



# REQUEST FOR QUALIFICATIONS

for

## Architectural and Engineering Services Roster

(Solicitation # 3266)

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#### ATTACHMENTS:

- Statement of Qualifications (SOQ) Cover Page
- Section 3 Business Certification
- Section 3 Resident Employment Plan

RFQ Issued on:	Submittals Due:
Tuesday, March 16, 2004	OPEN ROSTER – Apply At Any Time

# Seattle Housing Authority

## Request for Qualifications

(Solicitation No. 3107)

### Architectural and Engineering Services Roster

#### A. INTRODUCTION

1) **General:** The Seattle Housing Authority (SHA) is seeking a Statement of Qualifications (SOQ) from qualified professional architectural and engineering firms to perform various Architectural and Engineering (A & E) services. Specific disciplines are as follows:

- General Architectural Services
- Interior Design and Space Planning
- Landscape Architecture (includes ISA Certified Arborists)
- Electrical Engineering
- Civil Engineering
- Structural Engineering
- Mechanical Engineering

The purpose of this Request for Qualifications (RFQ) is to select the most qualified firms for placement on a Roster that will be used to select firms for future assignments. Each firm selected for the Roster will sign an On-Call Contract for the specific A & E discipline(s) as described in Section B – Scope of Work. The Roster Contract will not include any specific scope of work.

As work assignments arise, SHA will select a firm from the Roster based upon SHA's determination of which firm most closely meets the requirements of the particular assignment, consistent with SHA's Procurement Policies, taking into account such factors as firm specialization, personnel and availability. SHA will then notify the firm and negotiate the scope of work and compensation, to be formalized in a Work Order to the On-Call Contract.

SHA reserves the right to enter into Interlocal Agreements with other governmental agencies who may be authorized to use SHA's Consultant Roster Program. Under such agreements, Consultants selected for the Roster Program may also be eligible for selection to perform work by these authorized agencies.

The initial term of the Roster to be created by this RFQ shall be three (3) years. At SHA's option, a Change Order may be executed extending each On-Call Contract for up to two (2) additional one-year periods, along with appropriate adjustments in compensation. In submitting a SOQ to be considered for the Roster Program, the firm understands that there is

no guarantee of any work or dollar amount under any On-Call Contract resulting from this RFQ.

- 1) **Obtaining the RFQ:** Visit our website at [www.seattlehousing.org/Business/bus00.htm](http://www.seattlehousing.org/Business/bus00.htm) to obtain a copy of the RFQ. If you are unable to download the RFQ, you may call Don Tucker, Senior Contract Administrator, at (206) 615-3475 or e-mail him at [dtucker@seattlehousing.org](mailto:dtucker@seattlehousing.org).
- 2) **Submission Deadline:** Because the A & E Services Roster is an open Roster, SOQ's may be submitted at any time. Evaluations will be performed as time permits and if the firm is deemed to be qualified, they shall be placed on the Roster. Sealed SOQs [one (1) original and four (4) copies] must be received at the address below. Faxed or e-mailed submittals will not be accepted.

Seattle Housing Authority  
Purchasing Division  
Attention: Don Tucker  
120 Sixth Avenue North  
P.O. Box 19028  
Seattle, Washington 98109-1028

- 3) **Diversity:** SHA strongly encourages minority-owned and women-owned businesses, socially and economically disadvantaged businesses, HUD Section 3 businesses, and small businesses to submit SOQs or to participate in a subcontracting capacity on SHA contracts.
- 4) **Rights Reserved:** SHA reserves the right to waive as an informality any irregularities in submittals, and/or to reject any and all SOQs.
- 5) **Seattle Housing Authority Background:** SHA is a public body corporate and politic that provides affordable housing to about 24,000 low-income people in Seattle. SHA owns and operates approximately 5,400 conventional public housing units subsidized by the U.S. Department of Housing and Urban Development (HUD), nearly 1,100 additional units for seniors and people with disabilities as part of the Seattle Senior Housing Program, and almost 900 low and mixed-income units developed and acquired primarily through the use of debt financing. Approximately 8,400 residents are children.

SHA houses nearly 9,000 residents in its housing portfolio and about 14,600 residents through its HUD-subsidized Housing Choice Voucher Program (also known as Section 8), which makes it possible for residents with low incomes to live anywhere in the city.

SHA owns and operates housing in neighborhoods throughout Seattle. These include the four large family communities of New Holly and Rainier Vista in Southeast Seattle, High Point in West Seattle, and Yesler Terrace in Central Seattle.

SHA was established by the City of Seattle under State of Washington enabling legislation in 1939. SHA is governed by a seven-member Board of Commissioners appointed by the

Mayor and confirmed by the City Council. The Executive Director is appointed by, and reports to, the Board and is responsible for staff hiring and direction. SHA has approximately 585 employees and a total budget of \$301 million for Fiscal Year 2007.

## **B. SCOPE OF WORK**

The selected Consultants shall have qualifications and experience to perform one or more of the following described disciplines: (A separate SOQ must be submitted for each discipline you are applying for.)

**1. General Architectural Services:** Assesses sites and provides designs for rehabilitation and new construction, including but not limited to:

- Site planning, zoning and land use analysis.
- New construction or remodeling and renovation of single family residences, low-, mid- and high-rise multi-family buildings ranging from duplexes through buildings with several hundred units; commercial and service-oriented office space, and transit-oriented development.
- Interior/exterior design.
- Preparation of SEPA environmental review studies.
- Construction cost estimating.
- Preparation of construction and permit documents.
- Assistance with bidding and contractor selection.
- Construction management.

**2. Interior Design and Space Planning:** Provides interior design and space planning services, in compliance with ADA guidelines, including but not limited to:

- Tenant improvement projects for the build out of newly constructed commercial/retail spaces or, the renovation and reconfiguration of existing commercial/retail spaces.
- Interior configurations, features, and finishes for residential projects for either newly constructed spaces or the renovation and reconfiguration of existing residential spaces.
- Interior features and finishes for either residential or commercial projects to allow for a change of use or for a mixing of uses. This is applicable for either new construction or renovation projects.
- Interior lighting systems.
- Interior mechanical systems.
- Interior space marketability improvement projects.
- Interior furniture, fixtures and equipment.
- Color studies for interior finishes.
- Analysis and cost estimating
- Schematic design, design development and final design.
- Preparation of specifications, construction and permit documents.
- Assistance with bidding and contractor selection.
- Construction management.

3. **Landscape Architecture (includes ISA Certified Arborists):** Provides a variety of grounds related projects, including but not limited to:
- New construction landscape design and significant landscape renovations.
  - Reduction of flooding potential.
  - Drainage and dewatering.
  - Erosion control.
  - Identification of slide potential risks.
  - Grading and regarding.
  - Street and walkway improvements or repairs.
  - New vegetation planting designs.
  - Tree preservation.
  - Trimming/removal of existing foliage and vegetation.
  - New playground design and installations or improvements to existing playground facilities.
  - Cost estimating.
  - Preparation of construction and permit documents.
  - Assistance with bidding and contractor selection.
  - Construction management.
4. **Electrical Engineering:** Provides for the ongoing evaluation and maintenance of existing systems and design and installation of systems in new construction or major rehabilitation, with particular emphasis on work for occupied buildings, including but not limited to:
- Wiring.
  - Electrical power.
  - Transmission and distribution.
  - Low-voltage distribution.
  - Lighting.
  - Communications.
  - Sound.
  - Data.
  - Video.
  - Energy consumption.
  - Cost estimating.
  - Preparation of construction and permit documents.
  - Assistance with bidding and contractor selection.
  - Construction management.
5. **Civil Engineering:** Provides services in all aspects of civil engineering, including but not limited to:
- Drainage design.
  - Identification of potential slide risks.
  - Reduction of flooding potential, drainage and dewatering.
  - Erosion control.

- Grading and regrading.
- Street and walkway improvements or repairs.
- Boundary and/or topographic surveys of properties and transit land surveys necessary for the support of civil engineering tasks. (Note: Firms interested only in surveying may apply for placement on SHA's Land Survey Roster by contacting Don Tucker at (206) 615-3475).
- Cost estimating.
- Preparation of construction and permit documents.
- Assistance with bidding and contractor selection.
- Construction management.

**6. Structural Engineering:** Provides services related to the survey and repair of interior and exterior surfaces on existing low-, mid- and high-rise buildings, and structural evaluation and design of new construction, including but not limited to:

- Interior and exterior load bearing and non-load bearing walls.
- Foundations.
- Masonry and concrete restoration involving repair/replacement of spalled areas.
- Recommendations for products and application procedures of waterproofing materials.
- Recommendations on seismic conditions and upgrades.
- Cost estimating.
- Preparation of construction and permit documents.
- Assistance with bidding and contractor selection.
- Construction management.

**7. Mechanical Engineering:** Surveys and assesses conditions affecting performance of existing building services and design and installation of new systems, with emphasis on specialty system design and retrofit for occupied buildings, including but not limited to:

- Water distribution piping.
- Sanitary waste and vent piping.
- Fire protection piping.
- Plumbing fixtures and equipment.
- Heat generation equipment.
- Heating, ventilating and air conditioning equipment, instrumentation and controls (HVAC).
- Air distribution.
- Air quality control systems.
- Cost estimating.
- Preparation of construction and permit documents.
- Assistance with bidding and contractor selection.
- Construction management.

Selected Consultants shall have all personnel, materials, and equipment and offer the services necessary to perform and accurately record the work described above. Sub-consultants may be allowed for portions of the work on a case-by-case basis. Consultant personnel, including sub-

consultants if applicable, shall have the technical knowledge and skills to professionally perform the work as well as current professional registration or certification in the State of Washington.

### **C. INFORMATION TO BE PROVIDED IN YOUR SOQ**

To be considered responsive to this RFQ and to facilitate evaluations, SOQs should address and be organized in the order of the outline given below and include the following information. Please refer to the section of this RFQ on Submission Requirements for information on Required Number of Copies. SOQs should be limited to a total of 10 pages in not less than 11 point type (cover letter, resumes and other required attachments are not included in the page limitation.) A separate SOQ must be submitted for each discipline you want to apply for.

Each SOQ must have the completed Cover Page (see attached) and a Cover Letter briefly summarizing the firm's qualifications and past experience relevant to the scope. A principal or officer of the firm authorized to execute contracts or other similar documents on the firm's behalf must sign the letter.

#### SOQ Outline:

- 1) Cover Page (see attached)
- 2) Cover Letter
- 3) Evidence of Firm's or Team's Ability to Perform Services: (relates to Evaluation Criterion 1)
  - a) Outline your firm's experience on the scope of work required for the appropriate discipline.
  - b) If it is your firm's practice to have any specific sub-category(ies) of the Scope of Work, as described in Section B of this RFQ, performed by sub-consultant(s), please identify the sub-consultant(s) you anticipate using for a Roster Contract, indicate their specific role(s), and outline their experience on similar or related work.
  - c) Describe your firm's overall approach, including organization and work tasks necessary to accomplish the objectives.
  - d) Describe your quality control process.
  - e) Provide a list of key personnel, including sub-consultants (see sub-section b. above) indicating the specific role of each, and clearly identify the Project Manager. Provide a professional resume for each of the named key personnel, indicating the extent of his/her experience on projects related to this type of work. Each of the key personnel suggested for use on projects to be assigned under a Roster must have current professional registration or certification and, if applicable, be currently licensed with the State of Washington.
- 4) Knowledge of Applicable Standards, Codes & Ordinances: (relates to Evaluation Criterion 2)
  - a) State or demonstrate your firm's knowledge and expertise in standards, codes and ordinances relating to performing the applicable services within the city of Seattle.
  - b) State or demonstrate your firm's knowledge and expertise in U.S. Department of Housing and Urban Development (HUD) Standards for single and multiple-family housing projects.

- c) State or demonstrate your firm's knowledge and expertise in the applicable standards, codes, ordinances, etc., for the discipline you are applying for, such as, but not limited to the following:
- Washington State Accessibility Code (WAC Chapter 51-30);
  - ADA Accessibility Guidelines and Uniform Federal Accessibility Standards, as revised;
  - Uniform Building Code; International Building Code; (Residential, Mechanical, etc.)
  - Washington Ventilation and Indoor Air Quality Standards.
- d) Note any activity in societies and/or institutes which would aid you or your firm in maintaining current state of the art expertise in your field.

5) Attachments:

- Resumes: Include resumes of all key personnel that will work directly with or on SHA projects.
- Section 3 Forms: Complete both the Section 3 Business Certification and Resident Employment Plan forms. Only submit these Section 3 forms with your one original SOQ.
- References (not included in Evaluation Criteria).
  - a) Provide two recent references (name and current contact information) who may be contacted concerning your firm's performance on the discipline for which you are submitting a SOQ.

## **D. CONSULTANT EVALUATION CRITERIA**

Consultants' SOQs will be evaluated based on the criteria listed in this section. In preparing your SOQ to SHA, it is important to clearly demonstrate expertise in the areas described in this document. Because multiple areas of expertise may be required for successfully performing projects under this Roster, the Consultant may, either through in-house staff or sub-consultants, demonstrate expertise and have available adequate quantities of experienced personnel in all of the areas described.

Consultants are encouraged to identify and clearly label in their SOQ how each criterion is being fully addressed. Evaluation of responses to this RFQ will be based only on the information provided in the SOQ, and if applicable, interviews, and reference responses. SHA reserves the right to request additional information or documentation from the firm regarding its submittal documents, personnel, financial viability, or other items in order to complete the selection process. If a responding firm chooses to provide additional materials beyond those requested, those materials should be included in a separate section of the SOQ.

The following criteria with a point system of relative importance with an aggregate total of one hundred points will be utilized to evaluate each SOQ:

<b>Evaluation Criteria</b>		<b>Weighting (Max. Points)</b>
1	Evidence of Ability to Perform the Services	50
2	Knowledge of Applicable Standards, Codes and Ordinances	50
<b>Maximum Total Points</b>		<b>100</b>

## **E. SUBMISSION REQUIREMENTS**

- 1) **Due Date and Place For Submission of SOQs:** At any time during the term of the Roster, SHA will accept SOQs for placement on the Roster that will be evaluated based on the evaluation criteria contained herein.

All SOQs should be clearly marked when delivered or mailed to the address indicated on page 2. *NOTE: A faxed or e-mailed SOQ is not acceptable.*

Upon receipt of each SOQ, SHA's Purchasing Division will date-stamp it to show the exact time and date of receipt. Upon request, Purchasing will provide the proposer with an acknowledgment of receipt. All SOQs received will become the property of the Seattle Housing Authority and will not be returned to the firm.

- 2) **Required Number of Copies:** Firms responding to this RFQ shall submit one (1) original along with four (4) copies to the address indicated on page 2. The original of each of the forms indicated below must also be completed and submitted with the original SOQ only. Do not send these forms with the copies.

- Section 3, Business Certification Form
- Section 3, Resident Employment Plan

- 3) **Rights Reserved by SHA:** SHA reserves the right to waive as an informality any irregularities in submittals and/or to reject any or all SOQs.

## **F. SELECTION PROCESS**

All responses to this RFQ that are received will be screened for eligibility. As time permits, an evaluation panel will rate eligible SOQs, according to the criteria listed above, and may conduct reference checks as part of the process. If there is insufficient information, SHA reserves the right to request additional information, and to interview firms to discuss their SOQ.

Based on its evaluation, the panel will make a recommendation to SHA's Executive Director (or other personnel as may be designated) to place qualified firms on a Roster. As needs arise, SHA

will contact firms on the Roster and after the selection process, will negotiate a scope of work and compensation with the selected firm, formalizing the agreement in a Work Order to an On-Call Contract for the services. If SHA and the firm are unable to successfully negotiate the terms of a Work Order, SHA reserves the right to contact another or other firms on the Roster with which to negotiate a Work Order.

Any protest of the selection process shall be resolved in accordance with SHA's Procurement Policies, which may be reviewed at the following web site address: <http://www.seattlehousing.org/business/info/Policies/CurrentAdoptedProcurementPolicies.doc>

## **G. ADMINISTRATIVE INFORMATION**

- 1) **Minority-owned and Women-owned Business Enterprises:** SHA strongly encourages minority-owned and women-owned businesses, socially and economically disadvantaged business enterprises, HUD Section 3 businesses, and small businesses to submit a SOQ, to participate as partners, or to participate in other business activity in response to this RFQ.
- 2) **Section 3 Requirements:** Section 3 of the Housing and Urban Development Act of 1968 (hereinafter "Section 3") requires SHA to the greatest extent feasible to provide employment opportunities to Section 3 residents. Section 3 residents include residents of SHA communities and other low-income residents of Seattle. Each proposer is required to submit with their SOQ a Resident Employment Plan that will result in hiring Section 3 residents to perform the work contemplated by this RFQ, and a Section 3 Business Certification form. The following language regarding Section 3 will be included as part of the contract to be executed based on this RFQ.
  - A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
  - B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
  - C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers representative of the contractors commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and

training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

- D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
  - E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
  - F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
  - G. With respect to work performed in connection with Section 3-covered Indian Housing Assistance, Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this Contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this Contract that are subject to the provisions of Section 3 and Section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).
- 3) **Basic Eligibility:** The successful firm must be licensed to do business in the State of Washington and must have a state Unified Business Identifier (UBI) number. In addition, the successful firm must not be debarred, suspended, or otherwise ineligible to contract with SHA, and must not be included on the General Services Administration's "List of Parties Excluded From Federal Procurement and Nonprocurement Programs" or the Department of Housing and Urban Development's "Limited Denial of Participation" list.
- 4) **Payment Requirements:** Firms should be aware that SHA will only make payments on the contract issued under this RFQ after the work being billed has been completed, and will pay reimbursable expenses to the consultant only upon receipt of an invoice for the reimbursable expenses. No advance payments will be made to the consultant, who must have the capacity to meet all project expenses in advance of payments by SHA.
- 5) **Approval of Sub-Consultants:** SHA retains the right of final approval of any sub-consultant of the selected firm who must inform all sub-consultants of this provision.

- 6) **Utilization of Selected Firms:** SHA does not guarantee utilization of contracts resulting from this RFQ. Actual utilization will be based upon demand for services or other factors deemed important to SHA. Any work under a Roster Contract will be by Work Order to that Roster Contract.
- 7) **Documents Produced:** All construction drawings, reports, specifications, and other documents produced under contract to SHA must be submitted to SHA in both hard copy and a digital format that meets SHA's requirements, using Microsoft Office or AutoCAD products in an IBM-compatible format. All documents and products created by the consultant and their sub-consultants shall become the exclusive property of SHA.
- 8) **Other Contracts:** During the original term and all subsequent renewal terms of the contract resulting from this RFQ, SHA expressly reserves the right, through any other sources available, to pursue and implement alternative means of soliciting and awarding similar or related services as described in this RFQ.
- 9) **Funding Availability:** By responding to this RFQ, your firm acknowledges that for any contract signed as a result of this RFQ, the authority to proceed with the work is contingent upon the availability of funding.
- 10) **Contract Requirements:** Firms may review SHA's standard contract language that will form the basis for any contract executed based on this RFQ by visiting the following web site: <http://www.seattlehousing.org/business/info/KLanguage/KLanguage.html>.
- 11) **Insurance:** The following are the insurance requirements that will be included in the On-Call Contracts executed based on this RFQ. Proof of insurance will not be required until such time as work is assigned by Work Order to the Roster Contract.

**A. General Requirements:**

1. Prior to undertaking any work assigned by Work Order under this Contract, the Consultant shall procure and maintain continuously for the duration of this Contract, at no expense to SHA, insurance coverage as specified below, in connection with the performance of the work of this Contract by the Consultant, its agents, representatives, employees and/or subcontractors.
2. The Consultant's insurance shall be primary as respects SHA, and any other insurance maintained by SHA shall be excess and not contributing insurance with the Consultant's insurance.
3. Except with respect to the limits of insurance, and any rights or duties specifically assigned to the first named insured, the Consultant's Commercial General Liability and Commercial Automobile Liability insurance coverage shall apply as if each named insured were the only named insured, and separately to each insured against whom claim is made or suit is brought.

4. Failure of the Consultant to fully comply with the insurance requirements of this Contract will be considered a material breach of contract and, at the option of SHA, will be cause for such action as may be available to SHA under other provisions of this Contract or otherwise in law, including immediate termination of the Contract.

**B. Required Insurance Coverage:** The following are the types and amounts of insurance coverage that must be maintained by the Consultant during the term of any Work Order to this Contract. The Consultant must provide acceptable evidence of such coverage prior to beginning work on any Work Order under this Contract.

1. Commercial General Liability Insurance. A policy of Commercial General Liability insurance including bodily injury, property damage, and products/completed operations, written on an occurrence form, with the following minimum coverage:

- \$1,000,000 each occurrence, and
- \$2,000,000 aggregate

Coverage shall extend to cover the use of all equipment on the site or sites of the work of this Roster Contract.

2. Employers Liability or Washington Stop Gap Liability. A policy of Employers Liability or a Washington Stop Gap Liability insurance endorsement with the following minimum coverage:

- \$1,000,000 each accident

3. Commercial Automobile Liability Insurance. A policy of Commercial Automobile Liability Insurance, including coverage for owned, non-owned, leased or hired vehicles written on an insurance industry standard form (CA 00 01) or equivalent, with the following minimum coverage:

- \$1,000,000 combined single limit coverage

4. Professional Liability Insurance. A policy of Errors and Omissions Liability Insurance appropriate to the Consultant's profession. Coverage should be for a professional error, act, or omission arising out of the scope of services shown in the Roster Contract and/or associated Work Orders, with the following minimum coverage:

- \$1,000,000 per Claim/Aggregate

If the Professional Liability Insurance policy is written on a claims made form, the Consultant warrants continuation of coverage, either through policy renewals or the purchase of an extended reporting period ("tail") for a minimum of three years from the date of completion of the work authorized by the Roster Contract. In the event that the Consultant is authorized to engage subcontractors, each subcontractor shall provide evidence of separate professional liability coverage equal to the levels specified above, unless such requirement is waived in writing by SHA.

5. Workers Compensation. A policy of Workers Compensation. As respects Workers Compensation insurance in the State of Washington, the Consultant shall secure its liability for industrial injury to its employees in accordance with the provisions of Title 51 of the Revised Code of Washington (RCW). If the Consultant is qualified as a self-insurer in accordance with Chapter 51.14 RCW, the Consultant shall so certify by a letter signed by a corporate officer, indicating that it is a qualified self-insured, and setting forth the limits of any policy of excess insurance covering its employees, or any similar coverage required.

**C. Additional Insured Endorsement:** The Seattle Housing Authority must be named as an Additional Insured on a primary and non-contributory basis on all Commercial General Liability policies of the Consultant. A policy endorsement (form CG2010B or equivalent) must be provided to SHA as evidence of additional insured coverage.

**D. Proof of Insurance and Insurance Expiration:**

1. The Consultant shall furnish certificates of insurance and policy endorsements as evidence of compliance with the insurance requirements of the Contract when work is assigned by Work Order. Such certificates and endorsements must be signed by a person authorized by that insurance company to bind coverage on its behalf.
2. The Consultant shall include all subcontractors at any tier as insureds (except for Professional Liability insurance). Alternatively, the Consultant shall:
  - a.) Obtain from each subcontractor not insured under the Consultant's policy or policies of insurance, evidence of insurance meeting all the requirements of this Roster Contract, and
  - b.) Maintain such evidence on file for a period of one year after the completion of this Roster Contract and, upon request, submit such evidence to SHA for examination, and
  - c.) Ensure that the Consultant's coverage of subcontractors under the Consultant's policies is not excluded by any policy provision or endorsement.
3. The Consultant's insurance shall not be reduced or canceled without thirty (30) days prior written notice to SHA. The Consultant shall not permit any required insurance coverage to expire during the term of this Roster Contract.
4. SHA reserves the right to require complete, certified copies of all required insurance policies at any time after work is assigned by Work Order and for the duration of this Contract, or to waive any of the insurance requirements of this Contract at its sole discretion.

**E. Carrier Review and Approval Authority:** Insurance policies, deductibles, self-insured retentions, and insurance carriers will be subject to review and approval by SHA. All insurance shall be carried with companies that are financially responsible. Generally, except for Professional Liability Insurance coverage, all carriers of insurance or reinsurers must have and maintain a rating of "A VII" or better as identified in the *A. M. Best Insurance Rating Guide*, most recent edition. Insurance carriers or reinsurers who do not have a rating of "A VII" or better may not be used without written approval of SHA's Risk Manager.

**STATEMENT OF QUALIFICATIONS (SOQ) COVER PAGE  
For SHA's**

**Architectural and Engineering Services Roster**  
(Solicitation No. 3266)

This SOQ is for the following discipline: *(Check only one box below. You must submit a separate cover page and SOQ for each discipline for which you are submitting.)*

<input type="checkbox"/> General Architectural Services	<input type="checkbox"/> Interior Design and Space Planning
<input type="checkbox"/> Landscape Architecture	<input type="checkbox"/> Electrical Engineering
<input type="checkbox"/> Civil Engineering	<input type="checkbox"/> Structural Engineering
<input type="checkbox"/> Mechanical Engineering	

Firm Name: -----	Firm Address: -----	Contact Person: -----	Title: -----
Telephone Number: -----	Fax Number	e-mail address: -----	

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<input type="checkbox"/> Evidence of Firm's & Sub-Consultants' (if applicable) Qualifications & Experience	---
<input type="checkbox"/> Knowledge of Applicable Standards, Codes & Ordinances	---

Attachments:

- Resumes
- References
- Section 3 Business Certification
- Section 3 Resident Employment Plan

*NOTE: Use this page as a cover for your submittal. SOQs are limited to a total of ten (10) pages in not less than 11- point type.*

*This cover page, cover letter, resumes and Section 3 forms are not included in this page limit.*

*SOQs are to be stapled in the top left corner with no other bindings or binders.*

# Seattle Housing Authority

## Section 3 Business Certification

**Section 3 Business Criteria:** Your business is eligible for Section 3 Certification if it meets any one of the following criteria. If your business meets one or more of these criteria, please circle the applicable criteria.

1. Fifty-one percent or more of your business is owned and managed by a Section 3 qualified person or persons. (See qualification guidelines below)
2. Thirty percent or more of your permanent, full time employees are Section 3 qualified persons.
3. You can provide evidence of a commitment to subcontract in excess of 25 percent of the amount of all subcontracts to Section 3 certified businesses.

**Section 3 Person Criteria:** A Section 3 qualified person must:

- A. Live in the City of Seattle.
- B. Earn no more than the following amounts :

Family Size:	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Income	\$41,700	\$47,700	\$53,650	\$59,600	\$64,350	\$69,150	\$73,900	\$78,650

**Section 3 Statement:** Please check the appropriate box below.

- My business is a Section 3 business in accordance with the criteria circled above under Section 3 Business Criteria.
- My business is not a Section 3 business.
- My Business has been certified as a Section 3 Business by:  
 (name of agency) \_\_\_\_\_ (date of certification) \_\_\_\_\_

Signature:		Date Signed:
Name:	Title:	
Company Name:		
Address:		
Telephone Number:		

**Note:** If you certify above that your business is a Section 3 business, SHA will request documentation and additional information as may be reasonably required to certify whether your business qualifies as a Section 3 business.

If you have any questions about this form, please call  
 Samuel A. Pierce, SHA's Section 3 Coordinator, at (206) 937-3292.

# Seattle Housing Authority

## Section 3 Resident Employment Plan

- Section 3 of the Housing and Urban Development Act of 1968 (hereinafter "Section 3") requires SHA to the greatest extent feasible to provide employment opportunities to "Section 3 residents." Section 3 Residents include residents of SHA communities and other low income residents of Seattle. Each bidder is required to submit with their bid package a plan which will result in the hiring of Section 3 residents to perform the work contemplated by the bid. HUD has established an annual goal of 10% of all new hires by SHA Contractors. SHA residents, preferably residents of the SHA community in which the work is to be done, are favored over other low-income residents of Seattle. At a minimum, the Contractor and its subcontractors shall advertise new positions created in order to perform the work called for herein and will post notices of the Contractor's commitments under Section 3 in conspicuous places at the work site. In addition, the Contractor must notify each labor organization with whom it or its subcontractors have a collective bargaining agreement or other understanding of these Section 3 commitments. In order to fulfill its Section 3 obligations the Contractor may work with service providers on site at various SHA communities including, but not limited to, Neighborhood House and the Employment Opportunities Center. The plan should specify the number of positions the Contractor expects will be created and what minimum qualifications and skills will be required in order to perform the positions. The plan should also address the Contractor's strategy for recruiting SHA residents for the available positions.

Signature:		Date Signed:
Name:	Title:	
Company Name:		
Address:		Telephone Number:

- How many new positions do you expect this contract will require you to create?  
\_\_\_\_\_
- Describe each position and provide the name and provide the location of the person(s) taking applications for each such position.  
\_\_\_\_\_  
\_\_\_\_\_
- What minimum skills will be required for each position?  
\_\_\_\_\_  
\_\_\_\_\_
- Please describe any training opportunities which the contract may create and any agreements concerning training you have.  
\_\_\_\_\_  
\_\_\_\_\_
- How will you advertise these positions to SHA residents?  
\_\_\_\_\_  
\_\_\_\_\_

If you have any questions about this form, please call  
Samuel A. Pierce, SHA's Section 3 Coordinator, at (206) 937-3292.