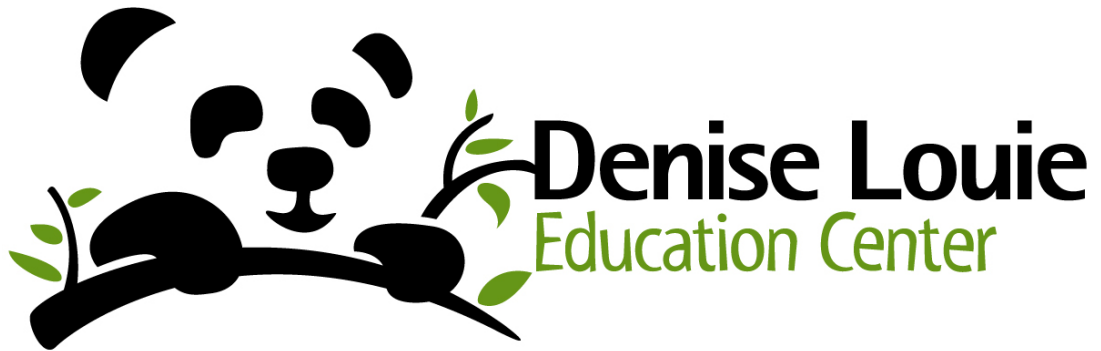


REQUEST FOR QUALIFICATIONS
OWNER'S REPRESENTATIVE

for
DLEC Genesee Project
October 14, 2024



Denise Louie Education
Center
5333 15th Ave A, Suite 1K
Seattle, WA 98108

1. Introduction to RFQ

Submittals will be received electronically by Denise Louie Education Center (DLEC) on **Monday, October 28 by 12:00 PM**. Please submit electronic copies to Jessica Chappell at jchappell@deniselouie.org.

Providing owner's representative services for a federally funded acquisition, demolition and new construction project located at 3700 S Genesee, Seattle WA. The project The project will result in a permanent home for DLEC's early head start and administrative staff and include the development of an early learning facility with five classrooms. The office space portion of the building will house 37 early head start and administrative staff and the early learning space will house 8 staff. The proposed project includes: 9100 square feet of office space, 5500 square feet of early learning space for five multipurpose classrooms, 2700 square feet for outdoor play and 18 parking stalls.

In seeking owner's representative services for the Genesee Project, DLEC is requesting statements of qualifications from applicants with prior experience in providing owner's rep services that demonstrate knowledge of using federal funds.

The response to this solicitation should therefore describe the specific type of experience on federal projects and identify the composition of the owner rep team. The response must also describe the scope of services to be provided.

The submission should be limited to responding to the above and as further described later in this solicitation. DLEC's intent is to issue this RFQ, review all submitted information, interview selected applicants, and then make a final selection.

The proposal shall not exceed **\$160,000**, over 36 month period anticipated November 2024 to October 2027.

Applicants may be asked to submit supplemental information during the review of submittals or at the interview. The proposed schedule for design team selection is as follows:

Oct 14	Monday	Issue RFQ to Selected Firms
Oct 23	Wednesday	Deadline for Questions or Clarifications Due by 12:00 PM PST
Oct 24	Thursday	Responses to be Distributed to All Applicants by 5:00 PM PST
Oct 28	Monday	Electronic Submittals Due by 12:00 PM PST
Oct 31	Thursday	Interview Selected Applicant
Nov 1	Friday	Select and Notify Successful Bidder
Nov 7	Thursday	Meeting with DLEC Team

The remaining sections of this solicitation are organized as follows: Part 2 presents an overview of the project. Part 3 describes the required tasks of this effort. Part 4 describes the criteria for selecting the consultant who will perform these services. Part 5 delineates other conditions and requirements of this solicitation. Part 6 specifies the instructions for submittals. Please read the entire RFQ carefully prior to preparing the submittal.

2. Overview of DLEC Genesee Project

Organizational Description

In 1978, Denise Louie Education Center (DLEC) was founded in response to the unmet child care needs of Asian garment workers in the Chinatown International District. Since then, as Seattle's low-income immigrant and refugee population has grown, DLEC has likewise expanded to serve more children and families of all different cultures, ethnicities and religions living in Seattle. During our history, programs and services have expanded, our mission remains the same: we strive to fill gaps in early childhood education that fail our most vulnerable families and to close the opportunity gap that less advantaged children face compared to peers.

Our mission is to “promote school and life readiness by providing multi-cultural early learning services to vulnerable children and their families. We will respect and preserve each child and family's individuality, cultural heritage and home language. We will promote personal and social responsibility with integrity and love in an environment defined by social justice and peace.”

DLEC offers Head Start and Early Head Start services to 264 children in Seattle and King County. DLEC provides Early Head Start services to 148 children. 130 children are served in a home-based setting and 18 are served in center-based services at two of our sites. DLEC offers preschool services to 116 Head Start children and 74 non-head start funded children.

Project Description

DLEC plans to acquire land with federal interest from Akin, formerly Children's Home Society and redevelop the site as a new central office and early learning program for DLEC. The property is located at **3700 South Genesee Street** in Seattle, WA. The project cost is estimated at **\$14,932,116**. (A full detailed budget is included)

The project will result in a permanent home for DLEC's early head start and administrative staff and include the development of an early learning facility with five classrooms. The office space portion of the building will house 37 early head start and administrative staff and the early learning space will house 8 staff. The proposed project includes the following:

- 9100 square feet of office space
- 5500 square feet of early learning space for five multipurpose classrooms
- 2700 square feet for outdoor play
- 18 parking stalls

All existing site improvements will be demolished. The project will be a two-story, wood framed building comprised of 15,700 square feet, 9100 square feet for office space, 6,600 square feet and 2700 square feet of outdoor play. The first floor will house a 6,600 SF Head Start childcare center, 500 SF of administrative offices and a 1,000 SF sub-dividable conference room to be used for Head Start trainings by DLEC.

The early learning facility will house 5 multipurpose designed classroom spaces that meet the required SF/child as required by WA State Child Care Licensing requirements and will be designed to be flexible for

various early learning uses.

One multipurpose room will be a permanent home for early head start socializations, and one multipurpose room will be a gross motor room. The three remaining classrooms are intended to serve as toddler and early preschool classrooms.

The three rooms are designed for a licensable small preschool classroom and two toddler age classrooms. Children's support spaces will include children's toileting rooms, with plumbing fixtures sized for children's use, as well as diaper changing stations, located directly adjacent to the classrooms for optimal oversight by classroom teachers to keep classrooms in ratio as required by childcare licensing. Classrooms will include cubbies for storing children's belongings, a child-sized classroom sink with adjacent counter, an adult-sized classroom sink with adjacent counter and storage cabinets for classroom curriculum and supplies.

Support spaces for the early learning center will include 3 offices, a conference room for private conversations with parents, a warming kitchen, a staff break room, a quiet room, a laundry room, a janitor's room and an adult toilet room.

Site improvements will include an Outdoor Play Area for the children, sized to include two separate, fenced areas – one for preschool age children and one for toddler age children –which will each include paved areas for ball games and trike tracks, planted areas for children's gardening activities and areas with safety surfacing and developmentally appropriate climbing structures to provide upper body activities and strengthening. Remaining site improvements will include a parking area for 17 parking spaces, including ADA parking spaces.

The second floor will house centralized administrative offices for DLEC, providing long term financial stability improvements and organizational sustainability due to long-term savings on leasing expenses. The second floor will include 20 enclosed offices, 18 work stations in an open work area, 2 conference rooms, a laundry room, a staff break room, an office machine and supplies area, storage rooms and staff toilet facilities.

The two floors will be connected by a two-stop hydraulic elevator as well as two code compliant exit stairs. The rooftop will include PV solar panels to generate power on-site.

The total project cost is **\$14,932,116**. All funds for the project are federal from the US Department of Health and Human Services

Project Schedule

The entire project is expected to be completed by September 2027.

The proposed estimated timeline for the transfer and new construction is as follows:

Proposed Activity	Proposed Timeline
Bid Out Contracts for Project Manager,	10/24
Bid Out Contracts for Architect and NEPA Environmental Study	11/24
Contracting A/E Team, Project Manager, NEPA Study	11/24
Transfer of Property from Akin to Denise Louie	11/24
Schematic Design (4 months)	12/24-3/25
Administrative Design Review	4/25
Submit for Master Use Permit	7/25
Design Development (5 months)	3/25 -7/25
Building Permit Plan Review (6 months)	8/25 -1/26
NEPA Review Complete	11/25
Finalize Construction Documents (6 months)	8/25 -1/26
Obtain Master Use Permit	1/26
Bidding & Negotiation Construction Contract	1/26-2/26
Construction Administration (15 months)	3/26 -5/27
Certificate of Occupancy	5/27
Child Care Licensing (up to 3 months)	6/27 -8/27
Child Care Services Start-Up	9/27

3. Required Work Tasks

Includes but not necessarily limited to the following tasks:

- Bid out contracts for architect following DLEC's federal procurement process and compliance requirements
- Bid out construction contract using a sealed bid method following DLEC's federal procurement process and compliance requirements
- Bid out all other contractual services required following DLEC's federal procurement process and compliance requirements
- Maintain documentation on all bidding processes and selection process
- Serve as the liaison between the architect, contractor to ensure DLEC Genesee Team's input is incorporated into the design process
- Review/Have working knowledge of construction contract documents
- Review/have working knowledge of GMP Schedule of Values, Clarifications and Assumptions
- Review/have working knowledge of architecture drawings and specifications
- Monitor construction progress on a weekly basis through attendance at OAC, and ongoing telephonic coordination with members of the team as required.
- Monitor Shop Drawings and Sample submittals (in conjunction with design team).
- Monitor and resolve (in conjunction with design team) responses to unforeseen construction conditions.
- Monitor documentation of work, materials and methods used (for future maintenance purposes) based on requirements provided by DLEC Genesee Team
- Review and monitor RFIs, ASIs, Contractor Changes in Work, Change Orders for processing by DLEC Genesee Team.
- Review Contractor and Architect Applications for Payment and advise Finance Director at DLEC on the direction of payments.
- Maintain Contingency Log and provide timely information to DLEC Genesee Team as necessary to update project budgets, schedules, and reports in support of Owner decision-making on add-alternates.
- With the Architect, monitor the project Closeout, including punch list completion, Operations & Maintenance manual review, support for Owner-supplied **ESDS** checklist items, commissioning, and obtaining the Certificate of Occupancy and contractor lien releases.

4. Criteria for Selection

In order to qualify for consideration, the respondent must meet the following requirements. Failure to meet all the requirements is just cause for rejection of the response by DLEC.

The Respondent shall specifically address, in order, each of the following requirements in the response to this RFQ:

Criterion #1: The respondent must have provided owner's rep services for similar projects that highlights past experiences, specifically working on federally funded projects or similar publicly funded bided out projects and understanding of government procurement procedures and compliance. The submittal must identify the specific projects which qualify under this criterion.

Criterion #2: The respondent provides a proposed scope of services which describes all work tasks and explains how the team will complete each task or work element. Please include knowledge of the local community.

Criterion #3: The respondent provides at least 2 references for similar projects.

Criterion #4: The respondent proposes a fee based on the scope of work and construction duration described herein

5. Other Conditions & Requirements

- A. All submittals for this RFQ received by DLEC shall remain valid for ninety (90) days from the date of submittal.
- B. DLEC reserves the right to reject any or all submittals if none of the submissions are responsive to its needs.
- C. DLEC is not liable for any cost incurred by the submitter prior to execution of the contract.
- D. Compensation for services by the selected consultant for this owner's rep services will be negotiated with said consultant. If an agreement is not reached between DLEC and selected owner's rep consultant, DLEC reserves the right to negotiate with the next qualified consultant.
- E. The contract between the successful submitter and DLEC shall include all documents mutually entered into, specifically including the contract instrument and the response to the RFQ. The contract must include, and be consistent with, the specifications and provisions stated in the RFQ.
- F. DLEC encourages minority- and women-owned firms and community-based organizations to submit proposals. Women-owned firms shall be at least 51 percent owned and controlled by women, and minority-owned firms at least 51 percent owned and controlled by minority persons. Minority person shall mean any ethnic minority person who is a resident of the United States or its territories, including Asians/Pacific Islanders, persons of African descent, Hispanics, and Native Americans/Alaskan Natives. Minority- and women-owned firms shall be certified with the Washington State Office of Minority and Women's Business Enterprises.

6. Required Submittal Instructions

1. On the cover sheet of the response, the respondent shall list the following information of the prime consultant: firm name, address, phone number, fax number, email address, and name of contact person. The title of the submittal shall be: Statement of Qualification for the DLEC Genesee Project.
2. One (1) electronic of the information to be submitted shall be prepared in accordance with, and in the order of, the format guidelines below. Failure to comply is just cause for rejection of the response by DLEC.
3. The order of information presentations must be as follows:
 - Section 1: Response to RFQ Criteria. Specific responses to each of the four criteria described in Part 4 of this solicitation. Submitters may include suggestions for additional tasks, innovative ideas, or alternative procedures for completing this project.
 - Section 2: Supplemental Relevant Project Descriptions. As a supplement, please include a list of references for similar other projects performed by the design team.
4. Any questions about this solicitation must be submitted electronically to DLEC via email, addressed to Jessica Chappell, Executive Assistant, at jchappell@deniselouie.org. Deadline for receipt of questions is noon, local time on **October 23**.
5. DLEC's response to the questions posed above will be emailed to all requesters of the RFQ by 5:00 PM local time on **October 24**.
6. Submittals are due to DLEC, no later than **12:00 PM local time on October 28**. Please email to jchappell@deniselouie.org
7. DLEC may cancel this RFQ at any time for any reason.
8. Submittals are limited to a total of ten (10) pages