

TACOMA/PIERCE COUNTY HABITAT FOR HUMANITY
REQUEST FOR QUALIFICATIONS (RFQ)
Professional Real Estate Services

1. ORGANIZATION OVERVIEW

Using affordable homeownership as a foundation for hope, stability, and opportunity, Tacoma/Pierce County Habitat for Humanity (TPCHFH) has served the community since 1985.

TPCHFH works to transform neighborhoods by addressing blight, advocating for equitable housing policies, and expanding access to affordable homeownership. We also equip homeowners with resources to strengthen their households and communities.

Mission: Seeking to put God's love into action, we partner with people to achieve and preserve homeownership and to build generational wealth, hope, and opportunity.

Vision: To build and foster thriving communities where everyone has a safe, stable, and affordable place to call home, with strong futures for all.

2. PROJECT OVERVIEW

TPCHFH seeks qualified real estate professionals or firms ("Responders") to provide listing and sales support services for TPCHFH-owned homes.

The selected Responder(s) will be responsible for listing properties on the Multiple Listing Service (MLS) and ensuring that all program requirements are clearly communicated to prospective buyers and their agents. This includes, but is not limited to, eligibility criteria, income restrictions, and pre-offer checklist requirements associated with TPCHFH's affordable homeownership program. In the last year, TPCHFH listed over 10 homes on the MLS.

The selected Responder(s) will play a critical role in ensuring that only qualified and informed buyers submit offers by clearly communicating TPCHFH program requirements within MLS listings, marketing materials, and buyer interactions.

- Contract Type: Non-exclusive
- Initial Term: One (1) year
- Renewal: Optional one-year extension

3. SCOPE OF SERVICES

Selected Responders will provide services including:

- Listing TPCHFH homes on the MLS with clear and accurate program requirements
- Clearly communicating eligibility criteria, income limits, and pre-offer checklist requirements to prospective buyers and agents
- Advising TPCHFH staff on offers, counteroffers, and transaction-related considerations
- Assisting with and coordinating closing timelines and processes
- Attending meetings with TPCHFH staff and transaction stakeholders, as needed
- Maintaining professionalism and courtesy in all interactions
- Providing copies of transaction-related documents upon request

- Recommending strategies to improve listing clarity, buyer readiness, and transaction efficiency

4. COMPENSATION

Compensation will be commission-based (percentage or flat fee).

Responders must include:

- Proposed commission structure
- Fee schedule
- Any alternative pricing models or cost-saving options

5. RFQ TIMELINE

Milestone	Date
RFQ Release	May 4, 2026
Responses Due	May 29, 2026 (2:00 PM)
Evaluation Period	June 2026
Notification of Selection	Early July 2026

TPCHFH reserves the right to modify this schedule.

6. SUBMISSION REQUIREMENTS

Required Documents

- Washington State real estate license(s)
- Statement of Insurance Compliance
- IRS Form W-9
- Resumes of key personnel
- Three (3) business references
- Proof of good standing with Washington Secretary of State (if applicable)
- Disclosure of any regulatory/licensing sanctions within the past three (3) years

7. QUALIFICATIONS

Responders must demonstrate:

- Minimum seven (7) consecutive years of residential real estate experience
- Strong knowledge of the Pierce County housing market
- Demonstrated ability to be responsive to a high volume of listing inquiries
- Demonstrated transaction volume and performance
- Capacity to manage multiple concurrent listings and transactions
- Experience with affordable housing programs (preferred)
- Commitment to working with diverse populations and advancing housing equity

8. PROJECT APPROACH

Responders should clearly describe:

- Their approach to listing and marketing TPCHFH homes on the MLS
- Methods for clearly communicating program and eligibility requirements
- Strategies to ensure only qualified buyers submit offers
- Communication and coordination practices with TPCHFH staff and transaction partners

- Innovative or cost-saving ideas that improve efficiency and outcomes
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9. CONFLICT OF INTEREST DISCLOSURE

Responders must disclose:

- Any affiliation with TPCHFH staff, board members, or agents
 - Any relationships that could present a real or perceived conflict of interest
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10. INSURANCE REQUIREMENTS

The selected Responder must maintain:

- Workers' Compensation Insurance in accordance with Washington State law
- Employer's Liability Insurance: Minimum \$100,000 per accident
- Automobile Liability Insurance: Minimum \$1,000,000 combined single limit
- Errors & Omissions (E&O) Insurance: Proof of current coverage and limits

TPCHFH must be named as an additional insured.

All subcontractors must meet the same requirements.

11. EVALUATION PROCESS

A selection committee appointed by the CEO will review all submissions.

TPCHFH may:

- Request interviews or presentations
- Select one or multiple Responders
- Reject any or all submissions
- Waive minor irregularities

Selection will be based on overall value and alignment with TPCHFH's mission—not cost alone.

13. SUBMISSION INSTRUCTIONS

Deadline: 2:00 PM, Friday, May 29, 2026

Submission Methods: Email, mail, or hand delivery

Submit To:

Tacoma/Pierce County Habitat for Humanity

4824 South Tacoma Way

Tacoma, WA 98409

Attn: RFQ Realtor Services

Contact: Evelyn Rodriguez

erodriguez@tpc-habitat.org

14. TERMS & CONDITIONS

- This RFQ does not constitute a contract or commitment
 - Responders are responsible for all costs incurred in preparing submissions
 - All submitted materials become the property of TPCHFH
 - TPCHFH is an Equal Opportunity Organization and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability
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