



Ellensburg School District #401

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December 20, 2019

Project Review Committee
Department of Enterprise Services
Engineering & Architectural Services
Post Office Box 41476
Olympia, WA 98504-1476

Reference: Lincoln Elementary

Dear Project Review Committee:

The Ellensburg School District (ESD) is pleased to submit its project application for your review and approval to use the Progressive Design Build (PDB) method for the Lincoln Elementary School Renovation project.

ESD has utilized alternate public works contracting method on multiple projects over the last few years using the GC/CM method. While the projects have been successful, they were not without their challenges. ESD is constantly striving to improve the way we do business and deliver predictable outcomes that improve our planning and strategic vision.

After reviewing the various delivery methods with the assistance of OAC Services, Inc., ESD believes that the Progressive Design Build delivery method gives us the best opportunity to deliver the predictable outcome we strive for, while incorporating the most innovative ideas for the renovation of Lincoln Elementary School.

OAC Services is our project manager and will be directly reporting to myself and the District Superintendent for the duration of the project. OAC will lead and facilitate the PDB procurement, preconstruction service, and GMP Amendment negotiations. OAC possesses significant PDB experience and currently has a representative on the PRC.

We are excited to present our project application and qualifications to the PRC and look forward to its review and comments. If you have any questions, feel free to contact me.

Sincerely,

Brian Aiken
Executive Director of Business Service

The Ellensburg School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups.

The following employees have been designated to handle questions and complaints of alleged discrimination: Kim Snider, Title IX Coordinator and Civil Rights Coordinator, 509-925-8007, kim.snider@esd401.org and Section 504 Coordinator, Kelly Kronbauer, 509-925-8011, kelly.kronbauer@esd401.org, 1300 East Third Avenue, Ellensburg, WA 98926.

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): **Ellensburg School District, #401**
- b) Address: **1300 E 3rd Ave, Ellensburg, WA 98926**
- c) Contact Person Name: **Brian Aiken** Title: **Executive Director of Business Services**
- d) Phone Number: **509-925-8014** E-mail: **brian.aiken@esd401.org**

1. Brief Description of Proposed Project

- a) Name of Project: **Lincoln Elementary Modernization**
- b) County of Project Location: **Kittitas**
- c) Please describe the project in no more than two short paragraphs. (*See Attachment A for an example.*)

As part of a comprehensive planning process for their November 2018 Capital Improvement bond election, Ellensburg School District commissioned a study of Lincoln Elementary School to determine the feasibility of a full modernization/addition. Their desire is to develop a fully updated elementary school for 21st Century education, meeting the needs of the Ellensburg community for many years to come. Lincoln Elementary, constructed in 1948-49, is a two-story brick structure, consisting of 49,607 sf. The classrooms are arranged in a traditional format along a central corridor; the administration, gymnasium, and music room (originally a locker room) form a north wing; and the cafeteria and kitchen are located on the east side of the building, approximately six feet lower than the 1st floor, creating ADA issues. The site is very small, at roughly four acres. As such, on-site parking and playground areas are extremely limited. Compounding this problem are three portable classroom buildings that sit at the south end of the site. Because the kitchen is situated where it is, a delivery drive bisects the existing play area, creating a substantially dangerous risk of accidents. The building is fairly close to the street on both the west and north sides.

The new design is based on a list of required program spaces, with an ideal capacity of 450 students. Combining the existing renovated spaces with new construction, the updated facility will be approximately 56,000 sf with classrooms, specialty spaces, and core spaces (gym, administration, library, etc.). The plan organization is heavily influenced by the desire to construct a new full-sized gymnasium. The existing gym is undersized, even for an elementary school, and would be very difficult to enlarge in place. Therefore, the cafeteria and kitchen will be relocated to the existing gym, taking advantage of this space's volume and better location on site (deliveries would no longer need to cut across the playground), while a new gym will be constructed at the south end of the building. The library and music rooms will be moved to the location of the existing cafeteria and kitchen. An elevator will be installed to connect each floor for ADA access. The administration area will remain in its current location. In general, the classrooms will still be arranged along the central corridor but updated with fresh finishes. A completely new mechanical, electrical, plumbing and fire suppression system will also be installed, replacing the existing infrastructure. Additional off-street parking will be constructed west of the new gym, extending to the north in front of the main building, creating a new visitor parking and parent drop off driveway. Bus traffic will extend along Capitol Avenue on the north side of the school. Existing outdoor hardscape play areas will remain intact, as will the open green space areas. The building will be required to meet the building envelope performance requirements of the current Washington State Energy Code. Among other things, this will require all new thermal insulation (walls, floors, perhaps roof) as well as replacement of any windows which were not replaced as part of recent upgrade projects in the past five years. There are also several seismic upgrades needed, mostly

related to the unreinforced masonry walls that are required to bring the building up to a safe level. Asbestos abatement will also occur throughout the building.

2. Projected Total Cost for the Project:

A. Project Budget

Costs for Professional Services (A/E, Legal etc.)	\$ 2,800,000
Estimated project construction costs (<i>including construction contingencies</i>):	\$15,400,000
Equipment and furnishing costs	\$ 750,000
Off-site costs	\$ 300,000
Contract administration costs (owner, cm etc.)	\$ 350,000
Contingencies (design & owner)	\$ 1,300,000
Other related project costs (briefly describe) - Special Inspections and testing	
Moving Expenses, SEPA, Geotechnical Report, Commissioning, etc.	\$ 300,000
Sales Tax	\$ 1,300,000
Total	\$22,500,000

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*

In November 2018, the ESD passed a \$59.5M Bond for the construction of a new elementary, the replacement of an existing elementary (Mt. Stuart), and the renovation of a third elementary (Lincoln Elementary). In addition to the Bond monies, the School Construction Assistance Program, funded through OSPI, will add approximately \$16.7M to the overall budget.

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;
- b) Hiring consultants if not already hired; and
- c) Employing staff or hiring consultants to manage the project if not already employed or hired.

Description	Duration	Start	Finish
PRC Meeting/Approval Letter	1 day	1/24/2020	1/24/2020
Draft RFQ/Ad/Outreach/Q&A	4 weeks	1/27/2020	2/21/2020
PDB RFP Process	4 weeks	2/24/2020	3/20/2020
PDB Interviews	3 weeks	3/23/2020	4/10/2020
Design Builder Selection	1 day	4/10/2020	4/10/2020
PDB Contracting	2 months	4/13/2020	6/13/2020
Early Site Package Design	6 months	7/01/2020	1/01/2021
Early Site Package Construct	5 months	1/01/2021	6/01/2021
Ongoing PDB Design/Permitting	6 months	1/01/2021	6/01/2021
Final Design	1 day	6/01/2021	6/01/2021
Negotiate GMP	2 weeks	6/01/2021	6/15/2021
PDB Construct	11 months	6/01/2021	7/01/2022
Project Completion/Punch/Move -in	2 months	7/01/2022	9/01/2022
Closeout	2 months	9/01/2022	10/31/2022

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?

The age, layout, and condition of the existing school poses multiple challenges that can be more-easily overcome through the use of PDB. Conducting seismic upgrades and improving the existing building envelope would be a challenge to any building, but because Lincoln Elementary is an historic building, cherished by the community, extra awareness will be required to ensure that the character of the building is preserved while also making the building more usable, and maintaining a very limited budget. Allowing the contractor to bring their expertise to the fore-front of the project to help investigate existing conditions, facilitate phasing, coordinate the design with sub-contractors and ensuring that the goals of the District are met are the benefits that are desired by the use of PDB.

- If the project provides opportunity for greater innovation and efficiencies between designer and builder, describe these opportunities for innovation and efficiencies.
Even though Lincoln Elementary will pose many challenges to the PDB team due to the scope of the work and the existing conditions of the building, there are countless opportunities for the project to be enhanced with innovative ideas that will make the design more efficient and the budget stretch further. ESD will look to develop a team that will be open to finding solutions that will preserve the character of the building to the greatest extent, while also adding the necessary improvements. There is concern on how to enhance the exterior walls to bring the building's envelope up to current Washington State Energy Code without destroying the brick on the exterior of the building, or the woodwork on the interior of the building. The schedule for the full scope of work is tight, so the PDB team will be tasked with developing a phasing schedule that can help the school open on time.
- If significant savings in project delivery time would be realized, explain how DB can achieve time savings on this project.
By utilizing PDB, the team will be able to accelerate the design timeline, allowing the site package to begin construction prior to the building design being 100% complete. By expediting the schedule in this manner, construction of the new gym can begin prior to students leaving for summer break, thus extending the construction schedule by several critical months. PDB also allows ESD to lock-in project budget early and avoid some cost escalation, which is crucial as this is the last project of the 2018 Bond; there are no additional funds for cost overruns. In addition to locking-in the budget early, utilizing the outlined schedule will allow the team to strategically time the bid packages, optimizing the best value for the various scopes of work. The PDB team will also provide valuable constructability reviews, bring VE options to the table, and be able to identify long lead procurement items to stay on pace with an aggressive 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 [See 5.1 & 5.2](#)
- 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. [See 5.3](#)

5.1
Progressive Design Build delivery will provide a fiscal benefit to ESD by accelerating the overall delivery process, reduce the associated cost escalation, confirm the overall budget for the school early in the design process, and increase the predictability of the outcome. By utilizing PDB, ESD can work with the DB team efficiently to plan and time bid packages, schedule the sequence of work, and time the GMP lock-in.

5.2

In addition, it is important to point out, once the GMP is set, the risk of the final project cost exceeding the approved GMP, due to unforeseen change orders, is greatly reduced over a Design Bid Build project of similar size and scope. Because the design of a Design Build project is warranted by the

Design Builder and not the Owner, the risk of change orders from errors and omissions in the documents is nearly nullified. The exception would be the discovery of significant unknown subsurface site conditions or Owner directed increases to project scope.

5.3

The Spokane and Tri-City construction markets are extremely busy. There have been challenges not only getting General Contractors interested in jobs, but also getting adequate subcontractor coverage. The PDB method will allow our team to efficiently formulate with the use of subcontractor procurement for key scopes. In addition, the ESD has a limited budget. By utilizing the PDB method, we will have real time cost estimating abilities, maximizing our value through the design process. Too often, DBB projects either bid too high, forcing us to VE critical elements out of the project after it has been bid, or sometimes too low, due to poor estimating, which leaves out elements of the project that could enhance functionality. PDB is the best way for the District to stay within the budget and maximize value. PDB will reduce in the District's "risk" due to errors & omissions in the bidding and construction documents, and the ability to contract our designers and contractors under one contract will assist a department with limited personnel.

The ability to choose your team based upon qualifications rather than low bid in a very hot market is key, as we cannot afford a contractor that is not qualified or experienced.

6. Public Body Qualifications

Please provide:

- A description of your organization's qualifications to use the DB contracting procedure.
Over the last three years, ESD has renovated a middle school, and is in the process of designing two brand new elementary schools. GC/CM was used for these projects, and while this has been a good delivery method for these projects, they have been challenged with cost escalation which has impacted program space in the schools. PDB will allow us to lock in our budget early to minimize the risks associated with cost escalation.

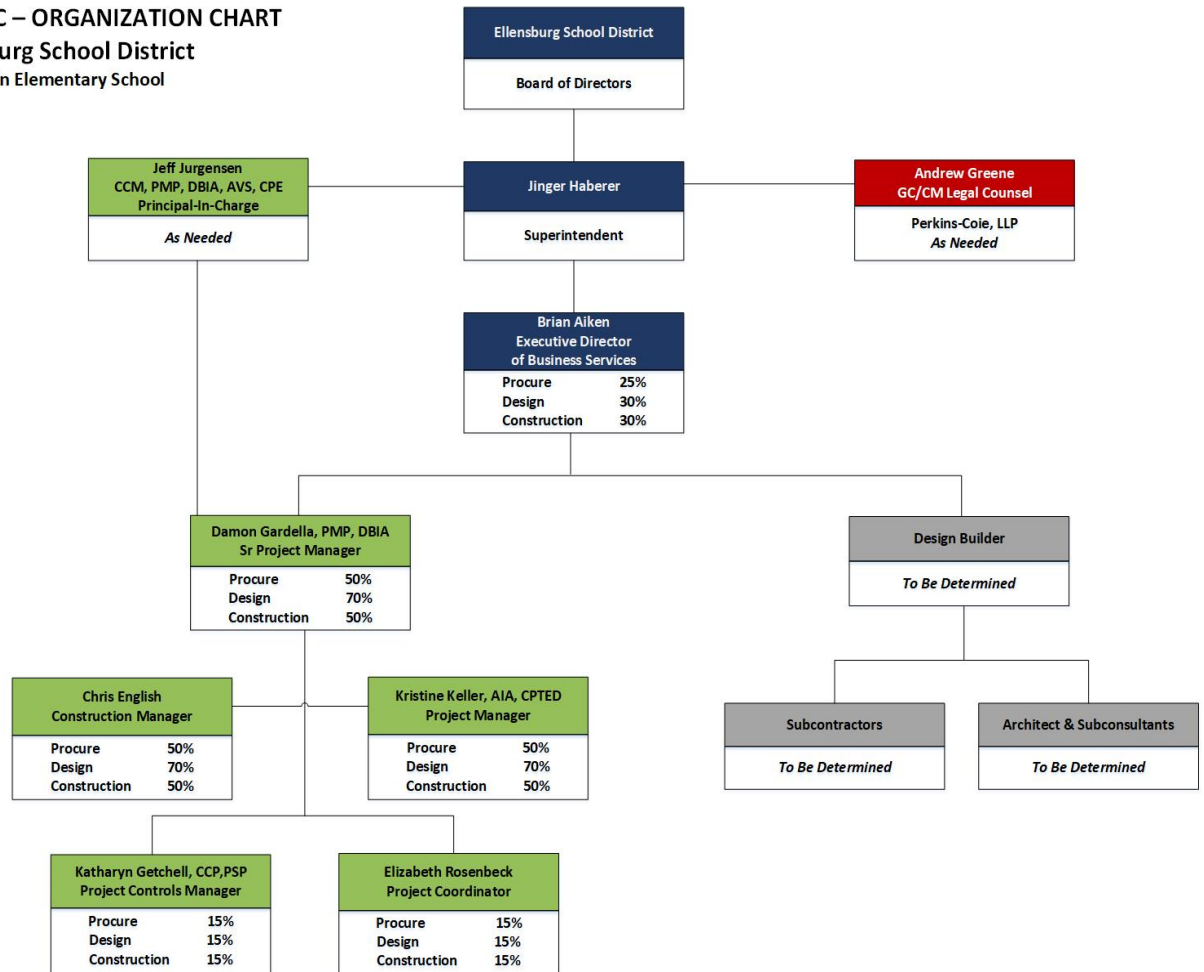
ESD has retained OAC Services, Inc. for comprehensive PM/CM services. OAC will help advise ESD through the PDB procurement, planning, design, construction and closeout. Project oversight and Design Build advisement will be administered by Jeff Jurgensen. Senior Project Manager, Damon Gardella will report directly to Jeff. Project Managers Kristine Keller and Chris English will be reporting directly to Damon Gardella on the job. The identified OAC team has worked together on previous projects.

As one of the state's most experienced alternative delivery project management consultants, OAC has successfully managed DB projects ranging from \$2M to over \$200M for various clients including Washington State University, King County, City of Spokane, General Services Administration, and the Washington Public Utility District.

Brian Aiken, Executive Director of Business Services for Ellensburg School District, will be the main point of contact for ESD for the duration of the project. Brian was involved in the last three construction projects within ESD along with multiple projects with other districts and is eager to be a part of the PDB process.

- 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.)

ATTACHMENT C – ORGANIZATION CHART
Ellensburg School District
 Lincoln Elementary School



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

Brian Aiken, Executive Director of Business Services, Ellensburg School District

Role on this project: District Project Executive

Brian has an extensive bond and construction history in his 18 years of serving four school districts across Washington State. In 2016, he was hired as the Executive Director of Business Services at Ellensburg School District and inherited leadership of the Morgan Middle School GC/CM project half way through construction, project closeout and warranty phases. He is currently overseeing two GC/CM projects for new elementary schools. For three years he was the Assistant Superintendent at East Valley SD (Spokane), where he was responsible for its capital and minor improvement programs. In his six years at Cheney School District, he was responsible for development and execution of the District's 2010 Capital Bond program, which delivered two new middle schools and a new elementary school. While at Fife School District, his 11 years in the Finance and Operations Department involved him in all capital projects.

Jeff Jurgensen, Sr. Vice President, CCM, DBIA

Jeff has over 27 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. He is also a current sitting member on the Project Review Committee.

Damon Gardella, Senior Project Manager, PMP, DBIA

Damon has more than 23 years of experience in the construction industry, including 16 years of experience on alternate delivery contracts including 10 Design Build projects for the Federal Government including Fairchild AFB, and the Army Corp of Engineers. Other alternative delivery experience includes GC/CM, Job Order Contracting, and Indefinite Delivery Indefinite Quantity. Damon also has 11 years as Program Manager for contracts in the Eastern Washington and the northwest region, with success in developing long-term relationships with his customers and internal teams while working to continually adapt his approach of project management to the specific needs and preferences of each client. Damon has successfully managed projects of varying scope, size, and complexity for multiple clients at any given time.

- 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.)
- 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.

Jeff Jurgensen, Sr. Vice President, CCM, DBIA

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also has 11 years as Program Manager for contracts in the Eastern Washington and the northwest region, with success in developing long-term relationships with his customers and internal teams while working to continually adapt his approach of project management to the specific needs and preferences of each client. Damon has successfully managed projects of varying scope, size, and complexity for multiple clients at any given time.

Kristine Keller, Project Manager, AIA, CPTED

Kristine has over 17 years in the design and construction industry, with involvement in a variety of alternative delivery contract methods. Her experience includes educational, government, commercial and financial type projects. She completed the AGC GC/CM Winter Training in January, 2019. She is currently the Project Manager on two GC/CM projects for Ellensburg School District, as well as a GC/CM project for Central Valley School District. Kristine will support the Lincoln Elementary Program Manager during all phases of the project, until completion. She has Design Build experience with FAR on the new US Courthouse in Billings, Montana as well as seven new Border Stations in Montana and North Dakota. She is a licensed Architect in Washington, Montana and Wyoming. She holds a certification in CPTED (Crime Prevention Through Environmental Design), which is used to focus on School Safety for her clients. Kristine also just passed her CMIT exam in November, 2019.

Chris English, Project Manager, PMP

Chris has spent seven years working in project management in the construction industry and over 12 in the construction industry. He graduated with a construction management degree from Brigham Young University. His experience has been working on infrastructure and tenant improvement projects ranging in size from \$50k to \$17 million. Chris' ability to identify risks and opportunities and implement effective plans while keeping constant communication with clients makes him a great addition to our team. Since joining OAC in October 2016, Chris supported several major alternative delivery projects with the Lake Washington School District Bond program work, Mead School District Bond Program and the Spokane International Airport Security Upgrade Project. Chris will support the Lincoln Elementary Program Manager during all phases of the project.

- 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 the Project Management firm 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 Services is under contract with ESD from November 2018 through 2022.
- 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 18 Design Build projects ranging from \$3M-\$200M including Progressive Design Build. OAC's project portfolio also includes fire stations in Bothell, Issaquah, Puyallup and Spokane Valley. An active participant in Alternative Project Delivery, three OAC staff members, including two 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.

Please see the attachment D as presented.

Attachment D

Name	Experience Summary	Projects	Construction Budget	Procurement Type	Pre-Design Role	Design Role	Construction Role
Jeff Jurgensen	OAC Services, DB Advisor	Spokane International Airport DB Parking Garage	\$15M	DB	PM	PM	PM
		Nelson Service Center	\$15M	DB	PM	PM	PM
		City of Liberty Lake Town Square	\$12M	DB	PM	N/A Bond Didn't Pass	N/A Bond Didn't Pass
		Pascal Sherman Indian School	\$16.5M	DB	PM	PM	PM
		Washington State University Northside Residence Hall	\$33M	DB	PM Advisor	PM Advisor	PM Advisor
		Washington State University Visitors Center	\$2M	DB	PM Advisor	PM Advisor	PM Advisor
		Central Valley School District (6 GC/CM projects)	\$180M	GC/CM	Sr. PM	Sr. PM	Sr. PM
Damon Gardella	OAC Services, Sr. PM	FAFB Vehicle Maintenance Facility	\$5M	DB	PM	PM	PM
		FAFB Water Main	\$4M	DB	PM	PM	PM
		Gowen Field USARC Canopy	\$1M	DB	Sr. PM	Sr. PM	Sr. PM
		Billings USARC Parking Lot	\$1.3M	DB	Sr. PM	Sr. PM	Sr. PM
		Helena USARC Parking Lot	\$1.2M	DB	Sr. PM	Sr. PM	Sr. PM
		YTC Main Entry Canopy	\$800k	DB	Sr. PM	Sr. PM	Sr. PM
		YTC Tank Pads	\$750k	DB	Sr. PM	Sr. PM	Sr. PM
		Ferris Stage Lift	\$300k	DB	Sr. PM	Sr. PM	Sr. PM
		YTC Greenhouse	\$1M	DB	Sr. PM	Sr. PM	Sr. PM
		Gowen Field USARC Parking lot	\$1.5M	DB	Sr. PM	Sr. PM	Sr. PM
		Mead SD Northwood Middle School	\$32M	GC/CM	PM	PM	PM
		Mead SD Midway Elementary	\$16M	GC/CM	PM	PM	PM
		Ellensburg SD Mt Stuart Elementary	\$19M	GC/CM	Sr. PM	Sr. PM	Sr. PM
		Ellensburg SD New Elementary	\$19M	GC/CM	Sr. PM	Sr. PM	Sr. PM
Kristine Keller	OAC Services, PM	US Federal Courthouse, Billings MT	\$80M	DB	PM	PM	PM
		(7) MT/ND Border Stations	\$100M	DB	PM	PM	PM
		Central Valley SD Horizon MS	\$29M	GC/CM	PM	PM	PM
		Central Valley SD North Pines MS	\$29M	GC/CM			PM
		Ellensburg SD Mt. Stuart Elementary	\$19M	GC/CM	PM	PM	PM
		Ellensburg SD New Elementary	\$19M	GC/CM	PM	PM	PM
Chris English	OAC Services, PM	LWSD District Wide Access Control	\$2.5M	JOC	PM	PM	PM
		LWSD District Wide Security Project	\$1.2M	JOC	PM	PM	PM
		Mead SD Northwood Middle School	\$32M	GC/CM	PM	PM	PM
		Mead SD Midway Elementary School	\$16M	GC/CM	PM	PM	PM
		Ellensburg SD New Elementary School	\$19M	GC/CM	PM	PM	PM
		Ellensburg SD Mt Stuart	\$19M	GC/CM	PM	PM	PM

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

Executive Director of Business Services, Brian Aiken will be the point of contact for ESD, and is dedicated to this job as the primary decision maker. Brian's time will be allocated appropriately in order to make timely decisions to keep the project moving forward. The primary Progressive Design Build advisors will be Jeff Jurgensen and Damon Gardella, who will take the lead on the PDB procurement strategy, schedule, interviews and RFP process. Reporting directly to Jeff and Damon will be Project Managers Kristine Keller and Chris English. Weekly meetings between Brian, his staff and OAC will be held to review schedule, content, and make timely decisions. ESD will lean heavily on OAC to provide the resources, knowledge, experience, and comprehensive PM/CM management support. Close collaboration between ESD and OAC will be instrumental in successful outcomes. In addition to the aforementioned OAC staff, Kat Getchell will be providing Project Controls management, and Elizabeth Rosenbeck will be in the support role of Project Coordinator.

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

Project Management and Decision Making

- Authority and decision-making responsibility will be provided by ESD Business Manager, Brian Aiken with implementation by OAC Services.
- OAC is currently, and will continue, to meet with ESD weekly to discuss and plan project needs, milestones, develop strategy and courses of action for implementation of the project.
- Damon Gardella will be the primary point of contact for OAC with assistance from Jeff Jurgensen.

Selection Committee

- The DB Selection Committee will consist of ESD staff, administration and leadership personnel.
- OAC will be a non-voting member of the selection committee, but involved to organize and facilitate and monitor the selection process.

Communication

- ESD 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.
- ESD will advertise the RFQ and post on the website.
- During the RFP phase, the selection committee will meet with the shortlisted teams in a design builder-led proprietary meeting to discuss project objectives, project approach, project procedures and project specific ideas to allow the design build team to complete their proposal.
- Once a "most qualified" design build team is selected, the ESD and OAC will meet with 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 the ESD Business Manager and OAC.
- Formal reports will be sent to the Superintendent and School Board and other stakeholders as desired by the Business Manager.
- Project status updates posted to the ESD website as desired by the District.

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 Business Manager after Kat Getchell meets with the ESD finance department to reconcile costs every two weeks. These reports will be then used by the Business Manager in his presentations to the Superintendent and Board Members.

- The ESD will maintain its own project contingency and reserves to address any owner driven scope changes or unforeseen conditions. ESD is currently completing geotechnical studies and investigations to help to reduce the unforeseen.

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.
 - OAC (Kat Getchell) will review and comment on the submitted baseline schedule before approving.
- A brief description of your planned DB procurement process.
The PDB procurement process will be awarded through a competitive process. We will publish a solicitation for Design Build services in a local, and state publication for no less than two weeks. The request for qualifications will include a description of the project, estimated value, the schedule for the procurement process and the project, and the reasons for using the Progressive Design Build procedure. The RFQ will contain a description of the qualifications required, a description of the evaluation process and the weighted factors. We will set an honorarium that will be paid to the finalists submitting responsive proposals. Upon selection of the finalists, a request for proposal will be issued to the finalists. The RFP requirements will include specific forms used by the finalists and a summary of their accident prevention plan with an overview of its implementation. We will establish an evaluation committee to evaluate all proposals from the finalists, which will be scored on the factors, weighting, and process identified in the RFQ. All finalists will be notified within 24 hours of selection whether they were successful or not.

Our procurement process will include the following items:

- Market the project to the contracting community (already occurring)
- Develop the RFQ & RFP together in review with Perkins Coie for coordination purposes
- Issue RFQ to solicit Statements of Qualifications from teams
- Review & score statements of qualifications received from teams to arrive a shortlist of 2 to 3 of the highest ranked teams
- Issue the RFP to solicit written proposals from the finalists
- Proprietary meeting with finalists to answer questions helping them complete their proposals
- Receive and review proposals (with the exception of price factors, which will be held confidential until after scoring of other proposal information)
- Interview design build finalists
- Score proposals
- Open and score price factors
- Recommend award to the highest ranked team after the protest period ends
- OAC always recommends a consensus scoring process from the committee and will do so here

The first phase is to issue the RFQ with description and weighted criteria, proposed budget, schedule and experience of team and members.

The second phase will be to provide the RFP documents to the finalists which will include the following:

- Request for the DB approach to project specific criteria
- Price factor proposal form
- Draft of all proposed design build contract documents

A design build led pre-bid meeting will be held with all firms during the proposal development phase to allow them to ask questions and provide feedback on project approach and concepts for feedback and input. Following this meeting, the proposals will be submitted for review with the exception of the pricing factor which will help in confidence until the final scoring of all non-price factors are complete. Following the submission of the RFP documents, each team will be invited to an interview where they are able to present their project approach and answer questions of the selection committee. There will be points awarded for the interview as well as a price related factor as part of the RFP. The weighting of the price and cost factors will be minor in comparison to the weighting of the project approach and interview.

- Verification that your organization has already developed (or provide your plan to develop) specific DB contract terms.
Ellensburg School District currently utilizes Perkins Coie to facilitate contract documents and terms for their construction projects. This will remain as such for the renovation of Lincoln Elementary.

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

Project	Description	Contract Method	Planned Start	Planned Finish	Actual Start	Actual Finish	Planned Budget	Actual Budget	Reason for Budget or Schedule Overrun
New Elementary School	New facility	GC/CM	3-2020	8-2021			\$29M		
Mt. Stuart Elementary	New-in-lieu	GC/CM	5-2020	11-2021			\$29M		
Ellensburg High School	Resurface Track	DBB	6-2017	8-2017	6-2017	8-2017	\$500k	\$500k	Finish on time; w/in budget
Morgan Middle School	Mod & New Addition	GC/CM	8-2016	8-2018	6-2016	Summer 2019	\$44M	\$45M	Contract scope and closeout negotiations taking longer
District IP Video Security Project	Replace/Add CCTV, Access Control	DBB	2-2015	5-2015	2-2015	6-2015	\$390k	\$390k	Longer lead time on materials
Lincoln Front Entrance/Secure Entry	New Addition	DBB	6-2014	11-2014	6-2014	11-2014	\$548k	\$522k	Finished on time; w/in budget
Lincoln/Mt. Stuart Intercom Security	Install new intercom system to enhance building security	DBB	12-2013	2-2014	12-2013	2-2014	\$220k	\$230k	Authorized Owner betterment changes

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

See attached sketch highlighting the areas of scope.

9. Resolution of Audit Findings On Previous Public Works Projects

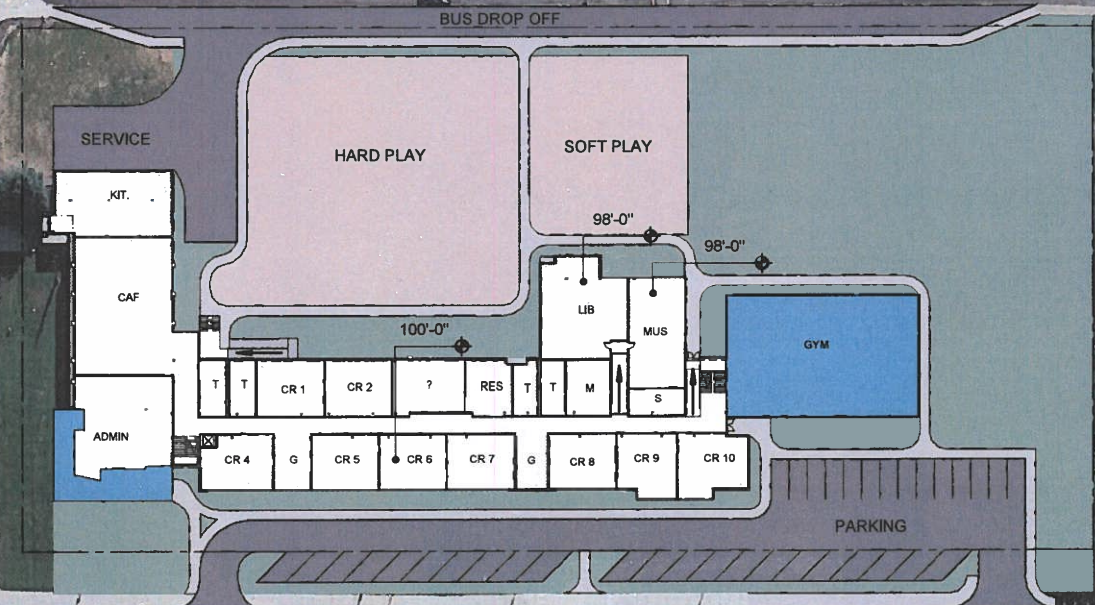
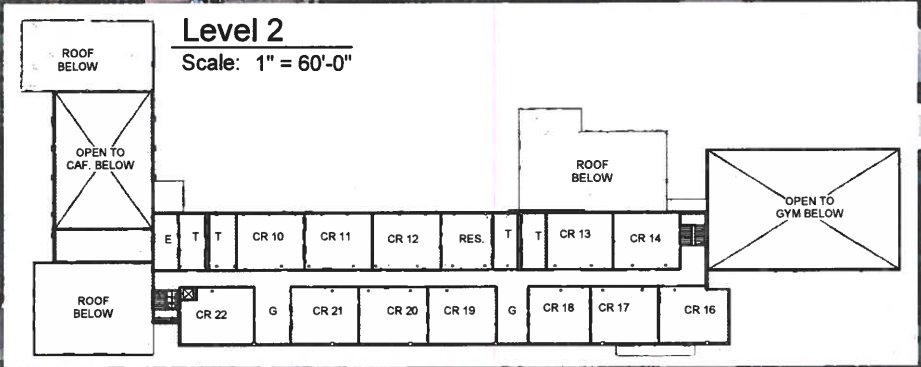
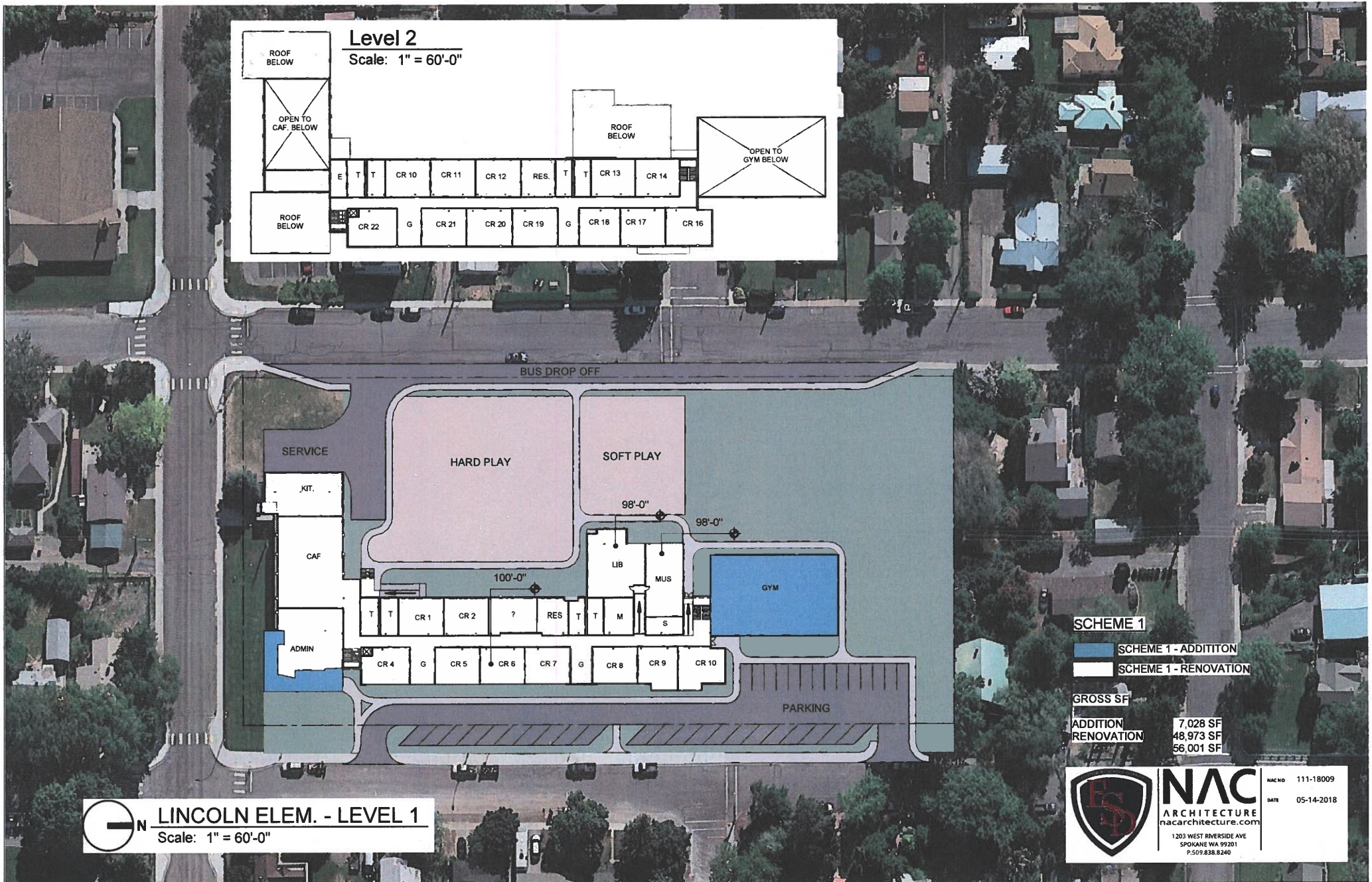
If your organization had audit findings on any project identified in your response to Question 7, please specify the project, briefly state those findings, and describe how your organization resolved them.

There are no known audit findings on previous public works projects.

10. Subcontractor Outreach

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

ESD 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, minority owned business participation.



SCHEME 1

- SCHEME 1 - ADDITION
- SCHEME 1 - RENOVATION

GROSS SF	
ADDITION	7,028 SF
RENOVATION	48,973 SF
TOTAL	56,001 SF

LINCOLN ELEM. - LEVEL 1
Scale: 1" = 60'-0"



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P.509.838.8240

NAC NO 111-18009
DATE 05-14-2018

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: 

Name: *(please print)* Brian Aiken *(public body personnel)*

Title: Executive Director of Business Services

Date: December 20, 2019