

REQUEST FOR PROPOSALS [RFP]

**Fort Worden State Park: Building 205 Artist Studios
Port Townsend, Washington**



Project Name: Building 205 Art Studios Restoration (LEED Silver required)

Date Issued: July 1, 2025

Response Deadline: October 17, 2025

BRIEF DESCRIPTION: Centrum is soliciting proposals from qualified firms to provide bids to renovate/update an historic 7,656 square foot 1904 building at Fort Worden (#205) to LEED Silver status. As a working space for artists and print makers, this facility needs to remain as a practical, working space, and therefore, Centrum is seeking estimates for the minimal level of renovation or restoration to successfully meet the LEED Silver certification standard. Primary interests include overdue care for the exterior, replacement of the slate roof (slate tiles are on site and provided by State Parks), decking, HVAC, ventilation, plumbing, windows, restrooms, basement, etc. No substantial changes to the interior room divisions is sought. If allowable by WA State Parks, we would also like to consider making the first floor ADA compliant (entry, restroom, doorways). Please include ADA access elements as an alternate option in your bid. All elements of this project are subject to State Parks approval.

Bids are due: October 17, 2025, by 1:00 p.m., PST.

Pre-Bid Site Meeting: The project site is available for inspection by prospective bidders at a pre-bid site meeting and walk-through at 9:00 a.m. on Tuesday, August 12, 2025, at Fort Worden State Park in Port Townsend.

Video Link: A brief overview of the building is [here](#) with voice over.

ELECTRONIC BID RESPONSES ONLY: Bid responses will only be accepted electronically via e-mail/e-mail attachment to facilities@centrum.org. (PDF preferred).

Procurement Coordinator: Robert Birman, Executive Director.

1. Introduction

Centrum was founded in 1974 as the anchor tenant at Fort Worden State Park with a noble vision—to transform a former military base into an international center for creativity while fostering lifelong learning in the arts. The organization was created through a novel partnership among three state agencies—the Washington State Arts Commission, Washington State Parks Commission, and the Superintendent of Schools for Washington State. Though supported initially with annual grants from the state, Centrum has always been an independent 501(c)(3) non-profit organization.

For 52 years, Centrum has fostered creative arts experiences that change lives. Through year-round programming, we present, promote and honor:

- Programs for a diverse array of learners that focus on the intersection of the arts and creative education
- Traditional and evolving arts
- Artist residencies that provide both amateur and professional artists with precious time, space and inspiration to develop new work

2. Project Background

Centrum is the anchor tenant at the Fort Worden State Park lifelong learning center. It has 12 “Class D” facilities under its 25-year lease (2022), all of which are owned by the State of Washington. “Class D” (condition) refers to WWI and WWII-era buildings on the historic 434-acre campus, all of which suffer from disinvestment and significant deferred maintenance. The condition of the buildings, while challenging, lends itself to a rustic charm that thousands of visiting artists—often from large urban centers here and abroad—embrace. Centrum welcomes many of the nation’s leading writers, performers, creators, and visual artists to its campus every year. In all, we serve artists from 17 countries, all 50 states, and 77% of the counties in Washington.

Workshops and residencies at Centrum are periods of concentrated work. With every passing year, concern for the deterioration of the buildings deepens. Centrum’s lease allows it to carry a share of the overall maintenance burden—effectively trading rent for the commitment to maintain and upgrade the State’s assets. These terms will ensure that the vital programming facilities that generate the overwhelming majority of public benefits will be here 50 to 100 years from now.

The aim of this project is to restore and renovate Centrum’s primary art studios (Building 205)—a 7,656 square-foot facility built in 1904; one of the most prominent on campus. The building contains a spacious group artist studio on the top floor (1,600 square feet), a medium-size private art studio (264 square feet) also on the top floor, a medium main floor private art studio (260

square feet), two main-floor studios housing an all-volunteer printing press which is open to public membership (765 square feet), two digital arts studios (film, video, and sound) on the main floor (accessible to visiting artists and comprised of 765 square feet), along with restrooms, storage, and a very large unfinished basement which currently serves as long-term storage.

A detailed survey was commissioned by Centrum in 2021 from Seattle-based MENG Analysis detailing observable deficiencies throughout the facility. A copy of its report on Building 205 is attached.

The building originally housed the military band for the Fort and is a wood-framed, two-story, structure (with an attic and a basement) constructed during the initial phase of Fort Worden's campus development and completed in 1904. Largely Georgian/Greek Revival style, the structure is rectangular in plan with symmetrical front and back triangular broken pediment form gables and Palladian window. The gable roof forms consist of slate on wood trusses and is original to the building. A single wood porch in poor condition on the west facade includes smooth, round columns with Doric-style capitals in poor condition and pipe rail guard rails with a similarly styled single covered porch on the east side. Siding in poor condition is comprised of narrow horizontal wood lap siding, sitting on an ashlar pattern stone masonry base (and basement), and 45-degree lattice skirting. Operable sash type double-hung wood windows with single-pane glazing stopped in wood grids (two over two pattern) are at end of life.

The plumbing fixtures are aged and deteriorated. The restrooms have floor-mount toilets and wall-mount lavatories with manual flush valves and non-self-closing faucets. There is an abandoned shower facility in the basement. Hot water is provided by a 4.5 kW, 50-gal electric water heater installed in 2009. Domestic water piping is galvanized steel and drain piping is cast iron. Roof drainage is external with wood gutters and plastic downspouts. The building is heated by a steam system with an oil-fired steam boiler in the basement. Centrum wishes to convert this building to electric heat only. There are no cooling systems in the building. Fuel oil is currently stored in an underground oil storage tank. The boiler, piping, and cast-iron radiators appear to be original. The radiators do not have any control valves. Electrical main panel was replaced in 2010. The subpanels and power distribution wiring is older and deteriorated. Branch wiring and light fixtures are mostly ornamental pendent style with a mixture of LED and compact fluorescent lamps. The building also has a non-addressable fire alarm system. The alarm panel and devices are from 2009.

This project aims to bring Building 205 up to modern LEED Silver status with primary emphasis on building systems, HVAC, replacement of the slate roof, windows, and care for the exterior. This project is subject to Washington State prevailing wages.

Building 205 is one of the most heavily used buildings at Fort Worden for Centrum's year-round arts programming and is central to servicing up to 200 individual artist residencies a year in addition to supporting a wide range of multi-generational performing arts program and art programs for youth, grades 5-9.

- **Timeline:** Centrum aims for work to be started no sooner than fall of 2026 with completion by the spring of 2028.

3. Scope of Work

Competitive bids will address the following:

- **Deliverables:** Centrum would like a comprehensive bid for renovation and restoration of Building 205 including an itemized and detailed project budget, proposed project timeline, and narrative description of your firm's approach to this work. Please include references to anticipated permits required, use of subcontractors, special needs/requirements for the building site, and explanation of contingencies in your estimate.
- **Services Required:** Please address protocols your firm will follow to communicate and report timelines, progress reports, work orders, change orders, and billing. Centrum has worked with vendors using Procore software for these services. Please describe how your systems compare to that standard of accounting and project management.
- **Administrative Tasks:** Applicant must demonstrate a proven track record of detailed and professional administration of the building site, including but not limited to reliable reporting processes and expense tracking.
- **Strategic Thinking:** Please share any relevant experience you have working on a State-owned site, in partnership with the State of Washington or other public entities, and how you plan to remain open to approval processes that will be required with each phase of the project (e.g., alignment with organizational goals, risk management).

4. Proposal Requirements

Outline the specific requirements for the proposal submission.

- **Qualifications:** Describe your qualifications for this scope of work with specific client references for past projects in Washington State (e.g., experience in similar projects, references).
- **Approach and Methodology:** Please provide a detailed description of your firm's approach to the project, including methodologies you will use.
- **Proposed Timeline:** Provide a timeline that aligns with Centrum's proposed timeline, including key milestones and deadlines.
- **Budget:** Provide a detailed budget, including a breakdown of costs by task and any potential contingencies and/or additional expenses.
- **Team Composition:** Identify the lead members of your team, including roles, responsibilities, and relevant experience.
- **References:** Provide at least three references from previous clients for similar projects.

5. Additional Specifications and Contractor Guidelines

- Unless otherwise specified, items shall be new and unused
- All electrical items must meet all applicable OSHA standards and regulations, and bear the appropriate listing from UL, FMRC or NEMA.
- Samples, when requested, must be furnished free of expense to Centrum. Samples will be returned to the bidder, on request, at bidders' expense.
- A manufacturer's standard warranty shall apply unless otherwise stated in the RFP.
- Proposal must include Labor to Assemble and Install per Plan.
- Bid prices are to be firm for six (6) months from bid opening date.
- No delivery fees may be added.

6. General Provisions

These General Provisions are considered standard language for all Centrum proposals and RFP documents. If any "specific proposal requirements" differ from the General Provisions listed here,

the “specific proposal requirements” shall prevail.

- A) **RFP PACKAGE** The proposal, general and special provisions, drawings, specifications/line-item details, contract documents and the proposal sheet are all considered part of the proposal package. Proposals must include all forms provided by Centrum, completed in their entirety and signed by an authorized representative by original signature. Any individual signing on behalf of the proposal expressly affirms that he or she is duly authorized to tender this proposal and to sign the proposal sheet/contract under the terms and conditions in this proposal. Proposer further understands that the signing of the contract shall be of no effect unless subsequently awarded and the contract properly executed by Centrum. All figures must be written in ink or typed. Figures written in pencil or with erasures are not acceptable. However, mistakes may be crossed out, corrections inserted and initialed in ink by the individual signing the proposal. Changes must also be made to any electronic copies submitted. If there are discrepancies between unit prices quoted and extensions, the unit price will prevail. Each proposer is required to thoroughly review this entire proposal packet to familiarize themselves with the proposal procedures, the plans, and specifications for the requested work as well as the terms, and conditions of the contract the successful proposer will execute with Centrum.
- B) **COMPETITIVENESS AND INTEGRITY** To prevent biased evaluations and to preserve the competitiveness and integrity of such acquisition efforts, proposers are to direct all communications regarding this proposal to facilities@centrum.org or assigned designee, unless otherwise specifically noted. An authorized person from the submitting firm must sign all proposals. The signature acknowledges that the proposer has read the proposal documents thoroughly before submitting a proposal and will fulfill the obligations in accordance with the terms, conditions, and specifications. Please carefully review this Request for Proposal. It provides specific information necessary to aid participating firms in formulating a thorough response.
- C) **PROPOSER’S RESPONSIBILITY** The preferred proposer will:
- Demonstrate continuous operation of their business for services requested under this RFP for a minimum of 5 years;
 - Demonstrate adequate financial resources or the ability to obtain such resources as required;
 - Be able to comply with all federal, state, and local laws, rules, regulations, ordinances, and orders that may be required in performing the services requested under this RFP;
 - Demonstrate a satisfactory record of performance for the services requested under this RFP; and
 - Demonstrate a satisfactory record of integrity and ethics.
- D) **REJECTION/DISQUALIFICATION OF PROPOSALS** Centrum reserves the right to: (1) Reject any or all proposals in whole or in part received by reason of this RFP and may discontinue its efforts in seeking proposals or execution of a resulting contract for any reason or no reason whatsoever. Centrum reserves the right to accept or reject all or any part of the proposal, waive technicalities, or to award by item or by the total proposal; (2) Proposals may be rejected for any of (but not limited to) the following:
- a. Failure to use the proposal form(s) furnished by Centrum, if applicable.
 - b. Lack of signature by an authorized representative that can legally bind the company on the proposal form.

- c. Failure to properly complete the proposal.
- d. Proposals that do not meet the mandatory requirements.
- e. Evidence of collusion among proposers.

- E) **RESTRICTIVE OR AMBIGUOUS SPECIFICATIONS** It is the responsibility of the prospective proposer/bidder to review the entire RFP packet and to notify Centrum if the specifications are formulated in a manner that would restrict competition or appear ambiguous. Any such protest or question(s) regarding the specifications or proposal procedures must be received by Centrum no later than the close of the third business day following the submission deadline. Vendors are to propose as specified herein or propose an approved equal/substitutes.
- F) **SUBSTITUTES** It is not Centrum's intent to discriminate against any material of equal merit to those specified. However, should the proposer desire to use any substitutions, prior written approval shall be obtained from Centrum in order that an addendum might be issued.
- G) **EXCEPTIONS TO PROPOSAL** The proposer will complete and submit the attached deviation form should proposer require any exceptions to the conditions of the proposal. If no deviations are stated, it will be understood that all general and specific conditions will be complied with, without exception. The Proposer must specify in its proposal any alternatives it wishes to propose for consideration by Centrum. Each alternative should be sufficiently described and labeled within the proposal and should indicate its possible or actual advantage to the program being offered. Centrum reserves the right to offer these alternatives to other proposers.
- H) **PRICING** Proposals for equipment shall offer new (unused) equipment or merchandise unless otherwise specified. Quotes F.O.B. destination. If otherwise, show the exact cost to deliver. The proposal will be either in a lump sum or unit prices. The net price will be delivered to Centrum, including all freight or shipping charges. In case of error in extension, unit prices shall govern. Proposals subject to unlimited price increases will not be accepted. Centrum is tax exempt and no taxes should be included in your proposal. Price should be itemized. Unless prices and all information requested are complete, proposal may be disregarded and given no consideration. In case of default by the Proposer, Centrum may procure the articles or services from other sources and may deduct from any monies due, or that may thereafter become due to the contractor, the difference between the price named in the contract of the purchase order and the actual cost thereof to Centrum. Prices paid by Centrum shall be considered the prevailing market price at the time such purchase is made. Periods or performance may be extended if the facts as to the cause of delay justify such extension in the opinion of Centrum.
- I) **TAX EXEMPTION** Pursuant to Washington State law, Centrum, a non-profit 501(c)(3) agency, qualifies for exemption from sales, excise, and use taxes.
- J) **MODIFICATION OF PROPOSALS** A proposer may modify a proposal by letter at any time prior to the submission deadline for receipt of proposals. Modification requests must be received prior to the submission deadline. Modifications made before opening time must be initialed by proposer guaranteeing authenticity. Proposals may not be amended or altered after the official opening with the single exception that any product literature and/or supporting data required by the actual specifications, if any, will be accepted at any time prior to the consideration of same. No substitutions or cancellations for merchandise will be permitted without written approval of Centrum.

- K) **SIGNATURE OF PROPOSALS** Each proposal shall give the complete mailing address of the Proposer and be signed by an authorized representative by original signature with the authorized representative's name and legal title typed below the signature line. Each proposal shall include the Proposer's Federal Employer Identification Number (FEIN). Failure to sign the Contract page(s) and proposal response sheet will disqualify the proposer from being considered by Centrum. The person signing on behalf of the Proposer expressly affirms that the person is duly authorized to render the proposal and to sign the proposal sheets and contract under the terms and conditions of this Proposal and to bind the Proposer thereto and further understands that the signing of the contract shall be of no effect until it is fully executed by both parties.
- L) **AWARD OF BID/PROPOSALS-EVALUATION CRITERIA AND FACTORS** An award will be offered to the responsible proposer whose proposal is determined to be the best value and demonstrates the best ability to fulfill the requirements set forth in an RFP. The proposed cost to Centrum will be considered firm unless Centrum invokes its right to request a best and final offer and cannot be altered after the submission deadline. A proposer whose proposal does not meet the mandatory requirements set forth in this RFP will be considered noncompliant. Each proposer, by submitting a proposal, agrees that if its proposal is accepted by Centrum, such proposer will furnish all items and services upon the terms and conditions in this proposal and any resultant contract. Proposer shall submit to Centrum, for approval, within thirty (30) days from notice of contract award, all certificates of insurance evidencing the required coverage as described under the section entitled "Insurance".
- M) **PROOF OF INSURANCE** Successful proposer agrees to keep in full force and effect, a policy of public liability and property damage insurance issued by a casualty company authorized to do business in the State of Washington, and in standard form approved by the Board of Insurance Commissioners' of the State of Washington, with coverage provision ensuring the public from any loss or damage that may arise to any person or property by reason of services limits of not less than the following sums:

INSURANCE REQUIREMENTS FOR CONSTRUCTION AND OTHER SERVICES PROVIDED TO CENTRUM GENERAL LIABILITY:

\$1,000,000 – Each Occurrence \$1,000,000 – General Aggregate \$1,000,000 – Personal & Advertising Injury \$1,000,000 – Products/Completed Operations – Aggregate \$5,000 – Premises Medical Expense \$500,000 – Fire Legal Damage Liability Emergence Health Network named as "Additional Insured" Waiver of Subrogation AUTOMOBILE: \$1,000,000 – Each Occurrence Emergence Health Network named as "Additional Insured" Waiver of Subrogation

WORKERS COMPENSATION:

\$1,000,000 – Employers Liability – Each Accident \$1,000,000 – Employers Liability – Each Employee \$1,000,000 – Employers Liability – Disease – Policy Limit Statutory Limits Waiver of Subrogation

CONSTRUCTION PROJECTS:

Builders Risk Policy for the total amount of completed project Bid Bond Performance & Payment Bond

PROFESSIONAL SERVICES:

Limit of \$1,000,000 for E&O/Professional Insurance.

CERTIFICATE OF LIABILITY INSURANCE In the remarks section should include job description or project name and/or number. Successful proposer shall carry in full force Workers' Compensation Insurance Policy(ies), if there is more than one employee, for all employees, including but not limited to full time, part-time, and emergency employees employed by the successful proposer. Current insurance Certificates certifying that such policies as specified above are in full force and effect shall be furnished by the successful proposer to Centrum. Insurance is to be placed with insurers having the best rating of no less than A. The Proposer shall furnish Centrum with certificates of insurance and original endorsements affecting coverage required by these insurance clauses within ten (10) business days of execution of this contract. The certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. The Proposer shall be required to submit annual renewals for the term of this contract prior to the expiration of any policy. In addition to the remedies stated herein, Centrum has the right to pursue other remedies permitted by law or in equity. Centrum agrees to provide Proposer with reasonable and timely notice of any claim, demand, or cause of action made or brought against Centrum arising out of or related to utilization of the property. Proposer shall have the right to defend any such claim, demand or cause of action at its sole cost and expense and within its sole and exclusive discretion. Centrum agrees not to compromise or settle any claim or cause of action arising out of or related to the utilization of the property without the prior written consent of the Proposer. In no event shall Centrum be liable for any damage to or destruction of any property belonging to the Proposer. Centrum Foundation shall be listed as the additional insured on policy certificates and shall be notified of changes to the policy during the contractual period.

7. Evaluation Criteria

Proposals will be evaluated on the following basis:

- **Experience:** Evaluation based on the contractor's experience and track record in similar projects.
- **Understanding of Scope:** Assessment of how well the contractor understands the project's scope and goals.
- **Approach:** Evaluation of the proposed approach and methodology.
- **Budget:** Consideration of the proposed budget and whether it is realistic and cost-effective.
- **Cultural Fit:** Assessment of the contractor's fit with Centrum's culture and values.

8. Submission Instructions

- **Submission Deadline:** October 17, 2025
- **Submission Format:** Bid responses will only be accepted electronically via Email/Email Attachment to facilities@centrum.org. (PDF preferred).

Procurement Coordinator: Robert Birman, Executive Director.

9. Timeline

- **RFP Issued:** July 1, 2025
- **Deadline for Questions:** September 26, 2025

- **Responses to Questions Provided By:** October 3, 2025
- **Proposal Submission Deadline:** October 17, 2025
- **Contractor Selection:** TBD
- **Project Start Date:** Centrum aims for work to be started no sooner than fall of 2026 with completion by the spring of 2028.

10. Confidentiality

All information provided in this RFP and during the consultant selection process shall remain confidential and shall not be disclosed to any third party without the express written consent of proposer.