

Request for Proposal Building Assessment

Issued July 22, 2020

Due: August 19, 2020

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1. BACKGROUND

MARC Organizational Structure

The Mid-America Regional Council (MARC) is the metropolitan planning organization and association of city and county governments serving the bi-state Kansas City region. It is a public, non-profit agency. MARC serves nine counties with 119 cities, including Cass, Clay, Jackson, Platte and Ray counties in Missouri; and Johnson, Leavenworth, Miami and Wyandotte counties in Kansas.

MARC was formed in 1972 and is governed by a 33-member board of directors composed of city and county elected officials. In addition to the board, MARC has dozens of policy, technical and advisory committees and decision-making entities overseeing its work and providing important and diverse stakeholder involvement. This series of committees and working groups enables MARC to engage a diverse array of community interests and representatives from often under-represented constituencies.

Head Start Program

MARC Head Start was formed as Mid-America Head Start in 2005, when the Administration for Children and Families (ACF) named Mid-America Regional Council as the lead grantee for the Head Start program in Clay, Platte and Jackson counties. MARC Head Start and Early Head Start serve approximately 2,400 infants, toddlers and preschoolers in Clay, Jackson and Platte counties in Missouri. MARC Head Start is dedicated to improving the well-being of low-income families by working with families to identify their specific needs. MARC Head Start contracts with partner school districts and other agencies to provide direct services within one of three tiers — maximum, moderate and minimum support — based on their needs and capacities. The YMCA is a Tier 3 partner, operating an extensive Head Start program with support through the MARC grant.

YMCA Head Start services are available for families that meet income eligibility guidelines or have a child with a diagnosed disability. Eligible children receive education, nutrition and health services from YMCA Head Start programs. Parents are extended an open invitation to become involved through group activities, volunteering and interaction with our experienced and caring associates. Families not only have the opportunity to become closer to their child, but also have the opportunity to learn and receive support for the needs of the family.

Information about the Building

The YMCA currently operates an Early Head Start child-care center at 3800 E 51st Street, Kansas City, Missouri. This property, more commonly known as the Thomas Roque Child and Learning Center, serves approximately 104 children ages 0 to 3, along with their families. MARC currently owns this property which was deeded to MARC from the Department of Health and Human Services.

The building was built in 1996 and includes 28,531 square feet of space. This space includes:

Lower Level

- Industrial sized Kitchen
- 2 Offices
- Maintenance closet and electrical room
- Training room with kitchenette
- Management office space
- 2 Adult Bathrooms
- Three classrooms and three children's restrooms
- Two adult restrooms
- One elevator and a staircase

Upper Level

- 10 Classrooms
- 6 children's restrooms,
- 7 adult restrooms
- Gymnasium
- 3 small meeting rooms
- Hallways and other common space
- Lobby
- 7 rooms used as Offices
- Storage Areas
- Laundry room
- Electrical closet

Outside Area

- Five different playgrounds
- Several storage areas attached to the building

2. GOALS

In order to maintain the safety and efficiency of the building and offer high quality early learning and family services to our constituents, MARC and the YMCA seek to develop a ten-year capital plan for maintenance and improvements to the Thomas Roque building. This project will include:

- Inventory of all major building equipment including quantity, manufacturer, model and serial number.
- Identification of conditions in terms of deferred maintenance and building condition.

- Identification of issues related to compliance with any federal requirements such as the Americans with Disabilities Act and any specific regulations for child-care facilities.
- Provision of cost estimates and recommended prioritization for the above items.
- Identification and brief description of modifications that would better emulate best practices for child-care facilities, especially pandemic related projects.

3. SCOPE OF WORK

The scope of work includes a thorough assessment of the building and exterior property and a final report.

Inspection and Assessment

Consultant will visually inspect facilities and properties. Inspections shall be conducted using applicable codes and accepted industry standards. Specifically, the assessment will focus on the following components:

- Site structure. Provide a description of the building structure such as materials used in construction including the foundation, floors, walls, windows, and roof, etc.
- General building systems. Provide a description of building systems noting any visible deficiencies.
- Mechanical/electrical systems/HVAC. Provide information regarding the electrical service going into the building (i.e. overhead or underground). The HVAC system should be described and include data on the equipment's specific location, age and life expectancy, and condition. It should be noted if the system is adequate for heating/cooling air distribution. The assessment should include information regarding ventilation, with special attention to new pandemic prevention.
- Plumbing. Assessment should detail the condition and note any deficiencies in the plumbing systems for the building.
- Infrastructure. Provide assessment of all infrastructure exterior to the building to include parking lots, playground surface and equipment, drainage, sidewalks.
- Lifecycle. Provide lifecycle data on components listed above including stage in life, estimated life remaining, and cost to repair or replace at conclusion of life.
- Americans with Disabilities (ADA). Review building for compliance with the most recent ADA standards noting areas of non-compliance. If areas of obvious non-compliance are noted, include costs to create compliance.
- COVID-19. Assess building for mold and excess moisture. Additionally, identify modifications or enhancements that could be made to the building to maximize health and safety related to the transmission of communicable diseases.
- The Consultant will report any immediate life and/or property safety issues to MARC upon discovery separately from the overall building report.

Final Report

A final report that includes:

- A general description of the property, including the condition, for the items identified for Inspection and Assessment.
- A description of components that are or will be in need of maintenance over the next ten years based on observed conditions, available maintenance history and industry-standard useful life estimates.
- A prioritized ten-year schedule for recommended replacement or repairs and a summary of improvement options.
- Cost estimates based on a standardized, nationally recognized, cost estimating system.
- A summary of other needed improvements that would improve service delivery at the facility and estimated cost.

4. WORKING SCHEDULE AND CONDITIONS

The building is open for business, Monday through Friday, 7:30 a.m. to 5:30 p.m. Inspection work to accomplish the Scope of Work could be accomplished generally during these timeframes (with flexibility for earlier or later hours occasionally). An agreed upon schedule would be part of the final award, and access to the building will be provided by YMCA staff.

YMCA will share building maintenance records in their files and their facility supervisor will be available for questions.

Anyone on the property will be required to follow all YMCA and KCMO COVID-19 Protocols.

5. SUBMITTAL REQUIREMENTS

All proposals should contain the following information in the order in which it appears within this document. Proposals are meant to clearly communicate the potential firm's qualifications for the project and therefore, should provide information in a clear and concise manner. Firms are encouraged to limit their responses to only material that is relevant to the consultant services and the scope of the project cited.

Company Information

- Company's legal name, address, and telephone number.
- Number of years in business
- Number of employees

Project Team: Provide a list of key individuals and staff assigned to this project describing their role and a brief description of their relevant experience. Include an organizational chart

illustrating key personnel, their project assignments and management flow. Include the named Point of Contact/Project Lead for all issues concerning this project.

Approach: Describe how the consultant team will complete the scope of work including a complete schedule. Those submitting proposals are encouraged to suggest revisions to the Scope of Work of this RFP if it is felt the final project could be improved. All suggested changes should be supported with a brief written explanation.

Cost Proposal: Provide a not-to-exceed cost proposal for all work described under the Scope of Work broken down by project step. Consultants are encouraged to submit suggestions for cost savings and other ways of promoting cost- efficiency and to highlight any tradeoffs inherent in the suggested alternatives. An alternative cost proposal for performing the majority of the inspection/assessment work after hours/weekend work is desired.

References

Provide a description of 2 completed projects or projects similar in scope. Include the company contact information.

6. QUESTIONS AND TOURS

All questions regarding this Request for Proposal (RFP) should be directed to Carol Gonzales by email at cgonzales@marc.org. Responses to questions will be provided to all interested parties.

Consultants may tour the facility prior to the submittal date during the weeks of July 29 and August 3. Contact Patty Lucas, Head Start Director, at pattylucas@kansascityymca.org or 816-886-4507 to schedule a tour. Tours are not required.

7. TIME OF RESPONSE

Responses to this Request for Proposal should be directed to Carol Gonzales **NO LATER THAN 5 p.m. CDT on August 19, 2020**. Responses should be submitted in a PDF electronic format to Carol Gonzales at cgonzales@marc.org

Note: It is the responsibility of the Consultant to verify the receipt of RFP Responses or any related electronic communication by MARC staff as there is always the possibility of emails getting blocked by MARC's firewall/spam filter.

8. SELECTION

The following minimum criteria will be used to evaluate proposals received:

- Consultant knowledge, expertise and experience in the planning, project management and execution of the services required.

- Capability of proposed plan to meet Scope of Work requirements.
- Completeness and quality of proposal.
- Quality of references received.
- Cost of services to be provided.

MARC may conduct interviews of some, all, or none of the firms submitting proposals. MARC reserves the right to waive technical irregularities in submissions or to reject any or all proposals if to do so is in the best interest of MARC.

MARC staff may contact Consultants with questions regarding the contents of proposals and to ask for clarifications during the evaluation process. Responses to questions should be in written format and submitted electronically in PDF format to Carol Gonzales at cgonzales@marc.org

MARC is not under obligation to select the lowest priced proposal. MARC reserves the right to accept or reject any proposal or part of any proposal for any reason, or no reason, without recourse by any proposer and to award a contract to any vendor on any basis which MARC, in its sole and absolute discretion, determines to be in the best interest of MARC. Proposals will remain in effect for a minimum of 60 days.

9. SELECTION SCHEDULE

The following schedule will be used for the selection of a Consultant. Other than the Deadline for Proposal Submittal, the selection dates may vary, but will generally follow this schedule.

Request for Proposal Issued	July 22
Deadline for Proposal Submittal	August 19 5 p.m.
Informal Selection and Refinement of Terms	September 8
Select Preferred Consultant (Board Approval and Approval by HHS may be required)	September 22
Work Commence	Around October 1

10. ENGAGEMENT

This Request for Proposal does not commit MARC to award a contract or to pay costs incurred in the preparation of a response to this Request for Proposal. MARC reserves the right to accept or reject any or all responses received as a result of this request if it is considered in the best interest of MARC. MARC may require the proposer selected to participate in negotiations, to refine the Scope of Services to fit within the allocated budget.

11. OTHER KEY INFORMATION

Open Records Act and Proprietary Information

The Mid-America Regional Council (MARC) is a public organization and is subject to the Missouri Open Records Act (Chapter 610, RSMo). All records obtained or retained by MARC are considered public records and are open to the public or media upon request unless those records are specifically protected from disclosure by law or exempted under the Missouri Sunshine Law. All contents of a response to a Request for Proposals, Qualifications, Proposals or information issued by MARC are considered public records and subject to public release following decisions by MARC regarding the request for proposal. If a proposer has information that it considers proprietary, a proposer shall identify documents or portions of documents it considers to contain descriptions of scientific and technological innovations in which it has a proprietary interest, or other information that is protected from public disclosure by law, which is contained in a Proposal. After either a contract is executed pursuant to the Request for Proposal, or all submittals are rejected, if a request is made to inspect information submitted and if documents are identified as “Proprietary Information” as provided above under Missouri Sunshine Law, MARC will notify the proposer of the request for access, and it shall be the burden of the proposer to establish that those documents are exempt from disclosure under the law.”

Protest Procedures

In the course of this solicitation for proposals and the selection process, a proposer (bidder of offer or whose direct economic interest would be affected by the award of the contract) may file a protest when in the proposer’s opinion, actions were taken by MARC staff and /or the selection committee which could unfairly affect the outcome of the selection procedure. All protest should be in writing and directed to Mr. David Warm, Executive Director, Mid-America Regional Council, 600 Broadway, Suite 200, Kansas City, MO 64105. Protest should be made immediately upon occurrence of the incident in question but no later than three (3) days after the proposer receives notification of the outcome of the selection procedure. The protest should clearly state the grounds for such a protest.

Upon receipt of the protest, MARC’s Executive Director will review the actual procedures followed during the selection process and the documentation available. If it is determined the action(s) unfairly changed the outcome of the process, notifications with the selected proposer will cease until the matter is resolved.

Insurance Requirements.

Selected Consultant is required to provide proof of adequate property and liability insurance as well as workers compensation insurance for employees.