

REQUEST FOR PROPOSALS (RFP) NO P260002
Consultation Services for Utility Allowance Schedules
for the
Bremerton Housing Authority (BHA)

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ATTACHMENTS: ➡ Fillable – Please **Complete Electronically when possible.**
➡ **AVOID Handwriting** to ensure legibility.

		Return	Read-only
Attachment A	Form of Proposal	<input checked="" type="checkbox"/>	
Attachment B	Profile of Firm form	<input checked="" type="checkbox"/>	
Attachment C	Section 3- OPTIONAL: Section 3 forms , including explanation <i>(applies to Section 3 employers ONLY)</i>	<input checked="" type="checkbox"/> <i>(optional)</i>	
Attachment D	HUD 5369-A Representations, Certifications and Other Statements of Bidders (11/92)	<input checked="" type="checkbox"/>	
Attachment D-1	HUD 5369-B: Instructions to Offerors, Non-Construction (8/93)		<input checked="" type="checkbox"/>
Attachment E	HUD 5370-C: General Conditions for Non-Construction Contracts Sect 1-(With or Without Maintenance Work)(01/14)		<input checked="" type="checkbox"/>
Attachment F	Sample Contract – Professional Services, Non-Construction Form (Please note that this contract is being given as a <u>sample only</u> . BHA reserves the right to revise any clause herein and/or to include within the ensuing contract any additional clauses that BHA believes are in its best interests).		<input checked="" type="checkbox"/>
Attachment G	W-9: Request for Taxpayer and Identification Number	<input checked="" type="checkbox"/>	
Attachment H	Form HUD-52667: Utility Allowance Schedule (04/23)		<input checked="" type="checkbox"/>
Attachment I	Current Utility Schedules (for reference only)		<input checked="" type="checkbox"/>

RFP Issued on:	Questions Due:	Submittals Due:
04/01/2026, WED	04/15/2026, WED, by 2:00 PM	04/29/2026, WED, by 2:00 PM

Proposal Evaluation (subject to change without notification)	Consultants notified of selection (subject to change without notification)
04/30/2026-05/08/2026	05/13/2026

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1.0 RFP INFORMATION AT-A-GLANCE:

OBTAIN THE RFP AND ATTACHMENTS:	<p>Go to: https://www.housingagencymarketplace.com</p> <p>Register with the Housing Agency Marketplace system (866) 526-9266 Toll Free Web Support for help with registering</p> <p>RFP is also posted at www.bremertonhousing.org under Doing Business with BHA/Current Opportunities & Awards. You must still be registered with the Housing Agency Marketplace system to submit.</p>
HOW TO ASK QUESTIONS:	<p>*04/15/2026, WED, by 2:00 PM: DEADLINE</p> <p>Any questions or requests for further information must be submitted in writing no later than the above date to the following contacts:</p>
No Phone Calls	<p>To: Tina Walgren, Contracts & Procurement Administrator Via email at: twalgren@bremertonhousing.org</p>
HOW TO SUBMIT A RESPONSIVE PROPOSAL:	<p>1. You must be <u>registered</u> on the Housing Agency Marketplace website to download the RFP, attachments, and any addenda. Only those firms registered on the Housing Agency Marketplace website will be allowed to submit proposals.</p> <p>2. Submit proposal in electronic, PDF format to the following email: twalgren@bremertonhousing.org</p>
ENSURE:	<ul style="list-style-type: none"> ➤ The person signing the proposal must be authorized to commit the proposer and to conduct negotiations or discussions if requested or required, or both. ➤ By completing, executing, and submitting the <i>Form of Proposal, Attachment A</i>, the “proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by BHA. ➤ All information and Attachments required from proposers under the TABS in Section 5.0 must also be included for any major subconsultants (10% or more) or from any joint venture
PROPOSAL SUBMITAL DEADLINE:	<p>*04/29/2026, WED by 2:00 PM: DEADLINE</p> <p>➤ Emailed: to Tina Walgren, twalgren@bremertonhousing.org Please add “RFP: #P260002” in the email subject line.</p>

2.0 INTRODUCTION AND BACKGROUND OVERVIEW

Bremerton Housing Authority (BHA) was formed on July 17, 1940, under the authority of the State Housing Authorities Law (RCW 35.82) and the Housing Cooperation Law (RCW 35.83). BHA is governed by a six (6) member Board of Commissioners appointed by the Mayor of the City of Bremerton. BHA is a public corporation that contracts with the US Department of Housing and Urban Development (HUD) to provide low rent public housing and Section 8 assistance payments for the communities it serves. BHA administers a broad range of federally and locally financed housing programs within the limits of the City

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of Bremerton. BHA owns or manages 662 units of housing and provides rental subsidies to 1,448 additional households.

3.0 PROJECT BACKGROUND:

Overview: BHA is seeking responses to this Request for Proposals (RFP) from qualified individuals or businesses with experience in developing utility allowance schedules for its rental assistance programs, primarily HCV in accordance with HUD 24CFR 982.517; HUD HCV Program Guidebook 7420.10G and HUD-52667 (included for reference as Attachment H) and all applicable federal, state and local laws and regulations. The schedules must accurately reflect average utility costs for the City of Bremerton and Kitsap and Mason Counties.

4.0 SCOPE OF WORK (SOW) / TECHNICAL SPECIFICATIONS: BHA seeks a qualified individual or organization to develop annual utility allowance schedules by July 15, 2026, for implementation on 10/01/2026 and optionally, to update the utility allowance schedules annually through October 1, 2031. The current utility schedules are attached to this RFP as **Attachment I** and are included for reference purposes only.

4.1 Utility Allowance Schedule Conditions: The Consultant shall develop utility allowance schedules that meet the following conditions and requirements:

4.1.1 Supports a reasonable level of consumption by Section 8 and public housing program participants, based on the typical cost of utilities and services paid by energy-conservative households that occupy housing of similar size and type in the same locality;

4.1.1.1 Classifies utilities according to the following general categories: energy costs (with separate costs for space heating; cooking; water heating that may be provided by separate energy sources), and the costs of water, sewer, and trash collection (disposal of waste and refuse);

4.1.1.2 Be based on clearly articulated and reasonable assumptions about studio, one-bedroom, two-bedroom, three-bedroom, four-bedroom, five-bedroom and six - bedroom units.

4.1.1.3 Distinguishes between average energy costs for single family units, duplex, and triplex units, and apartments with four or more units.

4.1.2 Be easy for BHA staff to use to establish individual utility allowances for each unit leased up in the program;

4.1.3 Be consistent with publicly available information on utility consumption in the area;

4.1.4 Differentiate between municipalities and unincorporated areas within Kitsap County; and

4.1.5 Complete the contract by **July 15, 2026**.

4.2 Deliverables: The Consultant shall provide the following as part of the contract to be executed based on this RFP:

4.2.1 Self-contained spreadsheet or database with all the variables necessary to generate the utility allowance schedule and a final PDF format.

4.2.2 Written documentation describing in detail:

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4.2.2.1 The methodology utilized to establish the utility allowance schedule, including assumptions about average consumption of each energy type, and basis for assumptions;

4.2.2.2 Provide to BHA all supporting documentation used in determining utility allowances, including but not limited to, letters from local utility companies, worksheets used in computing allowances and quantities of the utilities that support the basis of the dollar allowances.

4.3 HUD Regulations: The utility allowance schedule to be developed by the Consultant must be consistent with the following HUD regulations regarding utility allowances (PHA as used below refers to "Public Housing Authority" or, in this instance, the Bremerton Housing Authority):

4.3.1 24 CFR Subpart K, Section 982.517 (b)(1)(2) Utility Allowance Schedule:

(1) (i) A PHA's utility allowance schedule, and the utility allowance for an individual family, must include the utilities and services that are necessary in the locality to provide housing that complies with the housing quality standards (HQS). The PHA's utility allowance schedule and utility allowance for families must also include any utilities and services required by HUD after publication in the Federal Register for public comment.

(ii) In the utility allowance schedule, the PHA must classify utilities and other housing services according to the following general categories: space heating; air conditioning; cooking; water; sewer; trash collection (disposal of waste and refuse); other electric; refrigerator (cost of tenant-supplied refrigerator); range (cost of tenant-supplied range); applicable surcharges; and other specified housing services.

(iii) The PHA must provide a utility allowance for tenant-paid air-conditioning costs if the majority of housing units in the market provide centrally air-conditioned units, or there is appropriate wiring for tenant-installed air conditioners.

(iv) The PHA may not provide any allowance for non-essential utility costs, such as costs of cable or satellite television.

(2) (i) The utility allowance schedule must be determined based on the typical cost of utilities and services paid by energy conservative households that occupy housing of similar size and type in the same locality. In developing the schedule, the PHA [public housing authority] must use normal patterns of consumption for the community as a whole, and current utility rates

4.4 Contract Period: BHA anticipates that it will initially award a contract for a period of approximately one (1) year with the option, at BHA's discretion, of four (4) additional one (1) year option periods (+4/1).

4.5 Schedule: A Notice to Proceed will be executed and contract completion is expected by **July 15, 2026, this year** and at BHA's option for any additional years with deliverables by June 30th of each consecutive year for the option periods in the **4.4 Contract Period**.

4.6 Current Consultant: The Current Consultant is The Nelrod Company.

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5.0 INFORMATION TO BE PROVIDED IN SUBMITTALS:

- 5.1 Tabbed Proposal Submittal:** BHA intends to retain the successful proposer pursuant to a “Best Value” basis not a “Low Bid” basis, as well as that proposer’s ability to meet the schedule.
- 5.2** For BHA to efficiently evaluate all responses, proposals must be put together in the order below, divided by numbered tabs.
- 5.3** Email one (1) proposal with cover letter in the following order: (one combined PDF document is acceptable).

Tab No.	Description
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TAB 1: Attachments: Completed and Signed:

- A: Form of Proposal**
- B: Profile of Firm Form**
- D: Form HUD-5369A (11/92)**
- G: W-9 Request for Taxpayer and Identification Number**
- License Copy: For State where firm is located**

TAB 2: Eval Factor 1: Proposed Pricing:

Please provide a cost proposal for providing the Section 4.0 Scope of Work with an itemized breakdown for billing rates and/or reimbursable expenses for services. Please include separate projected totals for years 2-5 (additional contract years are at BHA’s discretion).

TAB 3: Eval Factor 2: Schedule:

Discuss preliminary timeline schedule for project completion.

TAB 4: Eval Factor 3: Capacity and Capability to Perform the Work Described in the SOW:

- A)** Discuss key in-house staff that will be involved in the project. Identify any sub-consultants that will be used.
- B)** Provide resumes for key staff to be involved in this project.

TAB 5: Eval Factor 4: Successful Past Performance:

- A)** Submit a listing of current and past clients, including Public Housing Authorities, for which your firm has performed similar services to this RFP.
 - Include the client firm or company name
 - The name of the firm’s contact person
 - Client’s telephone number & email address
 - Brief description of services performed and approximate date they were performed

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TAB 6: Equal Employment Opportunity (EEO):

Proposers shall submit under this tab a copy of its EEO Policy and any documentation it believes substantiates the proposer's practice and history of employing minorities and/or women in professional positions.

TAB 7: (Optional): Subconsultant/Joint Venture Information:

Proposers shall identify hereunder whether or not he/she intends to use any subconsultants for this job, if awarded, and/or if the proposal is a joint venture with another firm. Please remember that all information required from proposers under the proceeding tabs must also be included for any major subconsultants (10% or more) or from any joint venture.

- If the proposer does not intend to use subconsultants and/or joint venture(s) do not apply, place a statement under this Tab advising "NO SUBCONSULTANTS/JOINT VENTURES."
-

TAB 8: (Optional): Section 3 Business Preference Documentation:

For any proposer claiming a Section 3 Business Preference, he/she shall under this tab include the fully completed and executed Section 3 Business Preference Certification Form attached hereto as [Attachment C](#) and any documentation required by that form.

- If the proposer does not claim any Section 3 preference, a statement under this Tab advising "NO SECTION 3 BEING CLAIMED."
-

TAB 9: (Optional): Other Information:

The proposer may include hereunder any other general information that they believe is appropriate to assist BHA with its evaluation.

- If no pertinent information is to be placed under this tab, insert a statement under this Tab advising "NO INFORMATION IS BEING PLACED HEREUNDER."
-

- 5.4** If no information is being placed under any of the tabs, please insert a statement that says, "THIS TAB LEFT INTENTIONALLY BLANK." DO NOT eliminate any of the tabs.
- 5.5** Effort should be made to keep submittals concise.
- 5.6** The person signing the proposal must be authorized to commit the responder and to conduct negotiations or discussions if requested or required, or both.
- 5.7** None of the proposed services may conflict with any requirement BHA has published herein or has issued by addendum.
- 5.8** Omission of any of the aforementioned documents or certifications will render the proposal non-responsive.

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6.0 PROPOSAL SUBMISSION:

Proposed Pricing:

☞ Please provide your Proposed Pricing under [TAB 2](#) as instructed in Section 5.0, “Information to be Provided in Submittals.” Unless otherwise stated, the proposed pricing is to be **all-inclusive of related costs** that the successful proposer will incur to provide the noted services including, but not limited to, the following: employee wages and benefits; clerical support; overhead; profit; sales tax; permit costs; licensing; insurance; tools; equipment; long distance telephone calls; document copying; etc.

6.1.1 BHA does not guarantee any minimum or maximum amount of work as a result of any award ensuing from this RFP. BHA reserves the right to award work on a task order basis, any amount of services or items that BHA requires.

6.2 Submission Conditions: Do not alter the attachments or proposal requirements in any way unless you have received written approval from BHA.

6.2.1 By accessing the [Housing Agency Marketplace](#) internet site, registering and downloading these documents, each prospective proposer that does so is thereby agreeing to confirm all notices that BHA delivers to him/her as instructed, and by submitting a proposal, the proposer is thereby agreeing to abide by all terms and conditions published herein and by addendum pertaining to this RFP.

6.3 Submission Responsibilities: It is each proposer’s responsibility to be aware of and to abide by all dates, times, conditions, requirements, and specifications set forth within all applicable documents issued by BHA, including the RFP, Attachments, and any addenda. By virtue of completing, signing, and submitting the completed documents, the proposer is stating his/her agreement to comply with all the conditions and requirements set forth within those documents.

6.4 Proposer’s Responsibilities-Contact with BHA: It is the responsibility of the proposer to address all communication and correspondence pertaining to this RFP process to the contacts specified on [page 2](#). Proposers must not make inquiry or communicate with any other staff member or official (including members of the Board of Commissioners) pertaining to this RFP. Failure to abide by this requirement may be cause for BHA to consider a proposal non-responsive.

6.5 Addenda: All questions and requests for information must be received in writing to the BHA representative as directed on [page 2](#). Responses to all such inquiries will be in writing via the Q & A section on the [Housing Agency Marketplace](#) site which is automatically distributed to all registered prospective proposers. During the RFP solicitation process, BHA will not conduct any *ex parte* conversations (a substantive conversation - “substantive” meaning, when decisions pertaining to the RFP are made - between BHA and a prospective proposer when other prospective proposers are not present) that may give one prospective proposer an advantage over other prospective proposers.

7.0 PROPOSAL EVALUATION:

7.1 Evaluation Factors: The following factors will be utilized by BHA to evaluate each proposal received; award of points for each listed factor will be based upon the documentation that the proposer submits within his/her proposal.

No.	Evaluation Factors	Factor Type	Max Point Value
1	Proposed Pricing	Objective	15
2	Schedule	Subjective (Technical)	25
3	Capacity and Capability to Perform the Work Described in the SOW.	Subjective (Technical)	30

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4	Demonstrated Experience and Successful Past Performance	Subjective (Technical)	25
5	Overall Quality and Appearance of Proposal and Evidence of Directions Followed	Subjective (Technical)	5
Maximum Points			100

7.1.1 Preference Evaluation Factors (if applicable): BHA will utilize the following factors to evaluate each proposal received.

Evaluation Factors: Optional, Additional	Factor Type	Max Point Value
S3 BUSINESS PREFERENCE PARTICIPATION: A firm may qualify for S3 status as detailed within Attachment C (NOTE: No more than a max of 15 points awarded.)	Objective	
Priority I: As detailed on page 4 of Attachment C		15 points
Priority II: As detailed on page 4 of Attachment C		10 points
Priority III: As detailed on page 4 of Attachment C		5 points
Preference Points (Additional Maximum)		15 points
Total Possible Points		115

7.2 Evaluation Method:

- 7.2.1 Submittal Receipt:** All submittals received by the stated deadline will be opened by BHA's CO or his/her designee and initially be screened for eligibility.
- 7.2.2 Evaluation Committee:** BHA shall select a minimum of a three-person committee to evaluate each of the responsive proposals submitted in response to this RFP. The committee will be made up of BHA staff and other experienced persons, if needed.
- 7.2.3 Restrictions:** All persons having familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a proposer entity will be excluded from participation on the BHA evaluation committee. Similarly, all persons having ownership interest in and/or contracts with a proposer will be excluded from participation on the BHA evaluation committee.
- 7.2.4 PLEASE REMEMBER:** No proposer shall be informed at any time during or after the RFP process as to the identity of any evaluation committee member. If, by chance, a proposer does become aware of such, s/he SHALL NOT make any attempt to contact or discuss with such person anything related to this RFP. The BHA contacts noted on [page 2](#) are the only individuals at BHA that the proposers shall contact after the RFP has closed. Failure to abide by this requirement may (and most likely will) cause such proposer to be eliminated from consideration for award.
- 7.2.5 Evaluation:** The appointed evaluation committee will evaluate the responsive proposals and award points based on the Evaluation Factors. Upon completing the evaluation process, the committee will forward the completed evaluations back to the BHA Contracting Officer (CO).
- 7.2.6 Determination of Top-ranked Proposer:** The points awarded by the evaluation committee will be tallied to determine the final rankings, and then the results will be forwarded to the BHA Executive Director (ED) for approval.

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- 7.2.7 BHA reserves the right to conduct negotiations with one or more respondents if, in the sole opinion of BHA, that method will provide the greatest benefit to BHA.
- 7.2.8 **Notice of Award:** If an award is completed, notification of the announcement of the awarded firm shall be sent to all proposers via e-mail.
- 7.2.9 **Minimum Evaluation Results:** To be considered to receive a contract award, a proposer must receive a total calculated average of **at least 70 points** (of the 115 total possible points detailed within the evaluation section of this RFP).

8.0 CONTRACT AWARD:

- 8.1 **Contract Award Procedure:** If a contract is awarded from this RFP, the following detailed procedures will be followed:

- 8.1.1 It is anticipated that upon final completion of the proposal evaluation process, the evaluation committee will forward the completed evaluations to the CO. The CO will formulate for the ED approval a written award recommendation. The ED will review the recommendation and, if in agreement, approve contract negotiations to begin with the awarded company. At the ED's discretion, the recommendation to award may also be presented to BHA's board of commissioners for final approval.

- 8.2 **Contract Conditions:** ➔ **IMPORTANT: Please review.** The following provisions are considered mandatory conditions of any contract award made by BHA pursuant to this RFP:

- 8.2.1 **Contract Form:** BHA will not execute a contract on the successful proposer's form as HUD requires several specifically worded contract clauses. BHA has incorporated those requirements in addition to BHA's insurance company coverage requirements onto its contract form. No modifications to the required HUD contract attachments may be negotiated without written approval from HUD provided by the prospective proposer making the request. (See Attachment G).

- 8.2.2 **Amending Contract Clauses:** BHA may consider: 1) additional clauses; 2) removing clauses (due to inapplicability); 3) amending an existing clause; and/or 4) including an additional attachment (*provided by the prospective proposer*) the proposer desires.

- 8.2.3 **Request Process:**

- 8.2.3.1 It is the responsibility of each prospective proposer to notify BHA, in writing, **no later than deadline for Q & As noted on page 2 of this RFP** of any requirement included in this RFP that he/she is not willing to include in the final executed contract and abide by. BHA will consider and respond to such written correspondence. Submit requests via email to:

Tina Walgren
BHA Contracts and Procurement Administrator
twalgren@bremertonhousing.org

- 8.2.3.2 The decision of BHA not to include such requirements does not give the successful proposer the right to refuse to execute the agreement with BHA. If the prospective proposer is not willing to abide by BHA's response (decision), then that prospective proposer shall be deemed ineligible to submit a proposal.

- 8.2.3.3 BHA has no responsibility to conduct any negotiations after the Q & A's deadline pertaining to the contract clauses already published. **Delays or refusal to execute the agreement upon contract award is not conducive to the completing SOW waiting to be performed.**

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8.2.3.4 By completing, executing, and submitting the *Form of Proposal*, [Attachment A](#), the “proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by BHA.

8.2.4 **Assignment of Personnel:** BHA shall retain the right to demand and receive a change in personnel assigned to the work if BHA believes that such change is in the best interest of BHA and the completion of the contracted work.

8.2.5 **Sub-Contracting:** The successful proposer shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFP (including, but not limited to, selling or transferring the contract) without the prior written consent of the CO. Any purported assignment of interest or delegation of duty without the prior written consent of the CO shall be void and may result in the cancellation of the contract with BHA or may result in the full or partial forfeiture of funds paid to the successful proposer as a result of the proposed contract; either as determined by the CO or the ED.

8.2.6 **Right to Negotiate Final Fees:** BHA shall retain the right to negotiate the amount of fees that are paid to the successful proposer, meaning the fees proposed by the top-rated proposer may, at BHA's option, be the basis for the beginning of negotiations. Such negotiations shall begin after the evaluation panel has chosen a top-rated proposer. If such negotiations are not, in the opinion of the CO and/or ED successfully concluded within five (5) business days, BHA shall retain the right to end such negotiations and begin negotiations with the next top-rated proposer. BHA shall also retain the right to negotiate with and make an award to more than one proposer, as long as such negotiation(s) and/or award(s) are addressed in the above manner (i.e., top-rated first, then next-rated following until a successful negotiation is reached).

8.2.7 **Contract Service Standards:** All work performed pursuant to this RFP must conform and comply with all applicable local, state, and federal codes, statutes, laws, and regulations.

9.0 **INSURANCE & LICENSING REQUIREMENTS:**

9.1 **Required Insurance Coverage:**

9.1.1 Minimum Scope of Insurance: **Coverage shall be at least as broad as:**

1. Insurance Services Office Commercial General Liability coverage
2. Insurance Services Office Additional Insured form

9.1.2 Minimum Limits of Insurance: **Consultant shall maintain limits no less than as follows.**

General Liability:

- \$1 million per occurrence for Bodily Injury, Personal injury, and Property Damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the project/location or the general aggregate limit shall be twice the required occurrence limit.

Note: These limits can be attained by individual policies or by combining primary and umbrella policies.

9.1.3 **Deductibles and Self-Insured Retentions:** Any deductibles or self-insured retentions must be declared to and approved by BHA. At the option of BHA, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects BHA,

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its officers, officials, employees, and volunteers; or the Consultant shall provide a financial guarantee satisfactory to BHA guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

9.1.4 Other Insurance Provisions: General Liability and Automobile Liability policies are to contain, or be endorsed to contain, the following provisions:

1. BHA, its officers, employees, and volunteers are to be covered as additional insured with respect to liability arising from services provided by the Consultant including bodily injury or equipment furnished; or arising out of automobiles owned, leased, hired, or borrowed by or on behalf of the Consultant. General Liability coverage can be provided in the form of an appropriate Endorsement to the Consultant's insurance or as a separate policy for services of this contract.
2. For any claims related to this contract, the Consultant's insurance coverage shall be primary insurance as respects BHA, its officers, employees, and volunteers. Any insurance or self-insurance maintained by BHA, its officers, employees, or volunteers shall be in excess of the Consultant's insurance unless such claims are caused by the sole negligence, errors, or omissions of BHA.
3. Each insurance policy required by these specifications shall be endorsed to state that coverage shall not be cancelled or materially changed, except after 30 days prior written notice, by certified mail, return receipt requested, has been given to BHA.
4. Maintenance of the proper insurance for the duration of this contract is a material element of the contract. Material changes in the required coverage or cancellation shall constitute material breach of the contract by the Consultant.

9.1.5 Acceptability of Insurers: Insurance shall be placed with insurers with current A.M. Best's or similar rating of no less than B+:VI.

9.1.6 Verification of Coverage: Consultant shall furnish BHA with original Certificates of Insurance together with amendatory Endorsements effecting coverage required by these specifications. The Endorsements shall conform fully to the requirements. All Certificates of Insurance and Endorsements are to be received and approved by BHA in sufficient time prior to work commencing to permit the Consultant to remedy any deficiencies. BHA reserves the right to require complete, certified copies of all required insurance policies, including Endorsements affecting the coverage required by these specifications at any time.

9.1.7 Sub-Consultants: BHA must approve use of sub-consultants. Consultant shall include all sub-consultants as insureds under their policies or shall furnish separate insurance certificates and endorsements for each sub-consultant in a manner and in such time as to permit BHA to approve them before sub-consultants' work begins. All coverage for sub-consultants shall be subject to the requirements stated above.

9.1.8 Notwithstanding this provision, the Consultant shall indemnify BHA for any claims resulting from the performance or non-performance of the Consultant's sub-consultants and/or their failure to be properly insured.

9.2 Licensing Requirements: Copies of the following licenses shall be provided under [TAB 1](#).

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- State Business License: License showing ability to do business in the state in which the firm is located. The awarded Consultant is responsible for ensuring compliance with any Washington State licensing requirements.

10.0 ADMINISTRATIVE INFORMATION

10.1 BHA'S Reservation of Rights:

- 10.1.1** While HUD Handbook No. 7460.8 REV 3 is not law, it is intended to and will serve as guidance for BHA's procurement activities as required for federally assisted projects.
- 10.1.2** BHA reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by BHA to be in its best interests.
- 10.1.3** BHA reserves the right not to award any contracts pursuant to this RFP.
- 10.1.4** BHA reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon ten (10) days written notice to the successful proposer(s).
- 10.1.5** BHA reserves the right to determine the days, hours, and locations that the successful proposer(s) shall provide the services called for in this RFP.
- 10.1.6** BHA reserves the right to retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the BHA CO.
- 10.1.7** BHA reserves the right to negotiate the fees proposed by the proposer entity.
- 10.1.8** BHA reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.
- 10.1.9** BHA shall have no obligation to compensate any proposer for any costs incurred in responding to this RFP.
- 10.1.10** BHA shall reserve the right to, at any time during the RFP or contract process, prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein. Proposer agrees that s/he will inform BHA in writing within five (5) days of the discovery of any item listed herein or of any item that is issued thereafter by BHA that s/he believes should be addressed. Failure to abide by this timeframe shall relieve BHA, but not the prospective proposer, of any responsibility pertaining to such issue.
- 10.1.11** BHA reserves the right to review and inspect the awarded consultant's activities throughout the contract term and interview staff in accordance with HUD regulations when applicable.

10.2 Equal Opportunity Employment: BHA will not discriminate on the basis of race, color, gender, sexual preference, religion, age, disability, national origin, marital or familial status, or any other legally protected status.

10.3 Minority-owned, Women-owned, and Disadvantaged Business Enterprises (M/W/DBE): BHA strongly encourages responses from Minority and Women's Business Enterprises or partnerships made up of M/W/DBEs as it is BHA's goal to increase that contract base. A respondent who is a M/W/DBE or who has plans to use an M/W/DBE as a sub-consultant or partner in the response and that subconsultant or partner has *not* been certified as a M/W/DBE, the subconsultant or partner shall submit a certified application for such M/W/DBE to the appropriate local or state agency.

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- 10.4 Section 3 Requirements:** Section 3 of the Housing and Urban Development Act of 1968 (hereinafter “S3”) requires BHA to the greatest extent feasible to provide employment opportunities to S3 residents. S3 residents include residents of BHA communities and other low-income residents of Bremerton. Proposers wishing to claim a Section 3 preference should refer to [Attachment C](#) for instructions.
- 10.5 Basic Eligibility:** The successful respondent must not be debarred, suspended, or otherwise ineligible to contract with BHA, and must not be included on the General Services Administration’s “List of Parties Excluded From Federal Procurement and Non-procurement Programs” or HUD’s “Limited Denial of Participation” list.
- 10.6 Payment Requirements:** Respondents should be aware that BHA will only make payments on the contract issued under this RFP after the work being billed has been completed and will pay reimbursable expenses (if applicable to the particular contract) to the respondent only upon receipt of an invoice for the reimbursable expenses. *No advance payments will be made* to the selected respondent, who must have the capacity to meet all project expenses in advance of payments by BHA.
- 10.7 Documents Produced:** All construction drawings, reports, specifications, and other documents produced under contract to BHA must be submitted to BHA in both hard copy and a digital format that meets BHA’s requirements, using Microsoft Office or AutoCad products in an IBM-compatible format. All documents and products created by the awarded firm and their sub-consultant(s) shall become the exclusive property of BHA.
- 10.8 Other Contracts:** During the original term and all subsequent renewal terms of the contract resulting from this RFP, BHA expressly reserves the right, through any other sources available, to pursue and implement alternative means of soliciting similar or related services as described in this RFP. BHA may award contracts to other vendors such as designers, consultants, or consultants.
- 10.9 Funding Availability:** By responding to this RFP, the respondent acknowledges that, for any contract signed as a result of this RFP, the authority to proceed with the work is contingent upon the availability of funding.

10.10 Acronyms:

A.M. Best	Alfred M. Best (<i>founder</i>) Insurance Rating Guide
BHA	Housing Authority of the City of Bremerton
CO	Contract Officer
ED	Executive Director
HUD	(U.S. Department of) Housing and Urban Development
PM	Project Manager
RFP	Request for Proposal
SOW	Scope of Work