



**Request for Qualifications (RFQ)**  
**General Contractor for the Hifumi-en Apartments Project**  
**in Spokane, WA**

**Project Name and Address:**

Hifumi-en Apartments  
926 W 8th and 827 S Conklin  
Spokane, WA 99202

**Owner/Sponsor:**

Hifumi-en LLLP  
C/O Spokane Housing Authority  
Pamela Parr, Executive Director  
25 W. Nora,  
Spokane, WA 99205

**Developer:**

Spokane Housing Authority  
Paul Trautman, Development Manager  
25 W Nora  
Spokane, WA 99205

**Architect:**

Architecture All Forms  
Robert Vralsted, Architect  
827 W. 1st Avenue, Suite 415  
Spokane, WA 99201

Hifumi-en LLLP as owner and Spokane Housing Authority as developer (together referred to herein as "SHA") are requesting interested general contractors to submit their qualifications to provide general contractor services including pre-construction, sitework, offsite infrastructure, building construction, and building demolition for the Hifumi-en Apartments. This project includes new construction of an 86-unit 3-story apartment building and demolition of the existing 41-unit Hifumi-en apartment building all at the Spokane, WA addresses listed above with estimated hard construction costs between \$20-22M. This estimated cost includes contractor overhead, profit, bond and general conditions but excludes sales tax, furnishings, and contingency. Hifumi-en Apartments LLLP intends to enter a negotiated construction contract with the successful general contractor.

## RFQ Submission

Interested general contractors (“submitters”) must complete documentation required in Part II of this RFQ and return via email to Spokane Housing Authority by **4:30 PM on Monday, July 17, 2023**. Submissions must be emailed to [ptrautman@spokanehousing.org](mailto:ptrautman@spokanehousing.org).

This RFQ is coordinated by Paul Trautman. Submitters may contact Mr. Trautman at [ptrautman@spokanehousing.org](mailto:ptrautman@spokanehousing.org) or 509-252-7148 with RFP questions until 4:30 PM on July 12 (the Clarification Deadline) or to confirm timely receipt of their RFQ submission. RFQ responses will be reviewed and, depending on the number of responses, screened to create a short list of firms for interview. The owner will select the most qualified firm to deliver the requested General Contractor services.

## Part I. Project Description

SHA proposes to build a residential new construction project located at 926 E 8<sup>th</sup> and 827 S Conklin, Spokane. This site has extensive basalt rock. The preliminary design calls for constructing a 52,991 SF three-story building with 86 one-bedroom apartments with common spaces, surface parking, and landscaped common areas. This new building site is currently vacant except for a wood-framed shed, 200 SF masonry garage with lead-based painted trim, and outdoor landscape amenities to be demolished prior to new construction. Following construction, demolish the adjacent 23,000 SF 41-unit residential building containing ACM and vermiculite at 926 W 8<sup>th</sup>.

The project design team consists of Architecture All Forms as project architect and SHA as owner and developer. The successful general contractor is required to join the design team and work collaboratively throughout the project’s pre-development, design, and construction phases to ensure construction, schedule, and financial success.

The project is supported by federal project-based vouchers and financed by City, County, Washington State Housing Trust Funds, and Low Income Housing Tax Credits (LIHTC) public funds. The general contractor is responsible for complying with all applicable local, state, and federal requirements such as: Minority and Women Owned Business (MWBE), apprentice utilization, Evergreen Sustainable Development Standards (ESDS), Section 504 handicap accessibility, no debarred contractors, Washington state prevailing wages, and federal Davis-Bacon prevailing wages.

## Scope of Services & Estimated Schedule

### Pre-construction: August – December 2023

The general contractor will participate as a team member with the Owner, Architect and Developer. SHA proposes that the general contractor invoice monthly for pre-construction period services based on documented time and materials but receive payment at close of project financing (planned for February 2024). Preconstruction services generally include:

- Attend all project meetings and design sessions, as requested. Provide support and guidance to the Owner, Architect and Developer during project scoping, site evaluation, and building final design processes. The general contractor will identify and present construction and cost-reduction ideas. Work with the Architect and SHA to develop a scope of work that fits within the project construction budget as it is periodically revised.

- Provide scheduling and work sequencing advice, constructability reviews, construction timeline, value engineering, and cost estimating/control advisory services throughout the pre-construction phase. Prepare and present a detailed construction estimate showing the values of all major components of the project.
- Provide a schedule of values with Guaranteed Maximum Price prior to completing the pre-construction phase. This price shall be sufficiently detailed to enable SHA to review costs of all site and major building components and systems as well as plainly state all general contractor overhead and profit, general conditions, contingency, and appropriate allowances.

### **Construction Services: February 2024 – May 2025**

Following Negotiation of AIA A101 Guaranteed Maximum Construction Contract and the A201 General Conditions to the Contract, the following services are to be provided following the execution of a "Notice to Proceed with Construction" through "Final Completion of Construction."

- Furnish project management and supervisory services necessary to construct the project as defined by the Contract Documents and in accordance with the approved schedule of values with Guaranteed Maximum Price and final construction schedule.
- Closely supervise the project and work of all subcontractors ensuring adherence to specifications, quality standards, schedule and costs. Develop and manage a site-specific safety plan. Adhere to the Evergreen Sustainability Development Standards (ESDS) plan.
- Maintain weekly owner/design team/general contractor coordination meetings. Create agendas, take minutes, highlight problems or required decisions, and administer corrections as specified by the project team. Meet with Owner and project funder inspectors, as requested. Submit pay applications on time and with other required information, such as but not limited to lien releases, Section 3 worker utilization, and apprentice utilization of general contractor and all subcontractor.
- Provide detailed and timely pricing as may be requested for changes to the Scope of Work. The General Contractor should promote competitive pricing of changes. Manage all aspects of approved changes to the Scope of Work.

### **Close Out Services: June 2025 – Aug 2025**

The general contractor will participate in project completion requirements of local building official and multiple project funders.

- Provide all documentation of guarantees, warranties, operating manuals, and inspections. Provide all reports including final apprentice utilization, Section 3 worker utilization, prevailing wage certified payrolls, and Affidavits of Wages Paid for general contractor and all subcontractors. Complete and submit Labor & Industries Notice of Completion.
- Complete ESDS project binder documentation with the project's ESDS coordinator. Facilitate Owner-procured commissioning and Capital Needs Assessment studies. Provide documentation required by project funders. Cooperate with 3<sup>rd</sup> party audit and inspections.
- Complete post-construction punch list repairs. Satisfy Certificate of Occupancy requirements. Provide

repairs throughout the construction warranty period.

## **Contractor Selection Process**

SHA intends to select a general contractor to provide the services identified above based on the responses to this RFQ. SHA and general contractor will enter a Stipulated Sum construction contract to deliver services based on the architect's final plans and specifications.

Important qualifications include the contractor's ability to collaborate with the owner/developer to bring the project from concept to occupancy; the contractor's ability and experience to construct the project on time and within budget; contractor's past performance complying with public-funder construction requirements; and the contractor's experience working on a new construction project on this size and type.

The successful contractor will have experience as a general contractor in the construction of multifamily double-loaded and elevator-style housing constructed on rock. The general contractor will also have demonstrated experience with public funder requirements including: Section 3 of the Housing Act of 1968, no debarred contractors, Washington state apprentice utilization, state prevailing wages, federal Davis-Bacon prevailing wages, and ESDS project binder compliance and documentation. The general contractor must disclose financial statements to project funders.

General contractor selection will be based on criteria including, but not limited to:

- Relevant experience constructing similar projects on similar rocky, infill site
- Assigned-staff skills and experience
- Cost management and mark-ups
- Answers to interview questions
- Pre-construction services
- Experience and ability to meet funder requirements such as ESDS and prevailing wages
- Input from GC-provided references

## **Section 3 Business Concern**

SHA seeks compliance with Section 3 of the Housing and Urban Development Act of 1968 by making contracting and employment opportunities available to low- and moderate-income persons to the greatest extent feasible. Therefore, submitters may choose to claim Section 3 Business Concern bonus point preference by submitting documentation to the satisfaction of HUD that submitter meets HUD's definition of a Section 3 Business Concern per 24 CFR Part 75. No Section 3 qualification shall be construed to require SHA to contract or subcontract with a Section 3 business or offer exemption from meeting any specification of this RFQ or any subsequent contract.

Section 3 Business Concern means a business meeting at least one of the following criteria within the last six-month period, as documented by submitter. See 24 CFR 75.5 for further definitions.

- The business is at least 51 percent owned and controlled by low- or very low-income persons (generally persons below 80% of Area Median Income); or
- Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 Workers (generally persons below 80% of Area Median Income); or

- The business is at least 51 percent owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.

## Part II: RFQ Submission and Evaluation Criteria

Please submit one electronic copy of your response to the six required submissions listed below. Responses are due via email to [ptrautman@spokanehousing.org](mailto:ptrautman@spokanehousing.org) by 4:30 on July 17, 2023. Proposals received after the due date may not be considered for this project.

### Submission 1 - Letter of Interest

A maximum two-page letter of interest that includes a synopsis of the firm, business principals, operating office location, distinguishing characteristics, approach to completing this project, primary contact information, and type and percentage of work your firm proposes to perform with your own forces. Include your statement that submitter can provide monthly predevelopment expense invoices to be paid by SHA at close of financing (planned for February 2024). This letter to be signed by the prime contractor owner or other person legally authorized to commit to contracts.

### Submission 2 – Experience and Qualifications

*Pre-Qualification Mandatory Requirements:* The general contractor shall provide documentation of the following to be considered a candidate for the project.

1. Licensure: Evidence of the appropriate license for the type of work to be performed in the State of Washington
2. Bonding: Demonstrate a bonding capacity in the amount of \$25,000,000
3. Insurance: Include as a submittal to this RFP, a copy of the firm's current insurance coverage.
4. Worker's Compensation: Provide experience rating for the past five years.

*History:* Provide information about the general contractor's firm, including:

1. Address and phone number of home and any branch offices.
2. Contact person, direct phone, fax and email address.
3. Brief description of firm's history and key services
4. Names and responsibilities of key personnel within your organization.
5. Describe any claims, lawsuits, or legal settlements the general contractor has had during the past five years or which are currently pending.

*Project Team:* The general contractor shall clearly identify all key project staff they intend to utilize including their roles and responsibilities, the level of effort to be committed (full time vs. part time), and at what phases of the project they will be utilized. Identify the day-to-day contacts for each phase of the project.

During the design process, the general contractor shall provide, at minimum, one dedicated professional project manager and/or higher-level professional staff to attend all design meetings. During the construction phase, the general contractor shall provide full supervision to coordinate the job in the field

and provide for sufficient and appropriately skilled staff to implement quality control and public funder compliance programs.

Include a description of the experience of each person assigned to this project as well as the level of effort, as a percentage of time, to be committed and for which phases of the project (preconstruction, construction). Qualifications and references must demonstrate that the construction team has had successful experience with projects of similar size, scope, conditions, and public funder compliance.

If selected, the general contractor agrees that it will provide, for the duration of the project, the full complement of staff, including the specific persons identified in this Request for Qualification, unless otherwise approved by the Owner.

***Project Experience:*** Describe the general contractor's experience related to the construction of new affordable housing as it pertains to the project.

1. Provide examples of at least three recent projects of similar size and scope that your firm has completed. Include information on the cost of projects, project budgets, client contact information, start and completion dates of construction, pre-construction services performed, size and unique project features. If your firm has not completed three similar projects, then list projects you believe were successfully completed.
2. Detail your experience in constructing on multi-family projects on tight infill lots in existing neighborhoods. Include information on how you worked with on-site residents, neighbors, and ownership to ensure construction completion and resident safety/satisfaction.
3. Identify any other unique challenges/approaches that you have experienced (e.g.: building on rock, cost containment successes, etc.) that will assist the Owner with a successful project.

### **Submission 3-Project Approach**

This Project includes many challenges related to the complexities of the site, retaining the existing and occupied building during new construction, resident safety, and maintaining scope and budget requirements. The Project can benefit from a clear project approach that addresses these challenges.

Discuss the major challenges you envision the project team will encounter in completing the work for the project. How would your firm address those challenges? In addition, provide your firm's plan to address the following contractual responsibilities of the general contractor:

1. Preconstruction Services, including: cost estimating, scheduling, constructability reviews, logistics planning, and cost control.
2. Procurement Management, including: developing subcontractor interest, inviting M/WBE and Section 3 contractors, conducting pre-bid or preproposal meetings, pre-qualifying subcontractors and suppliers, and optimizing use of qualified local sub-contractors experienced in prevailing wage documentation;
3. Safety and Site Management, including: plans for worker and tenant safety, utilizing only ESDS-compliant materials, hazardous material control, materials storage, and site security.
4. Schedule monitoring and management, including: detailed construction schedule illustrating critical path items, areas of concern, and general contractor's approach to installing infrastructure, constructing the new building and amenities, and demolishing existing buildings.

5. Strategies to address special considerations, including: new construction in proximity to existing Hifumi-en residents, project scheduling, site conditions, unexpected cost increases, supply chain delays, etc.

#### **Submission 4-Value Engineering**

Describe the general contractor's philosophy, experience and methodology in value engineering, constructability analysis, and identifying and mitigating project risks beyond general contractor control. Provide examples of both value engineering reports and risk/constructability analyses developed and utilized on prior projects and the results obtained. Include a description of the general contractor's approach to working with architects, owners, and developers.

#### **Submission 5-Capacity**

1. State if your firm has the capacity to complete this project based on your current workforce, staffing, and number of projects currently under contract or in negotiation.
2. What has been your firm's annual volume (in dollars) of construction for the past five years?
3. What is the anticipated volume for the current year and what is your plan for the next two years? How would your firm's participation in this project affect that plan?
4. What is your bonding capacity?

#### **Submission 6-Fee Proposal**

1. Firms shall offer pre-construction services on a time and materials basis, not as a percentage of the work. Indicate the hourly rate and estimated materials cost. Assume that the pre-construction period is five months in duration.
2. Specify the rates you will charge this project for all markups on the base construction bid including: general conditions, overhead and profit, bonds, insurance, and any other markups not mentioned. If they differ, please identify the rates for all markups on change orders.
3. Describe your preferred approach in a negotiated bid contract. Please limit this to one page.
4. Describe how the general contractor will ensure competitive solicitation of subcontractor/supplier bids. How will the general contractor encourage participation by M/WBE and Section 3 businesses? If the general contractor expects to self-perform any major work, describe the likely tasks and how the owner determines if it's expense is cost competitive.

## Evaluation Criteria

The following criteria and point system will be utilized to evaluate the qualifications of each submitter:

Evaluation Criteria - Qualifications		Weighting (Max. Points)
1	Experience collaborating with architects and owners to bring a project from concept to occupancy. Demonstrates advantageous constructability solutions, cost estimating, value engineering, and scheduling.	20
2	Track record constructing projects of similar size and type in dense residential urban environments while assuring existing resident and neighborhood acceptance. Experience building on rock. Track record constructing new construction projects of similar size and type on-time and within budget, including input from references.	20
3	Ability, Resources, and Plan to meet all phases of the proposed schedule. Assigned predevelopment and construction periods staff have appropriate skills and experience.	20
4	Performance building for public housing authorities and/or nonprofit housing developers. Success working with federal, state, and local public funder construction, inspection, and regulatory compliance requirements. Contractor is not debarred.	20
5	Cost management and markups.	20
<b>MAXIMUM TOTAL POINTS FOR QUALIFICATIONS</b>		<b>100</b>
6	Bonus points: Submitter is a documented Section 3 Business Concern.	10



## **Part III: Reservation of Rights and General**

### **Rights Reserved by SHA:**

SHA reserves the right to waive as an informality any irregularities in submittals and/or to reject any or all submittals. SHA requests that companies refrain from requesting public disclosure of selection information until a contract has been executed as a measure to best protect the solicitation process, particularly in the event of a cancellation or re-solicitation. With this preference stated, SHA shall continue to properly fulfill all public disclosure requests for such information as required by State Law.

### **Cost of Preparing Submittals:**

SHA will not be liable for any costs incurred by the submitter in the preparation and presentation of RFQ responses including, but not limited to, submitter's participation in the optional site walk thru.

### **Proprietary Submittal Material:**

Any records or materials submitted to SHA in response to this RFQ become public records under Washington State law (see RCW Chapter 42.56, the Public Disclosure Act, at <http://wwwl.leg.wa.gov/LawsAndAgencyRules>). Public records must be promptly disclosed upon request unless a statute exempts disclosure. Exemptions from disclosure include trade secrets and valuable formulas (see RCW 42.56 and RCW Ch. 19.108); however, public disclosure exemptions are narrow and specific. Submitters are expected to be familiar with any potentially applicable exemptions, and the limits of those exemptions.

Submitters are obligated to separately bind and clearly mark as "proprietary" information any submittal records they believe are exempted from disclosure. The body of the submittal may refer to these separately bound records. Submitters should mark as "proprietary" only that information they believe legitimately fits within a public-disclosure exemption. SHA may reject solicitation responses that are marked proprietary in their entirety.

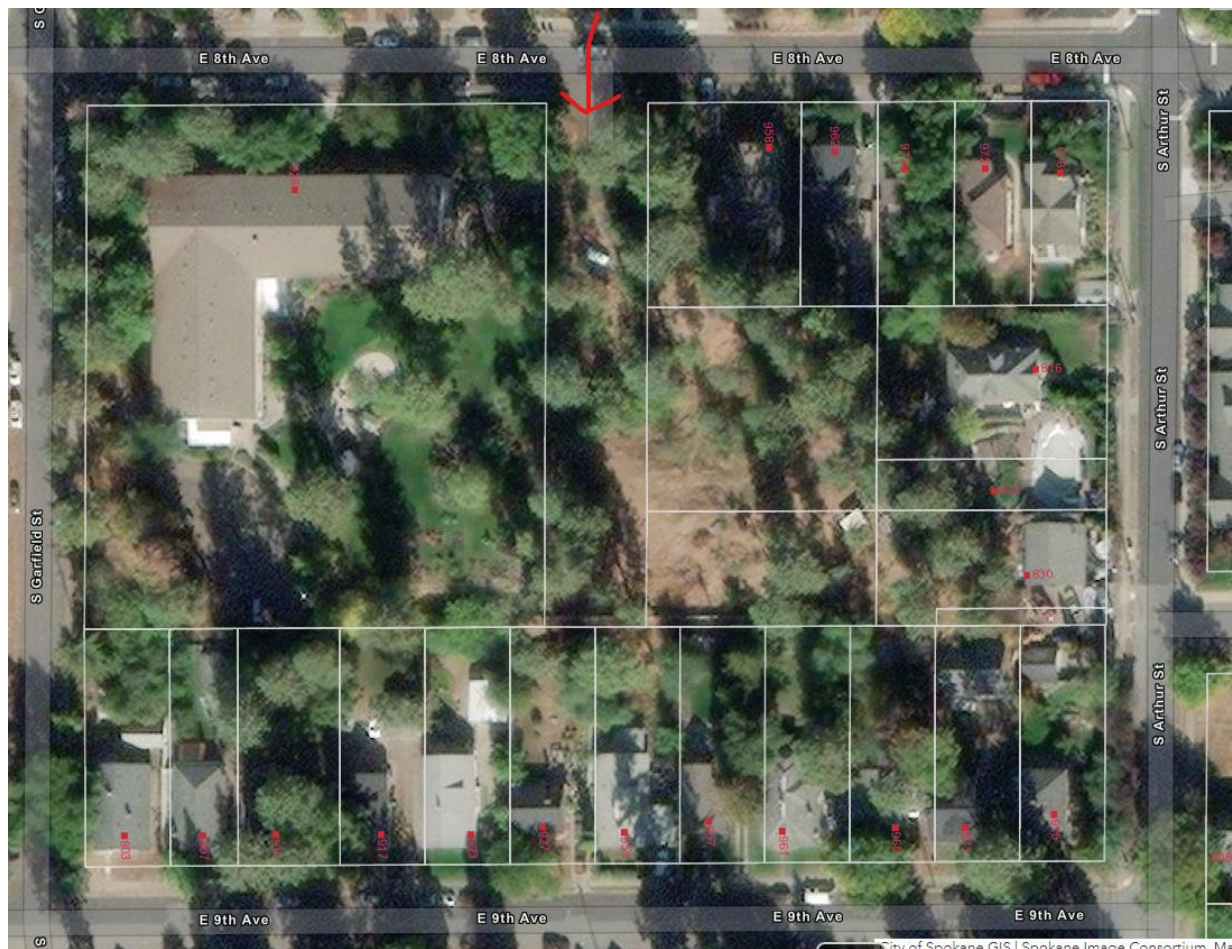
If SHA receives a public disclosure request for records that a Submitter has marked as "proprietary information," SHA may notify the Submitter of this request and postpone disclosure briefly to allow the Submitter to file a lawsuit under RCW 42.17.330 to enjoin disclosure; however, this is a courtesy of SHA and not an obligation.

SHA has no obligation to assert an exemption from disclosure. If the Submitter believes that its records are exempt from disclosure, the Submitter is obligated to seek an injunction under RCW 42.56. By submitting, the Submitter acknowledges this obligation; the Submitter also acknowledges that SHA will have no obligation or liability to the Submitter if the records are disclosed.

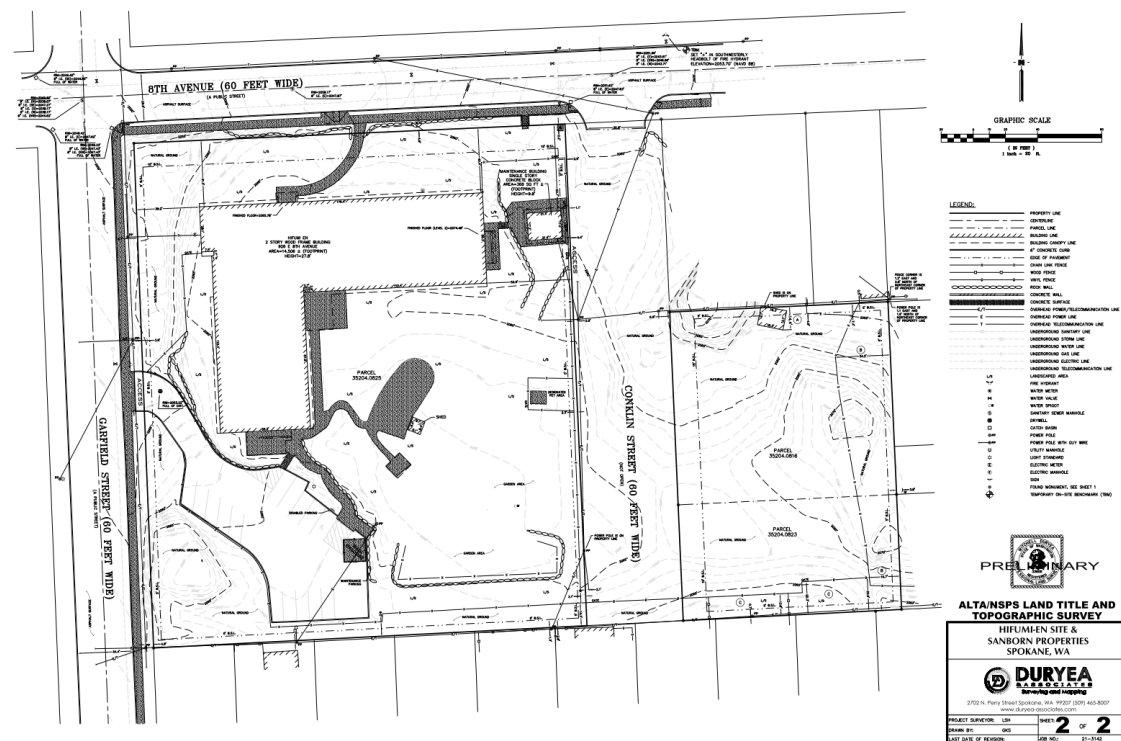
## Part IV: RFQ Schedule

June 27, 2023	RFQ Available
July 10, 2023 9-10 AM	Project site walk through (optional)*
4:30 PM on July 12, 2023	RFQ Clarification Deadline (after which RFQ questions will not be accepted)
4:30 PM July 17, 2023	RFQ Written Proposal Responses due
July 24-27, 2023	Interviews (approximate date)
August 11, 2023	Selection Committee Meeting (approximate date)
August 15, 2023	Candidate Notified of Intent to Award (approximate date)

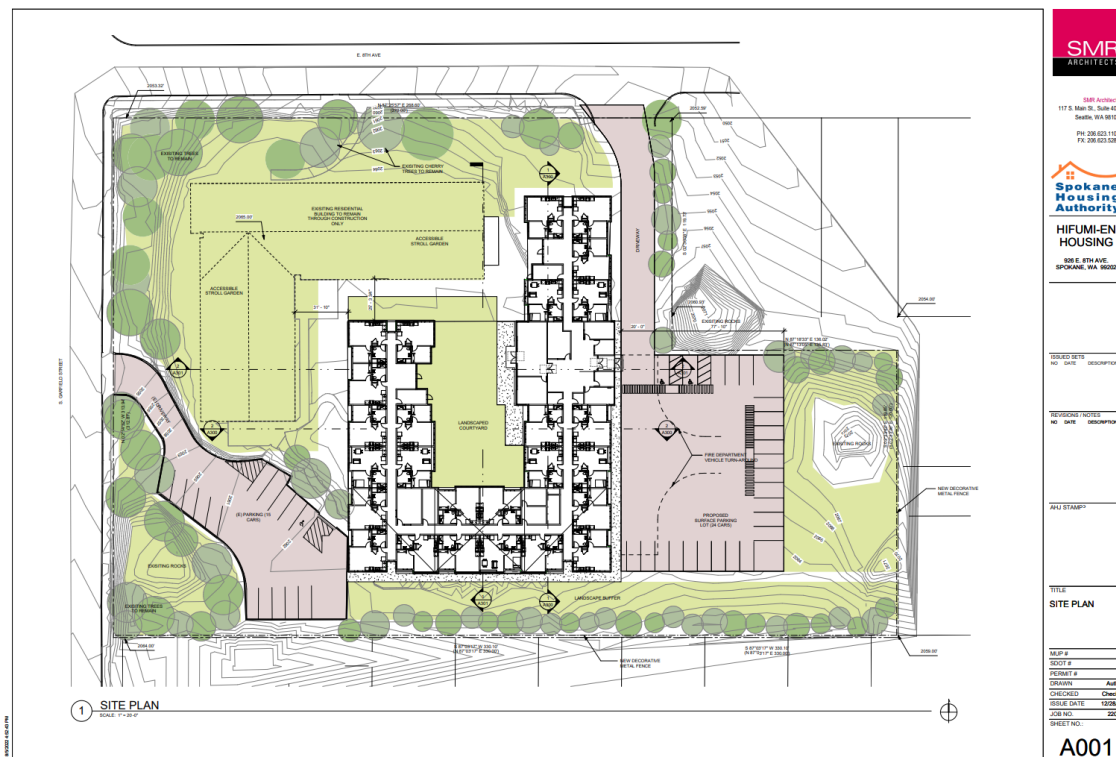
\*Project site walk through is optional. Interested contractors are asked to meet Paul Trautman at the location indicated below with a red arrow (directly east of the existing Hifumi En building at 926 E 8<sup>th</sup>) on July 10 between 9:00 and 10:00 AM.



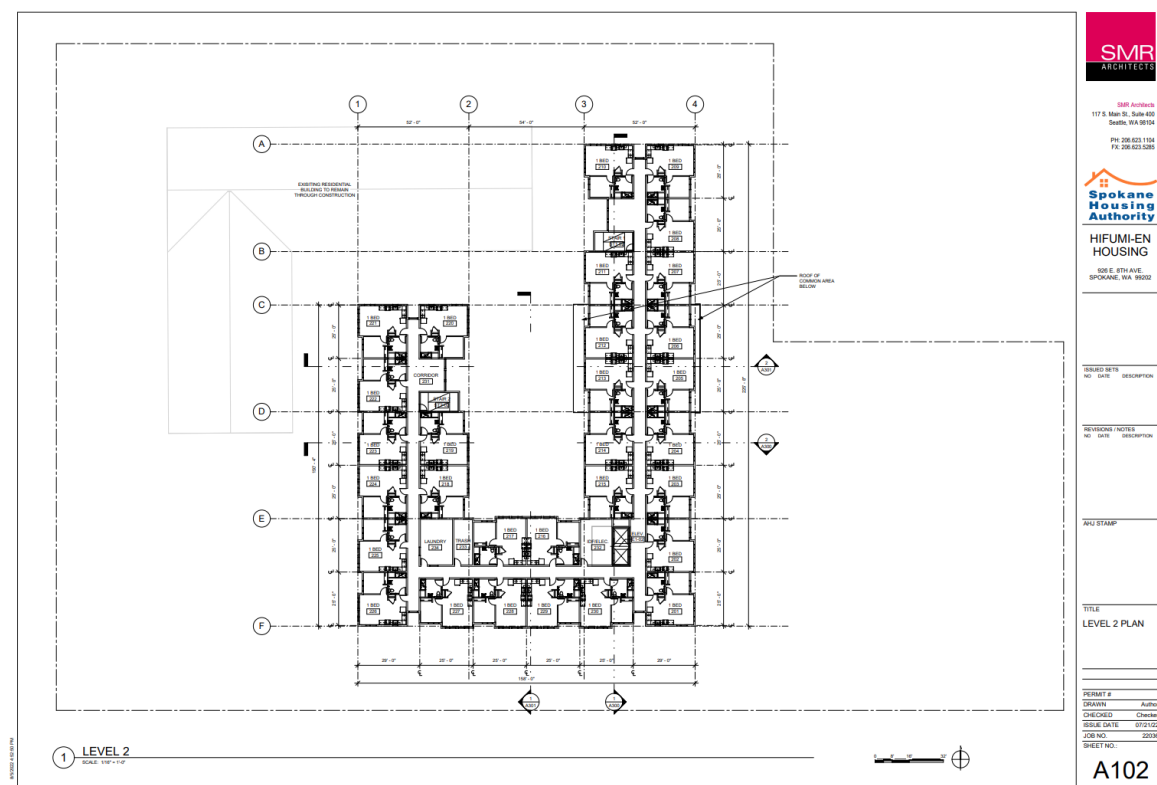
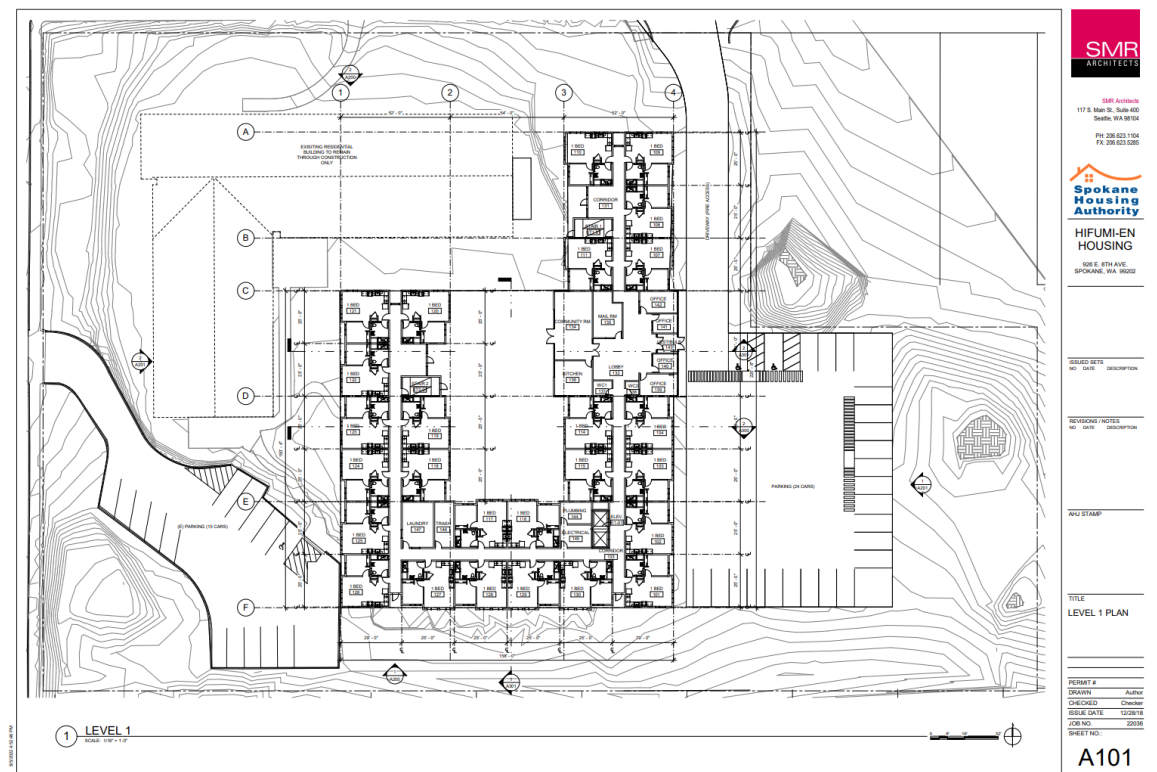
## Duryea ALTA survey



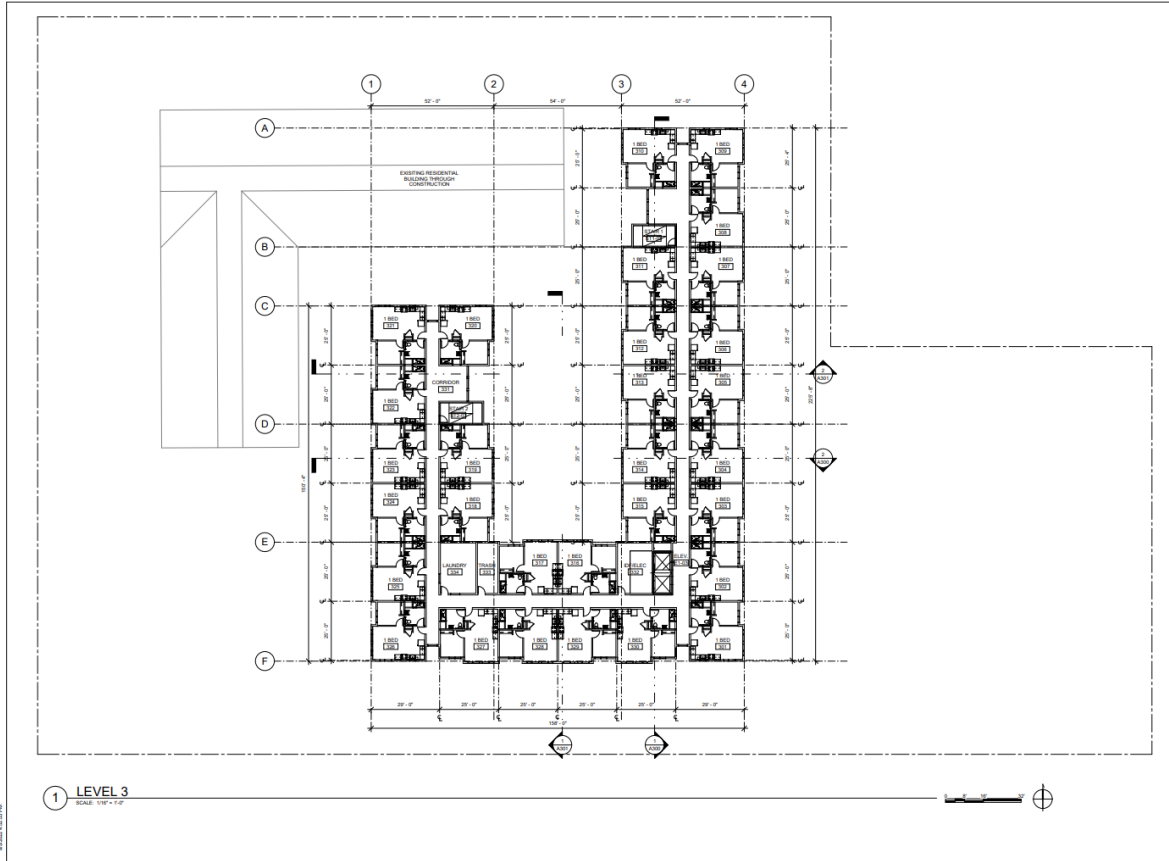
## SMR Architecture preliminary site plan



SMR Architecture preliminary housing design







SMR Architects  
117 S. Main St., Suite 400  
Seattle, WA 98104  
PH: 206.623.1104  
FX: 206.623.5285



HIFUMI-EN  
HOUSING  
928 E. 8TH AVE.  
SPOKANE, WA 99202

ISSUED SETS  
NO. DATE DESCRIPTION

REVISIONS/NOTES  
NO. DATE DESCRIPTION

APU STAMP

TITLE  
LEVEL 3 PLAN

PLANNING #  
DRAWING Author  
CHECKED Checker  
ISSUE DATE 07/21/22  
JOB NO. 2008  
SHEET NO.

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