

Request for Proposal with Qualifications
PROJECT NUMBER 2020-10
July 29,2020

The EVERETT HOUSING AUTHORITY is soliciting for Licensed Professional Services for the completion of the **Accessibility Design Review** for projects as identified and owned/managed by the Housing Authority. At this time, we have identified one as project **Baker Heights Legacy**.

DEADLINE FOR SUBMITTALS: NO LATER THAN 4:00 P.M. (PST)
On August 13th, 2020

SCHEDULE

DATE POSTED 07-29-2020

PROPOSALS DUE BY 08-13-2020 by 4:00 PM PST

AGREEMENT ANTICIPATED TO BE SIGNED NO LATER THAN 08-24-2020

FINAL VENDOR ANALYSIS REVIEW COMPLETED BY 08-19-2020

TITLE	Page
1.1 Background Information	2
1.2 Property Information	2
1.3 Services to be Provided	2
1.4 Anticipated Deliverables	2
1.5 Schedule	3
1.6 RFP/Q Process	3
1.7 RFP Schedule	3
1.8 Evaluation Criteria and Submittal Requirements	3
DRAWINGS	
GGLO Architects 6.22.2020 2 of 2 drawings & 2 Vol. Div. 1-33 Specifications	
• 20202106SpecHUDSubmitV1	856 pages
• 20202106SpecHUDSubmitV2	812 Pages
Building Permit Submittal – HUD submittal	-Pages-
• Building Permit – HUD Submittal	1-60
• Building Permit – HUD Submittal	61-90
• Building Permit – HUD Submittal	91-150
• Building Permit – HUD Submittal	151-190
• Building Permit – HUD Submittal	191-250
• Building Permit – HUD Submittal	251-300
• Building Permit – HUD Submittal	301-300
ATTACHMENTS	
ATTACHMENTS	
A: EHA Vendor Information Form (Editable Form)	1-1
B: Section 3 Business Certification Form (Editable Form)	1-3
C: W-9 Form	1-1

D: OMWBE Survey Form (Editable Form)	1-1
E: Non-Collusive Affidavit (Editable Form)	1-1
F: Insurance Requirements (Informational Only) This is not part of the submittal requirements. You will only need to provide this if you are awarded the project	1-2
G-(Sample) General Contract for Professional Services (Information Only) This is not part of the submittal requirements. You will only need to provide this if you are awarded the project	1-5

1.1 BACKGROUND INFORMATION

The Everett Housing Authority is a municipal corporation, created in 1942 by Washington State Law (RCW35.82) and City of Everett Council resolution, to provide rental housing and related services to lower income and disabled persons. EHA is governed by a five-member Board of Commissioners, appointed by the Mayor of the City of Everett and confirmed by City Council. The Executive Director is appointed by and reports to the Board and provides direction to staff and management.

1.2 Property Information

Accessibility Design Review of Building Permit/HUD Submittal design and specification documents dated 6.22.20, GGLO Design.

- All documents including architecture, landscape architecture, MEPs, and civil.
- All 4 buildings and site infrastructure coordination utilities, demolition, abatement, excavation, etc.) to site boundaries

1.3 SERVICES TO BE PROVIDED

The Everett Housing Authority (EHA) is inviting statements of qualifications and cost proposals for the Professional Services needed for the completion of an Accessibility Design Review, which shall include but not be limited to the following items:

95% CD Design Review

(GGLO Architects 6.22.2020 2 of 2 drawings & 2 Vol. Div. 1-33 Specifications)

1. Prepare a review(s) of submitted architectural documents, interior design (of common amenity areas), civil engineering, & landscape plans to assess observable compliance with the accessibility standards in force at the date of the Review Report, as applicable to various building uses.
2. Prepare a written report itemizing observed accessibility design deficiencies in drawings & specifications.
3. 2 meetings included to coordinate with architect to implement recommendations.

Construction Administration

1. Conduct a pre-construction meeting with the contractor and sub-contractors regarding key accessibility details and inspection process requirements.
2. Conduct a minimum of 3 phase site inspections for each building. Residential and common areas: framing, sheetrock, final
3. Issue final completion letter regarding corrections of report items and their compliance.

1.4 Anticipated deliverables for the 'Baker Heights Legacy Accessibility Design Review - 95%CD':

- Review comments on Bluebeam Session or similar, set up by consultant

- All comments downloaded in PDF and Excel formats for use, distribution, and Contractor check lists.
- Comment list requirements:
 - Plan set, sheet number, specification page and item number reference for precision
 - Detailed comments that identify the issue and recommended fix or alternative solution
 - Column for Architect/engineer feedback
 - Column for revision due date
 - Column to verify revision complete or closed out
 - Identify and compile general, typical recurrent issues at top of comment list
 - All sheets are bookmarked and page labels provided per bookmark

1.5 Schedule

To begin in late-August. Deliverable due date will be negotiated.

1.6 RFP/Q PROCESS

The purpose of this solicitation is to select a company that, in EHA's sole judgment, appears to be the best qualified for this project. EHA does not guarantee that any work to any company will result from this solicitation.

EHA expressly reserves the right, during the original term and all renewal terms of the contract(s) resulting from this RFP/Q, to solicit similar or related services from other providers. EHA may award contracts to other vendors or use other contractors or consultants to perform similar or related work in this time period.

EHA reserves the right to reject any and all statements submitted, and to waive minor informalities in statements submitted.

All submittals will be retained for three (3) years and reviewed as EHA determines the need for services. Qualifications and performance statements will be reviewed and will be used as a source from which to select qualified firms from whom detailed proposal(s) will be requested for specific project(s) as identified.

Qualifications and performance statements will be reviewed and evaluated using the scoring as listed in this document. EHA will review all submittals, perform reference checks, interview finalists (if deemed necessary by the panel), and make recommendations to the Executive Director. The selection panel will rank companies according to EHA's determination of qualification and cost proposals.

1.7 RFP SCHEDULE

- 1) Proposals are due on August 13th, 2020 by 4:00 PM to the address listed in Section 1.8.
- 2) Review and company selection will take place in the following days. Anticipate signing an engagement letter no later than August 19th, 2020
- 3) **Final reviews shall be in an electronic version.**

1.8 EVALUATION CRITERIA and SUBMITTAL REQUIREMENTS

Only emailed submittals will be accepted, they must be delivered in one (1) email, with no late section submittals or changes after initial receipt of the packet, with the subject line of the email clearly stating that this is a **"Company Name--Submittal for Accessibility Design Review: Project 2020-10"** to submittals@evha.org.

Responses shall contain information in the following tabbed order as listed. Identify each section to facilitate quick reference. EHA reserves the right to waive any irregularities in the submission package and process. There are 25 total points possible in the evaluation process.

Companies interested in submitting a response to this RFP/Q should develop a submittal that best illustrates their expertise in the areas identified in the selection criteria below. (Limit 8 pages plus EHA required forms)

Tab 1: (5 points) Contractor Qualifications:

Please describe in detail your qualifications to complete the Accessibility Design Review as outlined in this RFP. (Limit 3 pages)

Tab 2: (5 points) Schedule:

Letter acknowledging the time frame of completion of the review as set out in this solicitation and that if awarded the project that your company will be able to meet those deadlines and how you can facilitate the completion of the report in the time frame presented.

Describe in detail the proposed schedule. (Limit 1 pages)

Tab 3: (5 points) References:

Please provide at least 2 references, with current contact names and email addresses. (Limit 2 pages)

Tab 4: (5 points)

Detailed Cost Proposal for the Accessibility Design Review broken down by estimated number of hours to complete design review, site visits, and associated administrative costs (i.e. travel expenses) in a Not to Exceed amount. Please provide hourly rates for each identified staff person to work on this project. (Limit 2 pages)

Tab 5: (5 points)

EHA Required Forms: (All required forms are attachments to this request)

- A) Vendor Information Form;
- B) Section 3 Business Certification Form;
- C) W-9 Form;
- D) OMWBE Report Form;
- E) Non-Collusive Affidavit;

End of RFP/Q 2020-10