



Tacoma Housing Authority  
902 South L Street  
Tacoma, WA 98405

## **Request for Proposals: Asset Management**

**Open Date:** June 6, 2024

**Submission Deadline:** June 21, 2024 by 3:00 pm

Late Proposals Not Accepted

For Questions concerning this Solicitation, please contact THA's contracting team at [contracts@tacomahousing.org](mailto:contracts@tacomahousing.org).



### **About Tacoma Housing Authority**

Established in 1940, Tacoma Housing Authority provides high-quality, stable, and sustainable housing and supportive services to people in need. It does this in ways that help people prosper and communities develop equitably.

THA develops and manages real estate and provides rental housing. In partnership with thousands of private landlords, it helps families pay their rent in the private rental market. It delivers supportive services to help families succeed as “tenants, parents, students, wage earners and builders of assets who can one day live without assistance.”

THA strives to work in ways that help to ensure our community is a safe, vibrant, and just place to live, work, attend school, shop, and play.

For more information about Tacoma Housing Authority, visit [www.tacomahousing.org](http://www.tacomahousing.org).

**I. Introduction:**

The Tacoma Housing Authority is seeking bids for **Asset Management**.

**II. Schedule:**

	<b>Date</b>	<b>Time</b>
<b>RFP Release Date</b>	<b>06/06/2024</b>	<b>n/a</b>
<b>RFI Deadline</b>	<b>06/13/2024</b>	<b>3:00 pm</b>
<b>RFP Submission Deadline</b>	<b>06/21/2024</b>	<b>3:00 pm</b>
<b>THA evaluation period</b>	<b>06/21/2024- 07/03/2024</b>	<b>n/a</b>
<b>Notice of Award</b>	<b>07/08/2024</b>	<b>n/a</b>
<b>Anticipated Contract Start Date</b>	<b>08/01/2024</b>	<b>n/a</b>

**III. Scope of Work:**

**Location:** Tacoma Housing Authority

Tacoma Housing Authority is seeking assistance building its Asset Management function. THA is seeking the following:

- Training on the principles of Asset Management.
  - o What is the purpose of asset management in housing portfolio management?
  - o What are the shared values and goals of Asset Management, Property Management, Compliance, Finance and Facilities staff?
  - o How does Asset Management differ from Property and Facilities management?
- Assistance establishing THA-specific Asset Management, Compliance, and Property Management KPIs and goals;
- Analysis of current agency structure, policies, procedures, and staff qualifications;
- Recommendations about organization structure, policies, procedures and/or other changes that could be made to meet our Asset Management goals.
  - o What are the differences in roles and responsibilities of Asset Management staff, Finance staff, Property Management, Compliance, and Facilities staff?
- Recommended training and/or certifications for existing or future Asset Management staff.
- Describe the key components/competencies outside the Asset Management department critical to effective Asset Management.

**IV. Proposal Requirements:**

For the proposals to be considered responsive, vendors should submit the following with their bid packet:

- Cover Letter
- Company Profile and Qualifications
- Company Proposal
- Completed Contractor/Vendor Intake Form – Exhibit C

- OMWBE Certification if applicable
- MWBE Self Attestation if applicable

**V. Evaluation Criteria:**

<b>Complete Proposal Packet</b>	<b>20 pts.</b>
<b>Cover letter</b>	<b>10 pts.</b>
<b>Company Profile and Qualifications</b>	<b>20 pts.</b>
<ul style="list-style-type: none"> <li>• <b>OMWBE certified businesses, if not certified, a self-attestation form must be completed attached)</b></li> </ul>	<b>10 pts.</b>
<b>Detailed Proposal</b>	<b>30 pts.</b>
<b>MWBE Certification if applicable</b>	<b>10 pts.</b>

**VI. Proprietary Proposal Material:**

Any records or materials submitted to Tacoma Housing Authority 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>).

**VII. Exhibits to RFP:**

- Exhibit A: Contractor/Vendor Intake Form
- Exhibit B: MWBE Self Attestation Form
- Exhibit C: THA Insurance Requirements
- Exhibit D: THA Sample Contract
- Exhibit E: Pricing List (if applicable)

**Contact Information:**

If you have any questions or require additional information, please contact THA's contracting team at [contracts@tacomahousing.org](mailto:contracts@tacomahousing.org).

Thank you for your interest.