



1620 12<sup>th</sup> Ave. Suite #205 Seattle, WA. 98122 | 206 329-7303 | capitolhillhousing.org

## **Invitation to Bid**

### **Helen V Reroofing Project**

Capitol Hill Housing (CHH) has a new project at one of our properties and invites Contractors licensed, bonded, and insured in compliance with Washington State Law, to submit their qualifications and proposal to provide HVAC/Mechanical/Electrical services at the following building:

#### **Project Location:**

Helen V Apartments

1321 E. Union St. Seattle, WA. 98122

#### **Pre-Bid Site Visit Required:**

Date: May 21, 2018

Time: 10:00 AM

This pre-bid site visit is required to bid on this project. Please come prepared to walk project areas and measure/document information needed to provide design/cost. Meet at the front entry.

#### **Bids due by:**

Date: June 5, 2018

Time: 2:00 PM

Location: 1620 12<sup>th</sup> Ave., Seattle, WA 98122 Suite 205

#### **Ownership, Contracting Authority, Right to Reject Proposals:**

Capitol Hill Housing (CHH) is a Public Development Authority (PDA) created by the City of Seattle to serve the residents of Capitol Hill and surrounding neighborhoods. It is governed by a Board of Directors, and its mission is to provide quality, affordable housing for low and moderate-income individuals and families, including elderly households and persons with disabilities, through innovative resource development and responsible stewardship of housing and fiscal resources. CHH currently operates 1409 units of affordable housing in 49 buildings.

All contracting for the work described herein will be directly with CHH, and shall be procured in compliance with CHH procurement policies.

**Rights reserved:**

CHH clearly and expressly reserves the right, in its absolute and sole discretion, to reject any and all proposals it receives based on this ITB and to waive any and all irregularities. CHH shall not be responsible in any manner for any costs or charges incurred by contractors in preparing and submitting proposals/bids.

**PROJECT DESCRIPTION:**

CHH is seeking qualified Roofing contractors to bid on the Helen V Apartments Roofing Project. Bidders are to include providing design where needed, all labor, new materials, permits, equipment necessary to perform services, and work with the CHH staff and any project consultants to achieve the repairs within the stipulated budgets.

Proposals are to include service in the following:

**Removal and replacement of exiting roof**

- Remove existing roofing to wood deck and install all new roofing materials;
- Remove and replace sheet metal flashings, pipe venting, wall cap/coping, scupper;  
(Re-use of any sheet metal determined at pre-bid site visit)
- Install counterbalanced, lockable roof hatch;
- Replace any damaged components on a negotiated Time and Material basis.

Work shall include, but is not limited to, the following:

1. Remove existing membrane, roof deck, and all flashing substrates.
2. SBS-modified bitumen vapor retarder (air barrier)
3. (Thermal barrier), insulation, and Cover-board.
4. SBS-modified bitumen base ply(s) (mechanically fastened).
5. SBS-modified bitumen Cap Sheet (heat-welded)
6. SBS-modified bitumen membrane flashings.
7. Liquid-applied, reinforced flashings.
8. Sheet metal flashings and sheet metal roof edge system.
9. All related materials and labor required to complete specified roofing necessary to receive specified manufacturer's 20-year warranty.
10. Provide and installed code compliant roof fall protection system  
(Additive alternate bid item)

**General information**

- The square footage of the roof is approximately 6,750 feet.
- The building has structural and architectural components made of wood structure on the roof deck/substrate.

- The roof structure consists of plywood over wood framing. Current slope is ¼ inch in 12 inches.
- The parapet walls are protected with sheet-metal coping which measures 8”+/- inch over the top.
- The existing roof system consists of 1/2” cover-board, BUR 3 ply system (base & 2 plys) with reflective surfacing applied.
- The roof structure has an overhang at areas of the perimeter with a heat fused applied membrane.

**General information**

- The Helen V Apartments include: 38 studio and one-bedroom apartments.
- The building is a 3-story wood framed building constructed in 1909.

**Budget Estimate:**

Owner estimates the total construction budget available for this project, including pre-construction and construction phase, and including all local, State and Federal taxes, to be approximately:

\$150,000

This project is partially funded by the City of Seattle Office of Housing via the Home Wise program and contractor is to be compliant with Home Wise rules and regulations.

**Prevailing Wages: NO**

Work is NOT subject to Washington State RESIDENTIAL Prevailing Wage Rates.

**Design Services:**

The basis of the design is to install the equipment per the project drawings. Design changes can be explored to better accommodate the installation without compromising the intent of the project at no cost to the owner.

**Scope of Contractor’s Services:**

The selected Contractor will be expected to begin the pre-construction phase of work immediately upon completion of the selection process and issuance of a Notice to Proceed by CHH. Work must be completed within 45 days.

Plan Review

- Provide plan review and constructability services with an emphasis on ensuring that the project can be completed within the established schedule and within the available budget.
- Review preliminary material specifications and construction solutions. Advise on constructability, availability of materials, and alternate methods and/or materials. Provide material submittals for CHH review and approval.

Scheduling and Sequencing:

- With CHH, develop the construction schedule, including traditional milestones based on anticipated notice to proceed issued by CHH.
- Clearly communicate critical decision dates that maintain or improve schedule.
- Occupied apartments require 48-hour written notice to residents before entering.

- Provide 96-hour written notice to staff and residents prior to interrupting property operations.

### Construction Phase:

Generally, the Contractor's scope of services shall include:

- Develop and maintain activities of schedule, budget and quality management, and supervise all work.
- Obtain any/all required permits.
- Oversee activities of all subcontractors to ensure compliance with the contract documents.
- Coordinate weekly meetings with CHH and/or representative as appropriate, including documentation of work to date, updates to schedule and budgets, identification of problems and required decisions.
- Identify project risks as they occur; provide guidance and recommended mitigation.
- All water services to be fully operation by 5:00 PM daily.
- Comply and cooperate with any required project inspections as approved by CHH.
- In conjunction with CHH and/or representative, create a comprehensive punch list at completion of construction phase, and cause the resolution of each deficiency within thirty (30) days after Substantial Completion.

### Close Out Phase:

- Provide documentation of any guarantees and/or warranties to CHH; coordinate as needed with CHH maintenance, CHH property management staff, and City of Seattle,.
- Provide necessary documentation for all lien releases and prevailing wage requirements.
- Provide up to 4 hours of instruction to CHH staff for the operation and maintenance of the new equipment.
- Provide Operations and Maintenance manuals. 2 hard copy and electronic version to be provided.

### Questions:

- All questions are to be submitted via email to [sjefferis@capitolhillhousing.org](mailto:sjefferis@capitolhillhousing.org).
- All answers will be via addendum.
- All questions are to be submitted no later than completion of business May 29, 2018.
- The final addendum will be issued, if required, by May 30, 2018.