

MSC Request for Proposal
Titusville E-side Apartments Window Upgrade

Property Name: Titusville Station

Property Address: 202 West Gowe Street, Kent, WA 98032

MSC Contact Name, Email and Phone:

Kristin Logue

operations@mschelps.org

253-835-7678 ext. 100

Bid Submittal Deadline: Friday, October 10, 2025, by 5:00 PM

Bid Submittal Instructions:

Email bids/proposals to: Kristin Logue, operations@mschelps.org

Project Title: Titusville E-side Units Window Upgrades

Section 1: Introduction to Multi-Service Center - www.mschelps.org

Multi-Service Center (MSC) uplifts communities by increasing equitable access to advocacy, opportunities, and well-being. MSC is a non-profit organization with a holistic approach, offering a variety of critical services to the vulnerable, low-income and homeless populations.

Section 2: RFP Process

This is an open and competitive process.

RFP Release Date: **Wednesday, August 27, 2025**

Procurement Timeline:

1. Property Walk-Through for Potential Vendors

MSC is offering two scheduled walk-throughs for vendors interested in submitting a bid or proposal based on the work outlined in this RFP. These walk-throughs are intended to ensure that all estimates are accurate and tailored to the site-specific requirements.

Please email James Brehm, Facilities Maintenance Manager, at james.brehm@mschelps.org with your preferred date and time:

- Wednesday, September 10, 2025 — 9:00 AM to 11:00 AM
- Thursday, September 11, 2025 — 2:00 PM to 4:00 PM

2. Deadline to Submit Questions Regarding the RFP:

Friday, September 26, 2025, by 5:00 PM

3. Deadline to Submit Bids/Proposals:

Friday, October 10, 2025, by 5:00 PM

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Please email vendor questions to Kristin Logue, Operations and Affordable Housing Manager:
operations@mschelps.org

Section 3: Project Scope

General Summary of the property:

Titusville Station is an apartment property that has 19 apartment units over commercial retail spaces on the first floor. The building is part of the historic downtown section in Kent, Washington. The building is a wood framed structure supported by concrete footing pads and some shallow concrete foundation walls. There are different claddings on the exterior. The north side has both brick and other masonry finishes. The west side (alley) has exposed bare concrete walls. The east side has decorative masonry on the upper portions with retail storefronts below. The south side is directly adjacent to the neighboring property. This wall is shared by the adjacent property. The top 15 feet is exposed over the adjacent property's roof. This wall is older brick veneer. The roofs on Titusville Station are flat (built-in slopes for drainage) wood framed substrates with overlaid membranes and flashings.

There is a small basement with access through an exterior door on the NW corner of the building. The former boiler for the property is located here. The hot water tanks for the north apartments and some of the retail are located here as well. The water service entry into the building is located in the basement space on the north wall. There is an active sump pump in this space to protect against ground water. This space also has a small storage area for tenants. The remaining area under the 1st floor is a very shallow crawl space, which is divided between the two building segments. The crawl space has numerous utility crossings of both electrical and plumbing and should be inspected in the near future, as noted above.

This project is only for the second-floor windows in our E-side apartments.

Replacing and upgrading windows

- Remove old windows
- Install new energy star windows
- Repair anything damaged during installation including drywall

Window specifications

- Property has 16 windows requiring replacement due to seals failing causing water and air to travel into the building
- Windows are vinyl construction mounted to wood frames
- 15 windows are vertical single hung approx. 24" wide by 46" high
- 1 window is stationary approx. 14" wide by 20 "high

All materials are to be provided by the contractor.

All debris to be removed off site.

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Section 4: Cost Proposal and Narrative

Please provide as much detail as possible in your cost proposal and include a narrative explaining your expenses.

1. Material costs
2. Labor – Installation costs
3. Optional features/add-ons and related fees
4. Projected timeline for scope of work
5. Three references from customers/companies that the vendor has worked with in the past where similar work was performed, along with contact information for these customers/companies.
6. Attachments and/or explanations of proper license(s) and insurance.

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.