

RFP 2026-03 ADDENDUM 01

PROPOSER QUESTIONS – LEGAL SERVICES

Release Date: Friday October 16, 2026

The following questions were submitted to procurement@pchawa.org prior to the question submission deadline. The final deadline for respondents to submit their proposal to this RFP remains Friday, October 23rd, 2026, at 5:00 PM.

Question 1: Is this an RFP or RFQ? The cover page states RFP 2026-03, but the Introduction section on page 3 states that this is an RFQ.

This solicitation is an RFP.

Question 2: Regarding the Fee Proposal instructions in Section 5.1 Proposal Elements: “Provide a sample billing statement and summarize alternative billing methods that might be recommended for HPC services.” Is the summary of alternative billing methods meant to describe how HPC could be billed? Ex: at the end of the month vs. the beginning of the month. And not a summary of alternative fee arrangements? Ex: Blended hourly rates vs. fixed fees.

Yes, HPC would like to understand how the firm bills for services. For example, for a financial transaction would HPC be billed at financial closing in lump sum or does the firm submit monthly billings.

Question 3: The Evaluation Criteria indicate that references will be part of the decision process, but the RFP does not request references. How many references should we provide? Where in the response should the references be listed?

Upon review and the potential short list of firms HPC will request 3 to 5 references.

Question 4: Questions 14 on the Organizational Profile form asks that we identify the “Principals/Partners” in our firm. We have 168 partners in our firm. Would it be sufficient to provide a link to a page on our website that includes all the partner resumes? We do not divulge partnership percentages of our equity partners, which fluctuate each year.

Yes, a link to a website would suffice this requirement.

Question 5: Question 16 on the Organizational Profile form asks about diversity. If we are not a woman or minority owned firm is our “Non-W/MBE” ownership 100%?

If your firm is not a W/MBE it can be left blank.

Question 6: With respect to the Minimum Scope and Limit of Insurance section on page 13-16 of the RFP, would Housing Pierce County be open to proposed revisions to the insurance requirements consistent with industry practices for professional legal services? For example, HPC may benefit from a greater emphasis on professional liability coverage and less stringent requirements for commercial general liability coverage. If you would be open to proposed revisions, would you like to receive those as part of the larger RFP response?

Yes, HPC is open to revisions. If selected these terms can be discussed during contract negotiations.

Question 7: On page 10 of the RFP, references are mentioned under evaluation but we did not see any other information as to whom Housing Pierce County would prefer us to provide as references, how many or any other details. Does Housing Pierce County have a preference or any other information to share regarding references?

Upon review and the potential short list of firms HPC will request 3 to 5 references.

All other terms and conditions of the RFP 2026-03 remain unchanged.