



Tacoma Housing Authority
902 South L Street
Tacoma, WA 98405

Request for Proposals: Broker

Updated April 15, 2025

Open Date: March 28, 2025

Submission Deadline: April 30, 2025 at 3:00pm

Late Proposals Not Accepted

All submissions and questions concerning this solicitation, please contact
THA's contracting team at 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 and to view our properties, please visit www.tacomahousing.org.

I. Introduction:

The Tacoma Housing Authority is seeking proposals for a Commercially Licensed Real Estate Broker to assist the Agency with buying, selling, and/or leasing property and also able to provide miscellaneous Real Estate Consulting Services. A complete list of potential services can be viewed below in Section III, Scope of Work.

II. Schedule:

	Date	Time
RFP Release Date	03/28/2025	n/a
Request for Information (RFI) Deadline	04/09/2025	3:00 pm
RFP Submission Deadline	04/30/2025	3:00 pm
THA evaluation period	04/30/2025-05/12/2025	n/a
Anticipated Notice of Award	05/12/2025	n/a
Anticipated Contract Start Date	06/01/2025	n/a
Anticipated Contract Length	1-year initial contract	Optional renewal

III. Scope of Work:

Commercial Broker Services

1. Market Research and Analysis

Conduct detailed market research to identify trends, property values, and comparable transactions in the target area.

Provide a comprehensive analysis of commercial property options for office space, retail needs, or mixed-use development.

Assess the housing authority's property portfolio and identify opportunities for leasing, sales, or acquisitions.

2. Property Search and Recommendations

Identify and recommend suitable commercial properties based on the housing authority's needs, such as space size, budget, zoning requirements, and accessibility.

Evaluate the condition, location, and financial potential of prospective properties.

Ensure properties meet regulatory requirements, including ADA compliance and local zoning ordinances.

3. Lease and Sales Negotiations

Represent the housing authority in lease, purchase, or sales negotiations.

Conduct site visits with developers and potential buyers/lessees as needed, keeping the Authority apprised of all planned site visits.

Receive and evaluate bids/offers from all buyers/lessees and present all received bids to the Authority with a recommendation.

Negotiate optimal terms, including rent, purchase price, lease duration, renewal options, and tenant improvement allowances.

Provide guidance on cost analysis, including property taxes, insurance, maintenance costs, and operating expenses.

4. Marketing and Tenant Acquisition (If Applicable)

Develop and execute marketing strategies for properties the housing authority wishes to lease or sell.

Create marketing materials, including brochures, online listings, and signage.

Engage in outreach to potential tenants, buyers, or partners.

Market the property in a manner consistent with local ordinances.

5. Transaction Management

Coordinate all aspects of real estate transactions, including, but not limited to, drafting contracts, due diligence, and closing processes.

Ensure compliance with federal, state, and local regulations.

Facilitate communication between attorneys, lenders, inspectors, and other stakeholders.

6. Property Valuation and Appraisal

Conduct property appraisals or provide recommendations for hiring independent appraisers.

Offer opinions of value for housing authority-owned assets or potential acquisitions.

7. Compliance and Regulatory Guidance

Ensure properties meet housing authority requirements and governmental regulations.

Provide guidance on zoning, environmental, and legal issues related to property transactions or development.

8. Advisory Services

Offer strategic advice for property development or redevelopment to align with the housing authority's mission.

Identify opportunities for public-private partnerships (PPPs) to develop mixed-use or affordable housing projects.

Assist in identifying and pursuing funding sources, such as grants, tax credits, or incentives.

9. Reporting and Documentation

Provide regular progress reports to the housing authority, including market updates and transaction timelines.

Maintain records of all interactions, negotiations, and executed agreements.

Create post-transaction summaries, outlining lessons learned and recommendations for future projects.

10. Conflict Resolution and Mediation

Act as a mediator between the housing authority and landlords, tenants, or other stakeholders.

Resolve disputes arising from transactions or ongoing lease agreements.

Commercial Property Management Services

1. Tenant Management

Ensure tenants are in compliance with lease agreements, code requirements, etc.

2. Managing Operating and/or Reserve Accounts

Handle financial accounts related to the property, including operating funds for daily expenses and reserve accounts for long-term maintenance and capital improvements.

Ensure accurate tracking and proper allocation of funds for repairs, upgrades, and emergency needs.

3. Collection of Rent and Other Receipts

Monitor rent payments, enforce timely collections, and follow up on delinquent accounts.

Ensure all financial transactions, including security deposits and miscellaneous fees, are properly recorded and reconciled.

4. Tenant Relationships

Foster strong relationships with tenants by maintaining open communication, addressing concerns promptly, and ensuring a high standard of customer service.

Conduct regular check-ins to assess tenant satisfaction and proactively address any potential issues.

5. Capital Improvement Planning

Evaluate and plan long-term property enhancements to maintain asset value and attract high-quality tenants.

6. Financial and Other Reports

Prepare detailed financial reports, including profit and loss statements, rent rolls, budget forecasts, and maintenance expenditures.

Provide owners and stakeholders with clear insights into the financial health and operational performance of the property.

Marketing and Leasing: They market the property to potential tenants, negotiate lease terms, and manage the leasing process.

7. Maintenance and Repair – Site and Building Envelope

Oversee routine maintenance, emergency repairs, and preventative upkeep to preserve property value and tenant satisfaction. This will vary depending on the property.

8. Maintenance and Repair – In Unit

Perform maintenance in commercial spaces.

9. Maintenance and Repair – Internal Common Areas

Clean and maintain internal common areas.

10. Procuring Contracts, Utilities, and Services for the Property

Source and negotiate service contracts for essential services.

Manage utility accounts and work with providers to optimize energy efficiency and cost savings.

Ensure all service agreements align with property needs and budget constraints.

Commercial Spaces	
Square Feet	Location
35,347	Mildred Street and 19 th Street West
13,146	Mildred Street and 19 th Street West
1,790	Mildred Street and 19 th Street West
8,506	MLK Jr. Way and South 11 th Street
12,612	South 11 th Street and South L Street

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
- Completed Contractor/Vendor Intake Form – Exhibit C
- OMWBE Certification if applicable

- MWBE Self Attestation if applicable
- Broker's Commission Schedule

V. Evaluation Criteria:

Complete Proposal Packet	20 pts.
Cover letter	10 pts.
Company Profile and Qualifications	30 pts.
MWBE Certification if applicable <ul style="list-style-type: none"> • OMWBE certified businesses, if not certified, a self-attestation form must be completed attached) 	10 pts.
Broker's Commission Schedule	30 pts.
Total	100 pts

Commented [JR1]: @Maddie Pattin I only made a couple of minor changes. Once you accept these, please send on to Ken, April and Aley to review. Thank you!

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

Contact Information:

If you have any questions or require additional information, please contact THA's contracting team at contracts@tacomahousing.org.

All proposals should be submitted to contracts@tacomahousing.org. In the event that electronic submission isn't possible, THA will accept proposals directly at our Administration Building:
 902 S L St. Tacoma, WA 98405.

All submissions must be received prior to the due date and time.

Notice of award will be sent to all applicants and posted on our website under the RFP name.

Thank you for your interest.