

## **Request for Proposals: Project Management for the Orting Senior Center Addition**

Orting Senior Center Organization has been awarded federal Community Development Block grant funding for the Orting Senior Center Addition project.

Contingent upon this award, the Orting Senior Center Association is soliciting proposals for project management services to assist the Orting Senior Center in the administration of this project in compliance with all applicable requirements under the CDBG program and related federal requirements. Payment terms will be negotiated with the selected offerer. The fee for project management services will be paid with Community Development Block Grant funds.

### **Project Description:**

The Orting Senior Center has seen a dramatic increase in the needs for meals and services for seniors over the past few years. This project will expand the building square footage and add building improvements to better serve the senior population in the area. The facility is owned by the Orting senior Center Organization and is located at 112 Varner Ave SE in Orting, Washington.

The overall building square footage will be increased approximately fifteen hundred (1500) The work will remodel the current kitchen by adding supplied appliances for food preparation and a walk- in refrigerator/ freezer. The countertops will be expanded by adding sinks for cooking and cleaning. Cabinetry will be incorporated to increase storage space. The added space will also accommodate a walk-in pantry for the kitchen and a separate food pantry for the seniors. The current restrooms will have a stall added to each and will be updated to ADA compliance. In addition, the electrical wiring, plumbing, dryer ducts and gas lines will be upgraded accordingly. Finally, a generator pad and hard wiring will be added to support a generator for backup power.

This project is federally assisted in whole or in part with Community Development Block grant funds from the U.S. Department of Housing and Urban Development, catalog of Federal Domestic assistance number 14.218.

The Orting Senior Center encourages the participation of MBE and EBE business to the greatest extent feasible of CDBG funded projects in accordance with EO 11625 and EO 12138.

### **Brief scope of Services:**

This abbreviated scope of services should not be construed as being final and comprehensive.

1. Establishing and maintaining project files and preparing all documentation and reports required for administration of the grant.
2. Assisting the Orting Senior Center with the selection of a Construction Contractor, in conformance with applicable procurement requirements.
3. Review all proposed expenditures to ensure their propriety and proper allocation to the project budget.
4. Participating in the pre-construction conference and periodic construction progress meetings.
5. Assisting with the collection of reporting data and preparation of compliance reporting.
6. Attending Senior Center Board meetings to provide project status reports and representing the CDBG project at any other public meetings deemed necessary.

7. Preparing all required performance reports and closeout documents and assist the Orting Senior Center with the determination of applicable audit requirements.
8. Communication and coordinate with project partners to assist with federal, state, and local compliance.

**Responses should include:**

1. The firm's legal name, address and telephone number
2. The principal(s) of the firm and their experience and qualifications;
3. The experience and qualifications of the staff assigned to the project.
4. A description of the firm's prior experience, including any similar projects (particularly those funded by CDBG), size of community, location, total construction cost, and name of local official regarding the firm's performance.
5. A description of the firm's current work activities, how these would be coordinated with the project, and the firm's anticipated available during the term of the project; and
6. The proposed work and schedule for the activities to be performed.
7. Proposals shall clearly set forth fees or fee structure to be charged for services.
8. Responses should be submitted by email and must be received no later than Monday, August 19th at 12:00pm (Submission Deadline)

**Respondents will be evaluated according to the following factors.**

1. Proposers documented capacity to perform required services.
2. Evaluation of assigned personnel
3. Related experience
4. Demonstrated knowledge of local community and experience development trust-based relationship
5. Reference checks
6. Competitiveness of fees or fee structure.
7. Consultant qualifications and experience (including reference checks)
8. Availability and capacity of the consultant.

Questions and responses should be directed to Staci Guirsch, Director at [seniorcenter@orting.wednet.edu](mailto:seniorcenter@orting.wednet.edu). All responses must be received no later than Monday, August 19<sup>th</sup>. Please state CDBG PROJECT MANAGEMENT in the subject line of the email. Any questions received after the stated deadline will be disregarded. All questions received by Thursday, August 15<sup>th</sup>, prior to the deadline will be answered via an Addendum to the RFP and circulated to all registered proposers.

This solicitation is being offered in accordance with federal and state requirements governing procurement of services. The Orting Senior Center reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate.