

State of Washington
Capital Projects Advisory Review Board (CPARB)
Project Review Committee (PRC)

APPLICATION FOR PROJECT APPROVAL
TO USE THE
DESIGN-BUILD (D-B) ALTERNATIVE
CONTRACTING PROCEDURE

The CPARB PRC will only consider complete applications: Incomplete applications may result in delay of action on your application. Responses to Questions 1-8 and 10 should not exceed 20 pages (font size 11 or larger). Provide no more than six sketches, diagrams or drawings under Question 9. A Public Body that is certified to use the DB procedure and is seeking approval to use this procedure on a DB project with a total project cost of less than \$10 million is not required to submit information for Questions 7 or 8.

1. Identification of Applicant

- (a) City of Liberty Lake
- (b) 22710 E. Country Vista Dr., Liberty Lake, WA 99019
- (c) Contact Person Name: Katy Allen, PE
- (d) Title: City Administrator
- (e) Phone Number: 509-755-6728
- (f) Fax: 509-755-6713
- (g) E-mail: kallen@libertylakewa.gov

2. Brief Description of Proposed Project

Please describe the project in no more than two short paragraphs.
(See Attachment A for an example.)

The proposed Town Square Project was identified as a community priority through a 2014 community survey, a community task force, the Mayor and City Council. The project includes a Swimming Facility (swimming pool, water play equipment and supporting amenities), 16,000+/- square foot Community Building supporting an array of services including library, meeting space and recreational programs, Landscaping and Parking Spaces. The project is located at Town Square, a 6.4 acre site owned by the City in the downtown business district. Two of the 6.4 acres contain Town Square Park, constructed in 2014 to host the City's farmers market and other community events. The goal is to design a community facility to serve varying functions during its life, fit into the neighborhood and serve as a year-round gathering place.

The City of Liberty Lake is a family friendly community approximately 14 miles east of downtown Spokane. Golf carts nearly outnumber automobiles and the pedestrians outnumber both. Liberty Lake is home to an established and growing tech community. This project is highly desired by our community and we believe the design build delivery method will assist in achieving a much faster and cost competitive project.

3. Projected Total Cost for the Project:

A. Project Budget

Design, Site Improvements, Construction and Sales Taxes	\$11,000,000
Contract Administration (CM, Legal, Owner)	\$ 400,000
FF&E, Technology, Relocation	\$ 400,000
Off-site costs	\$ 200,000
Total Project	\$12,000,000

B. Funding Status

Please describe the funding status for the whole project.

The City Council has identified \$175,000 in 2015/2016 to support project development. Construction funding is not yet secured. The City will select the DB team and progress through preliminary design; using this effort the City will inform the community regarding a voted bond measure from May to August 2016. The DB contract will be written in such a way as there is a pause at the end of preliminary design. The City will have the option to proceed with the DB team after bond passage or move to another contracting method if warranted for successful delivery of the Project. The project is not likely to proceed if the bond measure fails and an alternative funding strategy is not identified.

4. Anticipated Project Design and Construction Schedule

Please provide:

- The anticipated project design and construction schedule, including (1) procurement; (2) hiring consultants if not already hired; and (3) employing staff or hiring consultants to manage the project if not already employed or hired.

PRC Application Due	November 2, 2015
Advertise Draft RFQ	November 12, 2015
Pre RFQ Meeting	November 19, 2016
PRC Presentation	December 3, 2015
Advertise Finalized RFQ	December 4, 2015
SOQ's Due	December 11, 2015
Shortlist finalists	December 18, 2015
Issue RFP to finalists (assuming no protest)	December 24, 2015
RFP's due from teams & Interviews	January 15, 2016
Evaluation meeting & selection summary update	January 15 – 20, 2016
Notification	January 20-21, 2016
Contract Finalization	January 26 – 30, 2016
City Council approval	February 2, 2016
Design options to SD level	February 3, 2016 – May 2016
City Council approve concept to bring to vote	June 2016
Bond Measure Vote for project	August 2016
Design & Construction	August 2016 through November 2017

5. Why the D-B 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 D-B approach is critical in developing the construction methodology (1) What are these highly specialized activities, and (2) Why is D-B critical in the development of them?
- If the project provides opportunity for greater innovation and efficiencies between designer and builder, describe these opportunities for innovation and efficiencies.
- If significant savings in project delivery time would be realized, explain how D-B can achieve time savings on this project.

The Town Square project meets two of the three criteria for D-B delivery and provides a substantial public benefit over design-bid-build.

Designing within Budget

There is opportunity for significant innovation and efficiency between the designer and the builder. As this is a community facility, we are looking for the most creative use of the site within the City's budgetary constraints. There are many different types of pools, aquatic play equipment and community buildings with flexible space; we are looking for a unique and opportunistic design that will fulfill the needs of our constituents and staff.

Significant Savings in Project Delivery Time

The use of D-B process allows for the simultaneous procurement of the designers and construction team, fast tracking construction and purchase of long lead items which will shorten the overall project duration. Shortening the project's duration allows the facility to begin hosting community events sooner. Many of these events and programs provide economic benefit directly to the community by drawing people to the City.

6. Public Benefit

In addition to the above information, please provide information on how use of the D-B 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 Provides Highly Predictable Cost and Schedule Control

Our selection process will require the short-listed D-B teams provide cost components and schedules in their proposals within the City's budget and timeline, while meeting program and technical requirements. Our research indicates our budget is reasonable and will provide the selected D-B team with the opportunity for creative solutions, affording the City flexible options and associated pricing.

Even with the use of qualified cost estimators, design-bid-build can be an unpredictable delivery method in terms of final pricing—particularly for highly specialized components like pools with many potential features and options. This is especially true in the volatile pricing environments we are expecting over the next couple years. The City would like to obtain the highest quality project possible within the available funds; D-B delivery supports this

approach by tapping into the creativity and cost control structure available when the designer and contractor function as a single entity.

Market Creativity Supports Design-Build

The potential site layout, construction types, and the possible types of pool facilities available support design-build delivery and very cost competitive solutions. It will be crucial to understand the site and how to best blend this facility with the existing facilities in a cost conscious method. The City would like to relocate the services of our existing 9,000 sf library facility into this community space, adding a bit more complexity to the project.

Design-Build Supports a Fast, Flexible Schedule

The process will afford the City the opportunity to progress to preliminary design, providing us the information we need to begin the bond planning process until a vote in August 2016. At that point we can proceed quickly with design and construction without delays of procuring an architect, hoping they are within budget at bid opening.

7. Public Body Qualifications

Please provide:

- A description of your organization's qualifications to use the D-B contracting procedure.
- 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.)

- Staff and consultant short biographies that demonstrate experience with D/B contracting and projects (not complete résumés).
- Provide the **experience and role on previous D-B projects** delivered under RCW 39.10 or equivalent experience for each staff member or consultant in key positions on the proposed project.

SEE EXHIBIT A

- 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.
- 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.
- A description of the controls your organization will have in place to ensure that the project is adequately managed.
- A brief description of your planned D-B procurement process.
- Verification that your organization has already developed (or provide your plan to develop) specific D-B contract terms.

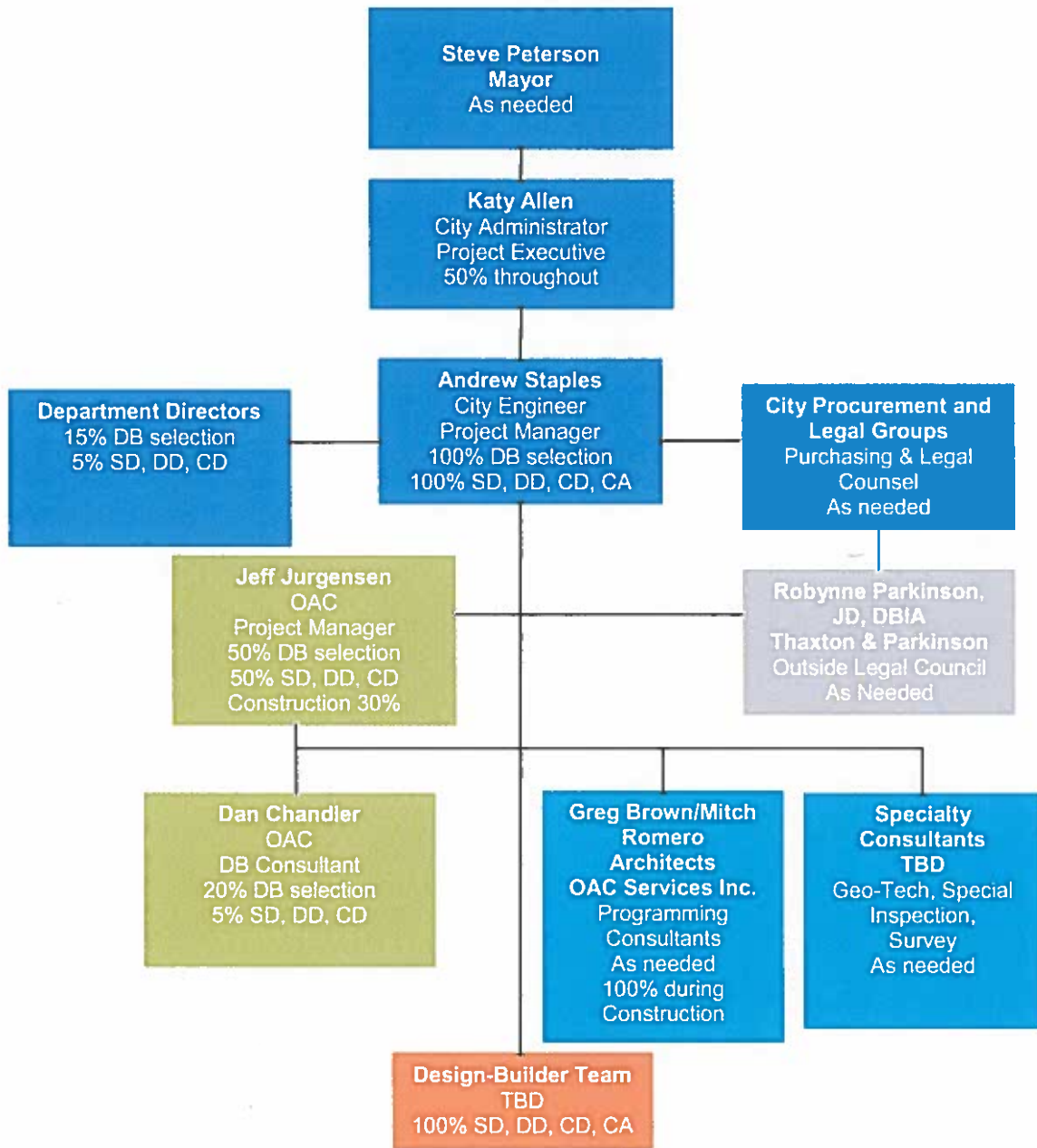
Led by an experienced in-house capital project management team, The City of Liberty Lake has retained OAC Services experienced with RCW 39.10 to augment internal staff and provide enhanced public sector alternate delivery experience.

As described further below, Katy Allen will be the City's overall project manager responsible to deliver a project that meets the needs of The City of Liberty Lake on time and within budget. Other City of Liberty Lake staff includes Andrew Staples PE, City Engineer, RJ Stevenson, Finance Director and other technical staff to assist with managing users, defining user requirements, reviewing facility needs, obtaining executive approvals and providing adequate funding.

OAC Services has been retained to augment in-house project management staff and provide specific expertise in DB procurement, oversight of the project, and team integration. Led by Senior Project Manager Jeff Jurgensen, a team of OAC project management, controls and administrative professionals will support the City of Liberty Lake. OAC Principal Dan Chandler will support the team with Washington alternate delivery expertise including procurement, integration and negotiations.

Thaxton-Parkinson, PLLC and Robynne Parkinson will draft the contract documents. Robynne Parkinson has extensive experience with design-build and specifically progressive design-build. Immediately upon award, the design-builder will validate the information and the program provided by the City as well as perform site investigations. At the conclusion of the validation period, the parties will enter into an amendment of the contract to establish the Target Budget, Target Schedule and Initial Basis of Design Documents. The City will use this information to pursue a bond vote to fund the project. Assuming the bond vote is successful, the design-builder will then work collaboratively with the City to develop the GMP, the Final Basis of Design Documents and the Project Schedule. At approximately 30% design completion, the Design-Builder will provide the City with a proposal, and the parties will negotiate and enter into a contract amendment to establish the GMP, the Project Schedule and the Final Basis of Design Documents.

Project Organization Chart



Katy Allen, PE
City Administrator
City of Liberty Lake

Prior to becoming the City Administrator in June of 2012, Katy worked over 34 years in delivering Capital projects and Public Work services. She worked for the City of Spokane for 25 years and was the City Engineer/Director of Engineering Services when she left in 2002 to become the City Engineer/Director of Public Works for the City of San Jose, CA. While in San Jose, she led the Public Works Department delivering over 1500 projects valued in excess of \$4B. Relevant to Design Build was the Terminal Area Improvement Project at SJC. Approximately \$700M of the \$1.3 B project was delivered using Design Build. Design Build was used to construct a \$25M Maintenance Facility and she retired from San Jose after leading the effort to retain a DB contractor for the \$120M Convention Center upgrade in late 2010.

Her strong desire is to build quality public Projects efficiently, being fully accountable for public resources while using delivery tools that meet the needs of the project. In addition to traditional Public Works projects (like paving, pumps and pipes), her career included construction of a City Hall, a Police Substation, numerous swimming pools, libraries, community centers, Fire Stations, Parks and other Public Buildings upgrades/remodels.

While in California she was a judge, speaker and presenter on topics related to Design Build, Alternative Project Delivery and Dispute Resolution. Recently she has been asked by the Port of Seattle to serve on their DRB for the International Arrivals Facility (IAF) Project.

Andrew Staples, PE
City Engineer
City of Liberty Lake

Andrew has worked for 12 years on public works projects throughout the inland northwest. The last eight years have been spent working for the City of Liberty Lake. A variety of project types, community needs and lean staff have driven Andrew to work efficiently and creatively. The project experience Andrew has accumulated encompasses most of what you would expect from a small city and a few things not commonly seen: parks, ballfields, roundabouts, downtown revitalizations, sanitary systems, storm water systems, domestic water design, road diets, RRFB/lighting retrofits, facility remodels and an institutional grid interactive PV battery backup system. The City averages \$2M in capital projects per year. He has committed to providing the City of Liberty Lake with fair, open, efficient and responsive services and products by combining his knowledge of contracts, procurement, and public works.

Robynne Parkinson, JD, DBIA.
Attorney
Thaxton-Parkinson PLLC

Robynne has over 26 years' experience practicing law, 24 of which has been representing owners and contractors in the construction industry. She is a nationally recognized expert in design-build procurement and delivery and has been a member of the National Board of Directors for the Design Build Institute of America since 2010, serving for 2 years on the Executive Committee. She is currently the chair of the DBIA National Legal and Legislation Committee and the Co-Chair of the Legal Committee for the DBIA Northwest Region. Robynne is one of the primary drafters of the DBIA National Form Contracts and teaches the DBIA Design-Build Contracts and Risk Management course across the country. She has also been a invited speaker on design-build procurement and delivery for such diverse groups as the American Bar Association Forum on the Construction Industry, Engineering News Record, the American Arbitration Association, the Society of Colleges and University Professionals, the Lean Construction Institute, the Associated General Contractors, the University of Washington, George Mason University, California Polytechnic University, and Washington State University. Robynne's practice focuses primarily on representing public owners. Example design-build projects include the Port of Seattle International Arrivals Facility (progressive design-build, approximately \$600 million), the Grant County Public

Utilities District Substation Reliability Project (progressive design-build, approximately \$13 million), the City of Richland Fire Station (progressive design-build, approximately \$2.5 million), the State of Hawaii Public Schools form Design-Build Contract (approximately \$200 million per school), the Tacoma Rainiers Stadium (approximately \$40 million), the Spokane Convention Center (approximately \$55 million), the City of Spokane Nelson Service Center (approximately \$13 million), and XO Communications Fiber Optic Backbone Construction (approximately \$200 million).

Jeff Jurgensen
Senior Project Manager
OAC Services, Inc.

Jeff has over 25 years of construction experience. He has worked on 8 GCCM projects in the state of Washington, assisted in getting the Spokane Public School District agency approval. He also has worked on two design-build projects at Washington State University, 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 and resides as the sponsorship chairman for the Inland Northwest Chapter. He is very experienced and knowledgeable in the state of Washington and Spokane local construction market.

Dan Chandler, PE, AIA
Principal
Design-build Consultant
OAC Services, Inc.

Dan will support Katy, Andrew, Jeff, and Katharyn with design-build procurement assistance, contracting, design completion and team integration. Dan has acted in a similar role on other design-build projects including Northside Residence Hall and the WSU Visitor Center. A 30-year construction industry veteran and principal at OAC Services, one of the region's premier construction management consulting firms, Dan advises public and private clients on all delivery methods including design-build. Dan's design-build experience includes the Billings Federal Courthouse, Olympia City Hall, the Northside Residence Hall and the WSU Visitor Center.

Katharyn Getchell, CCC, PSP,
Project Controls Manager
OAC Services, Inc.

Katharyn possesses over 29 years of providing public and private owners project controls management experience. Since 1999, she has provided project controls (scheduling and financial/budget) services on numerous Washington State public works alternate contracting project. Her D-B project controls experience includes the WSU D-B \$23M Wine Science Center, the Spokane Public Facilities District's \$55M D-B Convention Center Completion project, the D-B Spokane International Airport \$16M D-B parking garage and the GSA \$43M D-B Foley Courthouse Modernization project. Katharyn's GC/CM experience includes providing project controls services on the first five WSU GC/CM projects from 1999 to 2002 and on five K12 GC/CM projects from 2002 to 2012. Katharyn is a certified cost consultant (CCC) and Project Scheduling Professional (PSP). Katharyn is a member of the Spokane Association for the Advancement of Cost Engineering International (AACE).

8. 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

PLEASE REFER TO ATTACHMENT B

9. 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

PLEASE REFER TO ATTACHMENT C

10. Resolution of Audit Findings on Previous Public Works Projects

If your organization had audit findings on any project identified in your response to Question 8, please specify the project, briefly state those findings, and describe how your organization resolved them.

There have been no negative findings in audits conducted in the past.

Caution to Applicants

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

Should the PRC approve your request to use the D-B 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 D-B 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: Katy Allen

Name: (please print) Katy Allen

Title: City Administrator, Liberty Lake

Date: Oct. 29, 2015

ATTACHMENT "A"

Relevant Team Experience

The following table lists some (but not all) of the relevant Alternative Delivery Experience of the City of Liberty Lake project team.

Name	Summary of Experience	Projects	Construction Budget	Procurement Type**	Role During Project Phases		
					Pre-Design	Design	Construction
Katy Allen	City Administrator	San Jose Airport - TAIP San Jose City Hall Numerous Community Centers, Libraries and Pools These were completed in California	\$1.3B \$192M \$400M (est)	DB, Multi Prime Contracting DBB, etc.	Katy was the Director of Public Works for all of the projects in San Jose's "Decade of Investment" in excess of \$4B and more than 1500 projects from 2002 - 2011.		
Jeff Jurgensen	Sr. Project Manager, OAC Services	Northside Residence Hall, WSU Nelson Service Center, Spokane, WA Spokane International Airport Parking Garage Paschal Sherman Indian School, Omak WA	\$35M \$15.5M \$15M \$17M	Public DB Public DB Public DB Public DB	Advisory PM PM CM	Advisory PM PM CM	Advisory PM PM CM
Dan Chandler, PE, AIA	Principal, OAC Services	Snohomish County Courthouse Mason General Hospital, Shelton, WA US Federal Courthouse, Billings, MT Nelson Service Center, Spokane, WA Four Clover Park Elementary Schools Northside Residence Hall, WSU	\$75M \$40M \$80M \$15.5M \$140M \$35M	GCCM GCCM Public DB Public DB GCCM Public DB	PM PIC PM PIC PM PIC Advisory PM PIC Advisory	PM PIC PM PIC PM PIC Advisory PM PIC Advisory	PM PIC PM PIC PM PIC Advisory PM PIC Advisory
Robynne Parkinson, JD, DBIA	Attorney, Thaxton Parkinson pllc	Seattle-Tacoma International Airport, International Arrivals Facility Grant County PUD Substation Reliability Project City of Richland Fire Station City of Spokane Nelson Service Center Spokane Convention Center	\$500M \$13M \$2.5M \$15.5M \$55M \$40M	Progressive DB Progressive DB Progressive DB DB DB	Advisory Legal Counsel Legal Counsel Legal Counsel Legal Counsel Legal Counsel	Advisory Advisory Advisory Advisory Advisory Advisory	Advisory Advisory Advisory Advisory Advisory Advisory

* Overall Project Budget

**Procurement Type Key:

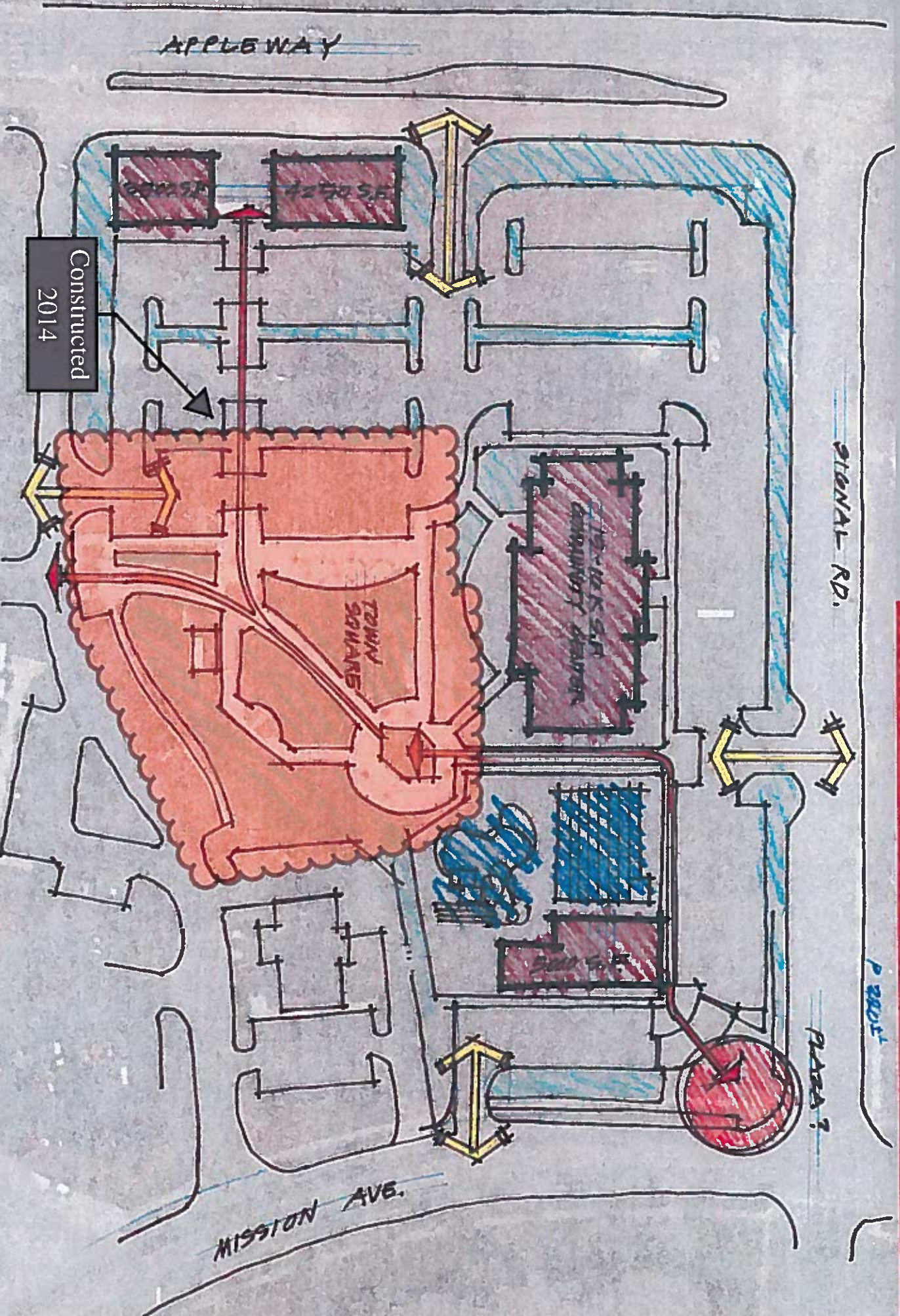
Negotiated procurement projects are private cost-reimbursable contracts very similar to GCCM requiring extensive collaboration, open-book contractor negotiations and owner-architect-contractor collaboration led by the owner.

Public DB procurement projects are public design-build projects contracted on a cost-reimbursable basis (typically) where following applicable statutes and close owner-design-builder collaboration is critical to project success.

GCCM procurement projects are only Washington state GCCM delivery governed by RCW 39.10 and other applicable statutes.

City of Liberty Lake - Construction History (10 years) ATTACHMENT B

Project #	Project Name	Project Description	Contracting Method	Planned Start	Planned Finish	Actual Start	Actual Finish	Planned Budget	Actual Budget	Reason for Budget or schedule overrun
1	Rocky Hill Park Phase II	New 12 acre park	DBB	Mar-10	Oct-10	Mar-10	Oct-10	\$1.5M	\$1.3M	Owner requested changes
2	Appleway Avenue Overlay	6 lane mile overlay with lighting, medians, ped x-ings	DBB	Jan-13	Jun-15	Jan-13	Jun-15	\$2.1M	\$1.8M	
3	Liberty Lake Fields	2 new ball fields, parking, restroom	DBB					\$1.1M	\$1.1M	
4	Town Square Park	New 2 acre park, restrooms, outdoor fitness equipment	DBB					\$845k	\$841k	
5	Restroom Remodel	Remodel of existing restroom facility at ballfields	DBB	Dec-14	Jul-15	Dec-14	Jun-15	\$1.29M	\$1.31M	Owner requested changes



Town Square Project