

# MSC Request for Proposal - General Contractors

## Federal Way Headquarters Lobby

### Section 1: Overview of RFP for General Contractors for Federal Way Headquarters Lobby

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. This mission is guided by MSC's vision for thriving communities rooted in equity and justice, where all community members can experience joy and belonging.

To uphold this mission, MSC provides a wide range of programs that support individuals and families across South King County. Through MSC's Economic Opportunity department, services include community and career navigation, regional access point services, family emergency shelters, supportive housing for single adults and veterans, rent and emergency assistance, and Federal Way Open Doors for high school diploma or GED attainment. MSC's Energy department provides energy assistance to households facing financial barriers, including support for cooling units and assistance with energy, water, and sewer bills. Food assistance is offered through The Market at Redondo Heights, a food bank located at one of MSC's affordable housing sites serving the surrounding Federal Way community. MSC also hosts the State Long-Term Care Ombudsman Program and operates three local Long-Term Care Ombudsman Programs entities, advocating for the rights and protections of long-term care residents under federal and state law. Additionally, through its affordable housing sites, MSC promotes access to safe, stable, and quality housing for low-income families throughout South King County.

MSC's Federal Way Headquarters Lobby located at 1200 S. 336<sup>th</sup> St. Federal Way, WA 98003 serves as an important connection point for community members to meet with MSC staff to access support and services. As such, the lobby plays an essential role in creating an open, safe, and dignified experience for both community members and staff. The intent of this project is to enhance staff and client/guest safety and security, while expanding the exiting lobby waiting area with minimal disruption to ongoing MSC operations.

### RFP Process and 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 for the Federal Way headquarters lobby. 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: 3/5/2026
- Vendor Questions Due: 3/17/2026. Please email to: [operations@mschelps.org](mailto:operations@mschelps.org)
- MSC responses to Vendor Questions Due: 03/26/2026. Responses will be emailed out to vendors and posted on our website.
- Vendor RFP Responses Due: 4/13/2026. 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 City of Federal Way inspection shall be completed, and the City of Federal Way’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**
  - Comply with and perform the Services in accordance with all applicable federal, state, and City laws including, without limitation, all City codes, ordinances, resolutions, standards and policies, as now existing or hereafter adopted or amended.
- **Lead-Based Paint:** Comply with all applicable lead-based paint requirements, including HUD regulations (24 C.F.R. § 35), the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. §§ 4851 et seq.), and all relevant federal, state, and local laws and standards.
- **Other:** Comply with the Clean Air Act as amended, 42 U.S.C. §§ 7401, et seq.; Water Pollution Control Act, 33 U.S.C. §§ 1367, et seq., as amended; Environmental Protection Agency regulations, 40 C.F.R. §§ 1.1, et seq.

- **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:
    - Commercial General Liability: \$ 1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage and \$2,000,000 in the Aggregate.
    - Automobile Liability: \$ 1,000,000 combined single limit per accident for bodily injury and property damage.
    - Employer's liability/Washington State stop gap: \$1 million per accident (combined, single limit).
    - Builder's Risk Insurance: One hundred percent replacement cost value.
    - Professional Liability, Errors & Omissions: \$1,000,000, Per Claim and in the Aggregate
    - 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:

- A payment bond from the Contractor for one hundred percent of the contract price. The Contractor may, at its discretion, require any of these requirements on construction contracts of less than \$ 100,000. The specific requirements for bid guarantees and bonds are at 24 CFR Pa11 84.48(c) for nonprofit corporations and 24 CFR Part 8 5. 3 6(h) for municipal corporations and agencies of the State of Washington.
- Pay Davis-Bacon as amended (40 U.S.C. §§ 3141 and 3142), and that they comply with the Copeland Act (18 U.S.C. § 874), 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.
- If there is a difference between Washington State Prevailing Wages and Federal Davis Bacon wages, the contractor and all subcontractors shall pay the higher of the two wages.

- **Nondiscrimination and Fair Housing Laws:**
  - All contractors that work with MSC must follow federal fair housing and accessibility laws.
  - Comply with all applicable federal, state, and local laws, ordinances, executive orders, and regulations prohibiting discrimination. These include, but are not limited to, Chapter 49.60 RCW; Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000a et seq.); the Americans with Disabilities Act (42 U.S.C. § 12101 et seq.); and the Restoration Act of 1987. Must also meet all affirmative action requirements referenced in the contract and related federal regulations, statutes, and rules.
  - 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.
  - 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 commercial construction that best aligns with the scope of work outlined including working on contracts funded by government funding that requires prevailing wage.
3. Proposed Project Team: outline the proposed roles, responsibilities, and expectations of GC team, subcontractors, and ownership.
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**

#### **Scope of Work**

Rehabilitation of the project, including:

#### **Demolition & Salvage**

- Limited demolition of the existing reception desk and adjacent office walls, as indicated on the drawings.
- Protect all adjacent existing conditions.
- Salvage and reuse removed materials where it is feasible to match existing finishes.

**Reception Desk & Security Improvements**

- Relocate the reception desk to the new location shown on the plans.
- Construct partial-height walls with relites and transaction windows enclosing the reception area.
- Provide secure access from the lobby to staff-only areas at three (3) access points shown on the plans and coordinate with existing MSC security requirements.

**Electrical, Data & Systems Coordination**

- Provide new electrical and data receptacles at the relocated reception desk to accommodate two (2) workstations, in compliance with applicable codes.
- Coordinate all access control hardware at the three (3) new access points with the existing MSC access control system.
- Coordinate any required modifications to the existing security and access control systems directly with MSC.

**Mechanical, Electrical, Plumbing & Life Safety**

- Modifications to existing HVAC, lighting, fire sprinkler systems, and life safety equipment are not anticipated.

**General Requirements**

- Work is limited to the areas identified in the contract documents.
- Construction activities shall be coordinated and scheduled to minimize disruption to normal MSC operations.
- Contractor to verify existing conditions and notify the Owner and Architect of any conflicts or unforeseen conditions.
- Contractor shall provide appropriate safety, dust control, noise mitigation, and temporary protection measures to ensure the safety of staff and guests at all times

**END SCOPE OF WORK**