



## RFP Rehabilitation Design-Build of Non-Profit Facility

### Purpose

Community Action Partnership of Northwest Montana (CAPNM) intends to perform rehabilitation activities on existing property located at 1820 Highway 93 South in Kalispell. The building was previously an Elks Lodge/ bar and casino, now it will be used to provide client services to households with limited income. The eastern portion of the building will be converted to office space, as well as the existing racquetball courts on the western side of the building will be divided, creating two levels of office space. The sauna/ gym area on the southern side of the building will be converted to low-income childcare.

**Two walk-throughs for interested parties are scheduled. The first shall occur on Wednesday October 25 at 8:00 am. The second on Friday November 3 at 7:30 am. All proposals are due by 2:00 pm on Wednesday November 22.**

### Requirements/Scope of Service

CAPNM staff will expect the general contractor to have the capacity to perform rehabilitation activities necessary to achieve the project objectives, it should be understood that CAPNM is under strict deadlines and all work must be completed in a timely manner. The General Contractor shall work with all City, County or relevant jurisdictional building/ zoning representatives to ensure that all permits/ paperwork is processed appropriately. Interested General Contractors are to complete Request for Proposals to describe the details of the proposed project. Blueprints are not available and this is a design build project. A limited interior floorplan and ALTA survey are included within this packet for reference.

Scope of Services for the Rehabilitation of Property includes but is not limited to the following:

1. Reconfigure entryway by removing coat closet wall to allow for increased lobby area and small bay of computers where closet is currently located. Build receptionist station with cutout for window in the area located immediately beyond front doors.

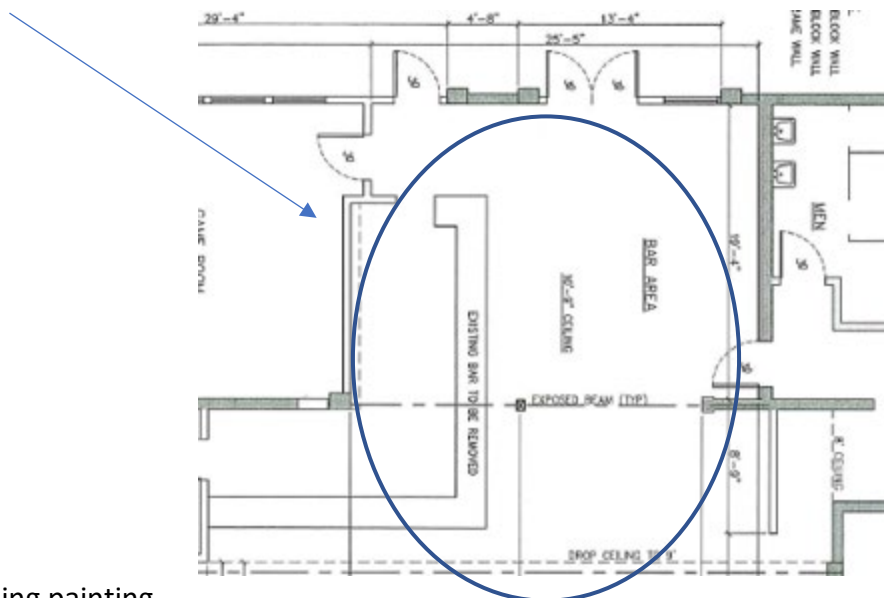
Create Receptionist station. Doors on either side to be controlled electronically by receptionist; Anytime Lock and Safe has supplied the electronics and will complete installation of these units on 10.25.23 so that access type is matched to external keyless systems currently in use.

Remove wall and create lobby area.



2. Replace flooring throughout the building with vinyl or appropriate commercial carpet material. The wooden racquetball court will not need flooring replacement.
3. The approximate 60 ft x 40 ft ballroom at the north western end of the location will become an open bullpen with cubicles for approximately 20 staff members. Additional seven 9x9 cubicle offices will be located in this area. J2 Office Solutions has been procured to complete the cubicle layout and installation.
4. Update electrical system throughout building:
  - a. The building is served by an 800 Amp, 120/208V, 3-phase electrical service. Historical peak demand at this location was 34.3kW (95 Amps).
  - b. Electrical Panels:
    - 1.) Main Distribution Panel: Westinghouse Panel was installed when building was constructed. Panel needs to be cleaned of any corrosion, tighten all the lugs and perform thermal imaging scan to identify any bad connections or other possible arcing hazards. (If one or more circuit panels need to be replaced, then full panel replacement is preferred.)
    - 2.) Sub-Panels: Replace existing three sub-panels with new panels that have 54 spaces each; ampacity of the sub-panels can remain the same.
    - 3.) Exposed sub-panel: There is one exposed sub-panel that used to be encased in the wooden bar but is now approximately 24-inches from the wall. This panel will need to be replaced and relocated to a nearby wall. This may be through extension of feeder conduit in the floor for reuse if the existing wires can be pulled from it or it may require a new overhead feeder.
5. Lighting Updates:
  - a. All lighting within the building to be removed, properly disposed of and replaced with LED-type fixtures appropriate for open office spaces.
  - b. New exit signs and egress lighting to be added in order to meet current codes for office/cubicles space.
  - c. Lighting control measure will need to be implemented to meet current energy codes (i.e.- occupancy sensors, vacancy sensors and workstation sensors).
6. Paint building interior, including walls and ceiling.
7. Bathroom Facilities Remodel:
  - a. Building currently has a male and female restroom.
    - 1.) Restrooms must be updated for ADA compliance for public use with toilet seats between 17- 19 inches high and at least one in each bathroom that is centered between 16- 18 inches of adjacent walls with grab bars appropriately installed for assistance. The bathroom stalls will require at least a 60-inch turn radius around the sidewalls and 56 inches from the rear wall.
    - 2.) Stall doors may not swing into the sink area and must be at least 32 inches wide.
    - 3.) Sinks must be mounted no more that 34 inches from the floor with a minimum knee clearance of 27 inches.
    - 4.) All faucets must be operable with minimal force and one hand. All dispensers, mirrors, grab bars, etc. have specific height and installation requirements for ADA compliance.
  - b. Building currently has a male and female locker room.
    - 1.) Male locker room shall be converted into the restroom facility for the childcare facility onsite. There must be separate space for both male/ female students and adequate handwashing stations as well as a childcare drinking fountain. The locker room currently has two urinals, one toilet, four showers and a sauna. The showers and sauna will be removed and will not be replaced.

- 2.) Female locker room shall be converted to staff restrooms with both male/ female facilities. Currently this locker room has a sink/ one toilet/ three showers (including a steam shower). Showers are to be removed and will not be replaced. This space must simply be an ADA compliant restroom but will not be public facing.
8. Currently three racquetball courts exist at the property. These spaces are 20 feet wide by 40 feet long with 20 ft ceilings. CAPNM intends to divide each court into an upper/ lower unit- (3) upper level rooms and (3) lower level rooms.
  - a. Upstairs Room floor will tie into existing upstairs viewing ledge for racquetball. Upstairs intended use will include office space for fiscal and administrative employees, with three offices needed in each of the three spaces for a total of 9 closed upstairs offices. A copy station in the current upstairs corridor/ viewing area, will also be needed.
    - 1.) Assess feasibility of installing a bathroom in the upstairs area in the large existing mechanical room area that is currently used as storage on the upper level.
  - b. Downstairs Rooms will include one room that is to be used for warehouse storage and will require the installation of a garage door on the northern wall of building to allow for access in/ out of building on north side. One room shall be used for a bay of computers for staff workstations with three closed in office spaces. One shall be used for storage and archives.
9. Update windows and doors as needed to ensure compliance with relevant egress/ access/ fire codes. This will require dimensions and window types to be altered based upon childcare facility requirements (i.e.- 44 inches from ground that open outward). An additional door will be required for the childcare area to access outdoor play areas. Assess cost and feasibility of additional windows being installed in bullpen area (or elsewhere), to increase natural lighting within the building.
10. Remove existing indoor spa and convert to usable room to be used for food preparation by the childcare facility (counter top appliances and refrigerator supplied by agency only).
11. Complete gutting the former commercial kitchen, to allow for conversion to a staff lounge. This space must be open, airy with fresh paint and flooring. The space will be the location of the staff breakroom and must have counter space for small food preparation appliances, a kitchen sink and a refrigerator.
12. Complete wiring, sheetrock, painting and floors in the classroom as well as boardroom area at front of building. Structure to remain the same with no alterations, just finish work.
13. Build out two meeting rooms in the southeast portion of the building where drop ceiling currently exists. Access to exterior of building must remain open.



14. Exterior building painting.

15. Roof has been inspected and does not require a full replacement, however patching will be required especially as rooftop items associated with the saunas/ steam showers/ commercial kitchens are removed.

### Submission of Proposals

Notice is hereby given that Community Action partnership of Northwest Montana (CAPNM) will receive proposals from qualified general contractors for the Rehabilitation of Property for Non-Profit Use at 2:00 until Wednesday, November 22. Proposal package may be obtained at <https://www.capnm.net/> or by request at [ckipp@capnwmt.org](mailto:ckipp@capnwmt.org).

All proposals will be reviewed for complete information. Efforts will be made by Community Action Partnership of NW MT to utilize small businesses, women owned enterprises and minority-owned businesses in accordance with **2 CFR § 200.321**. An Offeror qualifies as a small business firm, if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201).

Please complete **all** the requested information and return to this office electronically or via mail in a sealed envelope to Cassidy Kipp [ckipp@capnwmt.org](mailto:ckipp@capnwmt.org) no later than 2:00 pm until November 22. All proposals will be reviewed for complete information.

**Late and/or incomplete proposals will not be accepted. Agency has the right to accept or reject all bids.**

If you have any questions, please contact 752-6565.

### Review Process and Criteria for Selection

Proposals will be reviewed for completeness. CAPNM will consider the needs of the agency, the experience of the contractor, proposed cost outline and proposed project timeline. CAPNM staff may request an interview with representatives of some or all proposals.

### Evaluation of Proposals

Proposals will be evaluated and the agency selected based on the following criteria:

1. Contractor experience and capacity:
  - a. Contractor Track Record. The proposer's track record, including whether the contractor has successfully completed a similar type project or a project of similar scope and size.
    - i. Please provide dates and information on three comparable commercial renovation projects, including address. (5 points)
  - b. Contractor is licensed with appropriate state certifications. (5 points)
  - c. Contractor has adequate insurance coverage and ability to secure a performance bond for project. (5 points)
  - d. Capacity to quickly undertake project with tentative move-in date of April/ May 2024. (40 points)
2. Total project cost, itemized based upon categories outlined in Attachment C. (45 points)

Proposals will be evaluated and bonus points shall be given to the following preferences:

1. Nonprofit discounts (5 points);
2. Cost savings features and suggestions (3 points);
3. Features that meet the highest accessibility standards as defined by federal, state and local requirements (3 points);

Contract Negotiations:

CAPNM reserves the right to reject any and all proposals and to negotiate the terms of the contract, including the award amount, with the selected Agency(s) prior to entering into a written agreement. CAPNM will utilize a variety of different funding streams, which may have unique reporting requirements, some of which are listed in Attachment A. It is understood and expected that contractor will work with CAPNM to complete such activities as needed.

Section I: Proposer Information

- 1. Contractor Information
  - a. Construction Company Name
  - b. Street Address
  - c. Contact Person/ phone and email

Section II: Proposer Background

- 1. Provide any other names which the organization has operated under within the last 10 years
- 2. Background
  - a. Total number of years in operation
  - b. Current number of employees (include contracts for services if applicable)
  - c. List the types of services the company typically provides
  - d. Is this a small business, women owned enterprises and minority-owned businesses in accordance with **2 CFR § 200.321**?  
Small Business  Women Owned Enterprise  Minority Owned Business
  - e. Using the table below, list three references within the last three years.

Name	Project	Contact Information

## Attachment A

Requirements	Federal Regulations	Other References
Federal Labor Standards - Davis-Bacon - Copeland Act (Anti-kickback) - Contract Work Hours and Safety Standards	24 CFR 570.603  29 CFR Parts 1, 3, and 5	Section 110, Housing and Community Development Act of 1974 (HCDA) 40 U.S.C 276a-276a-5; 276c; 327 et seq.
Section 3	24 CFR 135	Section 3 of the HUD Act of 1968
Minority and Women Business Enterprise Participation (MBE/WBE)	Small Business Act, Section 3(a) 15 U.S.C. 632	12 U.S.C. 1701
Civil Rights and Non-Discrimination	Title VI of Civil Rights Act of 1964 Title VIII of the Civil Rights Act of 1968 Section 104(b) and 109 of Title I of the Housing and Community Development Act of 1974	Section 504 of Rehabilitation Act of 1973 Americans w/Disabilities Act of 1990 Age Discrimination Act of 1975 Executive Orders 11063, 11246, 11375, 11478, 12107, 12086, and 13279
Equal Employment Opportunity	24 CFR 570.601-602; 570.607 41 CFR 60	Executive Orders 11246; 12086 12 USC 1701u
Fair Housing	Fair Housing Act (42 U.S.C. 3601-3620) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d) Equal Opportunity in Housing Section 504 of the Rehabilitation Act of 1973 Americans w/Disabilities Act of 1990	24 CFR Parts 8, 107, and 146 42 U.S.C. 200(d) Executive Orders 11063, as amended by Executive Order 12259 Age Discrimination Act of 1975, as amended (42 U.S.C. 6101)
Debarred or Ineligible Contractors	24 CFR 570.609; 24 CFR 24	Executive Orders 12549 and 12689
Reasonable Accommodation	24 CFR Part 8; 24 CFR 570.601-602	Section 504 of Rehabilitation Act of 1973 Americans w/Disabilities Act of 1990
Fire Safety Codes		Local ordinances
Building, Housing, and Zoning Codes Housing Quality Standards	24 CFR 570.208(b)(1)(iv); 208(b)(2)	Local ordinances
Lead-Based Paint	24 CFR 570.608; 24 CFR Part 35	42 U.S.C 4821 et seq.
Anti-Lobbying	Appendix II to Part 200 J; 31 U.S.C. 1352	

Attachment A- cont.

Requirements	Federal Regulations	Other References
Environmental, Historic Preservation, National Environmental Policy Act, Flood Insurance Requirements <ul style="list-style-type: none"> <li>- Sitting near airports and coastal barrier</li> <li>- Fish and wildlife protection</li> <li>- Flood plain/flood insurance</li> <li>- National Historic Preservation</li> <li>- Noise abatement and control</li> <li>- Wetlands/Coastal zones</li> <li>- Air quality</li> <li>- Endangered species</li> <li>- Thermal/Explosive hazards</li> </ul>	24 CFR 570.503(b)(5)(i); 570.604; 570.605; 570.202; 24 CFR 58  References at: 24 CFR 58.6; 58.5570.605	Section 104(g), HCDA 42 U.S.C 4001 et seq.
Relocation, Real Property Acquisitions, and One-for-One Housing Replacement <ul style="list-style-type: none"> <li>- Uniform Relocation Act</li> <li>- Residential anti-displacement and relocation assistance</li> </ul>	24 CFR 570.201(i); 570.606(b), (c), (d) 49 CFR 24 42 USC 4601 et seq	Sections 104(d); 105(a)(11), HCDA  <a href="http://www.hud.gov/relocation">www.hud.gov/relocation</a>
Competitive Procurement	2 CFR 200.319	
Insurance and Bonding	2 CFR 200.310 and 200.325	
Administrative and Accounting Standards	2 CFR Part 200	
Cost Considerations	2 CFR 200.402, 403, 404, 405, 406 and 407	
Documentation and Recordkeeping	24 CFR 570.506 24 CFR 570.502	
Conflict of Interest	2 CFR 200.112 and 24 CFR 570.611	
Section 108 Loan Guarantees	24 CFR 570.700-570.709	Section 108, HCDA

**Attachment B**  
**Conflict of Interest Certification Form**

The standards in 2 CFR 200.318 provide that no employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when an employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award.

- A. Are any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds in a position to participate in the decision-making process for approval of this application? Yes  No
- B. Are any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds in a position to gain inside information with regard to approval of this application? Yes  No
- C. Will any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds obtain a financial interest or substantial benefit from this activity?  
Yes  No
- D. Will any employees, agents, consultants, officers, family members, or elected officials of the organization requesting funds have an interest in any contract, subcontract or agreement with respect to funding this application, either for themselves or those with whom they have family or business ties during the program year and one year thereafter? Yes  No

**If you answered YES** to any of the above questions, a letter must be submitted with the application that includes the following information:

- 1) A disclosure of the nature and extent of the conflict
- 2) A description of how public disclosure will be made
- 3) A qualified attorney's opinion that the conflict of interest does not violate federal, state, or local law

\_\_\_\_\_  
Signature/Authorized Official of Board Title Date \_\_\_\_\_  
Printed Name \_\_\_\_\_

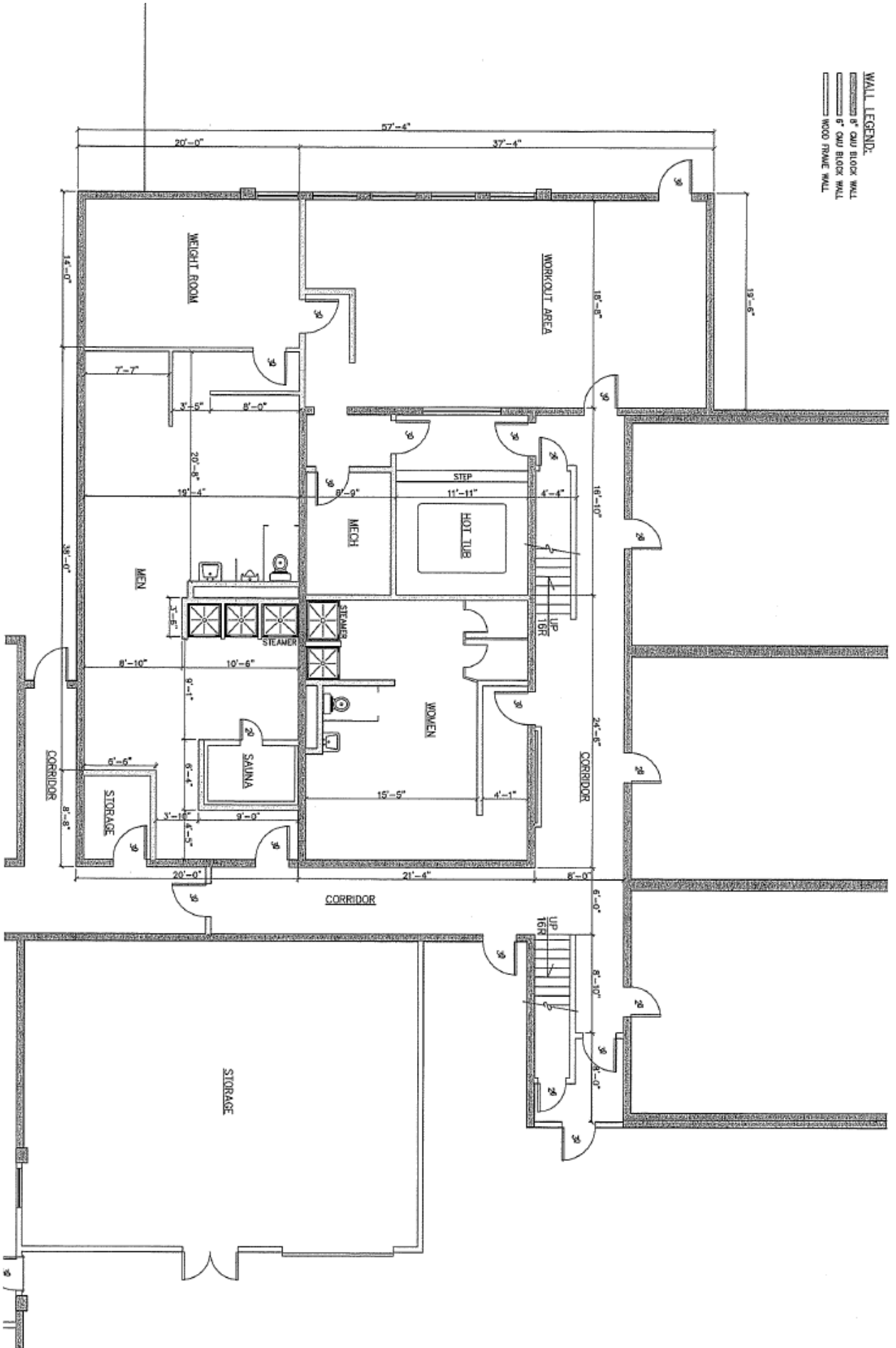


Attachment C

LINE	TRADE ITEM	ESTIMATED COST
1	CONCRETE	
2	MASONRY	
3	METALS	
4	ROUGH CARPENTRY	
5	FINISH CARPENTRY	
6	WATERPROOFING	
7	INSULATION	
8	ROOFING	
9	GUTTERS & DOWNSPOUTS	
10	DOORS & HARDWARE (Doors, hardware)	
11	WINDOWS	
12	GLASS	
13	DRYWALL	
14	TILEWORK	
16	RESILIENT FLOORING	
17	PAINTING & DECORATING	
18	SPECIALITIES (mail boxes, fire extinguishers, signage)	
20	CABINETS	
21	APPLIANCES	
22	BLINDS AND SHADES, ART WORK	
23	CARPETS	
24	SPECIAL CONSTRUCTION	
26	PLUMBING AND HOTWATER	
27	HEAT AND VENTILATION	
28	AIR CONDITIONING	
29	ELECTRICAL (electrical, lighting, site electrical )	
30	EARTH WORK (incl soil treat)	
31	ON SITE UTILITIES (Utilities, Storm Drains)	
32	ROADS AND WALKS	
33	ON-SITE IMPROVEMENTS (fencing, playground, irrigation, pool)	
35	UNUSUAL ON-SITE CONDITION (retaining walls)	
37	MISCELLANEOUS	
39	TOTAL HARD COST	
40	GENERAL REQUIREMENTS *	0
41	GENERAL OVERHEAD *	0
42	OTHER FEES PAID BY CONTRACTOR (Bonds) *	
43	TOTAL COST	\$0



WALL LEGEND:  
 6" CMU BLOCK WALL  
 8" CMU BLOCK WALL  
 WOOD FRAME WALL



WEST SIDE FLOOR PLAN  
 SCALE: 1/4" = 1'-0"

