

# RFP Addendum #1

Request for Proposals for  
On-Call Structural Special Inspections  
(Solicitation # 5829)

**Date of Addendum #1: August 14, 2023**

The Request for Proposals (RFP) for the above named project is amended as noted in this Addendum. This Addendum consists of 5 page(s).

This Addendum provides pre-submittal meeting information (see Item 1 below), lists questions received and SHA's responses (see Item 2 below), and provides additional documentation (see Item 3 below).

**Item 1.** See attached 5829 Pre-Submittal Attendance Sheet.

**Item 2.** The following is a list of questions received and SHA's responses to those questions.

Question 1. I am a bit confuse with the following statement. Did you want the following items/forms to be separate from the proposal? Meaning I'll attach two files for my submittal (1 proposal, 1 items/forms combined)?

1) **Required number of copies:** Proposers responding to this RFP shall submit **one copy of their proposal** to the email address indicated above. **The following items/forms are to be submitted with the proposal.** Do not include these items/forms with the proposal copies.

- Price / Rates
- Vendor Fact Sheet
- Section 3, Business Certification and Resident Employment Plan Form
- Suspension and Debarment Compliance Certificate for Consultant
- Suspension and Debarment Compliance Certificate for Sub-Consultants
- Certifications and Representations of Offerors (form HUD-5369-C)
- For-Profit Subgrantee and Contractor Certifications and Assurances Form

Response: Yes, attach 2 files: 1 proposal and 1 other items/forms combined.

Question 2. We noticed that the solicitation mentioned an "Exhibit 1" document, but we never received this. Can this be sent out with the addendum?

- If there is no exhibit 1 for this RFP, what numbers should we use for item 4.A. "extend the cost by units X unit price, subtotaled for each inspection type" (page 7 of 16) or will a fee schedule (requested in item 4.B.) suffice?

Response: *Exhibit 1 is included as part of this Addendum.*

Question 3. Do you know if the projects will require sexual misconduct coverage? (mentioned in item 1, page 14 of 16)

Response: *No, it will not be required.*

Question 4. Do you know if the commercial crime insurance will be required for these projects? (item 8, page 15 of 16)

Response: *No, it will not be required.*

Question 5. Where in the proposal should we note the declaration of deductible (requested by item E, page 15 of 16)?

Response: *Deductibles are typically shown on the ACORD proof of insurance form produced by your broker/agent. If you provide a sample with the RFP that will be enough.*

Question 6. For the section 3 form on page 23 of the RFP, If our business does not qualify as a section 3 business, do we need to fill out the second page of questions on page 34?

Response: *No. You would only need to select "My business is not a Section 3 business." on the first page of the form.*

**Item 3.** See attached Exhibit 1 that was omitted from original RFP.

END OF RFP ADDENDUM #1

## Pre-Bid/Pre-Submittal Meeting Sign-In Sheet

**Project Name: On-Call Construction Special Inspections (#5829)**

Wednesday, August 9, 2023, at 3:00pm

Name of Firm/Agency	Name of Representative	Address, City, State, Zip	Telephone Number	E-mail Address
Carley Trammell	Otto Rosenau & Associates, Inc.	6747 M.L. King Jr. Way South Seattle, WA 98118	(206) 725-4600	<a href="mailto:Carley@ottorosenau.com">Carley@ottorosenau.com</a>
Brian Donnan	Terracon Consultants, Inc.	700 NE 55th Ave. I Portland, OR 97213	(425) 248-0595	<a href="mailto:brian.donnan@terracon.com">brian.donnan@terracon.com</a>
Thanh Kieu	AAR Testing and Inspection, Inc.		(253) 230-8539	<a href="mailto:thanh@aartesting.com">thanh@aartesting.com</a>
TJ Gouden	AAR Testing and Inspection			
Lori Stehlik	Seattle Housing Authority	190 Queen Anne Ave N Seattle, WA 98109	(206) 615-3478	<a href="mailto:lori.stehlik@seattlehousing.org">lori.stehlik@seattlehousing.org</a>

	A	B	C	D	E	
item						
	<b>EXHIBIT 1</b>					
	<b>Criterion 4 and 5</b>					
	<b>List Inspection Services</b>	Estimated Number of Inspections	Number of hours per Inspection Type	Total Estimated Hours/units by Type (AxB)	Unit Price	Extended Cost Totals (CxD)
	<b>Inspection Type and details</b>					
1	Concrete Inspection & Pick ups					
2	Concrete Samples & Breaks					
3	PT Concrete Inspection					
4	Masonry Inspection					
5	Masonry Prisms					
6	Lateral Framing Inspection					
7	Proprietary Anchor Inspection					
8	Structural Steel Fabrication Inspection					
9	Structural Steel Erection Inspection					

	A	B	C	D	E	
item	<b>EXHIBIT 1 Criterion 4 and 5 List Inspection Services</b>	Estimated Number of Inspections	Number of hours per Inspection Type	Total Estimated Hours/units by Type (AxB)	Unit Price	Extended Cost Totals (CxD)
	<b>Inspection Type and details</b>					
10	Final Report					
	<b>Laboratory Services Listing</b>					
	<b>Miscellaneous Services</b>					

SUBMITTED BY FIRM & NAME:

**Total Proposed Costs**

Any additional notes: