

REQUEST FOR QUALIFICATIONS FOR CONSULTING AND ENGINEERING SERVICES

Spokane Housing Authority (SHA) is soliciting proposals from qualified firms to provide consulting and engineering services for a specific term. The firm selected will provide forensic and failure analysis of plumbing systems and building envelopes in a multifamily environment. SHA intends to utilize this contract on three existing multifamily properties in SHA's portfolio.

TASK REQUIREMENTS: Forensic and failure analysis of copper domestic water supply and building envelopes in multifamily properties owned by SHA.

SCOPE OF SERVICES: Qualified professional Forensic Engineering Firms are hereby invited to submit a proposal to SHA. SHA intends to enter negotiations with qualified material forensic and failure consulting engineering firms to 1) evaluate a sample of water-supply systems and components to determine causes of regular domestic water supply copper tubing failure and leakage, 2) identify and prescribe solution and approaches to effectively correct the ongoing failure experienced by these plumbing components. 3) Evaluation of the building envelope including documenting the existing stucco conditions, identifying the recommend repairs determined as necessary, and designing an effective solution.

Services to be included, but are not limited to, the following:

- Evaluate domestic water-supply infrastructure at three properties for existing and possible failures and determine causes.
- Evaluate building envelope at a single property for existing and possible failures and determine causes.
- Prepare preliminary remedial designs and recommendations for purpose of repairing/replacing existing and failing infrastructure to include domestic water supply and building envelope.
- Prepare construction documents including all drawings, specifications, and details necessary for construction contract bidding documents.
- Prepare estimated construction costs.

The firms shall be experienced in all aspects of forensic engineering failure analysis, and correction of residential and commercial infrastructure and building envelope design/construction. It is the responsibility of the selected firm to ensure that all services are performed using prudent planning, architectural, and engineering practices in accordance with the latest codes and regulations and any other applicable design standards, including HUD and Washington State standards.

ACCEPTANCE OF PROPOSALS: Once the proposals have been evaluated and ranked, SHA will use the contract negotiation process to obtain the most highly qualified professionals at a fair and

reasonable price. While fee is of secondary importance and will not be considered in evaluation of submittals nor in ranking the firms, fee will be considered a criterion during negotiations.

Attached are Form HUD-5369-B "Instructions to Offerors Non-Construction", Form HUD-5369-C "Certifications and Representations of Offerors", Non-Construction Contract, and Form HUD-5370-C "General Conditions for Non-Construction Contracts" that will be made part of the contract.

Firms will be evaluated based upon:

1. Evidence of the firm's ability to perform the work, based upon profiles of principals and staff competence, experience and facilities;
2. Ability to perform work in a timely manner; (i.e. statement of staff capacity, and proposed timeline to perform work);
3. Statement of the areas of expertise within the firm and/or list and resumes of proposed professional sub-contractors. As applicable, professional sub-contractors should provide responses to evaluation items numbers 4,5,6, and 7
4. Evidence professional Licensing and Errors & Omissions Insurance in the amount of \$1,000,000.00;
5. Past performance with respect to cost control, quality, and compliance with performance schedules as evidenced by three references from current or former clients with statements of the scope and types of the work performed for each;
6. Demonstration of knowledge of all local, Washington State and Federal codes, also standards for accessibility.
7. Evidence of current business licensing and registration with Washington State. SHA is prohibited from making any awards to contractors or accepting as subcontractors any individuals or firms which are on lists of contractors ineligible to receive awards from the United States, as furnished from time to time by HUD. By submitting a bid, the Contractor certifies that he/she/they are not on any lists of contractors ineligible to receive awards from the United States, as furnished from time to time by HUD.

SHA reserves the right to reject the services of any responder who has previously failed to perform properly, or to complete on time, contracts of a similar nature; who is not in a position to perform the contract, or who has habitually and without just cause neglected the payment of bills or otherwise disregarded his/her obligations to subcontractors, materialmen, or employees. SHA also reserves the right to reject the services of any firm which has an experience "Safety Modifier" of greater than 1.0 with the Washington State Department of Labor and Industries.

Fees. No fees shall be proposed, discussed, or considered, either verbally or in writing, during this RFQ competitive solicitation process.

EVALUATION CRITERIA: SHA intends to use the following criteria to evaluate all submissions:

(1) No.	(2) Max Point Value	(3) Factor Type	(4) Factor Description
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1	10 points	Subjective (Technical)	The proposer's demonstrated understanding of SHA's requirements and needs.
2	10 points	Subjective (Technical)	The proposer's ability to perform the work in a timely manner as evidenced by staff experience and capacity.
3	20 points	Subjective (Technical)	The proposer's technical capabilities (in terms of personnel) and the management plan (including the ability to provide the services detailed herein).
4	50 points	Subjective (Technical)	The proposer's demonstrated experience in forensic analysis and engineering and the proposer's demonstrated successful past performance (including meeting costs, schedules, and performance requirements) of evaluation/problem solving for issues substantially similar to that required by this solicitation as verified by reference checks or the information submitted within the proposal.
5	10 points	Subjective (Technical)	The overall quality and professional appearance of the proposal submitted, based upon the opinion of the evaluators.
	100 points		Total Points
*NOTE: Points will be awarded for each Subjective Factor by each of the appointed evaluation committee members based on his/her opinion after a thorough review of the information submitted by each proposer within his/her proposal.			

**Proposal Responses will be accepted until 1:00 P.M.
Wednesday May 19, 2021
Please submit an electronic copy of the Proposal Response to:**

**Brian Jennings
Director of Housing Development
At
bjennings@spokanehousing.org**

Interviews of qualified firms, if needed, and based on SHA criteria will be carried out following review of submissions with final selection thereafter. Final selection shall take place on or before Monday, May 24, 2021

For questions, please contact Brian Jennings, Director of Housing Development, Spokane Housing Authority via E-mail bjennings@spokanehousing.org.

**SHA IS AN EQUAL OPPORTUNITY EMPLOYER AND REQUESTS RESPONSES FROM
SECTION 3, MINORITY AND WOMEN BUSINESS ENTERPRISES**