

**Request for Qualifications and Proposals -  
Security Film Installation for  
Chinatown International District (CID)  
CID Small Business Relief Team**

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**Date Issued:**

January 24, 2022

**Mandatory RFQ meeting and neighborhood walk (before submitting application):**

February 3, 2022 (10:00 AM to Noon, Chinatown International District)

**Please confirm that you are able to attend this in-person meeting with Project Manager An Huynh ASAP: [anh@scidpda.org](mailto:anh@scidpda.org).**

**Submission Deadline:**

No later than 9:00 AM on Monday, February 14, 2022

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**Project Contact:** For questions related to the Request for Qualifications and Proposals, please contact An Huynh; [anh@scidpda.org](mailto:anh@scidpda.org).

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**Project Background**

Since the start of the COVID-19 pandemic, businesses in the Chinatown International District (CID) have experienced increased break-ins, burglary, and vandalism in addition to the economic struggles of operating a small business during a pandemic. The increase in property damage has led to many businesses putting plywood boards up to cover their windows as a preventive measure. As the pandemic continues, business owners are understandably concerned about the risks of taking down the plywood and the impact on security and safety. At the same time, the boards place a significant burden on businesses, limiting their ability to operate a transparent and welcoming storefront. There needs to be a way to address these security issues with concrete actions that alleviate the concerns for our community members.

In January 2022, the CID Small Business Relief Team (SBRT) received a Neighborhood Economic Recovery grant to install transparent security film to small business storefronts. The funding comes from the The American Rescue Plan Act of 2021 (otherwise known as ARPA), and facilitated locally through the Seattle Office of Economic Development. While no film guarantees complete protection, thick film prevents glass from scratching and scattering, and keeps intruders and projectiles out. Throughout the pandemic, more business owners have sought facade protection measures, including film, gates, lighting, and cameras. Transparent film is the most economical and least invasive. If a majority of storefronts have it, the district could be more resilient to crime.

The Chinatown International District (CID) is the only historic pan-Asian business district in the United States that is still an active immigrant gateway. In just a quarter of a square mile, there are approximately 350 family-owned and operated, Chinese, Vietnamese, Japanese, Taiwanese, Korean, Thai, Filipino and Laotian immigrant-founded businesses. These mostly small and immigrant & refugee-owned establishments are an integral factor in preserving, promoting, and



community non-profits conducting the project, as well as the City. Contractor interaction with small business owners will convey respect and empathy, while managing expectations.

- Comply with City of Seattle and federal funding specifications. This includes City of Seattle Executive Order 2021-08: COVID-19 Vaccination Requirements for City Contractors. <http://clerk.seattle.gov/search/clerk-files/322104> Additional detail to be provided at the RFQ/P informational meeting & neighborhood walk (February 3rd).
- Execute each of the individual 64 storefront projects in a timely manner, and the entire effort by the project timeframe (see schedule). As needed, contractors are welcome to respond with a team approach in order to meet the schedule.
- If this first round of projects is successful and there is additional interest from other business owners, secure other funding sources and expand the effort. SCIDpda staff responsibility.

### **Consultant Scope**

- 1.) Project start-up meeting with contractor or contractor team project manager, other key employees, SCIDpda project manager and other key staff. Review project scope, timeframe and preliminary survey information regarding selected storefronts.
- 2.) Written Deliverable: Recommendation(s) regarding optimal type, placement, extent and installation specifications for film. This may vary by storefront or building, but general parameters are needed prior to engaging with business owners. **No individual storefront project may exceed \$5,000.** Recommendation regarding best order or grouping of projects. SCIDpda to approve.
- 3.) On-going communication with SCIDpda project manager regarding progress and coordination of language support from non-profit staff. Contractor to inform Ms. Huynh of any challenges with business owner communication or film installation. Ms. Huynh will approve the scope and cost of each storefront installation, on a rolling basis.
- 4.) Coordination of 64 individual storefront projects with each business owner.
- 5.) 64 storefront installations of security film.

### **Proposed Budget for Contractors**

Budget not to exceed **\$250,000**, including materials, labor, permitting, sales tax, and contingency. Budget may not include travel expenses.

## RFP/Q Timeline

Date	Action
January 24, 2022	Open RFQ/P
February 3, 2022	Mandatory RFQ/P informational meeting and neighborhood walk with all interested firms
February 14, 2022	Close RFQ/P
February 18, 2022	Interviews
February 25, 2022	Select contractor(s)

## Project Timeline

Date	Action
Early March, 2022	Sign contract with contractor(s)
Mid March, 2022	Project start-up meeting
End of March, 2022	Written general recommendations regarding film and installation parameters and order/grouping of storefronts, SCIDpda approval
April, 2022	Initiate business owner engagement and film installations.
September 30, 2022	All 64 installations complete.

## Proposal Components

Please answer the following prompts. Responses should be on 8.5 x 11 inch paper, one-sided, 11 or 12 point font, single-space, and converted to a PDF when completed. Further instructions on how to submit your proposal are in the next section.

- **Letter of Interest:** In your letter, please include the following details:
  - a. **Company or Team Profile:**
    - i. Company or team location(s)
    - ii. How long you have been in business
    - iii. Scope of projects your team handles
    - iv. How many employees you have currently
  - b. **Project Management:**
    - i. Identify the lead project manager and key staff who will be working on this project. Please provide their biographies and/or resumes as an addendum to this proposal.
    - ii. Describe your experience working with grant-funded, especially federally-funded, projects.
  - c. **Project Experience:**
    - i. What is your experience working with historic storefronts?
    - ii. What is your experience with small business customers? What is your experience working with English Language Learner (ELL) customers?
    - iii. Have you had experience working in the Chinatown International District? If yes, what businesses did you work with, and what was your scope of work?

**d. Other Considerations:**

- i. What are your rates for different types of film and installation methods? Please provide labor, materials and any additional costs.
  - ii. Please explain how the global supply chain issues are impacting your business. Are you experiencing any issues with getting the film? How will you manage this or how will this impact the project?
  - iii. If you can show that you are capable of doing the whole scope, please explain your ability to do so. Teams of contractors are also welcome to apply, but one over-all project manager and prime contractor must be identified.
- **Work Samples:** Provide 3 specific work examples. Examples should demonstrate your range of work. Please include before & after photos, description of work, and client name and contact information (to be used as references).
  - **Exemplary Project Proposal:** Please provide a comprehensive proposal for installing security to the following two CID businesses. Include recommendations for security film, budget, and project timeframe. Additional details will be provided at the in-person RFQ meeting, as well as site visits.

**1) Liberty Tattoo (668 S Jackson St)**

**2) Crawfish King (725 S Lane St)**

**Submission Deadline & Requirements**

Please send an electronic copy in PDF format to SCIDpda Community Development Manager An Huynh ([anh@scidpda.org](mailto:anh@scidpda.org) ; 206-838-8715) **no later than 9:00 AM on Monday February 14th**. Please title your email "CID Facade Protection Proposal - [Contractor/Company Name]."

**About the CID Small Business Relief Team**

The CID Small Business Relief Team (SBRT) is a robust partnership with three community organizations: The Seattle Chinatown International District Preservation & Development Authority (SCIDpda), Friends of Little Saigon (FLS) and the Chinatown International District Business Improvement Area (CIDBIA). This COVID-19 response of the team is the most intentional and unified effort of the organizations to share, align, and combine resources to best serve businesses in the CID. In March 2020, the SBRT combined efforts to include a team of multilingual staff that assisted nearly all of the immigrant-owned businesses in the CID. Through the support of various funders, the SBRT provides direct support to businesses, navigating reopening guidelines, applying for local, state and federal grants and loans, accessing PPE, and understanding anti-eviction protections and business stabilization best practices. The team also launched the CID Small Business Relief Fund, which gave nearly \$1M in direct grants to small businesses.

Project Manager An Huynh is the Community Development Manager at SCIDpda. She has over 5 years experience managing community and economic development projects in the CID. During her time at SCIDpda, she has facilitated facade improvement projects, lighting and public realm improvements, community engagement events, and small business outreach. Please contact An at [AnH@scidpda.org](mailto:AnH@scidpda.org) with any questions about the security film project or Request for Qualifications and Proposals.