



REQUEST FOR QUALIFICATIONS

for

Independent UFAS/ADA Certification Services

(Solicitation # 3840)

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ATTACHMENTS:

- Section 3 Business Certification
- Section 3 Resident Employment Plan

RFQ Issued on:	Submittals Due:
March 4, 2008	April 2, 2008

Seattle Housing Authority

Request for Qualifications (Solicitation No. 3840)

Independent UFAS/ADA Certification Services

A. INTRODUCTION

- 1) **General:** The Seattle Housing Authority (SHA) has entered into a Voluntary Compliance Agreement (VCA) with the U.S. Department of Housing and Urban Development (HUD) that includes the third party certification of UFAS-Accessible Units and UFAS-Adaptable Units and Non-Housing Programs serving those units. Designated units must comply with the requirements of UFAS and, where applicable, ADA Accessibility and the Fair Housing Act Accessibility Guidelines.

The purpose of this Request for Qualifications (RFQ) is to solicit Statements of Qualifications (SOQ) from interested architectural and engineering firms interested in providing those certification services.

The initial term of the Contract to be created by this RFQ shall be one (1) year. At SHA's option, a Change Order may be executed extending the Contract for up to six additional years, in one year increments.

- 2) **Obtaining the RFQ:** To obtain a copy of the RFQ and view the VCA and other related links, visit the SHA website at:

www.seattlehousing.org/Business/Ads/ConsultOppty/ConsultOppty_opportunities.html.

Any addenda issued for this RFQ will be published at the above-referenced website, and Consultants are responsible for checking the website for any addenda prior to submission of proposals. . If you are unable to download the RFQ, you may call Marilyn Westman, Senior Contracts Administrator at (206) 615-3395 or e-mail her at mwestman@seattlehousing.org

- 3) **Questions:** Any questions or requests for further information must be submitted in writing no later than **4:00 p.m. on March 19, 2008** to the Contract Administrator noted above by fax at (206) 615-3410, by e-mail at mwestman@seattlehousing.org .
- 4) **Submission Deadline:** Sealed Statements Of Qualifications (SOQ) [one (1) original and four (4) copies] must be received no later than **4:00 PM on April 2, 2008** at SHA's Central office, street address below. Submittals sent by U.S. Mail must be addressed to the P.O. Box below and must be delivered to SHA by the deadline above. Faxed or e-mailed submittals will not be accepted.

Seattle Housing Authority
Purchasing Division
Attention: Marilyn Westman
120 Sixth Avenue North
P.O. Box 19028
Seattle, Washington 98109-1028

- 5) **Diversity:** SHA strongly encourages minority-owned and women-owned businesses, socially and economically disadvantaged businesses, HUD Section 3 businesses, and small businesses to submit SOQs or to participate in a subcontracting capacity on SHA contracts.
- 6) **Rights Reserved:** SHA reserves the right to waive as an informality any irregularities in submittals, and/or to reject any and all SOQs.
- 7) **Seattle Housing Authority Background:** SHA is a public body corporate and politic that provides affordable housing to about 24,000 low-income people in Seattle. SHA owns and operates approximately 5,400 conventional public housing units subsidized by the U.S. Department of Housing and Urban Development (HUD), nearly 1,100 additional units for seniors and people with disabilities as part of the Seattle Senior Housing Program, and almost 900 low and mixed-income units developed and acquired primarily through the use of debt financing. Approximately 8,400 residents are children.

SHA owns and operates housing in neighborhoods throughout Seattle. These include the four large family communities of New Holly and Rainier Vista in Southeast Seattle, High Point in West Seattle, and Yesler Terrace in Central Seattle.

SHA was established by the City of Seattle under State of Washington enabling legislation in 1939. SHA is governed by a seven-member Board of Commissioners appointed by the Mayor and confirmed by the City Council. The Executive Director is appointed by, and reports to, the Board and is responsible for staff hiring and direction. SHA has approximately 585 employees and a total budget of \$301 million for Fiscal Year 2007.

8) **Project Background: Independent UFAS-Accessible and UFAS-Adaptable Certification Services**

Seattle Housing Authority agreed to complete the construction or conversion of two hundred sixty-three (263) UFAS-Accessible or UFAS-Adaptable Units throughout its portfolio within seven years of the voluntary agreement date as follows:

Site/Project	Total	2008	2009	2010	2011	2012	2013	2014
HOPE VI Garden	80	80						
High Rise Retrofit	60	21	18	6	15			
Scattered site retrofit	21				7	8	6	
High Point Phase II	23		23					
Rainier Vista Phase II	15			7		8		
Holly Court	20				10	10		
Yesler Terrace	44					16	14	14
Annual Total	263	101	41	13	32	42	20	14

For a copy of the Voluntary Compliance Agreement, please see the complete RFQ located on SHA's web site. The web address is as follows:

www.seattlehousing.org/Business/Ads/ConsultOppty/ConsultOppty_opportunities.html

B. SCOPE OF WORK (see Voluntary Compliance Agreement for UFAS definitions)

The selected Consultant shall have qualifications and experience to perform the following tasks:

- 1) Design a checklist to be used for this contract. The checklist will reflect the requirements of UFAS and, where applicable, the Fair Housing Act Accessibility Guidelines. The checklist must affirm that the Non-Housing Programs serving the UFAS-Accessible and UFUS-Adaptable units comply with the requirements of UFAS and, where applicable, the ADA Accessibility Standards and the Fair Housing Act Accessibility Guidelines.
- 2) Inspect SHA designated units and certify that said units are constructed or have been converted to meet the UFAS accessible requirements. Inspect SHA's administrative offices to comply with the accessibility requirements of the UFAS and, where applicable, ADA Accessibility Standards.
- 3) Upon request, review plans and drawings prepared by other consultants under contract with SHA and provide written comments regarding UFAS, ADA and Fair Housing accessibility requirements
- 4) The selected firm must submit documentation to SHA to verify that the firm maintains errors and omissions liability insurance in an amount of not less than \$1,000,000.00.
- 5) The individual completing the certification and the principal of the firm will certify all firm findings made pursuant to this Contract.

Detailed Work Requirements

- 1) Develop a written check list for use with UFAS accessible units. A check list will be completed for each UFAS unit as part of the certification process. The check list will include details including a checklist that the Non Housing Programs serving that unit comply with the requirements of UFAS. The checklist will be signed by the individual responsible for certifying the unit and/or the principal of the company. The signed checklist will be delivered to the Voluntary Compliance Agreement Administrator at SHA within 30 days of Contract Execution.
- 2) On an "as requested" basis, review plans and drawings prepared by other consultants to determine that the plans, as presented, meet the UFAS accessibility requirements and provide written comments to SHA. Plans should be reviewed and comments submitted to the Voluntary Compliance Administrator at SHA within ten (10) business days after receipt.

- 3) Once the contractor is notified that a UFAS accessible unit is ready for certification, the inspection will occur so that all paperwork will be completed, signed and forwarded to the Voluntary Compliance Agreement Administrator at SHA within ten (10) business days. In the event the unit is occupied, the contractor will work with the 504/ADA Coordinator to gain access to the unit for purposes of inspection.
- 4) Should the inspection reveal deficiencies preventing certification, the deficiencies will be stated in writing, signed by the certifying party and company principal and provided to Voluntary Compliance Administrator at SHA within five (5) business days of inspection. SHA may either correct the deficiency or explain why it cannot be done. In the event of a correction, SHA will notify the contractor and a re-certification will be scheduled.

Deliverables:

- 1) Comments regarding the review of plans and drawings will be in written form and signed by the person performing the review and by the company's principal.
- 2) Each of the 263 identified UFAS-Accessible units must be certified in a timely manner. Certification means that the check list will be completed and signed by the person performing the certification and by the company's principal.
- 3) Paperwork will be delivered as set forth above to Seattle Housing Authority, VCA Administrator, P. O. Box 19028, 120 6th Ave N, Seattle WA 98109.

Selected Consultants shall have all personnel, materials, and equipment and offer the services necessary to perform and accurately record the work described above within the time-lines described above in the Detailed Work Requirements. Sub-consultants may be allowed for portions of the work. Consultant personnel, including sub-consultants if applicable, shall have the technical knowledge and skills to professionally perform the work as well as current professional registration or certification in the State of Washington.

C. INFORMATION TO BE PROVIDED IN YOUR SOQ

Statement of Qualifications (SOQ)

To be considered responsive to this RFQ and to facilitate evaluations, SOQs should address and be organized in the order of the outline given below and include the requested information. SOQs should be limited to a total of 10 pages in not less than 11 point type (cover letter, resumes and other required attachments are not included in the page limitation.) SOQs are to be stapled in the top left corner with no other bindings or binders. **Submit one (1) original SOQ and four (4) copies.**

The Section 3 Business Certification Form and the Section 3 Resident Employment Plan Form must also be completed and submitted with the original SOQ only. Do not include copies of these two forms with your SOQ copies.

SOQ Outline:

- 1) Cover Letter

- a. Each SOQ must have a Cover Letter briefly summarizing the firm's qualifications and past experience relevant to the scope.
- b. A statement must be included that identifies the Principal who will sign all certifications and findings pursuant to the Contract.
- c. All addenda must be acknowledged in the Cover letter.
- d. A principal or officer of the firm authorized to execute contracts or other similar documents on the firm's behalf must sign the letter.

2) Evidence of Firm's or Team's Ability to Perform Services: (relates to Evaluation Criterion 1)

- a. Outline your firm's experience on the scope of work
- b. Describe your firm's overall approach, including organization, work tasks and personnel availability necessary to accomplish the objectives.
- c. Provide a list of key personnel indicating the specific role of each, and clearly identify the individual(s) performing the certification and plan review services. Provide a professional resume for each of the named key personnel, indicating the extent of his/her experience on projects related to this type of work. Each of the key personnel to work on this project must have current professional registration or certification and, if applicable, be currently licensed with the State of Washington.
- d. Provide a statement that your firm is and will be, for the duration of the contract, be independent of any third party architectural and/or engineering firm with whom SHA contracts for the purposes of developing the plans, drawings, blueprints for the new construction and/or modifications made pursuant to SHA's UFAS-Accessibility Unit Plan and Non-Housing Program accessibility Plan as described in the referenced Voluntary Compliance Agreement.
- e. Provide a letter from the firm's insurance broker stating that all insurance requirements can be met especially noting the errors and omissions liability insurance sufficient for the requirements of the Contract.

3) Knowledge of Applicable Standards, Codes & Ordinances and Experience: (relates to Evaluation Criterion 2)

- a. State or demonstrate your firm's knowledge and expertise in U.S. Department of Housing and Urban Development (HUD) Standards for single and multiple-family housing projects.
- b. State or demonstrate your firm's knowledge and expertise in the applicable standards, codes, ordinances, etc., relevant to performing the certification services required of this RFQ and SHA's Voluntary Compliance Agreement.
- c. Note any activity in societies and/or institutes which would aid you or your firm in maintaining current state of the art expertise relevant or required for the certification services and review services required of this RFQ and SHA's VCA.
- d. State the firm's experience in providing similar certification services that meet the requirements of this RFQ and SHA's Voluntary Compliance Agreement.
- e. Describe the plan for meeting the requirement that the Consultant must keep copies of all documentation regarding review of plans and drawings and certification of units during the course of this contract and for a period of five years after the end of the contract.

4) Attachments:

- **Resumes:** Include resumes of all key personnel that will work directly with or on this project, including Principal signing all certifications.
- **Section 3 Forms:** Complete both the Section 3 Business Certification and Resident Employment Plan forms. Only submit these Section 3 forms with your one original SOQ.
- **References**
Provide two recent references (name and current contact information) who may be contacted concerning your firm's performance on similar work.

D. CONSULTANT EVALUATION CRITERIA

Consultants' SOQs will be evaluated based on the criteria listed in this section. In preparing your SOQ to SHA, it is important to clearly demonstrate expertise to perform the certification work and to demonstrate the commitment of experienced personnel to perform the work and meet timelines.

Consultants are encouraged to identify and clearly label in their SOQ how each criterion is being fully addressed. Evaluation of responses to this RFQ will be based on the information provided in the SOQ and reference responses and if applicable, interviews with 3 top scoring firms. SHA reserves the right to request additional information or documentation from the firm regarding its submittal documents, personnel, financial viability, or other items in order to complete the selection process. If a responding firm chooses to provide additional materials beyond those requested, those materials should be included in a separate section of the SOQ.

The following criteria with a point system of relative importance with an aggregate total of one hundred points will be utilized to evaluate each SOQ:

Evaluation Criteria		Weighting (Max. Points)
1	Evidence of Ability to Perform the Services, including reference responses. <i>[See Section C.2) above for a more detailed description of this Criterion]</i>	50
2	Knowledge of Applicable Standards, Codes and Ordinances and Experience Performing Similar Certification Tasks. <i>[See Section C.3) above for a more detailed description of this Criterion]</i>	50
Maximum Total Points		100

E. SUBMISSION REQUIREMENTS

Required Number of Copies: Firms responding to this RFQ shall submit one (1) original submittal along with four (4) copies of their submittal to the address indicated on page 2. The Section 3 forms indicated below must also be completed and submitted with the original SOQ only. Do not send these Section 3 forms with the SOQ copies.

- Section 3, Business Certification Form
- Section 3, Resident Employment Plan

F. SELECTION PROCESS

All responses to this RFQ that are received will be screened for eligibility. An evaluation panel will rate eligible SOQs according to the criteria listed above and will conduct reference checks as part of the process. If there is insufficient information, SHA reserves the right to request additional information, and to interview firms to discuss their SOQ.

Based on its evaluation, the panel will make a recommendation to SHA's Executive Director who in turn will make a recommendation to the local HUD authority who will review and provide comments to SHA.

Any protest of the selection process shall be resolved in accordance with SHA's Procurement Policies, which may be reviewed at the following web site address:

<http://www.seattlehousing.org/business/info/Policies/CurrentAdoptedProcurementPolicies.doc>

G. ADMINISTRATIVE INFORMATION

- 1) **Minority-owned and Women-owned Business Enterprises:** SHA strongly encourages minority-owned and women-owned businesses, socially and economically disadvantaged business enterprises, HUD Section 3 businesses, and small businesses to submit a SOQ, to participate as partners, or to participate in other business activity in response to this RFQ.
- 2) **Section 3 Requirements:** Section 3 of the Housing and Urban Development Act of 1968 (hereinafter "Section 3") requires SHA to the greatest extent feasible to provide employment opportunities to Section 3 residents. Section 3 residents include residents of SHA communities and other low-income residents of Seattle. Each proposer is required to submit with their SOQ a Resident Employment Plan that will result in hiring Section 3 residents to perform the work contemplated by this RFQ, and a Section 3 Business Certification form. The following language regarding Section 3 will be included as part of the contract to be executed based on this RFQ.
 - a. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
 - b. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

