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 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): **City of Spokane Valley**
b) Mailing Address: **10210 E Sprague Ave, Spokane Valley, WA 99206**
c) Contact Person Name: **Glenn Ritter** Title: **Sr. Engineer**
d) Phone Number: **(509) 720-5018** E-mail: **gritter@spokanevalley.org**

1. Brief Description of Proposed Project

a) Name of Project: **City of Spokane Valley City Hall-Remediation**
b) County of Project Location: **Spokane**
c) Please describe the project in no more than two short paragraphs. *(See Attachment A for an example.)*

The City of Spokane Valley is starting remediation of extensive defects which exist and have developed in their City Hall Building. Since construction was completed in 2017 failures and defects have continued to appear. A forensic team was assembled to identify defects and failures and develop preliminary remediation plans, scope of repairs, and cost estimates for dealings with insurance and legal proceedings. The intent is to partner with a design-build team to focus on a baseline set of repairs and expand the contract (if financially viable) to include other work as budgets, timelines and resolution to litigation develop.

The initial phase of the remediation project will be to remove and replace significant portions of the building foundation, walls and roof caused by settlement of the building, correct exterior envelope deficiencies, as well as repair and replace attic insulation. This work will likely expose a significant amount of additional necessary repairs resulting in scope changes, all within an occupied structure. Even though the forensic team has conducted a site investigation, the full extent of the improvements will require additional investigation as means and methods are established.

2. Projected Total Cost for the Project:

A. Project Budget

Costs for Professional Services (A/E, Legal etc.)	$ **950,000**
Estimated project construction costs *(including construction contingencies)*:	$**11,000,000**
Equipment and furnishing costs	$ **0**
Off-site costs	$ **0**
Contract administration costs (owner, cm etc.)	**$ 620,000**
Contingencies (design & owner)	$ **1,350,000**
Other related project costs (Inspection and Testing)	$ **100,000**
Sales Tax	$ **980,000**
Total	$**15,000,000**

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*

Funding is in place but not appropriated. Funding is available from general fund reserves, which are more than sufficient for baseline construction. If a settlement is reached through the outstanding litigation, those funds will be used.

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.

TASK	TARGET COMPLETION DATE
Procure Project/Construction Management Team	Completed
PRC Approval	July 21, 2022
Design-Builder Procurement (tentative)	
First publication of RFQ for D/B Contractor	August 5, 2022
Second publication of RFQ for D/B Contractor	August 12, 2022
RFQ Submission Deadline	September 2, 2022
Identify Design-Build-Finalist and Issue RFP	September 8, 2022
RFP Submittal Deadline (Contractor Proposals)	September 29, 2022
Notify Highest Scored Finalist	October 4, 2022
City Council Approval	October 11, 2022
Design	November 2022 – June 2023
Permitting (Multiple Packages)	March 2023 – August 2023
Construction (Multiple Packages)	May 2023 – March 2024

b) Hiring consultants if not already hired.
The City through the claims process has utilized the service of the Amento Group to provide the forensic analysis and believes it is in the best interests of the building, the City, and their constituents to assign them under the selected design-builder.

c) Employing staff or hiring consultants to manage the project if not already employed or hired.
The City of Spokane Valley, through a public procurement process (RFQ), selected CBRE Heery to provide project and construction management services as well as Design-Build advisory for work related to this project.

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:

It is the desire of the City to optimize development of progressive design-build (PDB) solutions such as early procurement of long-lead materials, collaboration between the owner, designer, and builder, more informed estimating, and scheduling during design, phasing and sequencing of optional larger scope items of work in an occupied building, flexibility of scope which may be driven by the outcome of litigation.

- 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?

Remediation work is not an ideal type of construction, and one that requires a high degree of collaboration and skill to maintain the integrity of the existing building and the safety of the occupants. The means and methods in which the builder will take on will require a high level of skill and coordination due to connections of the remediation area to the remainder of the building.

Additionally, the proposed remediation has items in which are already known to have supply chain issues since the work will need to match the existing structure. For example, the existing exterior will require procurement of brick that has gone out of production and has been identified with up to a nine-month lead time. By selecting a DB team, quantities, type, and color of brick can be selected and coordinated with the construction schedule. In fact, this material can be procured early on during design so that impact to construction can be minimized. If Traditional Design Bid Build method was employed this one activity alone could delay the project significantly.

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

  Currently the general scope of work has been developed through preliminary destructive investigation of an occupied building. Although strategic, this investigation is limited, and will be ongoing through the design process and into construction. Addition of the contractor's knowledge, innovation and approach to the process will bring a contractor's perspective, ability and resources to the design and planning phase of the project. Additionally, changes in the scope as this plan is developed, and during construction will be much more cost effective than a traditional DBB process.

  There is a need with this project to provide a level of flexibility of scope driven by the future outcome of litigation. While the initial scope of the project can be supplemented by City reserves, the ultimate funding for the project (additional remediation scope) will be supplemented by potential settlement agreement later. This will create budget uncertainty at the early stage of the project. By having a collaborative Design Build Team on board, we will be nimbler in adjusting the scope and budget of the project.

  Proper phasing of the work in an occupied building will be critical to completion of the project. City Operations will continue throughout the life of the project. An experienced DB team will be critical to the phasing plan and work schedule to create as little disruption as possible to the City and its staff and customers.

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

  In our current climate, the supply chain is an ongoing challenge and the ability through design build to continually understand material delivery challenges and be able to execute material orders is unlike any other public delivery method out there. This creates not only time savings but cost savings as well due to the current inflation rates in which the market is undertaking. As previously noted, the existing brick on the building is not a stock item and will require all new tooling which makes it a 9-month lead item. This lead time would be detrimental in any other delivery method, but within design build the material can be ordered at the appropriate time while design is ongoing to match the planned construction schedule.

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
  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.

  Design-build delivery provides substantial fiscal benefit to the City by speeding up overall delivery, reducing associated cost escalation, confirming the overall budget throughout the design, and increasing the predictability of the outcome. Using a best value selection process to facilitate procurement, the Owner team will begin exploring budget and schedule options during the DB procurement and confirming construction costs with the selected DB as early in the design cycle as possible. The Owner team anticipates efficiencies to be realized by leveraging one design and construction team and the sharing of knowledge and management processes across all work to be performed. Progressive DB procurement allows the Owner to work with the DB team to most efficiently plan sequencing and phasing of work, including procurement and timing for locking in the overall GMP for cost predictability, with minimal impact to critical ongoing operations.

  If the traditional lump-sum design-bid-build (DBB) or GC/CM method was pursued, the Owner could expect greater challenges with phasing, long lead items and sequencing of the work as the scope is impacted by material availability, litigation, funding, and deficiencies discovered during the work. This could result in a significantly longer overall schedule, negative impact to ongoing operation of the building, and increased cost to the taxpayer. It would also be challenging to incorporate and package potential work to take advantage of bid day pricing. Alternatively, breaking out work into separate bid packages later in the process would expose the overall project to low predictability of cost and bidder response in a less than competitive, challenging market. DB enables predictability, efficiency, and improved coordination, and allows for the early start of portions of the work.

  The design-builder will actively participate in review of the existing facility in addition to the already performed forensic analysis. Together they will be able to assemble a plan to correct the deficiencies in a way that maximizes the budget and is safe for the users of the facility.

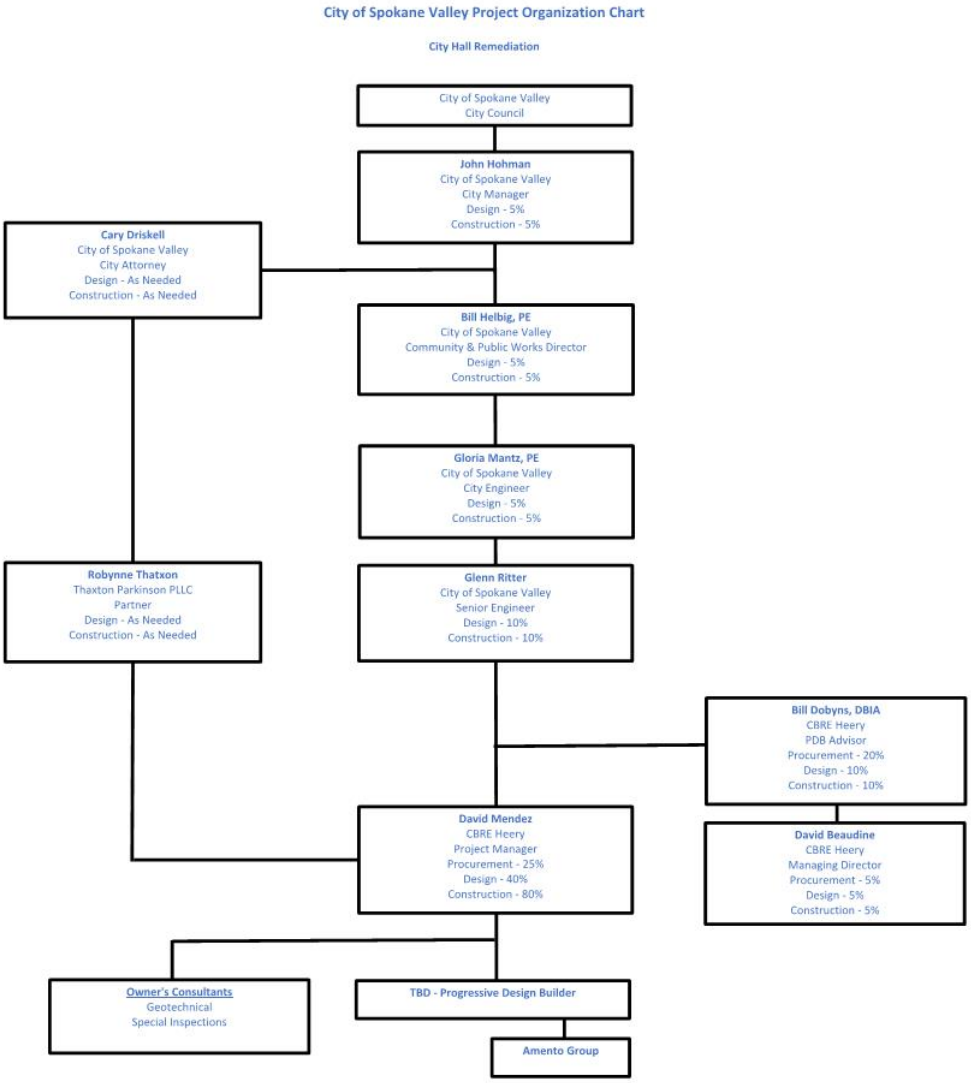
6. Public Body Qualifications

Please provide:

- A description of your organization's qualifications to use the DB contracting procedure.
  The City of Spokane Valley has executed many projects internally utilizing the traditional design-bid-build delivery method. As part of the management of this work the City publicly procured and has retained the services of CBRE to support them through DB procurement process as well through the project and construction management. The CBRE team brings a credentialed team with design-build experience and is continuing to have more personnel certified. In support of the City and CBRE team, the City has procured the services of well-respected Robynne Thaxton of Thaxton Parkinson PLLC, who is an industry leader in progressive design build procurement and contracting.

- A project organizational chart, showing all existing or planned staff and consultant roles.

  <u>Note</u>: 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.)



- Staff and consultant short biographies that demonstrate experience with DB contracting and projects (not complete résumés).
- Provide the ***<u>experience and role</u> 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.)*
- The qualifications of the existing or planned project manager and consultants.

  <u>Note</u>: 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.

- 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.

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

- **William Helbig, PE, Community & Public Works Director**

  William Helbig, licensed as a Professional Civil Engineer in Washington State, with over 35 years of experience in environmental engineering, fisheries engineering, civil engineering, construction engineering, and engineering management.

  Mr. Helbig is currently serving as the Director of Community & Public Works Department for the City of Spokane Valley. He currently oversees all activities in the Engineering, Building, Code Enforcement, Planning, and Development Divisions within the City which includes significant coordination with numerous local, state, and federal agencies.

  Prior to joining the City, Mr. Helbig was the Engineering Director for the Port of Olympia, overseeing all engineering activities of the consolidated port agency, activities related to a regional airport, marine terminal, marina, rail facilities, and land development.

  Mr. Helbig began his career in the private sector where his clientele consisted of predominantly local, state, and federal agencies. During his time in the private sector, he was recognized as a technical expert in water resources, watershed management, and stormwater management, serving on many regional and national technical advisory committees.

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- **Gloria Mantz, PE - City of Spokane Valley City Engineer**

  Gloria has over 24 years of experience with environmental engineering, civil engineering design and construction projects. She currently oversees all activities in the Engineering Division of the Public Works and Community Development Department which includes the City's Capital Improvement Program (CIP), Development, Traffic, and Stormwater Divisions. The City's capital program designs and constructs all City's public works projects including facilities, parks, transportation, and stormwater projects. Some examples are new/remodeled buildings, grade separations, bridge replacements, trails, new road construction, sidewalks, intelligent infrastructure systems, parks, intersection improvements and pavement preservation projects. The projects range in size from $250,000 to $34 million dollars.

  Prior to joining the City in 2005, Mrs. Mantz worked for Spokane County in the Development Services Engineering group. Mrs. Mantz also worked in the private sector designing and constructing private development projects and conducting environmental studies and investigations.

  Mrs. Mantz has a BS in Civil Engineering from Gonzaga University and a MS in Environmental Engineering from the University of Notre Dame. Mrs. Mantz is a licensed Professional Civil Engineer in the state of Washington.

- **Glenn Ritter, PE - Senior Engineer/Project Manager**

  Glenn has over 40 years of experience with civil engineering design and construction projects. The initial half of his career was providing surveying, design and construction oversight on private development and capital improvement projects for two local engineering firms. He was then employed by a California municipality for 10 years managing design and new construction/remodeling of public facilities. Some of those projects included the City Hall Expansion, Community and Cultural Center, Aquatics Center, Indoor Recreation Center, Community Playhouse, Library, and Outdoor Sports Center. While all but one of these were traditional design/bid/build projects, the new Library project utilized a Construction Manager/Multi-Prime delivery method. The City contracted with 11 different trade subcontractors and the City's CM firm acted as the project's "General Contractor." Shortly after that, he gained 7-years of design/build experience as the Third-Party Engineering Coordinator on a $2.3B 10-mile heavy rail transit extension for a California Bay Area transportation agency. The teams he supported were

responsible for right-of-way acquisitions, environmental permitting, utility relocations and agency coordination.

When he joined the City of Spokane Valley in 2018, his prior experience led to assignments on facility/building projects as well as roadway/sidewalk projects. He was project manager for the new $2M Center Place Events Center – West Lawn Plaza project which included an owner-provided restroom/concessions building, storage building, stage/shelter, and arbor. He also managed the $800K Center Place roof replacement project as well as the $750K Browns Park Improvement project. The latter also included an owner-provided restroom building, picnic shelter as well as the playground equipment.

Glenn studied Civil Engineering at California Polytechnic State University-San Luis Obispo from 1981-1986 and obtained his California Professional Engineer's license in 2005. He later obtained his Washington State Professional Engineer's license in early 2019.

- **Bill Dobyns, DBIA – PDB Advisor, CBRE Heery**

  Current Vice Chair of CPARB and past member of the PRC. He is DBIA Certified and has worked on several Design Build projects in various roles. Bill has been involved in projects at levels ranging from hands on Project Manager, Project Executive and subject matter expert and advisor for projects such as Coyote Ridge Corrections Center expansion, Sequim City Hall, Northwest Detention Center, Rainer Club Restoration as well as seventeen GCCM Projects. Bill has 38 years of public works contracting experience as both a General Contractor and Owner's representative.

Representative Project Experience for Bill Dobyns

Project	Project Value	Tasks Performed	Time Involved
Sequim City Hall (Design Build)	$14M	Project Executive	Jan 2014- Apr 2016
Coyote Ridge Corrections Center (Design Build)	$192M	Project Executive	Apr 2007- May 2009
Skagit County Justice Center	$42 M	Project Executive	Sep 2015- Aug 2017
Marysville City Hall and Police Station	$28 M	Project Executive	May 2018- June 2020
Snohomish HS (GCCM)	$85M	Project Executive	May 208- Aug 2012
Robert Eaglesstaff MS/Cascadia ES (GCCM)	$82 M	Project Executive	June 2015-Aug 2018

- **David Mendez – Project Manager, CBRE Heery**

  David Mendez is a Construction Project Manager for CBRE Spokane. David's role is providing construction project management as the owner's representative throughout the project. David is currently managing contracts addressing life safety issues and supporting City efforts to mitigate construction defects within the City Hall building. David is a graduate of Washington State University and has over 36 years of industry experience in construction and construction management of projects ranging from industrial, to heavy civil projects. David has just completed a $115m capital facilities improvement bond where he managed construction of 2 new elementary schools, new maintenance and transportation facilities, and a new performing arts facility and sports stadium.

Representative Project Experience for David Mendez

Project	Project Value	Tasks Performed	Time Involved
Spokane Int Airport - Godfrey Road DBB	$1.5M	Project Manager	2021 - 2021
Naches Elementary – Flood Repairs, Force Account	$2.1M	Project Manager	2021 - 2022
Skyline Elementary School GC/CM	$21M	Project Manager	2019 -
Creekside Elementary School GC/CM	$20M	Project Manager	2018 - 2021
Union Athletic Facility/Stadium GC/CM	$20M	Project Manager	2018 - 2022
MSD Transportation Facility GC/CM	$8.2M	Project Manager	2018 - 2020
MSD Maintenance Facility GC/CM	$5M	Project Manager	2018 - 2020
Wapato Elementary School DBB	$12M	Project Manager	2015 - 2018
Naches Elementary School DBB	$24M	Project Manager	2014 – 2016

- **David Beaudine, Associate DBIA – Managing Director, CBRE Heery**

  David Beaudine, Assoc. DBIA, is the Managing Director with CBRE|Heery. David's role is providing oversight and guidance throughout the project. For the City Project, David is providing assistance to the team for the Design-Build procurement process. David has over 19 years of industry experience with majority of that working within the public sector. In addition, David serves as CBRE | Heery's Washington lead and was re-appointed as a member of the PRC and will be providing guidance to the overall program related to best practices established and learned by the committee. David is also certified as an associate DBIA.

  David has/is providing similar oversight and guidance to multiple other alternative delivery projects including Federal Way Public Schools Memorial Stadium and Wenatchee Valley's new YMCA both of whom are first time users of Progressive Design Build.

Representative Project Experience for David Beaudine

Project	Project Value	Tasks Performed	Time Involved
Memorial Stadium (PDB)	$26.5M	Program Manager	August 2021 - Present
New Mead Middle School GC/CM	$51.6M	Senior PM	March 2018 - Present
Mullan Road Elementary School (**GC/CM)**	$16.2M	GC/CM Assistance	April 2013 – March 2016
NEWTECH Skills Center Addition **(GC/CM)**	$13.0M	Senior Project Manager	April 2014 - March 2016
Ferris High School **(GC/CM)**	$97.7M	Senior Project Manager	April 2010 - March 2015
Rogers High School **(GC/CM)**	$64.5M	Project Manager	February 2005 - July 2009
Roosevelt HS (**GC/CM)**	$93.9M	Assistant Project Manager	2004 – June 2006

Robynne Thaxton (Parkinson), JD, FDBIA, Attorney and Design-Build Advisor

Robynne is one of the leading experts in construction law and alternative procurement both in Washington State and on a national basis. She served on the National Design Build Institute of America Board of Directors from 2010 - 2016. In addition, she is the chair of the DBIA National Education Committee, which is currently updating the DBIA Universal Best Practices Document. She also continues to serve on the DBIA National Contracts Committee, where she is instrumental in drafting and revising the DBIA form Design-Build contracts and subcontracts and on the DBIA National Board Development Committee, where she recruits and evaluates applicants for the National Board. Robynne has been a designated Design-Build Professional since 2005 and is in the first class of Design-Build Designated Fellows. Robynne was named as a Washington Super Lawyer in 2010-2022 and received the DBIA Distinguished Leader Award in 2021. Robynne has assisted many public owners with their design-build projects. Recent representative projects include WSDOT's Coastal 29 Project, Seattle City Light's Boundary Dam re-wind and Cedar Falls substation projects, Western Washington University's Coast Salish House of Healing, New Residence Hall and Consolidated Academic Support Services building, University of California San Diego Triton Pavilion, Los Angeles County Consolidated Correctional Facility project, Grant County PUD's Substation Reliability Project, Port of Seattle's International Arrivals Facility and Concourse D Hardstand projects, City of Richland's Firehouse and City Hall projects, and City of Portland's Portland Building project

Refer to Attachment A for Representative Project Experience for Robynne Thaxton (Parkinson)

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

  CBRE|Heery is contracted to the City to provide continuous owner representation on this project from procurement and design through construction and closeout. The services CBRE|Heery will provide include project controls, tracking, monitoring, compliance, and reporting relative to established budget and schedule parameters with dedicated integration and coordination with City accounting system.

  Weekly meetings will occur between the CBRE|Heery team along with the designated City team which promotes active dialogue and open communication. In addition to this, there will be ongoing engagement throughout the weeks to properly inform and communicate with all appropriate staff and members of administration.

  Authority for changes related to the project scope and budget is that of the City Council policy. John Hohman has signing authority up to $ 350,000 or 15% of contract value for the City on all contracts, amendments and change orders but anything above requires City Council approval which can be scheduled as needed per project timelines. Glenn Ritter, City Senior/Project Manager is designated as liaison and decision maker for the City.

  Refer to Attachment B for City of Spokane Valley Minor Change Order policy and City Municipal Code contract authority.

- A brief description of your planned DB procurement process.

  CBRE Heery, alongside Robynne Thaxton will lead the procurement process in close coordination with the assigned City personnel. The procurement process will be based on both qualifications, experience, integration with selected design team, approach, and costs.

  The City intends to follow a two-step Progressive DB procurement preceded by industry outreach including facilitation of teaming opportunities. Prior to issuing the official Request for Qualifications (RFQ), the City will publish an 'Intent' to procure design-build services in local business publications outlining general project information, timelines, and an informational meeting invitation for potential proposers. The City, with support of CBRE, will also conduct targeted outreach and invite potential proposers to review the intent and attend the meeting. Following anticipated PRC approval, the final

RFQ will be issued. Statement of Qualifications (SOQ) received in response to the RFQ will be reviewed by the Selection Committee and scored based upon Evaluation Criteria outlined in the RFQ to determine a shortlist of three to five proposers. Shortlisted proposers will be invited to respond to the Request for Proposals (RFP), which will include a Proposal, Fee Proposal, and participation in proprietary meetings. The responses to the RFP will consist of a management

plan, and a price factor, which is anticipated to consist of a proposed fee, estimated General Conditions, and Preconstruction Services Estimate. Selection of the successful DB team will be based upon combined scoring of the RFQ, proprietary meeting, Proposal and Fee Proposal per the Evaluation Criteria outlined in the RFQ.

- Verification that your organization has already developed (or provide your plan to develop) specific DB contract terms.
  The City intends to work in conjunction with Robynne Thaxton to utilize DBIA standard form 544 Progressive DB Agreement, and form 535 Standard Form of General Conditions of Contract between Owner and Design Builder with modifications as recommended by the City Attorney and outside legal counsel versed in alternative delivery.

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.)*

   Refer to Attachment C for City of Spokane Valley Construction Experience

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:
   - An 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

     Refer to Attachment D for pictures and sketches

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.

   No State audit findings

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

    As part of the RFQ/RFQ scoring we will include a scoring component for outreach and inclusion performance, and we will require a brief description of each responder's outreach and inclusion plan for this project. The City of Spokane Valley is committed to providing the maximum practicable opportunity for participation by Diverse and Small Business through direct contracting with the City, subcontracting, subconsultants and supplier participation.

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 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.

The 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 agree to provide additional information if requested.

The 2021 Legislature updated RCW 39.10.330(8) stating that Design-Build contracts must require the awarded firm to track and report to the public body and to the office of minority and women's business enterprises (OMWBE) its utilization of the OMWBE certified businesses and veteran certified businesses. By submitting this application, you agree to include these reporting requirements in project contracts.

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

Signature: 

Name: Glenn Ritter, PE *(public body personnel)*

Title: City of Spokane Valley – Senior Project Engineer

Date: June 21, 2022

Attachment A

Robynne Thaxton, JD, FDBIA, Managing Member Thaxton Parkinson PLLC

			Role During Project			Start	Finish
Project Name	**Project Size**	**Project Type**	**Planning**	**Design**	**Construction**		
Toronto Transit Commission, Bloor-Yonge Subway expansion	$2B	PDB	Consultant	As needed	As needed	5/22	ongoing
City of Wenatchee Confluence Parkway Project	$180M	PDB	Consultant	As needed	As needed	5/22	ongoing
WWU, Coast Salish House of Healing	$3.5M	PDB	Consultant	As needed	As needed	11/22	ongoing
Blue Mountain Community College, Farm II Project	$11M	PDB	Consultant	As needed	As needed	2/22	ongoing
Haines Borough, AK, Lutak Dock Replacement	$25M	PDB	Consultant	As needed	As needed	3/22	ongoing
WSDOT US101/SR 109 Fish Barriers Project	$190M	PDB	Consultant	As needed	As needed	3/20	ongoing
City of Pasco, Zone 3 Water Storage Facility	$29M	PDB	Consultant	As needed	As needed	5/21	ongoing
Bonneville Power Administration Secondary Capacity Model	$500M	PDB	Consultant	As needed	As needed	2/20	6/2021
Bonneville Power Administration Ross Complex	$700M	PDB	Consultant	As needed	As needed	2/20	6/2021
University of California, San Diego Triton Pavilion Project	$250M	PDB	Consultant	As needed	As needed	3/18	10/19
East County Advanced Water Purification Project	$400M	PDB	Consultant	As needed	As needed	8/19	ongoing
City of West Richland Police Station	$12M	PDB	Consultant	As needed	As needed	11/19	11/20
City of Richland Fire Station/Public Safety 73 and 75	$9M	PDB	Consultant	As needed	As needed	1/20	1/21
City of Tacoma Cushman Re-wind	$30M	DB	Consultant	As needed	As needed	1/21	ongoing
City of Tacoma Alder Re-Wind	$4 M	DB	Consultant	As needed	As needed	3/18	3/19
Morrow County, OR Administration Bldg.	$8 M	PDB	Consultant	As needed	As needed	2/19	2/20
City of Bothell Fire stations 42 and 45	$35 M	PDB	Consultant	As needed	As needed	5/19	12/19
Western Washington University New Residence Hall Project	$65 M	PDB	Consultant	As needed	As needed	8/18	9/21

Attachment A

WWU Academic Support Services Project	$10 M	PDB	Consultant	As needed	As needed	8/18	6/19
Seattle City Light Cedar Falls project	$13M	DB	Consultant	As needed	As needed	7/18	5/19
Seattle City Light Boundary Dam Re-wind project	$40M	DB	Consultant	As needed	As needed	8/17	2/19
Okanogan County PUD Enloe Dam Project	$40M	PDB	Consultant	As needed	As needed	10/16	ongoing
SeaTac International Arrivals Facility	$700M	PDB	Consultant	As needed	As needed	6/15	3/16
SeaTac Auxiliary Utility Facility	$28M	System Procure ment	Consultant	As needed	As needed	11/16	3/17
SeaTac Concourse D Hardstand	$30M	DB	Consultant	As needed	As needed	11/16	4/17
City of Spokane Post Street Bridge	$11M	PDB	Consultant	As needed	As needed	9/17	3/19
City of Spokane Riverfront Pavilion	$19M	PDB	Consultant	As needed	As needed	9/17	5/18
Grant Count Load Growth Project	$40M	PDB	Consultant	As needed	As needed	3/19	ongoing
Grant County PUD Substation Reliability Project	$27M	PDB	Consultant	As needed	As needed	3/17	11/16
City of Richland Town Hall Project	$12.5M	PDB	Consultant	As needed	As needed	3/16	8/16
City of Richland Fire Station #74	$3.2M	PDB	Consultant	As needed	As needed	2/15	5/15
Los Angeles County Correctional Treatment Facility	$1.2B	DB	Consultant	As needed	As needed	12/16	2/19
City of Portland, Portland Building	$100M	PDB	Consultant	As needed	As needed	3/16	5/15

Attachment B - Minor Change Order Authority and City Municipal Code for change order authority

OF THE CITY ATTORNEY

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MINOR CHANGE ORDER FOR CONSTRUCTION CONTRACTS - DELEGATION OF AUTHORITY FROM CITY MANAGER TO CITY ENGINEER

The City Manager has been granted certain authority by the City Council to execute contracts on their behalf pursuant to chapter 3.35 SVMC. I, John Hohman, City Manager for the City of Spokane Valley, make the following delegation of that authority granted pursuant to chapter 3.35 SVMC:

A. The City Engineer is authorized to enter into construction contract change orders without City Manager approval when the aggregate amount of the contract and all contract amendments or change orders do not exceed $75,000, except as set forth in subsection C, below.

B. Any construction contract change order in excess of the City Engineer's authority shall require prior approval of the City Manager.

C. On construction contracts for which prior City Manager or City Council approval is required and received, the City Engineer shall have authority to execute any change orders which, when aggregated, are less than 15 percent over or under the original contract amount, or up to $75,000, whichever is less.

D. This authority is for change orders within authorized project boundaries. Additive bid items would require City Manager approval.

D. Each change order so authorized will be reported to the Finance Department, Community and Public Works Director, and City Manager within 24 hours and written follow-up within 10 days of its execution. The report shall specify the amount of the change order and the cumulative value of such change orders in relation to the applicable "not to exceed" restriction.

E. This delegation of change order authority is null and void for any project for which a similar delegation has been granted to another agency or individual.

Executed this 3RD day of MARCH, 2022.

John Hohman, City Manager

Delegation of Authority Index Number: 6

Chapter 3.35
CONTRACT AUTHORITY

Sections:

3.35.005 Definitions.

The terms defined in SVMC 3.35.005 shall apply to Chapters 3.35, 3.40, 3.41, 3.42, 3.45, 3.46, 3.47, 3.48, and 3.49 SVMC and shall have the following meanings:

"Architectural and engineering services" means professional services rendered by any person, other than an employee of the City, contracting to perform activities within the scope of the general definition of professional practice in Chapter 18.08, 18.43, or 18.96 RCW.

"Bid" means an offer submitted by a bidder to furnish services, labor, supplies, materials, goods, equipment, and other property in conformity with the specifications, delivery terms, and conditions, and other requirements included in the invitation for bids or otherwise required by the City.

"Bid bond" means a bond or other appropriate bid proposal deposit as approved in advance by the City, the purpose of which is to provide security to the City in the event the successful bidder fails to enter into a contract with the City.

"Bidder" means a firm or individual who regularly maintains a place of business, transacts business, solicits business, or maintains an inventory of merchandise for sale in, and whose business is registered with, the City and who submits or has submitted a bid to the City.

"Bidding" means the procedure used to solicit quotations on price and delivery from prospective suppliers of contractual services, materials, goods, and equipment which can be through either a formal or informal competitive bid process.

"Capital equipment" means any equipment of the City having an initial value of $5,000 or more and an estimated useful life of three or more years.

"Change orders" and "requests for additional work" mean a request for additional or alternative services, work or procurement where there are changed conditions, a requirement that extra work or service be performed, or such other circumstances that necessitate a modification to the contract, and where such additional or alternative services, work, or procurement is in the best interest of the City.

"City manager" means the city manager or designee.

"City property" means any property or equity interest in real or personal property held or owned by the City.

"Consultant" means any person providing professional services to the City who is not an employee of the City.

"Contractual services" means services provided by professional and general service contracts to accomplish a particular project or service.

"Lowest responsible bidder" means the responsible bidder who submits the lowest bid; or if all of the criteria set forth in RCW 35.23.352(2) are met, the responsible bidder who submits the second lowest bid, provided the bid is within five percent of the lowest bid and the second lowest bidder meets the same criteria as the lowest bidder.

"Person" means any individual, organization, group, association, partnership, firm, joint venture, corporation, or any combination thereof.

"Public work" has the meaning set forth in RCW 39.04.010, as adopted or may be amended.

"Purchase" means the acquisition of supplies, materials, goods or equipment, and other property.

"Purchase order" means a written authorization calling on a vendor or supplier to furnish supplies, materials, goods, equipment, and other personal property to the City with a promise for payment to be made later.

"Purchasing agent" means a person who purchases supplies, materials, goods, equipment, and other property on behalf of the City.

"Requisition" means a standard form providing detailed information as to quantity, description, estimated price, possible vendors, fund account, signature, and other information necessary to make purchasing decisions.

"Responsible bidder" means a bidder who meets the requirements set forth in RCW 39.04.350 as adopted or may be amended. Additionally, a bidder shall prove by experience or information furnished to the satisfaction of the city manager that current financial resources, production or service facilities, service reputation and experience are adequate to make satisfactory delivery of supplies of acceptable quality, equipment, or contractual services and who has not violated or attempted to violate any provision of Chapter 3.35 SVMC. In addition to price, the City shall take into account the following when determining the responsible bidder:

1. The ability, capacity, and skill of the bidder to perform the contract or provide the service required;

2. The character, integrity, reputation, judgment, experience, and efficiency of the bidder;

3. Whether the contractor can perform the required work within the time specified by the City;

4. Quality of the contractor's performance under previous contracts with the City or other governmental entity; and

5. The previous and existing compliance by the contractor with laws relating to contracts or services with the City.

The five supplemental criteria described above shall be included in the documents for all bids so prospective bidders may be aware of such supplemental criteria. The City may include additional supplemental criteria as provided in RCW 39.04.350 for particular projects as is determined necessary. (Ord. 19-021 § 2 (Exh. A), 2019; Ord. 17-012 § 1, 2017; Ord. 15-022 § 4, 2015).

3.35.010 Contract authority.

A. The city manager is authorized to enter into contracts, contract modifications, or change orders without city council approval when the aggregate amount of the contract and all existing contract amendments or change orders does not exceed the amount set forth in RCW 39.04.155 for small works, as adopted or amended; subject to any increases authorized, pursuant to SVMC 3.35.010(C).

B. Any contract, contract amendment, and/or change order in excess of the city manager's authority shall require prior approval of the city council.

C. On contracts for which prior city council approval is required and received, the city manager shall have authority to execute any amendments or change orders which, when aggregated, are less than 15 percent of the original contract amount, or up to the amount set forth in RCW 39.04.155 for small works, as adopted or amended, whichever is less.

D. The city council finance committee is authorized to approve change orders on short notice that are in excess of the amounts authorized in SVMC 3.35.010(C), in circumstances where such a change order is necessary to avoid a substantial risk of harm to the City. In such an event, the city manager shall provide appropriate information to the city council at its next regular meeting setting forth the factual basis for the action.

E. Change orders shall only be approved if they are for additional or alternative services, work or procurements that are within the scope of purpose and intent of the original bid and contract. (Ord. 19-021 § 2 (Exh. A), 2019; Ord. 17-012 § 1, 2017; Ord. 15-022 § 4, 2015).

3.35.020 Rules and policy.

The city manager may develop rules, policies, and procedures to implement Chapters 3.35 through 3.49 SVMC. (Ord. 19-021 § 2 (Exh. A), 2019; Ord. 17-012 § 1, 2017; Ord. 15-022 § 4, 2015).

3.35.030 Administration.

Under the direction of the city manager, the contracting and purchasing procedures shall be administered pursuant to Chapters 3.35 through 3.49 SVMC and other applicable laws, including all applicable state and federal laws. The city manager shall have the responsibility to:

A. Administer and maintain the contracting process and the purchasing system according to the rules and regulations established or authorized by applicable ordinances and statutes.

B. Coordinate the negotiation, purchase, and disposition of all City supplies, materials, and equipment in consultation with City staff.

C. Seek to obtain a competitive price on all City contracts or purchases by bidding, submitting requests for proposals and qualifications, using a small works roster, consultant roster, and vendor list, or negotiating on such contracts or purchases as appropriate, unless otherwise specifically excluded in Chapters 3.35 through 3.49 SVMC.

D. Prescribe and maintain such administrative policies, procedures, and forms as are reasonably necessary to implement Chapters 3.35 through 3.49 SVMC.

E. Coordinate the inspection of all City-purchased equipment to ensure conformance with specifications.

F. Ensure that the small works roster(s), consultant roster(s), vendors list(s), and other records needed for the efficient operation of the purchasing system are maintained.

G. Maintain the property inventory and fixed asset systems of the City.

H. Determine the need for any routine preventive maintenance contracts on various pieces of equipment, and establish and maintain said maintenance contracts.

I. Periodically prepare a comprehensive list of surplus, worn out, or obsolete City-owned equipment. Items which cannot be used or reassigned to another department shall be recommended for disposal pursuant to SVMC 3.49.020. (Ord. 19-021 § 2 (Exh. A), 2019; Ord. 17-012 § 1, 2017; Ord. 15-022 § 4, 2015).

3.35.040 Prohibited practices.

The following types of purchasing and bidding practices are hereby prohibited and may result in disqualification of the bid, proposal, or procurement quote:

A. Collusion among Bidders. Any agreement or collusion among bidders, prospective bidders, vendors or

prospective vendors to either buy or sell or fix prices in restraint of free competition. Such bidders or vendors may be subject to exclusion from future bidding or procurement processes with the City when determined by the city manager to be in the best interests of the City.

B. Disclosure of Formal Bid Contents. Any disclosure of information contained in the sealed bid prior to bid opening, unless otherwise required pursuant to law. Notwithstanding anything herein to the contrary, all bids submitted by bidders taking advantage of any information revealed contrary to SVMC 3.35.040 shall become null and void.

C. Gratuities. In accordance with high standards of behavior, the acceptance of any gift or gratuity in the form of cash, merchandise, or any other thing of value by an official or employee of the City from any bidder, vendor or contractor, or prospective bidder, vendor, or contractor.

D. Employee-Owned Businesses. Obtaining City goods or services from businesses in which City officials, employees, or their immediate family members have a majority ownership interest or otherwise exceed the “interests” standards pursuant to Chapter 42.23 RCW.

E. Sale of Materials and Supplies. The City acquiring goods or services for any private party, or selling its materials or supplies to City officials, employees or the public except when such materials have been declared surplus and disposed of pursuant to Chapter 3.49 SVMC. (Ord. 19-021 § 2 (Exh. A), 2019; Ord. 17-012 § 1, 2017; Ord. 15-022 § 4, 2015).

Attachment C

Construction Projects 2016-2021

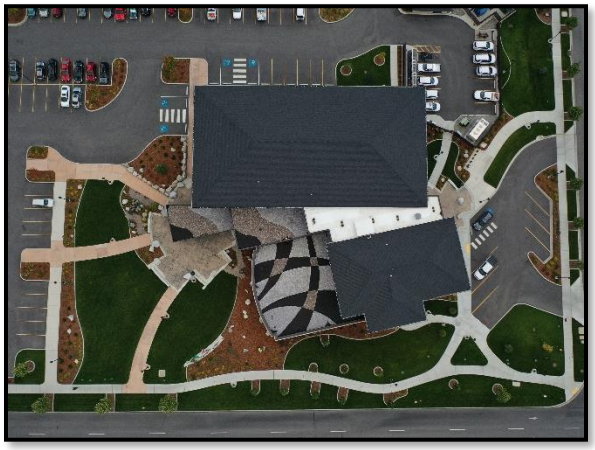
	CIP #	Project Name	Contract Amount
2016	207	Indiana-Evergreen Transit Access Improvements	$ 69,443.00
	221	McDonald Rd. Diet	$ 1,728,000.00
	226	Appleway Blvd - Park to Dishman Mica	$ 916,555.00
	229	32nd Ave Pavement Preservation	$ 1,285,191.00
	233	Broadway St. Preservation - Sullivan to Moore	$ 424,424.00
	234	Seth Woodard Sidewalk Improvement Project	$ 367,084.00
	238	Pines Rd. (SR-27) Mirabeau Pkwy Intersection	$ 215,350.00
	215	City Hall Construction	$ 10,590,314.90
2017	CIP #	Project Name	Contract Amount
	227	Appleway Trail - Pines to Evergreen	$ 1,714,022.00
	240	Saltese Rd. Reconstruction	$ 871,551.00
	253	Mission Ave. - Pines to McDonald	$ 473,300.00
	255	Indiana Ave. Street Preservation	$ 460,749.00
2018	CIP #	Project Name	Contract Amount
	123	Mission Ave. Improvement Project	$ 3,142,254.00
	142	Broadway/Argonne/Mullan PCC Intersection	$ 1,701,514.00
	166	Pines and Grace Intersection Project	$ 629,289.00
	201	ITS Infill Project - Phase 1	$ 394,943.00
	237	Appleway Trail - Sullivan to Corbin	$ 1,988,745.00
	248	Sprague Ave. - Sullivan to Corbin	$ 1,458,803.00
	251	Euclid Ave. Reconstruction	$ 2,731,198.00
	254	Mission Ave. - McDonald to Evergreen	$ 713,925.00
	258	21nd Ave Sidewalk Project	$ 555,216.00
	264	8th Ave. Sidewalk	$ 402,508.00
	272	Euclid Ave. Preservation	$ 1,120,125.00
2019	CIP #	Project Name	Contract Amount
	252	Argonne Rd. Preservation - Broadway to Indiana	$ 674,000.00
	265	Wellesley Ave. Sidewalk Project	$ 694,969.00
	267	Mission Ave. Sidewalk	$ 1,194,194.00
	269	Evergreen Rd. Preservation	$ 729,124.00
	276	Barker Rd. Corridor (Garland to GSP)	$ 2,095,304.00
	278	Wilbur Rd. Sidewalk	$ 371,520.00
	279	Knox Ave. Sidewalk	$ 375,985.00
	284	Argonne Rd. Preservation - Broadway to Valleyway	$ 220,000.00
	287	University Rd. Preservation - Dishman Mica to 16th	$ 3,342,173.00
	290	Local Access Streets Preservation - Midilome	$ 1,388,465.00
	268	Appleway Trail - Evergreen to Sullivan	$ 2,027,465.00
	295	Garland Ave. Ext	$ 1,456,891.00

Construction Projects 2016-2021

	CIP #	Project Name	Contract Amount
2020	304	CenterPlace West Lawn	$ 1,419,197.00
	285	Indiana Ave. Street Preservation	$ 1,646,274.00
	259	N. Sullivan ITS	$ 729,981.50
	291	Adams Sidewalk Project	$ 334,542.00
	302/303	Ella/Conklin Sidewalk Projects	$ 452,008.00
	275	Barker Rd. Preservation	$ 395,114.00
	305	CenterPlace Roof Repair	$ 686,597.00
	CIP #	**Project Name**	**Contract Amount**
2021	292	Mullan Rd. Preservation	$ 1,529,790.00
	299	Argonne Rd. Preservation - Indiana to Montgomery	$ 2,388,971.00
	301	Park Rd. Sidewalk	$ 350,667.00
	310	Sullivan Rd. Bridge Deck Repair	$ 216,547.00
	314	Balfour Park Frontage Improvments	$ 709,991.00
	315	Browns Park Improvements	$ 390,645.00
	317	Appleway Stormwater Improvements	$ 1,784,944.00
	323	Evergreen Preservation (Sprague to Mission)	$ 1,607,864.00
	325	2021 Local Access Streets	$ 1,545,545.00

Note: Yellow highlighted projects are building/facility related.

ORIENTATION PHOTOGRAPHS.



Aerial view of the City Hall.

Aerial view of the City Hall.

East elevation.

East and north elevations.

East elevation.

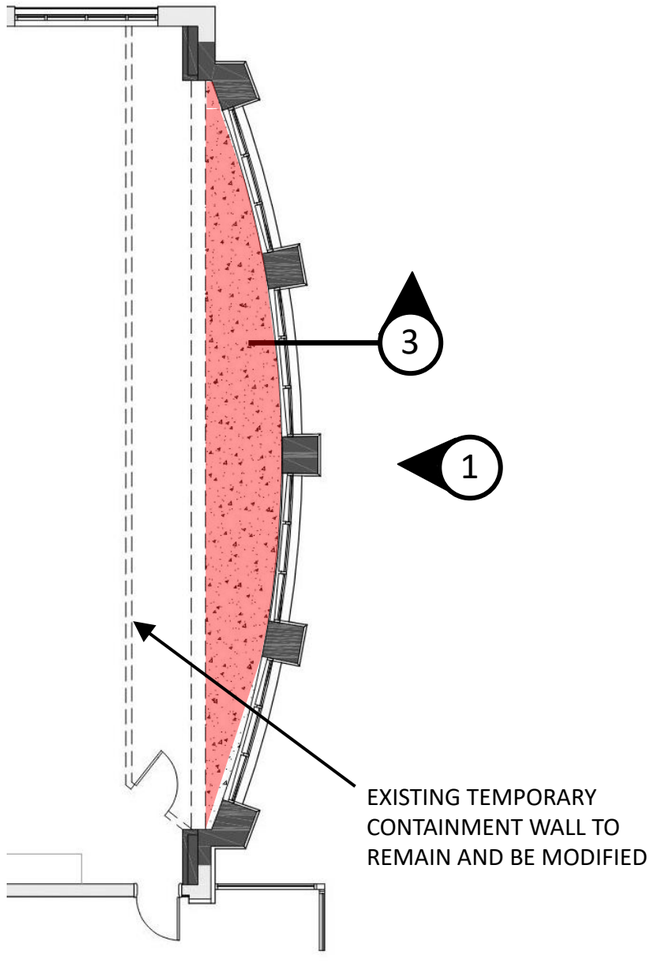
North elevation.

RW: OBSERVATION PHOTOGRAPHS.

1. Orientation photo.
2. Council Chambers radiused wall – east elevation.
3. Three (3) exterior opening locations were made during an investigation directed by DEI in February 2020.

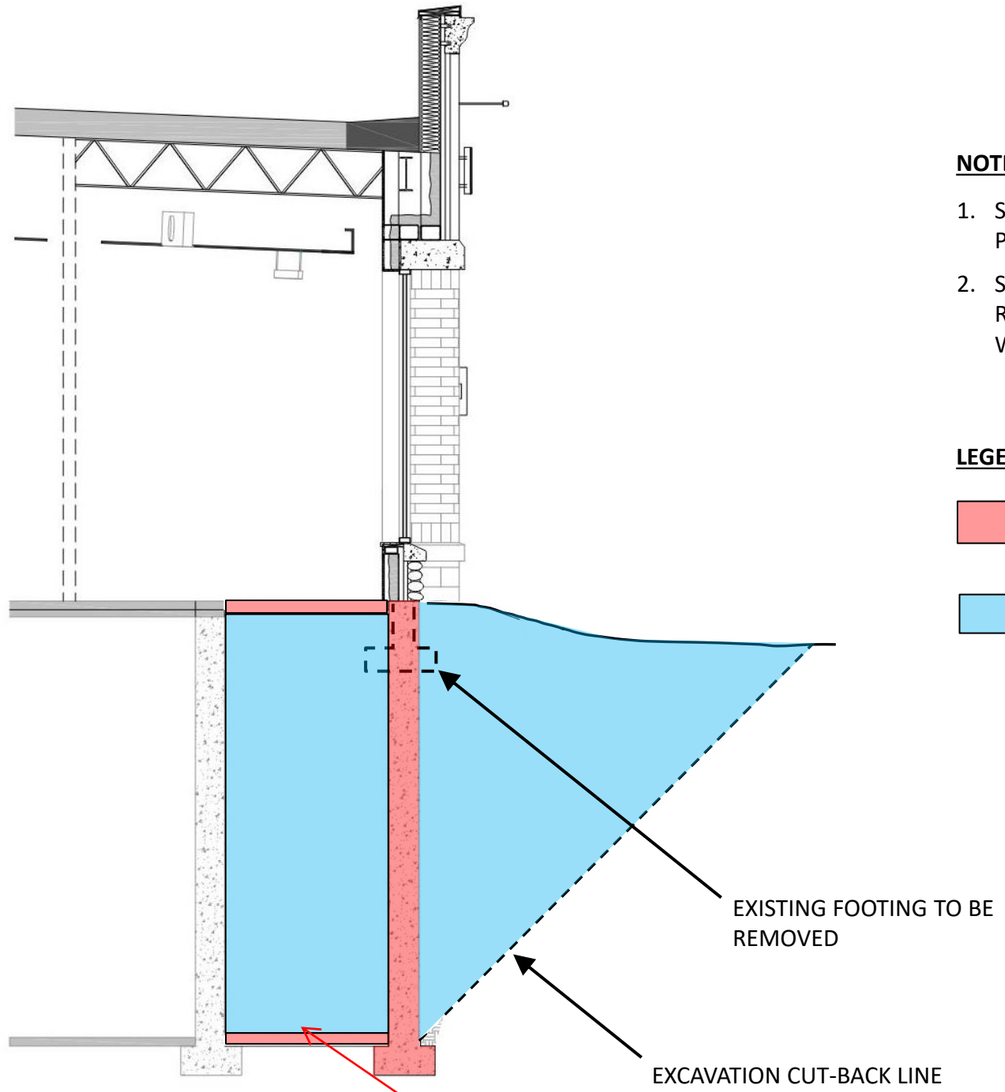
1. Orientation photo.
2. South end of radiused wall.

RW: SCOPE ITEM DIAGRAMS (CONTINUED).



COUNCIL CHAMBERS
RADIUSED WALL - PLAN

2



COUNCIL CHAMBERS
RADIUSED WALL - SECTION

3

NOTES:

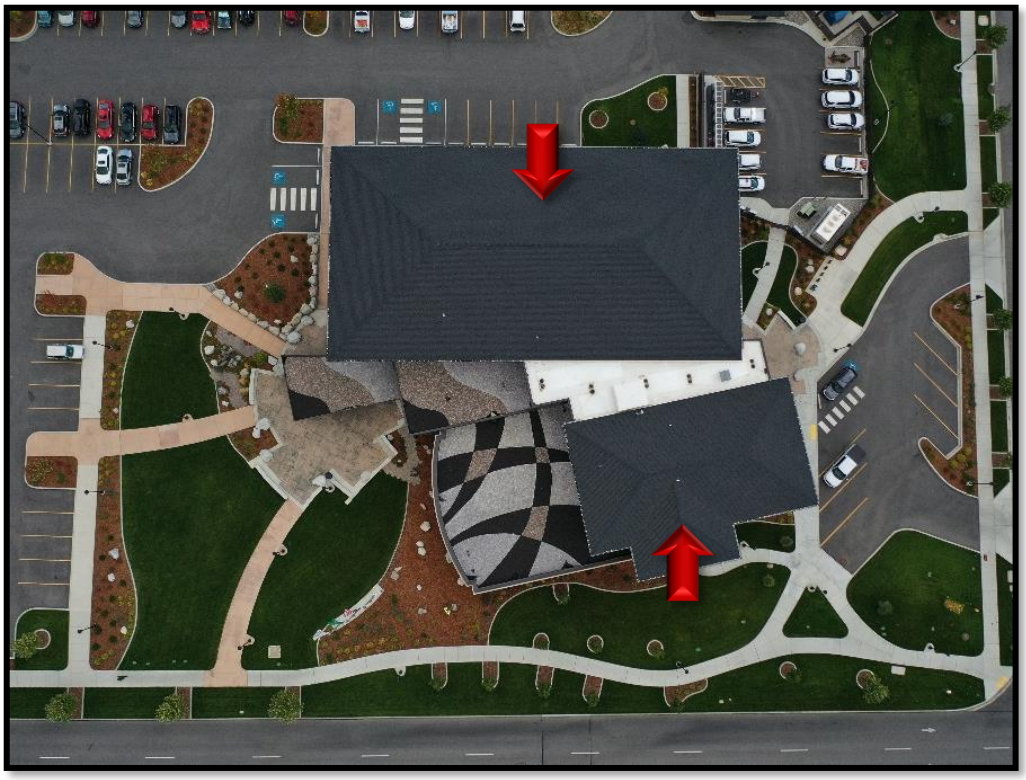
1. SCOPE: REFER TO SCOPE ITEM RW.3 FOR PSOR ASSOCIATED WITH THE DIAGRAMS.
2. SCOPE ITEMS: COORDINATE SCOPE ITEM RW WITH REPAIRS OF SCOPE ITEMS EE, B, W, AND ER.

LEGEND:

NEW CONCRETE FOOTING OR SLAB

SOIL TO BE REMOVED & REINSTALLED

CR: OBSERVATION PHOTOGRAPHS.



1. Orientation photo.
2. Aerial view of composition roofs.

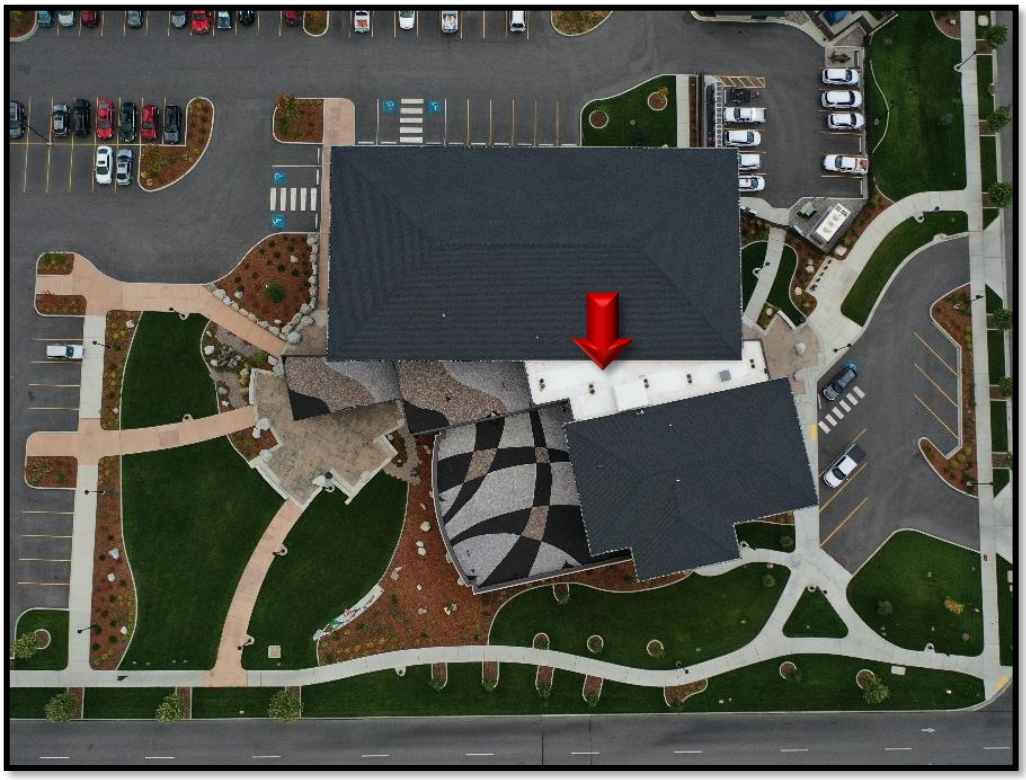
1. Orientation photo.
2. Aerial view of composition roofs.

CR: OBSERVATION PHOTOGRAPHS (CONTINUED).

1. Observations and Findings photo.
2. CR.1.d and CR.2.d: Shingle tabs installed perpendicular to valley. Moisture and debris below shingles at valley.

1. Observations and Findings photo.
2. CR.1.c and CR.2.c: Evidence of moisture within attic at ridge vent.

TR: OBSERVATION PHOTOGRAPHS.



1. Orientation photo.
2. TPO membrane at main low-slope roof from above.

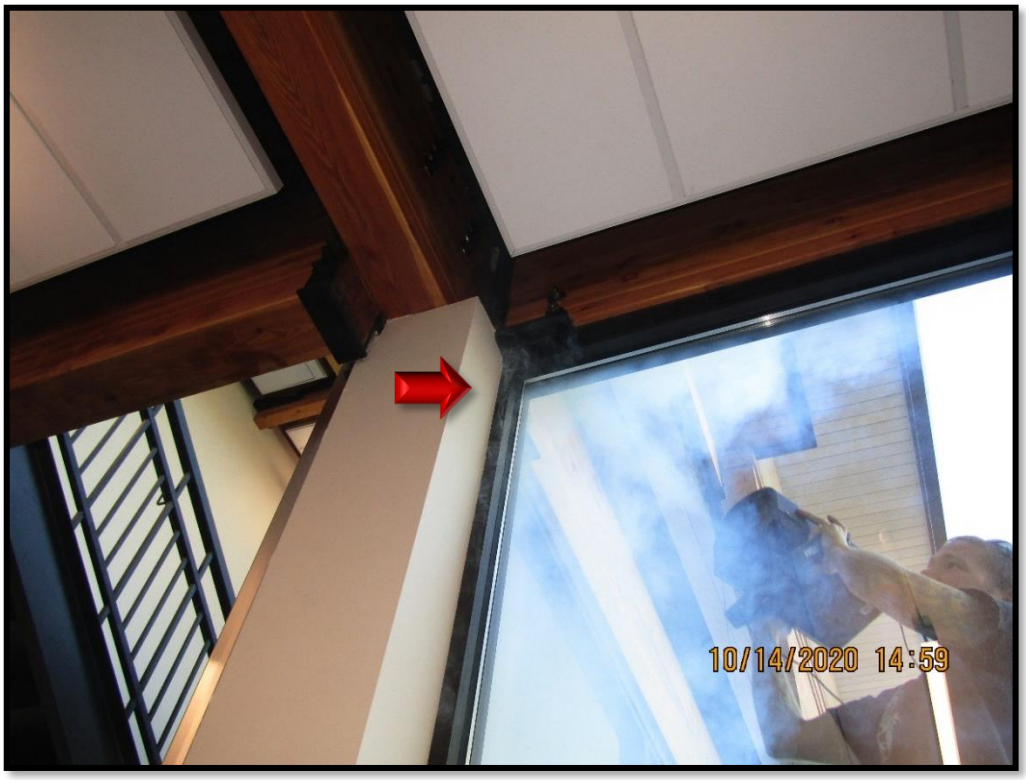
1. Orientation photo.
2. TPO membrane at main low-slope roof from above.

TR: OBSERVATION PHOTOGRAPHS (CONTINUED).

1. Observations and Findings photo.
2. TR.1.c and TR.2.c: Filler metal and sheet weather-resistive barrier exposed below loose-laid TPO membrane at exterior face of parapet wall. WRB is discontinuous and incomplete at interface with fascia metal beyond. A saddle was not installed at the parapet to roof interface.

1. Observations and Findings photo.
2. TR.1.c and TR.2.c: Sheet weather-resistive barrier, OSB, and framing exposed below loose-laid TPO membrane at exterior face of parapet wall. WRB is discontinuous and incomplete at interface with fascia metal beyond. A saddle was not installed at the parapet to roof interface.

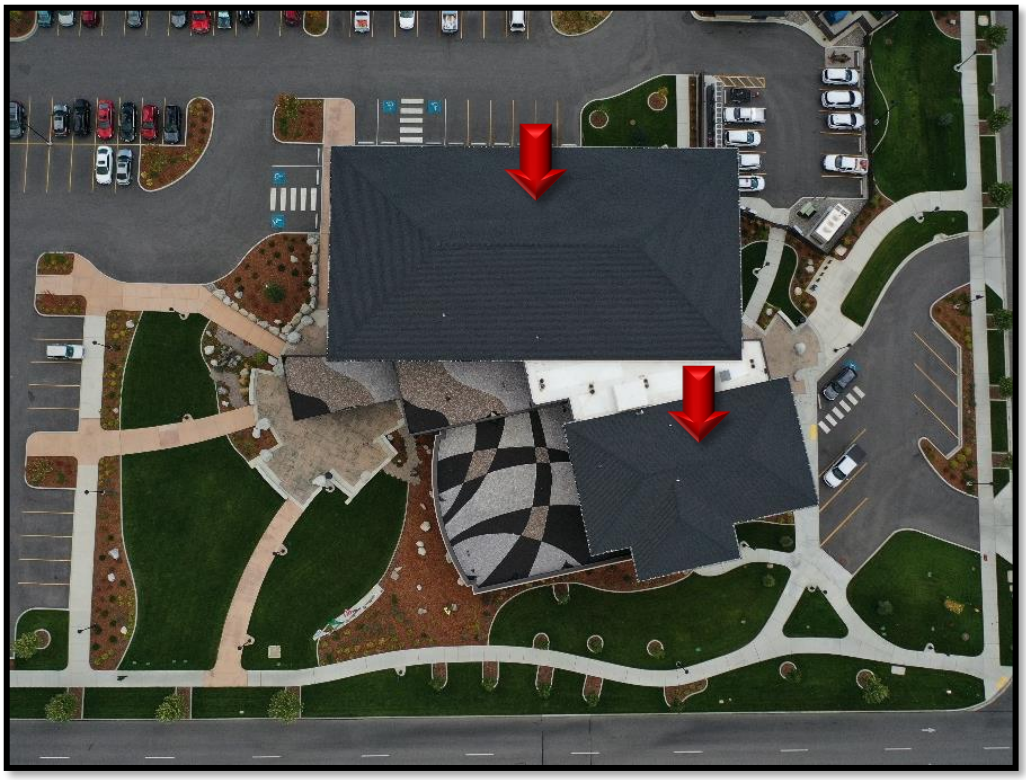
W: OBSERVATION PHOTOGRAPHS (CONTINUED).



1. Observations and Findings photo.
2. W.1.f and W.2.f: Evidence of air ingress below 2nd floor entry roof during smoke testing. Smoke infiltrated the interior.

1. Observations and Findings photo.
2. W.1.f and W.2.f: Evidence of air ingress at 2nd floor of central stair during smoke testing. Smoke infiltrated the interior.

A: OBSERVATION PHOTOGRAPHS.



1. Orientation photo.
2. Aerial view of north and south composition roofs with attics.

1. Orientation photo.
2. Aerial view of north and south composition roofs with attics.

A: OBSERVATION PHOTOGRAPHS (CONTINUED).

1. Observations and Findings photo.
2. A.1.b and A.2.b: Cardboard baffles exist at some locations at roof eaves. Baffles extend to undersides of roof sheathing. Ventilation at eaves was impeded by baffles.

1. Observations and Findings photo.
2. A.1.e and A.2.e: Tops of rigid continuous insulation was exposed in the attic. Rigid continuous insulation does not tie into vapor retarder within attic.
3. Scope Item B: Refer to Scope Item B for precast cornices and their attachments.

A: OBSERVATION PHOTOGRAPHS (CONTINUED).

1. Observations and Findings photo.
2. A.1.d and A.2.d: Roof eave ventilation was blocked by blown-in insulation.

1. Observations and Findings photo.
2. A.1.d and A.2.d: Roof eave ventilation was blocked by blown-in insulation.