



Tacoma Housing Authority
902 South L Street
Tacoma, WA 98405

Request for Proposals: Sewer

Open Date: February 10, 2025

Submission Deadline: February 24, 2025 at 3:00pm

Late Proposals Not Accepted

All submissions and questions concerning this solicitation, please contact
THA's contracting team at 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.

I. Introduction:

The Tacoma Housing Authority is seeking proposals for Sewer. 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:

	Date	Time
RFP Release Date	02/10/2025	n/a
Request for Information (RFI) Deadline	02/18/2025	3:00 pm
RFP Submission Deadline	02/24/2025	3:00 pm
THA evaluation period	02/25/2025 03/10/2025	n/a
Anticipated Notice of Award	03/10/2025	n/a
Anticipated Contract Start Date	04/01/2025	n/a
Anticipated Contract Length	1-year initial contract	Optional renewal

III. Scope of Work: Scope of Services:

Catch Basin Cleaning

a. Inspection:

- a. Conduct a pre-cleaning inspection of each catch basin to assess current conditions and note any structural damage or blockages.

b. Cleaning:

- a. Remove accumulated debris, sediment, and organic material from catch basins.
- b. Ensure complete removal of waste down to the sump to restore full capacity.

c. Disposal:

- a. Collect and transport waste to a certified disposal facility following local, state, and federal regulations.
- b. Provide documentation of proper disposal.

Oil-Water Separator Servicing

d. Inspection:

- a. Inspect oil-water separators for proper operation, including inlet and outlet structures, baffles, and oil collection components.
- b. Check for signs of wear, damage, or clogging.
- e. Cleaning and Maintenance:**
 - a. Pump out accumulated oil, sludge, and water.
 - b. Pressure wash interior surfaces to remove residual contamination.
 - c. Replace filters or absorbent materials as necessary.
- f. Disposal:**
 - a. Dispose of extracted materials in compliance with applicable environmental regulations.
 - b. Provide documentation of proper disposal.
- g. Reporting and Documentation**

Provide a detailed service report for each location, including:

 - a. Date and time of service.
 - b. Pre- and post-cleaning photographs.
 - c. Volume of materials removed.
 - d. Description of any damage or issues requiring further action.
 - e. Submit all disposal manifests and compliance documentation.

Project Requirements:

Contractors must possess relevant certifications, licenses, and permits to perform the work.

All work must comply with Tacoma Housing Authority requirements, City of Tacoma municipal codes, and applicable environmental regulations, including Washington State Department of Ecology standards.

Work areas must be secured to ensure public safety during maintenance activities.

Deliverables:

Inspection and cleaning of all designated catch basins and oil-water separators.

Submission of comprehensive service reports and disposal documentation.

Identification of repair needs or system deficiencies.

Schedule: Services should be scheduled to minimize disruption to Tacoma Housing Authority operations and resident access.

Performance Standards:

Maintain compliance with all environmental and safety regulations.

Achieve thorough cleaning and functionality restoration of all serviced infrastructure.

Respond promptly to Tacoma Housing Authority requests for additional services or follow-up actions.

Evaluation and Payment:

Payment will be made upon satisfactory completion of services and receipt of all deliverables.

The contractor must submit an invoice with supporting documentation for review and approval.

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

***Please include a pricing list submission with your proposal**

V. Evaluation Criteria:

Complete Proposal Packet	20 pts.
Cover letter	10 pts.
Company Profile and Qualifications	30 pts.
MWBE Certification if applicable <ul style="list-style-type: none">• OMWBE certified businesses, if not certified, a self-attestation form must be completed attached)	10 pts.
Price List	30 pts.

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.

All proposals should be submitted to 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 and posted on our website under the RFP name.

Thank you for your interest.