



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

## **Invitation to Bid**

### **Seneca Apts Envelope Maintenance 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 (short project description) services at the following building:

#### **Project Location:**

Building Name: Seneca Apartments

Building Address: 1214 Boylston Ave., Seattle, WA

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

Date: June 14, 2018

Time: 10:00 AM

This pre-bid site visit is optional 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. Not attending does not release bidders from being familiar with site conditions.

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

Date: June 26, 2018

Time: 2:00 PM

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

Public bid opening will be at 2:30 PM in the first-floor lobby at 1620 12<sup>th</sup> Ave.

#### **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 exterior coating contractors to bid on the Seneca Apartment EIFS Maintenance 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 of the following scope of work:

- Remove joint sealants from the following joints: panel-to-panel, EIFS to window, and EIFS to door frames. Exclude west façade level 1 entry and east façade stair tower.
- Identify areas that show impact damage and review with Owner’s project manager. Provide cost proposals for repairs. Costs for these repairs shall be drawn from the allowance built in the contract amount. Clean existing EIFS per specifications.
- Repair cracks greater than 1/16<sup>th</sup> inch per specifications. Include in bid cost for 36” inches of crack repair. Provide a unit cost per inch to repair cracks. Additional crack repairs will be paid from the allowance.
- Clean all EIFS and stucco cladding, railings, soffits, and other building exterior elements.
- Coat the EIFS cladding with approved elastomeric paint coating.
- Clean and paint metal gates and fencing, and west entry patio low wood wall.

**General information**

- The Seneca Apartments include: 32 apartments with under building parking.

**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:

\$125,000

**Prevailing Wages: NO**

**Design Services:**

The basis of the design is to complete the work to per the project documents. Design changes can be explored to better accommodate the work without compromising the intent of the project at no cost to the Owner, with the written approval of the Owners’ representative.

**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 60 days. Delays for weather will not be counted. Work that cannot be completed due to weather will be scheduled for completion during the next available season at no cost to the Owner or Contractor.

### 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 normal building 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 June 19, 2018.
- The final addendum will be issued, if required, by May 20, 2018.