

REQUEST FOR PROPOSAL

Real Estate Property Inspection Services

Reference#: 752774-BD

Submittal Deadline: July 15, 2026 by 3:00 P.M (Pacific Time)

Workday Strategic Sourcing Event:

[university-of-washington.public-portal.us.workdayspend.com](https://university-of-washington.public-portal.us/workdayspend.com)

The University of Washington (“UW”) is soliciting proposals from potential vendors to provide property inspections on an as-needed basis for buildings where the University of Washington is the tenant or landlord. Most properties are located in Washington State.

This solicitation is open to those vendors who satisfy the minimum qualifications stated herein and who are available for work in Washington State.

CONTENTS OF THIS SOLICITATION

SECTION 1: GENERAL INSTRUCTIONS

SECTION 2: SCOPE AND DELIVERABLE REQUIREMENTS

SECTION 3: SUBMISSION REQUIREMENTS, EVALUATION, AND CONTRACT AWARD

SECTION 4: ATTACHMENTS

- Exhibit A: Sample Report
- Attachment A: Pricing Proposal

Contents

CONTENTS OF THIS SOLICITATION	1
Section 1: General Instructions.....	1
Section 2: Scope and Deliverable Requirements	1
Section 3: Submission Requirements, Evaluation, and Contract Award	1
Section 4: Attachments.....	1
SECTION 1: GENERAL INSTRUCTIONS AND TERMS OF THE SOLICITATION	4
1.1 PURPOSE	4
1.2 COMMUNICATIONS.....	4
1.3 DEFINITION OF TERMS	4
1.4 SUBMISSION OF PROPOSAL	5
A. INQUIRIES.....	5
1.5 COMPLAINT AND PROTEST PROCEDURE	5
A. COMPLAINT PROCEDURE	6
B. PROTEST PROCEDURE	6
1.6 INTERPRETATION OF THE SOLICITATION	7
1.7 REVISIONS TO THE SOLICITATION	7
1.8 SIGNATURE REQUIREMENTS	7
1.9 COST OF PROPOSALS.....	7
1.10 WITHDRAWAL OR MODIFICATIONS OF PROPOSALS	8
1.11 PUBLIC DISCLOSURE	8
1.12 ACCEPTANCE PERIOD	8
1.13 RESPONSIVENESS	8
1.14 SELECTION OF PROPOSALS.....	8
1.15 NO OBLIGATION TO CONTRACT	9
1.16 CONTRACT IN BEST INTEREST.....	9
1.17 PUBLICITY	9
1.18 NON-ENDORSEMENT	9
1.19 FUNDING	9
1.20 STANDARD CONTRACTUAL PROVISIONS	9
1.21 DATA-SECURITY AND PRIVACY	9
1.22 IN-STATE RECIPROCITY	10
1.23 GRATUITIES	11

1.24	MINORITY AND WOMEN BUSINESS ENTERPRISE PARTICIPATION.....	11
1.25	U.S. SMALL BUSINESS PARTICIPATION	11
1.26	PRICING AND PREVAILING WAGE.....	11
1.27	USE OF SUBCONTRACTORS	12
1.28	SUBCONTRACTORS PAYMENT REPORTING REQUIREMENTS.....	12
SECTION 2: REQUIREMENTS		14
2.1	BACKGROUND	14
2.2	TIMETABLE	14
2.3	PERIOD OF SERVICE	14
2.4	SCOPE OF WORK	15
2.5	FIRM MINIMUM QUALIFICATIONS	16
2.6	PRICING AND FEE REQUIREMENTS.....	16
2.7	CONTENT OF PROPOSALS.....	17
SECTION 3: EVALUATION AND CONTRACT AWARD		19
3.1	EVALUATION OF PROPOSALS	19
3.2	EVALUATION CRITERIA AND SCORING	19
3.3	INTERVIEW / PRESENTATION	19
3.4	NOTIFICATION TO PROPOSERS.....	19
SECTION 4: ATTACHMENTS AND FORMS		20

SECTION 1: GENERAL INSTRUCTIONS AND TERMS OF THE SOLICITATION

1.1 PURPOSE

This solicitation is issued by the University of Washington to identify qualified firms who can provide goods and/or services which meet the University's requirements as outlined herein.

1.2 COMMUNICATIONS

The Solicitation Coordinator is the sole point of contact for this Procurement.

This is a public solicitation. Interested Parties must be registered in Workday Strategic Sourcing ("WSS") and added to this Solicitation event in order to submit questions or communications through the WSS message portal.

Access to the WSS message portal is available only through a bidder login for the Solicitation event. Interested Parties must click "Bid" in WSS in order to access the message portal. Clicking "Bid" does not obligate an Interested Party to submit a response to the solicitation, but it does provide access to the message portal for Solicitation-related communications.

Except for WSS access or login issues as expressly stated below, all questions, requests for information, requests for clarification, and other communications regarding this Solicitation must be submitted through the WSS message portal. This includes questions from Interested Parties and any University requests for clarification, supplemental information, or corrections related to submitted responses.

Solicitation Coordinator:

Brianna Divine
Senior Contracts Manager
bdivine@uw.edu

Exception for WSS Access Issues: The Solicitation Coordinator may be contacted by email only for issues related to accessing or logging into WSS, including obtaining access to an existing supplier profile. If WSS indicates that a supplier profile already exists for the Interested Party's firm, the Interested Party should not create a duplicate profile. Instead, the Interested Party must email the Solicitation Coordinator at the email address listed above for assistance with access to the existing profile. Include the solicitation number and title as the subject line of the email.

Communications sent outside of WSS, except for WSS access or login issues as described above, may not be reviewed or considered by the University.

1.3 DEFINITION OF TERMS

Term	Definition
-------------	-------------------

"Purchaser," "University," "UW"	The University of Washington
"Solicitation Coordinator"	Sole point of contact at the University of Washington Procurement Services for the duration of this solicitation
"Vendor," "Contractor," "Firm" "Supplier," "Proposer," "Bidder" "Service Provider"	A person, firm, or corporation submitting a proposal, quote or response to the solicitation
"Request for Proposal"	A specific type of written solicitation document which identifies the UW's need. Bidders are invited to submit proposals which outline their solution to the need, their qualifications and experience to provide the services, and their costs or fees.

1.4 SUBMISSION OF PROPOSAL

Bidders shall submit a proposal in PDF or Word format (PDF preferred), via the University's Workday Strategic Sourcing website. Proposals must be submitted on or before the dates and times specified in the solicitation timetable. Any proposal received after that date and time may not be considered. All proposals shall be considered a valid offer for a minimum of 120 days following the Solicitation closing date.

IMPORTANT: Bidders who have not previously participated in a UW Solicitation on the Workday platform will be required to set up a profile. ***Ensure you have set your Workday profile to the correct time zone for your firm and have enabled emails for messages.***

A. INQUIRIES

All questions requesting clarification of the requirements should be submitted in writing, via the University's Workday Strategic Sourcing system's messaging portal.

Important: All questions must cite the particular Solicitation section and paragraph number.

Depending upon the nature of the inquiry and the response, copies of the question and response may be distributed to all other potential vendors. The closing date for asking questions is given in the solicitation timetable. The University may exercise its option not to reply to Vendor inquiries; therefore, Vendors should be prepared to submit a proposal based on the information included in the Solicitation.

Important: Unauthorized contact regarding this Solicitation with other University employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on the University of Washington.

1.5 COMPLAINT AND PROTEST PROCEDURE

In compliance with RCW 39.26.170 the University has established the following Complaint and Protest which shall apply to University solicitations posted to WEBS (Washington Electronic Business Solutions).

A. COMPLAINT PROCEDURE

The complaint process allows bidders to focus on the solicitation requirements and evaluation process and raise issues with these processes early enough in the process to allow UW to correct a problem before bids are submitted and time expended on evaluations.

The procurement complaint process will meet the following minimum requirements:

- 1) Bidders will be given an opportunity to submit a complaint to the UW based on any of the following:
 - a) The solicitation unnecessarily restricts competition;
 - b) The solicitation evaluation or scoring process is unfair or flawed; or
 - c) The solicitation requirements are inadequate or insufficient to prepare a response.
- 2) **Bidders will be allowed to submit complaints up to five business days prior to the bid response deadline.** Complaints must meet the following requirements:
 - a) Must be in writing
 - b) Must be sent to the procurement coordinator, or designee
 - c) Should clearly articulate the basis for the complaint
 - d) Should include a proposed remedy
- 3) The procurement coordinator or their designee will respond to complaints in writing.
- 4) The response to complaints including any changes to the solicitation will be posted as an amendment in the Workday solicitation.
- 5) The Director of Procurement Services will be notified of all complaints and provided with a copy of the response.
- 6) The complaint may not be raised again during the protest period.
- 7) The complaint process does not include an appeal process.

B. PROTEST PROCEDURE

The protest process occurs after the bids are submitted and evaluated. This allows bidders to focus on the evaluation process to ensure its integrity and fairness. Protests can raise issues related to the evaluation process as set out in the solicitation or how the process was executed. This allows for evaluation process for errors and problems to be corrected before a contract is executed. The protest process will meet the following requirements:

- 1) After the announcement of the apparent successful bidder (ASB), bidders will be offered a debriefing upon written request.
- 2) Bidders will be given three business days after the ASB is announced to request a debriefing.
- 3) UW Complaint and Protest Policy 10.1 - rev 1-28-13 2
- 4) Bidders are required to participate in a debriefing as a prerequisite for submitting a protest.
- 5) Bidders will be given five business days after their debriefing to file a written protest.
- 6) The protest process will allow bidders an opportunity to submit a protest based only on the following:
 - a) A matter of bias, discrimination, or conflict of interest on the part of an evaluator;
 - b) Errors in computing the scores; or

- c) Non-compliance with procedures described in the procurement document or UW protest process.
- 7) Protests are to be submitted to the UW's Director of Procurement Services (Director) and the Solicitation Coordinator.
- 8) The Director will issue a written response within ten business days from receipt of the protest unless additional time is needed. The protesting bidder shall be notified if additional time is needed.
- 9) The Director's protest decision is final. If a protesting bidder does not accept the protest response, the bidder may try to seek relief from superior court.
- 10) At the time that the protest response is issued, the Director of the Department Enterprise Services will be provided a copy of the original protest and the UW's response.

1.6 INTERPRETATION OF THE SOLICITATION

Should Contractors discover any discrepancies in or omissions from the specifications of this Solicitation, or if there is doubt as to their meaning, the Contractor shall at once notify the Coordinator, in writing. Messages should be sent via the Workday Strategic Sourcing Message System for the Solicitation. The Coordinator will send written instructions or addenda as required to all interested parties.

All addenda issued shall be incorporated into the contract. The Purchaser shall not be responsible for or bound by oral interpretations. Only questions answered by written addenda are binding. Questions received less than five (5) business days before the proposed due date for submission of proposals cannot be answered.

1.7 REVISIONS TO THE SOLICITATION

The University reserves the right to change the acquisition schedule or cancel the Solicitation at any time. The University reserves the right to make corrections or amendments due to errors identified in the solicitation by the University or a Contractor. Any changes will be dated and attached to, and made a part of, the solicitation. All changes must be coordinated in writing with, authorized by, and made by the Solicitation Coordinator. All Solicitation corrections and amendments will be posted to the [public portal: university-of-washington.public-portal.us.workdaysspend.com/](https://university-of-washington.public-portal.us.workdaysspend.com/) Announcement of any updates will be made via the solicitation messaging portal. Potential respondents are responsible for checking the website for this information.

1.8 SIGNATURE REQUIREMENTS

Each proposal must be signed by the Contractor with the usual signature and dated. The name and title shall be typed or printed below each signature.

- A. Proposals submitted by a proprietorship must be signed by the Owner.
- B. Proposals submitted by a partnership must be signed with the partnership name by one of the partners, followed by the signature and designation of the partner signing.
- C. Proposals by a corporation must be signed with the legal name of the corporation, followed by the name of an authorized officer.

1.9 COST OF PROPOSALS

Costs incurred in preparing and presenting the proposals or incurred in any other manner by the Contractor in responding to this solicitation are not reimbursable and may not be charged to the University.

1.10 WITHDRAWAL OR MODIFICATIONS OF PROPOSALS

Any Contractor may withdraw their proposal upon written request at any time prior to the scheduled due date for submission of proposals.

1.11 PUBLIC DISCLOSURE

The University is subject to RCW 42.56 (Public Records Act). All Contractor Responses and any subsequent Contract will be “public records” as defined in RCW 42.56.010.

The Contractor must clearly specify any specific information that it claims is confidential or proprietary. Marking of the entire Response or entire sections as proprietary will not be honored. The University may not accept Responses where pricing is marked as proprietary.

All Responses received will remain confidential until the Contract, if any, resulting from this Solicitation is signed by the University and the Apparent Successful Contractor; thereafter, the Responses will be deemed public records.

To the extent consistent with RCW 42.56, the University will maintain the confidentiality of all information marked confidential or proprietary. If a request is made to view the Contractor’s information, and the Contractor has a valid exemption from public disclosure, the University will notify the Contractor of the request and the date that such records will be released unless the Contractor obtains a court order enjoining that disclosure. The Contractor will have five (5) business days from receipt of notice to obtain the court order. If the Contractor fails to obtain the court order enjoining disclosure, the University will release the requested information on the date specified.

1.12 ACCEPTANCE PERIOD

Contractor’s proposal must provide 120 business days for acceptance by University from the due date for receipt of Proposals.

1.13 RESPONSIVENESS

The Solicitation Coordinator will review all Proposals to determine compliance with administrative requirements and instructions specified in this Solicitation. The Contractor is specifically notified that failure to comply with any part of the Solicitation may result in rejection of the Proposal as non-responsive.

1.14 SELECTION OF PROPOSALS

In determining the “apparent successful Contractor,” in addition to cost, the Contractor’s compliance with the requirements of this solicitation, and the items listed below, shall be given consideration.

- The ability, capacity, and skills of the Contractor to perform the contract or provide the service required.
- The character, integrity, reputation, judgment, experience, and efficiency of the Contractor.
- The quality of performance of the Contractor on previous contracts or for similar services.

- The previous and existing compliance by the Contractor with the laws relating to contract and services.
- Such other information as may be secured having a bearing on the decision to award the contract.

1.15 NO OBLIGATION TO CONTRACT

This Solicitation does not obligate the University of Washington to contract for the solicited services specified herein.

1.16 CONTRACT IN BEST INTEREST

The University reserves the right to accept or reject proposals on each item separately or as a whole, to reject any or all proposals without penalty, to waive informalities or irregularities, and to contract in the best interests of the University.

1.17 PUBLICITY

Advertising, including use of the University marks and logos, press releases, or any other general public announcement by a Contractor, stating the availability of its products or services to University employees is strictly prohibited unless the Contractor has obtained prior written authorization from the UW Procurement Services Department.

1.18 NON-ENDORSEMENT

The successful Contractor agrees to make no reference to the University in any literature, promotional material, brochures, sales presentation or the like without express written consent of the University's Trademarks and Licensing Office.

1.19 FUNDING

Any contract awarded as a result of this procurement is contingent upon the continued availability of state or federal agency funding.

1.20 STANDARD CONTRACTUAL PROVISIONS

The attached University General Terms and Conditions and associated riders will automatically be incorporated into any contract award as a result of this Solicitation. Refer to the Solicitation Attachments for complete list. Bidders will make a positive statement that they understand and accept these terms and conditions. Any exceptions taken must be noted and alternative language submitted. In no event is a Bidder to submit its own standard terms and conditions in response to this Solicitation. The University will review requested exceptions and accept or reject the same at its sole discretion.

The Apparent Successful Bidder will be expected to enter into a Contract which is substantially the same as the UW General Terms and Conditions and applicable riders attached herein. In no event is a Vendor to submit its own standard contract terms and conditions in response to this Solicitation. The Vendor may submit exceptions as allowed in the Certifications and Assurances form, Attachment A to the Solicitation with their response. All exceptions to the contract terms and conditions must be submitted as an attachment to Certifications and Assurances form. UW will review requested exceptions and accept or reject the same at its sole discretion.

1.21 DATA-SECURITY AND PRIVACY

If, during the course of the performance, administration, or maintenance of this contract, or any extension or renewal thereof, Contractor acquires, uses, or otherwise obtains access to 'University Data' or 'Confidential Data' as those terms are defined in the UW Personal Data Security Agreement, incorporated herein, then the UW and Contractor agree that all of the terms and conditions of the UW's Data Security Agreement (DPA), and applicable Information Technology Riders to the University of Washington General Terms and Conditions shall apply. All [riders and terms](#) are available here: finance.uw.edu/ps/suppliers/terms-conditions

1.22 IN-STATE RECIPROCITY

Pursuant to RCW 39.26.271 and WAC 200-300-075, the State of Washington applies reciprocal preference where applicable. Firms located in states that provide a preference to their own in-state businesses may be subject to reciprocal evaluation in Washington.

Link to Reciprocity: naspo.org/research-and-innovation/state-preference-repository/

1.23 GRATUITIES

In accordance with RCW 42-52-150 and 160, Ethics in Public Service, no gifts, gratuities or any item of economic value may be accepted by University Employees. Contractors agree to offer no such items to any University employee.

1.24 MINORITY AND WOMEN BUSINESS ENTERPRISE PARTICIPATION

In accordance with chapter 39.19 RCW, the University of Washington encourages participation in all of its contracts by firms certified by the Office of Minority and Women's Business Enterprises (OMWBE). Participation may be either on a direct basis in response to this Solicitation or on a subcontractor basis. However, no preference will be included in the evaluation of proposals, no minimum level of MWBE participation shall be required as a condition for receiving an award and proposals will not be rejected or considered non-responsive on that basis. Any affirmative action requirements set forth in federal regulation or statutes included or referenced in the contract documents will apply.

The established annual procurement participation goals for this Solicitation are MBE 6% and WBE 4%. For information on certified firms, Contractors may contact OMWBE at 360-753-9693 or www.omwbe.wa.gov.

1.25 U.S. SMALL BUSINESS PARTICIPATION

Participation in contracts for goods and services is encouraged by firms which qualify under definitions by the U.S. Small Business Administration as small business (SB), or small disadvantaged business (SDB), or small women owned business (WOB). The percentage listed below is voluntary. No preference will be included in the evaluation of bids/proposals. Participation in University contracts may be either direct as the Contractor in response to this solicitation, or as a subcontractor to a Contractor.

Voluntary U.S. Small Business goals for this solicitation are 15% SB/SDB/WOB

1.26 PRICING AND PREVAILING WAGE

Contractor shall warrant that all Prices shall be based on Washington State Prevailing Wage Rates for the applicable trades and occupations required in the performance of the resulting Contract, as established by the Washington State Department of Labor and Industry in accordance with RCW 39.12.010 and .015.

Contractor agrees all the Prices, terms, warranties, and benefits provided in the resulting Contract are comparable to or better than the terms presently being offered by Contractor to any other governmental entity purchasing the same quantity under similar terms. If during the term of the resultant agreement, Contractor shall enter into contracts with any other governmental entity providing greater benefits or more favorable terms than those provided by any awarded contract, Contractor shall be obligated to provide the same to University for subsequent purchases.

1.27 USE OF SUBCONTRACTORS

If the Contractor enters into subcontracts with third parties for performance of any part of the Contractor's duties or obligations, in no event shall the existence of a subcontractor operate to release or reduce the liability of the Contractor to the Purchaser for any breach in the performance of the Contractor's duties. The Contractor agrees that all subcontractors shall be agents of the Contractor, and the Contractor agrees to hold the Purchaser harmless hereunder for any loss or damage of any kind occasioned by the acts or omissions of the Contractor's subcontractors, their agents or employees.

Moreover, the Contractor must inform UW departmental client of assignment of work to a subcontractor. If the subcontractor has also contracted with the UW to be part a vendor pool, the work will then be awarded to the subcontractor, who will work with UW hiring client, per their submitted and agreed upon contractual obligations and bill rates.

1.28 SUBCONTRACTORS PAYMENT REPORTING REQUIREMENTS

All Agreements resulting from this Solicitation will be subject to compliance tracking using the State's business diversity management system, Access Equity (B2Gnow). Access Equity is web-based and can be accessed at the Office of Minority and Women's Business Enterprises at: omwbe.diversitycompliance.com. The Contractor and all Subcontractors shall report and confirm receipt of payments made to the Contractor and each Subcontractor through Access Equity. The University of Washington (UW) reserves the right to withhold payments from the Contractor for non-compliance with this section. For purposes of this section, Subcontractor means any Subcontractor working on the Agreement, at any tier, and regardless of status as certified WMBE or Non-WMBE.

Compliance requires that the Contractor shall:

- A. Register and enter all required Subcontractor information into Access Equity no later than 15 days after the UW creates the Agreement Record.
- B. Report the amount and date of all payments
 - i. received from the UW, and
 - ii. paid to Subcontractor, no later than 15 calendar days after receipt of payment by UW and payment made to Subcontractor, issuance of each payment made by the UW to the Consultant, unless otherwise specified in writing by the UW, except that the Consultant shall mark as "Final" and report the final Subcontractor payments) into Access Equity no later than thirty (30) days after the final payment is due the Subcontractor(s) under the Agreement, with all payment information entered no later than sixty (60) days after end of fiscal year.
- C. Monitor contract payments and respond promptly to any requests or instructions from the UW or system-generated messages to check or provide information in Access Equity.
- D. Coordinate with Subcontractor, or UW, when necessary, to resolve promptly any discrepancies between reported and received payments.
- E. Respond to reasonable requests from UW for additional information to be provided electronically through Access Equity.
- F. Require each Subcontractor to:
 - i. register in Access Equity and complete the required user training;
 - ii. verify the amount and date of receipt of each payment from the Consultant or a higher tier Subcontractor, if applicable, through Access Equity;

- iii. report payments made to any lower tier Subcontractor, if any, in the same manner as specified herein;
- iv. respond promptly to any requests or instructions from the Consultant or system-generated messages to check or provide information in Access Equity; and
- v. coordinate with Consultant, or UW when necessary, to resolve promptly any discrepancies between reported and received payments.

SECTION 2: REQUIREMENTS

2.1 BACKGROUND

UW Real Estate (UWRE) is responsible for asset management of a large portfolio of primarily off campus properties, as well as providing a diverse range of services including leasing office, clinic, residential and other space both locally and internationally; purchase and sale of property; granting and obtaining access rights; and acceptance, management and sale of gifts of real property to the University.

The University of Washington (“UW”) is soliciting proposals from potential vendors to provide property inspections in buildings where the University of Washington is the tenant or landlord on an as-needed basis. These buildings are primarily located in Seattle, Tacoma/South Puget Sound, and Bothell areas but could also include broader Western Washington.

This solicitation is open to those vendors who satisfy the minimum qualifications stated herein and who are available for work in Washington State.

2.2 TIMETABLE

The anticipated vendor selection schedule is indicated below. The UW reserves the right to adjust the timetable. Changes to the schedule will be published on the University’s Workday Strategic Sourcing Platform. All dates and times are US, Seattle (Pacific) time zone.

Table 1 Solicitation Timetable

Activity	Date
Solicitation Published	June 17, 2026
Question Period Closes	July 2, 2026; 3 pm PST
Addenda Published, if necessary, on or before	July 6, 2026
Responses Due	July 15, 2026; 3pm PST
Interview and/or clarification requests, if needed, on or before	Week of August 10, 2026
Scoring and Final Evaluation and designation of Apparent Successful Bidder(s)	Estimated within 5 days post finalization

2.3 PERIOD OF SERVICE

The initial term of this Agreement shall be for a period of two (2) years). Following the initial term, the Agreement shall automatically renew on an annual basis, for additional one (1)-year terms, up to a

maximum cumulative contract term of ten (10) years. Either party may decline renewal by providing written notice at least 60 days prior to the renewal date.

The University reserves the right to extend the Agreement on a month-by-month basis, at the then-current prices, following the end of any contract term to facilitate a new Solicitation.

Upon request of the supplier, rates may be renegotiated annually. The rate of adjustment shall be in alignment with the Consumer Price Index (CPI) published by U. S. Bureau of Labor Statistics, during the month of review prior to such adjustment, as compared with the CPI at the time of the settlement of the agreement, and new rates, if approved, shall be authorized by an amendment to this Agreement.

2.4 SCOPE OF WORK

The qualified Vendors will be expected to provide the University with one or more of the following services on an as-needed basis. These buildings are primarily located in Seattle, Tacoma/South Puget Sound, and Bothell areas but could also include broader Western Washington.

Types of properties could include, but are not limited to: commercial, mixed use, office, retail, laboratory, warehouse, industrial, residential, farmland, timber, right-of-way, easements, vacant land, medical clinics, etc.

Properties may have limitations due to access, wetlands or development impediments, condemnations and/or contaminated properties.

Expedited services may occasionally be needed, which is defined as one week to inspect and produce report.

- A. Evaluating and determining the suitability of tenant spaces prior to lease commitments where the University of Washington is acting as either tenant or landlord, including assessment of building conditions, code compliance, operational functionality, and potential occupancy constraints. Services may include due diligence and inspection activities for specialized environments such as medical, laboratory, research, and other technically complex spaces, with recommendations related to safety, infrastructure capacity, regulatory considerations, tenant improvements, and anticipated capital or operational impacts.
- B. Conducting post-emergency inspections following events such as earthquakes, fires, floods, or other incidents to evaluate structural integrity, building safety, and occupancy status, with particular attention to critical University facilities and operations. Services may include estimating, evaluating, and documenting property damage and losses for insurance claims support, as well as providing recommendations for stabilization, repair prioritization, and re-occupancy considerations.

- C. Preparing Property Condition Assessment (PCA) Reports for a diverse portfolio of University-owned properties located throughout Washington State. Reports shall document observed building and site conditions, deferred maintenance items, life safety and code concerns, estimated repair or replacement needs, and capital improvement priorities to support asset management, budgeting, risk evaluation, and long-term facility planning.
- D. Conducting due diligence services related to the acquisition and disposition of commercial and residential properties, including evaluation of building conditions, deferred maintenance, operational risks, and potential capital improvement requirements. The Consultant shall provide assessments and reporting to support informed decision-making, transaction risk evaluation, budgeting considerations, and overall property investment planning.
- E. Adherence to applicable Americans with Disabilities Act (ADA) requirements, Uniform Building Code (UBC) standards, local fire and life safety codes, and occupancy regulations shall be incorporated into all inspection and assessment activities. The Consultant shall identify observed compliance deficiencies or potential risks and provide recommendations to support corrective actions, regulatory compliance, and safe building operations.
- F. Researching and interpreting applicable regulatory publications, codes, standards, and agency guidance relevant to property inspections, construction activities, and building operations. The Consultant shall assess regulatory impacts on identified deficiencies and provide recommendations to support compliance, risk mitigation, permitting considerations, and project implementation planning.

2.5 FIRM MINIMUM QUALIFICATIONS

In order to qualify as a responsive proposer, the proposer needs to meet the minimum qualifications below. Responses affirming minimum qualifications are required in the Solicitation Portal Required Questions Section and include:

- A. Minimum of 5 years of successful experience providing real estate property inspection services.
- B. Ability to work or provide services in the State of Washington.
- C. Ability to provide relevant references and share contact information or testimonies of Universities or similar campus settings currently using their services.

2.6 PRICING AND FEE REQUIREMENTS

Bidders are required to provide pricing on Attachment A: Pricing Proposal. Firms must upload an Excel file of the complete worksheet.

Proposers shall complete and submit an Excel file of Attachment A: Pricing Proposal. The Proposer must clearly identify hourly consulting rates, emergency/holiday rates, and subcontractor mark-ups. All rates shall be fully burdened and inclusive of overhead, administrative costs, and profit unless otherwise expressly identified.

Please note, while pricing is a scored component, Bidders will be evaluated based on how well their proposed solution meets the needs of the UW. Overall pricing scores will be reflective of what is the best value for the University.

2.7 CONTENT OF PROPOSALS

The proposal submitted must include the following components to be considered responsive; each Respondent's submittal is limited to 10 pages and must include a Table of Contents organized by discrete sections corresponding to the criteria and in the order listed below. Please number your pages. Introductory Letter, Section Dividers, Table of Contents, Licenses/Certifications, Sample Inspection Reports, and Resumes are not counted in the page limit.

1. Introductory Letter – one page maximum (Pass/Fail)

- a. Brief overview of Firm's history with an expression of interest.
- b. If applicable, please provide any capabilities your firm may have outside of Washington State. This is not a scored requirement.

2. Firm Qualifications (maximum 20 percent of total score)

- a. Describe Vendor's qualifications, licensing, and experience providing comparable services for other clients (specifically for a University or other major institution).
 - i. Provide copies of licenses and certifications for each employee in an appendix, which will not count toward page limits.
- b. List location of Vendor's offices and discuss standard turnaround times of report deliverable based on property types and sizes.
 - i. Discuss ability to provide expedited services, which is defined as one week for the inspection and report.
- c. Provide report samples (identifying information should be redacted) for each type of report the firm provides inspections for. Samples should be placed in an appendix and will not count towards page limits.

3. Firm Expertise and Emphasis (maximum 25 percent of total score)

- a. Please discuss your firm's property inspection experience in the following areas:
 - i. Construction and project management;
 - ii. Emergency (earthquake, fire, flood);
 - iii. ADA, UBC, local fire codes and occupancy standards;
 - iv. Researching and interpreting regulatory publications;
 - v. Estimating, evaluating and documenting losses for insurance companies;

- vi. Commercial leasing, in the roles of both tenant and landlord, including medical/lab space;
- vii. Basic health and safety condition reports (see Exhibit A for sample form)

4. Staff Experience and Qualifications (maximum 25 percent of total score)

- a. Provide a list of employees who are proposed for providing services. Include their qualifications and specialties, including education, professional affiliations and designations, state certifications, and backgrounds.
 - i. Resumes for proposed team may be placed in an appendix. Resumes will not count toward page limits.

5. Pricing Proposal (maximum 20 percent of total score)

- a. Rate Schedule and Billing Methodology

Proposers shall complete and submit an Excel file of Attachment A: Pricing Proposal. The Proposer must clearly identify hourly consulting rates, emergency/holiday rates, and subcontractor mark-ups. All rates shall be fully burdened and inclusive of overhead, administrative costs, and profit unless otherwise expressly identified.

- b. Reimbursable Expenses

Proposers shall acknowledge all allowable reimbursable expenses in Attachment A. Reimbursement of expenses is subject to the Washington State Administrative and Accounting Manual (SAAM) requirements and limitations, as summarized in Attachment A. Any expense not expressly identified and approved in Attachment A shall be deemed non-reimbursable.

6. References (maximum 10 percent of total score)

- a. Please list three references from clients who have received comparable services – please include client name, address, phone number, and type of service received.

7. Documents and Attachments (pass/fail)

Complete all required responses in the Sourcing Portal, including business license/UBI information, evidence of insurance, and all other required firm information. Upload all required attachments and signed forms, or complete the required portal affirmations, for all applicable solicitation attachments and riders.

Refer to SECTION 3: EVALUATION AND CONTRACT AWARD for additional details.

SECTION 3: EVALUATION AND CONTRACT AWARD

3.1 EVALUATION OF PROPOSALS

The University reserves the right to make vendor selections based solely on the proposal submitted. Responsive proposals will be evaluated strictly in accordance with the requirements stated in this solicitation and any addenda issued. The evaluation of proposals shall be accomplished by an evaluation team to be designated by the UW, which will determine the ranking of the proposals. The Solicitation Coordinator may contact the Vendor for clarification of any portion of a Vendor's proposal.

3.2 EVALUATION CRITERIA AND SCORING

The evaluation of the proposal criteria are:

PHASE 1 - SCORING	
Rated Criteria Category	Weighting (Percentage Points)
Letter of Interest	Pass/Fail
Firm Qualifications	20
Firm Expertise and Emphasis	25
Staff Experience and Qualifications	25
Pricing Proposal	20
References	10
Required Documents	Pass/Fail
Total	100

3.3 INTERVIEW / PRESENTATION

At its sole discretion, the University may require Vendors to participate in an interview or provide a presentation to the evaluation committee. If so, the score from the interview and/or the presentation may be combined with the score of the proposal to identify the apparent successful Vendor. The University will contact the Vendor directly to schedule the interview/presentation.

3.4 NOTIFICATION TO PROPOSERS

Once the final evaluation phase has been completed, the Solicitation Coordinator will issue a written announcement to all participants, citing the name(s) of the Apparent Successful Bidders. Bidders protesting the award shall follow the protest and complaint procedures.

SECTION 4: ATTACHMENTS AND FORMS

All forms listed below should be downloaded from the solicitation as posted in UW's Workday sourcing platform

ATTACHMENT A — PRICING PROPOSAL WORKSHEET

Complete and upload in the solicitation "Required Questions"

All University of Washington General Terms and Conditions and Riders are located here:
finance.uw.edu/ps/suppliers/terms-conditions