

Addendum # 1

Informal Solicitation for
On-Call ADA and Accessibility Consulting Services
(Solicitation # 5341)

Date of Addendum # 1: June 9, 2020

The Informal Solicitation for the above named project is amended as noted in this Addendum. This Addendum consists of ___ page(s).

This Addendum lists questions received and SHA's responses (see Item 1 below), and extends the Proposal Due date to June 17, 2020 at 3:00 PM (see Item 3 below)].

Item 1. The following is a list of questions received and SHA's responses to those questions.

Question 1. In preparing our firm's SOQ I would like to clarify the page count. I understand the cover letter and required forms do not count towards the page limit, but do title pages that separate sections count towards the 20?

Response: *No, these will not count toward the total.*

Question 2. Will Seattle Housing Authority consider a consultant that is based outside of Washington or is local presence required?

Response:

Question 3. One of the forms required to include is the Vendor Fact Sheet. Within this form there is a field asking for a Washing UBI No., City of Seattle Business License No., and Washington Contractor's License No. Is it required to have all of these numbers in order to be awarded the solicitation?

Response: *SHA requires all entities with whom it contracts to be properly licensed and registered under applicable law. It is therefore incumbent upon responders to this RFP to provide either (a) proof that they have the required licenses/registrations (i.e. through providing applicable Washington UBI Number, City of Seattle Business License Number, and Washington Contractor's License Number) or (b) proof in form and substance satisfactory to SHA that they are exempt from having to secure a particular license/registration for the scope of work subject to this RFP.*

Question 4. In Criterion 3, you ask us to include an example/sample report. Is the example/sample report included in the 20-page maximum?

Response: *If a specific sample report is included, it would not be counted toward the 20 page limit. If however, you are only describing the prior work but not providing a draft report, the description will count toward the 20 page maximum.*

Question 5. Is there a specific Inclusion Plan format that we should use? When working with the City of Seattle, they supply you will an Inclusion Plan form, do you have something similar?

Response: *There are no owner provided forms for this criteria.*

Question 6. We wanted to clarify, whether you think we should have a surveyor on the team? What about a structural engineer? Do you see us doing structural drawings for retrofits? Or just marking where retrofits have to be made to existing structures and paths?

Response: *There are no requirements for you to have a structural engineer or surveyor on staff, and should an assignment require those specialized expertise we assume that you or SHA could engage them as sub-consultants. In terms of qualifications, the consultant should be comfortable with providing accessibility consulting on ADA, FHA, UFAS and Code accessibility compliance (but not Building Code), and possibly design and interpretation as requested. You would be reviewing and making access recommendations on new and retrofit construction drawings, but not creating the drawings yourself.*

Question 7. I work with an awesome teaming partner on ADA. We are both OMWBE firms. Can we submit together?

Response: *Ideally, you would form a new partnership entity or LLC and that entity would submit on the behalf of both businesses. However, we don't require the forming of a new legal entity in order to be a partnership. If you choose to not to form a separate entity and are ultimately awarded the work, we would (i) want to see some form of partnership or JV agreement, and (ii) need both entities to sign the eventual contract on joint behalf and both would be 100% liable/accountable for everything in the contract.*

Alternatively, one entity could submit and could list the other as a proposed sub consultant for a certain subset of the scope. If ultimately awarded the work, SHA would contract with the awarded entity and that entity would handle subbing out the portions of the work to the other entity. Please know that SHA cannot give legal advice, however we would strongly encourage you to consult an attorney before deciding to do a joint submission.

Item 3. The Due Date for _____ is extended to **(time, day, date)**.

END OF INFORMAL SOLICITATION ADDENDUM # ___