



# **Bellingham & Whatcom County Housing Authorities**

**REQUEST FOR PROPOSALS**

**# 2026-010-025**

**PROPERTY MANAGEMENT SERVICES**

**RFP ISSUE DATE: June 15, 2026**

**PROPOSALS DUE DATE: 4:00 PM Tuesday, June 30, 2026**

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## **I. General Information**

### **Introduction**

The Housing Authority of the City of Bellingham (“BHA” or “Owner”), is seeking proposals from qualified and experienced firms to provide full-service property management services for a 57-unit affordable housing property subject to income and rent restrictions.

## **II. Scope of Services**

The selected company (the “Manager”) will provide full-service property management services to include but not limited to the following. Specific details will be negotiated at the time a management agreement is entered into.

- Maintain adequate staffing, including recruitment, assignment, supervision and training of all staff assigned to the property.
- Satisfy all regulatory and BHA requirements, including operational metrics, and timely reporting.
- Screen applicants in accordance with BHA requirements, and other federal, state and local regulations.
- Market and lease all units, maintaining at least 96% monthly leased rate.
- Establish and maintain positive tenant and community relations.
- Enforce leases, serve proper notices, and complete eviction and unlawful detainer actions.
- Collect rents, deposit all money collected in accounts designated by the owner, maintain suitable reserve accounts designated by the owners.
- Assist with financial management responsibilities in accordance with Generally Accepted Accounting Principles (GAAP), keep and maintain suitable records and receipts pertaining to the operation of the properties which will be subject to an annual audit.
- Make all necessary repairs, respond to emergency work orders within 24 hours and routine work orders within 14 days and maintain the property.
- Complete vacant unit renovations in a timely manner, generally within 30 days. Ensure communities are safe and secure for all residents.
- Establish and maintain a comprehensive inventory system.
- Prepare annual operating budgets for owner review, complete monthly financial reviews and reporting to owner.
- Provide monthly key performance indicator reports and meet at least monthly with owner to discuss property and overall performance.

### **III. Submittal Instructions**

#### **RFP Contact Information**

Questions regarding this RFP must be directed to Kate Donnelly at the contact information below. Questions must be received by the due dates given in the Schedule of Events Table. Questions submitted after the deadline will not be answered.

Kate Donnelly, Chief Operating Officer  
[kate.donnelly@bellinghamhousing.org](mailto:kate.donnelly@bellinghamhousing.org)

#### **Submittal Instructions**

At minimum, the proposal must include the following:

1. A cover page that includes the identification of your company and contact information;
2. Firm Capabilities
  - a. Company resume, and organization chart
  - b. Resumes of all management and staff assigned to this property;
  - c. Identification of principal company owner contact;
3. A proposed fee structure for your work
4. Management Plan
  - a. A detailed description of your approach to providing the required services, including a detailed staffing plan, assigned duties of staff, including both property management and maintenance responsibilities.
  - b. A detailed description of the firm's demonstrated experience successfully performing similar work.
  - c. An explanation of the firm's quality control program, samples of applications, leases, financials and reports including details related to the frequency and delivery of the reports.
5. Transition Plan
  - a. A concise description of your management transition plan, including items needed from the owner in advance of transition.
6. References
  - a. Contact information for at least three current clients with similar size properties.

Fully completed proposals must be received by the deadline as outlined in the Section V Schedule. Proposals received after the date and time will not be reviewed. Proposals will only be accepted via email and must be directed to [kate.donnelly@bellinghamhousing.org](mailto:kate.donnelly@bellinghamhousing.org).

Proposers are encouraged to identify and clearly label in their submittal how each evaluation criterion is being fully addressed.

Proposers are solely responsible for all expenses of preparing and submitting their responses and interviewing.

#### **IV. Proposal Evaluation**

BHA will form a panel to evaluate the proposals according to the criteria described below and may select the firm(s) with the highest cumulative score(s) for an interview. The firm with the overall highest cumulative score will be selected. The awarded contract will not establish an employer/employee relationship. BHA will contact that firm for negotiations.

<b>Evaluation Factors</b>	<b>Points</b>
Overall Firm Capabilities	20
Proposed Fee	25
Management Plan	25
Transition Plan	10
References	10
Interview	10

#### **Insurance Requirements:**

Without limiting the selected firm’s indemnification of BHA, the selected firm shall maintain at its own expense during the entire term of the executed agreement policies of insurance of the types and amounts described below.

<b>Insurance</b>	<b>Limit</b>
Commercial General Liability for bodily injury, property damage, and personal and advertising injury and include blanket contractual liability	\$1,000,000 per occurrence, \$2,000,000 general aggregate
Automobile Liability covering bodily injury and property damage for all activities of the Manager in connection with their work performed under this agreement	\$1,000,000 for each accident
Worker’s Compensation	\$1,000,000 per accident, employee, and disease
Professional Liability (Errors & Omissions)	\$1,000,000 per claim and in the aggregate
Crime (or Fidelity Bond) including forgery or alteration coverage, computer fraud, funds	\$1,000,000

transfer fraud coverage, money and securities coverage, money orders and counterfeit money coverage, burglary, robbery, theft, and employee dishonesty coverage	
Network Security and Privacy Liability (Cyber liability)	\$1,000,000 per incident and annual aggregate

Except for professional liability and workers compensation insurance, insurance policies required herein shall provide or be endorsed to provide that Owner and its officers, officials, employees, and agents shall be additional insureds under such policies for claims arising from the willful misconduct or gross negligence of the selected firm. This provision shall also apply to any excess liability policies.

**V. Administrative Information**

<b>Schedule</b>	
Request for Proposals Released:	Wednesday, June 17, 2026
Questions Due:	Wednesday, June 24, 2026, by 12 PM PST
Final Addendum Released:	Wednesday, June 24, 2026
Proposals Due:	Wednesday, July 1, 2026, by 4 PM PST
Finalists Interviews:	July 13-16, 2026
Successful Proposer Identified:	Friday, July 31, 2026

The schedule above is approximate detailing of milestones and could be subject to change. Any schedule changes will be communicated through an RFP addendum.

**VI. Contract Terms**

BHA reserves the right to:

1. Reject any and all proposals if it is in BHA’s best interest to do so.
2. Not award a contract pursuant to this RFP.
3. Terminate a contract award pursuant to this RFP at any time for BHA’s convenience upon thirty (30) days written notice to the contractor.
4. Negotiate the fees proposed by the offeror(s).
5. Right to request additional information from all proposers, if needed to evaluate proposals. Such information shall be submitted in the form required by BHA within three (3) business days of the written request.
6. Request and receive a change in personnel assigned to the work if BHA believes that such a change is in its best interest.

Proposer agrees to indemnify, defend, and hold BHA and its administrators, officers, agents, employees, volunteers harmless from and against, any and all, claims, demands, actions, losses, expenses, and liabilities for, or related to, loss of or damage to property or injury or death of any person relating to or arising or resulting in any way from the performance by Proposer.

The successful offeror 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 BHA. Any purported assignment of interest or delegation of duty, without the prior written consent of BHA shall be void and may result in the cancellation of the contract with BHA or in the full or partial forfeiture of funds paid to the successful offeror as a result of the proposed contract, as determined by BHA.

The contract shall be for one full year, with BHA having the option to extend the contract for additional one-year extension(s). No negotiation of rates after the contract has been signed and implemented.