



Tacoma Housing Authority  
902 South L Street  
Tacoma, WA 98405

## **Request for Proposals: General Contractor**

**Open Date: May 23, 2024**

**Submission Deadline: June 6<sup>th</sup>, 2024 3:00 pm**

Late Proposals Not Accepted

For Questions concerning this Solicitation, please contact THA's contracting team at [contracts@tacomahousing.org](mailto:contracts@tacomahousing.org).



## **About Tacoma Housing Authority**

Established in 1940, Tacoma Housing Authority provides high-quality, stable, and sustainable housing and supportive services to people in need. It does this in ways that help people prosper and communities develop equitably.

THA develops and manages real estate and provides rental housing. In partnership with thousands of private landlords, it helps families pay their rent in the private rental market. It delivers supportive services to help families succeed as “tenants, parents, students, wage earners and builders of assets who can one day live without assistance.”

THA strives to work in ways that help to ensure our community is a safe, vibrant, and just place to live, work, attend school, shop, and play.

For more information about Tacoma Housing Authority, visit [www.tacomahousing.org](http://www.tacomahousing.org).

**I. Introduction:**

The Tacoma Housing Authority is seeking bids for general contractor

**II. Schedule:**

	<b>Date</b>	<b>Time</b>
<b>RFP Release Date</b>	<b>05/23/2024</b>	<b>n/a</b>
<b>RFI Deadline</b>	<b>05/30/2024</b>	<b>3:00 pm</b>
<b>RFP Submission Deadline</b>	<b>06/06/2024</b>	<b>3:00 pm</b>
<b>THA evaluation period</b>	<b>06/06/2024-06/13/2024</b>	<b>n/a</b>
<b>Notice of Award</b>	<b>06/14/2024</b>	<b>n/a</b>
<b>Anticipated Contract Start Date</b>	<b>07/01/2024</b>	<b>n/a</b>

**III. Scope of Work:**

**1. Project:**

- Provide general contracting services for multi-family housing consisting of mid and low-rise buildings and family properties.
- Work will include capital needs projects, roofing, painting, sheetrock installation, unit turns, and various small projects throughout the portfolio.

**2. Pre-Construction Phase:**

- Conduct site visits and assessments to determine the scope of work for each project.
- Collaborate with facilities management to establish timelines, budget constraints, and project priorities.
- Obtain necessary permits and approvals for construction activities.

**3. Capital Needs Projects:**

- Execute capital improvement projects and upgrades, electrical system enhancements, plumbing repairs, and structural improvements.
- Ensure compliance with building codes and regulations.
- Coordinate subcontractors and manage project scheduling to minimize disruption to tenants.

**4. Roofing Services:**

- Conduct roof inspections and assessments to identify repair or replacement needs.
- Provide roofing repair, replacement, and maintenance services.
- Utilize quality materials and techniques to ensure long-term durability and weather resistance.

**5. Painting Services:**

- Address and repair any dry-rot damaged wood components at exterior and any rodent-damaged exterior cladding (siding/stucco).
- Prepare surfaces for painting by cleaning, sanding, and priming as necessary.
- Apply high-quality paint products to interior and exterior surfaces.
- Address any lead paint abatement requirements in compliance with regulations.

**6. Sheetrock Installation:**

- Install sheetrock or drywall in units as needed for repair or renovation projects.
- Ensure proper insulation and soundproofing measures are implemented where applicable.
- Finish sheetrock with tape, mud, and sanding for smooth, paint-ready surfaces.
- Apply wall texture to match existing or owners' choice.

**7. Unit Turns:**

- Perform unit turnovers including cleaning, repairs, and cosmetic upgrades between tenant occupancy.
- Address any maintenance issues identified during turnover inspections.
- Coordinate with facilities management to expedite turnover timelines and minimize vacancy periods.

**8. Small Projects Throughout the Portfolio:**

- Address miscellaneous repair and maintenance needs across the housing portfolio.
- Examples flooring repairs, minor plumbing and electrical work, etc.
- Prioritize projects based on urgency and impact on tenant comfort and safety.

**9. Quality Control and Assurance:**

- Implement rigorous quality control measures to ensure workmanship meets or exceeds industry standards.
- Conduct post-construction inspections to address any deficiencies and ensure client satisfaction.
- Provide warranty and maintenance support for completed projects, as necessary.

**10. Safety and Compliance:**

- Adhere to all relevant safety regulations and industry best practices.
- Provide necessary safety training for on-site personnel.
- Maintain compliance with environmental regulations, including proper disposal of construction debris and hazardous materials.

**11. Communication and Reporting:**

- Maintain open communication channels with facilities management and stakeholders throughout each project.
- Provide regular progress reports, budget updates, and timelines to ensure transparency and accountability.
- Address any concerns or issues promptly and proactively.

**12. Documentation and Closeout:**

- Maintain comprehensive project documentation, including contracts, change orders, permits, and warranties.
- Ensure proper closeout procedures are followed, including final inspections, punch lists, and turnover of relevant documentation to the client.

This Scope of Work outlines the responsibilities and deliverables expected from the general contractor for the multi-family housing portfolio, covering a range of construction and maintenance services to ensure the safety, functionality, and livability of the properties for residents.

**IV. Proposal Requirements:**

For the proposals to be considered responsive, vendors should submit the following with their bid packet:

- Cover Letter
- Company Profile and Qualifications
- Completed Contractor/Vendor Intake Form – Exhibit C
- OMWBE Certification if applicable
- MWBE Self Attestation if applicable
- Completed Price List including pricing per item in scope and/or an hourly rate for time and materials

**V. Evaluation Criteria:**

<b>Complete Proposal Packet</b>	<b>20 pts.</b>
<b>Cover letter</b>	<b>10 pts.</b>
<b>Company Profile and Qualifications</b>	<b>20 pts.</b>
<b>MWBE Certification if applicable</b> <ul style="list-style-type: none"> <li>• <b>OMWBE certified businesses, if not certified, a self-attestation form must be completed attached)</b></li> </ul>	<b>10 pts.</b>
<b>Price List</b>	<b>40pts.</b>

**VI. Proprietary Proposal Material:**

Any records or materials submitted to Tacoma Housing Authority become public records under Washington State law (see RCW Chapter 42.56, the Public Disclosure Act at <https://apps.leg.wa.gov/rcw/default.aspx?cite=42.56>).

**VII. Exhibits to RFP:**

Exhibit A: Contractor/Vendor Intake Form

Exhibit B: MWBE Self Attestation Form

Exhibit C: THA Insurance Requirements

**Contact Information:**

If you have any questions or require additional information, please contact THA's contracting team at [contracts@tacomahousing.org](mailto:contracts@tacomahousing.org).

Thank you for your interest.