



Tacoma Housing Authority  
902 South L Street  
Tacoma, WA 98405

**Request for Proposals: Roofing Repair and Maintenance**

**Open Date:** September 4, 2024

**Submission Deadline: September 19, 2024 3:00 pm**

Late Proposals Not Accepted

All submissions and 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 and to view our properties, please visit [www.tacomahousing.org](http://www.tacomahousing.org).

**I. Introduction:**

The Tacoma Housing Authority is seeking proposals for Roofing Repair and Maintenance.

This work will be for routine maintenance on a recurring basis. Contracts will be for an initial one-year term with optional renewals possible.

This work may be performed throughout our portfolio and may include prevailing wage requirements as required by Federal and State regulations. A complete list of THA properties is attached to this RFP.

**II. Schedule:**

	<b>Date</b>	<b>Time</b>
<b>RFP Release Date</b>	<b>09/04/2024</b>	<b>n/a</b>
<b>Request for Information (RFI) Deadline</b>	<b>09/13/2024</b>	<b>3:00 pm</b>
<b>RFP Submission Deadline</b>	<b>09/19/2024</b>	<b>3:00 pm</b>
<b>THA evaluation period</b>	<b>09/20-30/2024</b>	<b>n/a</b>
<b>Anticipated Notice of Award</b>	<b>09/30/2024</b>	<b>n/a</b>
<b>Anticipated Contract Start Date</b>	<b>11/01/2024</b>	<b>n/a</b>
<b>Anticipated Contract Length</b>	<b>1-year initial contract</b>	<b>Optional renewal</b>

**III. Scope of Work:**

To provide roofing leak repair, general repairs, and maintenance at THA properties. Please provide the following price: by the Square. A square is equal to 100 sq ft of roofing. Additionally, they can be priced by type of material used in the roofing. Asphalt – BUR (built-up roofing), Mod-Bit (Modified Bitumen), and Smooth Rubber Metal – Steel and Aluminum Single-Ply Membrane – EPDM (Ethylene Propylene Diene Monomer), Hypalon, TPO (Thermoplastic Polyolefin), and PVC (PolyVinyl Chloride)

**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

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>30 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>30 pts.</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
- Exhibit D: THA Sample Contract

**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).

All proposals should be submitted to [contracts@tacomahousing.org](mailto:contracts@tacomahousing.org). In the event that electronic submission isn't possible, THA will accept proposals directly at our Administration Building:  
902 S L St. Tacoma, WA 98405.

**All submissions must be received prior to the due date and time.**

Notice of award will be sent to all applicants.

Thank you for your interest.