



Homes First

5203 Lacey Blvd SE, Ste. A,
Lacey, WA 98503 | 360-236-0920 | HomesFirst.org

REQUEST FOR PROPOSALS

CONSTRUCTION SERVICES

PROPERTY PRESERVATION PROJECT

Issued by: Homes First
www.homesfirst.org

Project Name: Department of Commerce Funded Preservation Project

Properties: 5 Scattered Sites Across Thurston and Mason County

RFP Issue Date: [04/30/26]

Pre-Bid Conference: [TBD]

Questions Due: [05/20/26]

Proposal Due Date: [06/12/26]

1. INTRODUCTION

1.1 About Homes First

Homes First is committed to providing safe, affordable housing for individuals and families in our community. This Request for Proposals (RFP) seeks qualified general contractors to perform essential preservation and rehabilitation work on five (5) residential properties funded through the Washington State Department of Commerce.

1.2 Project Overview

Homes First is soliciting proposals from qualified, licensed general contractors to provide construction services for preservation work on five residential properties. The total project budget is funded by the Washington State Department of Commerce. All work must comply with an approved limited Evergreen Sustainable Development Standard (ESDS) as required by the funding source.

2. PROPERTY INFORMATION AND SCOPE OF WORK

Property Address	Project Scope
6120 Glen Mary Ln SE [4PEX] , Lacey WA	Siding Abatement & Replacement, Exterior Paint, and Window Replacement
6121 Glen Mary Ln SE [4PLEX], Lacey WA	Siding Abatement & Replacement, Exterior Paint, and Window Replacement
1103 McCormick St SE, Olympia WA	Siding Replacement, Exterior Paint, Exterior Door and Window Replacement
1107 McCormick St SE, Olympia WA	Siding Replacement, Exterior Paint & Eave Repair
414 S 7th St [DUPLEX], Shelton WA	*Scope is for 1 Unit Only -New Flooring, Interior Paint, Some Junk Removal, Window Treatment Replacement, Appliance Replacement, Interior Door replacement, Trim

3. EVERGREEN SUSTAINABLE DEVELOPMENT STANDARD (ESDS) COMPLIANCE

3.1 ESDS Requirements

All work performed under this contract must comply with the Washington State Department of Commerce Evergreen Sustainable Development Standard (ESDS) Version 4.1 or current version. ESDS is a building performance standard required for all affordable housing projects receiving capital funds through the state Housing Trust Fund program.

NOTE: *This project has been approved for a limited ESDS compliance package and requirements are detailed below.*

3.2 ESDS Key Components

The contractor must:

- Understand and implement all mandatory ESDS criteria applicable to scattered site rehabilitation projects

- Incorporate ESDS requirements into construction documents
- Coordinate with the project's designated Evergreen Coordinator
- Participate in construction team education regarding ESDS objectives
- Comply with materials specifications including:
 - Low-VOC interior paints, varnishes, and primers
 - Energy-efficient windows and doors where specified
 - ENERGY STAR Appliances where applicable

3.3 ESDS Documentation

The selected contractor must:

- Review the Evergreen Project Plan (EPP)
 - Submit material specifications showing compliance with ESDS requirements
 - Provide O&Ms for each site
-

4. CONTRACTOR QUALIFICATIONS

4.1 Minimum Requirements

Proposers must meet the following minimum qualifications:

- Valid Washington State Contractor's License (appropriate classification)
- Current Washington State Business License
- Minimum of five (5) years' experience in residential rehabilitation and preservation work preferred
- Experience with multi-family affordable housing projects preferred
- Demonstrated experience with green building standards (ESDS, LEED, Green Communities, or similar) preferred
- Proof of insurance as specified in Section 4.2

4.2 Insurance Requirements

The selected contractor must maintain the following insurance coverage:

- Commercial General Liability: Minimum \$1,000,000 per occurrence
- Automobile Liability: Minimum \$1,000,000 combined single limit
- Workers' Compensation: As required by Washington State law
- Builders Risk Insurance: Covering full project value
- Professional Liability (if applicable): Minimum \$1,000,000

4.3 Bonding Requirements

The selected contractor must provide:

- Bid Bond: 5% of total bid amount
 - Performance Bond: 100% of contract amount
 - Payment Bond: 100% of contract amount
-

5. SCOPE OF SERVICES

5.1 General Requirements

The selected contractor shall:

- Perform all work in accordance with approved plans, specifications, and applicable building codes
- Provide project management and supervision for all work
- Coordinate with Homes First staff and residents
- Maintain clean and safe work sites at all times
- Minimize disruption to current residents
- Comply with all ESDS requirements
- Submit detailed progress reports and schedules
- Warranty all work as specified

5.2 Specific Work Items

Properties 6120 & 6121 Glen Mary Lane SE, Lacey:

- Complete hazardous materials abatement on existing siding as required
- Remove and dispose of existing siding
- Install new siding system (material specifications to be provided)
- Prepare and paint all exterior surfaces
- Remove existing windows and install new energy-efficient windows as specified
- Ensure proper air sealing and weatherization
- Restore all trim, flashings, and related components
- Final cleanup and site restoration

Properties 1103 & 1107 McCormick St SE, Olympia:

- Remove and dispose of existing siding
- Repair structural eave components as needed
- Install new siding system (material specifications to be provided)
- Prepare and paint all exterior surfaces

- Install new exterior door (where specified)
- Remove existing windows and install new energy-efficient windows as specified
- Repair and paint eaves as specified
- Ensure proper air sealing and weatherization
- Final cleanup and site restoration

414 S 7th St, Shelton - Duplex 1 UNIT:

- Remove existing flooring materials
- Install new flooring throughout unit (specifications to be provided)
- Prepare and paint all interior surfaces
- Remove and dispose of junk/debris
- Install window treatments
- Replace appliances as needed (refrigerator, stove, etc. - list to be provided)
- Install new interior doors as needed
- Install new trim and baseboards
- Final cleanup

5.3 Project Schedule

- Anticipated Start Date: [TBD]
- Substantial Completion: [TBD]
- Final Completion: [TBD]

All work must be completed within the timeframes specified in the final contract.

5.4 Pre-Construction Services

The selected contractor shall:

- Attend any required pre-construction meetings with stakeholders
- Prepare construction schedule
- Submit comprehensive project budget breakdown
- Identify potential value engineering opportunities
- Coordinate utility shutoffs if applicable

6. PROPOSAL REQUIREMENTS

6.1 Proposal Format

Proposals must be submitted in the following order and include all requested information:

Section A: Cover Letter

- Company name, address, phone, email, website
- Primary contact person
- Statement of interest and qualifications summary
- Signature of authorized representative

Section B: Company Qualifications

- Company history
- Contractor license number(s) and expiration date
- Years in business and years performing similar work
- Current bonding capacity
- Description of quality control procedures
- ESDS or green building experience if applicable

Section C: Project Team

- Organizational chart for this project
- Resumes of key personnel (Project Manager, Superintendent, etc.)
- Subcontractor list with licensing information
- Percent of work to be self-performed vs. subcontracted

Section D: Experience and References

- Minimum three (3) similar projects completed in the last five (5) years
- For each project include:
 - Project name and location
 - Client name and contact information
 - Project scope and value
 - Completion date
- References (minimum three) with contact information

Section E: Project Approach

- Understanding of project scope and challenges
- Proposed construction methodology
- Quality assurance/quality control plan
- ESDS compliance approach
- Resident impact mitigation strategies
- Schedule management approach
- Preliminary project schedule (Gantt chart or similar)

Section F: Cost Proposal

- Detailed cost breakdown by property
- Line-item pricing for major work elements
- Identification of allowances
- Schedule of unit prices for potential changes
- Payment schedule proposal
- List of exclusions or clarifications
- Breakdown showing compliance with budget estimates

Section G: Required Forms and Documentation

- Bid bond (5% of total proposal amount)
- Current certificate(s) of insurance
- Contractor license (copy)
- Business license (copy)
- Prevailing wage statement (if applicable)
- Non-collusion affidavit
- Acknowledgment of addenda (if any issued)

6.2 Submission Requirements

Submit one electronic copy (PDF), organized with 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 — Department of Commerce Rehabilitation & Portfolio Preservation"

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

Deadline: [06/12/26 By 5:00 PM]

7. EVALUATION AND SELECTION

7.1 Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- 1. Qualifications and Experience (25 points)**
 - Relevant project experience
 - Company stability and track record
 - ESDS or green building experience
 - Financial capacity and bonding
- 2. Project Team (20 points)**
 - Key personnel qualifications
 - Team structure and adequacy
 - Subcontractor qualifications
 - ESDS knowledge and training
- 3. Project Approach and Understanding (20 points)**
 - Understanding of scope and requirements
 - Construction methodology
 - Schedule feasibility
 - ESDS compliance strategy
 - Quality control plan
 - Resident impact mitigation
- 4. References (10 points)**
 - Quality of reference projects
 - Reference feedback
 - Problem resolution history
- 5. Cost (25 points)**
 - Competitiveness of pricing
 - Completeness and clarity of cost breakdown
 - Alignment with budget estimates
 - Value for investment

Total Possible Points: 100

7.2 Selection Process

1. Homes First will review all proposals for responsiveness and completeness
2. Evaluation committee will score proposals based on criteria above
3. Top-ranked proposers may be invited for interviews
4. Reference checks will be conducted
5. Homes First reserves the right to negotiate with top-ranked proposer(s)
6. Final selection and contract award

7.3 Homes First Rights

Homes First reserves the right to:

- Reject any or all proposals
 - Waive minor irregularities
 - Request clarifications or additional information
 - Negotiate final terms and conditions
 - Award to other than the lowest bidder
 - Cancel this RFP at any time
 - Award contracts for individual properties or as a package
-

8. PRE-BID MEETING

8.1 Meeting Details

- **Date:** [TBD]
- **Time:** [TBD]
- **Location:** [TBD]

A pre-bid conference will be coordinated to review project requirements, conduct site visits, and answer questions. Attendance is strongly encouraged but not mandatory. All prospective bidders should attend to ensure full understanding of project scope and ESDS requirements.

8.2 Site Visits

Property tours will be conducted following the pre-bid conference. All five properties will be accessible for inspection.

9. QUESTIONS AND ADDENDA

9.1 Questions

All questions regarding this RFP must be submitted in writing via email to: projects@homesfirst.org

Questions Due: [05/20/26]

10. CONTRACT TERMS AND CONDITIONS

10.1 Contract Type

A lump sum fixed-price contract will be executed with the selected contractor. The contract will incorporate:

- AIA Document A101 (Standard Form of Agreement) or similar
- General Conditions (AIA A201 or similar)
- Special Conditions specific to this project
- All ESDS requirements
- All applicable federal, state, and local regulations

10.2 Payment Terms

- Retainage of 5% will be held until final completion and acceptance
- Final payment subject to receipt of all closeout documents, and warranties
- Payment requests must be supported by documentation of ESDS compliance

10.3 Warranty

The contractor shall provide:

- One (1) year warranty on all workmanship from date of final acceptance
- All manufacturer warranties (minimum as specified, longer if available)
- Prompt response to warranty claims

10.4 Changes

Changes to the scope of work must be approved in writing via formal change order process. All change orders must include:

- Description of change
- Cost impact (or credit)
- Schedule impact
- ESDS compliance verification (if applicable)

10.5 Prevailing Wage (if applicable)

If this project is subject to prevailing wage requirements, the contractor must comply with all Washington State Department of Labor & Industries prevailing wage laws and submit certified payroll records.

11. COMPLIANCE REQUIREMENTS

11.1 Licensing and Permits

- Contractor must hold valid Washington State contractor license
- All required permits must be obtained prior to work commencement
- All work must meet Washington State Building Code requirements
- Contractor responsible for all permit fees (included in permit budget line items)

11.2 Labor Standards

- Comply with all federal, state, and local labor laws
- Prevailing wage rates if applicable
- Equal Employment Opportunity requirements
- Verification of worker eligibility (I-9 compliance)

11.3 Safety Requirements

- Maintain OSHA-compliant safety program
- Conduct regular safety meetings
- Maintain clean and safe work sites
- Provide appropriate PPE for all workers
- Report all accidents/injuries immediately

11.4 Environmental Compliance

- Proper handling and disposal of all hazardous materials
- Erosion and sediment control as needed
- Construction waste management and recycling per ESDS
- Lead-based paint and asbestos regulations (if applicable)
- Stormwater pollution prevention

11.5 Resident Relations

- Minimize disruption to current residents
 - Provide advance notice of utility shutoffs
 - Maintain access and egress at all times
 - Respect resident privacy and property
 - Professional conduct at all times
-

12. SPECIAL CONDITIONS

12.1 Occupied Properties

Some or all properties may be occupied during construction. The contractor must:

- Coordinate work schedules with residents and property management
- Maintain safe conditions at all times
- Secure work areas when not actively working
- Minimize noise, dust, and disruption
- Provide temporary facilities/accommodations as needed

12.2 Hazardous Materials

If hazardous materials (lead paint, asbestos, etc.) are encountered:

- Stop work immediately and notify Homes First
- Licensed abatement contractor required
- Follow all federal, state, and local regulations
- Additional costs subject to change order process

12.3 Utilities

- Coordinate all utility shutoffs with residents and property management
- Provide minimum 48-hour advance notice
- Minimize duration of shutoffs
- Provide temporary services if extended shutoff required

12.4 Weather and Delays

- Contractor responsible for weather-related planning
- Extension of time for excusable delays per contract terms
- Notice requirements for delay claims
- No additional compensation for normal weather delays

END OF REQUEST FOR PROPOSALS

Homes First is an equal opportunity provider and employer. Homes First does not discriminate on the basis of race, color, national origin, religion, sex, familial status, disability, or any other protected class in the provision of services or in employment.

