



MSC Request for Proposal - General Contractors

Victorian Place II Rehabilitation work

Section 1: Overview of RFP for General Contractors for Victorian Place II Rehab

Multi-Service Center (MSC) is a nonprofit organization that helps to strengthen communities throughout South King County. We address the causes and barriers of poverty and homelessness with comprehensive and holistic services that help to lift people from crisis and vulnerability to self-sufficiency and stability. With individually tailored support and resources, adults, youth, and children can find their way out of poverty. MSC's mission is building a future without poverty by creating pathways to help, hope, and dignity for our neighbors.

MSC develops new affordable housing and rehabs existing affordable housing stock. MSC owns and operates over 1,000 units of housing.

Allied Property Management specializes in the professional property management of apartment communities in the greater Seattle - Tacoma area and throughout Western Washington with a portfolio of over 14,000 units under management. Since opening its doors over 30 years ago, the firm remains focused on providing customized and innovative management solutions for both market rate and affordable multifamily properties under development or in lease up, those requiring renovation or market repositioning, and properties which are stabilized but could benefit from operational improvements.

Victorian Place II is owned by MSC and managed by Allied Property Management. Victorian Place II located at 24517 26th Pl S, Des Moines, WA 98198. Victorian Place II was built in 1989 and has two buildings with 20 units. All the units are 3 bedroom/2 bath. There is no onsite staff.

Purpose of RFP

MSC is requesting proposals for a General Contractor that will meet the requirements outlined in this RFP. Through this RFP, MSC seeks proposals from qualified vendors for a General Contractor that will provide construction rehab to Victorian Place II.

RFP Process

This is an open and competitive process. The provisions of this RFP and the contents of the successful responses will be considered by MSC and made available for inclusion in final contractual obligations.

Procurement Timeline

- RFP Release Date: June 24, 2024
- Vendor Questions Due: July 5, 2024. Please email to: amandas@mschelps.org

- MSC responses to Vendor Questions Due: July 8, 2024. Responses will be emailed out to vendors and posted on our website.
- Vendor RFP Responses Due: July 17, 2024. Please email to: amandas@mschelps.org

RFP Response Structure/Format and contact information:

- Table of Contents
- Vendor Qualifications/Organizational Capacity - **Section 3** questions answered – Please provide a narrative answering all questions in Section 3.
- Cost Proposal as outlined in **Section 4**
- Include following **attachments**: GC resumes of key staff and organizational cover letter

Please submit questions and final proposals to Amanda Santo, COO, MSC, at amandas@mschelps.org.

Section 2: GC Requirements

- The project requires all work to pay prevailing wage per WA State L&I Guidelines.
- Funder reserves the right to conduct onsite project inspections at any time. Any SKHHP inspection shall be completed and SKHHP’s notice of approval or disapproval shall be given within ten (10) working days of receipt of Contractor’s complete request
- GC will provide Permits as needed for work as Required
- Payment shall be disbursed to GC no more frequently than monthly
- **Construction Requirements**
 - At a minimum, Contractor shall construct the Project to comply with National HUD Housing Condition Standards in 24 C.F.R. § 5.703 and shall maintain the constructed Project to these or higher property standards throughout the Contract term.
 - All construction under this Contract shall comply with currently applicable building codes, electrical codes, plumbing codes, energy codes, this Contract and the Washington State Evergreen Sustainable Development Standard (ESDS) (if proposed by the Contractor in the approved Combined Funders Application or if otherwise required for the Project).
 - All substantially rehabilitated housing shall meet applicable local codes, rehabilitation standards, ordinances, and zoning codes.
- **Lead-Based Paint:** Comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4821-4846), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. §§ 4851-4856), and implementing regulations at 24 C.F.R. Part 35, subparts A, B, J, K, and R. Generally, these laws: (1) prohibit the use of lead-based paint (whenever Contract funds are used directly or indirectly for construction, rehabilitation, or modernization of residential structures), (2) require the elimination of immediate lead-based paint hazards in residential structures, and (3) require notification to certain residential structure tenants/purchasers of lead-based paint poisoning hazards.

- **General Business Requirements. For your bid or proposal to be considered you must:**

- Have a license to do business in Washington State.
- Have at least 3 years in business under the same name or ownership group.
- Have industrial insurance coverage for the bidder's employees working in Washington.
- Have an Employment Security Department number.
- Have a state excise tax registration number.
- Not appear on any state or federal debarment lists.
- Be current with payments to the IRS and the Washington State Departments of Labor & Industries, Revenue and Employment Security.
- You must also maintain minimum insurance. In most cases this means:
 - General liability: \$1 million per occurrence & \$2 million aggregate.
 - Auto liability: \$1 million per accident (combined, single limit).
 - Employer's liability/Washington State stop hap: \$1 million per accident (combined, single limit).
- MSC is to be made an additional insured with respect to general liability during operations and completed operations.
- Contractor's insurance coverage shall be primary/non-contributory.
- The contractor on behalf of itself and its liability insurance carriers will release and waive any claims and subrogation rights against MSC. MSC may require higher limits or more coverage, depending on the type of work you will do. All coverage applies equally to subcontractors.

- **Construction & Maintenance Requirements**

In addition to the general requirements listed above, construction and maintenance firms must also:

- Obtain bid bonds for projects of more than \$150,000.
- Obtain payment/performance bonds for 100 percent of the job value for projects of more than \$150,000.
- Agree to retainage of 5 percent (or 10 percent upon request and approval).
- Have an experience modification factor of 1.0 or less. This may be waived on a case-by-case basis.
- Pay Davis-Bacon or HUD Non-Routine Maintenance wages and submit certified payrolls for projects of more than \$2,000. You must also file intents and affidavits with the Department of Labor & Industries when working on these contracts. Learn about filing for projects that are federally funded.
- Pay Washington state prevailing wages for non-federally funded projects of more than \$2,500 at MSC-owned properties. You must also file intents and affidavits with the Department of Labor & Industries when working on these contracts. Learn more about the prevailing wage law and specific wage rates.

- **Fair Housing Laws:** All contractors that work with MSC must follow federal fair housing and accessibility laws.

- **Business Policies**

- You must work to receive payment. No pay in advance.
- Payments process within 30 days of invoice receipt if you meet all compliance requirements.
- You may invoice materials delivered on site before installation.
- You must submit payrolls every week on federally funded projects, even if no work is done.
- We may interview at least one person from every contractor and subcontractor company on the job site to verify their employer's wage rates.
- You must include taxes on materials in bids for federally funded projects (Davis-Bacon or HUD Non-Routine Maintenance wage projects) of more than \$2,000 and non-federally funded projects (Washington State prevailing wage projects) of more than \$2,500.
- Before work starts, both you and MSC must sign contracts, and MSC must issue the Notice to Proceed.
- MSC uses requests for proposals (RFPs) and qualifications (RFQs) for some construction bids. We use these requests for all professional services contracts.

Section 3: RFP Questions for Vendors Vendor Qualifications/Organizational Capacity

1. Provide a statement acknowledging review and receipt of section 2: GC requirements outlined below. Please cite any concerns or information you would like to share as it relates to the requirements of this project.
2. Share your experience in multifamily housing construction that best aligns with the scope of work outlined below including working on contracts funded by government funding that requires prevailing wage and Evergreen Sustainable Development Standards (ESDS).
3. Proposed Project Team: outline the proposed roles, responsibilities, and expectations of GC team, subcontractors, ownership and property management.
4. Describe your overall construction process based on the scope of work provided below in section 5.
5. Please provide a project timeline to include key milestones and end of phase deliverables.
6. Financial Stability - Please describe your organization. Description is not limited to but should include some or all of the following: number of employees, number of customers, annual gross revenues, geographic area served and how long the business has been operating.

Section 4: Cost Proposal

Please provide a detailed breakdown by line item of all costs included in your proposal including but not limited to the following:

- Materials
- Subcontractor
- Fees and permits
- Taxes
- GC overhead/profits

- Bond/Insurance/B&O

Please note: your bid should utilize the prevailing wage rates. The price you quote should be inclusive of all costs including sales tax. If your price excludes certain fees or charges, you must provide a detailed list of excluded fees with a complete explanation of the nature of those fees.

Section 5: Detailed Project Scope of Work

Rehabilitation of the project, including:

1. Landscape improvements

- Focus on erosion and water drainage on the property
- Install rock wall along west side of a building, 10' from building.
- Install pathway, stone steps/pavers
- Ground cover along each side of pathway
- Tree removal- trees overgrowing roof line.

2. Staircase repairs

- Tread replacement on each stair in breezeway
- Repairs as needed

3. Installation of new railings

- New cast iron rails
- Railings – exterior
- Railings – breezeway
- Railings for decks.
- Replacing existing wood rails

4. Seal coating and restriping the parking lot - There are 4 parking lots, two for each building.

- Seal coating quantity unit description
 - Preparatory/cleaning time to prepare for sealcoat in all necessary areas.
 - Clean asphalt surface of loose dirt, and other debris using rotary broom, wire broom, power backpack blowers or other methods as appropriate 15,200 sq. Ft.
 - Apply two coats armor seal a-100 *maxituff* asphalt-based slurry sealer to pavement area using 505 gallons of manufacturer sealer diluted 4-to-1 (sealer to water)
 - 1 day mobilizations
 - 1 unit one year material and workmanship warranty
- Striping quantity unit description
 - 310 feet curb painting (yellow)
 - Handicap on blue background stencils (white)
 - 6 units no parking fire lane stencils 18" (yellow)
 - 44 units wheel stop painting (yellow)
 - 663 feet white stripe painting, 4"

- 1 unit one year material and workmanship warranty
- Crack filler quantity unit description
 - 110 feet
 - Clean and fill necessary cracks (between approx. 1/8" and 3/8" diameter) with hot-apply rubberized crack filler to
 - Prevent moisture intrusion to sub-base
 - 1 unit
 - Includes application of crack filler along any perimeter cuts of old patches where original sealer is failing. Excludes any Note: "alligatored" areas or tree roots. These should be addressed with other methods.
 - 1 unit crack filler minimum charge mobilization
- Curbing quantity unit description
 - 110 lineal feet removal and disposal of damaged extruded curbing (2 yards)
 - 110 lineal feet placement of commercial extruded curbing -- mortar adhesion
 - 1 units mobilizations
 - 1 units one year material and workmanship warranty

5. Upgrading external lighting

- Upgrade back patio to led fixtures
- Confirm all common area building lights are working on automatic sensors. Turning on and off.

6. Recoating all tenant decks

- Use dec tec coating system

7. Installation of new siding

Scope of work: 'siding and related'

- Demolition:
 - Includes removal and disposal of all existing cladding.
 - This includes all the original cedar lap siding, and trim.
 - Demo includes front flower bed wall. This will allow the new siding to continue to the bottom of the porch wall.
 - This includes existing weather resistive barrier (WRB), and misc. Trims, etc.
 - On site construction dumpster for all debris removal and Sani-Can is included in the proposal.
 - The bid includes a plan to control siding system debris with plastic tarps to protect grounds during removal.
 - During this process the owner may need to address some miscellaneous items. Hose pipes, vents pipes and light fixtures, as these items might need a plumber and or electrician to extend said items attached to house. We will not be supplying a plumber or an electrician.

- WRB:
 - Install hydro gap building wrap under siding system.
 - To follow manufacturers installation guidelines – after window/door installations.
 - Includes flexible flashings at all penetrations and around windows as indicated.
 - To be installed per elevation during siding sequence.

- Cladding: base bid includes the installation of following.
 - James Hardie pre-primed fiber-cement lap siding, usage of 8 ¼” plank for a 7” reveal. Smooth or cedar finish.
 - Outside corner detail to be the James Hardie fiber cement trim and the inside corners to be FJ 2x2 wood.

- Other siding scope of work details:
 - All Metal flashing to be shop fabricated Metal – 26GA primed.
 - Includes Trim band at each elevation 12” Primed wood.
 - Window trim detail: James Hardie Fiber cement trim 4” (installed block style)
 - All siding work to installed to meet per RCW Code guidelines.
 - Includes all caulking related to siding scope of work.
 - Fasteners – To be Stainless Steel type.
 - Includes Daily onsite clean-up to Dumpster.
 - To provide all necessary Materials & Labor to complete the scope of work as described in detail below. Prevailing wage has been included. Details are inclusive of the work to contracted. No materials or labor and/or permits are included if not listed below.

8. Applying Exterior Paint

- Itemize cost to paint entire property walls and trim, Breezeways, attached fences to units
- Brand and Colors to be provided
 - Sherwin with Williams Duration Flat Spray 2 coats of paint on all siding.
 - Provide paint & Materials
 - Itemize cost to repaint Storage Shed in parking lot.

9. Replacing all gutters and downspouts on both buildings

- 6K Steel Gutters
- Include clean out outs at catch basins at each down spout

10. Replacing all windows & all sliding glass doors

SCOPE OF WORK: Buildings A and B

- New Milgard Trinic V300,2610, SD2 1 3/8” Setback (matched existing look)
- Includes Transferable Limited Lifetime Manufacture Warranty.
- Window count of 85, sliding glass doors count 39. Drawings will Need to be provided if awarded project.
- Color to be White Exterior and White Interior with the grid pattern (like for like)

- STC Rating is .33
- Glass package to meeting Seattle code. (U-Value .27 to .28 to .29)
- Glass package meets Energy Star Program requirements. Dual Glaze w/Argon / Sun Coat Gray Edge Gard Max spacer
- All sliding glass doors to be Tempered.
- Screens are included on all windows that open and all sliding glass doors.
- All windows will be installed in a weather tight methodology with a nailing flange.
- Interior drop plastic will be used to cut down on any debris from install.
- Includes all necessary interior and exterior caulking/sealing
- Includes removal and disposal of existing windows and sliding glass door.

11. Replacing unit entry doors

- 20 qty
- Doors will Need Self Closing hinges, to self-close
- Masonite Exterior Steel Door
 - Blue Color is Night Tide
 - Grey color is Silver Cloud

Color/Finish: **Night Tide**



- Schlage Elan Residential Single Cylinder Keyed Entry Interior Pack with Trim

> Brands > Schlage > View All > Schlage F59-ELA

Item # bci1100031



Schlage Elan Residential Single Cylinder Keyed Entry Interior Pack with Trim

Model F59ELA626
from the Elan Collection
★★★★★ 3 Reviews

\$82.05

Finish: Satin Chrome - 5 In Stock



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12. Replacing baseboard heating with energy-efficient heating systems.

- Install Cadet Com-Pak In-wall Fan-forced Electric Heater in White in each bedroom.
- 20 units, 3 bedrooms per unit.
- Remove current, existing baseboard heaters and install new heaters & thermostats.
- Sheet rock repairs & paint as needed.

END SCOPE OF WORK