

## Request For Proposal for Machinists Institute

The Machinists Institute seeks a Developer to manage the construction and redevelopment of the “Little Wings Early Learning Academy” in Everett, WA

Issue Date: April 25, 2024

Project Address: 2407 106th St. SW  
Everett, WA 98204

Parcel #: 28042300201500  
00535400001101

Owner: Machinists Institute  
Shana Peschek, Executive Director  
9125 15th Place South  
Seattle, WA 98102

**Project Description:** The Machinists Institute (MI) is seeking a collaborative developer to represent its interests in the 2024-2026 construction, redevelopment and opening of its new early learning academy. The project is to develop a licensed childcare center from an existing building and lot located on a 2.75-acre campus with an existing 11,000 sq. ft. building. The project will renovate the existing building to create a state-of-the-art licensed childcare center, offering flexible part-time, full-time, and nonstandard hour child care to meet the needs of approximately 600 children from machinist families and the local community. The project will entail managing the construction contractor, and sub-contractors, to assure the Machinists Institute’s construction goals and timelines are met. The timeline for the infrastructure, main building classrooms, multi-purpose rooms, lavatories, kitchen renovation, supportive spaces, and nature preschool (11,000 square foot building and outdoor space) is expected to be completed no later than September 2026 with the licensing complete of at least one phase of the project by June 2025. Project includes:

Previous predesign work has culminated in a conceptual master site plan that outlines the following four main phases (additional phases may possible in the future):

Phase 1 “Infrastructure” – The construction of the infrastructure to service the entire campus development according to the conceptual master site plan and environmental study. This will include storm retention, paving, parking, utilities, and converting the sewer system serving the building from the existing septic system to the public sewer system.

Phase 2 “Warehouse” – The renovation of the approximately 6,400 sq. ft. warehouse space within the existing building (portion of the building north of grid 3), including building systems, kitchen, restrooms, and staff break room, classrooms etc. as shown on the current schematic plan set.

Phase 3 “Classrooms” – The renovation of the remaining the building, approximately 5,000 sq ft, to include five additional classrooms, associated bathrooms and supporting utility rooms, as shown on the current schematic plan set.

Phase 4 “Nature Preschool” – Construction of trails between the parking and support building, gathering spaces and throughout the forested area, fencing to contain the site, and clearing of three gathering spaces. Support building will include storage, 6 toilets, sinks, and have a covered area that has roll down or sides that secure for shelter in place for up to 60 people.

Prioritize phase 4 completion by 9/2026 which is a requirement for the Grant funding (Snohomish county funding)

**Scope of Work:** Regular meetings, check-ins, walk-throughs, updates, recommendations, and interventions will be expected. The Developer will work with MI to develop the RFQ for construction services, in accordance to procurement policy using state funds and prevailing wage requirements along with MI Purchasing Policy. The Developer will work with MI to assess responsive and responsible bids and provide recommendations. The Developer will work to ensure the infrastructure and construction and cost of project is on track with Machinists Institute completion goals and timelines and in compliance with state and federal grant funds. Attachment A is a list of all current work currently completed or in progress on this project.

**Developer Services:** Owner desires to utilize a form of contract which includes the cost of work based on completion timelines, phases, and goals being met.

**RFP Requirements:**

Interested construction developers are requested to submit proposals that include the following information:

- Company Profile: Provide an overview of your company, including experience in developing childcare facilities and relevant qualifications.
- Project Approach: Outline your proposed approach to renovating the existing building and developing the childcare center, including key milestones and timelines.
- Team Composition: Identify key personnel who will be involved in the project
- Previous Experience: Provide examples of similar projects completed by your company, including references from past clients.
- Budget and Pricing: Present a detailed and comprehensive cost of services
- Compliance: Demonstrate your understanding of licensing requirements and regulations governing childcare facilities, and outline how you will ensure compliance throughout the project.

**Submission Guidelines:**

Proposals should be submitted electronically to [shana.peschek@machinistsinstitute.org](mailto:shana.peschek@machinistsinstitute.org) no later than May 7<sup>th</sup>. Late submissions will not be considered. Any inquiries or requests for clarification should also be directed to the above contact.

**Evaluation Criteria:**

Proposals will be evaluated based on the following criteria:

Experience and Qualifications of the Developer  
Clarity and Feasibility of Project Approach  
Qualifications and Expertise of Project Team  
Past Performance and References  
Cost Competitiveness and Value for Money  
Compliance with Licensing Requirements

**Selection Process:**

Shortlisted candidates may be invited for interviews or presentations to further discuss their proposals. The final selection will be based on the overall suitability of the proposal, cost of the proposal and the ability of the developer to deliver the project on time and within budget.

Machinists Institute reserves the right to reject any or all proposals received and to negotiate separately with any qualified proposer.

**Owner:** Machinist Institute  
Shana Peschek  
9125 15th Place S.  
Seattle, WA 98108  
[shana.Peschek@machinistsinstitute.org](mailto:shana.Peschek@machinistsinstitute.org)

**Attachments:**

- Attachment A: Project work completed or in progress
- Following documents are listed on [construction developer rfp](#)
- Geo Technical Report
  - Preliminary conceptual drawings, Phases 1-4, prepared by Urbal Architecture, dated 04/09/2024.
  - Survey prepared by Bush Roed & Hitchings, INC, dated 02/26/24
  - CLFR Machinists Institute Grant Contract Requirements

Please address any questions you have to Shana Peschek at [shana.peschek@machinistsinstitute.org](mailto:shana.peschek@machinistsinstitute.org)

## **Attachment A**

Surveyor - BRH

Survey work has been completed and the contract work is complete

Civil - DCG Engineers

Civil has begun the linework for the site plan and is currently working through preliminary utility connections and grading

Landscape - MXM landscape architects

MxM has walked the site and are working through initial schematic design options

Structural - DCI Engineers

Structural has walked through the building and is working through the assumptions of the current structure vs the layout we are proposing and assessing the structural systems

Environmental - Eastside Environmental Pros

Eastside has provided a preliminary critical area report and is prepared to provide a finalized design specific Critical Area Report pending site plan finalization

Geotechnical Engineer - PanGeo

Geotech has completed boring work on site and is currently preparing the geotechnical report

Traffic Engineering - Transpo Group

Transpo is currently assessing the current use vs future use and working on preparing a traffic impact study

