



**REQUEST FOR QUALIFICATIONS**  
**for**  
**ARCHITECTURAL AND ENGINEERING SERVICES**

**for the**  
**Housing Authority of Snohomish County**

Request for Qualifications Issued: Monday, January 12, 2026  
Responses Due: Friday, February 13, 2026 by 5:00 PM  
PST

## **REQUEST FOR QUALIFICATIONS ARCHITECTURAL AND ENGINEERING (A&E) SERVICES**

The Housing Authority of Snohomish County (HASCO) is issuing this competitive Request for Qualifications (RFQ) from qualified architectural and engineering firms for contracts to provide full service architectural services, mechanical/electrical engineering services, civil engineering and land surveying, and landscape architectural services.

### **TERMS OF RFQ**

**Questions:** Any questions or requests for further information or clarification must be sent to Jenn Lehmann at [RFP@hasco.org](mailto:RFP@hasco.org) by **Friday, January 30, 2026**. A Q&A will be issued **Thursday, February 5, 2026 by 5:00 PM PST** and posted on HASCO's website at <https://hasco.org/contact-us/service-contracts-info/>. For a copy of the Q&A, please visit the website or send an email to [RFP@hasco.org](mailto:RFP@hasco.org) with the subject line "A&E Services RFQ Q&A."

**Addenda:** If there are changes to this RFQ, HASCO shall issue an addendum. Addenda will be posted on HASCO's website at <https://hasco.org/contact-us/service-contracts-info/>. Please visit the website prior to the submittal deadline to ensure that all addenda issued by HASCO have been received. If unable to review online, request a copy of addenda by sending an email to Jenn Lehmann at [RFP@hasco.org](mailto:RFP@hasco.org) with the subject line "A&E Services RFQ Addenda."

**Submission Instructions and Deadline:** Statements of qualifications are due by **Friday, February 13, 2026 by 5:00 PST** via email to Jenn Lehmann at [RFP@hasco.org](mailto:RFP@hasco.org) with the subject line "A&E Services RFQ." An email response will be sent to confirm receipt. Women-owned, minority-owned, veteran-owned, and/or Section 3 businesses are strongly encouraged to respond. HASCO shall have no obligation to compensate any firm for any costs incurred in responding to this RFQ.

**Evaluation:** HASCO plans to select one or more firms that are best qualified to provide the services described in this RFQ based upon the evaluation criteria set forth in this RFQ. HASCO reserves the right to waive any omissions or irregularities in submittals, or to reject any or all submittals. HASCO reserves the right to award contracts to multiple firms for any or all of the scope areas included in this RFQ.

**Records Made Public:** All information submitted to HASCO may become public record, per RCW 42.56. Responders to this RFQ should review the confidentiality of their submitted information and related proprietary information. No guarantee is made by HASCO that submitted information will remain confidential and any information submitted may be disclosed upon a public disclosure request.

**Basic Eligibility:** Responders to this RFQ must be licensed to do business in the State of Washington, have a State Unified Business Identifier (UBI) number, and be properly authorized and licensed (if required by law) to perform the services proposed. With a statement of qualifications submission responding to this RFQ, the firm represents that neither it nor its principals/officers are presently debarred, suspended, proposed for debarment, or declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency.

**Payment Requirements:** Firms should be aware that HASCO will only make payments to firms for professional services rendered only after the work being billed has been completed, and within 30 calendar days of receipt of a properly prepared and HASCO-approved invoice. Supporting documentation is required for payment of reimbursable expenses. No advance payments will be made.

## **BACKGROUND**

HASCO is a public housing authority, created in 1971 and guided by a six-member Board of Commissioners that is appointed by the Snohomish County Council. HASCO has 108 employees and an annual operating budget of \$135,000,000. HASCO's portfolio includes over 2,400 units of subsidized, affordable, and workforce housing and over 4,200 housing vouchers throughout Snohomish County. HASCO provides housing for seniors, veterans, people with disabilities, and low-income working families who are increasingly pressured by stagnant wages and rising housing costs.

HASCO completes an average of \$2-4 million in capital work annually, with project types ranging from small repairs to multimillion dollar major rehabilitation projects, along with occasional new construction projects. Additionally, HASCO is finalizing a development pipeline that will include both new construction and renovation of existing units in the agency portfolio.

## **VISION, MISSION, AND VALUES**

HASCO's core values of diversity, integrity, service, stewardship, and teamwork are practiced in our everyday work, interactions, and strategies. HASCO employees are authentic, dedicated, kind and compassionate, professional, and respectful. HASCO's mission is to meet the diverse needs of Snohomish County residents by expanding housing opportunities that promote stability, strengthen community, and provide affordability. The agency envisions a future where all Snohomish County residents have safe and affordable housing.

## **SCOPE OF WORK**

- **Architectural Design** - The scope of architectural services may include, but are not limited to:
  - Feasibility studies to determine the highest and best use of property.
  - Scenarios for development, redevelopment, or rehabilitation of real property.
  - Development of preliminary plans for new and redevelopment projects.
  - Needs assessments.
  - Assisting HASCO in establishing a realistic and achievable budget and schedule for projects.
  - Providing HASCO with a list of required site information such as survey and soils information and assisting HASCO in obtaining that information when requested.
  - Reviewing plans and corresponding budgets with HASCO, assisting HASCO in deciding on the most appropriate development or rehabilitation plan, and developing the selected plan in more detail for review by HASCO.
  - Preparation and submittal of plats for approval.
  - Preparing a comprehensive analysis of the requirements of authorities having jurisdiction, including zoning, site plan control, construction requirements.
  - Preparing concept or schematic design, often several alternatives.

- Reviewing those concepts with HASCO, assisting HASCO in deciding on the most appropriate design, and developing the selected design in more detail for review by HASCO.
  - Preparing the detailed construction documents, plans and specifications, which will be used to apply for building permits, to determine the construction costs, and to build or renovate projects.
  - Assisting HASCO in obtaining bids and executing the appropriate construction contracts.
  - Administering construction contracts and certifying payments to constructors when they are due.
  - Carrying out general review during construction, monitoring construction quality as it proceeds to ensure that the project is being built in general conformity with the plans and specifications as directed.
  - Assisting with community engagement efforts.
  - On State Funded projects Leading Washington State Evergreen Sustainable Development Standards (ESDS) related task.
- **Landscape Architectural Design** - The scope of landscape architectural services may include, but are not limited to:
    - Landscape architectural design and specifications.
    - Assess the environmental conditions of the natural resources.
    - Historic landscape preservation and restoration.
    - Site restoration and improvement plans.
    - Prepare conceptual designs, preliminary budget estimates, and project schedules.
    - Schematic design, design development, construction documents, plan check, and construction management.
    - Construction and city/county building permit administration.
    - Conformance to accessibility requirements (ADA.)
    - Assisting with community engagement efforts.
- **Engineering** - The scope of engineering services may include, but are not limited to: Structural, Mechanical, Electrical, and Civil for the following activities:
    - Complete Engineering services for evaluation and development of real property.
    - Evaluation of existing structures for structural integrity.
    - Preparation of recommendations for proposed construction and or rehabilitation of existing structures.
    - Interaction on behalf of the HASCO or affiliated nonprofits with regulatory bodies as required.
    - Complete review of adjacent properties for onsite and offsite issues that may affect the subject property.
    - Coordination with Architectural, Survey and Environmental firms, as appropriate.
    - Such other Engineering related work as may be requested from time to time.

- Land Surveying - Complete survey services of real property including boundary, topographical and other types of surveys as requested.
  - Preparation and submission of land division requests of all kinds.
  - Review of future regulation and zoning changes to potential sites under evaluation.
  - Defense of work completed on behalf of HASCO as necessary.
  - Complete review of adjacent properties for onsite and offsite issues that may affect the subject property.
  - Capacity to perform and complete all phases of ALTA Surveys.
  - Staking and construction services for new construction projects.
  - Completion of As-Built Surveys.
  - Preparation and submittal of plats for approval.
  - Preparing a comprehensive analysis of the requirements of authorities having jurisdiction, including zoning, site plan control, construction requirements.
  - Such other survey-related work as may be requested from time to time.
  
- Geotechnical - Explore the subsurface conditions at a site to inform recommendations for construction and provide a report that may include, but is not limited to:
  - Summary of all subsurface exploration data, including subsurface soil profile, exploration logs, laboratory or in situ test results, and ground water information.
  - Interpretation and analysis of the subsurface data.
  - Specific engineering recommendations for design.
  - Discussion of conditions for solution of anticipated problems.
  - Recommended special geotechnical provisions.
  - Such other geotechnical related work as may be requested from time to time

HASCO encourages responses from multidisciplinary firms as well as firms that provide only single discipline services..

### **SUBMITTAL CONTENT**

HASCO reserves the right to request additional information, if necessary, in order to complete the evaluation and selection process. Interested firms are requested to submit a proposal of no more than 6 (six) pages in length if a single discipline service firm; no more than eight (8) pages in length for a multidisciplinary firm. Two (2) additional pages are allowed for firms highlighting community engagement and sustainability experience. Please do not submit general brochures, pamphlets or other materials unless they are to be included within the page limit. The submittal should be one complete proposal in pdf format and should not be sent in multiple emails or multiple attachments. The proposal must include the following:

1. *Cover letter.* A one page cover letter that 1) identifies which of the scope areas the firm can provide either directly or through subcontracting, 2) confirms whether the firm qualifies as a women-owned, minority-owned, veteran-owned, and/or a Section 3 business, 3) lists the location of the office of the staff that would be assigned to work with HASCO, 4) lists the contact information of the main contact at the firm, and 5) is signed by an officer of the firm that is authorized to execute agreements.

2. *Firm Experience.* A discussion of the firm's experience and qualifications that demonstrates the firm's capacity to provide the services requested under the selected scope areas. Please include details about relevant projects completed within the last five years, including services provided by the firm, year completed, project location, size, and name of owner. For multidisciplinary firms, please describe the full scope of services your firm provides and the number of individuals in your firm specializing in each of the selected scopes as a) an absolute number, and b) a percentage of the total number of individuals in the firm.

Design Firms Additional Requirements:

2a. *Community Engagement:* Please provide evidence of the design team's experience assisting clients with community engagement and/or hosting charrettes. Please explain your firm's approach to community engagement and how you integrate feedback into your design.

2b. *Sustainability:* Provide evidence of the design team's experience/familiarity with environmental and sustainable practices. In the State of Washington, many affordable housing projects are subject to Evergreen Sustainable Development Standards (ESDS) requirements. Please indicate your firm's experience with ESDS. ESDS information can be located at: <https://www.commerce.wa.gov/multifamily-rental-housing/evergreen-standard/>

3. *Staff Experience.* A description of the personnel who will be assigned to work with HASCO, the specific services to be provided by each person, and their experience and qualifications related to the selected scope areas.
4. *Mission and Value Alignment.* HASCO strongly encourages minority and women-owned businesses, veteran-owned businesses, socially and economically disadvantaged, and small businesses to submit qualifications. Additionally, in responding to this solicitation, responders should include a statement that speaks to your firm's values and how they may align with HASCO's Mission, Vision, and Values outlined earlier in this solicitation.
5. *References.* The contact information from at least two recent clients (ideally public housing authorities and/or nonprofit housing agencies with similar architectural and engineering needs) that have received services from your firm in the selected scope areas within the last five years.

**EVALUATION CRITERIA**

All responses to this RFQ that are received by the deadline will be evaluated by an committee of two or more HASCO staff according to the criteria listed below:

<b>Criteria</b>	<b>Points</b>
Cover Letter	10
Firm Experience	45
Staff Experience	35
Mission & Value Alignment	10
<b>TOTAL</b>	<b>100</b>

HASCO may schedule interviews with any or all firms for one or more of the scope areas, and the results will be factored into the final scoring for criterion #1. HASCO will select one or more firms for each scope area based on the firms with the highest amount of total points. HASCO reserves the right to cancel this RFQ, reject any or all proposals, or withdraw its selection any time prior to execution of a contract.

**CONTRACT INFORMATION**

HASCO and the selected firm(s) will negotiate the terms and conditions of the professional services contract. The executed contract shall incorporate the firm’s proposal as an exhibit. In the contract, HASCO reserves the right to modify the scope of work and expand or modify the terms and conditions specifically set forth in this RFQ. In the event HASCO and a selected firm are not able to reach agreement on contract terms and conditions acceptable to both parties, HASCO will be relieved of any obligation to negotiate with or contract for services with the selected firm. The contract for services shall be through December 31, 2031, with two optional one-year extensions, granted at the sole discretion of HASCO. HASCO may or may not utilize the firm’s services or a portion of the services during the term of the contract. Professional services are assigned on an “as-needed” basis and work on specific projects shall be assigned to the selected firms via task order during the duration of the contract.