



190 Queen Anne Avenue N.
P.O. Box 19028
Seattle, Washington 98109-1028
Web site: www.seattlehousing.org

Informal Solicitation No. 5016

Yesler Terrace Block 5 Hazardous Material Testing and Consulting Services

Important Information:

- Solicitation Issued: September 1, 2017
- Deadline for Questions: September 14, 2017 Time: **1:00 PM**
- Proposals Due: Date: September 26, 2017 Time: **1:00 PM**
- SHA's Contact: Don Tucker
- E-Mail Address: Don.Tucker@seattlehousing.org

The Seattle Housing Authority (SHA) for itself or as an agent for another SHA related entity (hereinafter "SHA"), is soliciting Proposals from qualified individuals and businesses interested in performing the following:

Project Description:

Perform a Hazardous Building Material Survey (HBMS) on 103 residential units and one laundry room in Block 5 of Yesler Terrace that will provide SHA information about the location and quantity of any suspect regulated building materials that will need to be abated under a future separate contract. Also, soil sampling around each building is required to identify any lead in the soil that will need to be removed under a separate future contract either prior to or after demolition of the buildings.

Scope of Work:

The Scope of Work is attached as Attachment A hereto.

Schedule: It is anticipated that all work will be performed between October 1 and October 27, 2017.

Anticipated Contract Duration: SHA expects to execute a Contract for the requested services for the scheduled dates shown above. If necessary, and at SHA's option, time extensions and appropriate scope and compensation adjustments may be made by Change Orders to the Contract.

Estimated Amount: The estimated range of cost for the Contract to be executed based on this solicitation is between \$60,000 and \$80,000.

Contents Required in Your Submittal/Proposal: Your Proposal must include:

- **A cover letter that includes:**
 - a) An expression of your interest in performing the work
 - b) The name, telephone number and e-mail address of who your contact person is for this solicitation

- c) Signed by a principal or officer of the firm authorized to execute contracts or other similar documents on the firm's behalf
- Your response to each of the Evaluation Criteria noted below
- A list of three references that includes:
 - a) Agency or business name of client
 - b) Contact person at that agency or business
 - c) Address of agency or business
 - d) Telephone number and/or e-mail address for the Contact person
- A completed Cost Proposal Form provided in Attachment A - Scope of Work (see page 18 of 23)
- Current company fee schedule

Your proposal shall not exceed 7 pages. Your cover letter and any forms required to be included with your proposal do not count toward the maximum number of pages.

Attachments to be Included with Your Proposal: The following forms are sent via separate links to this solicitation: You must complete and attach the forms listed below with your proposal:

- Vendor Fact Sheet
- Section 3 Business Certification Form and Resident Employment Plan
- Certifications and Representations of Offerors – Non-Construction Contract (form HUD-5369-C)
- Suspension and Debarment Certification of Consultant and any Sub-Consultants

Evaluation Criteria: SHA will evaluate Proposals received based on the following weighted subjective/technical criteria. Your Proposal should directly address each of the Criteria listed below:

No.	Evaluation Criteria	Maximum Number of Points
1	Firm's Hazardous Building Material Survey experience (must be over 5 years experience)	25
2	Experience and professional qualifications of proposed key staff and ability of firm to perform the work within the time allowed (timeline shown above)	25
3	Price	50
MAXIMUM TOTAL POINTS		100

SHA reserves the right to check references of one or more of the top ranked firms. In conducting reference checks, SHA may include itself as a reference if the Proposer has performed work for SHA, even if the Proposer did not identify SHA as a reference.

In the event that information obtained from the reference checks reveals concerns about the proposer's past performance and their ability to successfully perform the contract to be executed based on this solicitation, SHA may, at its sole discretion, determine that the proposer is not a responsible proposer and may select the next highest-ranked proposer whose reference checks validate the ability of the proposer to successfully perform the contract to be executed based on this solicitation.

Due Date for Questions: Any questions or requests for further information must be directed in writing no later than the date mentioned at the beginning of this solicitation. Questions are to be sent by e-mail to SHA's Contact, also shown at the beginning of this solicitation.

Proposals: Proposal due date is shown at the beginning of this solicitation. You are required to submit your Proposal by e-mail to SHA's Contact shown at the beginning of this solicitation.

Administrative Information:

- A. **About the Seattle Housing Authority (SHA):** Visit SHA's website at www.seattlehousing.org for more information about SHA.
- B. **Deadline for Submission of Proposals:** Proposers are responsible for ensuring that SHA receives your proposal as indicated herein by the stated deadline. Proposals received after the deadline will not be considered.
- C. **Contract Requirements:** Proposers may review a sample of SHA's standard contract language that will form the basis for any contract executed based on this solicitation by visiting the following website:

[http://www.seattlehousing.org/business/guidelines/pdf/Consultant Professional Services Contract.pdf](http://www.seattlehousing.org/business/guidelines/pdf/Consultant_Professional_Services_Contract.pdf)

SHA's standard contract document is intended to guide you in developing your proposal. The actual contract that the successful Proposer and SHA will sign will be based on this sample contract. Please be advised that SHA will only negotiate some aspects of the contract. Much of the contents of the sample contract are based on non-flexible requirements and cannot be modified in any form.

- D. **Payment Requirements:** Proposers should be aware that SHA will only make payments on the Contract issued under this solicitation after the work being billed has been completed, and will pay reimbursable expenses only upon receipt of an invoice for the reimbursable expenses. No advanced payments will be made to the proposer, who must have the capacity to meet all project expenses in advance of payments by SHA.
- E. **Insurance Requirements:** The individual or business selected by SHA will be required to provide acceptable evidence of insurance prior to beginning work. The following summarizes the required insurance coverage. Additional requirements are detailed in the contract that SHA will execute with the selected individual or business. See Section 10 of the standard consultant contract for a complete listing of SHA's standard insurance provisions.

The following insurance coverage(s) / requirements will be required for this project:

Commercial General Liability Insurance with the following minimum coverage:

\$1,000,000 each occurrence and \$2,000,000 aggregate.

SHA must be named as an Additional Insured on this policy.

Employers Liability or Washington Stop Gap Liability with the following minimum coverage:

\$1,000,000 each accident

Commercial Automobile Liability Insurance with the following minimum coverage:

\$1,000,000 combined single limit coverage.

Professional Liability Insurance with the following minimum coverage:

\$1,000,000 per Claim/Aggregate

Pollution Liability, Pollution Legal Liability, Contractor's Liability for Underground Storage Tanks, lead-Based Paint and /or Asbestos Abatement Insurance with the following minimum coverage:

\$1,000,000 Coverage

Workers Compensation policy

Criminal Background Investigation: The selected Consultant shall conduct a criminal investigation of all employees, volunteers and sub-consultants performing any work who may reasonably be expected to have direct or incidental contact with SHA residents, SHA staff members, or any minor. In addition, a criminal investigation shall be performed for any person performing work under this Contract who needs special entry into SHA buildings, is given temporary use of an SHA building-access card or who collects payments of any kind. The criminal background investigation shall include, but not necessarily be limited to, a Washington State Patrol background report. In the event a background check provides evidence of a felony conviction within the past seven years, the results of that investigation shall be disclosed to the SHA Project Manager. If any person performing work under this Contract is charged with a felony, the selected Consultant agrees, if requested by SHA, to replace such person with an individual acceptable to SHA.

- F. Diversity: SHA strongly encourages small businesses, minority business enterprises (MBEs), women business enterprises (WBEs), HUD Section 3 businesses, and socially and economically disadvantaged businesses to submit proposals or to participate in this work as sub-consultants.
- G. Rights Reserved by SHA: SHA reserves the right to waive as an informality any irregularities in submittals/proposals, to reject any or all submittals/proposals, and to cancel this solicitation at any time prior to contract award. SHA also reserves the right to award all or any portion of the work specified in this Informal Solicitation to any proposer(s). Prior to making a selection decision, SHA reserves the right to interview any or all individuals or businesses submitting for this work, and to check references as part of the final evaluation process. Any protest of the selection process shall be resolved in accordance with SHA's Procurement Policies, which may be reviewed at the following website address:

http://www.seattlehousing.org/business/guidelines/pdf/Procurement_Policies.pdf

**The following 23 pages make up
Attachment A – Scope of Work
for the Seattle Housing Authority’s
Informal Solicitation # 5016**

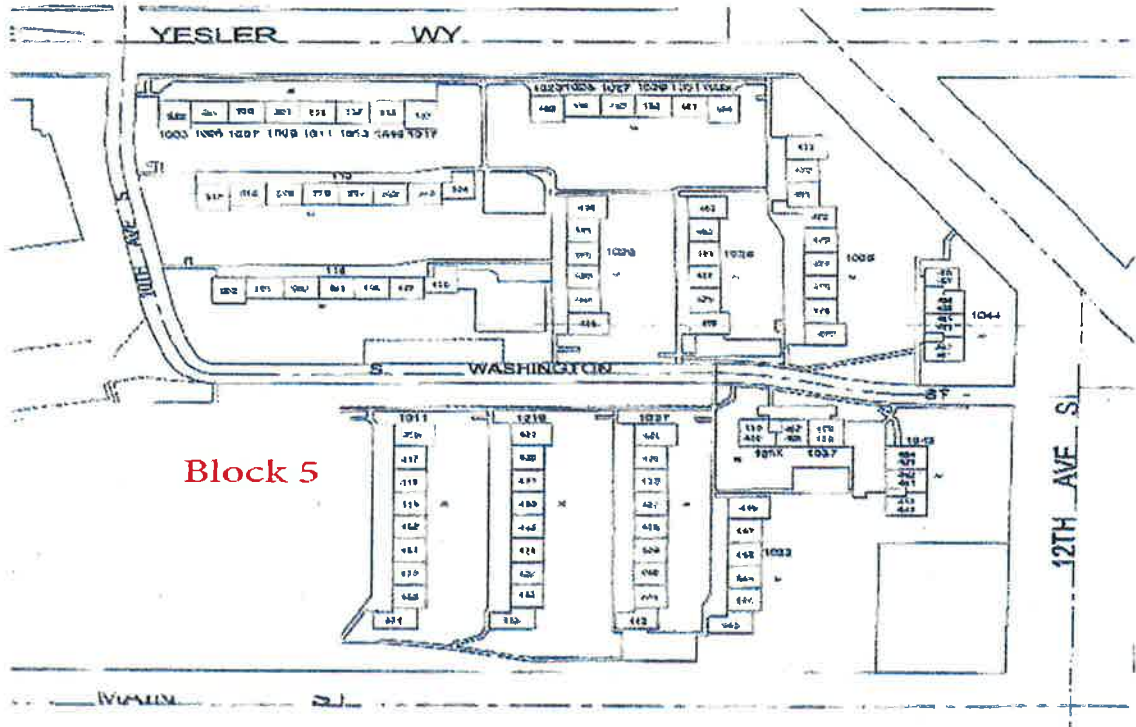
**Yesler Terrace Block 5 Hazardous Material
Testing and Consulting Services**



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SCOPE OF SERVICES

Yesler Terrace Hazardous Material Consulting Informal Solicitation





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(Any mention of a Request for Proposals (RFP) herein shall mean Informal Solicitation.)

Introduction:

• Yesler Terrace Redevelopment Overview

- Seattle Housing Authority is engaged in a comprehensive planning effort to replace Yesler Terrace's aging public housing buildings with a new mixed-income community where people from across society can come together to enjoy cultural diversity and high quality housing with amenities close by.
- The goal is to replace what exists there now so that both current and future residents can live in a community that is healthier, more supportive of education and economic empowerment, and more sustainable.
- The existing public housing community at Yesler Terrace sits on approximately 30-acres just east of downtown Seattle, on the southern slope of First Hill. Built from 1941 to 1943, it is among Seattle's most diverse and economically challenged neighborhoods.
- Many of Yesler Terrace's residents are families with children, seniors, people with disabilities and immigrants who speak a variety of different languages. On average, Yesler Terrace residents earn less than 30 percent of the city's median income.
- Seventy-years old, many of Yesler Terrace's buildings are reaching the end of their useful life cycle, and its water, sewer and other key systems are failing. Some Yesler Terrace's apartments are still functional, however, they do not meet the modern-day needs of tenant families and therefore are being phased out and as new replacement projects come online.
- Block 5 is now entering the planning and design phase for private development. The work contained in this RFP (Request for Proposals) is part of the planning and demolition phase for this block.
- Block 5 is planned to be released for demolition late October 2017.

General Scope of Work:

- This Request for Proposals (RFP) is for Hazardous Material Testing and Consulting services for Block 5 at Yesler Terrace, Seattle WA 98122.
- The services requested in this RFP shall provide information about the location and quantity of any suspected hazardous building materials in existing residential apartments and lead contaminated soils located between Yesler way to the north, Main Street to the South, 10th Ave S to the West and Boren Ave and 12th Ave S to the East.
- This RFP will also require monitoring the abatement contractor during steam pipe vermiculite insulation removal anticipated being present per the steam line map included. The quantity has been estimated at between 500 – 550 linear feet.
- Details of the testing requirements, consulting responsibilities and project monitoring responsibilities are described in following sections.

Qualifications:

- The principal firm(s) submitting proposals must be firm(s) regularly engaged in the provision of Hazardous Building Material Survey (HBMS), including surveying and sampling of residential buildings including but not limited to lead, lead contaminated soil, asbestos, PCB, and mercury thermostats. All surveying for asbestos must be performed by an Asbestos Hazardous Emergency Response Act (AHERA) certified inspector. **Proposers shall include this evidence with its proposal.**
- The firm(s) must be experienced in the provision of such services. Each proposal must contain sufficient detail to demonstrate the abilities of the firm(s) and all individual(s) proposed to perform the required scope of work. The

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Proposer shall also demonstrate adequate staffing to perform all sampling and providing sampling results in an expedient manner. Time is of the essence to SHA. **Proposers shall include this evidence with its proposal.**

Period of Performance:

- Assessments are required prior to demolition. Currently Block 5 residential apartments and one laundry room buildings are planned for demolition early October, 2017.
- SHA's goal is to issue a Notice to Proceed for this RFP on or about September 5, 2017. Numerous apartments are vacant at this time for sampling construction materials. Soil testing can be done immediately.

Sampling Requirements:

- Provide sampling per EPA Regulations Title 40: Protection of Environment e-CFR § 763.86 or most current standards.
- Provide AHERA accredited building inspectors to survey **all** building exteriors, interiors, common areas for hazardous materials. Soils adjacent to each building shall be tested for lead contamination.
- Provide Toxicity Characteristic Leaching Procedure (TCLP) test sampling to determine if the building construction demolition waste can be disposed of as regular demolition waste.
- Provide soil sampling around each building: Minimum; 1 test per side of each building, 0"- 6" outward from each building foundation, at a depth of 0' to 1' deep. No testing is required under hard surfaces. This effort is to determine any existence of any lead paint contamination in soils. Further testing may be required depending on results from initial testing. SHA will consult with the awarded Proposer to determine the minimum and maximum amounts of soil removal that shall allow removal of foundations and mass grading work to occur.
- All hazardous material sample collections can be destructive in nature.

Investigation Requirements:

- The consultant shall provide a comprehensive investigation of each building. The investigation shall include, but not be limited to, the following:
 - Asbestos Cement Piping
 - Wall Board
 - HVAC Duct Insulation
 - Exterior Siding
 - Flooring and Flooring Mastics
 - Building Insulation (all types)
 - Adhesives (all types)
 - Pipe Insulation
 - Plaster
 - Duct Insulation
 - Paints
 - Electric Wiring Insulation
 - Ceiling Tiles
 - Roofing Materials and Mastics
 - Fireproofing Materials
 - Caulking and Putties
 - Wall Board Joint Compounds
 - Wall Coverings
 - Electric Panels
 - Electric Transformers
 - Spackling Compounds
 - Soil in Crawl Spaces for Lead
 - Soil Adjacent to Buildings for Lead
 - Door Paints
 - Door and Window Frame Paints
 - Light Fixtures (interior and exterior)
 - Light Ballasts
 - Lighting Devices (all)
 - Electric Capacitors
 - Fluorescent and HID Lamps
 - Electric Switches
 - Thermostats for Mercury



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Addresses of Units and Buildings
(To be used in conjunction with cover sheet map)

Building #	Address	Unit #'s	# of Units	Bedrooms	Bathrooms
82	1011 S Washington St	416-424	9	20	9
83	1019 S Washington St	425-433	9	16	9
84	1027 S Washington St	434-442	9	20	9
85	1037-1035 S Washington St	455-460	6	6	6
86	1033 S Washington St	443-448	6	14	6
87	1043 S Washington St	449-454	6	6	6
68	1003-1019 E Yesler Way	525-532	8	18	8
69	1023-1033 E Yesler Way	484-489	6	14	6
71	110 10 th Ave S	517-524	8	18	8
72	1020 S Washington St	490-495	6	14	6
73	1028 S Washington St	478-483	6	14	6
74	1036 S Washington St	469-477	9	20	9
75	1044 S Washington St	461-468	8	6	8
77	118 10 th Ave S	596-502	7	16	7
	Totals		103	212	103
S	Laundry Room	NA	NA	NA	NA

Part I - Hazardous Building Material Survey (HBMS) for Block 5:

- **Develop Hazardous Building Material Surveys (HBMS).** Hazardous Building Material Surveys (HBMS) shall provide information about the location and quantity of suspect regulated building materials including but not limited to asbestos, lead-based paint, lead contaminated soil, mercury thermostats, fluorescent lights, PCB containing ballasts and universal waste. It is suspected that asbestos tile remains under the kitchen cabinets. Confirmation of that shall be required.
- This HBMS is to allow the awarded proposer to develop an accurate project budget estimate for the abatement of the regulated building materials. Asbestos-containing materials that must be sampled prior to building demolition to comply with applicable city, state and federal regulations.
- The HBMS shall provide appropriate information so that the Proposer to develop a project specific hazardous materials abatement plan and any hazardous materials specifications for lead contaminated soil, regulated building materials and demolition of the existing structures.
- HBMS reports shall include a summary of findings and recommendations, and individual detailed sections for ACM (Asbestos Containing Material), LCM (Lead Containing Material) and other identified hazardous materials for Block 5 residential Buildings and one laundry room.



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- Individual HBMS reports shall include floor plan drawings showing sample locations at each building and type and extent of identified ACM and Lead Soil Contamination. The reports shall include a recommendation for abatement, and the design and estimated cost to abate hazardous materials.
- In making recommendations, reasonable assumptions shall be made concerning extent of ACM in inaccessible areas (interior of walls, ceiling spaces, etc); in addition, the report must include the type of abatement or management specific to each building.
- Individual HBMS reports shall include floor plan drawings showing sample locations at each building and the type and extent of identified LCM and Lead Contaminated Soil.
- Reports shall include estimated probable cost to abate and costs for any supplemental sampling during abatement. In addition, the report must include the type of abatement or management specific to each building.
- Individual HBMS reports shall include floor plan drawings showing sample locations at each building and the type and extent of other hazardous materials, including, but not limited to PCBs, Mercury thermostats, fluorescent bulbs.

Part II – Abatement Support Services:

- Review and approval of all submittals, schedules, methods, equipment, apparatus, abatement plan and activities proposed by abatement contractor.
- Respond to Requests for Information (RFI) as necessary. Assume up to 10 RFI responses.
- Preparation of an abatement completion checklist and acceptance requirements.
- Implementing medical monitoring procedure.
- Monitor abatement project activities to confirm adherence to all regulations. This shall also include verification of steam line vermiculite removal and measurement of actual linear footage of that removal.
- Laboratory services.
 - While the Consultant shall not be responsible for day-to-day abatement activities, the Consultant shall be required to periodically visit the project site, attend weekly meetings, and ensure the Abatement Contractor complies with the Abatement Plan approved for the project.
 - The Consultant shall provide an adequate number of personnel to allow abatement contractor activities to advance as quickly as possible.
- The Consultant shall be required to provide final visual inspection and verification of air clearances.
 - Provide Project Closeout Report including but not limited to:
 - Job Activity summaries
 - Air Data Sheets
 - Lead Data sheets
 - Bulk Sampling reports
 - Building Inspection Certifications
 - Laboratory Accreditation
 - Contractors Project documentation
 - Contractors Air Data Sheets
 - Contractors Waste Receipts
- Clearance letters to allow demolition of structures



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- Records of all work performed by the Consultant in Part II shall be forwarded to the Authorities Having Jurisdiction.

Part III – Owner Provided Plans, Specifications and Abatement Estimate Review Services:

- The hazardous building materials surveys provided by the Proposer shall be completed to provide necessary **information suitable for review by SHA. These will provide for the development of hazardous materials** abatement plan design and bid documents by the Proposer for the abatement of lead contaminated soil, regulated building materials and demolition of the existing structures for each location.
- Proposer shall provide abatement plan development, specification section(s) development, scope of work specification section development and estimate development. Any Proposer added specification sections shall be integrated into the SHA's Master Specification Package. A "draft" package will be provided to the awarded Proposer after Notice to Proceed and will be used by the Proposer to develop the final hazardous materials abatement bid package for the overall demolition package. All review comments shall be provided to the Owner in a format satisfactory to the Owner.
- Any additional specifications shall be provided to the Owner in unprotected Microsoft Word 2010 file format and page formatted to the Owner's satisfaction. The specifications shall become the property of the Owner.

Deliverables:

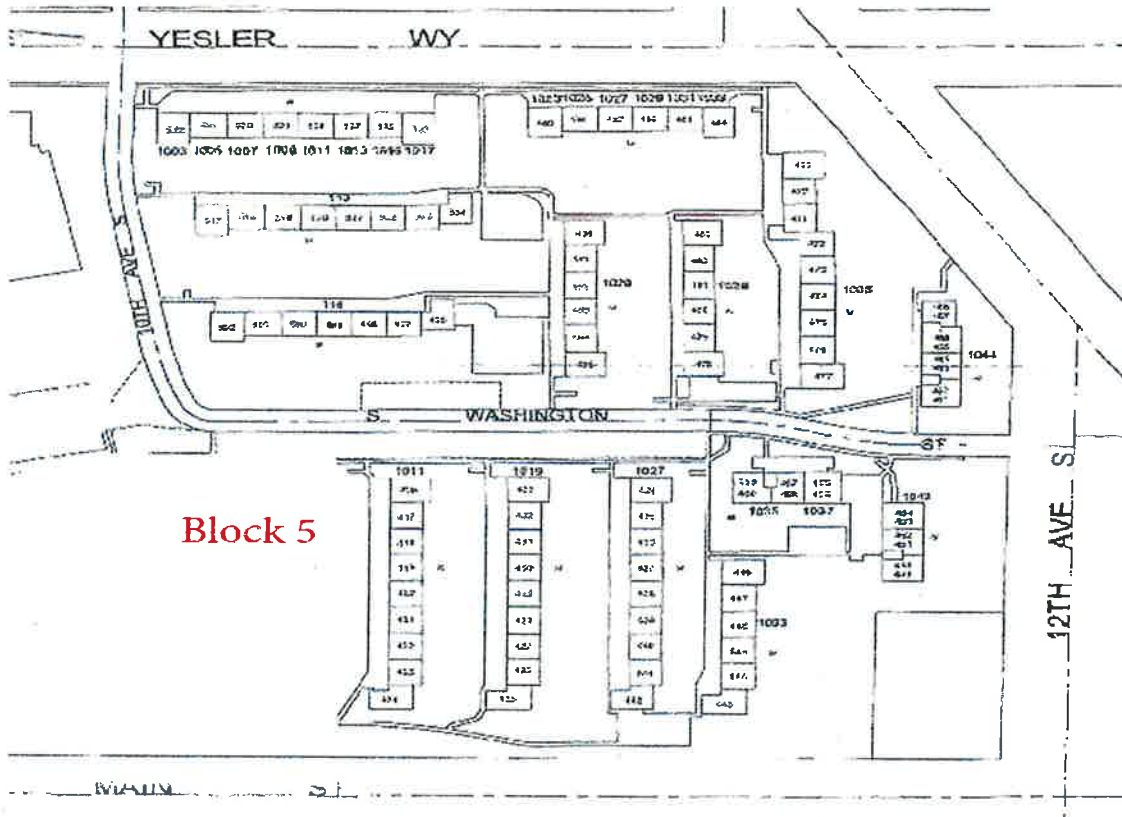
- Provide 2 hard copies of the Hazardous Building Material Survey (HBMS) report for each building as summarized in Part I.
- Provide full Abatement Support Services as described in Part II.
- Provide review of Owner provided plans, development of project specific specifications, cost estimates and services as described in Part III.
- The Proposal shall include a detailed current company fee schedule with complete itemization including units of measurement and costs including all staff costs, testing costs, etc.



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Existing Site Plan:

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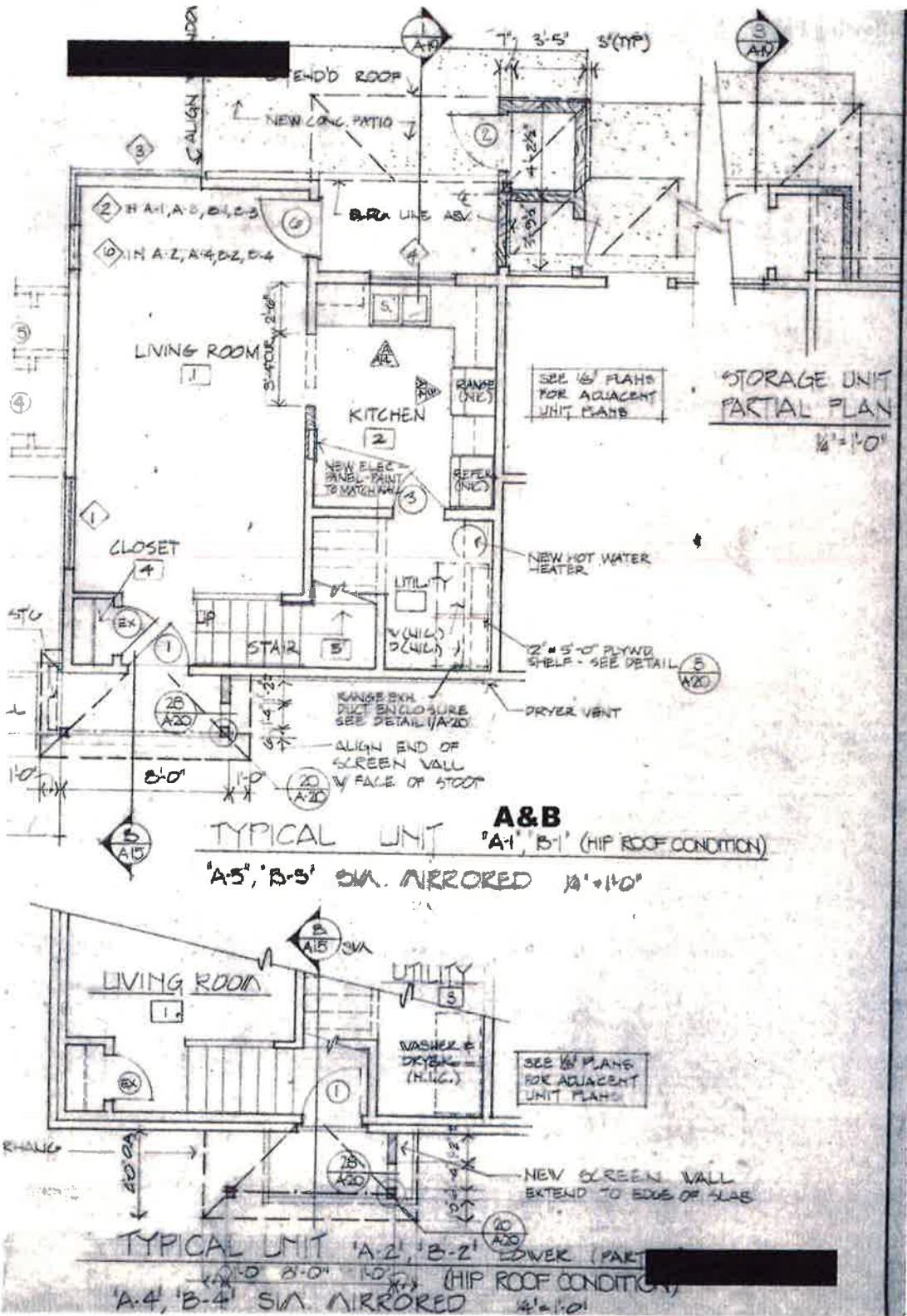


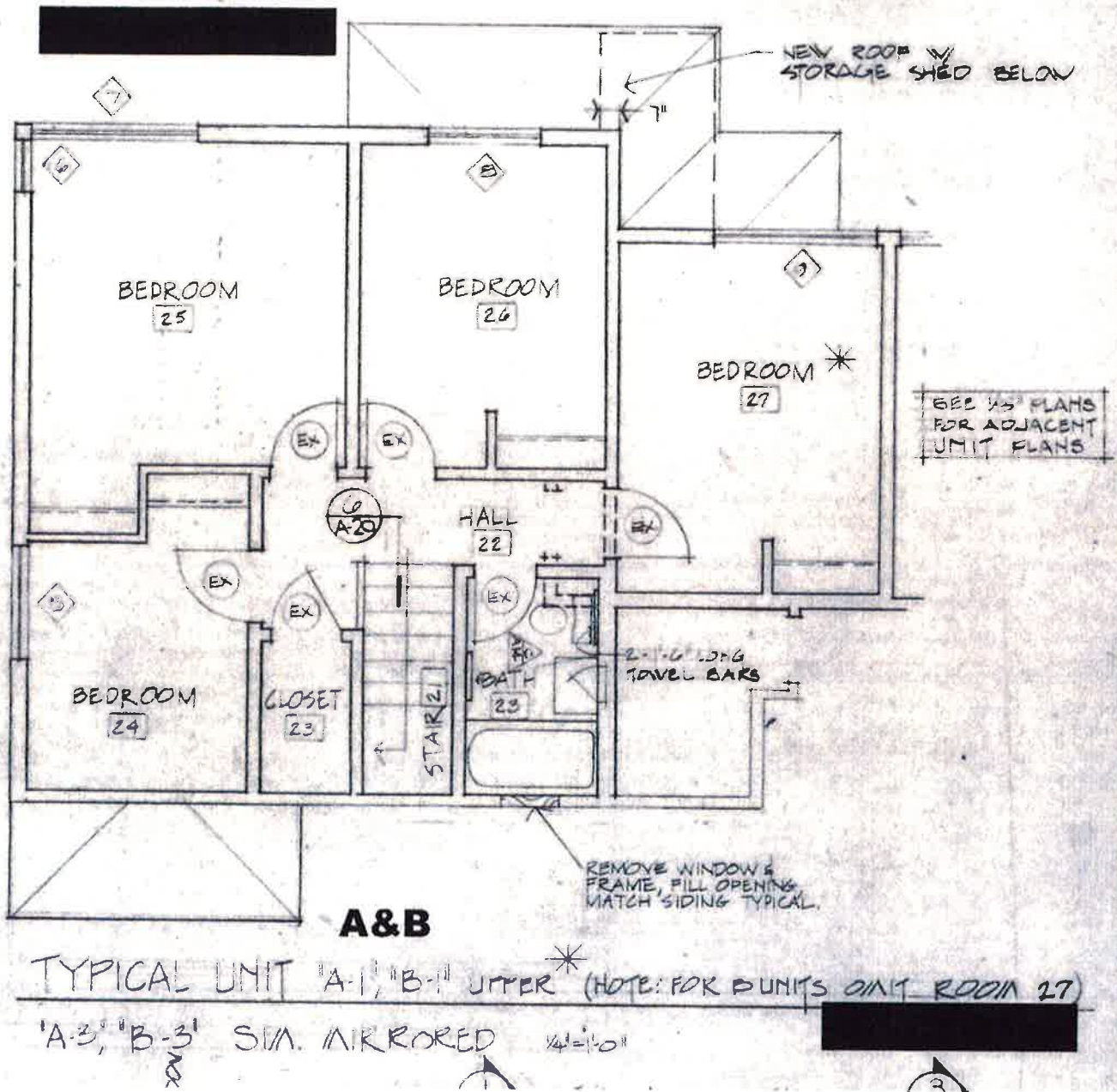


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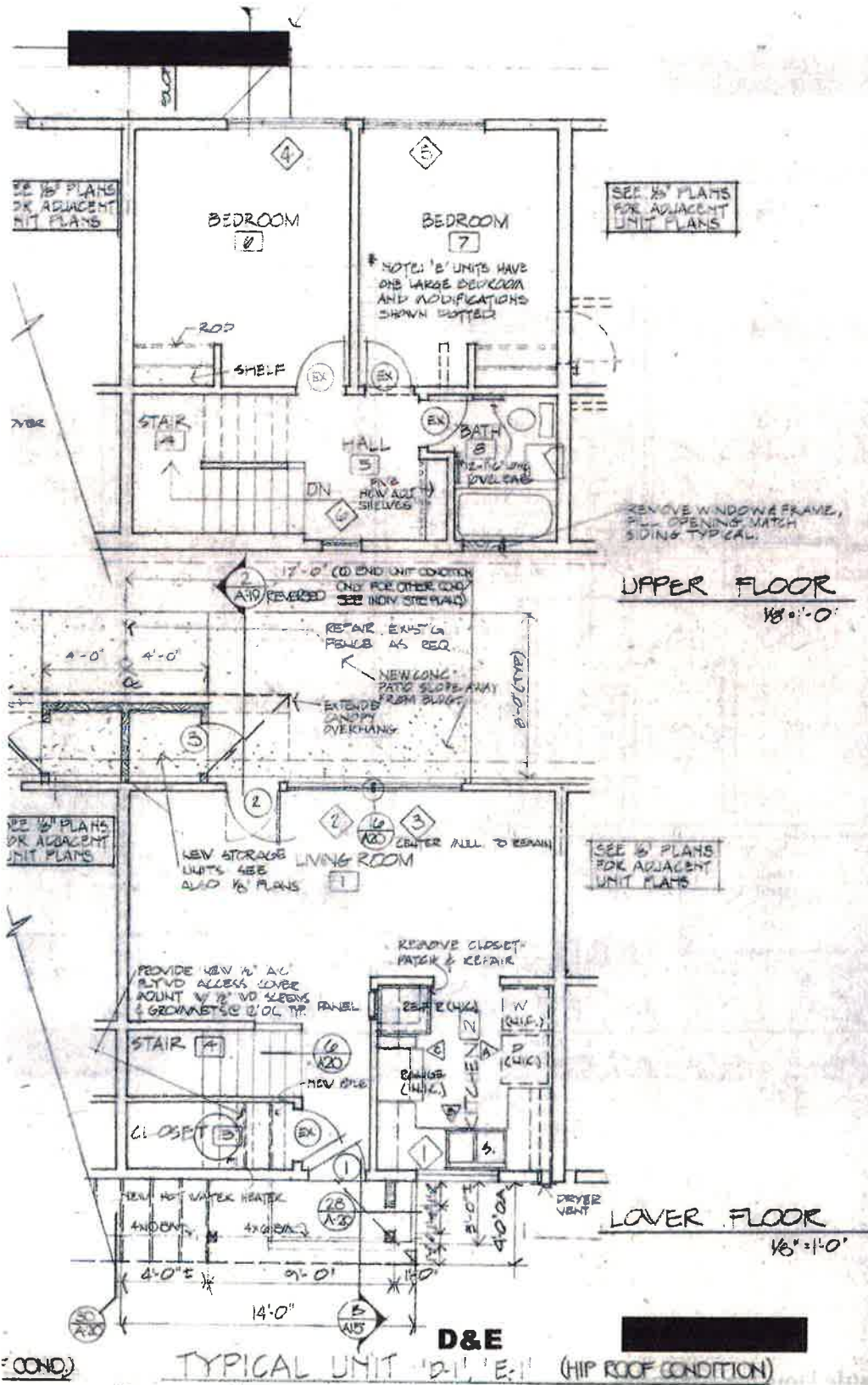
See Sample Floor Plans on the following pages 10 through 16

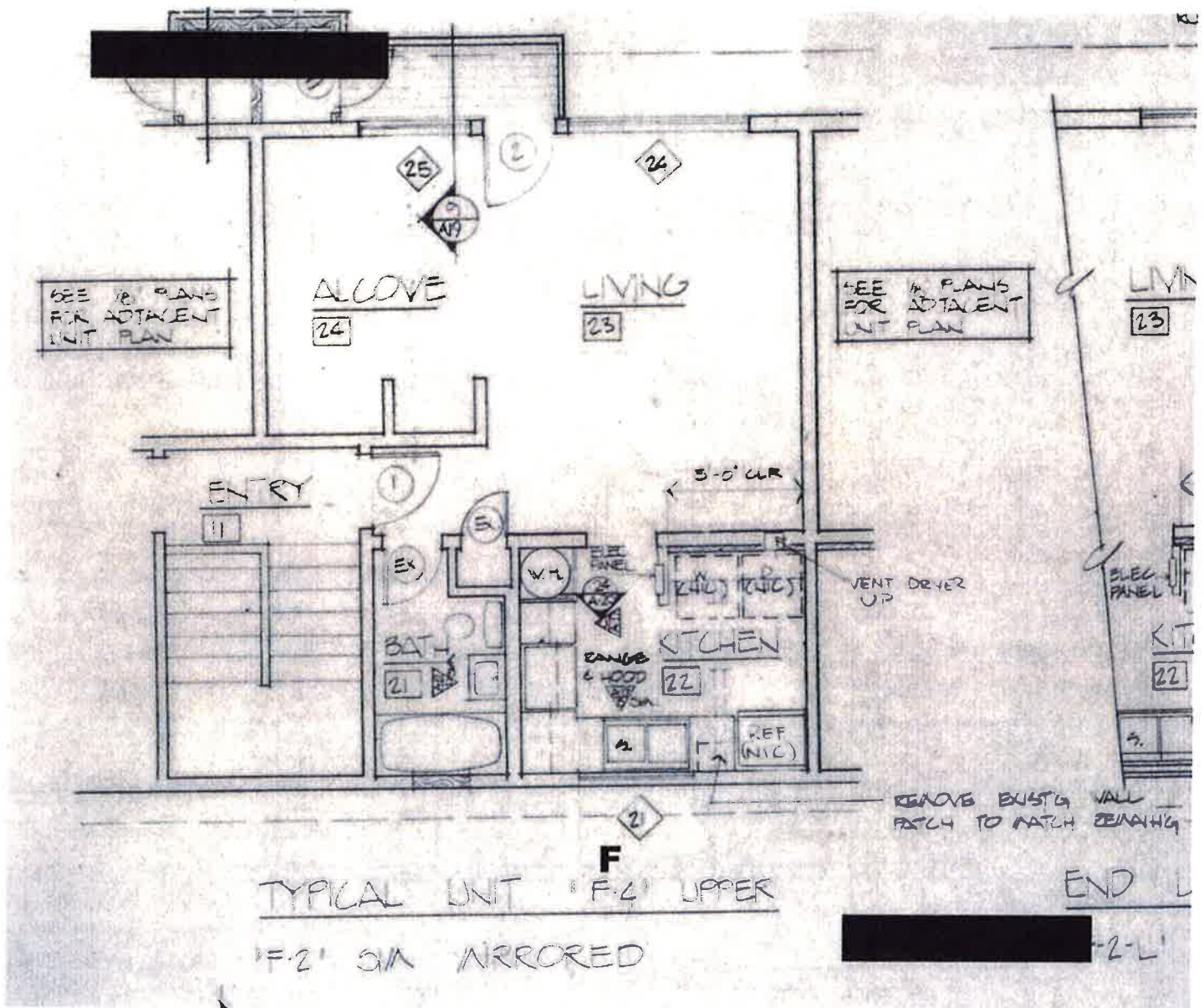
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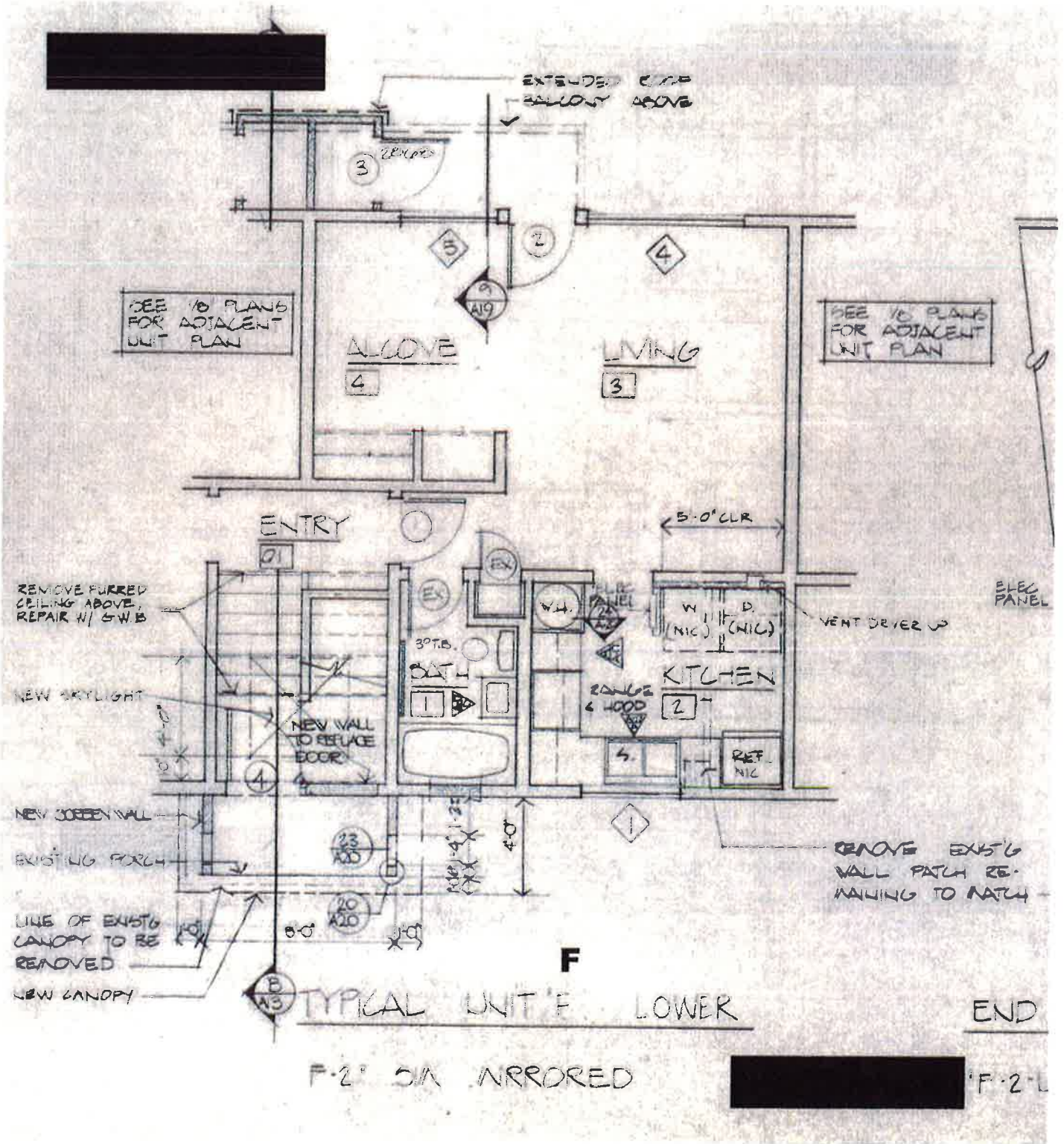




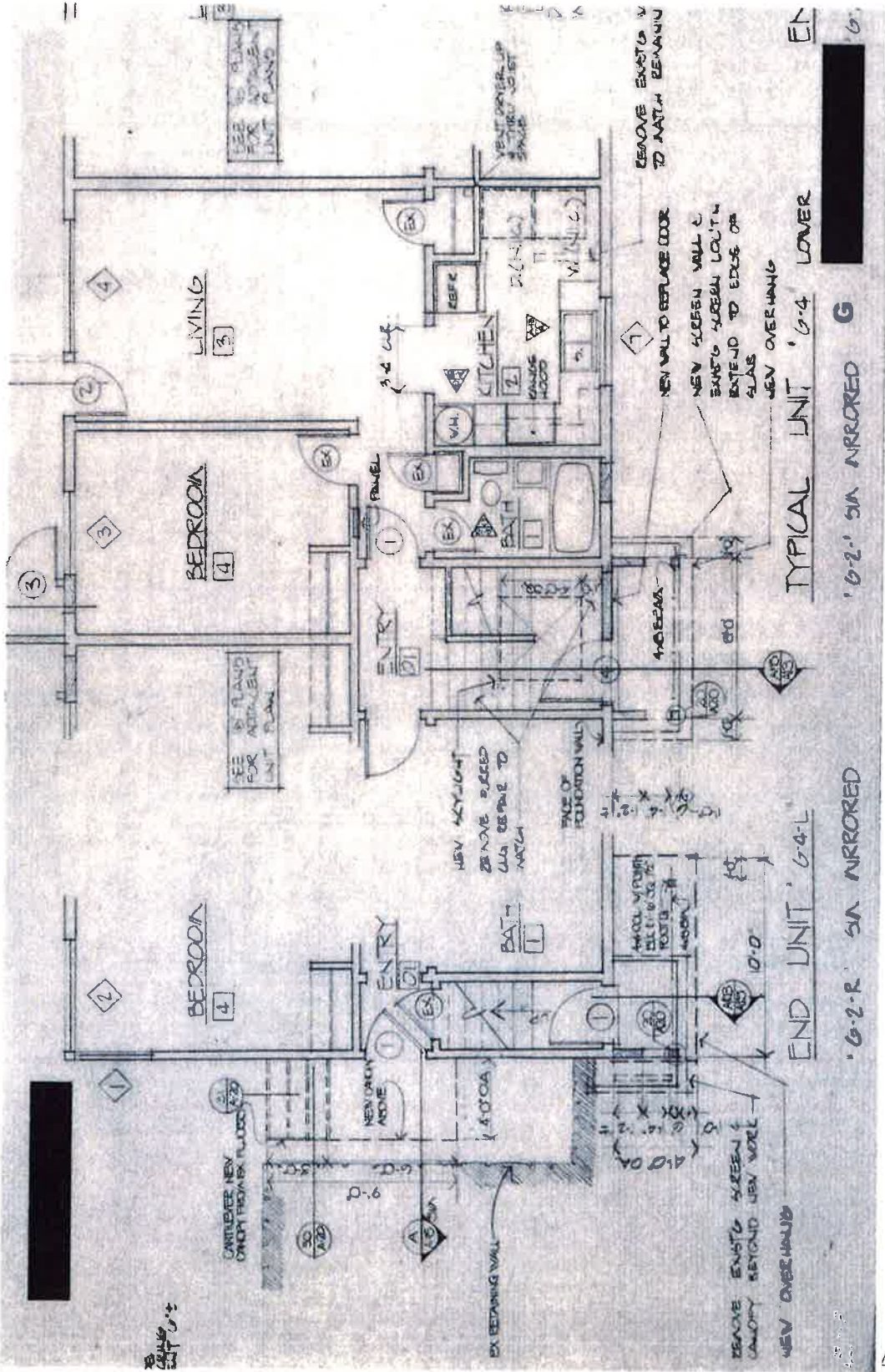
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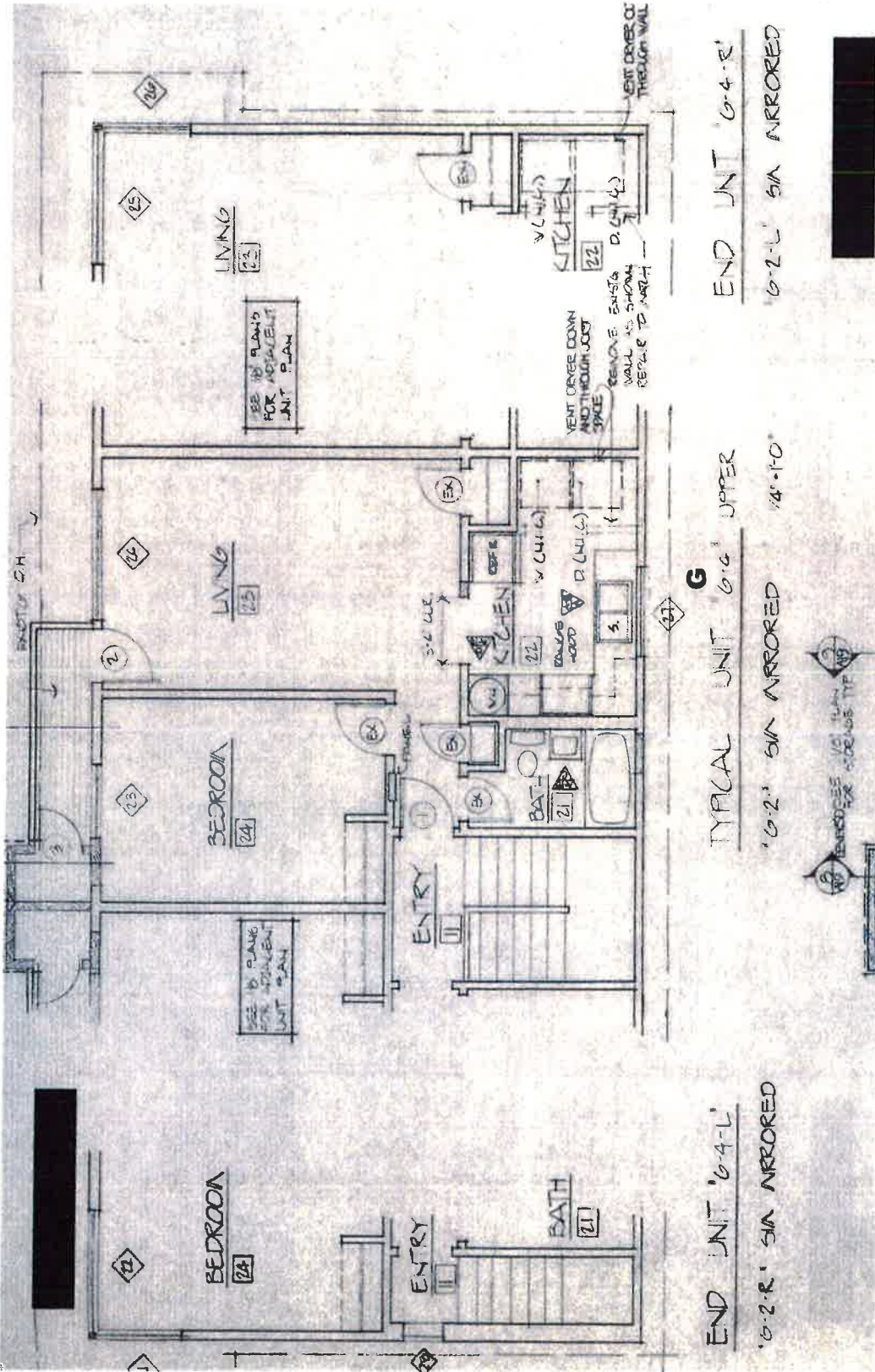




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END UNIT '0-4-R'
'0-2-L' SIA APPROVED

TYPICAL UNIT '0-6' UPPER
'0-2' SIA APPROVED '0-1-0'

END UNIT '0-4-L'
'0-2-R' SIA APPROVED

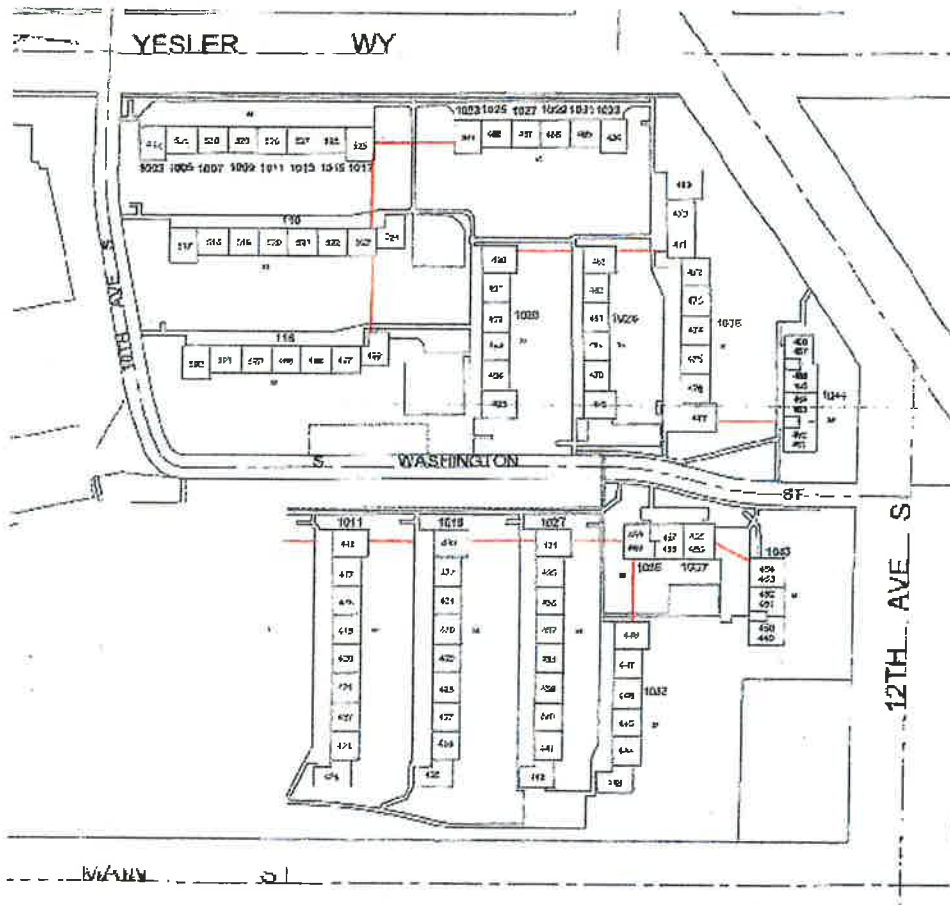




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Steam Line Vermiculite Map:

Steam Lines 





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Cost Proposal Form

<u>Item 1:Block 5 Residential Buildings and one Laundry Room</u>	
Part I - Hazardous Building Material Survey (HBMS) Block 5 Residential Buildings and one Laundry Room	
Total Cost:	\$
<u>Item 2:Block 5 Residential Buildings and one Laundry Room</u>	
Part II - Abatement Support Services for Block 5 Residential Buildings and one Laundry Room	
Total Cost:	\$
<u>Item 3:Block 5 Residential Buildings and one Laundry Room</u>	
Part III – Plans and Specs Review (20 hours):	
Total Cost:	

I have received and acknowledge receipt of Addendum/Addenda _____

Signature

Date

Printed Name:

Title:



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**The Vendor Fact Sheet is included in this Solicitation as a
separate attachment**



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**The Section 3 Business Certification is included in this
Solicitation as a separate attachment**



**Yesler Terrace Hazardous Material Consulting
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**The Section 3 Resident Employment Plan is included in this
Solicitation as a separate attachment**



**Yesler Terrace Hazardous Material Consulting
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The Certifications and Representations of Offerors – Non-Construction Contract (form HUD-5369-C) is included in this Solicitation as a separate attachment



**Yesler Terrace Hazardous Material Consulting
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**The Suspension and Debarment Compliance Certificate for
Consultant and Sub-Consultant is included in this
Solicitation as a separate attachment**