

State of Washington  
Capital Projects Advisory Review Board (CPARB)  
PROJECT REVIEW COMMITTEE (PRC)

**APPLICATION FOR PROJECT APPROVAL**  
*To Use the Design-Build (DB)*  
*Alternative Contracting Procedure*

The CPARB PRC will only consider complete applications: Incomplete applications may result in delay of action on your application. Responses to sections 1-7 and 9 should not exceed 20 pages (*font size 11 or larger*). Provide no more than six sketches, diagrams, or drawings under Section 8.

**Identification of Applicant**

- a) Legal name of Public Body (your organization): **Almira School District**
- b) Address: **PO Box 217, Almira, WA 99103**
- c) Contact Person Name: **Dan Read** Title: **Superintendent**
- d) Phone Number: **509-639-2414** E-mail: **dread@almirasd.org**

**1. Brief Description of Proposed Project**

- a) Name of Project: **Almira School Fire Replacement Project**
- b) County of Project Location: **Lincoln**
- c) Please describe the project in no more than two short paragraphs. (*See Attachment A for an example.*)  
On October 13, 2021 the Almira Elementary and Middle School Building was a 100% loss as a result of a fire which occurred around 4:30 PM. This building was constructed in 1952 after the original building was damaged by a fire. The students are being relocated to the community center, a local church and the older middle school students will be temporarily housed at a co-op partner school district.

As the students are currently not housed permanently speed is of the essence in rebuilding. We are going to use the inherent benefits of Progressive Design Build to build a great team who can partner with the district to rebuild a new school in the next 1.5 years. This will be a combination of funding largely made up of the insurance reimbursement plus OSPI SCAP funding as well as any grants or donations received, which we are currently pursuing. We need to replace a 44,000-sf facility with a newer modern building which will last for another 50 to 75 years.

**2. Projected Total Cost for the Project:**

**A. Project Budget**

|   |                     |
|---|---------------------|
| Costs for Professional Services (A/E, Legal etc.)                                     | <b>\$1,500,000</b>  |
| Estimated project construction costs ( <i>including construction contingencies</i> ): | <b>\$12,500,000</b> |
| Equipment and furnishing costs  | <b>\$1,000,000</b>  |
| Off-site costs  | <b>\$500,000</b>    |
| Contract administration costs (owner, cm etc.)  | <b>\$750,000</b>    |
| Contingencies (design & owner)  | <b>\$1,500,000</b>  |
| Other related project costs (briefly describe)  | <b>\$250,000</b>    |
| Sales Tax   | <b>\$1,200,000</b>  |
| <b>Total</b>  | <b>\$19,200,000</b> |

**B. Funding Status**

Please describe the funding status for the whole project. *Note: If funding is not available, please explain how and when funding is anticipated*  
Insurance monies as the building was insured at replacement cost. We will utilize the insurance money as local share to access the School Construction Assistance Program funding as well as OSPI grants and donations from outside.

**3. Anticipated Project Design and Construction Schedule**

Please provide (See Attachment B for an example schedule.):

The anticipated project design and construction schedule, including:

- a) Procurement; - **Progressive Design Build**
- b) Hiring consultants if not already hired; and – **OAC Services will manage the complete process**
- c) Employing staff or hiring consultants to manage the project if not already employed or hired. – **Dr. Gene Sementi has been hired as the superintendent to take care of insurance negotiations, temp housing set-up and the construction of the new facility.**

| Description                             | Duration  | Start      | Finish     |
|---|-----------|------------|------------|
| PRC Meeting and Approval                | 1 day     | 12/02/2021 | 12/02/2021 |
| Advertise RFQ and Collect SOQ's         | 1.5 weeks | 10/27/2021 | 11/03/2021 |
| Score SOQ's and Shortlist               | 2 days    | 11/04/2021 | 11/04/2021 |
| Interviews                              | 1 day     | 11/09/2021 | 11/09/2021 |
| Fee Submittal and Opening               | 1 day     | 11/12/2021 | 11/12/2021 |
| School Board Approval of Design Builder | 1 day     | 11/15/2021 | 11/15/2021 |
| Programming and Validation              | 1 months  | 11/16/2021 | 12/18/2021 |
| Negotiate GMP                           | 1 week    | 12/18/2021 | 12/24/2021 |
| Design Completion/Permitting            | 5 months  | 01/01/2022 | 05/01/2022 |
| Construction                            | 1 year    | 05/01/2022 | 05/01/2023 |

**4. Explain why the DB Contracting Procedure is Appropriate for this Project**

Please provide a detailed explanation of why use of the contracting procedure is appropriate for the proposed project. Please address the following, as appropriate:

- If the construction activities are highly specialized and a DB approach is critical in developing the construction methodology (1) What are these highly specialized activities, and (2) Why is DB critical in the development of them?

Currently there are several progressive design build K-12 school facilities either in construction or completed that will be utilized in the programming, design, and construction of this facility. The beauty of the design build methodology to reduce barriers and promote teamwork will greatly benefit the owner in the delivery of this project. We will be using all of these for lessons learned and pros and cons.

- If the project provides opportunity for greater innovation and efficiencies between designer and builder, describe these opportunities for innovation and efficiencies.

With the current building and logistics environment it is crucial to have a team comprised of a builder and designer which allows us to continue to move forward and design in a manner so the contractor may procure materials which are available or able to be planned. We must have a flexible team which can work together to give the district a building to last over 50 years and yet be modern and flexible enough for the constantly changing education environments. The design builder will also be able to utilize their most reliable sub-contractors without having to take weeks or months to received bids as required in the GC/CM or Design Bid Build environment and so long as the insurance company is accepting will create flexibility.

- If significant savings in project delivery time would be realized, explain how DB can achieve time savings on this project.

The progressive design build philosophy allows the district the most flexibility regarding working with the insurance company which will pay the major portion of the rebuild. Currently the students and the community are without a learning environment as well as a major piece of the community. Speed of delivery is crucial on this project to bring the community back to normal. We will be working with the insurance company hand in hand to ensure the district has minimal risk for reimbursement yet the design builder has minimal risk to their fee which will allow for the team to continue to move forward.

The district has also declared an emergency so has to work with AHJ's and OSPI in order to prioritize funding and permitting.

## 5. Public Benefit

In addition to the above information, please provide information on how use of the DB contracting procedure will serve the public interest. For example, your description must address, but is not limited to:

- How this contracting method provides a substantial fiscal benefit; or

The current construction market is extremely volatile. Availability of many goods is difficult to come by, and lead times (in addition to prices) are fluctuating every day. Almira needs a Design-Builder who can identify what early procurement items there are, and when to place orders to have materials when needed. There may be a need to utilize "mini GMP's" to lock in pricing and get materials ordered and on site. Having a well-versed Design-Builder will help us identify the most cost-effective means and methods for the project, while also monitoring the volatile construction market to identify the best time to order certain materials.

Given that this project has a fixed budget, a Design-Builder can help to efficiently allocate funds and ensure that the scope fits the budget. Progressive Design Build provides the best opportunity for the earliest cost certainty to meet the budget goals. Utilizing Target Value Design will be critical in keeping the scope aligned with our fixed budget.

It will allow the greatest flexibility with the insurance company as well who will be involved along the way.

- How the use of the traditional method of awarding contracts in a lump sum (*the "design-bid-build method"*) is not practical for meeting desired quality standards or delivery schedules. There are far too many variables in this project for DBB to be practical. Almira needs a Design Builder to help identify a scope that fits the budget, and to order long lead time procurement items well before construction takes place. Almira does not have time to bid a project in the summer, then go through contracting, submittal review, and wait six months for materials to arrive. Materials are needed on site and must be ready to go when construction starts. An efficient construction, phasing and sequencing plan is required, followed by a flawless execution of the plan. DBB does not fit these parameters, and could lead to a difficult, costly, and painful construction period.

In addition to the reasons above, the Spokane construction market is as busy as it has ever been. There would be very few general contractors interested in a project like this, given the timeframe, complexity, and the location. Having a design builder who can simultaneously work with the team to assist with the insurance claim pricing as well is critical. Furthermore, the subcontractor market is struggling to keep up with the Spokane area's demands and are being very selective in the projects they pursue. By utilizing PDB, the team can lock in early trade partners as needed to secure pricing of various scopes and start the procurement of long lead items ahead of construction to keep the project on schedule.

## 6. Public Body Qualifications

Please provide:

- A description of your organization's qualifications to use the DB contracting procedure.

While the Almira School District has not successfully completed a PDB project, the team qualifications have ample design build experience. Dan Chandler & Jeff Jurgensen, OAC Services, has managed numerous Progressive Design Build projects in the state of Washington.

Furthermore, Almira School District has retained OAC Services Inc., as construction manager and Progressive Design Build advisor. OAC's extensive knowledge and background in Progressive Design Build will be relied upon heavily for the successful implementation and management of the project.

- A project organizational chart, showing all existing or planned staff and consultant roles.  
*Note: The organizational chart must show the level of involvement and main responsibilities anticipated for each position throughout the project (for example, full-time project manager). If acronyms are used, a key should be provided. (See Attachment C for an example.)*

SEE ATTACHMENT C

- Staff and consultant short biographies that demonstrate experience with DB contracting and projects (not complete résumés).

**Dan Chandler, OAC Principal, PE, AIA**

Dan is OAC's most experienced alternative delivery specialist with 40 years of industry experience, 46 GC/CM and 20 Design-Build projects completed or under way. Appointed by Governor Locke in 2005 to Public Hospital Project Review Board and then as a charter member of the Project Review Committee in 2007, Dan has been active in GC/CM and Design-Build delivery for over 15 years. Dan's GC/CM clients include: Lake Washington School District, Snohomish County, City of Spokane, City of Oak Harbor, Central Valley School District and Nine Mile Falls School District. Dan's Design-Build clients include: City of Olympia, General Services Administration, King County, Kennewick Public Facilities District, Washington State University and Issaquah School District. In addition to 24 years at OAC, Dan has 16 years' experience in contracting including work for Howard S. Wright and Lease Crutcher Lewis construction companies. Dan is a frequent speaker on GC/CM and Design-Build delivery throughout the Pacific Northwest.

**Jeff Jurgensen, Sr. Vice President, CCM, DBIA – Principal in Charge and Design Build Advisor**

Jeff has over 29 years of construction experience. He has worked on over 15 major capital GC/CM projects in the state of Washington and assisted in getting the Spokane Public School District agency approval. He also has worked on six major capital design-build projects, one design-build project at Spokane International Airport as well as one K12 design-build project with the Paschal Sherman Indian School in Omak Washington and led the City of Spokane through their first design build project with the Nelson Service Center. He holds the DBIA certification from the Design Build Institute of America. He is very experienced and knowledgeable in the state of Washington and Spokane local construction market. Jeff is currently Vice-Chair of the Project Review Committee.

**Jonathan Miller, Senior Project Manager, CCM, PMP**

Jonathan has over 13 years of construction industry experience, all with OAC. Jonathan has worked on a wide variety of projects including new builds on both greenfield and brownfield sites, complete renovations, additions and TI projects. Jonathan's work experience includes schools, airports, libraries, tech industries, and a fire station addition. Jonathan has been the project manager on six (6) separate successful GC/CM projects and is currently managing a \$6.5M Progressive Design Build Maintenance Facility with Spokane Valley Fire Department. As project manager, Jonathan has managed projects as small as \$250K, and as large as \$100M. Jonathan successfully integrates with each client and adapts his project management style to fit their needs, and the needs of the project.

- Provide the **experience and role on previous DB projects** delivered under RCW 39.10 or equivalent experience for each staff member or consultant in key positions on the proposed project. (See Attachment D for an example. The applicant shall use the abbreviations as identified in the example in the attachment.)

SEE ATTACHMENT D

- The qualifications of the existing or planned project manager and consultants.  
*Note: For design-build projects, you must have personnel who are independent of the design-build team, knowledgeable in the design-build process, and able to oversee and administer the contract.*  
See Dan Chandler, Jeff Jurgensen and Jonathan Miller biographies above.

- If the project manager is interim until your organization has employed staff or hired a consultant as the project manager indicate whether sufficient funds are available for this purpose and how long it is anticipated the interim project manager will serve.

OAC will be used as our project/construction management firm, and design build advisor for the planning, design, construction and closeout of the project. The funds for OAC is allocated within our Total Project Budget for planning through closeout. OAC is currently under contract from August of 2021 through the spring of 2023, as approved by City Council.

- A brief summary of the construction experience of your organization's project management team that is relevant to the project.

OAC has completed or is currently managing 22 design build projects ranging from \$3M-\$200M including progressive design build. OAC's project portfolio includes a number of projects for cities within the state of Washington. An active participant in Alternative Project Delivery, three OAC staff members, including one on this project, have served on the Project Review Committee and have provided training in GC/CM and Design-Build delivery in Washington, Montana and Alaska. OAC is currently managing four progressive design build projects in Eastern Washington.

- A description of the controls your organization will have in place to ensure that the project is adequately managed.

Our high-level summaries below clearly articulate our organizational controls:

#### Project Management and Decision Making:

- Authority and decision-making responsibility will be provided by Assistant Superintendent Gene Sementi, with implementation by OAC Services.
- OAC is currently and will continue to meet with Almira SD almost daily to discuss and plan project needs, milestones, develop strategy and courses of action for implementation of the project.
- Jeff Jurgensen will be the primary point of contact for OAC with assistance from Jonathan Miller.

#### Selection Committee

- The D/B Selection Committee will consist of Almira superintendent, assistant superintendent, and school board members.
- OAC will be a non-voting member of the selection committee but involved to organize, facilitate, and monitor the selection process.

#### Communication

- Almira will use a variety of well-established formal and informal tools to provide effective and impactful communications with all of those involved in the project consistently.
- Almira will advertise the RFQ and post on their website.
- After SOQ's have been scored, the selection committee will meet with the shortlisted teams to better understand the project approach and have an opportunity to meet each team member in person.
- Once a "most qualified" design build team is selected, Almira and OAC will meet the design build team during the design and construction phases and partake in interim reviews of the program, design, costs, and schedule to verify the owners expectations and vision of the completed project are being achieved.

#### Project Progress

- Progress will be reported weekly by the design build team to Almira and OAC.
- Formal reports will be sent to the Superintendent and Assistant Superintendent, as desired by the Superintendent and School Board.

#### Budget Monitoring

- OAC will be managing and tracking the program finances and weighing the cost estimates against budget on a regular basis.

- Financial reporting will be provided by OAC to the school district and insurance company after Kat Getchell meets with the project team to reconcile costs every two weeks. These reports will be then used by the superintendent in his presentations to the School Board.
- Almira SD will maintain its own project contingency and reserves to address any owner driven scope changes or unforeseen conditions. The insurance company will be kept in the loop throughout the process.

### Schedule

- The proposed project milestone schedule will be provided in the design build RFQ/RFP documents.
- Successful design build team will work with the owner to produce a very detailed project schedule accounting for permitting, design, bidding and construction, closeout and warranty.
- Weekly look ahead schedules will be delivered along with monthly updates at each pay application.
- A brief description of your planned DB procurement process.

The PDB procurement process will be awarded through a qualifications and fee based competitive process in strict accordance with RCW 39.10. The basic process will be as follows: This will be a fast selection project and truly rely upon qualifications and team make-up. The owner does not have the time to burn.

1. The PDB selection process will be completed on Qualifications + Fees basis. Qualifications will be scored by the Almira SD Selection Committee based on written SOQ's and Interviews.
2. Prepare and advertise a well-crafted Request for Qualifications. This will clearly define Almira SD's overall project goals, proposed budget and schedule. The overall goals for cooperation, creativity and budget management will be clearly outlined. All details regarding SOQ requirements, scoring, and fee proposal requirements will be clearly detailed. All qualified SOQ's will be scored against defined criteria for Proposed Team, Relevant Experience, Minority and Women Owned Business plan and Project Approach. The highest scoring teams will be short-listed for interviews where the Selection Committee may learn more about the proposed team members and their proposed approach to the project. SOQ's will be a one-page A3 format.
3. Interviews will be held with short-listed teams. Interviewed teams will be asked to present how they propose to interact with OAC and Almira staff. Interviews will be used to further refine the Qualifications scoring. Teams will be asked to elaborate on their project approach, and how they will align the project scope with the fixed budget. Almira will reserve the right to further short-list teams for Fee competition.
4. Final selected teams will be invited to submit a Fee Proposal defining specifically requested staff costs and overall profit margin. Fee Proposals will be opened in public and the highest scoring proposer will be announced. The proposed winner will be the team with the highest accumulated score from the SOQ, Interviews, and Fee Proposal.

After contract execution, all submitters will be encouraged to meet with Almira and OAC officials to debrief on the selection process.

- Verification that your organization has already developed (or provide your plan to develop) specific DB contract terms.  
Upon approval from the PRC to move forward with PDB, the Almira SD will partner with Perkins Coie to create the contract documents and terms for the project. Perkins Coie will work with Almira and OAC in coordination of the RFQ, RFP and the contract documents for clarity. OAC and Perkins Coie have a long-standing working relationship and a good mutual understanding of a well-crafted PDB contract that allocates risk appropriately and encourages cooperation and owner service.

**7. Public Body (your organization) Construction History:**

Provide a matrix summary of your organization's construction activity for the past six years outlining project data in content and format per the attached sample provided: (See Attachment E. The applicant shall use the abbreviations as identified in the example in the attachment.)

- Project Number, Name, and Description
- Contracting method used
- Planned start and finish dates
- Actual start and finish dates
- Planned and actual budget amounts
- Reasons for budget or schedule overruns

There are none within the last 6 years.

**8. Preliminary Concepts, sketches or plans depicting the project**

To assist the PRC with understanding your proposed project, please provide a combination of up to six concepts, drawings, sketches, diagrams, or plan/section documents which best depict your project. In electronic submissions these documents must be provided in a PDF or JPEG format for easy distribution. Some examples are included in attachments E1 thru E6. At a minimum, please try to include the following:

- A overview site plan (*indicating existing structure and new structures*)
- Plan or section views which show existing vs. renovation plans particularly for areas that will remain occupied during construction.

*Note: applicant may utilize photos to further depict project issues during their presentation to the PRC*

There are none available as this is an emergency project due to a fire.

**9. Resolution of Audit Findings on Previous Public Works Projects**

If your organization had audit findings on any project identified in your response to Question 7, please specify the project, briefly state those findings, and describe how your organization resolved them.

There have been no findings as they have not done construction projects recently.

**10. Subcontractor Outreach**

Please describe your subcontractor outreach and how the public body will encourage small, women and minority-owned business participation.

Almira and OAC will work closely with the local AGC to generate interest in the job and put it on the bidding calendar. Flyers will be produced for the job and distributed to the AGC. Public meetings will also be held to further enhance interest, and emphasize the encouragement for small contractors, women owned businesses, and minority owned business participation. OMWBE approach will also be a scoring criterion for potential PDB teams. We will also utilize the list of certified OMWBE in the Spokane area, and reach out directly to firms to generate interest and participation in this project. This project is needed quickly and we will not circumvent this step.

**CAUTION TO APPLICANTS**

The definition of the project is at the applicant's discretion. The entire project, including all components, must meet the criteria of RCW 39.10.300 to be approved.

**SIGNATURE OF AUTHORIZED REPRESENTATIVE**

In submitting this application, you, as the authorized representative of your organization, understand that: (1) the PRC may request additional information about your organization, its construction history, and the proposed project; and (2) your organization is required to submit the information requested by the PRC. You agree to submit this information in a timely manner and understand that failure to do so may delay action on your application.

PRC strongly encourages all project team members to read the Design-Build Best Practices Guidelines as developed by CPARB and attend any relevant applicable training. If the PRC approves your request to use the DB contracting procedure, you also understand that: (1) your organization is required to participate in brief, state-sponsored surveys at the beginning and the end of your approved project; and (2) the data collected in these surveys will be used in a study by the state to evaluate the effectiveness of the DB process. You also agree that your organization will complete these surveys within the time required by CPARB.

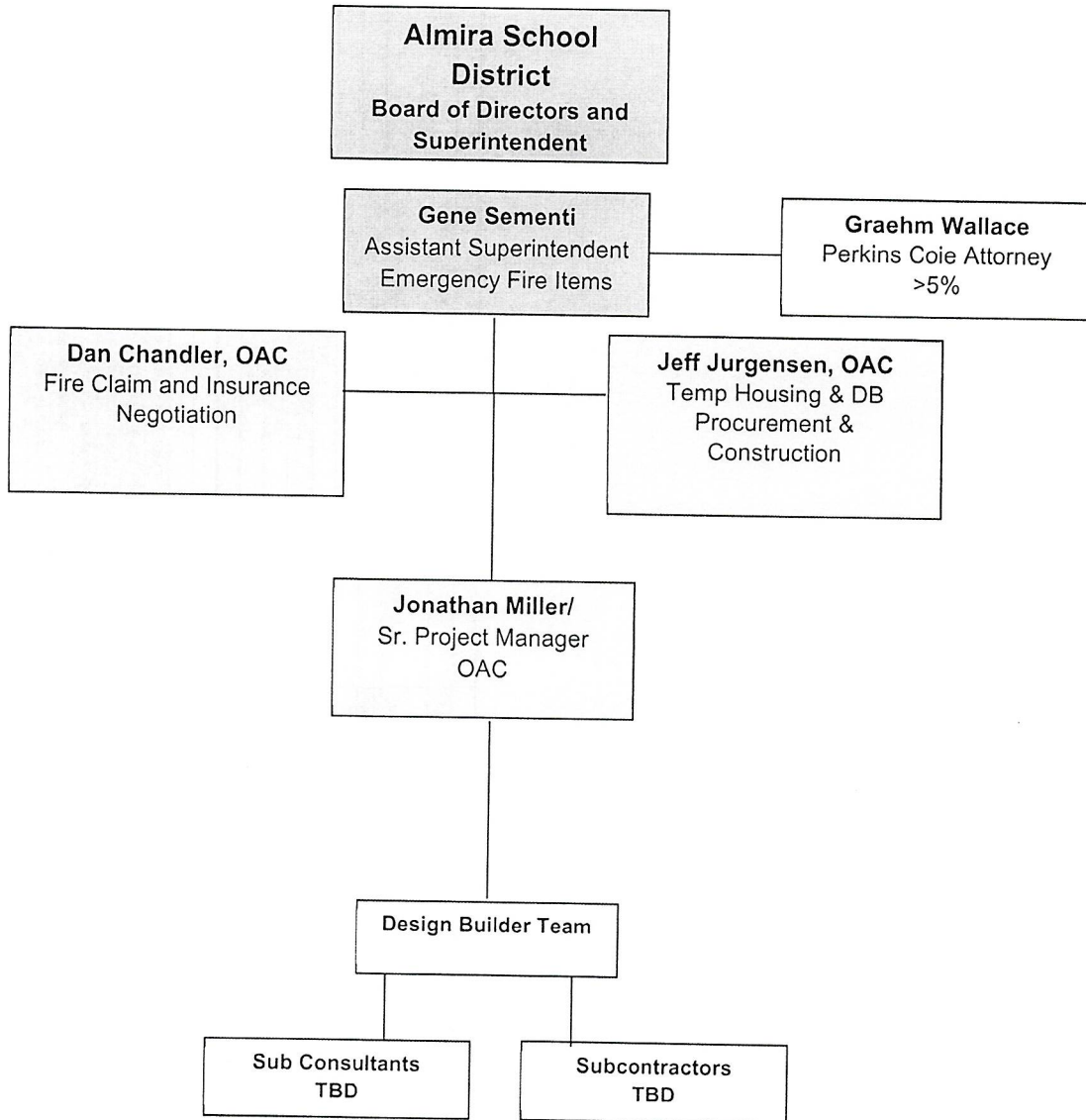
I have carefully reviewed the information provided and attest that this is a complete, correct and true application.

Signature: DRD  
Name: (please print) Dan Read (public body personnel)  
Title: Superintendent  
Date: 10/20/2021



PROJECT ORGANIZATION CHART

ATTACHMENT C



ATTACHMENT D  
CONSULTANT EXPERIENCE

| Name            | Experience Summary      | Projects   | Construction Budget  | Procurement Type   | Pre-Design Role                              | Design Role                                  | Construction Role                            |
|-----------------|-------------------------|--|--|--|--|--|--|
| Jeff Jurgensen  | OAC Services, Principal | Spokane International Airport DB Parking Garage<br>Nelson Service Center<br>City of Liberty Lake Town Square<br>Pascal Sherman Indian School   | \$15 million<br>\$15 million<br>\$12 million<br>\$16.5 million                 | Design Build<br>Design Build<br>Design Build<br>Design Build                           | PM<br>PM<br>PM<br>PM                         | PM<br>PM<br>N/A Bond Didn't Pass<br>PM       | PM<br>PM<br>N/A Bond Didn't Pass<br>PM       |
|                 |                         | Washington State University Northside Residence Hall<br>Washington State University Visitors Center<br>Central Valley School District (6 GC/CM projects)<br>City of Liberty Lake Trailhead Golf Course   | \$33 million<br>\$2 million<br>\$180 million<br>\$10 million                   | Design Build<br>Design Build<br>GC/CM<br>Design Build                                  | PM Advisor<br>PM Advisor<br>PM<br>PIC        | PM Advisor<br>PM Advisor<br>PM<br>PIC        | PM Advisor<br>PM Advisor<br>PM<br>PIC        |
|                 |                         |  |  |  |  |  |  |
|                 |                         |  |  |  |  |  |  |
|                 |                         |  |  |  |  |  |  |
| Jonathan Miller | OAC Services, Sr. PM    | Chester Elementary School<br>Greenacres Elementary School<br>Riverbend Elementary Addition<br>CVSD HVAC Upgrades<br>Ridgeline High School<br>CVSD New Transportation Facility<br>Spokane Valley Fire Department – Maintenance Facility<br>City of Liberty Lake Trailhead Golf Course | \$16M<br>\$17M<br>\$2.2M<br>\$2.5M<br>\$102M<br>\$3M<br>\$4.8M<br>\$10 million | GC/CM<br>GC/CM<br>GC/CM<br>GC/CM<br>DBB<br>GC/CM<br>Prog. Design Build<br>Design Build | PM<br>PM<br>PM<br>PM<br>PM<br>PM<br>PM<br>PM | PM<br>PM<br>PM<br>PM<br>PM<br>PM<br>PM<br>PM | PM<br>PM<br>PM<br>PM<br>PM<br>PM<br>PM<br>PM |