



Mt. Si Senior Center
411 Main Ave S. • PO Box 806 • North Bend, WA 98045
425-888-3434 www.mtsiseniorcenter.org

REQUEST FOR PROPOSAL

TO PROVIDE

CONSTRUCTION MANAGEMENT SERVICES

FOR

REHABILITATION OF MT. SI SENIOR CENTER

IN NORTH BEND, WA

RELEASE DATE: AUGUST 3, 2018

DUE DATE: AUGUST 21, 2018 by 12:00 PM

Mt. Si Senior Center (MSSC) is requesting proposals from qualified construction management firms to work with MSSC to rehabilitate its facility. MSSC's intent is to open this request for proposals to any firm that meets the qualifications outlined in the minimum qualifications section of this RFP.

Mt. Si Senior Center

Mt. Si Senior Center operates a 37-year old facility that serves aging adults 50 and older, providing them social and recreational activities, lunches, fitness classes, educational opportunities, information and assistance, and limited health care onsite. The facility also houses a thrift store and administrative offices. The Center is open daily, Monday through Friday, from 9am to 4pm. Approximately 1000 adults use the Center each year and the average daily attendance is 181 people.

The facility is comprised of two buildings. The original structure, built in 1981, is in average condition for its age. The addition, built in 1993/1994, is in good condition. The intervening space between the older and newer section is in average physical condition. Both buildings have areas where deferred maintenance and capital improvements are to be addressed. There is an area in the addition, most recently used for transportation offices, which requires repair due to the high impact of that use.

Mt. Si Senior Center has begun seeking and securing funding for repair and rehabilitation work. The rehabilitation work has a total budget of approximately \$475,000 and is expected to be phased over the course of 3 to 4 years. The first phase of work, to be completed in 2018, includes repairs and minor capital improvements along with architectural and interior design work. The 2018 budget is \$52,000 and funding has been secured. Work can begin immediately and must be completed by December 31, 2018, with the possibility of an extension into early 2019.

Consultant Services and Experience

This construction management project includes, but is not limited to, the following:

- development and solicitation of RFPs for architectural and interior design services relating to the larger building rehabilitation project;
- solicitation of quotes, or RFPs if appropriate, for contractors to perform the 2018 work;
- coordination and direction of contractors to make repairs to the HVAC system, window panes, doors, ceiling; interior painting; and installation of new flooring;
- assistance with budget preparation for further funding requests.

Respondents should have relevant experience or expertise in construction project management on public facilities in the State of Washington and experience working with nonprofit organizations. Experience with government or grant funded projects and an understanding of the regulations and procedures associated with such projects, is highly desirable.

Questions

Any questions or requests for further information must be directed to Susan Kingsbury-Comeau, Executive Director Mt. Si Senior Center at (425) 888-3434 x7 or through e-mail (susan@mtsiseniorcenter.org).

Submission Deadline

Proposals, submitted in accordance with the conditions defined in the RFP, must be received no later than 12:00 p.m. on August 21, 2018 at the address below. Proposals may be mailed, delivered or e-mailed to the following:

Mt. Si Senior Center
411 Main Ave S. PO Box 806
North Bend, WA 98045
Attn: Susan Kingsbury Comeau
susan@mtsiseniorcenter.org

Evaluation

Mt. Si Senior Center shall select the proposal, at its sole discretion, that best demonstrates the experience and expertise needed for the work described in this RFP and is within the Senior Center's budget for the project. Mt. Si Senior Center reserves the right to reject any and all proposals, to waive irregularities or submission errors, and to negotiate modifications to proposed services or fees.

Project Background

Mt. Si Senior Center consists of a main building constructed in 1981 and an addition constructed in 1993. The property is comprised of an irregularly shaped parcel located in the City of North Bend. It is located between N. Bend Blvd. S./Bendigo Blvd South and Main Street, adjacent to the Snoqualmie Valley Museum. The south west edge of the property abuts the South Fork of the Snoqualmie River and the parcel is located in the flood plain. The property is owned by the City of North Bend and is leased to Mt. Si Senior Center.

The main building consists of a post-and-beam timber frame structure with traditional infill framing. The building was raised in 1993 and reset on new concrete foundation walls above flood level. The main building houses the thrift shop, administrative offices, restrooms, storage spaces, a commercial kitchen and large gathering space where lunch is served and seniors gather for activities. The commercial kitchen was remodeled in 2009 and appears to be in very good condition.

The new addition primarily consists of a large multi-purpose room where meetings and classes are regularly scheduled and has storage space and restrooms to support those functions. Part of the space recently housed the operations of Snoqualmie Valley Transportation. There is wear and tear on the space used by that operation.

Both the original building and the new addition provide large common areas for seniors to gather for classes, meals and social activities. These appear to be underutilized except during “main events” which include weekday lunch service (in the original building) and scheduled activities (in the addition). There is insufficient space in the current building plan for administrative and program staff. There is poor circulation flow from entrances to the large common areas and staff workspaces are often interrupted as visitors pass by. There appears to be sufficient volume in the building and addition to accommodate all the functions of Mt Si Senior Center and the thrift store. Due to continuous funding cuts over the last nearly 20 years, there has been considerable deferred maintenance and the Center has not been updated.

Mt. Si Senior Center Background

Mt. Si Senior Center is a nonprofit public benefit corporation whose mission is to enhance the quality of life for older adults in the Snoqualmie Valley by providing a comprehensive network of services addressing their health, nutrition, social, recreational, education, transportation and housing needs. The Center has provided services to older adults since 1978.

In 2017, the Center hired a firm to conduct a facility assessment, which has been used to identify the repair and rehabilitation work to be completed. This has also been the source for funding requests. Most of the funding the Center has applied for, provides for the cost of repairs. The Center has decided to cover those expenses along with the cost of architectural and interior design out of its own reserves.

Rehabilitation of the building would not only preserve a valuable community resource, but it would also create a more up-to-date and welcoming facility, attractive to the growing population of seniors from North Bend and Snoqualmie.

Scope of Work

The scope of services may include any and all of the following tasks. Responses to this request for proposal should include a specific description of the qualifications of the respondent to perform each potential scope of work task.

- the development and solicitation of RFPs for architectural services and interior design relating to the larger building rehabilitation project;
- solicitation of quotes, or RFPs if appropriate, for contractors to perform the 2018 work;
- the coordination and direction of contractors to make repairs to the HVAC system, window panes, doors, ceiling; interior painting; and installation of new flooring; and
- assistance with budget preparation for further funding requests.

Information submitted with the Proposals

Mt. Si Senior Center reserves the right to request additional information, if necessary, in order to complete the evaluation and selection process. The proposal should present the consultant's experience and qualifications to undertake the services specified and should address the issues described in each of the sections below.

- 1. Letter of Interest.** The letter of interest should briefly summarize the consultant's approach and qualifications.
- 2. General Qualifications and Experience.**
 - a. Provide a copy of resumes and professional credentials for the personnel who will be responsible for and assigned to work on this project. Clearly identify the individuals who will lead and perform key elements of the work and roles or services provided by each, if applicable.
 - b. Provide a brief description of the organization and other general information that describes the consultant's qualifications and capacity to undertake this work.
 - c. Identify other relevant and/or comparable projects undertaken by the consultant.
 - d. Discuss projected workload for this and explain the consultant's capacity to support the project.
- 3. Fee Proposal.** Explain the consultant's proposed fee arrangement including
 - a. Estimates of fees by month and year, or not to exceed amount(s) if proposed for certain services or time periods;
 - b. Billing rates;
 - c. Use of billing for sub-contactors or third parties; and
 - d. Success or completion fees contingent of the close of financing and the acquisition of the property