

Bellevue Convention Center Authority
Meydenbauer Center
Bellevue, Washington

REQUEST for PROPOSALS (RFP):
Facility Condition Assessment

January 5, 2026

PROPOSAL DEADLINE:

Friday, February 6, 3:00 p.m. local time in Bellevue, Washington

PROPOSAL DELIVERY ADDRESS:

Bellevue Convention Center Authority - Meydenbauer Center
Level 3 Administrative Offices
11100 NE 6th Street
Bellevue, WA 98004

EXPECTED PERFORMANCE PERIOD:

The period of performance for any Contract resulting from this solicitation is expected to begin on or about March 2, 2026 and end by October 2, 2026. The BCCA reserves the right at its discretion to extend the contract for a period of time to be specified, in accordance with the Contract.

CONTRACTOR ELIGIBILITY:

This procurement is open to all service providers who satisfy the minimum qualifications stated herein and that are available for work in Washington State.

Bellevue Convention Center Authority
REQUEST for PROPOSALS: Facility Condition Assessment

TABLE OF CONTENTS

1.	Introduction	
1.1	Purpose & Background.....	4
1.2	Objective & Scope.....	4
1.3	Minimum Qualifications.....	4
1.4	Period of Performance.....	4
1.5	Definitions.....	4
2.	General Information for Consultants	
2.1	RFP Coordinator	5
2.2	Estimated Schedule of Procurement Activities.....	5
2.3	Questions Regarding the Solicitation	5
2.4	Revisions to the RFP	6
2.5	Proprietary Information & Public Disclosure.....	6
2.6	Equal Opportunity Requirements.....	6
2.7	Compliance with Laws and Regulations	6
2.8	Indemnification	6
2.9	Submission of Proposals.....	7
2.10	Acceptance Period	7
2.11	Responsiveness.....	8
2.12	Rejection of Proposals	8
2.13	Most Favorable Terms	8
2.14	Contract Award and Execution.....	8
2.15	Costs to Propose	8
2.16	No Obligation to Contract.....	9
3.	Proposal Form & Contents	
3.1	Letter of Submittal & Affidavit Concerning Conflicts of Interest	9
3.2	Technical Proposal.....	10
3.3	Management Proposal	10
3.4	Cost Proposal	11
4.	Evaluation & Contract Award	
4.1	Proposal Screening.....	12
4.2	Clarification of Proposal.....	12
4.3	Evaluation Weighting & Scoring	12
4.4	Oral Presentations	13
4.5	Notification to Proposers.....	13
4.6	Protest Procedure	13
5.	RFP Attachment	
	Attachment A – Certifications and Assurances	
6.	RFP Exhibits	

Bellevue Convention Center Authority
REQUEST for PROPOSALS: Facility Condition Assessment

Exhibit A – Scope of Work

Bellevue Convention Center Authority
REQUEST for PROPOSALS: Facility Condition Assessment

1. INTRODUCTION

1.1 PURPOSE & BACKGROUND

The Bellevue Convention Center Authority (BCCA), a public corporation chartered by the City of Bellevue (the "City") and has been duly constituted pursuant to RCW 35.21.730 et seq. and Ordinance No. 4092 of the City, has issued this Request for Proposals (RFP) to solicit responses from service providers interested in and qualified to perform a facility condition assessment for Meydenbauer Center.

1.2 OBJECTIVE & SCOPE

The purpose of the Facility Condition Assessment is to establish a baseline on the current condition of Meydenbauer Center focusing on infrastructure elements and major equipment. The assessment report will provide the BCCA with a reasonable set of expectations regarding future repairs and replacement, and a design team with critical information in developing cost estimates for future repairs and renovations.

The specific and detailed Scope of Work to achieve this objective is contained in Exhibit A to the RFP.

1.3 MINIMUM QUALIFICATIONS

The Contractor must have no less than five (5) years' experience in completing facility condition assessments with venues of a scope similar to the BCCA project, and must be licensed to do business in the State of Washington, as applicable.

1.4 PERIOD OF PERFORMANCE

The period of performance of any contract resulting from this RFP is tentatively scheduled to begin on or about March 2, 2026 and end by October 2, 2026. The BCCA reserves the right in its sole discretion to extend the performance period as needed to accomplish the objectives of the expansion project.

1.5 DEFINITIONS

Definitions for the purposes of this RFP include:

Contractor – Individual or company whose Proposal has been accepted by the BCCA and is awarded a fully executed, written contract.

Proposal – A formal offer submitted in response to this solicitation.

Proposer – Individual or company submitting a proposal in order to attain a contract with the BCCA.

RCW and WAC – The "Revised Code of Washington" and the "Washington Administrative Code", respectively, which together provide the statutory and regulatory framework for BCCA procurements.

BCCA – The Bellevue Convention Center Authority is the governmental entity issuing this RFP.

Bellevue Convention Center Authority
REQUEST for PROPOSALS: Facility Condition Assessment

2. GENERAL INFORMATION

2.1 RFP COORDINATOR

All communication between potential Proposers and the BCCA shall be with the RFP Coordinator, as follows:

Name	Sara Waltemire, Chief Operating Officer
Address	11100 NE 6 th Street
	Bellevue, WA 98004
Phone Number	425-450-3743
Fax Number	425-637-0166
E-mail Address	swaltemire@meydenbauer.com

Proposers are to rely on written statements issued by the RFP Coordinator; any other information will be considered unofficial and non-binding on the BCCA. The BCCA reserves the right to appoint an alternate RFP Coordinator during the solicitation process, as may be necessary and convenient.

2.2 ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

Issue Request for Proposals	<u>January 5, 2026</u>
Last date for questions regarding RFP	<u>January 23, 2026</u>
Issue addendum to RFP (if applicable)	<u>January 27, 2026</u>
Proposals due	<u>February 6, 2026</u>
Evaluate Proposals	<u>February 9-10, 2026</u>
Conduct oral interviews with finalists, if required	<u>February 11-12, 2026</u>
Announce apparent successful Contractor(s) and send notification via fax or e-mail to unsuccessful Proposers	<u>February 19, 2026</u>
Negotiate contract(s)	<u>February 24-27, 2026</u>
Begin contract work	<u>March 2, 2026</u>

The BCCA reserves the right to revise the above schedule.

2.3 QUESTIONS REGARDING THE SOLICITATION

No pre-proposal conference for this solicitation will be conducted. Written questions may be submitted to the RFP Coordinator no later than the close of business, Friday, January 23, 2026. A statement of any questions received and the BCCA response(s) in the form of an addendum to the RFP will be issued no later than the close of business, Tuesday, January 27, 2026.

2.4 REVISIONS TO THE RFP

In the event it becomes necessary to revise any part of this RFP, one or more addenda to the solicitation will be issued. The BCCA also reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract.

Bellevue Convention Center Authority
REQUEST for PROPOSALS: Facility Condition Assessment

2.5 PROPRIETARY INFORMATION & PUBLIC DISCLOSURE

All proposals received under this RFP shall remain confidential until the contract, if any, resulting from this solicitation is executed by the BCCA and the apparent successful Contractor; thereafter, the proposals shall be deemed public records as defined in Chapter 42.56 RCW.

Any information in the proposal that the Proposer desires to claim as proprietary and exempt from disclosure under the provisions of RCW 42.56 must be clearly designated. The page must be identified, as must the particular exception from disclosure upon which the Proposer is making the claim. Each page claimed to be exempt from disclosure must be clearly identified by the word "Confidential" printed on the lower right hand corner of the page. The Proposer must be reasonable in designating information as confidential; marking the entire proposal as exempt from disclosure will not be honored.

The BCCA will consider a Proposer's request for exemption from disclosure; however, the BCCA will make a decision predicated upon Chapter 42.56 RCW and Chapter 143-06 WAC. If any information is marked as proprietary in the proposal, such information will not be made available until the affected Proposer has been given an opportunity to seek a court injunction against the requested disclosure.

All requests for public records should be directed to the BCCA Administrative Services at the address on the face page of this RFP. A charge is made to the requestor for copying and shipping of disclosed public documents, as outlined in RCW 42.56.120. No fee shall be charged for inspection of contract files.

2.6 EQUAL OPPORTUNITY REQUIREMENTS

The successful vendor must comply with BCCA equal opportunity requirements. The BCCA is an Equal Opportunity Employer. It does not discriminate and does not do business with others who discriminate on the basis of race, color, creed, sex, age, nationality or disability.

2.7 COMPLIANCE WITH LAWS AND REGULATIONS

In addition to nondiscrimination and affirmative action compliance requirements previously listed, the vendor awarded the contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

2.8 INDEMNIFICATION

The vendor shall hold harmless, defend, and indemnify the BCCA and the BCCA's officers, agents, and employees against any liability that may be imposed upon them by reason of the vendor's failure to provide compensation coverage or liability coverage.

2.9 SUBMISSION OF PROPOSALS

Proposals may be submitted in hardcopy or electronically, but may not be transmitted via facsimile.

Bellevue Convention Center Authority
REQUEST for PROPOSALS: Facility Condition Assessment

If submitting the Proposal in hard copy, the following information is applicable. Proposers are required to submit three (3) copies of their Proposal. One (1) copy must have original signatures and the additional copies may have photocopied signatures. The Proposal, whether mailed or hand-delivered, must be received by the BCCA no later than 3:00 p.m. local time in Bellevue on Friday, February 6, 2026. The Proposal is to be sent to the RFP Coordinator at the address noted in Section 2.1, above. The submittal package should be clearly marked to the attention of the RFP Coordinator and should include the notation "RFP Submittal for Facility Condition Assessment".

Consultants mailing Proposals should allow for normal mail delivery schedules to ensure timely receipt of their Proposals by the RFP Coordinator. Hand-delivered Proposals will only be accepted at the reception desk, BCCA Level 3 Administrative Offices, 11100 NE 6th Street, Bellevue. Proposers assume all risk for the method of delivery chosen; the BCCA will accept no responsibility for delays caused by any delivery service or external circumstance, e.g. traffic congestion.

If submitting the Proposal electronically, the following information is applicable. Proposals being submitted electronically must be sent as an attachment to an e-mail, addressed to the RFP Coordinator as noted in Section 2.1, above, and must include the notation "RFP Submittal for Facility Condition Assessment" in the e-mail subject line. Proposals must arrive at the BCCA by 3:00 p.m. local time in Bellevue on Friday, February 6, 2026. Attachments to the e-mail shall be in Microsoft Word® and Excel® software, and/or in .pdf file form. The BCCA will accept no responsibility for problems encountered in the e-mail transmittal process.

Proposers are specifically advised that as to Proposal submittal:

1. Late Proposals will not be accepted and will be automatically disqualified from further consideration.
2. The Proposal must respond to the procurement requirements set forth herein.
3. The Proposal must be complete, must stand on its own merits, and should not respond by referring to material presented elsewhere.
4. A concise and well thought-out Proposal is more advantageous to the Proposer than a voluminous one.
5. All Proposals and any accompanying documentation submitted in response to this procurement shall become the property of the BCCA and will not be returned.

2.10 ACCEPTANCE PERIOD

Proposals must provide sixty (60) days for acceptance by BCCA from the due date for receipt of proposals.

Bellevue Convention Center Authority
REQUEST for PROPOSALS: Facility Condition Assessment

2.11 RESPONSIVENESS

All Proposals will be reviewed by the RFP Coordinator to determine compliance with administrative requirements and instructions specified in the RFP. Proposers are hereby specifically notified that failure to comply with any part of the RFP may result in rejection of the Proposal as non-responsive. The BCCA reserves the right, however, at its sole discretion to waive minor administrative irregularities in the Proposals received.

2.12 REJECTION OF PROPOSALS

The BCCA reserves the right at its sole discretion to reject any and all Proposals received without penalty.

2.13 MOST FAVORABLE TERMS

The BCCA reserves the right to make an award without further discussion of any Proposal submitted. Therefore, the Proposal should be submitted on the most favorable terms that can be offered. The BCCA does reserve the right to contact a Proposer for clarification of its Proposal during the evaluation process. In addition, the BCCA reserves the right to enter into contract negotiations with the apparent successful Proposer, which may include discussions regarding the terms of the proposal. Contract negotiations may result in incorporation of some or all of the subject proposal. The Proposer should be prepared to accept this RFP document for incorporation into a contract resulting from this solicitation. It is also understood that the Proposal will become part of the BCCA's official procurement file.

2.14 CONTRACT AWARD AND EXECUTION

The BCCA shall not be bound or in any way obligated until both parties have executed a vendor contract. The general conditions and specification of the RFP and the successful vendor's response, as amended by contract between the BCCA and the successful vendor, including e-mail or written correspondence relative to the RFP, will become part of the contract documents. Additionally, the BCCA will verify vendor representations that appear in the proposal. Failure of a vendor to perform services as represented may result in elimination of the vendor from further competition or in contract cancellation or termination.

The vendor selected as the apparently successful vendor will be expected to enter into a contract with the BCCA. The foregoing should not be interpreted to prohibit either party from proposing additional contract terms and conditions during negotiations of the final contract. If the selected vendor fails to sign the contract within five (5) business days of delivery of the final contract, the BCCA may elect to cancel the award and award the contract to the next-highest ranked vendor. All parties may incur no cost chargeable to the proposed contract before the date of execution of the contract.

2.15 COSTS TO PROPOSE

The BCCA will not be liable for any costs incurred by the Proposer in preparation of a submittal in response to this RFP, in conduct of a presentation, or any other activities related to responding to the RFP.

2.16 NO OBLIGATION TO CONTRACT

Issuance of this RFP does not obligate the BCCA to contract in whole or in part for services specified herein.

Bellevue Convention Center Authority
REQUEST for PROPOSALS: Facility Condition Assessment

3. PROPOSAL FORM & CONTENTS

Written proposals must be prepared on letter-size (8-1/2 x 11 inch) paper with tabs separating the major sections of the Proposal; electronically-submitted Proposals are to be formatted analogously. Proposals are not to exceed thirty (30) pages. The major sections of the Proposal are to be in the order noted below:

1. Signed Letter of Submittal, including signed Certifications and Assurances
2. Technical Proposal
3. Management Proposal
4. Cost Proposal

3.1 LETTER OF SUBMITTAL & AFFIDAVIT CONCERNING CONFLICTS OF INTEREST

The Letter of Submittal must be signed and dated by a person authorized to legally bind the Proposer to a contractual relationship, e.g., the President or Executive Director if a corporation, the Managing Partner if a partnership, or the proprietor if a sole proprietorship. This introductory letter should convey the Proposer's interest in the project, and highlight particular strengths of the proposed service provider. In addition, it is to include by attachment the following information about the Proposer and any proposed subcontractors:

1. Name, address, principal place of business, telephone/fax number, and e-mail address of legal entity or individual with whom contract would be written.
2. Name, address, and telephone number of the principal officer(s) (President, Vice President, Treasurer, Chairperson of the Board of Directors, etc.).
3. Legal status of the Proposer (sole proprietorship, partnership, corporation, etc.) and the year the entity was organized to do business as it now substantially exists.
4. Federal Employer Tax Identification number or Social Security number and the Washington Uniform Business Identification (UBI) number as issued by the Washington State Department of Revenue.
5. Location of the facility from which the Contractor would operate.
6. Identification of any current or former BCCA employees on the firm's governing board or in a management position as of the date of the proposal. Include their position and responsibilities within the Proposer's organization. If following a review of this information, it is determined by the BCCA that a conflict of interest exists, the Proposer may be disqualified from further consideration for the award of a contract.

The Affidavit Concerning Conflicts of Interest form (Attachment A to this RFP) must be signed and dated by a person authorized to legally bind the Proposer to a contractual relationship, and is to be included with the Letter of Submittal in the proposal.

Bellevue Convention Center Authority
REQUEST for PROPOSALS: Facility Condition Assessment

3.2 TECHNICAL PROPOSAL

The Technical Proposal must contain a comprehensive description of services including the following elements:

- A. Project Approach/Methodology** – Include a complete description of the proposed approach and methodology for the project. This section should convey Proposer's understanding of the project.
- B. Proposed Work Plan** – Include all project requirements and the proposed tasks, services, activities, etc. necessary to accomplish the scope of the project as defined in the RFP. This section of the technical proposal must contain sufficient detail to convey to members of the evaluation team the Proposer's knowledge of the facility tasks, subjects and skills necessary to successfully complete the project. Include any required involvement of BCCA staff. The Proposer may also present any creative approaches that might be appropriate and may provide any pertinent supporting documentation.
- C. Project Schedule** – Include a proposed project schedule indicating when the elements of the Work will be completed and when deliverables will be provided.
- D. Deliverables** – Fully describe proposed deliverables to be submitted under the Contract.

3.3 MANAGEMENT PROPOSAL

A. Project Management

- 1. Project Team Structure/Internal Controls** – Provide a description of the proposed project team structure and internal controls to be used during the course of the project, including any subcontractors. Provide an organizational chart of the company/firm indicating lines of authority for personnel involved in performance of this potential contract and relationships of this staff to other programs or functions of the company/firm. This chart must also show lines of authority to the next senior level of management. Include who within the company/firm will have prime responsibility and final authority for the work.
- 2. Staff Qualifications/Experience** – Identify staff, including subcontractors, who will be assigned to the potential contract, indicating the responsibilities and qualifications of such personnel, and include the amount of time each will be assigned to the project. Provide résumés for the named staff, which include information on the individual's particular skills related to this project, education, experience, significant accomplishments and any other pertinent information. The Proposer must commit that staff identified in its Proposal will actually perform the assigned work. Any staff substitution must have the prior approval of the BCCA.

Bellevue Convention Center Authority
REQUEST for PROPOSALS: Facility Condition Assessment

B. Experience of the Proposer; References

1. Indicate the experience the Proposer and any subcontractors have in the areas of facility condition assessments.
2. Provide any other relevant experience that indicates the qualifications of the Proposer, and any subcontractors, for the performance of the potential contract.
3. Include a list of contracts the Proposer has had during the last five (5) years that relate to the Proposer's ability to perform the services needed under this RFP. List contract reference numbers, contract period of performance, contact persons, telephone/fax numbers, and e-mail addresses, and briefly describe the type of service provided. The Proposer and staff proposed to provide the services must grant permission to the BCCA to contact references, and others for whom services have been provided. Do not include current BCCA staff as references. References will be contacted and scored for the top-ranking Proposal(s) only.

C. Related Information

1. If the Proposer or any subcontractor has contracted with the BCCA during the past 24 months, indicate the contract number and project description and/or other information available to identify the contract.
2. If a member of the Proposer's staff or subcontractor's staff was an employee of the BCCA during the past 24 months, or is currently a BCCA employee, identify the individual by name, job title or position held and separation date.
3. If the Proposer has had a contract terminated for default in the last five years, describe such incident. Termination for default is defined as notice to stop performance due to the Proposer's non-performance or poor performance, wherein the issue of performance was either (a) not litigated due to inaction on the part of the Proposer, or (b) litigated and such litigation determined that the Proposer was in default.

Submit full details of the terms for default including the other party's name, address, and phone number. Present the Proposer's position on the matter. The BCCA will evaluate the facts as presented and may, at its sole discretion, reject the proposal on the grounds of the past experience. If no such termination for default has been experienced by the Proposer in the past five years, so indicate.

3.4 COST PROPOSAL

The evaluation process is designed to award this procurement not necessarily to the least cost proposal, but rather to the proposal(s) which represent the best overall value in meeting the requirements of this RFP. However, Proposers are encouraged to submit proposals that are consistent with BCCA efforts to conserve public resources.

Bellevue Convention Center Authority
REQUEST for PROPOSALS: Facility Condition Assessment

Identification of Costs – Using their own cost proposal form/format, Proposers are to identify all costs including expenses to be charged for performing the services necessary to accomplish the objectives of the contract. Submit a fully detailed budget including staff costs, subcontractor costs, administrative costs, travel costs, and any other expenses necessary to accomplish the tasks and to produce the deliverables under the contract. Note that contractors are required to collect from the BCCA and remit to the WS Department of Revenue any Washington State sales tax applicable to the contract.

4. EVALUATION & CONTRACT AWARD

Responsive Proposals will be evaluated in accordance with the requirements stated in the solicitation and any addenda issued. Only those Proposals meeting all mandatory submittal requirements will be evaluated for possible contract award. The evaluation of Proposals shall be accomplished by an evaluation team to be designated by the BCCA, which will determine the ranking of the Proposals.

4.1 PROPOSAL SCREENING

Proposals received by the published deadline will be administratively screened for "responsiveness", i.e., meeting all the material requirements of the solicitation, and for proposer "responsibility", i.e., being a service provider in good standing in the State of Washington, eligible for receiving public contracts.

4.2 CLARIFICATION OF PROPOSAL

The RFP Coordinator may contact a Proposer for clarification of any portion of the respective Proposal.

4.3 EVALUATION WEIGHTING & SCORING

For all Proposals determined to be responsive to the requirements of the solicitation and determined to have been submitted by responsible Proposers, the following weighting and points will be assigned for evaluation purposes:

Technical Proposal – 30%		30 points
Project Approach/Methodology	7 points (maximum)	
Quality of Proposed Work Plan	8 points (maximum)	
Project Schedule	5 points (maximum)	
Project Deliverables	10 points (maximum)	
 Management Proposal – 40%		 40 points
Project Team Structure/ Internal Controls	10 points (maximum)	
Staff Qualifications/Experience	10 points (maximum)	
Experience of the Consultant	20 points (maximum)	
 Cost Proposal – 20%		 20 points
 References – 10%		 10 points
 Total		 100 points

Bellevue Convention Center Authority
REQUEST for PROPOSALS: Facility Condition Assessment

4.4 ORAL PRESENTATIONS

The BCCA, at its sole discretion, may select the top scoring finalist(s) from the written evaluation for an oral presentation and final determination of contract award. Should the BCCA elect to hold oral presentations, it will contact the top-scoring firm(s) to schedule a date, time and location. Commitments made by a Proposer at the oral interview, if any, will be considered binding.

4.5 NOTIFICATION TO PROPOSERS

Firms whose Proposals have not been selected for further negotiation or award will be notified via fax or by e-mail.

4.6 PROTEST PROCEDURE

Proposers protesting this procurement shall follow the procedures described below; protests that do not follow these procedures will not be considered. This procedure constitutes the sole administrative remedy available regarding this procurement, and is available only to those Proposers who submitted a response to this solicitation document.

Upon completing the debriefing conference, the Proposer is allowed three (3) business days to file a protest with the RFP Coordinator. Protests may be submitted by facsimile or e-mail. All protests must be in writing and signed by the protesting party or an authorized agent, e.g., legal counsel. The protest must state the grounds for the protest with specific facts and complete statements of the action(s) being protested. A description of the relief or corrective action being requested should also be included. All protests shall be addressed to the RFP Coordinator.

Only protests stipulating an issue of fact concerning the following subjects shall be considered:

- A matter of bias, discrimination or conflict of interest on the part of an evaluator.
- Errors in computing the score.
- Non-compliance with procedures described in the procurement document or with BCCA policy.

Protests not based on procedural matters will not be considered. Protests will be rejected as without merit if they address issues such as: 1) an evaluator's judgment on the quality of a proposal, or 2) BCCA's assessment of its own needs or requirements.

Upon receipt of a protest, a protest review will be held by the BCCA. The BCCA Executive Director or an employee delegated by the Executive Director who was not involved in the procurement will consider the record and all available facts and issue a decision within five (5) business days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay.

In the event a protest may affect the interest of another Proposer under the RFP, such Proposer will be given an opportunity to submit its views and any relevant information on the protest to the RFP Coordinator.

Bellevue Convention Center Authority
REQUEST for PROPOSALS: Facility Condition Assessment

The final determination of the protest shall:

- Find the protest lacking in merit and uphold the BCCA's action; or
- Find only technical or harmless errors in the BCCA's acquisition process and determine the BCCA to be in substantial compliance, and therefore reject the protest; or
- Find merit in the protest and provide the BCCA options which may include:
 - Correct the errors and re-evaluate all proposals, and/or
 - Reissue the solicitation document and begin a new process, or
 - Make other findings and determine other courses of action as appropriate.

If the BCCA determines that the protest is without merit, the BCCA will enter into a contract with the apparently successful Proposer. If the protest is determined to have merit, one of the alternatives noted in the preceding paragraph will be taken.

5. RFP ATTACHMENTS

Attachment A – Affidavit Concerning Conflicts of Interest

6. RFP EXHIBITS

Exhibit A – Scope of Work

Bellevue Convention Center Authority
REQUEST for PROPOSALS: Facility Condition Assessment

Attachment A
Affidavit Concerning Conflicts of Interest

STATE OF: _____)
•) ss.
COUNTY OF: _____)

The undersigned, being first duly sworn, on oath states on behalf of _____, hereinafter called the Proposer, as follows:

A. CONFLICT OF INTEREST

That the Bidder, by submitting its Qualifications to perform or provide work, services or materials, has thereby covenanted, and by this affidavit does again covenant and assure, that it has no direct or indirect pecuniary or proprietary interest, and that the Bidder shall not acquire any such interest, which conflicts in any manner or degree with the work, services or materials required to be performed under a contract which may result from this Request for Qualifications.

B. CONTINGENT FEES AND GRATUITIES

That the Proposer, by submitting its Qualifications to perform or provide work, services or materials, has thereby covenanted, and by this affidavit does again covenant and assure:

1. That no person or selling agency except bona fide employees or designated agents or representatives of the Proposer has been employed or retained to solicit or secure this submittal with an agreement or understanding that a commission, percentage, brokerage, or contingent fee would be paid; and
2. That no gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Proposer or any member of its agents, employees or representatives, to any official, member or employee of the Owner or other governmental agency with a view toward securing a Contract or securing favorable treatment with respect to the awarding or amending, or the making of any determination with respect to the performance of a contract which may result from this Request for Qualifications.

SIGNED this _____ day of _____, 20____.

Name of Proposer

By: _____

Title: _____

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20____.

NOTARY PUBLIC in and for the State of Washington

Residing at _____

My Appointment Expires _____

Bellevue Convention Center Authority

EXHIBIT A to **RFP for Facility Condition Assessment** **SCOPE OF WORK**

1. Facility

Meydenbauer Center is a four-story 143,790 square foot public assembly facility with a 177,902 square foot, three-story subterranean parking. The facility opened in 1993 and is a multi-purpose convention and performing arts center consisting of 36,000 square feet of exhibit space, 12,000 square feet of meeting space, a 410-seat theater, box office, kitchen facility, a 434-space parking garage, and a 159-space open air parking lot.

2. Historical Data Available

Meydenbauer Center will provide the contractor with the existing capital expense matrix developed in 2013 and updated annually through 2025.

3. GOALS AND OBJECTIVES

The purpose of the facility condition assessment is to assess the facility based on the following scope and provide narratives that summarize assessment observations and comments, as well as provide detailed capital expenditure projections for the next five years and estimations for replacement timing and costs for the next 20 years.

4. DELIVERABLES

The following details the deliverables that the facility condition assessment provider will provide on an assignment. As part of all condition assessments, there will be a bound deliverable that contains:

- A narrative report that provides a description of the system and its conditions. Included in the narrative are digital photographs of key components and deficiencies.
- Summary of 5-year annual costs with recommendations for project prioritization.
- A 20-year Capital Expense Matrix that includes the costs and dates of replacement for systems and components. The capital expense matrix is a tool to be utilized by facility management for planning and prioritizing and reflects the information provided by manufacturers, and current facility users based on “best practices” for similar-sized convention centers. The matrix is intended to be a “living” document whereby it is continually updated as changes occur in the CPI and construction costs and extends for a period of 20 years.

The proposed comprehensive assessment involves the following areas:

Architectural - Condition of interior finishes, exterior components

The architectural review of the facility would consist of the inspection and evaluation of the condition of the interior and exterior finishes and general architectural components of the building (walls, flooring, ceiling, par-

Bellevue Convention Center Authority

titions, seating). It may also include a review of the functional efficiency of particular areas. This portion of the assessment will:

- Provide an objective review of current conditions
- Provide an objective view of the functionality of a given space to develop recommendations on modifications for improvement

Major Systems - Mechanical, electrical, plumbing, and fire protection

This includes the review of mechanical, electrical, plumbing, and fire protection system. The following are descriptions and examples of the work in this area:

- Observe and document the physical and operating conditions of equipment and systems.
- Interview the operations and maintenance staff to determine event day and non-event day sequences of operation of selected equipment and systems. Evaluate how the systems are operating.
- Conduct a thermal inspection of the electrical panels & switchgear for compliance with current NFPA requirements

Report should evaluate each selected system and comment on the following:

- The current physical and operating condition of selected components, equipment, and building systems with an estimate of their remaining useful life. The estimate of the remaining useful life will be based on no changes to the current PM program for the respective equipment or system.
- Identification of systems that are not operating as designed or as needed to satisfactorily serve the patrons and users. Recommendation of other sequences of control modifications that may reduce operational costs, as applicable.
- Recommendations on preventive maintenance actions to be implemented in the short term and the long term to prolong useful life and increase the operating efficiency of the equipment. Based on the remaining useful life of the equipment, recommendations on a replacement may be made.

Structural - Load bearing walls, exterior sidewalks, and façade, light standards

The assessment team will evaluate the condition, load-bearing capacity, suitability, seismic resilience and performance of the facility's structural systems, as well as compliance with current building codes.

The team will conduct reviews of documents, on-site observations, and conceptual analysis to evaluate the condition, capacity, suitability, and performance of the building structural systems.

Structural systems include:

- Foundations, basement walls, and access tunnels
- Fixed seating area
- Structure to support rigging
- Walls supporting roofs

Bellevue Convention Center Authority

- Exterior sidewalks & façade

Entertainment Electronic Systems - Audio/video,

In each of the following areas, we will review the current condition of equipment, set-up, and operation to maximize current performance and possibilities for system upgrades.

- Sound Systems
- Electronic Signage
- Fly systems

Vertical Transportation - Elevator & escalator function; current operation and ongoing maintenance

Roofs - Membranes, water diversion, and penetrations

Assess the condition of the roofing membranes, penetrations, seams, and water diversion devices.

Kitchen Equipment (above approximately \$2,000 value) – Such as ovens, stoves, broilers, grills, walk-in refrigerators & freezers, dishwashers, exhaust hoods for fire suppression

4.1 Cost Estimating

The facility condition assessment report will include an estimated cost for each system or component repair, or replacement anticipated during the evaluation term. The capital needs analysis must include a summary of the description of each component, the age and estimated remaining useful life, the anticipated year of repair or replacement, quantity, unit cost, and total cost for the repair of each line item. A consolidated analysis of capital needs will be presented, encompassing all anticipated capital requirements across all facilities.

In addition to the detailed description of the deficiencies, the assessor will provide cost estimates for the deficiencies noted. The cost estimate for capital deficiencies will be based on the estimate for maintenance and repair. Note: Project management costs, construction fees, and design fees will be derived using actual costs from previous projects, if available. The facility condition assessment provider will use the Uniformat system and the RS Means model for cost estimation to better reflect market conditions in the local area.

Note: RFP respondent will provide samples of a single facility report (**Exhibit 1**) that will include estimates for repairs and replacements anticipated during the evaluation period.