

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): [City of Everett](#)
- b) Address: [3200 Cedar Street, Everett, WA 98201](#)
- c) Contact Person Name: [Zach Brown, PE](#) Title: [Senior Engineer](#)
- d) Phone Number: [425-257-8872](#) E-mail: [zbrown@everettwa.gov](mailto:zbrown@everettwa.gov)

**1. Brief Description of Proposed Project**

- a) Name of Project: [Water Filter Plant Phase 2 Capital Upgrades](#)
- b) County of Project Location: [Snohomish](#)
- c) Please describe the project in no more than two short paragraphs. (*See Attachment A for an example.*)

The City of Everett owns and operates a water filter plant and regional water distribution system that serves more than 675,000 customers daily. The water filter plant was originally constructed in 1983 and now has aging infrastructure elements in need of replacement and upgrade. A series of critical, near-term capital improvement projects were identified during the City's 2020 Water Filter Plant Facilities Plan project and recommended to be completed within the next five years. Critical projects include those that were ranked as having the highest priority for addressing critical condition, performance, reliability, or redundancy needs.

The Water Filter Plant Phase 2 Capital Upgrades project consists of a suite of improvement projects that are recommended to be designed and constructed concurrently. The need to construct these projects concurrently is due to the criticality of the infrastructure being upgraded, the complexity and proximity of the individual projects, and the importance of maintaining uninterrupted water filter plant operations throughout project construction efforts. The individual projects fall within the heavy civil construction category and include large diameter valve replacement, large diameter pipe construction, water treatment process system modifications, concrete construction, pile driving, deep soil excavation in locations with high groundwater, chemical storage tank and support piping replacement, and building modifications.

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

**A. Project Budget**

Costs for Professional Services (A/E, Legal etc.)	\$2,000,000
Estimated project construction costs ( <i>including construction contingencies</i> ):	\$14,000,000
Contract administration costs (owner, cm etc.)	\$924,000
Contingencies (design & owner @ 5% of design & construction)	\$850,000
Sales Tax (@ 9.8% of design & construction)	\$1,742,000
<b>Total</b>	<b>\$19,516,000</b>

**B. Funding Status**

Please describe the funding status for the whole project. Note: *If funding is not available, please explain how and when funding is anticipated*  
[The project will be funded by the City's capital project reserves and has been included in the City's 10-year capital planning 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:

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

• Procure DB Owner Advisor Consultant	Completed – Parametrix
• CPARB Project Review Committee Application	6/21/21
• Publish Advanced Notice of D/B Project Intent	6/21/21
• CPARB Project Review Committee Presentation	7/22/21
• DB RFQ Advertisement/Release	8/19/21
• Project Information/Pre-submittal Meeting	TBD
• DB SOQs Due	9/16/21
• Review/Scoring of SOQs Received	9/16 - 9/29/21
• Notify Proposers of Shortlist/Release RFP	9/30/21
• D/B Led Proprietary Meetings	TBD
• Proposals Due	11/11/21
• Review Proposals Received	11/11 - 11/25/21
• D/B Interviews	11/29 - 12/3/21
• Scoring of Interviews & Proposals	12/6 - 12/10/21
• Opening of D/B Price Factors (Fee)	12/10/21
• Notify Proposers of Most Qualified D/B	12/13/21
• Negotiate D/B Contract & PreCon Fees	12/14 - 12/31/21
• Execute Contract	1/1 - 1/31/22
• Notice to Proceed	2/1/22
• Design	2/1/22 – 1/31/23
• Permitting - Early Work Package	9/1/22 - 11/30/22
• Permitting – Main Project	2/1/23 - 4/30/23
• Construction – Early Work Package	12/1/22 – 5/1/23
• Construction – Main Project Package	5/1/23 – 12/31/24
• Substantial Completion	1/14/25

#### 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?

##### 1. Overall Phasing of Work

Progressive Design-Build (PDB) will allow the City to work with the selected Design-Builder to develop design and construction documents for an early work package and then proceed with construction of that package while completing design and construction documents for the main project package. As discussed below, significant Project requirements will remain unknown until the work areas are isolated and construction activities begin.

##### 2. Work Within Active Water Filter Plant

The Everett water filter plant is a critical facility, supplying domestic water to more than 675,000 customers, and must continue to provide potable water to our customers throughout the duration of the Phase 2 Capital Upgrades project. Project Work elements are clustered in three distinct locations across the plant site with two at the inlet of the plant and the third between the filter building and the potable water clearwells. Bypass pipes, temporary chemical delivery systems, or other mechanisms will be required to ensure that plant operations are not adversely affected by Project construction. A PDB

approach will allow the City to work with the selected Design-Builder to plan and implement temporary measures, allowing us to maintain uninterrupted plant operations during construction.

### **3. Deep Excavation Below Groundwater Table**

The Everett water filter plant is located down gradient of the Chaplain Reservoir in a valley with bedrock walls and a depositional valley floor composed of deep, sandy layers. The groundwater table in the area is very high and subterranean water flows rapidly year-round which has resulted in many difficulties with groundwater isolation and soil excavation during previous capital projects at the plant. The Project Work will require extensive soil excavation and construction activities below the groundwater table. A PDB approach will allow the City to work with the selected Design-Builder to plan and implement an efficient solution to maintain safe and dry work conditions within the required deep excavations.

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

### **1. Contractor and Designer Coordination.**

This project has unique challenges that necessitate a high degree of coordination and collaboration between the designer and contractor. A PDB delivery provides opportunity for the contractor, designer, and owner to collaborate and innovate throughout the design process. Since much of the work involves highly specialized and difficult work, this enhanced collaboration and innovation will result in a more efficient, constructable and cost-effective design.

A predominant challenge of this project is constructability. The design team will benefit from contractor involvement, as constructability reviews will ensure that contractor's preferred methodology and sequencing are accounted for in the design.

Two aspects of the Project that make constructability a primary concern are the unknown subsurface conditions in areas where deep soil excavations will be required and the limited ability to take multiple active water filtration processes offline during the required construction process. These situations will greatly benefit from an active contractor led investigation phase along with a high level of coordination between the designer and the constructor during the design phase.

Given these access limitations, the PDB approach allows pricing of some work elements to be developed after the Project site is more fully accessible and results in more timely resolution of design refinements that are needed to accommodate conditions that may vary from what was anticipated.

### **2. Some Project Scope is Difficult to Quantify.**

The Project involves multiple elements that are inaccessible or unable to be taken offline prior to commencing early work package construction activities. One example is the numerous large diameter valves that are to be replaced. These valves are direct buried in sandy soils with actively flowing groundwater in the area and they cannot be taken offline until a temporary bypass pipeline is constructed and installed. It is difficult to quantify the scope of excavation shoring and dewatering efforts, the condition of the valves and adjacent pipes, or the resultant construction methods needed to accomplish the work using a traditional delivery method.

A second example is the chemical storage tanks and chemical feed systems that will be replaced. The alum and polymer storage tanks being replaced are housed in a building that was constructed around the pre-existing tanks and chemical feed delivery system without provisions for easily removing portions of the building during tank replacement at a later date. The building will need to be partially demolished and rebuilt while the alum and polymer storage and delivery system remains active. It is difficult to quantify the scope of building demolition and the construction sequence and methods needed using a traditional delivery method.

A partnership between the contractor and designer, as is provided for with PDB, is beneficial because it allows for greater collaboration and innovation in adjusting to actual conditions once the work site is accessible and project elements are taken offline.

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

Several of the previous answers touch on this, but the team-oriented and streamlined process that PDB offers is a source of significant schedule savings for this Project. As described above, the Project must be completed while the water filter plant remains operational and includes multiple elements that cannot be taken offline prior to commencement of early work package construction activities. Close collaboration between the City, contractor, and designer on project phasing, sequencing, and timing is a critical aspect of this Project.

By using PDB, we can take advantage of collaboration between the contractor and designer and begin construction work on easily-defined project elements while the more challenging or coordination-intensive portions are worked through. PDB also allows for the advance procurement of any long-lead time items or materials.

## 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.
1. By following a 2-stage selection process, the selection can be focused primarily on qualifications, past experience on projects of similar complexity/difficulty, and project approach with a minor cost factor element. This is a benefit over traditional DBB delivery because it better ensures that the selected team will have the experience, qualifications, and key personnel required to make the project a success. This better ensures that the design solutions and construction approach will allow the facility to remain fully operational throughout construction. With D/B/B, contractor selection is based primarily on cost with little or no emphasis on qualifications or experience. In addition, design/bidding documents on DBB projects are required to be “biddable” and “constructable” and the Owner assumes risk and is financially responsible for any elements of the design that require design revision after bidding. On a project like this, where existing systems/conditions will not be fully known until temporary systems are in place, the likelihood of large change order costs is very high if it utilized DBB project delivery.
  2. PDB allows the owner and PDB team to evaluate preliminary project costs in advance of finalizing the design so that project scope can be revised or adjusted to fit the needs of the City. This allows the City to complete the project without unnecessary budget overruns and takes advantage of the PDB team’s expertise as it relates to this specific facility type, and their related design and constructability expertise throughout the design and construction process.
  3. The Project involves an unusual amount of risk. In a DBB delivery, the contractor will either assume the risk and inflate pricing or minimize risk in order to be the low bidder and then submit change orders when those risks are realized and come to fruition, requiring changes in the design and construction. PDB allows the risk to be better defined and provides for the allocation of the defined risk to be negotiated with the contractor, as the City balances project goals and cost. This will ultimately lead to reduced project costs and a better end product over the DBB delivery method.
  4. The use of an alternative delivery process enables the PDB team to negotiate early work packages in order to begin work sooner than if the design had to be fully completed first. This will be critical to accomplishing the work efficiently and effectively, thus minimizing potential disruptions to facility

operations and service to our customers.

- 5. Using the PDB process on a project that is this difficult to quantify and scope will reduce the number of change orders. This will reduce the overall project cost.

## 6. Public Body Qualifications

Please provide:

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

The City of Everett Public Works Department manages an extensive network of utilities and roadways and a large annual capital improvement program budget. We operate and manage a water filtration plant capable of delivering 140MGD of drinking water, a wastewater treatment plant that can process more than 40MGD of sewage, more than 100 miles of large-diameter water transmission lines, lift stations, water reservoirs, and hundreds of miles of water, sewer, and storm drain pipes.

Everett Public Works employs approximately 20 licensed engineers who are responsible for managing and designing a wide variety of infrastructure improvement projects. We are well-networked with leading A/E firms that we call on to assist with larger projects, or those that require specialized experience or capabilities.

The City of Everett Public Works Department has a track record of successful completion of projects using alternative delivery methods. Recently completed projects include:

Project Name	Delivery Method	Cost	Comp. Date
Reservoir 3 Structural Repairs	PDB	\$3.4M	In Progress
East Clearwell Roof Replacement	Fixed-Price Design-Build	\$3.1M	11/2018
Reservoir 6 Roof Replacement	Fixed-Price Design-Build	\$5.1M	10/2016
Transmission Line #5 Replacement	Fixed-Price Design-Build	\$3.6M	12/2015
WPCF Expansion – Phase C	GC/CM	\$24M	3/2016

In addition to our City staff experience and qualifications, we’ve also augmented our team with an outside APD consultant, Parametrix, who will be providing the City with PDB Advisory Services throughout the course of this project. With extensive APD experience, Parametrix brings extensive knowledge of the statutory requirements, industry best practices and lessons learned related to PDB delivery.

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

See Appendix A for the project organizational chart.

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

**Zach Brown, P.E.**

## **Project Manager**

**Role:** Collaborate closely with the Principal Engineer/Project Overseer on an ongoing basis throughout the project. Develop the PDB RFQ and RFP, develop the PDB contract documents, and lead selection and procurement of the PDB team. Manage technical direction of project throughout the design process. On-site Project Management during construction. Manage PDB contract administration.

**Relevant Experience:** Zach has worked for the City since 2018 as a Senior Engineer and Project Manager for large scale planning and capital improvement projects at the City's Water Filtration Plant and Water Pollution Control Facility. Prior to working for the City of Everett, Zach worked for Snohomish County as a River Engineer, Project Manager, Hydraulic Modeler for 4 years. Prior to that, Zach worked as a civil engineering consultant for 10 years as a Civil Designer, Hydrologic/Hydraulic Modeler, and Project Manager. His consulting experience focused largely on land planning, master planned development design, road and bridge design, municipal water/wastewater system analysis and design, riverine flood studies, and construction site inspection and management. Throughout the wide range of projects Zach has worked on in his career he has gained extensive experience in stakeholder coordination and multi-party negotiations. Zach has a BS degree in Civil Engineering from the University of Texas and is a licensed Professional Engineer in the states of Washington and Texas.

## **John Nottingham, P.E.** **Principal Engineer/Project Overseer**

**Role:** Collaborate closely with the Project Manager on an ongoing basis throughout the Project to provide PDB-related strategic advice based on state law, contract terms, best practices, and lessons learned. Help guide the City through the PDB selection process; assist in negotiation of preconstruction services amount; review preconstruction deliverables including but not limited to subcontracting plan, estimates, and schedule; assist in GMP package negotiations including Negotiated Support Services; review of change orders and monthly pay estimates to ensure consistency with provisions of PDB contract.

**Relevant Experience:** John has worked for the City of Everett for the past 10 years as a Project Manager. His primary role has been the Project Manager for the larger projects at the City's Water Filtration Plant and the Water Pollution Control Facility. John was originally hired to manage the City's \$24 million Phase C project, which was a GC/CM project at the Water Pollution Control Facility. This project was approved by the PRC on July 22, 2010. John managed this GC/CM project from the point of 30% design to completion of the project. This included overseeing and conducting the GC/CM selection process, managing the Pre-Construction phase with the GC/CM and the Design Engineers, and being the on-site Project Manager during the two-year construction period. John has also managed various other treatment plant projects during his time with the City. Prior to working for the City, John was a Principal Engineer/Partner of an engineering firm with close to 30 people. His prior work experience includes the design and management of multiple water and wastewater projects. John also has a depth of experience with writing comprehensive plans, securing project funding, and the management of permitting efforts for public works construction projects. He has an AA degree from Bellevue College in Pre-Engineering, and a BS degree in Civil Engineering from the University of Washington. John is a licensed Professional Engineer in the State of Washington and holds a DOH Water Distribution Manager Level 4 certification.

## **Bill Fisher** **Construction Inspector**

**Role:** During design: Plan and specification review, constructability review, and coordination with City forces. During construction: Onsite City representative assisting with construction management, inspection, and reviewing work performed by testing agencies, special inspectors, and surveyors.

**Relevant Experience:** Bill has worked as a construction inspector for the City for 31 years. While at the City Bill has been construction inspector on one GC/CM project one Design-Build project, one Job Order Contracting project, one Progressive Design-Build project, and numerous large-scale public works projects. Prior to starting with the City, he worked for 8 years for WSDOT doing structural and civil site

inspection and spent 4 years prior to that with Reid Middleton working on a survey crew. His experience and responsibilities with the City include contract administration, inspection, oversight of testing agencies and special inspections, review of survey layout, constructability reviews, and preparing record drawings.

**Jim Dugan**  
**PDB Advisory Consultant (Parametrix)**

**Role:** Jim will report to the Project Manager and will be available to the City’s team throughout the Project to provide PDB-related advisory services based on statutory requirements (RCW 39.10), contract requirements, industry accepted best practices and lessons learned. He will be available to advise the City through the PDB procurement process; contract negotiations; preconstruction fee negotiations; design and construction.

**Relevant Experience:** Jim has 40 years of experience managing the planning, design, engineering, and construction of industrial, commercial, and institutional projects in both public and private markets. Jim is skilled at alternate project delivery, long-range strategic planning and scheduling, budget forecasting and compliance to the plan, public speaking/presentations and collaboration with stakeholders, and conflict resolution and claims mitigation. While working for The Austin Company (1978-1998), Jim had significant Design-Build experience managing the design, engineering, and construction of commercial and industrial projects ranging from 23,000 to 3 million square feet, and from \$1 million to \$300 million in value. Jim’s D/B experience with Austin took him to Korea, Malaysia, Australia, Mexico, Canada and all major cities within the USA.

Jim is highly experienced in APD, utilizing both GC/CM and Design/Build delivery methods. He has served as a member of the Project Management team for a number of public agency Owners and projects. Since 2016, Jim has served as a member of the State’s Project Review Committee (PRC) where, along with colleagues from the construction industry and public agencies, he volunteers his time to review applications, hear presentations and make recommendations on public agencies wishing to utilize alternative project delivery methods on publicly funded projects. Over the past two years, Jim filled the role of PRC Vice Chair and Chair and recently was appointed to an additional three-year term as a PRC Member. The following table includes recent D/B experience for Dan.

Project Name	Client	Delivery Type	Role
Boze Elementary School Replacement	Tacoma Public Schools	PDB	Program Manager, D/B Advisor
Willapa Elementary School Gymnasium	Willapa Valley School District	PDB	D/B Advisor
CCPUD Powerhouse #2 Turbine Replacement	Chelan County Public Utilities District	PDB	D/B Advisor
Downing Elementary School Replacement	Tacoma Public Schools	PDB	Program Manager, D/B Advisor
CCPUD Powerhouse #2 Draft Tube Gates Update	Chelan County Public Utilities District	PDB	D/B Advisory
CCPUD Powerhouse #2 Generator Leads Replacement	Chelan County Public Utilities District	PDB	D/B Advisory
Fawcett Elementary School Replacement	Tacoma Public Schools	PDB	D/B Advisory

**Dan Cody**  
**PDB Advisory Consultant (Parametrix)**

**Role:** Dan will report to Jim Dugan. He will provide review and advise to the City on the application/presentation to the PRC for approval to use alternative delivery. After PRC approval is received, he will remain available to the City as an alternate contact for advise related to the PDB procurement process; contract negotiations; preconstruction fee negotiations; design and construction.

**Relevant Experience:** Dan has managed the design and construction of numerous projects in the educational, institutional, and commercial markets throughout the greater Puget Sound region. He has a thorough understanding of the requirements, nuances, and best practices related to design and construction of facilities, as well as a comprehensive knowledge of APD and the governing RCW 39.10 statutes. He is an advocate of APD and is a proponent of bringing alternative delivery to the public sector. In the last four years, Dan and the Parametrix team have submitted more than 30 APD project applications to the PRC, totaling over \$2.1B in total project value. In addition to his work on PRC applications and APD procurement, Dan provides project management, construction management, and APD advisory services. The following table includes recent D/B experience for Dan.

Project Name	Client	Delivery Type	Role
Boze Elementary School Replacement	Tacoma Public Schools	PDB	D/B Procurement
Willapa Elementary School Gymnasium	Willapa Valley School District	PDB	D/B Procurement, PM/CM
CCPUD Powerhouse #2 Turbine Replacement	Chelan County Public Utilities District	PDB	D/B Procurement
Downing Elementary School Replacement	Tacoma Public Schools	PDB	D/B Procurement
Skyline Elementary School Replacement	Tacoma Public Schools	PDB	D/B Procurement
CCPUD Powerhouse #2 Generator Leads Replacement	Chelan County Public Utilities District	PDB	D/B Advisory
Fawcett Elementary School Replacement	Tacoma Public Schools	PDB	D/B Procurement

## PDB OVERSIGHT AND CONTRACTING

### **Tim Benedict** **Deputy City Attorney (City of Everett)**

**Role:** Provide legal guidance and advice for the Project with respect to RCW 39.10 compliance, procurement, negotiation, contracting, and contract administration.

**Relevant Experience:** Tim has served as the legal advisor to City of Everett's Public Works Department for twelve years. He has been practicing law in Washington since 2000. After graduating from University of Washington Law School, he worked for 8 years as an attorney at Hillis Clark Martin & Peterson in Seattle. Tim was the legal advisor on one of the City's GC/CM projects, on two Design-Build projects, and on one previous Progressive-Design-Build project.

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

See Appendix B for key team member experience and role on previous DB projects.



- The qualifications of the existing or planned project manager and consultants.

*Note:* For design-build projects, you must have personnel who are independent of the design-build team, knowledgeable in the design-build process, and able to oversee and administer the contract.

See above biographies for relevant information regarding qualifications of key team members. All team members are (and will be) independent of the PDB team.

- 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.

The City's Project Manager, Zach Brown, P.E., is anticipated to actively manage and oversee the project through completion of construction.

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

See Appendix B for relevant project experience.

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

The City of Everett's Public Works Department has established project management processes and controls that are designed to ensure projects are being properly managed. These systems have been key to the City's ability to successfully manage and deliver public works projects on time and within budget. The City has also engaged with Parmetrix to provide PDB advisory and PM/CM support services on the project. Their vast experience in managing projects with alternate delivery methods makes them a valuable asset to the project team and increases the team's effectiveness in managing this project.

City Project Management controls and processes include:

- A comprehensive project management handbook. This handbook documents established and expected project management processes for our projects.
  - Weekly coordination meetings for key staff members. Staff are expected to regularly update others on the status of their projects.
  - Monthly resource group technical review meetings. Public Works staff meets in larger groups on a monthly basis to comprehensively review all projects and outstanding issues related to particular systems and teams (i.e., water, sewer, drainage, etc.). These meetings help ensure that projects are moving forward, that technical questions are resolved, and that key stakeholders remain informed and provide input on a continuous basis.
  - Internal construction management staff capable of handling inspections, documentation, pay apps, etc. on projects of all sizes.
  - Strict budgetary controls and approval processes.
- A brief description of your planned DB procurement process.

We anticipate that we will use a two-stage procurement process. We will publicly advertise and release a project RFQ, inviting qualified participants to submit their statement of qualifications. The SOQs will be received and scored by a review/scoring committee comprised of City staff. Scoring will be based on established, written scoring criteria including, but not limited to, technical qualifications, ability of the team to perform/staff the work, ability to obtain a payment & performance bond for the work and past

performance on inclusion of SBE & DBE. Based on the scoring for this first stage, we will develop a shortlist of 2 to 3 of the most highly qualified firms who will be invited to submit proposals.

We will issue RFPs to the shortlisted firms and identify the most qualified firm based on the scoring of the proposals received. At this stage, the RFP will request written, project specific information including, but not limited to, the team's management plan to meet budget, schedule and program requirements, their outreach plan for involvement of SBE & DBE subconsultant/subcontractors and pricing factors (pricing for design, for general conditions and design/builder's fee). Following receipt of proposals, and prior to opening of price factors, we will review the written proposals and conduct interviews with the design/build team to meet their proposed team, discuss their management plan and other written information. These interviews will be part of the RFP stage scoring. Once scoring of the written proposal information and interview is completed, the price factors will be opened and scored, completing the scoring process. The design/builder with the highest cumulative score (RFQ stage + RFP stage) will be determined to be the most qualified design builder. (See above for overall project schedule.) Per statute, finalists who submit a responsive proposal but are not successful in obtaining a design/build contract will be provided with a modest honorarium, commensurate with the level of effort required to meet the selection criteria.

- Verification that your organization has already developed (or provide your plan to develop) specific DB contract terms.  
The City of Everett has its own Design-Build contract that it has developed and successfully used on past projects. These contract documents have been modified for use as a PDB contract that will be used to facilitate this project.

#### **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

See Appendix C for Construction History matrix

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

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

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

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

There are no preliminary concepts, sketches or plans of the project developed at this point. The City of Everett anticipates this project utilizing Progressive D/B, with the design being collaboratively developed by the D/B team in conjunction with the City. We have provided site aerials and additional pertinent information in Appendix D.

the D/B team in conjunction with the City. We have provided site aerials and additional pertinent information in Appendix D.

**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.

N/A – the City has no audit findings to report.

**10. Subcontractor Outreach**

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

The current version of our PDB contract General Conditions includes the following requirement :

Design-Builder shall actively and in good faith provide opportunities for underutilized firms (Underutilized Firms) as Subcontractors and suppliers in the performance of the Phase 2 Services. Design-Builder shall consider granting contracts to Underutilized Firms on the basis of substantially equal proposals in the light most favorable to the Underutilized Firm. Design-Builder shall implement an Outreach Plan, reviewed and approved by the Owner prior to the execution of this Contract, that outlines the proactive strategies, resource commitments, and specific steps Design-Builder will take to effectively reach out to Underutilized Firms for the performance of the Phase 2 Services. As requested by Owner, Design-Builder shall furnish evidence of its compliance with these requirements. As used in this section, Underutilized Firms shall include veteran business enterprises (VBEs), minority business enterprises (MBEs), women business enterprises (WBEs), minority women business enterprises (MWBEs), combination Business enterprises (CBEs) and Socially and Economically Disadvantaged Business Enterprises (SEDBEs). The term "VBE" means a business at least 51% of which is veteran-owned. The terms MBE, WBE, MWBE, CBE and SEDBE are any such business that have been so certified by the State of Washington.

**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) Ryan L. Sass, P.E. (public body personnel)

Title: Public Works Director

Date: 6-21-2021