



City of Tacoma, WA

PUBLIC ASSEMBLY FACILITIES – TACOMA DOME

**REQUEST FOR INFORMATION
MAINTENANCE CLEAN TACOMA DOME ROOFING
& ASSOCIATED SYSTEMS**

SPECIFICATION NO. PF15-0243F



**City of Tacoma
Public Assembly Facilities - Tacoma Dome**

**REQUEST FOR INFORMATION
PF15-0243F
Maintenance Clean Tacoma Dome Roofing & Associated Systems**

Submittal Deadline: 11:00 a.m., Pacific Time, Tuesday, May 12, 2015

Submittal Delivery: Sealed submittals will be received and time stamped at this location only:

City of Tacoma Procurement and Payables Division
Tacoma Public Utilities - Administration Building North, Main Floor
3628 South 35th Street, Tacoma, WA 98409

Submittal Opening: Sealed submittals in response to a RFB will be opened by a Purchasing representative and read aloud during a public bid opening held in Conference Room M-1, located on the main floor in the same building. Submittals in response to an RFI are recorded as received but are not typically opened and read aloud. After 1:00 p.m. the day of bid opening, the names of vendors submitting proposals are posted to the website for public viewing.

Solicitation Documents: An electronic copy of the complete solicitation documents may be viewed and obtained by accessing the City of Tacoma Purchasing website at www.TacomaPurchasing.org.

- [Register for the Bid Holders List](#) to receive notices of addenda, questions and answers and related updates.
- Click here to see a [list of vendors registered for this solicitation](#).

Pre-Proposal Meeting: A pre-proposal meeting will not be held.

Project Scope: Collect information including estimated costs regarding maintenance cleaning of the Tacoma Dome arena roofing, gutter system, cupola louvers and walkway.

Estimate: N/A

Additional Information: Requests for information regarding the specifications may be obtained by contacting Marie Holm, senior buyer, by email to marie.holm@cityoftacoma.org.

Protest Policy: City of Tacoma protest policy, located at www.tacomapurchasing.org, specifies procedures for protests submitted prior to and after submittal deadline.



Meeting sites are accessible to persons with disabilities. Reasonable accommodations for persons with disabilities can be arranged with 48 hours advance notice by calling 253-502-8468.

**Maintenance Clean Tacoma Dome Roofing & Associated Systems
Request for Information (RFI)
PF15-0243F**

Invitation

Vendors are invited to provide information regarding maintenance cleaning of the Tacoma Dome arena roofing, gutter system, cupola louvers and walkway, per the Scope of Work, located at 2727 East D Street, Tacoma, WA. It is the City of Tacoma's goal to ascertain current estimated expense information for future competitive bid solicitations to provide for maintenance cleaning of the Tacoma Dome's roofing system, and establish a list of interested vendors for this process.

Submittal Information

Vendors interested in providing information are requested to submit the following:

1. Estimated expense information to satisfy the Scope of Work one (1) time over the next twelve (12) months.
2. Estimated expense information to satisfy the Scope of Work two (2) times over the next twelve (12) months.
3. Estimated expense information to satisfy the Scope of Work six (6) times over the next thirty six (36) months.
4. Estimated timeline for completion of the Scope of Work one (1) time.
5. Their qualifications and relevant experience in providing these services.

Review Process

The City will review all responses to this RFI within thirty (30) days of the submittal deadline. During this period, the City may seek additional information from the respondents. The City may issue a new solicitation and invite RFI respondents to participate, or elect not to proceed further.

General Conditions

Washington State Public Disclosure Act (RCW 42.56 et seq.) requires public agencies in Washington to promptly make public records available for inspection and copying unless they fall within the specified exemptions contained in the Act. Documents submitted under this RFI are considered public records and, unless exempt from disclosure under the Act, will be made available for inspection and copying by the public in response to a public records request.

Scope of Work

1. General
 - a. Approximate Roofing Square Footage: 260,000 sq ft
 - b. Approximate Gutter Square Footage: 2,505 sq ft
 - c. Approximate Cupola Louver Square Footage: 1,600 sq ft
 - d. Approximate Cupola Walkway Square Footage: 300 sq ft
 - e. The Tacoma Dome roofing was last cleaned in 2012.

- f. This scope of work must be accomplished following all City of Tacoma, WISHA, OSHA and environmental rules, regulations, policies and processes for this project.
2. Permits and Safety
 - a. It is the contractor's responsibility to follow all City and state rules and regulations as pertains to the safety, hazards, etc. involved in this project.
 - b. It is the contractor's responsibility to provide and/or obtain all applicable permits and post them at the project site.
 - c. It is the contractor's responsibility to provide an approved fall protection plan.
 - d. The contractor shall provide a safety and fall protection orientation to all applicable individuals prior to the start of the project.
 - e. The contractor shall verify the strength and capacity for using the existing roof area around the cupola of the Tacoma Dome roof.
 - f. All work on the roof shall be accomplished by using appropriate safety harnesses and equipment as required by local and state rules and regulations.
3. Mobilization
 - a. Contractor shall coordinate with the Public Assembly Facilities Department / Tacoma Dome to determine schedule for mobilization.
 - b. Contractor shall coordinate with the Public Assembly Facilities Department / Tacoma Dome the location of contractor's materials that may be left on the project site during the project. The City of Tacoma, Public Assembly Facilities and the Tacoma Dome do not take any responsibility for any loss or damage to these materials or equipment.
4. Cleaning
 - a. The contractor is responsible for removing the accumulated dirt and other material adhering to the roof membrane, gutters, cupola louvers and walkway.
 - b. The contractor shall remove and dispose of waste and water from the cleaning process.
 - c. The contractor shall repair any damaged sections of roof material, gutter, louver or walkway components caused by the contractor, contractor's agents, staff or third parties contracted by the contractor.
 - d. The contractor is responsible for all equipment and materials necessary to provide water under pressure for the cleaning activities. There is no water source at the cupola or roof level; water sources are located at ground level.
 - e. The cleaning activities shall be coordinated to not interfere with the daily or event operations of the Tacoma Dome.
 - f. The contractor shall use manual brushing and a mixture of mild, environmentally sensitive detergent and water to clean the roofing.
 - g. The contractor shall follow all City and state rules and regulations concerning waste water and disposal of such.
5. Inspection
 - a. The contractor shall conduct a preliminary inspection and document the findings concerning the condition of the roofing prior to the start of cleaning activities.
 - b. At the conclusion of cleaning activities, a final inspection by City shall be conducted and notice given to the contractor that the roof cleaning is acceptable.
6. Demobilization
 - a. Demobilization shall begin after contractor's receipt of notice of acceptable work.
 - b. The contractor is responsible for removal of all materials and equipment from the project site.

- c. The contractor is responsible for removal of all empty containers, unused or partially used materials and supplies, following all local and state rules and regulations.
- 7. Timeline
 - a. Contractor shall coordinate and mutually agree on a comprehensive project timeline with the Public Assembly Facilities Department / Tacoma Dome.
 - b. Unless mutually agreed upon in writing by contractor and Public Assembly Facilities Department / Tacoma Dome, there shall be no amendments to the timeline once originally mutually agreed.