

**REQUEST FOR PROPOSAL #P25002**  
**Legal Services**  
**Real Estate Development, Acquisition & Asset Management**  
for the  
Bremerton Housing Authority (BHA)

**ADDENDUM NO. 1**

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| <b>Solicitation Issued:</b> | <b>Addendum #1<br/>Issued:</b> | <b>Submittals Due:</b> |
|-----------------------------|--------------------------------|------------------------|
| <b>01/07/2025 TUES</b>      | <b>01/15/2025 WED</b>          | <b>01/24/2025 WED</b>  |

Please see below for the responses to the questions generated by the RFP.

- Question:** Our firm is interested in responding to the RFP referenced in the email subject, however, we had one question regarding the qualifications. In the RFP, under section 10.2, we are required to submit a license for the State of Washington. We are only interested in responding to items 4.3 and 4.4 listed in the scope of work, which refer to work done on the level of national representation. Do we need to be licensed in the State of Washington if we are only proposing to provide national representation?

**Answer:** Section 10.2.1 of the licensing requirement has two options: State of Washington Master Business or Legal Entity License. Note, proposers are responsible for meeting any Washington State Bar Association, or Washington State licensing requirements.

- Question:** With respect to the above referenced RFP, would the State of Washington Master Business or Legal Entity License be required at the time of the submittal of the RFP Response or prior to execution of proposed contract?

**Answer:** The RFP states in 10.2 Licensing Requirements subsection 10.2.2 that if a license has been applied for, but not yet received, please indicate this under the appropriate TAB (Tab 1). A license will be required prior to execution of the proposed contract. As stated in response to Question 1, all proposers are responsible for adhering to any licensing requirements of the State of Washington or the Washington State Bar Association.

- Question:** Most of our clients prefer to be charged fixed fees for bond counsel services as it facilitates budgeting for projects and encourages regular communication. Is Bremerton Housing Authority open to receiving a fee schedule for this area of service in addition to the hourly rates requested in the RFP?

**Answer:** Yes.

- Question:** As there is significant variance within the hourly rates in the levels listed in the RFP (i.e., partners, associates, paralegals), we believe Bremerton Housing Authority would gain superior value by paying for services rendered at traditional individual discounted hourly rates rather than the blended rates requested in the RFP. Are you open to reviewing proposed hourly rates for individual attorneys and paralegals rather than blended rates?

**Answer:** Yes, respondent firms can amend the provided pricing form for Attachment H to line out individual discounted hourly rates versus the blended rates, or if more convenient, please utilize your own fee schedule form for the attachment. It is in the best interest of BHA and for the evaluation team to receive your current and relevant fee structures.

5. **Question:** If you prefer to receive blended hourly rates as part of this RFP response, is it possible to add additional categories to reflect specific experience levels? For example, a separate rate for counsel attorneys, and separate rates for recently promoted partners versus highly experienced partners, may provide added value to Bremerton Housing Authority.

**Answer:** BHA does not prefer blended rates per se, the provided pricing form may not be reflective of current industry standards. Per the response to Question 4, please amend the included pricing form for additional categories, or utilize your own fee schedule format for Attachment H for an accurate version of your firm's rates.

6. **Question:** In Attachment D, the instructions to offerors dictate that offers should be mailed under 2(a). Can you confirm that Bremerton Housing Authority will accept e-mail offers as detailed on page 2 of the RFP document?

**Answer:** Please submit one (1) proposal electronically to: [twalgren@bremertonhousing.org](mailto:twalgren@bremertonhousing.org).