Lake Tyee
(A Washington State non-profit Corporation)

REQUEST FOR PROPOSAL (RFP)
CLUBHOUSE CHANGE ROOM RENOVATION

LAKE TYEE
4571 BURPEE HILL ROAD
CONCRETE, WA
98237

TABLE OF CONTENTS

1. SUMMARY AND BACKGROUND 2
2. PROPOSAL GUIDELINES 2
3. PURPOSE AND DESCRIPTION 3
4. SCOPE OF CONTRACT 3
5. REQUEST FOR PROPOSAL AND TIMELINE 3
6. FEES 4
7. BIDDER QUALIFICATIONS 4
8. PROPOSAL EVALUATION CRITERIA 4

1. SUMMARY AND BACKGROUND

Lake Tyee is currently accepting proposals to renovate the existing clubhouse men's and women's restroom/shower/change rooms.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who best represents the direction Lake Tyee wishes to proceed. Lake Tyee uses a competitive bid process including a bid evaluation committee composed of Lake Tyee owners to evaluate each proposal using the proposal evaluation criteria in paragraph 8.

The Lake Tyee RV Community was incorporated in 1974. It has been operating and active since the community's inception. We are located in the forestry Zone of Skagit County and are permitted as a planned unit recreational development. Lot owners, their families and guests, may use the facilities and common property. Each individual lot may be used for vacation and recreational camping purposes only for a period not to exceed 210 days per year. The Lake Tyee recreational community is over 520 acres and has 876 individual lots. We are one of Washington's largest ownership RV communities. Our community is nestled in the North Cascade Range foothills, four miles north of Concrete, Washington. The level of our 55-acre lake is approximately 900 feet above sea level, and is in the lowest section of a basin, which is surrounded on the northeast and south by slopes cresting 200 to 250 feet above the lake. The majority of our individual deeded sites are circles of either 50′ or 60′ in diameter. There are also a number of rectangle-shaped lots of different sizes, as well as some pie-shaped lots. When you purchase a lot in the Lake Tyee Community, you become a voting member and are subject to the dues, charges and assessments levied by the Association. Their purpose is to maintain common areas, enforce restrictions and covenants, collect charges and assessments, and pay taxes and expenses for the operation of Lake Tyee.

Lake Tyee has approximately eleven full-time and one part-time staff, including a full-time manager, administration and maintenance staff.

2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 5pm PST 31 Mar 2021. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by Lake Tyee legal representatives.

Lake Tyee retains the right to extend the bidding for two weeks if sufficient bids are not received by the deadline.

Lake Tyee retains the right to not select a bidder at the end of the bidding process.

3. PURPOSE AND DESCRIPTION

The purpose is as follows:
The clubhouse change rooms have served the membership well but are showing their age. The design of the room and the fixtures within are outdated and exhibiting excessive wear.

Description:
Lake Tyee is requesting to have two clubhouse change rooms designed and remodeled. Lake Tyee maintenance personnel will perform the demolition work. The overall square footage of the work is approximately 600 square feet. The chosen contractor will provide the design and perform the remodel work. Each of the two change rooms currently have three toilet stalls, three individual shower stalls with included changing area and a single counter with two sinks. The rooms have a vestibule at the entrance from the clubhouse and a door on the opposite wall leading to the pool area. The ceiling is vaulted with overhead heating. The flooring is tile. The new design shall provide at a minimum the same number of toilets, showers, sinks and changing areas, utilizing commercial grade fixtures and modern designs. The ceiling needs to be lowered and a different heat source provided.
On site living accommodations during construction may be negotiated in the contract.

4. SCOPE OF CONTRACT

Lake Tyee is seeking a provider to perform the following;

- Design the interior of the men's and women's clubhouse restroom/shower/change rooms.
- Provide all applicable permits for the renovation.
- Provide all materials to replace the flooring, walls, ceiling, stalls and all interior fixtures.
- Provide a method of heating for the two rooms.
- Perform all rough and finish carpentry, plumbing and electrical tasks necessary to provide finished, useable restrooms, showers and changing areas.
- Perform all cleanup operations at the completion of the project to make the rooms useable.

5. REQUEST FOR PROPOSAL AND TIMELINE

Request for Proposal Timeline:

All proposals in response to this RFP are due no later than 5pm PST 23 April 2021.

Evaluation of proposals will be conducted from 24 April 2021 through 07 May 2021. If additional information or discussions are needed with any bidders during this 2 week window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than 15 May 2021.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by 18 June 2021.

Notifications to bidders who were not selected will be completed by 25 June 2021.

Contract Timeline:
Construction may begin 21 September 2021 and must be completed no later than 30 Mar 2022.

6. FEES

All proposals must include proposed costs to complete the tasks described in the Scope of Contract. Costs should be stated as one-time or non-recurring costs (NRC)

NOTE: All costs and fees must be clearly described in each proposal.

7. BIDDER QUALIFICATIONS

Bidders should provide the following items as part of their proposal for consideration:

- Description of experience in providing commercial design and construction relevant to restrooms / shower facilities in community venues.
- Verification of licensing and insurance
- Testimonials from past clients on service

8. PROPOSAL FORMAT - EVALUATION CRITERIA

Lake Tyee will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and specifically address all of the following criteria:

- O**verall proposal suitability**: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner

- **Technical and Organizational Experience**: Bidders will be evaluated on their experience and expertise as it pertains to the scope of this contract. Include:
    - Qualifications and experience of the Project Manager.
    - A list of subtrades and/or subcontractors, where applicable.
- **Previous work**: Bidders will be evaluated on examples of their work pertaining to design and construction, as well as client testimonials and references. Include:
    - Timeline of previous projects completed over the past five years – highlight similar washroom/changeroom projects, if possible
    - Three references for completed projects (contact name and phone number)
- **Quality of materials/services**. Provide specifics regarding the amount and quality of materials (institutional grade) to be used in the project
- **Value and cost:** Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this contract

Submit bids by email to Cal Stanford, Vice President of the Lake Tyee Homeowner's Association using the email address: vicepresident@laketyee.org. In lieu of email, bids may be sent to the address below. Lake Tyee must receive bids by 5pm PST 31 Mar 2021.

LAKE TYEE
ATTENTION: STANFORD
4571 BURPEE HILL ROAD
CONCRETE, WA 98237

This document has been reviewed by the Association's legal representative prior to publication.