information of the main contact at the firm, and 5) is signed by an officer of the firm that is authorized to execute agreements.
2. *Firm Experience.* A discussion of the firm's experience and qualifications that demonstrates the firm's capacity to provide the services requested under the

selected scope areas. Please include details about relevant projects completed within the last five years, including services provided by the firm, year completed, project location, size, and name of owner. For multidisciplinary firms, please describe the full scope of services your firm provides and the number of individuals in your firm specializing in each of the selected scopes as a) an absolute number, and b) a percentage of the total number of individuals in the firm.

Design Firms Additional Requirements:

2a. **Community Engagement:** Please provide evidence of the design team's experience assisting clients with community engagement and/or hosting charrettes. Please explain your firm's approach to community engagement and how you integrate feedback into your design.

2b. **Sustainability:** Provide evidence of the design team's experience/familiarity with environmental and sustainable practices. In the State of Washington, many affordable housing projects are subject to Evergreen Sustainable Development Standards (ESDS) requirements. Please indicate your firm's experience with ESDS. ESDS information can be located at: <https://www.commerce.wa.gov/multifamily-rental-housing/evergreen-standard/>

3. **Staff Experience.** A description of the personnel who will be assigned to work with HPC, the specific services to be provided by each person, and their experience and qualifications related to the selected scope areas.
4. **Mission and Value Alignment.** HPC strongly encourages minority and women-owned businesses, veteran-owned businesses, socially and economically disadvantaged, and small businesses to submit qualifications. Additionally, in responding to this solicitation, responders should include a statement that speaks to your firm's values and how they may align with HPC's Mission, Vision, and Values outlined earlier in this solicitation.
5. **References.** The contact information from at least two recent clients (ideally public housing authorities and/or nonprofit housing agencies with similar architectural and engineering needs) that have received services from your firm in the selected scope areas within the last five years.

5.2 Required Submission Documents

- 1) Organizational Profile Form
- 2) W-9: Request for Taxpayer and Identification Number
- 3) Anti-Kickback and Non-Collusion Affidavit

- 4) Conflict of Interest Disclosure
- 5) Declaration of Accuracy

6.0 EVALUATION CRITERIA

Prior to evaluation by an evaluation committee, proposals may be opened and reviewed by a designated officer to ensure they include the required forms and documents to be considered responsive.

Evaluation Factor	Scoring Description	Max Point Value
Cover Letter	A one page letter that aligns with the criteria listed in Section 5.0 of this RFQ.	10
Firm Experience	Demonstrated knowledge and practical experience in providing architectural and engineering services in the proposed discipline.	45
Staff Experience	Experience and qualifications of key personnel and subcontractors, including required Washington licenses, and other applicable certifications.	35
Alignment with HPC Mission	The firm's strategy and methodology for completing the project, with respect to HPC's goals, timelines, organizational needs, and mission.	10
References	References will not be scored independently, but information provided by references may be used to inform scores in other categories.	0
TOTAL		100

In the event that multiple proposals score within a competitive range as determined by the evaluation committee, HPC **may** negotiate best and final offers and/or conduct interviews with proposers within that range worth an additional 20 points. As stated above, HPC reserves the right to select multiple contractors for this project, and/or establish a priority call sheet based on best value.

The final determinations will be based on the highest scores.

7.0 RFP CLARIFICATIONS

All request for clarifications related to this RFP shall be submitted in writing via email to procurement@pchawa.org with the subject line: RFQ – Architectural and Engineering Services.

All questions or clarifications **must** be submitted by the deadline stated in Section 1.1 Schedule of Milestones. Responses, including clarifications or changes to the RFP, will be issued in writing by HPC and distributed to all interested vendors through an addendum posted on the HPC website. Only written responses issued by HPC shall be considered official. HPC will not respond to questions or clarifications delivered verbally or by phone.

8.0 ADMINISTRATIVE INFORMATION

1. **Proprietary Proposal Material:** Any records or materials submitted to HPC in response to this RFP become public records under Washington State Public Records Act, RCW Chapter 42.56 Public records must be promptly disclosed upon request unless a statute exempts disclosure. Exemptions from disclosure may include trade secrets and valuable formulas under RCW 42.56 and RCW Chapter 19.108; however, public records exemptions are narrow and specific. Proposers are expected to be familiar with any potentially applicable exemptions and the limits of those exemptions.

Proposers are responsible for separately identifying and clearly marking as “proprietary” any proposal records they believe are exempted from disclosure. The body of the proposal may refer to these separately identified records. Proposers should mark as “proprietary” only that information they believe legitimately fits within a public records exemption. HPC may reject solicitation responses that are marked proprietary in their entirety.

If HPC receives a public records request for records that a Proposer has marked as “proprietary information,” HPC may notify the Proposer of the request and postpone disclosure briefly to allow the Proposer to seek court protections under RCW 42.56.540 to enjoin disclosure; however, this is a courtesy of HPC and not an obligation.

HPC has no obligation to assert an exemption from disclosure on behalf of a Proposer. If the Proposer believes that its records are exempt from disclosure, the Proposer is responsible for seeking a court protection under RCW 42.56.540. By submitting a proposal, the Proposer acknowledges this responsibility and acknowledges that HPC will have no obligation or liability to the Proposer if the records are disclosed in accordance with applicable law.

2. **Cost of Preparing Proposals:** HPC will not be liable for any costs incurred by the Proposer in the preparation or presentation of proposals submitted in response to this RFP including, but not limited to, costs incurred in connection with

the Proposer's participation in interviews, demonstrations, site visits, or any pre-proposal conference.

3. **Rights Reserved by HPC:** HPC reserves the right to waive informalities or irregularities in submittals, to request clarification or additional information, to reject any or all proposals, and to cancel or reissue this RFP when determined to be in the best interest of the Authority. HPC expressly reserves the right, during the original term and all renewal terms of the contract(s) resulting from this RFP, to solicit similar or related services from other providers. HPC may award contracts to other vendors or use other contractors or consultants to perform similar or related work in this time period. HPC reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 30 days written notice to the successful proposer(s). HPC 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 cancellation or re-solicitation. With this preference stated, HPC shall continue to properly fulfill all public records requests as required by applicable law.
4. **Small and/or Disadvantaged Business Enterprise Requirements:** HPC strongly encourages minority-owned, women-owned businesses, socially and economically disadvantaged business enterprises, HUD Section 3 businesses, small businesses, and veteran-owned businesses to submit proposals, participate as partners, or participate in other business activity in response to this solicitation.
5. **Section 3 Requirements:** Section 3 of the Housing and Urban Development Act of 1968 (hereinafter "Section 3 Laws") requires HPC, to the greatest extent feasible, to provide employment opportunities to Section 3 residents. Section 3 residents may include residents of HPC communities and other low-income residents of Pierce County, as applicable.
6. **Basic Eligibility:** By submitting in response to this Solicitation, the Proposer represents that it is licensed to do business in the State of Washington, has a state Unified Business Identifier ("UBI") number, and is not suspended, debarred, or otherwise ineligible to contract with HPC or receive an award under applicable federal, state, or local requirements.
7. **Approval of Sub-Consultants:** HPC retains the right of final approval of any subconsultant, or subcontractor preferred by the selected Proposer. The selected

Proposer is responsible for informing all subconsultants and subcontractors of these requirements.

8. **Other Contracts:** During the original term and all subsequent renewal terms of the contract resulting from this RFP, HPC 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.
9. **Cooperative Purchasing:** By responding to this solicitation, the Contractor agrees that other public agencies, political subdivisions, or municipal corporations in the State of Washington may-by executing a separate interlocal agreement or purchase order—use this solicitation and contract, extending the published catalog pricing, terms, and conditions. The HPC accepts no responsibility for orders, liabilities, or performance obligations placed by other participating agencies.
10. **Funding Availability:** By responding to this solicitation, the Proposer acknowledges that for any contract or task order signed as a result of this solicitation, the authority to proceed with the work is contingent upon the availability of funding.
11. **Insurance Requirements:** The individual or business selected by HPC will be required to provide acceptable evidence of insurance prior to beginning work.

9.0 GENERAL INSURANCE REQUIREMENTS

The following insurance requirements apply unless modified by the solicitation, contract, funding source, lender requirement, regulatory requirement, or written direction from Housing Pierce County (“the Authority”). Contractors are responsible for reviewing the full scope of work and maintaining insurance sufficient to cover their operations, employees, subcontractors, and potential liabilities. The Authority reserves the right to require additional coverage, higher limits, or specific endorsements based on the nature of the work, contract amount, location, risk exposure, prior experience, funding source requirements, lender requirements, regulatory requirements, or other special circumstances.

The contracting party (“Contractor”) shall procure and maintain, for the duration of the contract (“Contract”), insurance against claims for injuries to persons or damages to property which may arise from, or in connection with, the performance of work, services, or operations under the Contract by the Contractor, its agents, representatives, employees, subcontractors, or anyone directly or indirectly employed by them.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

- 1) **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis, including premises liability, ongoing operations, contractual liability, products and completed operations, property damage, bodily injury, and personal and advertising injury with limits no less than **\$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
- 2) **Automobile Liability:** ISO Form Number CA 00 01 03 10 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than \$1,000,000 per accident for bodily injury and property damage.
- 3) **Workers’ Compensation:** as required by the State of Washington, with Statutory Limits, and Employer’s Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.
- 4) **Professional Liability (Errors and Omissions):** Insurance appropriate to the Contractor’s profession, with limit no less than **\$2,000,000** per occurrence or claim, \$2,000,000 aggregate. (If applicable – see footnote next page)
- 5) **Additional Coverage, If Applicable:** Depending on the nature of the services, the Authority may require additional coverage, higher limits, or specific endorsements. This may include, but is not limited to, the following:
 - a. **Cyber Liability:** If the Contractor will access the Authority’s network, systems, electronic records, confidential information, or sensitive data, the Contractor shall maintain Cyber Liability insurance with limits no less than \$1,000,000 per claim and \$1,000,000 aggregate.
 - b. **Sexual Abuse and Molestation Coverage:** If the Contractor may encounter residents, program participants, applicants, minors, elderly persons, persons with disabilities, or other vulnerable populations, the Contractor shall maintain Sexual Abuse and Molestation coverage with limits no less than \$1,000,000 per occurrence or claim and \$1,000,000 aggregate.

If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, the Authority requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Authority.

OTHER INSURANCE PROVISIONS

The insurance policies are to contain, or be endorsed to contain, the following provisions:

ADDITIONAL INSURED STATUS

The Authority, its commissioners, officers, officials, employees, agents, and representatives are to be covered as additional insureds on the CGL policy with respect to liability arising out of work, services, or operations performed by or on behalf of the Contractor including

materials, parts, or equipment furnished in connection with such work, services, or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of **both** CG 20 10, CG 20 26, CG 20 33, or CG 20 38; **and** CG 20 37 if a later edition is used).

PRIMARY COVERAGE

For any claims related to this contract, the Contractor's insurance coverage shall be primary coverage at least as broad as ISO CG 20 01 04 13 as respects the Authority, its commissioners, officers, officials, employees, agents, and representatives. Any insurance or self-insurance maintained by the Authority, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

NOTICE OF CANCELLATION

Each insurance policy required above shall provide that coverage shall not be canceled, materially changed, or allowed to lapse except with notice to the Authority. Where available, the policy shall provide at least forty-five (45) days' prior notice of cancellation or material change. If the insurer will not provide such notice directly to the Authority, the Contractor shall be responsible for providing written notice to the Authority immediately upon receipt of notice from the insurer.

WAIVER OF SUBROGATION

Contractor hereby grants to Authority a waiver of any right to subrogation which any insurer of said Contractor may acquire against the Authority, its commissioners, officers, officials, employees, agents, and representatives by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation, but this provision applies regardless of whether or not the Authority has received a waiver of subrogation endorsement from the insurer.

SELF-INSURED RETENTIONS

Self-insured retentions must be declared to and approved by the Authority. The Authority may require the Contractor to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or the Authority.

Any deductibles or self-insured retentions shall be the sole responsibility of the Contractor and shall not limit the Contractor's liability to the Authority.

ACCEPTABILITY OF INSURERS

Insurance is to be placed with insurers authorized to conduct business in the State of Washington with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the Authority.

CLAIMS MADE POLICIES (Note – should be applicable only to professional liability, see

below)

If any of the required policies provide claims-made coverage:

- 1) The Retroactive Date must be shown and must be before the date of the Contract or the beginning of contract work, services, or operations.
- 2) Insurance must be maintained, and evidence of insurance must be provided for at least five (5) years after completion of the Contract work, services, or operations.
- 3) If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the Contract effective date, the Contractor must purchase “extended reporting” coverage for a minimum of five (5) years after completion of work, services, or operations.

VERIFICATION OF COVERAGE

Contractor shall furnish the Authority with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements, before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor’s obligation to provide them. The Authority reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Failure by the Contractor to provide required evidence of insurance may result in suspension of work, withholding of payment, termination of the Contract, or other remedies available to the Authority under the Contract.

SUBCONTRACTORS

The Contractor shall require all subcontractors to maintain insurance appropriate to the scope of work and risks presented. The Contractor is responsible for verifying subcontractor insurance coverage and shall provide evidence of subcontractor coverage to the Authority upon request.

CERTIFICATE HOLDER

Contractor shall list the Housing Authority of Pierce County (doing business as Housing Pierce County), 11515 Canyon Road East, Puyallup, WA 98373, as certificate holder. Renewals shall be emailed to: risk@pchawa.org

SPECIAL RISKS OR CIRCUMSTANCES

The Authority reserves the right to modify these requirements, including coverage types, limits, endorsements, insurer qualifications, and evidence of insurance requirements, based on the nature of the risk, contract amount, location, prior experience, insurer, coverage, funding source requirements, lender requirements, regulatory requirements, or other special circumstances.



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REQUIRED SUBMISSION DOCUMENTS

The Required Submission Documents section for this RFQ includes:

- 1) Organizational Profile Form
- 2) W-9: Request for Taxpayer and Identification Number
- 3) Anti-Kickback and Non-Collusion Affidavit
- 4) Conflict of Interest Disclosure
- 5) Declaration of Accuracy

Please complete or insert the following documents as instructed.

Note: failure to submit all the required submission documents may result in your proposal being disqualified from consideration.





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ORGANIZATIONAL PROFILE

All organizations, both primary contractors and subcontractors, who intend to do work in response to this solicitation must submit the following Organizational Profile. Only Prime Contractors must submit at the time of proposal, Subcontractors after award.

I am submitting this profile as the:

☐ Prime Contractor

☐ Subcontractor

1. Full Legal Name of Proposer/Firm: _____
2. Mailing Address: _____

3. Please select the appropriate box below:
☐ Individual/Sole Proprietor
☐ Corporation (D=Disregarded Entity, C=Corporation,
P=Partnership)
☐ Limited Liability Corporation (LLC) Tax Classification: ____
☐ Other (Specify) _____
4. Street Address: _____
(if different) _____
5. Primary Contact/Title: _____
6. Email Address: _____
7. Telephone Number: _____
8. Entity Federal Tax ID #: _____
9. UBI #: _____
10. DUNS #: _____
11. WA State License Type: _____ WA License #: _____
12. Year Firm Established: _____ Number of Employees: _____
13. Former Name or Parent Company/Companies,
if Applicable: _____
14. Identify the Principals/Partners in the Firm:

Name	Title	% Ownership

15. Identify the individual(s) who will act as the contact for this project:

Name	Title	Email	Phone #

_____ Signature	_____ Date	on Behalf of	_____ Organization/Proposer
_____ Printed Name			_____ Title

16. Proposer Diversity Statement: Please check all that apply and give the percentage of each category.

☐ Public-Held Corporation		☐ Government Agency		☐ Non-Profit Organization	
☐ Resident-Owned	☐ Hasidic Jew-Owned	☐ Black-Owned	☐ Hispanic/Latino-Owned	☐ Asian/Pacific Islander-Owned	☐ Native American-Owned
_____ %	_____ %	_____ %	_____ %	_____ %	_____ %
☐ Woman-Owned (Non-MBE)	☐ Woman-Owned (MBE)	☐ Disabled Veteran Owned	☐ Non-W/MBE Ownership	☐ Other (Specify): _____	
_____ %	_____ %	_____ %	_____ %	_____ %	

W/MBE Certification #: _____
 Certified By: _____
 Note: W/MBE certification is not a requirement of submitting a proposal. Only enter if available.

18. Worker's Compensation Insurance Carrier: _____

Policy #: _____ Expiration Date: MM/DD/YYYY _____

19. General Liability Insurance Carrier: _____

Policy #: _____ Expiration Date: MM/DD/YYYY _____

20. Professional Liability Insurance Carrier: _____

Policy #: _____ Expiration Date: MM/DD/YYYY _____

21. Has this firm or any principals ever been debarred from providing any services by the federal government, state government, the State of Washington, or any local government agency within or out of the State of Washington?

☐ Yes ☐ No

If Yes, please attach a full detailed explanation, including dates, circumstances, and current status.

22. Are there any judgements, claims, arbitration proceedings, or suits mending or outstanding against the proposer and/or its officers?

☐ Yes ☐ No

If Yes, please attach a full detailed explanation, including dates, circumstances, and current status.

23. Can this firm conduct virtual appearances, including reports, meetings, conferences, briefings, etc. using software that allows for screen sharing, as well as video and audio conferencing, and securely sign and transmit documents electronically?

☐ Yes ☐ No

24. The undersigned proposer hereby states that by completing and submitting this form they are verifying that all information provided herein is, to the best of their knowledge, true and accurate, and agrees that if PCHA discovers any information entered herein is false, that shall entitle PCHA to withdraw from consideration, not make an award to, or to cancel any award with the undersigned party.

_____	_____	on Behalf of	_____
Signature	Date		Organization/Proposer
_____			_____
Printed Name			Title



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ANTI-KICKBACK AND NON-COLLUSION AFFADAVIT

I, the undersigned, being first duly sworn on oath, depose and say that no portion of the sum herein submitted as will be paid to any employees or commissioners of Housing Pierce County, directly or by means of accomplices, by me or any other member or officer of the firm represented below.

I, the undersigned, being first duly sworn on oath, say that the proposal herewith submitted is a genuine and not a sham or collusive proposal, or made in the interest or on behalf of any person not therein named; and (s)he further says that the said proposer has not directly or indirectly induced or solicited any other submitting party on the above work or supplies to put in a sham proposal, or any other person or corporation to refrain from submitting a proposal, and that said proposer has not in any manner sought by collusion to secure him/herself an advantage over any other submitting party or parties.

_____ Signature	_____ Date	on Behalf of	_____ Organization/Proposer
_____ Printed Name			_____ Title



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CONFLICT OF INTEREST DISCLOSURE

Please disclose any conflict of interest, or appearance of conflict of interest, in the form below. A conflict of interest includes:

- Immediate or extended family on the Housing Pierce County/Pierce County Housing Authority Board of Commissioners
- Immediate or extended family on staff at HPC/PCHA in policy-making or procurement roles
- Any notable close relationship between members of the organization and HPC/PCHA staff or Commissioners
- Business ownership or financial interests that are shared by member(s) of the HPC/PCHA Board of Commissioners or staff
- Any situation in which award of the contract may result in an unfair competitive advantage
- Any situation in which the Contractor's objectivity in performing the contract work may be impaired

Conflict Type	Conflict Explanation and Steps to Resolve

Please note below if there are additional pages of Conflict of Interest Disclosure attached to this submission, or if a supplemental document has been provided regarding conflicts:

☐ Additional conflict information attached ☐ N/A

I, the Undersigned, declare that all known potential conflicts of interest have been disclosed above. If, at any time, a new conflict of interest comes to my attention, it will be immediately disclosed to Housing Pierce County for further review. I understand and acknowledge that if an undisclosed conflict of interest is discovered, the organization listed below may be subjected to immediate termination of award (if selected), and/or debarment from future federal contracts.

_____ Signature	_____ Date	on Behalf of	_____ Organization/Proposer
_____ Printed Name			_____ Title



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DECLARATION OF ACCURACY

I, the Undersigned, do declare that:

1. I am authorized to submit this proposal on behalf of the organization below named;
2. I have read the included documents HUD 5369-A, HUD 5369-B, and HUD 5370 Section I, and the organization represented below understands and agrees to adhere the terms therein described;
3. All information provided in this proposal and its written attachments is accurate, to the best of my knowledge;
4. I have received and understood the following Amendments to the Request for Proposals (if any were given), and this proposal reflects their conditions;
(Please write the code of any amendment received in the space below)

_____	_____
_____	_____
_____	_____

5. If selected, the below organization will adhere to the representations made in the proposal submitted, unless a mutually agreed-upon alteration is reached with Housing Pierce County.

_____ Signature	_____ Date	on Behalf of	_____ Organization/Proposer
_____ Printed Name			_____ Title