

08/16/2019

To: Interested General Contractors

From: Kait Whiteside, Executive Director, Max Higbee Center

RE: Request for Qualifications from General Contractors

## **Overview**

Max Higbee Center (the Owner) is soliciting interested General Contractors to submit their qualifications to provide construction services for a new location for the Max Higbee Center. This will be a remodeling project in an existing downtown Bellingham building. The Owner intends to enter into a negotiated construction contract with a selected contractor for this project.

## **RFQ Submission**

Interested firms are asked to complete the required documentation and submit them electronically to the owner's specified email. The owner will select the most qualified firm to participate in the final design, construction pricing, permitting, and to perform General Contractor services to see this project to its successful completion.

## **Part I. Project Description**

Max Higbee Center is a nonprofit entity providing recreation programs for teens and adults with developmental disabilities. The Center is seeking to locate to a fully-accessible facility that meets the needs of program participants and allows for diverse social activities including art projects, exercise classes, games, book clubs and celebrations.

The Center is in final negotiations for a long-term lease at a new location at 1400 North State Street. The current configuration of the approximately 5,000 square foot building will require removal of several non-bearing walls, construction of new walls and several new offices, construction of two ADA restrooms, new floor coverings, electrical upgrades including all new energy efficient light fixtures, and installation of new cabinetry and shelving.

Max Higbee Center has retained Jon Martin Consulting to assist with project development, and has limited access to a volunteer architect for project development. The selected general contractor is expected to work with the Owner and design team in a collaborative way throughout the design and development phase of the project to include cost estimating, constructability review, and generally to help ensure a successful project.

1. The project is subject to Minority or Women Owned Business Enterprise (MWBE) participation, The GC will be required to conduct outreach and solicitation of MWBE subcontractors for all contractors of \$50,000 or greater and to report on the efforts.

2. Contractors/Subcontractors will comply with Section 3 of the Housing and Urban Development (HUD) Act of 1968. Solicitation of Section 3 businesses is required for any contracts or subcontracts of \$100,000 or more.
3. The project is subject to Federal Davis-Bacon Labor Standards and Washington State Prevailing Wage requirements. The higher of the two commercial rates for each labor category will be required to be paid.
4. The selected GC will be expected to provide a letter from a bonding company indicating the ability of the GC to secure a bond equal to the total construction budget for the project.

**Contract Information:**

The Owner has approved the negotiated approach to the selection of a General Contractor for this project. The GC will advise on issues related to design/build systems, value engineering, constructability, schedule, and cost. Upon completion of design, the General Contractor will competitively bid the job to subcontractors, and will enter into a stipulated sum contract with the Owner to perform all work necessary for construction of the project per approved plans and specifications.

**Project Budget:**

The construction budget, not including sales tax, is estimated at approximately \$400,000 to \$550,000. This amount includes all pre-construction services to be provided by the General Contractor. Funding sources include various private donations and may include City of Bellingham Community Development Block Grant funds. The Owner will require that Washington State commercial prevailing wages and Federal Davis-Bacon wages are paid on the project

**Project Schedule:**

Contractor RFQ mailed out	08/16/19
Contractor RFQ submittal date	08/28/19
Board review of RFQ responses	09/03/19
Interviews with selected General Contractors	09/04-09/06
Contractor selection and notification to all interested GCs	09/16/19
Sign Lease	10/15

Completion of design phase; Competitive bidding to subcontractors; Negotiation of stipulated sum contract	10/23/19
Permitting	11/08/19
Construction	11/11/19-03/11/20

**General Contractor Application:** please submit the following documents electronically to: [maxhigbee@gmail.com](mailto:maxhigbee@gmail.com) on or before Noon on 08/28/19.

1. A cover letter indicating your interest in the project.
2. Copy of current Washington State General Contractor's License.
3. Proof of general liability insurance in the minimum amounts of \$1,000,000 per occurrence and \$2,000,000 aggregate.
4. Supplemental narrative covering the following items:
  - A. Proposed team leaders (project manager, site superintendent, other lead positions) List which portions of the work you anticipate performing in-house and which you intend to subcontract. Estimate the size of your company's work crew for this project.
  - B. List of at least 3 successfully completed rehabilitation projects, within the last five years, in the range of \$300,00 to \$700,000 each, and at least two of the three located within Whatcom County. Please include the following:
    - I. Name of project and date of completion;
    - II. Amount of contract;
    - III. Brief description of the scope of work, including subcontracts;
    - IV. Describe one or more challenges of the construction and how solutions were found;
    - V. Please note if they were funded in whole or part by low income housing tax credits, City of Bellingham Housing Levy funds, Washington State Housing Trust Fund, or had other federal, state, or local funding/compliance requirements.
    - VI. Please note if either Washington State Prevailing Wages or Davis Bacon Wages were required on any of the projects.
  - C. Describe how the general contractor will ensure competitive solicitation of subcontractor/supplier bids.

- D. Describe your preferred approach in a negotiated bid contract. Please limit this to no more than one page.
- E. Please identify your proposed rates for all markups on the base construction bid including: general conditions, overhead and profit, bonds and any other markups not mentioned. If they differ, please identify the rates for all markups on change orders.
- F. Description of demonstrated ability to deliver measurable energy savings to existing buildings through participation in both the design and construction phases of a project.
- G. Description of willingness and ability to involve a) minority-owned or women owned subcontractors and suppliers, and b) encourage apprenticeship involvement in the project. The Owner strongly encourages Certified Minority or Women Business Enterprises to apply. Section 3 and Apprenticeship Participation reporting may be a requirement of this project.
- H. Disclosure of any claims, lawsuits, or formal disputes, within the last five years, over work or services previously or currently being performed.
- I. Do you have in-house expertise in developing and submitting plans and drawings for all applicable building permits? Please describe. If not, how do you typically acquire permit-ready plans and drawings.
- J. List of your experience with managing Davis-Bacon wage requirements, if any. Please list the project names, time completed, oversight jurisdiction, and the name, phone number and email contact for the person from the oversight jurisdiction that you directly worked with.

In accordance with applicable federal laws, no contractors, including subcontractors, which have been disbarred or suspended by the U.S. Department of Housing and Urban Development (HUD) or Washington State Department of Labor and Industries shall be permitted to work on the project.

**Evaluation Criteria:**

1. Preference is given for experience performing similar-sized rehabilitation projects.
2. Ability, capacity, experience and skill of General Contractor to perform contract.
3. Quality of performance on previous contracts, including demonstrated delivery of projects on schedule and within budget.
4. Previous and existing compliance by GC with laws and requirements related to publicly funded projects.
5. Proposed fees, overhead and markup, and general conditions.
6. Anticipated WMBE participation.
7. References from owners and architects.
8. Previous successful experience with Davis Bacon reporting

If you have any questions, please submit them to Kait Whiteside, Executive Director at [maxhigbee@gmail.com](mailto:maxhigbee@gmail.com).