



## **Request for Proposals for Construction Services**

**Tacoma Community Redevelopment Authority (TCRA)**

**1015 S. 40<sup>th</sup> St.  
(Residential Rehabilitation)**

**December 13, 2016**

# Tacoma Community Redevelopment Authority (TCRA)

1015 S 40<sup>th</sup> St.

## Request for Proposals:

Tacoma Community Redevelopment Authority (TCRA) and New Leaf PPS invite you to submit your proposals to provide construction services. Three (3) hardcopies of your Statement of Qualifications and Bid Form must be submitted in sealed envelopes and must be received no later than **Thursday, January 5, 2017, 3:00 P.M.** at the offices of New Leaf PPS located at 2710 Yakima Ave, Tacoma, WA 98409, attn.: Shane Beck. Electronic and/or faxed copies WILL NOT be accepted.

- Firm selected is expected to complete all of the Scope of Work items as listed on the Bid Form. TCRA reserves the right to select different firms for any or all of the Scopes of Work.
- The facility will be made available for a walkthrough on **Tuesday, December 20, 2016 at 11 A.M.**; interested firms are strongly urged to attend, if at all possible.
- TCRA's intent is to select a contractor(s) by **Friday, January 13, 2017.**

## Goal:

The project has multiple goals:

- To demonstrate the value of redeveloping, rather than tearing down, residential buildings in and around Tacoma;
- To provide housing which is affordable to low income household;
- To preserve the diversity of the Lincoln District Neighborhood;
- To encourage and build public/private partnerships.

## Project Description:

Scope of work includes rehabilitating exterior and interior of the approximately 1,586 sq. ft. existing structure, originally built in 1911, to create a habitable builder grade home. The interior of the structure is mostly disassembled, and will be fully finished after construction activities. A majority of the exterior envelope will need repair/replacement. The foundation and support columns have been altered and will need code compliant stabilization, per plan. The interior staircase will need to be configured for code compliance and functionality. A dormer will need to be built in the second floor bathroom for code compliant height. Other structural items will be addressed, per plan. The finished home will have 3 bedrooms and 2.5 bathrooms. Architectural and Structural drawings have been completed and submitted for permitting (dated 08/09/16), and are included with RFP.

Davis Bacon or WA State Prevailing Wage rates apply to all craft work completed, whichever is higher for each trade. Certified payrolls must be submitted weekly using form WH 347, see Exhibit "C".

WA Prevailing wage rates: <http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates/>

Davis Bacon wage rates: <https://www.wdol.gov/dba.aspx>

## Site Description:

The 6,000 SF (0.14 acre) site is located in the Lincoln District Neighborhood, at 1015 S. 40<sup>th</sup> St., Tacoma, WA 98418 (parcel # 8935021660). The building utilities are currently served by Tacoma Public Utilities (TPU).

The site is currently owned by TCRA. The site is improved with a two story building with basement. The building is currently vacant. The site is well-served with urban infrastructure, though upgrades to the existing utilities may be necessary.

**Background Information:**

Tacoma Community Redevelopment Authority was created as a public corporation organized pursuant to the ordinances of the City of Tacoma, pursuant to the Revised Code of Washington. The purpose of the Authority is to provide an independent means of carrying out and administering federal grants or programs pursuant to the provisions of the Housing and Community Development Act of 1974. The Authority is intended to provide increased flexibility and efficiency in administering federal grants, such as Community Development Block Grant and HOME Investment Partnership Grants, and the projects and activities financed from funds derived from such programs.

**Scope of Work and Specifications:**

The 1015 S. 40<sup>th</sup> St. project is in the contractor procurement stage and is ready of rehabilitation work to commence. TCRA owns the site and has engaged New Leaf PPS to assist with rehabilitation. The requested scope for this project will be comprised of construction services as described in the following scope breakdown. Additional Services will be negotiated between TCRA and the selected construction firm(s) on an as-needed basis.

Applicable to ALL scopes of work

- Provide all related materials, equipment, and labor required to complete the work specified.
- All labor to be paid at prevailing wage rates.
- All materials to be installed per manufacturer instructions and/or industry standard.
- Adhere to all OSHA and WA L&I safety practices and standards.
- Maintain construction site so that it is “construction neat” at the end of each shift.
- Remove and dispose of all debris created by construction activities.
- Professional appearance and language is expected by all employees and staff while on job site.
- Lead and asbestos testing have not been completed. Perform lead and asbestos testing immediately upon contract finalization. Provide test results.
  - Required Submittal: Lead and Asbestos test results.
- Lead paint is assumed to be present, all RRP guidelines are to be practiced by all trades affected.
- Building permit will be acquired by owner. Contractor to acquire plumbing, mechanical, and electrical permits. Contractor to coordinate and conduct inspections.

ROOF

- Prep existing House roof for overlay as necessary to meet warranty requirements.
- All materials are to be installed per manufacturer instructions and/or industry standard. As a reference, an acceptable standard would be a published peer reviewed study or a guideline, manual, or publication issued by a reputable industry trade association, such as National Roofing Contractors Association.
- Adequate weatherproofing and ventilation need to be achieved after installation of new roof. Assume that flashings and venting is to be included, unless existing is in acceptable condition per industry standard.
- Overlay existing House roof with new 30 yr. Architectural shingles.
- Patch roof sheathing where chimney removed.
- Install new asphalt roll roofing at new 2<sup>nd</sup> floor dormer, or equivalent.
- Install roof-to-wall flashing at new dormer.

- Detached Garage: clean roof and apply moss treatment.
- Remove and dispose of all construction related debris.
- Required Submittal(s):
  - Manufacturer Data Sheet
  - Product Sample

## GUTTERS

- Remove and dispose of all existing gutters and downspouts on house and detached garage.
- Install new 5", K-type, seamless, 0.027-gauge aluminum gutters and downspouts to service both roofs.
- Strap or anchor at least 3' on center.
- Color: White
- Place concrete or plastic splash block at end of downspouts directing the storm water away from the buildings.
- Required Submittal(s):
  - Product Sample

## SIDING

- Remove all existing vinyl siding from house.
- Install new vapor barrier where siding is removed or missing from House and Detached Garage. Ensure vapor barrier provides industry standard weather protection prior to finish siding installation.
- Encapsulation of existing siding is acceptable, if applicable and weatherproof.
- Siding expected to remain in existing condition: south gable end
  - Caulk as necessary to ensure weather resistance.
- Siding expected to need repairs and infill: entry wrap-around porch and northwest bump out
  - Infill wood lap siding where door and window holes are infilled, 4 locations; match existing.
  - Infill where missing on west side; match existing.
  - Add corner trim where missing
  - Caulk as necessary to ensure weather resistance.
- Siding expected to be replaced/new: east wall, north wall (including gable), new 2<sup>nd</sup> floor dormer, and detached garage.
  - Install new siding over existing where vinyl removed or currently missing.
  - Install new fiber cement lap, board and batt, and/or T1-11 plywood.
- Weatherproof any gaps at foundation to structure connection; specifically, under wrap around porch.
- Install flashing at all necessary locations per manufacturer specification and/or industry standard.
- Install caulking at all necessary locations per manufacturer specification and/or industry standard.
- Expectation: entire house and detached garage will have siding installed and is weatherproof at exterior walls, eaves, and soffits. Ensure that this expectation is completed.
- All new and existing siding is to be ready for paint at completion of siding work.
- Required Submittal(s):
  - Product Data Sheet
    - Caulking
    - Vapor barrier
  - Product Sample

- Siding Type

## PAINT

- Adhere to Federal and State Lead-Based Paint and RRP regulations and practices.
- Exterior – House and Detached Garage
  - Scrape all existing loose and flakey paint.
  - Prime all bare and exposed wood, siding, fascia, soffits, trim, and porches prior to finish coats.
  - Prime all new siding prior to finish coats.
  - Caulk any exposed joints, seams, and/or cracks to ensure weather resistance.
  - Paint all siding, fascia, soffits, trim, and porches with 2 finish coats.
  - 2 tone finish: 1 color body, 1 color fascia and trim
  - Paint material: Sherwin-Williams A-100, or equivalent
  - Sheen: Satin or low-sheen
  - Color: to be selected by owner
- Interior
  - Prep walls, ceiling, millwork, and doors as necessary.
  - Prime walls, ceilings, millwork, and doors as necessary to ensure quality finish coat.
  - Paint all walls, ceilings, millwork, and doors with 2 finish coats.
  - 3 tone finish: 1 color ceiling, 1 color walls, 1 color millwork and doors
  - Paint material: Sherwin-Williams Pro-Mar 200, or equivalent
  - Sheen: Flat (ceiling), Satin or low-sheen (walls), Egg-shell (bathroom), Semi-gloss (millwork and doors)
  - Color: to be selected by owner
- Required Submittal(s):
  - Manufacturer Data Sheet
  - Color chips – projected colors: ceiling (white), walls (kilim beige), millwork/doors (white)

## LANDSCAPING

- Mow and Trim Lawn – 2 times per month for 4 months
- Remove all leaves and miscellaneous non-construction debris.
- Trim and manicure all other shrubs, bushes and plants on or overhanging property.
- Cut down and remove 2 trees from rear yard: 1 maple and 1 evergreen tree
  - Stumps to remain at 12-18” height above grade.
  - At NW corner of house and SE corner of detached garage.
- Add new 5/8” minus gravel to east side of driveway and level for functionality, includes compaction.

## ELECTRICAL

- Acquire permits necessary for work.
- Decommission and remove existing electrical in house and detached garage as necessary.
- Rewire entire house for code compliance and functionality, including:
  - New panel and circuits. Relocate panel from existing location; new location TBD.
  - New outlets, switches, and cover plates
  - New hard-wired, interconnected smoke/CO alarm system with battery back-up. One in each bedroom at door entry, and where required by code.
- Install GFCI outlets as required by code.
- Install new T-stat wire connected to furnace.

- Install hardwired or wireless door bell. Bell to be located in living room or stairwell. Any manufacturer acceptable. Ensure functionality.
- Install new light fixtures at all existing exterior and interior locations; builder grade, brushed nickel.
  - Lighting to be installed at all code required locations
  - Surface mount ceiling lights to be installed in parlor, living room, dining room, bedrooms, hallways, laundry, and closets.
  - Surface mount wall lights to be installed in bathrooms.
  - 4 can lights in kitchen
- Install new exhaust fan in bathrooms and whole house fan in laundry; 110 CFM with humidistat, not connected to switch. Panasonic WhisperGreen Select Mod# FV-05-11VK1, or equivalent.
- Phone and/or cable wiring is not required.
- Required Submittal(s):
  - Manufacturer Data Sheet
    - Lighting
    - Fan
    - Smoke/CO alarms

## PLUMBING

- Acquire permits necessary for work.
- Install new PEX water lines from main line in basement to kitchen, bathrooms, water heater, and hose bibs. Demo existing or abandon in place as necessary for full house hot and cold supply line replacement.
- Install new drain lines in house to basement mainline connection. Ensure flow and function of existing where remaining.
- Install new top mount kitchen sink and faucet; builder grade. Stainless steel (20 ga), granite composite, or cast iron drop-in or self-rimming sink, 1 or 2 bowls, minimum 6" depth, and designed to fit 36" sink base.
- Install new electric 40 gal. water heater; builder grade. Rheem Mod# XE40M06ST45U1, 40 gal, minimum 6-year warranty, or equivalent.
- Install new fiberglass or acrylic tub/shower in 2<sup>nd</sup> floor bathroom, either 3 or 5 piece. Includes mixer valve and trim.
- Install new fiberglass or acrylic shower in master bathroom, either 3 or 5 piece. Includes mixer valve and trim.
- Install new bathroom toilets (3) and faucets (3).
- Install new pedestal sink in powder bathroom.
- Install new hose bibs. If not present, install new at front and rear of home.
- Install new refrigerator ice maker box and trim.
- Complete supply and drain connections at all sinks, faucets, fixtures and toilets.
- Install new washer mixer valves.
- Caulk and seal all fixtures per industry standard, with mildew resistant siliconized caulk.
- Required Submittal(s):
  - Manufacturer Data Sheet
    - Kitchen sink and faucet
    - Electric water heater
    - Tub/shower and trim
    - Bathroom toilet and faucet

## HVAC

- Acquire permits necessary for work.
- Remove existing ductwork
- Install new supply ductwork connected to existing furnace to service all rooms, sized correctly. Insulate where required by code; basement to be unconditioned.
- Install new return ductwork connected to existing furnace, sized correctly. Insulate where required by code; basement to be unconditioned.
- Install new digital thermostat.
- Install new trim grills at all register locations; white.
- Install new return grills and filters (1 construction and 1 final); white.
- Service existing furnace and perform light-off.
- Reroute gas line for new kitchen range location.
- Install insulated ductwork for bathroom fans, ducted to exterior penetration.
- Install ductwork for microwave vent, ducted to exterior penetration.
- Install new dryer vent, ducted to exterior penetration.
- Install exterior trim/flapper for fans and vent ductwork. Caulk and seal.

## INSULATION

- Install new batt, rigid, and/or blown-in insulation per plan and code.
- All exposed floor, wall, and ceiling locations to be insulated.
- Install floor insulation at basement ceiling and northwest bump-out.
- Insulate exposed plumbing fresh water lines in basement and bump-out.
- Wrap water heater in basement with insulation.
- Install new FSK barrier at basement ceiling.

## CARPENTRY

- Rear Deck and Stairs
  - Demolish and remove existing rear deck and stairs, including post pier pads.
- Exterior Siding, Fascia, Soffit, Trim, and Skirt
  - Replace rotten and/or deteriorated sheathing as necessary, assume 10 sheets.
  - Replace rotten, deteriorated, and/or missing fascia, soffit, trim, and porch skirt as necessary.
  - Replacement material to be exterior grade as applicable.
  - Install fiber cement boards under northwest bump out floor joists. Furr joists as necessary for insulation and venting requirements. Caulk and seal. Entire bump-out floor to be enclosed.
- Handrails and Guardrail
  - Replace front porch guardrail for code compliance, stability, and weather resistance.
  - Replacement material to be exterior grade as applicable.
- Rear Stairs and Landing
  - Install new exterior stairs and landing per plan.
  - Replacement material to be exterior grade as applicable.
  - No wood to be in contact with dirt.
- Exterior Doors
  - Replace front, rear, and basement entry doors with pre-hung insulated fiberglass doors, complete with new locksets keyed alike.
  - Front door to be 36"; modify opening as necessary. Finish exterior and interior trim.
  - Rear door to be 36"; relocate opening per plan. Finish exterior and interior trim.

- Basement door to fit existing opening; or modify opening as necessary. Finish exterior trim.
- Infill side door at entry porch where powder bath to be located and opening at front right where door opening is currently boarded.
- Replace detached garage man door to match existing opening size with pre-hung insulated fiberglass doors, complete with new locksets keyed alike.
- Insulate gap between wall and door frames with non-expanding foam.
- Install at least four 3” screws into both legs of frame using shims to ensure frame does not bow at attachment points. Putty or caulk exposed screw heads.
- Doors to be installed plumb, flush, and square. Ensure that doors and handles function properly and do not “walk” when ajar.
- Garage Door
  - Adjust door and/or tracks to ensure functionality.
- Framing
  - Complete basement stabilization framing per plan (ref S1 & S2).
  - Install/modify foundation-wall connections per plan (ref. S2, Basement Detail 2 & 3).
    - Detail 3 applicable at new wall location. Install header and frame out window openings.
    - Detail 2 applicable at all other exterior walls.
  - Install positive connection hardware at all existing basement post and beam framing, to remain: one Simpson H1 at each beam-joist connection, two Simpson A24 with 4” wedge anchor at each post base, and two Simpson AC4 at each post-beam beam connection.
  - Build mechanical enclosure in basement, per plan (ref. A4).
  - Install new interior stairs per plan (ref. A5, A7, A9, S1, & S2). Modify existing framing as necessary.
  - Remove basement stairs and infill per plan (ref. A4).
  - Complete bump-out and porch stabilization per plan (ref. A4, S1, & S2).
    - Install insulation per plan.
    - Encapsulate underside of joists per plan.
  - Relocate laundry room wall per plan (ref. A5).
  - Remove wall between kitchen and dining room per plan (ref. A5). Install two full height wing walls per plan.
  - Infill and/or modify door and window openings per plan (ref. A5).
  - Build 2<sup>nd</sup> floor dormer per plan; includes demolition of roof and existing bathroom (ref. A6, A7, A8, & S2).
  - Build walls for powder bathroom, master bedroom, and closets per plan (ref. A5).
  - Complete any and all additional framing modifications per plan and as necessary.
- Windows
  - Replace all exterior windows, per plan.
  - All materials are to be installed per manufacturer instructions and/or industry standard. As a reference, an acceptable standard would be a published peer reviewed study or a guideline, manual, or publication issued by a reputable industry trade association, such as American Architectural Manufacturers Association, Window & Door Manufacturers Association, etc.
  - Adequate weatherproofing and cosmetic appeal need to be achieved after installation of new windows.
  - Install white wood trim as necessary for weatherproofing and/or cosmetic concealment.



- Install new white vinyl insulated Low-E windows, either single hung or slider to match existing.
- Ensure egress requirements are in compliance with City of Tacoma codes; modify openings if necessary. Finish exterior and interior trim.
- Ensure safety glass requirements are in compliance with City of Tacoma codes.
- Bathroom windows to have obscured glazing.
- Insulate gap between wall and window frame with non-expanding foam.
- Caulk interior and exterior of window in preparation for paint.
- All windows must have proper function and seal at completion of project, including locking mechanisms at each window.
- Final clean: include a one-time return trim for final interior and exterior cleaning at project substantial completion. Includes glass, track, and frame.
- Interior Doors and Millwork
  - Install/replace all millwork (baseboard and casing) and doors.
  - Terminate millwork ends with mitered return edge.
  - Baseboards and casing to be flat stock; MDF.
  - Doors to be single panel, pre-hung, primed MDF or wood.
  - Install at least four 3” screws into both legs of frame using shims to ensure frame does not bow at attachment points. Putty or caulk exposed screw heads.
  - Install new interior door handles; builder grade, brushed nickel. Use passage or locking handles as applicable: Passage (closets and laundry), Privacy (bedrooms and bathrooms).
  - Doors to be installed plumb, flush, and square. Ensure that doors and handles function properly and do not “walk” when ajar.
- Remove Chimney
  - Remove existing brick chimney from current termination above roof, to below 1<sup>st</sup> floor level.
  - Patch roof and floors where removed. Finish surfaces to be flush with adjacent surfaces.
- Cabinetry
  - Remove existing kitchen and bathroom cabinets.
  - Install new kitchen cabinets per layout, see Exhibit “E”; builder grade.
  - Cabinets Specifications: Shaker or flat panel style, White, plywood or MDF box
  - Cabinets to be plumb, flush, and level.
  - Install new Wilsonart laminate kitchen countertop, or equivalent.
  - Install matching laminate 4” backsplash for kitchen countertops.
  - Install new 60” bathroom vanities with integrated countertop and sink (master bathroom and 2<sup>nd</sup> floor bathroom). Home Decorators Collection Mod# 8105300240, or equivalent.
  - Install cabinet hardware (pulls, knobs, and/or handles).
- Miscellaneous
  - Install new bathroom hardware (2<sup>nd</sup> floor & master): 1 towel bar, 1 toilet paper holder, and 1 shower rod, 1 mirror [in each bathroom]
  - Install new bathroom hardware (powder bath): 1 towel ring, 1 toilet paper holder, 1 mirror
  - Remove drop down (storage) framing in detached garage.
  - Install underlayment for sheet vinyl flooring in bathrooms and laundry.
  - Install new grip rail for stairs.
  - Install new wire shelving in all closets, or equivalent.
- Required Submittal(s):
  - Manufacturer Data Sheet
    - Exterior Doors

- Windows
- Millwork, interior doors, and handles
- Kitchen cabinets
- Bathroom vanity
- Shop Drawings
  - Kitchen cabinets
- Product Samples
  - Countertop laminate
  - Cabinet hardware

#### DRYWALL

- Install new ½” drywall on all walls and ceilings where framing is exposed.
- Install new ½” drywall on new walls, per plan.
- Skim coat or install new ¼” drywall over existing walls and ceilings with walls coverings. If skim coat technique used, ensure long-term, crack-free adhesion.
- Wrap and finish window ceils on all four sides.
- Use moisture resistant drywall (green board) in all bathrooms.
- Repair various locations throughout where holes created due to other activities; assume 200 SF.
- Finish: Level 3 orange peel finish. PVA all new drywall.
- No drywall in detached garage and basement.

#### FLOORING – Carpet and Vinyl

- Prep floors for new surfaces as necessary.
- Install new FHA grade carpet and pad in bedrooms, closets, stairs, and hallway.
- Install new FHA grade sheet vinyl in laundry and bathrooms. Replace or repair subfloor as necessary.
- Required Submittal(s):
  - Manufacturer Data Sheet
    - Carpet and Pad
    - Vinyl
  - Product Sample
    - Carpet and Pad
    - Vinyl

#### FLOORING – Hardwood

- Refinish existing hardwood floors in parlor, living room, dining room, and kitchen.
  - 3 finish coats – 2 initial and 1 final at substantial completion
  - Color – light color finish to be selected; TBD (dark stain will not be selected)
  - Oil or water based stain is acceptable.
- Lace in hardwood to match existing where missing or walls relocated.
- Rooms to be refinished – Parlor, Living room, Dining room, and Kitchen.

#### APPLIANCES

- Supply and install kitchen appliances.
  - Refrigerator – Whirlpool Mod# WRS325FDAW, or equivalent
  - Range - Whirlpool Mod# WFE320MOEW, or equivalent
  - Microwave - Whirlpool Mod# WMH31017FW, or equivalent
  - Dishwasher - Whirlpool Mod# WDF120PAFW, or equivalent

**Minimum Required Qualifications:**

1. Licensed contractor in the State of Washington
2. Successful completion of at least three single-family remodel/rehabilitation projects with the total construction cost equal to or greater than bid amount.
3. Ability for to begin working on this project by **January 27, 2017**.
4. Possess a valid City Business License or have the ability to obtain one.
5. Current insurance policies meeting the Insurance Certificate Requirements attached as Exhibit "B" to this RFP.
6. Ability to provide references of the above listed requirements as evidence of satisfactory experience and performance.

**Preferred Qualifications:**

1. Previous experience with projects financed in part or in full through federal government agencies, especially CDBG (Community Development Block Grant).
2. Successful completion of at least one project with total construction cost equal to or greater than bid amount with a nonprofit or government entity as the owner/sponsor of the project.
3. Previous experience with City of Tacoma.
4. Women and Minority-owned Business Enterprises, and City of Tacoma SBE Firms: All applicants are strongly encouraged to directly solicit W/MBE and SBE firms in creating their development team.

**Special Considerations:**

1. The selected construction firm(s) will work closely with an oversight committee comprised of TCRA Housing Division Manager and Staff and New Leaf PPS.
2. TCRA is committed to providing affordable housing and facility space in an efficient and effective manner and takes seriously its role as a trustee of public funds. TCRA and New Leaf PPS will expect the same commitment from the selected construction firm(s).

**Required RFP Submittals:**

Three (3) hardcopies of your Statement of Qualifications must be submitted in sealed envelopes and must be received no later than **Thursday, January 5, 2017, 3:00 P.M.** at the offices of New Leaf PPS located at 2710 Yakima Ave, Tacoma, WA 98409, attn.: Shane Beck. Electronic and/or faxed copies WILL NOT be accepted.

Your RFP submittal must include:

1. Statement of Qualifications
2. Bid Form

**Selection Process:**

1. It is the intent of TCRA to select the most qualified firm based on Statement of Qualifications and Bid Form and negotiate a contract. Should contract negotiations be unsuccessful, TCRA reserves the right to select an alternative firm with which to negotiate. TCRA reserves the right not to issue a contract to any respondent.
2. TCRA and New Leaf PPS will review submittals for conformance to minimum qualifications. All Statement of Qualifications and Bid Forms that are deemed to be out of conformance to the minimum qualifications will be disqualified.
3. Construction firms will be evaluated on the basis of their written Statement of Qualifications based upon the following unprioritized criteria:

- a. *Company Profile* – Brief company profile and number of years the firm has been in business. Any other information which should be considered, such as any special services or a customer service philosophy that defines the firm’s practices. Contact information for the firm and person who will be responsible for the implementation of this contract.
- b. *Licensing* – Proof of current contractor’s license. Proof of current City of Tacoma business license, or ability to obtain one.
- c. *Past Experience* – Provide a brief and specific description of the firm’s relevant experience on similar projects performing the scope of work that a bid is provided for. Although preferred, but not required, include qualifications for working with municipal government agencies.
- d. *References* – Include the names and contact information of where the firm has performed similar tasks within the past six years. The references should include: name, address and phone number of the individual or organization, and a description of the services provided.
- e. *Availability* – Due to an anticipated start date of **January 23, 2017**, immediate availability is required. A project schedule will be provided during contracting period.

**Factors and Maximum Points:**

An internal TCRA three-person panel will evaluate each response to this RFP. Respondents will be scored according to the evaluation criteria set out below. Respondents will be required to earn a minimum score of 200 in order to be considered qualified to provide construction services to the TCRA. The respondent with the highest score will be determined most qualified to provide construction services and will be notified in writing of the TCRA’s desire to commence price negotiations in an effort to award a contract.

SCORING CRITERIA	
1. Company Profile	45 points
2. Licensing	10 points
3. Past Experience	60 points
4. References	60 points
5. Availability	75 points
6. Price	100 points
7. TOTAL POINTS POSSIBLE	350 Points

**Contractor Selection Schedule:**

December 13, 2016	RFQ's Made Available
December 20, 2016, 11 A.M.	Recommended Facility Walkthrough
December 30, 2016	Deadline for Questions
January 5, 2017, 3 P.M.	Deadline for Submission of Proposals
January 13, 2017	Selection of Contractors

**Project Schedule:**

January 2017	Complete Bidding
January 2017	Receive Building Permit
January 27, 2017	Start Construction - Notice to proceed
April 2017	Construction Completed
May 2017	Occupancy
May 2017	Close out

**Exhibit A: Bid Form**  
**Exhibit B: Insurance Certificate Requirements**  
**Exhibit C: Form WH 347**  
**Exhibit D: Submittal Transmittal Form**  
**Exhibit E: Kitchen Cabinet Design**

**Attachment: Architectural and Structural Drawings**

**Contacts:**

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TCRA, Housing Division  
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(253) 591-5230

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New Leaf PPS, Construction Manager  
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(253) 218-4867

**Please Note:**

TCRA intends to select the most qualified responsive construction firm and reserves the right to reject any and all qualification statements and the right to waive all irregularities.

## **EXHIBIT A**

Bid Form – 1015 S. 40<sup>th</sup> St. Residential Rehabilitation

<u><b>Scope of Work</b></u>	<u><b>Included: Yes or No</b></u>
Roof	Yes / No
Gutters	Yes / No
Siding	Yes / No
Paint	Yes / No
Landscaping	Yes / No
Electrical	Yes / No
Plumbing	Yes / No
HVAC	Yes / No
Insulation	Yes / No
Carpentry	Yes / No
Drywall	Yes / No
Flooring	Yes / No
Appliances	Yes / No

Subtotal	\$ _____
Tax – 9.6%	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

## EXHIBIT B

### Insurance Certificate Requirements

Please furnish the Purchasing Division with a Certificate of Insurance with the following liability limits based on the contract amount:

<u>CONTRACT AMOUNT</u>	<u>LIABILITY LIMITS</u>
\$25,000 and Under	\$500,000 Combined Single Limit
\$500,000 and Under	\$1,000,000 Per Occurrence / \$2,000,000 Aggregate
Over \$500,000	\$5,000,000 Total Coverage

A. Umbrella excess liability may be used to reach the limits stated above. Coverage must include:

1. Comprehensive General Liability
2. Automobile Liability - Hired and Non-Owned
3. Contractual Coverage
4. Broad Form Property Damage
5. Underground Explosion and Collapse Hazard (if necessary by the nature of the work)
6. Any additional coverage specifically required by the City's specification

B. The following general requirements apply:

1. Insurance carrier must be authorized to do business in the State of Washington.
2. Coverage must include personal injury, protective and employer liability.
3. Contractor must provide with the certificate (a) evidence of the amount of any deductible or self-insured retention under the policy, and (b) policy endorsement(s) that verify compliance with the additional insured and the primary/non-contributory requirements specified in Section C. 1 and C. 2. below.
4. It is the contractor's responsibility to keep an up-to-date Certificate of Insurance on file with the City throughout the contract.
5. Contractor's insurance must be primary and non-contributory over any insurance the City may maintain, that is, any such City insurance shall be excess to limits stated in the certificate.

C. The following statements are required on the Certificate of Insurance:

1. "The City of Tacoma is named as an additional insured" ("as respects a specific contract" or "for any and all work performed with the City" may be included in this statement).
2. "This insurance is primary and non-contributory over any insurance or self-insurance the City may have" ("as respects a specific contract" or "for any and all work performed with the City" may be included in this statement).
3. "Should any of the above described policies be canceled before the expiration date thereof, the issuing company will mail 30 days written notice to the Certificate Holder named." Language such as, "endeavor to" mail and "but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representative" is not acceptable and must be crossed out. **See example below.**

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS  
 The below listed certificated holder is added as an additional insured as respects any and all work performed with the City (or as respects project \_\_\_\_\_). This insurance is primary over any insurance or self-insurance the City may have for any and all work performed with the City (or as respects project \_\_\_\_\_).

CERTIFICATE HOLDER    ADDITIONAL INSURED; INSURER LETTER: \_\_\_\_\_    **CANCELLATION**

**CITY OF TACOMA**  
**PO BOX 11007**  
**TACOMA WA 98411-0007**

~~"Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the certificate holder named to the left, but failure to do so shall impose no obligation or liability of any kind upon the company, its agents or representatives."~~

Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.



U.S. Wage and Hour Division  
Rev. Dec. 2008  
OMB No.: 1235-0008  
Expires: 02/28/2018

NAME OF CONTRACTOR OR SUBCONTRACTOR

ADDRESS

PAYROLL NO.

FOR WEEK ENDING

PROJECT AND LOCATION

PROJECT OR CONTRACT NO.

EXHIBIT C

(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	(2) NO. OF WITHHOLDING EXEMPTIONS	(3) WORK CLASSIFICATION	OT. OR ST.	(4) DAY AND DATE							(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS				(9) NET WAGES PAID FOR WEEK		
															FICA	WITH-HOLDING TAX	OTHER		TOTAL DEDUCTIONS	

While completion of Form WH-347 is optional, it is mandatory for covered contractors and subcontractors performing work on Federally financed or assisted construction contracts to respond to the information collection contained in 29 C.F.R. §§ 3.3, 5.5(a). The Copeland Act (40 U.S.C. § 3145) contractors and subcontractors performing work on Federally financed or assisted construction contracts to "furnish weekly a statement with respect to the wages paid each employee during the preceding week." U.S. Department of Labor (DOL) regulations at 29 C.F.R. § 5.5(a)(3)(i) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. DOL and federal contracting agencies receiving this information review the information to determine that employees have received legally required wages and fringe benefits.

We estimate that it will take an average of 55 minutes to complete this collection, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210

Public Burden Statement

(over)





WASHINGTON STATE DEPARTMENT OF LABOR AND INDUSTRIES - Prevailing Wage Rates for Public Works Contracts

Effective Date: 09/21/2016

County	Trade	Job Classification	Wage	Holiday	Overtime	Notes
Pierce	Landscape Construction	Irrigation Or Lawn Sprinkler Installers	\$17.07		1	
Pierce	Landscape Construction	Landscape Equipment Operators Or Truck Driver	\$14.55		1	
Pierce	Landscape Construction	Landscaping Or Planting Laborers	\$17.07		1	
Pierce	Residential Brick Mason	Journey Level	\$23.77		1	
Pierce	Residential Carpenters	Journey Level	\$41.69	5D	4C	
Pierce	Residential Drywall Applicators	Journey Level	\$41.69	5D	4C	
Pierce	Residential Drywall Tapers	Journey Level	\$55.66	5P	1E	
Pierce	Residential Electricians	JOURNEY LEVEL	\$29.29		1	
Pierce	Residential Glaziers	Journey Level	\$38.40	7L	1H	
Pierce	Residential Insulation Applicators	Journey Level	\$18.70		1	
Pierce	Residential Laborers	Journey Level	\$20.99		1	
Pierce	Residential Painters	Journey Level	\$26.13		1	
Pierce	Residential Plumbers & Pipefitters	Journey Level	\$47.77	5A	1G	
Pierce	Residential Refrigeration & Air Conditioning Mechanic	Journey Level	\$38.75	5A	1G	
Pierce	Residential Sheet Metal Workers	Journey Level (Field or Shop)	\$45.99	7F	1R	
Pierce	Residential Soft Floor Layers	Journey Level	\$45.86	5A	3D	
Pierce	Roofers	Journey Level	\$46.12	5A	2O	
Pierce	Roofers	Using Irritable Bituminous Materials	\$49.12	5A	2O	

EXHIBIT D

SUBMITTAL TRANSMITTAL

Project: \_\_\_\_\_

Date: \_\_\_\_\_

Transmittal To: **New Leaf PPS**  
**A** 2710 Yakima Ave.  
Tacoma, WA 98409

Submittal Number: \_\_\_\_\_

From:

By:

Resubmission

Qty.	Item No.	Description	Spec. Section Title and Paragraph / Drawing Detail Reference

- Submitted for review and approval
- Resubmitted for review and approval
- Will be available to meet construction schedule
- Other remarks on above submission:
- Substitution involved – Substitution request attached with point-by-point comparative data or preliminary details.
- Complies with contract requirements
- One copy retained by sender

Transmittal To:  
**B**

Attn:

Date Received:

From:

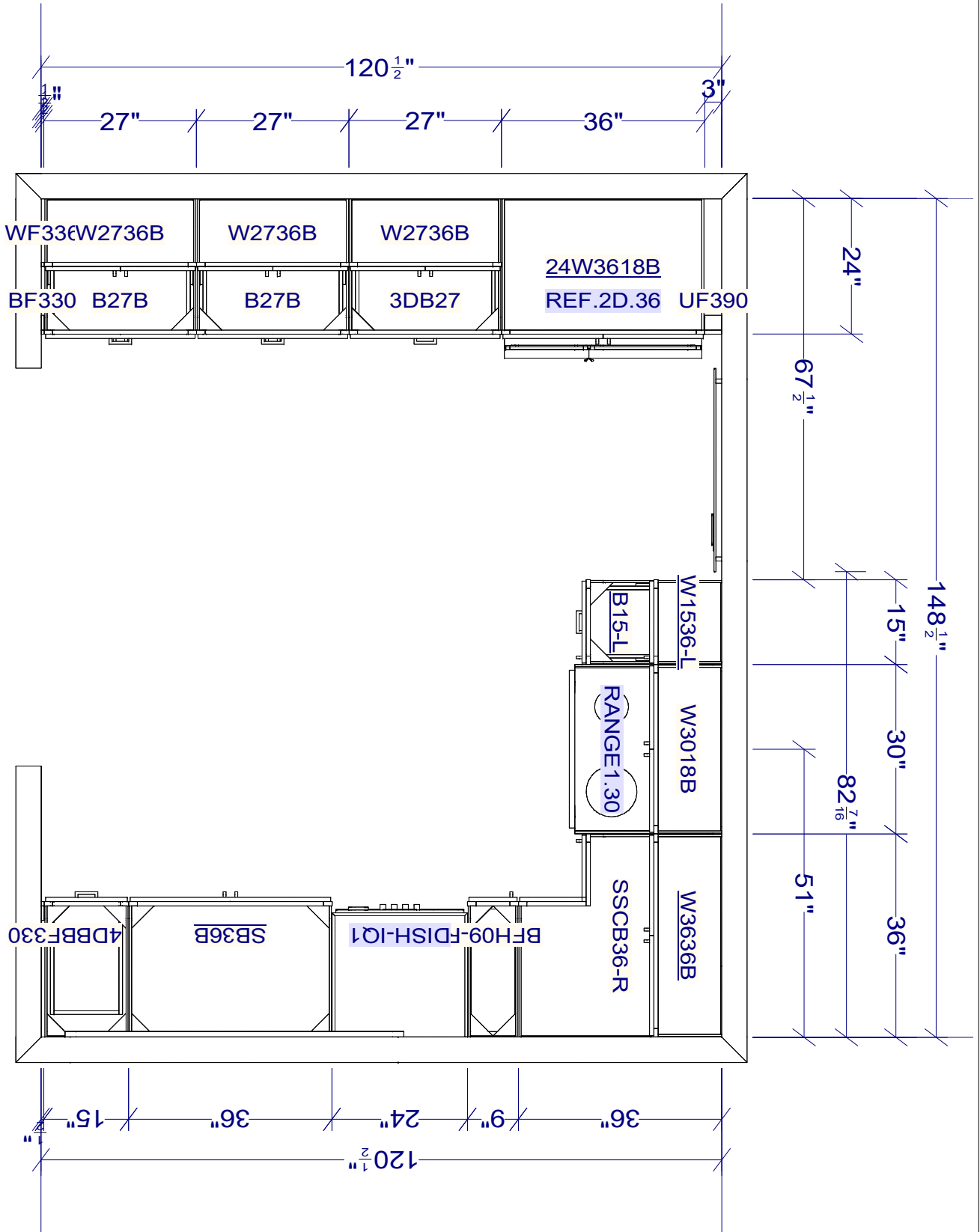
By:

Date Transmitted:

- Approved
- Approved as noted
- Not subject to review
- No action required
- Other remarks on above submission:
- Approved as noted / Resubmit
- Rejected / Resubmit
- Revise / Resubmit
- Submission Incomplete / Resubmit

Copies:  Owner  Consultants      One copy retained by sender

EXHIBIT E



All dimensions, size designations given are subject to verification on job site and adjustment to fit job conditions.



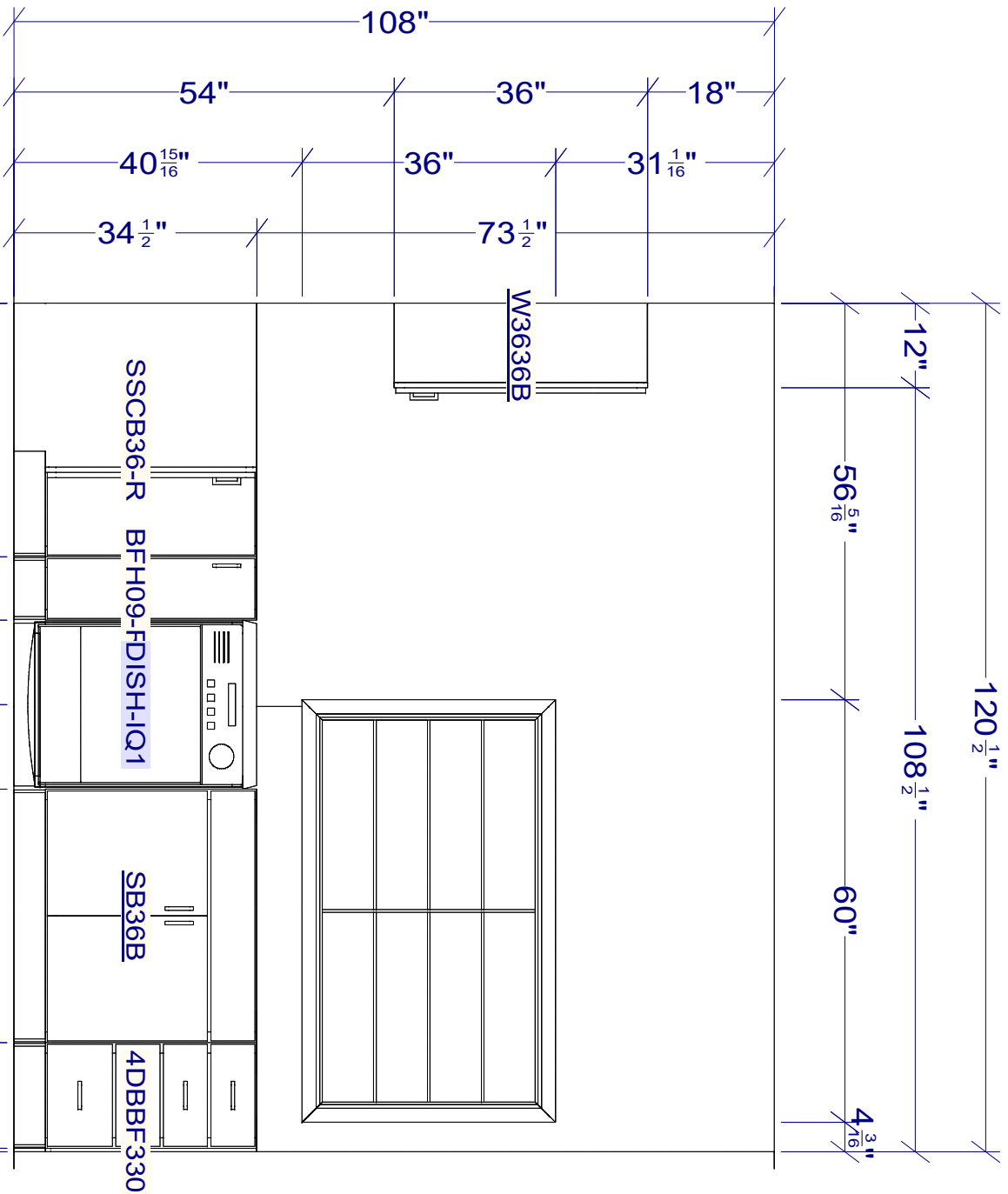
This is an original design and must not be released or copied unless applicable fee has been paid or job order placed.

Designed: 12/9/2016  
Printed: 12/12/2016

TCRA 1015 S 40th St v6

All

Drawing #: 1 No Scale.



All dimensions - size designations given are subject to verification on job site and adjustment to fit job conditions.



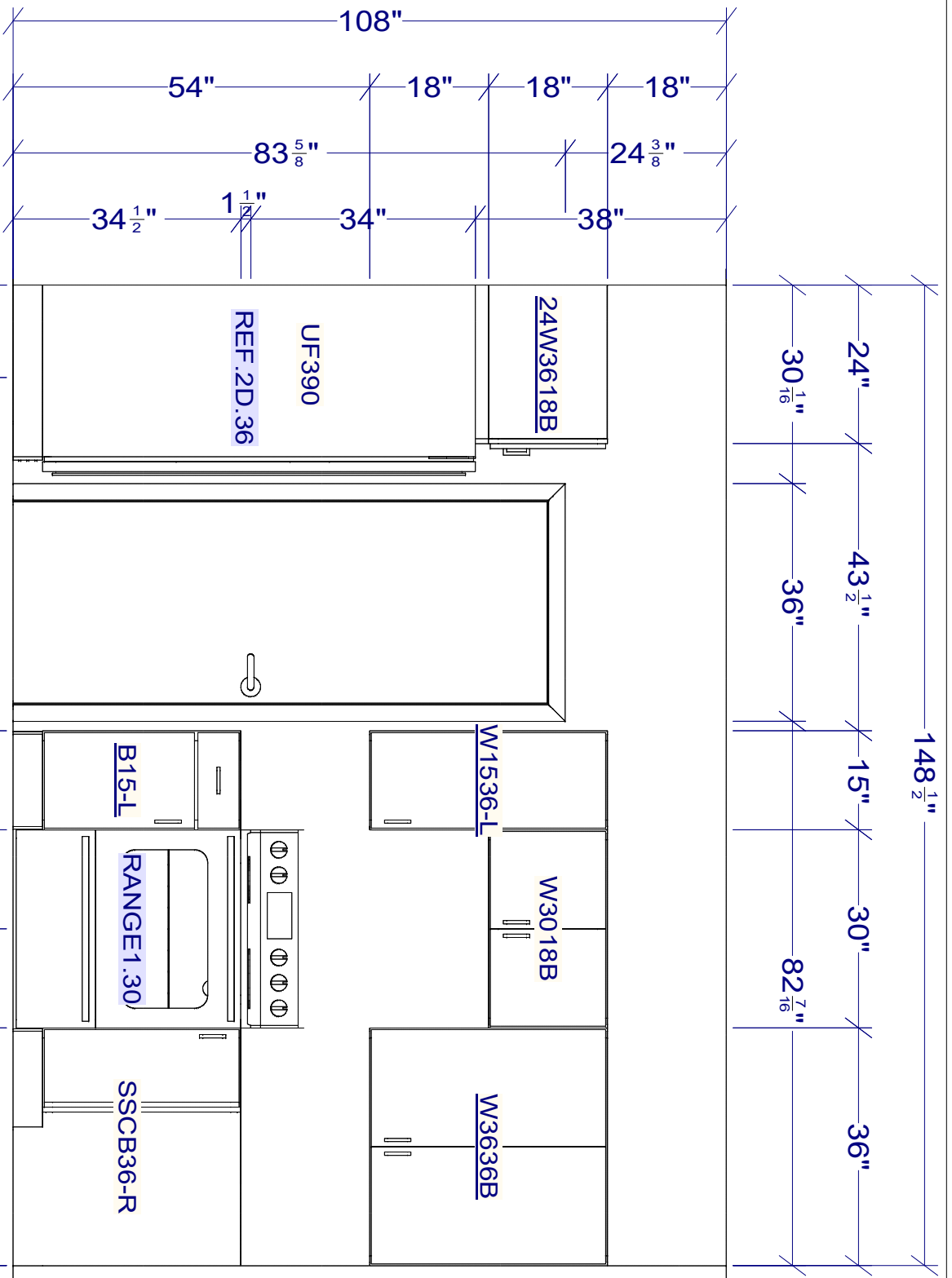
This is an original design and must not be released or copied unless applicable fee has been paid or job order placed.

Designed: 12/9/2016  
 Printed: 12/12/2016

TCRA 1015 S 40th St v6

EI 1

Drawing #: 1 No Scale.

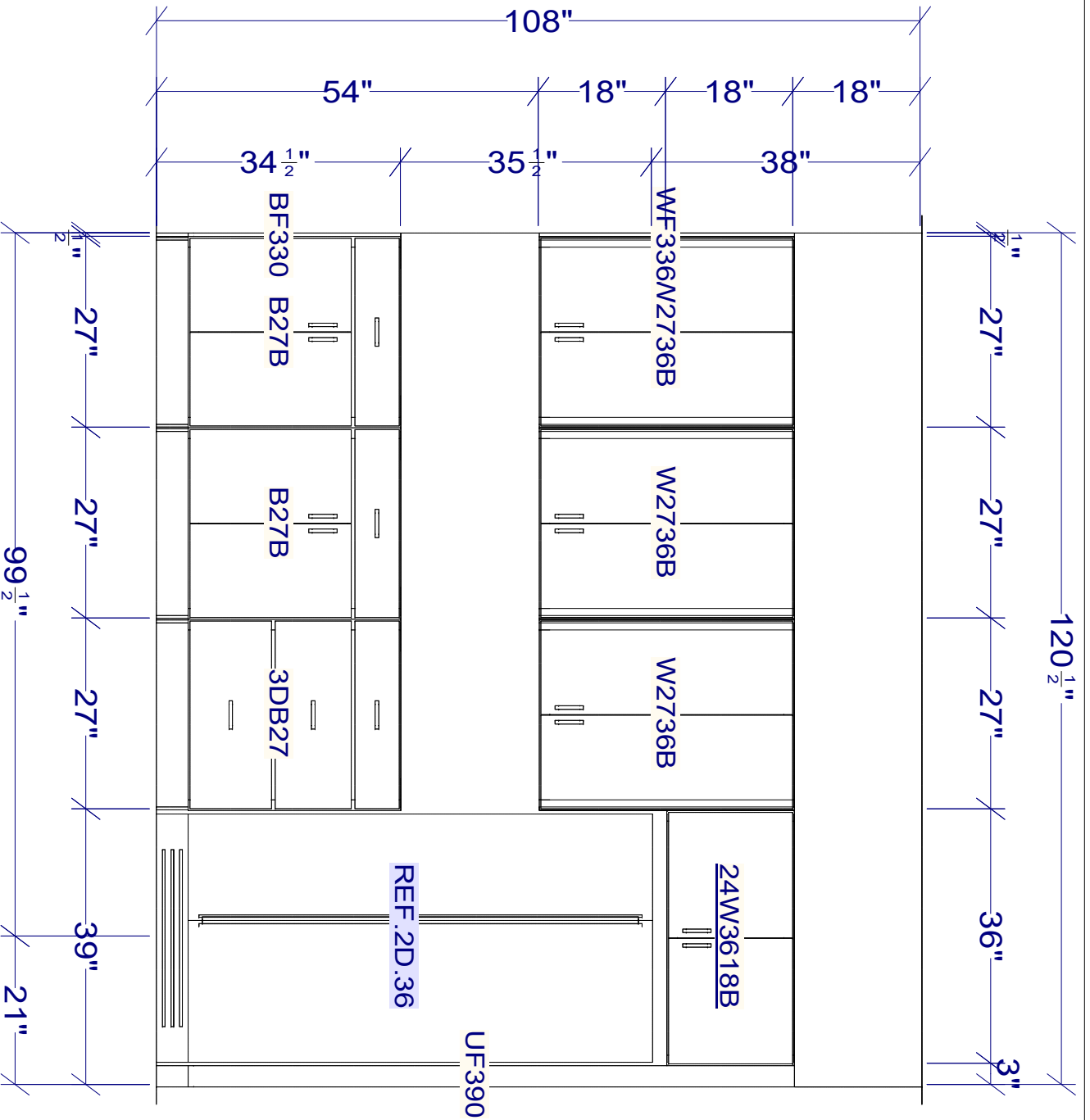


All dimensions - size designations given are subject to verification on job site and adjustment to fit job conditions.



This is an original design and must not be released or copied unless applicable fee has been paid or job order placed.

Designed: 12/9/2016  
 Printed: 12/12/2016



All dimensions - size designations given are subject to verification on job site and adjustment to fit job conditions.



This is an original design and must not be released or copied unless applicable fee has been paid or job order placed.

Designed: 12/9/2016  
Printed: 12/12/2016

TCRA 1015 S 40th St v6

EI 3

Drawing #: 1 | No Scale.