



RFP – Capital Needs Assessment

RFI Responses

Q1: Under the Evaluation Criteria, there is a section for **Price List (30 points)**. Could you please clarify what is expected to be included in the Price List and how it will be evaluated?

A1: Typically, the price list is the total cost to complete this work, you may also include an hourly rate. The lowest price amongst submissions is given the full 30 points and all other submissions are assigned points based on how they compare to the lowest price.

Q2: Is there a page count limit?

A2: There is no page limit.

Q3: Can you clarify what the site means with the Y symbol? Can you provide the number of units for each building?

A3: The Y symbol corresponds to the headers below.

Property Name	Number of Units
North Highland	35
Alberta J. Canada	48
Outrigger	49
Highland Crest	72
Housing Hilltop North	137
Housing Hilltop South	94
Arlington	58
Bay 1	70

Bay 2	74
Hillsides 1500	16
Rise	64
E.B Wilson	77
North K St.	43
Fawcett Apartments	30
Wright Ave	58
Ludwig Apartments	41
North G St	40
Bergerson Terrace	72
Dixon Village	31
6th Ave Apartments	64
Sals 4	90
Sals 5	90
Sals 6	90
Sals 7	91
Bismark	1
JCN	18

Q4: Can you provide the updated Clean Buildings Act?

A4: Added as Exhibit H.

Q5: Can you clarify what level of assessment you want for vertical transportation?

A5: The previous elevator assessment has been attached as Exhibit G.

Q6: Where is Building JCN 1610-1614? What is JCN's full name?

A6: 1610-1614 S Mildred Street, Tacoma, WA, 98465. James Center North (JCN).

Q7: The two most right most columns of the building list are untitled, what service are they?

A7: The three column headers should read: "Property Name", "Elevator", and "Clean Buildings"

Q8: Will the 2022 CNA be available during the Assessment process?

A8: The previous assessment has been attached as Exhibit F.

Q9: What is the expected timeline and completion date for the report?

A9: Six months from contract signature.

Q10: Does Highland Court need a more in-depth review due to its age and new to THA?

A10: Yes.

Q11: Will firms selected to perform the 2027 Portfolio Capital Needs Assessment be eligible for selection on subsequent capital improvement or implementation projects identified through this assessment?

A11: Being selected to complete the Capital Needs Assessment scope does not include nor exclude a vendor from being selected for future projects as it relates to the Capital Needs Assessment. Tacoma Housing Authority will follow our standard procurement policies.

Q12: Will the use of AI (for non project-specific tasks such as copy edits & spell check) reduce the points awarded?

A12: No, but any use of Artificial Intelligence in bid proposals must be clearly disclosed in bid submission.

Q13: What is the maximum file size that can be submitted? Can we send the proposal via Dropbox? Does THA want the proposal as one file or multiple files? We will send the proposal as a PDF file. Is this acceptable?

A13: There is no maximum file size. If a Dropbox link is sent to contracts@tacomahousing.org please follow up with an email from your organization domain. There is no preference for one or multiple files. A PDF is acceptable.

Q14: What is the size of JCN 1610-1614 and 902 S L Street

A14: All numbers are listed in square feet.

1610	7,864
1612-A	1,875
1612-B	2,072
1614-A	1,750
1614-B	1,901
1614-C	4790
1614-E	3,077
1614-1	4,051
1614-5	1,100
1614-6	950
1614-7	3,000
1614-12	2,800
902	20,832

Q15: Can you please confirm that we do not need to register with the MRSC for this submission? (It is referenced in the RFP, at the top of the last page.)

A15: You do not need to register with MRSC for this submission. However, any communications and distributions relating to this RFP will be sent to the MRSC list and posted to our website.

Q16: Can you provide the property addresses you need reporting for? For the missing addresses.

A16: FIC 1724 East 44th Tacoma, WA 98404; Salishan 4 1724 East 44th Tacoma, WA 98404; Salishan 5 1724 East 44th Tacoma, WA 98404; Salishan 6 1724 East 44th Tacoma, WA 98404; Salishan 7 1724 East 44th Tacoma, WA 98404; Bay I 2550 South G Street, Tacoma, WA 98405; Bay II 2550 South G Street, Tacoma, WA 98405; 902 902 South L Street, Tacoma, WA 98405; Housing Hilltop North 1011 South L Street, Tacoma, WA 98405; Housing Hilltop South 1111 South L Street, Tacoma, WA 98405; AJC 1114 S 11th Street, Tacoma, WA, 98405; JCN 1610-1614 1610-1614 S Mildred Street, Tacoma, WA, 98465; Bismark 120 East Bismark Street, Tacoma, WA 98404

Q17: Do you want one report per property? (1 CNA & 1 Energy Audit)

A17: Yes.

Q18: Can you provide the number of buildings per property?

A18:

Property Name	BLDG #	Unit #	Elevator	Clean Building
6th Ave	1	64	Y	Y
Bergerson Terrace	11	72		
Dixon	19	31		
EB Wilson	1	77	Y	Y
Fawcett	1	30	Y	
Hillside 1500	3	16		
Ludwig	1	41	Y	Y
FIC	1			
Salishan 4	37	90		
Salishan 5	46	90		
Salishan 6	41	90		
Salishan 7	38	91		
Wright Street	1	58	Y	Y
G Street	1	40	Y	Y
K Street	1	43	Y	Y
Bay I (includes Bay Community Center)	7	70	Y	
Bay II	3	74	Y	Y
The Rise	1	64	Y	Y
Arlington	1	58	Y	Y
902	1		Y	
Housing Hilltop North (Residential)	1	137	Y	Y

Housing Hilltop South (Residential)	1	94	Y	Y
Alberta J. Canada (Residential)		48	Y	
Outrigger	7	49		
North Highland Court	2	35		Y
Highland Crest	11	72		
James Center North – 1610-1614 (Back Office Building)	1	18		Y
Bismark	1	1		

Q19: Will THA share access to the buildings ENERGY STAR Portfolio Manager profiles?

A19: Yes.

Q20: Will maintenance staff with a history of the building be available during the inspection and data gathering phases?

A20: Yes.

Q21: Will past O&M plans from the sites be available, and are there specific template O&M plans that THA requests we use?

A21: There will be templates from Clean Building that we can provide as reference.

Q22: Is staff at HFA (QEM) performing the uploads to Clean Buildings Portal (CBP) and signing off on Forms A-C

A22: No, THA has internal connection to the Clean Building Portal to submit forms.

Q23: Do the Y's in the Scope of Work spreadsheet indicate the only properties to be included in the bid?

A23: They indicate the answer to the column headers listed above.

Q24: Do you prefer fixed fees or hourly not-to-exceed pricing?

A24: Please include a total price for the Capital Needs Assessment and an hourly rate.

Q25: Do you prefer fixed fees or hourly not-to-exceed pricing?

A25: Please include a total price for the Capital Needs Assessment and an hourly rate.

Q26: The Evaluation Criteria table lists the cover letter; what are your expectations for the cover letter content?

A26: A cover letter should summarize your proposal and can address THA and the scoring committee.

Q27: Which properties already have energy audits completed? Can those be shared?

A27: No energy audits have been completed.

Q28: Is it possible to break down the properties by GFA to ascertain which ones are covered by CBPS Tier 2?

A28: We have confirmed our Tier 2 Buildings with Commerce. Please refer to Table noting Clean Buildings.

Q29: Does THA require an energy audit for each property, or only those required as per the CBPS?

A29: Only Clean Building properties.

Q30: Does THA have a level of detail envisioned for the energy audits, or is that deferred to CBPS guidance?

A30: Defer to Clean Building Requirements.

Q31: Can we get a breakdown of the typical construction per community listed?

A31: Unit numbers per property listed above.

Q32: Can we include a definition of Standard of Care in the agreement?

A32: This is negotiable, yes.

Q33: Can we negotiate the language for indemnity?

A33: Indemnity language is not negotiable.