



Whatcom Transportation Authority (WTA) is soliciting Statements of Qualifications through this Request for Qualifications (RFQ) from experienced individuals and firms to provide real property management services. Work will be performed in coordination with WTA and designated staff. Experience with public agency clients is preferred.

The deadline for submission is 12:00 p.m. on Tuesday, February 3, 2026.

Electronic Submission by email to: Procurement@ridewta.com

| PROCUREMENT SCHEDULE | |
|--|--|
| Procurement Schedule | Dates |
| Issuance of Request for Qualifications | Thursday, January 8, 2026 |
| Clarification Deadline | Tuesday, January 20, 2026, at 4:00 PM |
| Statement of Qualification Submission Deadline | Tuesday, February 3, 2026, at 12:00 PM |
| Finalist(s) Selected and Notified (Tentative) | Week of February 16, 2026 |
| Selection Notification (Tentative) | Week of February 23, 2026 |

PART I - BACKGROUND INFORMATION

WTA is a Public Transportation Benefit Area (PTBA), defined by RCW Chapter 36.57A, providing transit service throughout Whatcom County, Washington. WTA provides Fixed Route service within Whatcom County and into Skagit County, Paratransit, Zone Service, and a Rideshare Program.

WTA's mission is to enhance our community by:

- Delivering safe, reliable, efficient, and friendly service.
- Offering environmentally sound transportation choices.
- Providing leadership in creating innovative transportation solutions.
- Partnering with our community to improve transportation systems.

Additional information about WTA can be found at www.ridewta.com.

PART II - SCOPE OF WORK

The purpose of this Scope of Work (SOW) is to define the general responsibilities and requirements for a selected contractor to provide certain property management services for the WTA-owned building located at 1530 Cornwall in Bellingham, Washington ("Property"), and potentially other properties that may be acquired or made available for leasing in the future. The Property is currently being held for future development; during the interim period, the selected contractor will be expected to operate, manage, and maintain the Property, including general oversight of tenants, building systems, maintenance, financial reporting, and compliance with applicable federal, state, and local laws, including those specific to public agencies and their tenants in Washington State.

Such services include, but are not limited to, the following in relationship to the Property:

1. Property Operations

- Day-to-day management of the building and grounds.
- Maintain regular on-site and remote presence appropriate to the scope.
- Serve as the single point of contact for property-related matters.
- Maintain a staffed 24/7 emergency contact line and coordinate emergency response activities, including contacting emergency services and notifying WTA in accordance with established protocols.

2. Tenant Management & Compliance

- Administer lease agreements and monitor and ensure tenant adherence to lease terms.



- Handle leasing activities as directed by WTA, including advertising vacancies, screening potential tenants (if applicable), and processing renewals.
 - Collect rent and other tenant charges.
 - Ensure management and tenant interaction practices comply with:
 - Applicable commercial tenancy obligations as set out under Washington state law, and City of Bellingham regulations.
 - Fair housing laws and public accommodation requirements,
 - WTA rules, including, but not limited to, regarding transparency, records, and public funds management.
 - Address tenant concerns, disputes, and complaints professionally.
 - Issue legal notices (e.g., entry, lease violations, termination) when necessary.
- 3. Maintenance & Facilities Management**
- Conduct routine, preventative, and emergency inspections and advise WTA on all recommended repairs.
 - Conduct regular inspections of Property, grounds, building and tenant spaces.
 - Maintain records of maintenance activities and warranties.
 - Assist WTA as requested with recommendations and monitoring of repair work performed by others on the property.
- 4. Financial Management & Reporting**
- Prepare proposed annual operating budget for WTA review and approval and manage operations within approved budgets
 - Collect and account for rent, deposits, and any other amounts.
 - Process and coordinate payment of operating expenses subject to WTA procedures and controls.
 - Maintain and provide transparent financial records in accordance with public-agency accounting requirements.
 - Provide monthly financial statements including:
 - Income/expense reports.
 - Rent roll and lease status.
 - Maintenance logs.
 - Deliver year-end reports.
- 5. Regulatory Compliance**
- Ensure that the Property and occupancy comply with all Washington State, federal, and local regulations including safety, building codes, environmental standards, accessibility requirements, and equitable access.
 - Assist WTA in responding to audits, inspections, or compliance reviews.
 - Maintain records relating to all services provided to WTA and the Property separately from other records and otherwise in a manner that allows production as required under the Washington State Public Records Act, RCW Chapter 42.56 and provide records to WTA upon request.
- 6. Risk Management**
- Identify and propose appropriate security measures to protect the Property, personal property, occupants, and invitees, with the understanding that WTA reserves the right to establish, modify, or require compliance with its own internal security protocols.
 - Report incidents, hazards, and claims promptly.
 - Maintain required insurance coverage in association with his/her/its services and ensure vendors do the same.
- 7. Property Transition/Disposition Support**
- Provide Property data, information, and operation input to support WTA led development planning activities, when requested.



- Provide Property history, all records relating to the Property and contractor's management to WTA at contract end.
- Work with WTA to prepare property for transition to redevelopment or new management.

8. Leasing

- Leasing activities shall be conducted in coordination with WTA and pursuant to its instruction, with WTA to retain responsibility over tenant selection, lease forms, lease terms, rental rates, and execution of lease agreements.

PART III – TERM OF AGREEMENT

The potential Agreement shall be for an initial term of three (3) years, with up to three (3) optional one-year extensions, for a total of six (6) years, exercisable at the sole discretion of the WTA. WTA reserves the right to terminate the Agreement in accordance with the termination provisions set forth in the Terms and Conditions, including termination for convenience.

PART IV – QUESTIONS ABOUT THE RFQ & CONTACT WITH WTA

Questions pertaining to the RFQ must be submitted via email to procurement@ridewta.com no later than 4:00pm on the date listed in the Procurement Schedule above. WTA does not guarantee a response to questions submitted after the deadline.

PART IV – MINIMUM PROPOSER QUALIFICATIONS

- Have (or demonstrate the ability to obtain prior to contract execution) a State of Washington and all required local government business license(s), registrations, and endorsements.
- Not be suspended or debarred with the federal government.
- Not be disqualified from bidding under RCW 39.06.010 or 39.12.065 (3).
- Have the ability to meet insurance and bonding requirements.
- Meet the minimum qualifications and experience requirements set out in Part V.
- Proposers must have staff or an office capable of responding to property management needs in Bellingham, Washington within one (1) hour of notification.

PART V – SUBMISSION GUIDELINES

Proposals will conform to the following:

- Pages of the proposal should be numbered.
- Sections clearly identified.
- Single spaced, no columns.
- Minimum twelve (12) point font.
- No more than twelve (12) double sided pages, excluding forms requested in the exhibits.
- **A single, searchable PDF file with the submission and all required completed forms**

All proposals will include the following information:

1. Company Background

Provide a brief history to include:

- Month/year of establishment,
 - Years that the person, company, key personal or principals have been providing property management services specifically.
- Organizational structure.
- Number and type of personnel.
- Location of office(s).



- Normal business hours and holidays not normally worked.

2. Professional Experience

The Proposer must demonstrate that he/she/it, and key personnel or principals meet the following:

- A minimum of 5 years of professional property management experience.
- Experience managing commercial, industrial, or mixed-use properties similar in size, age, or complexity to the Property.
- Experience managing properties with multiple tenants and handling leases, rent collection, and tenant relations.
- Experience with public-sector owners or entities preferred.

3. Staffing & Capacity

The Proposer will have:

- A designated Property Manager assigned as primary point of contact.
- Sufficient staff or subcontractor capacity to provide 24/7 emergency response.

4. Financial Capability

The Proposer must be able to demonstrate:

- Ability to manage operating budgets, rent collection, and accounting.
- No history of default or termination for cause related to similar services within the past three (3) years.

5. Compliance & Regulatory Knowledge

The Proposer must demonstrate an understanding of:

- Washington State tenancy statutes (RCW Title 59) applicable to the Property.
- Building safety, environmental, ADA, and local code obligations applicable to the Property and building.
- Public agency financial transparency and documentation expectations.

6. Mandatory Submission Requirements

Failure to include all mandatory submission requirements may result in the proposal being deemed nonresponsive:

- Company profile and years in business.
- Proof of required licenses and business registration.
- Resumes/qualifications of key personnel or principals.
- Example reports (financial, maintenance logs, tenant notices).
- References for at least three comparable properties/projects.
- Fee structure or cost proposal.

PART VII – INSURANCE REQUIREMENTS

The Proposer must be willing to obtain and maintain the minimum limits of liability insurance set forth below:

- Broad form Commercial General Liability, affording limits of liability of \$1,000,000.00 per occurrence for bodily injury, personal injury, and property damage and \$2,000,000.00 in the aggregate.
- Automobile liability affording limits of liability of \$1,000,000.00 as a combined single limit per accident for bodily injury and property damage.
- Professional liability insurance, affording limits of liability of \$1,000,000.00 in the aggregate covering all professional activities performed under this Agreement.
- Workers Compensation coverage as required by the laws of the State of Washington. Except with regard to Professional Liability Insurance and Workers Compensation coverage, all insurance



coverages required under this Agreement shall include a waiver of subrogation against WTA for losses arising from work performed by the Consultant.

PART VIII – PROPOSAL EVALUATION

Cost score will be ranked. The lowest cost proposal receives 5 points; subsequent proposals will receive fewer points in ascending order by cost. $(\text{Lowest Overall Proposed Price} \div \text{Price Being Evaluated}) \times \text{Total Points Possible} = \text{Score}$.

| Evaluation Criteria | Description | Max Points |
|---|--|-------------------|
| Firm Qualifications & Experience | Relevant experience managing commercial or mixed-use properties of similar size, age, and complexity including demonstrated history of successful property management and tenant relations. | 25 |
| Experience with Public Sector / Regulatory Compliance | Understanding of Washington State landlord-tenant regulations (RCW 59), fair housing, building codes, procurement compliance, record transparency, and public owner requirements. Prior experience with public clients is considered a plus. | 15 |
| Key Personnel & Staffing Plan | Qualifications of proposed property manager and team, roles/responsibilities clearly defined, capacity for 24/7 response, availability of maintenance/vendor support. | 20 |
| Management & Operations Approach | Quality and feasibility of proposed management plan including tenant communication strategy, maintenance program, financial controls, reporting, compliance tracking, and transition/start-up plan. | 20 |
| Financial Management & Reporting Capability | Demonstrated ability to manage budgets, rent rolls, accounts receivable, accounting systems/software, reporting templates, sample reports. | 10 |
| Cost Proposal / Fee Structure | Clarity and competitiveness of management fees, service markups, pass-through costs. Evaluation will consider the reasonableness, clarity, and competitiveness of proposed management fees, service markups, and pass through costs | 10 |
| Total Possible Points: | | 100 |

The Evaluation Committee will review, score and comment independently in whole numbers (e.g., proposal scoring an 18.5 will round down to 18). Statement of Qualification scores will then be averaged. Points for cost will be added to the averaged score.

The top scoring Statements of Qualification may be invited for interviews. Submissions and interview results are re-scored against the evaluation factors based on information provided by interviewees. Price may be recalculated based on the number of responses in the Competitive Range.

Upon selection of the successful Proposer, a Notice of Intent to Award will be provided to all Proposers. The Notice of Intent to Award in no way constitutes a promise to award or an acceptance of the offer contained in the Proposal; rather it is WTA's first step in recommending a contract to its Board of Directors. WTA may reconsider and withdraw, change, or amend a Notice of Intent to Award at any time before the Board of Directors formally select a Proposal.

In the event a contract award is made that is within the General Manager's signing authority, WTA may, at its option, waive Board approval.



Proposers are permitted to request a debriefing about its/his/her own Proposal from Procurement after the Notice of Intent is issued. Documents and information relating to the procurement may be requested by submitting a Public Disclosure Request to RecordsRequests@ridewta.com.

PART VII – General Terms and Conditions

This Request for Qualifications does not include the General terms and Conditions that will apply to the contract as an attachment. Any contract resulting from this solicitation will be subject to special terms and conditions, which will be negotiated with the selected proposer prior to contract execution.

PART VIII – Additional Particularized Terms and Conditions

Upon selection, WTA and the selected Proposer will negotiate in good faith on the additional terms and conditions governing the work, including, by way of example, the procedures for the performance of any repair work on the Property, management of revenue from the Property, payment of costs/expenses for the Property, and document retention arising from the work.



PROPOSAL COVER SHEET

All fields must be completed where applicable. **Failure to complete this form will result in the proposal being rejected as non-responsive.**

| | | |
|--|----------------|----------------|
| Business Name: | | |
| Type of Business <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation (State of Incorporation ____) <input type="checkbox"/> LLC | | |
| Physical Business Address (Must NOT be a PO Box) | | |
| City | State | Zip Code |
| Business Telephone # | Business Fax # | Business Email |
| WA State UBI ¹ # | Federal EIN# | |

Receipt is hereby acknowledged of Addenda No(s): ____ _

NOTE: Failure to acknowledge receipt of addenda will be considered non-responsive to the proposal

OFFICAL AUTHORIZED TO SIGN FOR PROPOSER

"I declare under penalty of perjury under the laws of the State of Washington that these qualifications are genuine. This proposal is not false or made on behalf of any person who has an interest in the award. No other proposer has been solicited to put a false proposal, adjust their price lists, or coerced any other company to refrain from proposing. I guarantee that my firm has not attempted to secure an advantage over any other Proposer through collusion. All statements and information contained in the submitted proposal are true, correct, and based on the requested scope of Work. All employees and agents of the Proposal are skilled and experienced in the required Work. In the event that the Project or any aspect of the project is found to be non-compliant, I understand my company will be held responsible to remedy all deficiencies at no additional cost. I understand that my firm will be required to perform under the terms and conditions outlined in the solicitation and proposal, if accepted. I acknowledge that WTA may not negotiate additional terms to the potential contract once the Notice of Intent to Award is issued and that we may be held to the contract and performance terms and conditions outlined in the RFP. My signature below assures WTA that the firm acknowledges and will comply with this solicitation."

Signature of Authorized Officer/Agent

Date

Print Name & Title

The individual named herein is duly authorized to obligate the firm to a contract.

¹ Bellingham Municipal Code 6.05.025

² RCW Chapter 18.27



Note: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

PROPOSER INFORMATION

Provide ALL of the requested information about your organization. **Failure to provide ALL requested information will result in rejection of the submission as non-responsive.**

| | |
|--|--|
| <ul style="list-style-type: none">• PRIMARY CONTACT Name• Title• Phone• Email | |
| EMPLOYMENT SECURITY DEPARTMENT # | |
| YEARS IN INDUSTRY | |
| ANNUAL REVENUES* | <input type="checkbox"/> Less than \$500,000 <input type="checkbox"/> \$500,000-\$1 million <input type="checkbox"/> \$1 – 2 million <input type="checkbox"/> \$2 – 5 million <input type="checkbox"/> \$5 – 10 million <input type="checkbox"/> More than \$10 million |
| MBE/DBE <input type="checkbox"/> Yes <input type="checkbox"/> No DBE Registration# _____ | SBA <input type="checkbox"/> Yes <input type="checkbox"/> No SBA Registration# _____ |
| STAFF SIZE List staff numbers & positions who will be assigned to this contract | |
| CUSTOMER LIST (3-5 additional customers besides references below) | |
| NAIC NUMBERS (naics.org for more info) | |

* WTA reserves the right to request financial statements from proposers to demonstrate financial responsibility. Failure to provide requested documentation will result in the proposal being rejected as non-responsive and not responsible