



MULTI-SERVICE CENTER

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Request for Proposal- Capital Needs Assessment

Introduction/Summary:

Established in 1971, the Multi-Service Center is a non-profit, community action agency dedicated to empowering low-income individuals and helping communities thrive. Our mission is to provide help and hope to our neighbors in need through innovative and integrated efforts that enhance the quality of life for everyone in the communities we serve. MSC provides a wide array of services primarily in South King County. These services include employment assistance, education, youth services, energy assistance, food/clothing, housing assistance (rental assistance, emergency shelter, transitional housing, permanent supportive housing) and a state wide Long Term Care Ombuds program which advocates for individuals residing in long-term care facilities. In addition, MSC owns and operates over 540 units of affordable housing in South King and Pierce Counties.

In 2015, MSC was awarded Housing and Urban Development Section 4 funding through Enterprise. The intent of this funding was to assist MSC in building capacity to address community housing needs and preserve and improve housing conditions in communities with high concentrations of poverty, with a particular focus on properties in Kent. MSC will be utilizing these funds to conduct a community needs assessment for its Maple Lane apartments and its Titusville building, which offers both commercial and residential space.

Scope of Work:

A Capital Needs Assessment is a systematic assessment to determine a property's capital needs over the next 20 years based upon the observed current physical conditions of a property. The CNA report provides a year-by-year estimate of capital replacement costs over this 20 year period for use by the property owner and other related management personnel in planning the reserve account for replacements and other funding to cover the anticipated costs.

This document outlines the basic requirements for MSC's needs related to an assessment. It is important to note that the actual CNA provided under this proposal needs to meet or exceed any additional requirements set forth by MSC's funder(s). This could include but is not limited to requirements set by Enterprise, HUD, County jurisdiction, city jurisdiction, Washington State or any other entity that the assessment needs to obtain final approval.

The CNA is based on the expected useful life in relation to the remaining useful life of all components that make up the properties basic needs. These components are separated into four main categories. The categories are **Site, Architectural, Mechanical/Electrical and Dwelling Units**. An **Executive Summary**, which shows the expenditures for each year of the next twenty year term, has the totals for all revenue, including the inflation values.

Site- Includes all parking lots, sidewalks and other hardscapes, exterior furnishings (benches, mail boxes, flag poles, etc.), landscaping (including trees, irrigation, fences, trash enclosures, etc). This category assesses all egress/ADA pathways and ADA parking for compliance. Any site life/safety items of note should be assessed in this section.

Architectural- Includes all exterior building components such as siding, roofing, windows, doors, building light fixtures and entries. This category also assesses the project accessibility and all compliance/non-compliance with the current ADA requirements. All common interior areas of the building, including the common laundries, kitchens, bathrooms and all other areas open to the tenants. This includes common corridors and stairwells. All life/safety items of note should be noted.

Mechanical/Electrical- Includes power distribution, shared hot water tanks, furnaces, boilers, elevators, entry systems, general fire alarm systems, corridor air systems, and all other common area serving equipment.

Dwelling Units- Includes all furnishings within the unit. All items for assessment shall include, at a minimum, flooring, wall conditions, doors, hardware, trim, cabinets, sinks, toilets, tubs/showers, faucets, countertops, light fixtures, receptacles, hot water tanks, fire alarm devices, heaters, bathroom hardware, appliances, bath fans, kitchen exhaust, laundry vents and closets/closet doors. At least 50% of all units shall be inspected. All ADA units on the property shall be inspected and assessed for complete compliance to ADA and UFAS standards.

Qualifications for the CNA Provider:

The Multi-Service Center is seeking proposals for Capital Needs Assessments regarding several of its properties. The Provider for these assessments must possess valid and current licenses and certifications necessary to comply with the "Statement of Work", as listed below and as regulated by all applicable state, county and/or local laws and ordinances.

The Provider must have prior training and experience in evaluating site and building systems, health and safety conditions, physical and structural conditions, environmental concerns and

have complete knowledge of the current standards, details and critical dimensioning related to total accessibility for a family and/or senior residential property, as defined by the American with Disabilities Act (ADA), United Federal Accessibility Standards (UFAS) as well as the local jurisdictional codes and requirements related to the specific properties.

Statement of the Work

The CNA provider shall provide a complete outline of the property including, but not limited to, all of the following criteria:

1. Site

Status of the paving, sidewalks, accessible paths to common areas, curbs and other hardscapes.

Drainage of the hard surfaces, landscapes and building perimeters.

Condition of life and safety issues such as handrails, uneven walking surfaces, pedestrian warnings, electrical and mechanical services, etc.

Trash enclosures, mailboxes, playground equipment and play area, site lighting and other common areas.

Landscaping and grading issues.

Any/all life /safety issues.

2. Building Exteriors-

Building cladding including the status/installation of the flashings, sealants, trim, corners, abutment to other surfaces and overall existing performance.

Windows and doors. Assess the condition and performance.

All penetrations such as mechanical vents, fixture mounts, Cable TV and satellite TV mounts, and utility entry points.

Roofing and gutters. Determine the condition along with the installation and the current performance.

Condition and code related issues for stairways, decks and deck rails.

3. Building Systems-

Common area and unit heat and ventilation.

Domestic water source and water heating source,

Electrical service and distribution.

Fire Alarm systems.

General lighting and illumination at the interior and exterior.

4. Common Areas-

Accessibility to all common areas. Include any life/safety concerns.

Condition of walls and ceiling substrates, doors, flooring and trim.

Egress and general pathways.
Security to the building.
Laundry services.
Stairs, ramps and railing systems.

5. Units-

Flooring including condition, transition strips, baseboards and other related items.
Bathrooms including plumbing fixtures, GFIC outlets, exhaust fans, bath hardware and cabinets.
Wall and ceiling substrates.
Doors, hardware and millwork.
Window coverings.
Kitchen including cabinets, countertops, sink/faucet, appliances, range hood exhaust, GFIC outlets.
Light fixtures, baseboard and wall mounted heaters, unit electrical panels and wall receptacles.
Hot water tanks.
Smoke/fire and CO detectors.

An interview should be conducted with the site management during the assessment to discuss all current issues needing immediate attention, typical tenant issues related to the building elements, mold issues, water intrusion issues, etc. In addition, the site management will need to provide any documentation, plans, recent citations and any other related information to the selected provider for use in analyzing the property needs.

A detailed narrative description of the property is required to assist in the description of all line items shown in the category spreadsheets. The narrative should include the year the property was constructed, fully describe any former rehabilitation to the property, additional information and descriptions related to all components of the four main categories (above) , a full assessment of the properties current and needed accessibility issues and any recommendations from the Provider on current and/or future issues caused by existing conditions.

The assessment of these properties shall be completed within a 4-6 week time frame based on the property size. A spreadsheet (Executive Summary) showing the needs over a 20 year term will be provided at the completion of the property assessment. This will show reserve costs needed for each year of the 20 year term including inflation for the term along with individual line item assessments as defined above.

Descriptive photos of all four categories shall be included as an attachment. The photos should focus on the items/issues related to the costs shown in the assessment. A minimum of 50 photos shall be included. Photos, when submitted in electronic form, shall be sized so the completed CNA , including photos, does not exceed 7 MB.

SUBMISSION

Please provide a proposal for services to **Multi-Service Center** for a complete Capital Needs Assessment, based on the information above and the following information provided by MSC:

Property #1-Maple Lane Apartments

Address: 1621 Maple Lane, Kent, WA 98032

Family property.

Number of units: 16

Number of buildings: 4

Property built in 1992

Property #2- Titusville Station

Address: 205 ½ 1st Ave, Kent, WA

Property includes single residency studios for women in MSC's transitional housing program, affordable housing apartments, and commercial spaces on the first floor.

Number of residential units: 19

Number of commercial units: 7 tenant spaces with 12 rooms total

Property built in 1907

Proposals should provide the following information:

- Cover sheet with company name, address, year of establishment, contact information, and summary of the work that the company does. Please note on the cover sheet if you are a minority or women owned business enterprise as preference will be given to MWBEs
- Experience in providing CNAS for similar types of projects. Please include description of prior training and experience in evaluating site and building systems, health and safety conditions, physical and structural conditions, environmental concerns and have complete knowledge of the current standards, details and critical dimensioning related to total accessibility for a family and/or senior residential property, as defined by the American with Disabilities Act (ADA), United Federal Accessibility Standards (UFAS) as well as the local jurisdictional codes and requirements related to the specific properties. Include experience and training of key personnel associated with this project.
- Description of how you would propose to undertake the CNA. Please include timelines for each aspect of the proposed CNAs and steps you would take during each component.
- Experience in working with non-profit, affordable housing developers if applicable.
- List of all applicable licenses and certifications. Also, include proof of general liability insurance in the amount of \$1,000,000 per occurrence.

- Line item budget for the proposed CNA(s).
- At least three professional references with contact information.
- Brief sample CNA preferred by not required.

Proposals should be in a font no smaller than 12 and should not exceed 11 pages not including CNA samples.

Terms and Period of Performance

Total funding available for CNAS for these properties is \$10,000. Proposals must include both properties with a budget not exceeding \$10,000 total.

MSC anticipates awarding contracts in January 2016 with the expectation that CNA work will be completed no later than March 31, 2016. CNAs for both properties are anticipated to be completed within 6 weeks from the time that the contract with the CNA provider is fully executed.

Proposals will be rated on the following criteria:

- Cover sheet include all applicable data (up to 5 points)
- Description of similar experience (up to 25 points)
- Description of CNA approach (including time lines and demonstrated willingness to work with diverse partners/stakeholders) (up to 25 points)
- List of all applicable licenses and certifications as well as proof of general liability insurance. (up to 10 points)
- References (up to 5 points)
- Line item budget (up to 25 points)
- Experience working with non-profit, affordable housing developers (up to 5 points)

TOTAL POINTS POSSIBLE: 100

Proposals will be reviewed and scored by a panel.

Please note that there is a possibility for future contracts to continue implementation of the CNA recommendations contingent upon funding.

Proposals must be submitted by 5 pm on January 3, 2016.

Please submit proposals to the attention of Robin Corak at robinc@mschelps.org. Please be sure to put CNA proposal in the subject line.