Third Party Property Management Services
for
Bremerton Housing Authority (BHA)
RFP P26006

ADDENDUM NO. 1

Solicitation Issued:	Addendum #1 Issued:	Submittals Due:
10/29/2026, FRI	**11/09/2026**	**12/04/2026 FRI by 2:00 PM**

Answers to the RFP Questions are in **Red**:

****BHA is extending the deadline for Questions for RFP P26006 to 11/10/2026 by 2:00 P.M.**

1. Q: We identified a concern with Section 9.2.3.4, which requires proposers to agree to execute BHA's management agreement (Attachment D) upon submission of the proposal. Specifically, the RFP requires our insurance to be primary, and both the RFP and proposed management agreement require property management to indemnify for mere negligence. These provisions are inconsistent with our standard insurance and indemnification requirements. Our PMA is the standard form which addresses these provisions. Would BHA consider allowing us to modify the certification in Attachment A to reference our previously executed management agreement as the basis for our contractual relationship?

   A. Attachment D is a sample contract only, do not modify Attachment A: Per this Addendum, BHA is willing to work with awardees on insurance indemnification provisions and contract format. ***Please provide your preferred form of management agreement with your submittal.*** BHA will review your requirements and discuss terms which we have done with prior successfully executed property management contracts.

2. Q: We are currently licensed to conduct business in the State of Washington and maintain an active Washington State real estate brokerage license. We are also actively in the process of obtaining the applicable City of Bremerton business license. Can BHA please confirm whether we are eligible to submit a proposal in response to this RFP while our City of Bremerton business license is pending?

   A. Yes, respondents to the RFP can submit a proposal while their application for the City of Bremerton endorsement to their WA State business license is pending approval. The license will need to be in place upon contract execution.

3. Q: Will all households need to qualify at or above 80% AMI? What forms will be required to be completed for income verification? Will the property have any HUD financing?

   A. Trailhead Acquisition: this property does not have any property-based subsidies or other HUD funding, when we acquire this asset, BHA plans to keep rent at or below 80% AMI but there is no

recorded regulatory requirement for that. Once we refinance into our Government Purpose bonds (in early/mid 2027) we will have a regulatory agreement recorded against the property which requires us to have at least 50% of all units rented to households at or below 80% AMI. This is an income only requirement. You should be able to use your standard income verification forms.

B. Note, per the RFP, BHA may acquire other properties with differing funding sources and requirements.

4. Q: Is a Washington State Broker's License required if the leases are held by the property owner and property showings are scheduled and conducted by a licensed property manager?

A: It is BHA's understanding that WA State requires a WA State Brokers License for any property management company doing business in the State, regardless of who holds resident leases.

B. It is incumbent on the contracted entity to fully comply with all local, state, and federal regulations.

5. Q. As an out-of-state property management company, we would like to confirm whether this particular RFP is open to firms outside of Washington State or if it is specifically intended for firms located within the state.

A. BHA cannot restrict respondents to an RFP based on their geographical location; however, it is expected that the awarded company would comply with all WA State regulations for licensing and doing business in WA and have an established local presence able to fulfill the obligations of the management contract.