



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

Invitation to Bid

Elizabeth James Apartments Roof Replacement 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 roofing services at the following building:

Project Location:

Elizabeth James Apartments
109 23rd Ave. East. Seattle, WA. 98101

Pre-Bid Site Visit Required:

Date: May 17 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 12, 2018
Time: 2:00 PM
Location: 1620 12th 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 General/Roofing contractors to bid on the Elizabeth James Apartments Roof Replacement. 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 budget.

The scope of work includes, but not limited to:

- Remove existing perimeter cap metal, disconnect scuppers from building downspouts, and replace with new cap metal, and reconnect new scuppers to building downspouts;
- Remove existing roofing system down to the original roof surface;
- Remove continuous curb vents and exhaust fan vent hoods for re-use, and paint;
- Remove existing roofing, gutters, and downspout from elevator roof structure;
- Remove 2 existing roof drains and replace with new;
- Install new pads for conduit located on the roof and walk paths;
- Provide 20-year warranty that includes provisions for the installation of the solar array on approximately 50% of the roof surface.

General information

- The Elizabeth James Apartments include: 60 one-bedroom apartments and is fully occupied.
- The building is wood framed.
- There is limited Contractor accessible area for parking and material lay down.
- The roof must be water tight at the end of the work day.

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:

\$350,000

This project is fully funded by Capitol Hill Housing.

Prevailing Wages: NO

Design Services:

The basis of the design is to install the roofing system per manufacturer's requirements and industry standards. Any changes must be reviewed and approved by owner prior to making changes.

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. The start of work will be dependent on weather and product availability.

Construction Review

- Provide review of project scope and constructability 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 any service.

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.
- 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.
- All answers will be via addendum.
- All questions are to be submitted no later than completion of business May xx, 2018.
- The final addendum will be issued, if required, by May, 2018.