



# TACOMA HOUSING AUTHORITY

July 18, 2023

The Housing Authority of the City of Tacoma (THA) invites interested parties to submit qualifications for Architectural and Engineering (“A&E”) Services to provide Sewer Main Design at James Center North. THA will select a firm based upon qualifications. THA will negotiate contract with the firm selected.

## **Detailed Scope included as Exhibit A**

**To be selected for the roster, successful Offerors must provide evidence of the following:**

- Contractor’s ability to perform the work.
- Provide profiles of the principals’ and staff’s professional and technical competence and experience and their facilities
- Capability to provide professional services in a timely manner.
- Evidence that the contractor is currently registered in the State of Washington and carries Errors and Omissions insurance.
- Past performance in terms of cost control, quality of work, and compliance with performance schedule.
- Projected ability related to hiring of low-income persons, use of small businesses, business owned by low-income persons and MWBE firms.

## **Criteria of Responsible Bidder:**

- Being a responsible bidder/offeror means satisfying at least the following criteria:
- Must not be debarred, suspended, or otherwise prohibited from professional practice by any Federal, State or Local agency.
- Does not discriminate on the basis of race, color, ethnicity, national origin, sex, gender identity, sexual orientation, disability, marital status, familial status or veteran status;
- Have adequate financial resources to perform the contract, or the ability to obtain them;
- Be able to comply with the required or proposed delivery or performance schedule, taking into consideration all of the bidder’s/offeror’s existing commercial and governmental business commitments;
- Have a satisfactory performance record;
- Have a satisfactory record of integrity and business ethics;
- Have necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them;
- Have the necessary production, construction, and technical equipment and facilities, or the ability to obtain them;

## **Public Works Requirements:**

### **Being a responsible bidder for a public works procurement also means the following:**

- Before THA awards a public works contract, a bidder must submit to the Housing Authority a signed statement in accordance with RCW 9A.72.085 verifying under penalty of perjury that the bidder has not willfully violated, as defined in RCW 49.48.082, any provision of chapter 49.46, 49.48, or 49.52 RCW.32 (minimum wage, labor standards).
- In addition, before award of a public works contract, a bidder must be otherwise qualified and eligible to receive an award under applicable laws and regulations, including not be suspended or disbarred under federal or state law (RCW 39.06.010 or 39.12.06A5(3)).
- At the time of the bid submittal, have a certificate of registration in compliance with chapter 18.27 RCW;
- Have a current state unified business identifier number;
- If applicable, have industrial insurance coverage for the bidder's employees working in Washington as required in Title 51 RCW; an employment security department number as required in Title 50 RCW; and a state excise tax registration number as required in Title 82 RCW;
- If the bidding on a public works project is subject to the apprenticeship utilization requirements in RCW 39.04.320, not have been found out of compliance by the Washington state apprenticeship and training council for working apprentices out of ratio, without appropriate supervision, or outside their approved work processes as outlined in their standards of apprenticeship under chapter 49.04 RCW for the one-year period immediately preceding the date of the bid solicitation;
- Within the three-year period immediately preceding the date of the bid solicitation, not have been determined by a final and binding citation and notice of assessment issued by the department of labor and industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of chapter 49.46, 49.48, or 49.52 RCW.32.
- Bidder must have received training on prevailing wage and public works requirements or claim exemption from this training because they have completed three or more public works projects and have had a valid Washington business license for three or more years in compliance with RCW 39.04.350. This verification is required by the Housing Authority awarding a contract for prevailing wage and public works projects.

## **Qualifications:**

In response to this QBS (One (1) electronic copy) is due no later than **3:00PM (PST) on July 25, 2023**, and should be addressed as follows:

**TO:** Sandy Burgess [Sburgess@tacomahousing.org](mailto:Sburgess@tacomahousing.org)

**SUBJECT:** QBS for Sewer Main Design at James Center North

THA is an Equal Opportunity Employer and does not discriminate and does not do business with others who discriminate on the basis of race, color, national origin, sex, religion, age, familial status, disability, marital status, ancestry, sexual orientation or gender identity in the employment or provision of services. THA is a Public Housing Agency and does not operate under the guidelines stipulated for Indian Housing Authorities. The Tacoma Housing Authority reserves the right to reject any and all proposals.

# Scope of Work

## James Center North – Joint Sanitary Sewer Improvements

July 12, 2023

Through the Boundary Line Adjustment process, properties will be created for redevelopment for multifamily housing. Eight-inch sanitary sewer mains exist along the South Mildred Street frontage. During prior phases of work, the sewer mains were determined to not have adequate capacity to support the new uses. City of Tacoma requires the sewer mains along South Mildred Street between South 17<sup>th</sup> Street (driveway north of the IHOP building) and South 19<sup>th</sup> Street be replaced with 12-inch sanitary sewer main. The new sewer main will be located within the western southbound lane of South Mildred Street. The full concrete panel along the western southbound lane requires removal and replacement. In addition, new sewer main installation is required from South Mildred Street approximately 370 feet along South 16<sup>th</sup> Street. In addition, impervious surfaces will be removed and replaced to install the new sanitary sewer main. No new impervious surfaces will be created. Therefore, proposals should assume no storm drainage flow control and water quality improvement are required. Proposals should include scope and fees specifically associated with the joint storm sanitary sewer improvements and associated roadway improvements.

### Civil Engineering Design – Task 11

1. Prepare a base map for site plan and engineering drawings based on a site survey provided by others. The site plan developed by First Forty Feet will be used.
2. Visit the site to observe existing conditions.
3. Prepare plans and calculations for a temporary erosion and sedimentation control (TESC) plan.
4. Because the project will disturb greater than 1 acre, complete the National Pollutant Discharge Elimination System (NPDES) application and the newspaper notice, submit to you for signature, and forward the application material to the Washington State Department of Ecology (Ecology).
5. Prepare plans and calculations for a drainage plan. This scope of work includes the system design to meet requirements of the 2020 City of Tacoma *Stormwater Management Manual*. This portion of the scope of work includes the following:
  - a. Drainage Report – The Stormwater Site Plan (SSP) will include supporting calculations and exhibits for the storm system design. Because the project includes removal and replacement of paved surfaces for utility installation and no new impervious surfaces, the project is exempt from Minimum Requirements 5, 6, and 7.

6. Prepare gravity sanitary sewer capacity calculations for a site grading plan. Sanitary sewer demand will be based on unit counts provided by the developers.
7. In accordance with City of Tacoma standards, prepare plan and profile drawings for new gravity sanitary sewer main along South Mildred Street and South 16<sup>th</sup> Street.
8. In accordance with City of Tacoma standards, prepare plan and profile drawings for concrete roadway replacement, including new curb, gutter, and necessary sidewalk, and landscape strip along South Mildred Street. In addition, asphalt pavement along South 16<sup>th</sup> Street will be replaced.
9. Prepare a channelization and pavement markings plan.
10. Prepare three-part CSI format technical specifications. We understand that these specifications will be provided for inclusion into the Project Manual prepared by Tacoma Housing Authority. Outline specifications will be provided in the Schematic Design (SD) and Design Development (DD) phases.
11. Prepare design narratives and submit progress sets for SD, DD, and Construction Document (CD) phases.
12. Support the project team with permitting related to site development and civil utility permits. We will collate design documents, prepare applications, and submit the site development (SDEV) and Work Order (WO) permits to City of Tacoma.
13. The following products will be prepared at the end of the CD phase, unless indicated otherwise:
  - Cover Sheet
  - Demolition, Site Clearing, and TESC Plans
  - Sanitary Sewer and Roadway Plans
  - Pavement Markings and Channelization Plan
  - ESC Notes and Details
  - Sanitary Sewer, Roadway, and Pavement Markings Notes and Details
  - SWPPP and Operation and Maintenance Plan
  - Civil Site Work Technical Specifications

#### Design Coordination – Task 12

14. Coordinate with the design subconsultants, to include land use planner, land surveyor, and the developer's architects.
15. Coordinate with the client/owner during design.
16. Coordinate with the governing agency during design.

#### Agency Review – Task 13

17. Proposals should include plan revisions to address comments from City of Tacoma agency reviews.

#### Project Expeditor Services – Task 14

18. Provide project expeditor assistance for completing and filing permit applications with City of Tacoma, including SDEV and WO permits. This proposal assumes DD package will be submitted for permit.
19. Provide project expeditor assistance for tracking permits and required sanitary sewer easements.
20. Provide project expeditor coordination with the design team, owner, and City of Tacoma.

#### Bidding/Construction Phase Services – Task 15

21. Assist the architect during the bidding phase. This scope includes preparation of bid addenda and attendance at a pre-bid conference
22. Assist the owner/client during the construction phase to ensure the intent of the design is being met. This will include occasional site visits, attendance at meetings requested by owner/client, response to contractor questions as they relate to the civil design, and preparation of a final punchlist for civil improvements.
23. Prepare agency-required record drawings at the end of construction, together with a Letter of Completion, as required by City of Tacoma

#### Reimbursable Expenses – Task 90

24. Reimbursable expenses such as mileage, NPDES notice publication costs, and reprographics.

Future  
Full  
Build-out

SHARED  
PARKING  
= 72

25  
SPACES

FUTURE DEVELOPMENT

JAMES  
CENTER  
PLAZA

MERCY  
HOUSING

CENTER STREET

15TH STREET

16TH STREET

17TH STREET

KOZ

FUTURE  
DEVELOPMENT

PARK

MILDRED STREET

103 SPACES

50 SPACES

