

## **MSC Request for Proposal - General Contractors**

### **White River Apartments Rehabilitation work**

#### **Section 1: Overview of RFP for General Contractors for White River Apartments Rehab**

Multi-Service Center (MSC) is a nonprofit organization that helps to strengthen communities throughout South King County. MSC's mission is to uplift communities by increasing equitable access to advocacy, opportunities, and wellbeing. 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.

White River Apartments is owned by MSC and managed by Allied Property Management. White River Apartments located at 1301 31st St SE, Auburn, WA 98002. White River Apartments was built in 1978 and has 24 units. All the units are 2 bedroom/1 bath.

#### **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 White River Apartments.

#### **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: December 29, 2025
- Vendor Questions Due: January 9, 2025. Please email to: [operations@mschelps.org](mailto:operations@mschelps.org)
- MSC responses to Vendor Questions Due: January 19, 2024. Responses will be emailed out to vendors and posted on our website.
- Vendor RFP Responses Due: February 2, 2025. Please email to: [operations@mschelps.org](mailto:operations@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 [operations@mschelps.org](mailto:operations@mschelps.org)

**Section 2: GC Requirements**

- The project requires all work to pay prevailing wages per WA State L&I Guidelines.
- The 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.

- **Nondiscrimination and Fair Housing Laws:**

- All contractors that work with MSC must follow federal fair housing and accessibility laws.
- Presidential Executive Orders and regulations that prohibit discrimination to the extent applicable. These laws include, but are not limited to, RCW 49.60, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000a, et seq.), the American with Disabilities Act of 1990 (42 U.S.C. § 12101, et seq.), and the Civil Rights Restoration Act

of 1987 (20 U.S.C. § 1687, et seq.).

- The Contractor shall undertake equal employment opportunity efforts to ensure that applicants and employees are treated without regard to their sex, race, color, marital status, national origin, religious affiliation, disability, sexual orientation, gender identity or expression, or age. The Contractor's equal employment opportunity efforts shall include but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeships.
- Any violation of the mandatory requirements of the provisions of this section shall be a material breach of contract for which the Contractor may be subject to damages, withholding payment and any other sanctions provided for by the Contract or by applicable law.

- **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:

- **Landscape improvements**
  - Focus on erosion and water drainage on the property
  - Tree removal – leaning trees
- **Seal coating and restriping the parking lot.**
  - 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.
    - 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
    - Curb painting (yellow).
    - Handicap on blue background stencils (white).
    - No parking fire lane stencils 18" (yellow).
    - Wheel stop installation.
    - Wheel stop painting (yellow).
    - White stripe painting, 4".
    - 1 unit 1 year material and workmanship warranty.
  - Crack filler quantity unit description
    - As Needed
    - 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
    - Includes application of crack filler along any perimeter cuts of old patches where original sealer is failing. Excludes any Note: "alligated" areas or tree roots. These should be addressed with other methods.
  - 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
- **Upgrading external lighting**
  - Trenching

- Pole Bases w/light poles (3)
- Lighting Control
- Intercept existing ckt from building
- Asphalt removal and repair
- Exterior building lighting to replace existing fixtures. To be RAB W34L
- **Exterior building walkways**
  - Install new primed cedar deck fascias.
  - Install new 3/4" sanded deck sheathing and fasten to deck framing with stainless steel ring shank nails.
  - Plane perimeter of deck to allow for proper flashing integration.
  - Install PVC-clad metal "white".
  - Install proper sealants, adhesives and allow to cure (per manufacturer specification), and 1 layer of 60mil DecTec "classic" line deck membrane for deck membrane that is properly integrated into front door stainless steel door pans.
  - Install Fortress FE26 Plus metal railings where existing railing systems are located even down the existing stairs. Color to be "gloss black". Style to be single top and bottom rails with vertical pickets spaced no more than 3 7/8" apart. Deck railing posts to be surface mounted.
- **Installation of new siding**
  - WRB:
    - Install Tyvek commercial building wrap over siding system.
    - To follow manufacturers installation guidelines - after door installations.
    - Includes flexible flashings at all penetrations and around windows as indicated.
    - To be installed per elevation during siding sequence.
  - Cladding:
    - James Hardie pre-primed fiber-cement lap siding, usage of 8 1/4" plank for a 7" reveal. Smooth or cedar finish. Panel siding to be used at breezeway soffits only where existing.
    - 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.
    - Window trim detail: James Hardie Fiber cement trim 4"(installed block style).
    - All siding work to be installed to meet per RCW Code guidelines.
    - Includes all caulking related to siding scope of work.
    - Fasteners - To be Stainless Steel type.
- **Applying Exterior Paint – 24 units**
  - Entire property exterior siding, trims.
  - Sherwin Williams Duration, to be 2 coat application with airless sprayer.
- **Replacing all gutters and downspouts on both buildings**
  - 6K Steel Gutters

- Include clean out outs at catch basins at each down spout
- **Replace unit entry doors, install metal screen doors - 24 qty**
  - Doors to have self-closing hinges to allow doors to close on their own.
  - Codel smooth panel fiberglass door. Stainless steel door pan not included.
  - Door to be painted on one side and on the other side.
  - Schlage Elan Residential single cylinder keyed entry interior pack with trim for hardware.
  - Metal screen door to be added.
- **Water heater replacement**
  - Provide and install (26) 50gal electric water heaters to occupied units, plus (2) 50gal electric water heaters in the public laundry rooms.
  - Includes all new valves at the water heater, new flex lines, new expansion tanks, earthquake straps and piping to temperature and pressure relieve lines in unit only.

#### **END SCOPE OF WORK**