



Tacoma Housing Authority
902 South L Street
Tacoma, WA 98405

Request for Proposals:

Open Date: Wednesday, September 9, 2026

Submission Deadline: Friday, September 25, 2026 by 3pm

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, the Tacoma Housing Authority (THA) provides high-quality, stable, and sustainable housing and supportive services to people in need. It does this in ways that help them prosper and help our communities become safe, vibrant, prosperous, attractive, and just.

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.

For more information about THA and to view our properties, please visit www.tacomahousing.org.

I. Introduction:

THA is seeking proposals for Capital Needs Assessment services to be provided on an as needed and/or recurring basis. Contracts will be for an initial one-year term with optional project specific renewal.

II. Schedule:

	Date	Time
RFP Release Date	09/09/2026	n/a
Request for Information (RFI) Deadline	09/18/2026	3:00 pm
RFP Submission Deadline	09/25/2026	3:00 pm
THA evaluation period	09/25-10/07/2026	n/a
Anticipated Notice of Award	10/07/2026	n/a
Anticipated Contract Start Date	10/20/2026	n/a
Anticipated Contract Length	1-year initial contract	Optional renewal

III. Scope of Work:

Five-Year Capital Needs Assessment - 2027

Every five years, THA hires a third-party consultant to assess our portfolio's capital needs. The last CNA was produced in 2022 making the next report due in 2027.

The 2022 reports also included energy audits. THA plans to leverage the 2027 CNA and accompanying energy audits to support the creation of newly state-required Clean Buildings Energy Management Plans for each Tier 2-qualifying property, due July 1.

Ensuring that these CNA reports accurately and meaningfully reflect the condition of the properties rather than applying industry-standard formulas is key to effectively planning THA resources.

Scope of Work

6th Ave	Y	Y

Bergerson Terrace		
Dixon		
EB Wilson	Y	Y
Fawcett	Y	
Hillside 1500		
Ludwig	Y	Y
FIC		
Salishan 4		
Salishan 5		
Salishan 6		
Salishan 7		
Wright Street	Y	Y
N. G Street	Y	Y
N. K Street	Y	Y
Bay I (includes Bay Community Center)	Y	
Bay II	Y	Y
The Rise	Y	Y
Arlington	Y	Y
902	Y	
Housing Hilltop North (Residential)	Y	Y
Housing Hilltop South (Residential)		Y
AJC (Residential)	Y	
Outrigger		
North Highland Court		Y
Highland Crest		
JCN – 1610-1614 (Back Office Building)		Y
Bismark		

Portfolio Capital Needs Assessment (CNA), Energy Audit, Energy Management Plan (EMP), and Operations & Maintenance (O&M)

Tacoma Housing Authority (THA) seeks professional consulting services to perform a comprehensive portfolio-wide Capital Needs Assessment (CNA), Energy Audit, Energy Management Plan (EMP) development, and Operations & Maintenance (O&M) Program development for its affordable housing portfolio.

The purpose of this work is to:

- Assess existing building conditions and capital needs.
- Evaluate building energy performance through an energy audit.
- Identify opportunities to reduce energy consumption, improve building performance, lower utility costs, extend equipment life, and support long term capital planning.
- Develop Energy Management Plans compliant with the Washington State Clean Buildings Performance Standard (CBPS). See Exhibit A for EMP template example from the CBPS.
- Collect inventory of each energy system at the property and develop Operations & Maintenance Programs that are compliant with Clean Building Performance standards.
- Establish long-term capital planning and energy management strategies.
- Provide an annual, itemized summary of capital needs for each property, spreading the capital needs over a 20 year period. Provide this information in a format that THA can manipulate and use to manage capital needs over this period.

Capital Planning Integration

The Contractor shall integrate energy audit findings with the Capital Needs Assessment and reserve planning process.

For all major building systems, the Contractor shall:

- Visit the subject property to observe the current general condition of the building and site improvements, interview on-site personnel about the property, and review available construction documents to become generally familiar with the depicted construction, life safety, mechanical, electrical, and plumbing systems, and general building environment.
- Observe and provide specific comment upon the interior condition of approximately 25% of the units.
- Provide a general description of the property and improvements, including flood-zone designation, and comment generally on observed conditions.
- Contractor will catalog existing equipment and appliances inventory.
 - Installation year, if known.
 - Remaining useful life.
 - Recommended replacement year.
 - Energy-efficient replacement alternative.
 - Estimated replacement cost.

- Provide a limited statement of observations regarding the property's general compliance with Title III of the Americans with Disabilities Act. This will not constitute a full ADA survey but will help to indicate whether the Client is exposed to accessibility issues and whether a more comprehensive review is advisable.
- Identify those components observed that are exhibiting deferred maintenance issues and provide estimates for “immediate” and “replacement reserve” costs based on observed conditions, available maintenance history and industry-standard useful life estimates. Replacement reserve term will be 20 years. If applicable, this analysis will include the review of any available documents pertaining to capital improvements completed within the last five (5)-year period, or currently under contract. CONTRACTOR shall also inquire about available maintenance records and procedures and interview current available on-site maintenance staff.
- Assess Elevator conditions and review reports

Major building systems include, at a minimum, fire alarm, HVAC, boilers, water heaters, roofs, and electrical systems at each property.

Energy Audit

Prior to conducting site assessments, the Contractor shall:

- Utilized the shared data of each property on ENERGY STAR Portfolio Manager created by THA.
- Establish baseline energy performance metrics including EUI, WNEUI, energy cost trends, and utility consumption patterns.
- Identify buildings or systems exhibiting abnormal energy consumption.
- Develop a baseline against which future energy performance improvements may be measured.

Energy Analysis

The Contractor shall evaluate the condition, operation, efficiency, and remaining useful life of major energy-consuming systems including:

- Building envelope systems.
- Roofing and insulation systems.
- Exterior walls and weather barriers.
- Doors, windows, and air sealing systems.

- Heating, ventilation, and air-conditioning systems.
- Domestic hot water systems.
- Lighting systems and controls.
- Building automation systems (BAS).
- Energy management systems (EMS).
- Electrical distribution systems.
- Water-consuming fixtures and equipment.
- Renewable energy systems, if present.

The assessment shall identify operational deficiencies, deferred maintenance, control issues, and equipment nearing the end of its useful life that negatively impact energy performance.

For each recommended energy efficiency measure (EEMs) identified in the energy audit, the Contractor shall provide an implementation plan that includes:

- Estimated installation cost.
- Estimated annual energy savings.
- Estimated annual utility cost savings.
- Remaining useful life impacts.
- Recommended implementation priority.

Operations and Maintenance Review

The Contractor shall evaluate existing operations and maintenance practices and identify measures to improve energy performance and extend equipment life.

Recommendations shall include:

- Preventive maintenance procedures.
- Recommended maintenance intervals and inspection of energy systems.
- Operational best practices for energy systems and equipment.
- Ongoing monitoring recommendations.

Staff Training Assessment

The Contractor shall identify operational areas where staff training could improve building performance and support Energy Management Plan objectives.

Recommendations shall address:

- HVAC operations.
- Building automation systems.
- Lighting controls.
- Energy systems inspection.

- Preventive maintenance.
- Utility management practices.
- Training options, courses, and trainers to be included within recommendations.

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 A
- OMWBE Certification if applicable
- MWBE Self-Attestation if applicable

V. Evaluation Criteria:

Complete Proposal Packet	20 pts.
Cover letter	10 pts.
Company Profile and Qualifications	30 pts.
Small and Local business Preference (see Section 3 on Vendor Intake Form)	10 pts.
Price List	30 pts.

VI. Proprietary Proposal Material:

Any records or materials submitted to THA are public records under Washington State law and subject to public disclosure (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: Energy Management Plan Template

Contact Information:

Tacoma Housing Authority reserves the right to amend and modify and/or cancel this RFP and retains the right to not compensate for time spent on proposal by bidders. Only bidders who have properly registered and downloaded the original RFP directly via MRSC will receive notifications of amendments to this RFP, which bidders must download, and other correspondence pertinent to this procurement. To be awarded a Master Contract, bidders must be registered in MRSC. Visit [Sign UpMRSC Rostershttps://mrscrosters.org > Businesses](https://mrscrosters.org/Businesses).

Questions: Questions or concerns regarding this RFP must be directed to the following Contracts & Procurement Inbox

Contracts & Procurement Inbox	
Email:	Contracts@tacomahousing.org

Questions raised during the Request for Information period will be answered and responses posted to our website as an attachment to this RFP.

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 located at:

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.

Any use of Artificial Intelligence in bid proposals must be clearly disclosed in bid submission.

The RFP (and award of the Master Contract) is subject to complaints, debriefs, and protests which may impact the dates set forth above.

Thank you for your interest.