



REQUEST FOR PROPOSAL

GENERAL CONTRACTOR SERVICES

SCATTERED SITE REHABILITATION & PORTFOLIO PRESERVATION CONSTRUCTION

PROJECT OVERVIEW

Issued by: Homes First

Funding Sources: Thurston County HB 1406 Affordable Housing Sales Tax Revenue & SSB 5386 Affordable Housing Grant

Issue Date: 04/20/26

Proposal Due Date: 05/18/26

Pre-Bid Meeting: Will be Remote [Google Meet] for Questions Only

Submit Proposals To:

Homes First, Attn: Jasmine McKenzie
Projects and Compliance Manager
projects@homesfirst.org

Questions / Inquiries: projects@homesfirst.org | 360-236-0920 x206

1. PROJECT OVERVIEW

1.1 Introduction

Homes First is a nonprofit affordable housing organization serving Thurston County, Washington. Our mission is to provide and preserve safe, decent, and affordable housing for low-income individuals and families. For more information, visit our website HomesFirst.org.

Homes First is seeking proposals from qualified, licensed General Contractors to perform rehabilitation and portfolio preservation work at multiple residential properties located in Lacey and Olympia, Washington. This work is funded through Thurston County allocations under:

- HB 1406 — Washington State House Bill 1406: Affordable Housing Sales Tax Revenue. Authorizes local governments to impose a sales and use tax for affordable and supportive housing, with Thurston County directing a portion of these revenues to housing preservation activities.
- SSB 5386 — Washington State Substitute Senate Bill 5386: Affordable Housing Grant Program. Provides state grant funding for the acquisition, construction, and preservation of affordable housing units for households at or below 80% Area Median Income (AMI).



All work must comply with applicable federal, state, and local regulations, and with the specific contractor compliance requirements established by Thurston County for HB 1406 and SSB 5386 funded projects, as set forth in Section 3 of this RFP.

1.2 Project Goals

- Rehabilitate and preserve critically needed affordable housing across the Thurston County portfolio
- Provide decent, safe, and sanitary housing for low-income residents
- Ensure compliance with all applicable building, fire, and property standards
- Minimize disruption to current residents during construction of occupied sites
- Complete work within budget and timeline constraints

2. SCOPE OF WORK

2.1 General Requirements

The selected General Contractor will be responsible for:

- All labor, materials, equipment, and supervision necessary to complete the work
- Compliance with all federal, state, and local regulations
- Coordination with Homes First Project and Compliance Manager to minimize occupant disruption
- Protection of occupied areas during construction
- Daily site cleanup and waste removal
- Final cleanup and project closeout
- Obtaining and paying for all required building permits

2.2 Thurston County HB 1406 / SSB 5386 Funded Projects

The following fifteen properties are funded under the active Thurston County allocation of \$750,000. Contractors may bid on individual properties, a grouping, or the full set of funded properties.

Property Address	Project Scope
1819 9 th Ave SE, Olympia	Siding Replacement & Paint
1314 Sleater Kinney St SE, Lacey	Insulation Replacement
2408 Lincoln Ave SE, Olympia	Roof Replacement
510 Eastside St SE [TRIPLEX], Olympia	Roof & Window Replacement
2124 Soroya Ct SW [4PLEX], Olympia	Roof Replacement
1729 Legion Way SE, Olympia	Flooring Replacement
2503 25 th Loop SE, Lacey	Re-pipe
9130 Shadberry Dr, SE, Olympia	Roof Replacement
914 Franklin St SE [4PLEX], Olympia	Window and Exterior Door Replacement
4913 22nd Ave SE, Lacey	Furnace Replacement, Windows, Kitchen and Re-pipe
5211 22nd Ave SE, Lacey	Furnace Replacement, Siding Repair, Windows & Re-pipe



Property Address	Project Scope
1308 Sleater Kinney Rd SE, Lacey	Re-pipe
3012 Impala Dr SE, Lacey	Re-pipe
1308 Sleater Kinney Rd SE, Units D, E, F	Electrical Box Updates
503 18th Ave SE DUPLEX, Olympia	Siding Repair

Notes:

- Most properties are occupied residential units. Contractors must coordinate work schedules with Homes First staff and Property Managers.
- Permits are required where indicated. Contractor is responsible for obtaining all applicable permits..

2.3 Projects Seeking Additional Funding

The following properties are currently seeking funding approval. Homes First may award contracts for these projects contingent upon confirmation of funding. Contractors are encouraged to submit bids for these properties as well **though it is not required**.

Property Address	Project Scope
1702 Magnolia St SE 4PLEX, Lacey	Siding Repair & Roof Replacement
4712 16th Ave SE, Lacey	Mini-split Replacement
5203 Lacey Blvd SE, Lacey	Furnace Replacement (Office Side)
503 18th Ave SE DUPLEX, Olympia	Sewer Line Repair (EMERGENCY)
6121 Glen Mary Lane SE, Lacey	Turn: Interior Paint, Window Treatment, New Flooring
813 Jefferson St SE, Olympia (Unit C)	Mini Split Installation

Note: Project #25 (503 18th Ave SE DUPLEX — Sewer Line Repair) is designated EMERGENCY and may be expedited outside the standard award timeline pending funding confirmation.

2.4 Pre-Construction Requirements

Occupancy Considerations

- The properties will remain occupied during construction
- Develop and implement a phasing plan that minimizes disruption
- Maintain safe access and egress at all times
- Coordinate work schedule with Homes First team
- Maintain strict confidentiality of residents

2.5 Quality Standards

All work must comply with:

- Current International Building Code (IBC) and International Residential Code (IRC)
- Current National Electrical Code (NEC)
- Current International Plumbing Code (IPC) and Mechanical Code (IMC)



- Current International Energy Conservation Code (IECC) / WSEC 2021
- Local amendments to adopted codes — City of Lacey, City of Olympia, Thurston County
- Manufacturer specifications and installation requirements
- 24 CFR 92.251 (Property Standards)

3. FUNDING SOURCE & COMPLIANCE REQUIREMENTS

3.1 Funding Source

This project is funded by:

- State Program: Thurston County HB 1406 Affordable Housing Sales Tax Revenue
- State Program: SSB 5386 Affordable Housing Grant
- Administered by: Thurston County
- Total Active Portfolio Budget: \$675,000

3.2 HB 1406 & SSB 5386 Contractor Compliance Requirements

All contractors and subcontractors performing work under this RFP must fully comply with the requirements of this Section as a condition of contract award and payment. Failure to comply may result in contract termination and/or repayment obligations to Thurston County.

Affordable Housing Purpose

- All work funded under Thurston County's HB 1406 and SSB 5386 allocations must directly support the preservation and improvement of affordable housing units serving households at or below 80% of the Area Median Income (AMI) as established by HUD for the Olympia, WA Metro Area.
- Contractor acknowledges that this work serves a public affordable housing purpose and agrees to comply with all related program requirements.

Prevailing Wage Requirements (RCW 39.12)

- All workers employed on projects funded in whole or in part by HB 1406 or SSB 5386 grant funds must be paid no less than the prevailing rate of wage for Thurston County as determined by the Washington State Department of Labor & Industries.
- Contractor must file a Statement of Intent to Pay Prevailing Wages with L&I prior to commencing work and must post a copy at the job site.
- Upon project completion, Contractor must file an Affidavit of Wages Paid with L&I.
- Certified payroll records must be maintained for a minimum of six (6) years and made available to Homes First and/or Thurston County upon request.
- All subcontractors are subject to identical prevailing wage requirements.
- Before any payment is made under this contract, Homes First and Thurston County must receive from the Contractor and each subcontractor a copy of the Statement of Intent to Pay Prevailing Wages and, following project acceptance, a copy of the Affidavit of Wages Paid, both approved by the Washington State Department of Labor and Industries.

Apprenticeship Utilization (RCW 39.04.320)

- Minimum 15% apprentice utilization hours are required, or Contractor must submit a written request for waiver.



- Contractors employing apprentices must maintain written evidence of apprenticeship program registration and certification.

Equal Employment Opportunity & Non-Discrimination

- Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, marital status, veteran status, or any other characteristic protected by applicable law.
- Contractor shall take affirmative action to ensure equal opportunity in all employment decisions including hiring, promotion, compensation, training, and termination.
- Contractor must post notices of EEO obligations in all locations where employees are engaged in work under this contract.
- Contractor must include EEO requirements in all subcontracts.
- Women and Minority Business Enterprise (WMBE): Contractor must make a good faith effort to utilize certified WMBE subcontractors and document those efforts.

Debarment, Suspension, and Eligibility

- Contractor certifies that neither it nor any of its principals or proposed subcontractors is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in state-assisted contracts or programs.
- Contractor must verify all subcontractors against the Washington State Department of Labor & Industries "Contractors Not Allowed to Bid" list and the federal SAM database (sam.gov) prior to engagement.
- Contractor must notify Homes First immediately if debarment status changes during performance of this contract.

Records Retention & Audit Rights

- Contractor must maintain complete and accurate financial and programmatic records related to all work performed under this contract for a minimum of six (6) years following project completion or end of the grant period, whichever is later.
- Records must include: contracts, invoices, payroll records, receipts, change orders, and correspondence related to the work.
- Homes First, Thurston County, and the Washington State Auditor's Office shall have the right to inspect, audit, and copy any and all such records upon reasonable notice.

Reporting Requirements

- Contractor must submit monthly progress reports in a format approved by Homes First including work completed, percentage of completion, schedule changes, and issues affecting completion.
- Contractor must promptly notify Homes First in writing of any changes in scope, cost, or schedule.
- Contractor must cooperate in providing information necessary for Homes First to fulfill its reporting obligations to Thurston County under the HB 1406 and SSB 5386 grant agreements.

Washington State Business Licensing & Tax Compliance

- Contractor must hold a valid Washington State business license (UBI) and must be current on all state business and occupation (B&O) taxes.
- Contractor must provide its UBI number in the proposal and on all invoices.
- Contractor must be registered and in good standing with the Washington Secretary of State (if a business entity).



- RCW 39.04.370 reporting applies for items prefabricated out of state.

Subcontractor Compliance

- Prime Contractor is responsible for ensuring all subcontractors comply with all requirements of this Section 3.
- All subcontracts must include provisions that flow down applicable compliance requirements including prevailing wage, EEO, debarment, records retention, and audit rights.
- Prime Contractor must submit a list of all subcontractors, their license numbers, and UBI numbers to Homes First prior to commencement of any subcontracted work.

Tenant Protection

- Contractor acknowledges that all properties are restricted affordable housing. Contractor agrees to minimize disruption to tenants, provide reasonable advance notice of work (minimum 24 hours except in emergency), and coordinate scheduling with Homes First.
- Contractor shall not engage in any conduct that intimidates, harasses, or retaliates against tenants occupying units subject to this work.

3.3 State Requirements Summary

- Washington State Prevailing Wage Law (Chapter 39.12 RCW)
- Apprenticeship Utilization (RCW 39.04.320) — minimum 15% or waiver request
- RCW 39.04.370 — reporting for items prefabricated out of state
- Comply with all state licensing and registration requirements
- Contractors must verify they are not on the L&I "Contractors Not Allowed to Bid" list

4. PROJECT SCHEDULE

4.1 Anticipated Timeline

Milestone	Date
RFP Issue Date	_____
Deadline for Questions	_____
Proposal Due Date	_____ by 5:00 PM PST
Contractor Selection	_____
Contract Execution	_____
Notice to Proceed	TBD
Substantial Completion Target	_____
Project Completion	_____

4.2 Project Duration

The selected contractor must complete all work within the agreed-upon schedule from Notice to Proceed, unless extended in writing by Homes First. Contractors must propose a realistic schedule in their proposal with identified milestones.



5. PROPOSAL REQUIREMENTS

5.1 Technical Proposal Must Include

1. Company Qualifications

- o Washington State General Contractor license number and expiration date
- o UBI number and L&I registration number
- o Minimum 5 years experience with residential rehabilitation or affordable housing projects preferred
- o Experience with occupied building rehabilitation preferred
- o Experience with public funding projects using prevailing wage preferred
- o Current bonding capacity letter from surety

2. Project Team

- o Key personnel experience with similar projects
- o Subcontractor qualification process
- o Safety management plan

3. Technical Approach

- o Construction methodology and sequencing
- o Quality control and assurance procedures
- o Schedule management approach
- o Material procurement and logistics plan
- o Phasing plan for occupied properties

4. Schedule

- o Detailed project schedule with critical milestones
- o Identification of potential delays and mitigation strategies
- o Coordination with permitting and inspection processes

5. Safety Plan

- o Comprehensive safety management program
- o Site safety procedures and protocols
- o Worker safety training requirements

5.2 Cost Proposal Must Include

1. Total Project Cost Breakdown

- o Detailed line-item pricing for each property bid
- o Labor costs with prevailing wage rates by classification
- o Material costs with current pricing validity date
- o Unit costs where applicable

2. Alternative Pricing

- o Value engineering opportunities
- o Optional scope additions or deletions
- o Cost for accelerated schedule if required
- o



3. Allowances and Contingencies

- o Defined allowances with clear scope limits
- o Contingency amounts and conditions for use
- o Change order pricing methodology

5.3 Required Forms and Certifications

- Proposal Signature Form (Attachment A)
- Non-Collusion Declaration (Attachment B)
- HB 1406 / SSB 5386 Contractor Compliance Certification (Attachment C)
- Debarment and Suspension Certification (Attachment D)
- References Form (Attachment E) — minimum three (3) comparable projects in last 5 years
- Subcontractor List with license numbers and UBI numbers (Attachment F)
- Acknowledgment of Site Visit (Attachment G)

5.4 Proposal Format

Submit one electronic copy (PDF), organized with labeled tabs corresponding to the sections above.

Jasmine McKenzie,
 Projects and Compliance Manager
Email: projects@homesfirst.org
Phone: 360-236-0920 x206

Clearly Label the Email: "RFP — Thurston County Rehabilitation & Portfolio Preservation"

Late proposals will not be accepted. Proposers assume responsibility for timely delivery.

6. EVALUATION CRITERIA

6.1 Proposals will be evaluated based on the following weighted criteria

Evaluation Criterion	Weight
Cost Competitiveness	35%
Experience and Qualifications	25%
Technical Approach and Schedule	20%
References and Past Performance	10%
Compliance and Capacity (HB 1406 / SSB 5386)	10%

6.2 Evaluation Process



Step 1: Responsive Review

- Verify minimum qualifications and proposal completeness

Step 2: Technical Evaluation

- Review by evaluation committee
- Score proposals according to criteria above
- May request clarifications or presentations

Step 3: Cost Evaluation

- Verify cost proposal completeness and reasonableness
- Evaluate value for money

Step 4: Reference Checks

- Contact provided references and verify project information

Step 5: Selection

- Identify highest-ranked proposer(s)
- Negotiate final contract terms if necessary
- Award contract — Homes First may award to one or multiple contractors on a project-by-project or portfolio basis

6.3 Selection Rights

Homes First reserves the right to:

- Accept or reject any or all proposals
- Waive minor irregularities
- Request additional information or presentations
- Negotiate with the top-ranked proposer
- Cancel or reissue the RFP
- Award to other than the lowest cost proposal
- Split the award across multiple contractors by property or trade

6.4 Notification

All proposers will be notified in writing of the selection decision within two (2) weeks of the proposal due date.

7. CONTRACTOR ELIGIBILITY & QUALIFICATIONS

7.1 Licensing & Registration

- Must hold a current, valid Washington State General Contractor license (UBI number required)
- Must be registered with the Washington State Department of Labor & Industries (L&I)
- Must hold current City of Lacey and/or City of Olympia business license as applicable
- Contractor must verify they are not on the L&I "Contractors Not Allowed to Bid" list

7.2 Insurance Requirements

- Commercial General Liability: minimum \$1,000,000 per occurrence / \$2,000,000 aggregate



- Automobile Liability: minimum \$1,000,000 combined single limit
- Workers' Compensation: as required by Washington State law
- Umbrella/Excess Liability: minimum \$1,000,000

8. CONTRACT TERMS AND CONDITIONS

8.1 Contract Type

This will be a lump sum fixed-price contract with progress payments.

8.2 Payment Terms

- Payments based on percentage complete
- Retainage: 5% withheld from each progress payment
- Final payment upon substantial completion, acceptance, and receipt of all closeout documentation including L&I Affidavit of Wages Paid
- Invoices must include: contractor name, UBI number, property address, description of work, and period of performance

8.3 Change Orders

All changes to scope, schedule, or budget must be approved in writing via formal change order process before work proceeds. Verbal authorizations are not binding.

8.4 Warranties

- Standard one-year warranty on all work and materials
- Extended manufacturer warranties where applicable
- Ten-year warranty on structural modifications

8.5 Permits and Inspections

Contractor is responsible for:

- Obtaining all required permits
- Scheduling all inspections
- Paying all permit fees (included in contract price unless specifically excluded)
- Providing copies of all final inspection approvals to Homes First

8.6 Prevailing Wage Compliance

The contractor must:

- Pay all workers the prevailing wage rate for Thurston County as established by Washington State L&I
- Submit weekly certified payroll reports
- Post wage determinations at job site
- Maintain all required wage documentation for six (6) years
- Comply with apprenticeship utilization requirements (RCW 39.04.320)

8.7 Termination



Homes First reserves the right to terminate any contract for convenience with fourteen (14) days written notice, or immediately for cause, including but not limited to: failure to comply with HB 1406 / SSB 5386 requirements, persistent failure to perform, or contractor debarment.

10. CONTACT INFORMATION

Projects and Compliance Manager: Jasmine McKenzie

Phone: 360-236-0920 x206

Email: projects@homesfirst.org

Homes First reserves the right to reject any or all proposals, negotiate with selected contractors, and award contracts in the best interest of the project and organization.



ATTACHMENT A — PROPOSAL SIGNATURE FORM

Company/Contractor Name:

WA State Contractor License #: _____ Expiration: _____

UBI Number: _____ L&I Account #: _____

Business Address:

Contact Person: _____ Title: _____

Phone: _____ Email: _____

Total Bid Amount(s):

By signing below, the authorized representative of the Contractor confirms that all information in this proposal is true and complete, and that the Contractor meets the minimum qualifications stated in this RFP.

Authorized Signature: _____ Date: _____

Printed Name: _____ Title: _____



ATTACHMENT B — HB 1406 / SSB 5386 CONTRACTOR COMPLIANCE CERTIFICATION

This certification must be completed, signed, and submitted with your proposal. By signing below, the authorized representative of the Contractor certifies, to the best of their knowledge and belief, that all statements are true and correct.

The undersigned hereby certifies that:

1. The Contractor holds a valid Washington State contractor's license and all applicable specialty licenses required for the scope of work bid.
2. The Contractor is registered with and in good standing with the Washington State Department of Labor & Industries.
3. The Contractor will pay, and will require all subcontractors to pay, no less than the Thurston County prevailing wage rates as established by L&I for all applicable labor classifications.
4. The Contractor will file a Statement of Intent to Pay Prevailing Wages with L&I prior to commencement of work, and an Affidavit of Wages Paid upon completion.
5. The Contractor will comply with apprenticeship utilization requirements under RCW 39.04.320 (minimum 15% apprentice hours or written waiver request).
6. The Contractor shall not discriminate in employment on the basis of any protected characteristic and shall comply with all applicable EEO requirements.
7. Neither the Contractor nor any of its principals or proposed subcontractors is presently debarred, suspended, or excluded from participation in state-assisted contracts or programs.
8. The Contractor has disclosed all known actual or potential conflicts of interest in the space below.
9. The Contractor will maintain all records related to this contract for a minimum of six (6) years and will permit audit access as required.
10. The Contractor acknowledges that all work is performed on affordable housing properties and will comply with all tenant protection requirements.
11. The Contractor will comply with all other requirements of Section 3 of this RFP.

I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Authorized Signature: _____ Date: _____

Printed Name: _____ Title: _____

Company: _____

UBI Number: _____ WA Contractor License #: _____



ATTACHMENT C — DEBARMENT AND SUSPENSION CERTIFICATION

The undersigned certifies, to the best of their knowledge and belief, that:

12. Neither the Contractor, its principals, nor its proposed subcontractors are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions by any federal or state department or agency.
13. Where the Contractor is unable to certify to any of the above statements, the Contractor has attached an explanation to this certification.

Authorized Signature: _____ Date: _____

Printed Name: _____ Title: _____

Company: _____



ATTACHMENT D — REFERENCES FORM

Provide a minimum of three (3) comparable projects completed in the last five (5) years. Include projects involving occupied residential rehabilitation where possible.

Reference 1

Project Name & Address: _____

Project Description & Scope: _____

Contract Amount: \$ _____ Completion Date: _____

Client Name: _____ Phone: _____

Client Email: _____

Involved Federal/State Funding? Yes / No Involved Occupied Building? Yes / No

Reference 2

Project Name & Address: _____

Project Description & Scope: _____

Contract Amount: \$ _____ Completion Date: _____

Client Name: _____ Phone: _____

Client Email: _____

Involved Federal/State Funding? Yes / No Involved Occupied Building? Yes / No

Reference 3

Project Name & Address: _____

Project Description & Scope: _____

Contract Amount: \$ _____ Completion Date: _____

Client Name: _____ Phone: _____

Client Email: _____

Involved Federal/State Funding? Yes / No Involved Occupied Building? Yes / No



ATTACHMENT E — SUBCONTRACTOR LIST

List all anticipated subcontractors below. Attach additional sheets as needed. All subcontractors must be verified against the WA L&I "Contractors Not Allowed to Bid" list and sam.gov prior to engagement.

Subcontractor Name	Trade / Scope	WA License #	UBI #	Est. % of Contract