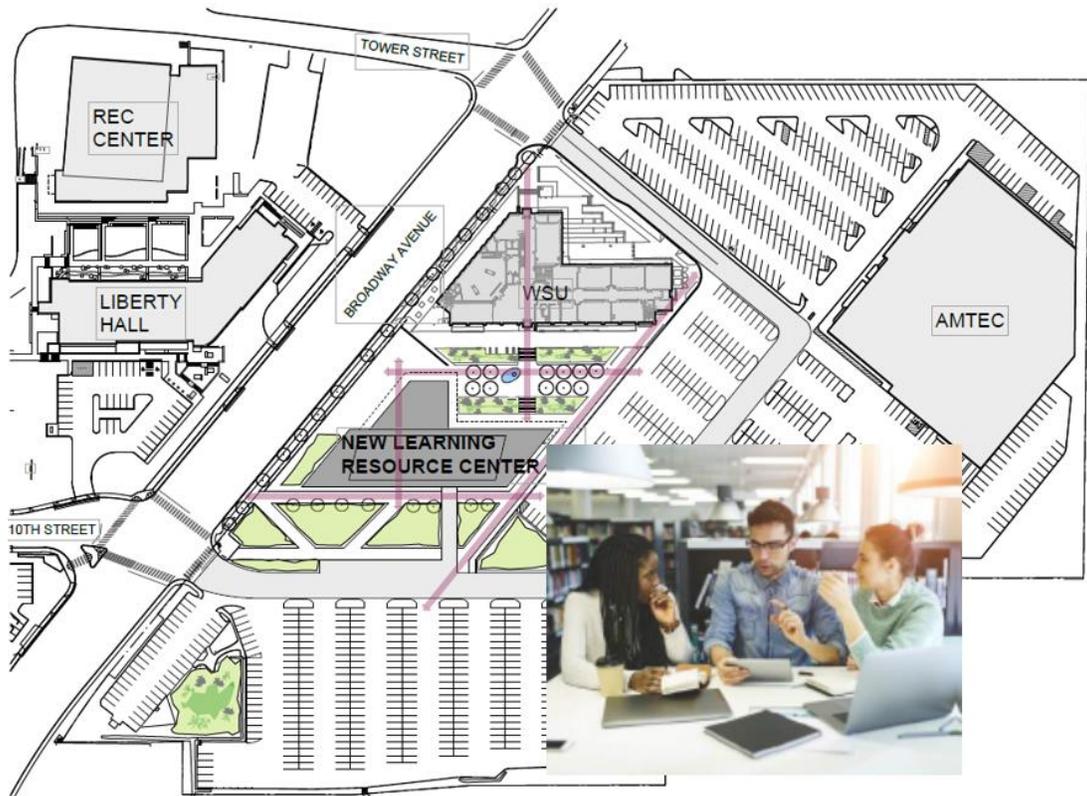


# State of Washington Department of Enterprise Services



## Request for Proposals for General Contractor / Construction Manager (GC/CM)

Submittal Deadline : August 13, 2019 at 3:00 p.m.

**Everett Community College  
Learning Resource Center  
Project 2019-037**

**Request for Proposal for GC/CM Services**

Everett Community College Learning Resource Center  
Project Number 2019-037

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## CONTACTS

**Department of Enterprise Services (Contracting Authority)**  
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Mailing Address: **P.O. Box 41476, Olympia, WA 98504-1476**

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\*primary point of contact

## **1.0 INTRODUCTION**

The Department of Enterprise Services (DES) will be accepting proposals from qualified firms to provide General Contractor/Construction Manager (GC/CM) services for Everett Community College (EvCC) Learning Resource Center (LRC), project number 2019-037. DES intends to award a construction contract using a competitive negotiation process authorized by RCW 39.10 described more fully below.

DES has determined that this project meets the criteria established in RCW 39.10.340 for use of the GC/CM procedure. Among the most important factors in this determination is the critical importance of having the contractor involved during the design phase. The project involves construction at an occupied community college campus which must continue to operate during construction. During the design phase of the project, the GC/CM will provide: detailed construction scheduling; input into procedures and specifications; input into design constructability issues; coordination of contract documents; construction logistics planning; detailed cost estimates; and investigation of existing conditions. If necessary to help meet the overall project schedule, the GC/CM may be authorized to bid out and start construction early on subcontract bid packages before all project construction documents are 100% complete.

The selection process will consist of two phases:

1. **PHASE ONE** Consists of the submittal of a proposal which will be evaluated in accordance with the criteria set forth in Section 9 of this Request for Proposal (RFP). These proposals will be used to select a short-list of a minimum of three of the most highly qualified firms. The short-listed firms will proceed to Phase Two.
2. **PHASE TWO** Consists of an interview, and the submittal of a Final Proposal which will be contained in a sealed bid: the Percent Fee stated as a percentage of the advertised Maximum Allowable Construction Cost (MACC), and a fixed amount for the detailed Specified General Conditions Work. The selection criteria for Phase 2 is set forth in Sections 11 and 12 of this RFP.

The most qualified firm based on the bid submitted and the other factors set forth herein will be selected to provide preconstruction services and for MACC negotiations. If the parties cannot agree on a MACC as described in Section 5.0, the negotiations will be terminated and DES reserves the right to begin negotiations with the next highest scoring firm. All costs incurred by firms choosing to participate in this RFP process shall be borne by the proposing firms.

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All provisions of this RFP will become a part of the GC/CM contract. The GC/CM's written response to the RFP will also become a part of the GC/CM contract.

## **2.0 PROJECT DESCRIPTION**

### **2.1 Background**

A Pre-Design Study was approved by the State Board for Community and Technical Colleges in February 2019 to assist the college in the overall scope, budget, and location of the new Learning Resource Center (LRC) building. The Architect (Designer) is Schacht Aslani Architects. The Architect was selected in March 2019 and has completed validation of the scope, program, and budget. Master Plan Information further addressed the Learning Resource Center (EvCC Facilities Master Plan 2014, EvCC Mid-Range Master Plan Map 2018, and EvCC Long-Range Master Plan Map 2018). The Validation Memo, Pre-Design Study and other documents are posted to the DES website at (<https://des.wa.gov/services/facilities-leasing/public-works-design-construction/architecture-engineering-design-consultants/current-projects-advertised-consultant-selection>) and shall serve as initial references. Verification and updating of the information may be required.

Funding is currently available for Design and Preconstruction Services. Funding for construction is contingent upon the State Legislature enacting a Capital Budget that includes the LRC, which is currently anticipated to be in the 2020 Supplemental Capital Budget that is expected to receive approval by June 30, 2020. However, construction funding may not be allocated until the 2021 Capital Budget that would receive approval by June 30, 2021 or a later Capital Budget.

### **2.2 Project Scope**

Construct a Learning Resource Center on the Everett Community College at the College Plaza site (east of Broadway) which expands the college campus. Locating the new LRC here provides an opportunity to create a recognizable presence on the main traffic corridor through the city of Everett. The LRC will integrate core library resources with essential services such as the Tutoring Center, Writing Center, and Media Commons. Technology and Media Services will be central features of the LRC program. The LRC is approximately 65,000 gross square feet.

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**2.3 Estimated MACC:**

The Estimated MACC (maximum allowable construction cost) for the project is \$31,000,000.

**3.0 SCHEDULE**

The following is the current planned schedule for project events based on receiving funding in the 2020 Supplemental Capital Budget.

**3.1 Design and Construction**

July 2019 to November 2019	Schematic Design
November 2019 to February 2020	Design Development
February 2020 to October 2020	Construction Documents**
June 2020 to October 2020	Building Permits
June 2020 to October 2020	Bid & Award Subcontracts**
October 1, 2020	Start Construction**
May 1, 2022	Substantial Completion
May/June 2022	Punch list and final commissioning
July 1, 2022	Final Acceptance

*\*\* Note: GC/CM Contractor may be asked to provide early bid packages such as site and foundation work ahead of the building. The GC/CM contractor will work with the AE to determine specific bid packages and dates.*

**3.2 GC/CM Selection Process Schedule**

July 24, 2019	Publication of Request for Proposal for GC/CM Services (RFP) in Seattle Daily Journal of Commerce
Aug 6, 2019	Project Informational Meeting (see Section 6.0)
Aug 13, 2019	<u>Phase 1 Proposal</u> submittal deadline from interested GC/CM firms
Aug 21, 2019	Notification of qualified (Short-listed Firms) selected to be interviewed
Aug 28, 2019	References due for Short-listed Firms (Contractor to provide completed forms).

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Sept 5, 2019	Interviews
Sept 10, 2019	<u>Phase Two Final Proposal (including sealed bid)</u> submittal deadline; selection of firm with the highest score
Sept 17, 2019	Notification of successful and unsuccessful firms
Sept 26, 2019	Preconstruction Work Plan due
Oct 3, 2019	Contract for Preconstruction Services executed

### 4.0 SCOPE OF GC/CM SERVICES

The GC/CM will work collaboratively and proactively with the Owner and Architect to proceed with planning, design and development of the work in a manner that supports the Owner's efforts to keep costs within the Owner's budget. The GC/CM shall provide Construction Management (CM) services throughout the project, from the preconstruction period through construction and shall closely coordinate such work with the Architect and Owner. The GC/CM shall provide services, including but not limited to:

- Assistance in identifying safe work practices and requirements for construction.
- Assessing and recommending site logistics requirements.
- Recommending phasing, sequencing of work and construction scheduling.
- Providing cost-estimating including MACC Negotiated Support Services budgeting.
- Determining and reconciling constructability issues and performing constructability analysis of the design documents prior to subcontract bidding.
- Assessing alternative construction options for cost savings.
- Identifying products for Value Engineering (VE) and engineering systems for life cycle cost design considerations and recommending all work necessary to support their implementation.
- Participating in for Owner's design and construction documents phases coordination reviews.

In addition, the GC/CM must be familiar with the local labor and subcontracting market and be capable of working with subcontractors to generate viable pricing alternatives. The GC/CM shall provide full general contracting services for construction of the project in accordance with the requirements of the contract documents and RCW 39.10.340 through 39.10.410, except to the extent work is specifically indicated in the contract documents to be the responsibility of others.

During preconstruction, design and construction phases the GC/CM actively shall participate as a member of the project team with the Owner and the Architect. The GC/CM shall be responsible for providing necessary consulting expertise to the Owner to ensure that the program scope is maximized and the construction budget and the project schedule are met.

## **5.0 SELECTION AND AWARD PROCESS**

The Department of Enterprise Services (DES) is contracting for GC/CM services in accordance with the process authorized by RCW Chapter 39.10. All proposers must be registered by the Washington State Department of Labor and Industries in accordance with RCW 18.27.020. The process for selection of the GC/CM firm, negotiation of the MACC, award of the GC/CM Contract, and payment for Preconstruction Services is anticipated to be as follows:

- Firms interested in becoming the GC/CM may submit a proposal in accordance with the requirements set forth in this Request for Proposals (RFP).
- On the basis of the evaluation criteria set forth in this RFP the firms submitting proposals will be scored and ranked. The most qualified firms (short-listed firms) will be asked to interview. Following the interviews, short-listed firms shall submit a Final Proposal providing a bid for GC/CM fee, and Specified General Conditions.

### Evaluation and Scoring

In evaluating each of the criteria, the Selection Panel will identify significant and minor strengths and weaknesses from the submissions. The Selection Panel will then use the following guidelines to evaluate the submissions for each Selection Criterion, based on the weighting assigned in the RFQ and any addenda. After initial scoring, the selection team will come to a consensus ranking of the Firms.

1. Definition of “strength” and “weakness”:
  - a. The term “strength” ultimately represents a benefit to the Project and is expected to increase the Firm’s ability to meet or exceed the Project Goals. A minor strength has a slight positive influence and a significant strength has a considerable positive influence on the Firm’s ability to exceed the Project Goals.
  - b. The term “weakness” detracts from the Firm’s ability to meet the Project Goals and may result in inefficient or ineffective performance. A minor weakness has a slight negative influence and a significant weakness has a considerable negative influence on the Firm’s ability to exceed the Project Goals.
2. Scoring:
  - a. Excellent (81-100 percent of points available): The Evaluative Criteria demonstrates an approach that is considered to exceed the Project Goals and the RFQ requirements and provide a consistently outstanding level of quality. To be considered Excellent, it must be determined to have significant strengths and/or a number of minor strengths and few or no appreciable weaknesses.

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- b. Good (61-80 percent of available points): The Evaluative Criteria demonstrates an approach that is considered to meet the RFQ in a beneficial way (providing advantages, benefits, or added value to the Project) and offers quality. To be considered Good, it must be determined to have strengths and few, if any, significant weaknesses. Minor weaknesses are offset by strengths.
  - c. Fair (41-60 percent of available points): The Evaluative Criteria demonstrates an approach that contains minor and/or significant weaknesses and limited appreciable strengths.
  - d. Deficient (0-40 percent of available points): The Evaluative Criteria demonstrates an approach that contains significant weaknesses and no appreciable strengths.
  - e. Non-Responsive: Does not meet the Minimum Qualifications required for evaluation. In addition, the Owner, at its sole discretion, may reject any Evaluative Criteria deemed non-responsive to any of the requirements.
- The Request for Final Proposal (Phase Two RFFP) will be evaluated, scored and added to the interview scores. The short-listed firm with the highest score based on the selection committee's evaluation of the interview, and the score for the Final Proposal will be asked to submit a Preconstruction Work Plan. Subject to approval of the Preconstruction Work Plan by DES, the Contractor shall immediately execute and Contract for Preconstruction Services, which shall be solely for the performance and payment of Preconstruction Services.
  - It is anticipated that MACC negotiations will occur when the scope of the project is adequately defined and the contract documents are at least 90% complete as mutually determined by the GC/CM and the Owner, but no later than the conclusion of construction documents. At the time a MACC is successfully negotiated, the parties will sign the GC/CM contract.
  - MACC negotiations will take place prior to execution of the GC/CM contract. MACC negotiations shall be completed within 30 days of the receipt of the GC/CM's MACC estimate. The GC/CM's MACC estimate shall be completed no later than three (3) weeks from receipt of the construction documents to be used for MACC negotiations. Should the GC/CM and DES not agree on a satisfactory MACC that the DES determines to be fair, reasonable, and within the available funds, the Owner may cancel the negotiations and begin to negotiate with the next highest ranked firm. Should DES choose to cancel the negotiations upon failure to achieve a MACC, such cancellation will be effective upon delivery of written notification to the GC/CM. The GC/CM shall not be reimbursed for the MACC negotiations.

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### **6.0 INFORMATIONAL MEETING**

An informational meeting will be held on **Tuesday, August 6, 2019 at 1:00 p.m.** at Everett Community College, Whitehorse Hall Room 352, 2000 Tower Street, Everett, WA 98201. Interested firms are strongly encouraged to attend.

### **7.0 PHASE ONE PROPOSAL DEADLINE**

Proposal in response to this RFP containing the items listed in Sections 8 and 9 below must be received by DES **no later than 3:00 p.m. local time on Tuesday, August 13, 2019**. Submittals sent by mail or courier shall be sent to the address below and must be delivered by the deadline stated above. *Faxed or emailed submittals will not be accepted.*

#### **Mail to:**

Attention: Amanda Witt  
Department of Enterprise Services  
Engineering & Architectural Services  
1500 Jefferson SE, Olympia, WA 98501 (hand delivered or courier)  
P. O. Box 41476, Olympia, Washington, 98504-1476 (Mailed)

Any addenda issued for this RFP will be published at the following website address:

<http://www.des.wa.gov/services/facilities/Construction/Consultants/Pages/EASCurrentProjects.aspx>

Proposers are responsible for checking the DES website up to one week prior to submission of proposals for any addenda. If you are unable to download the addenda, you may contact the individual noted above.

### **8.0 PHASE ONE - PROPOSAL FORMAT**

Every proposer must reply to each of the evaluation criteria set forth below in a clear and concise manner. Responses must be in the same order as listed, clearly separated with tabs and labeled by response. Brevity is preferred. Pay attention to specific requests for information. The submittals shall be organized in a manner that will enable the GC/CM Selection Committee to quickly access pertinent information. In consideration of the reviewer's time, every effort should be made to avoid duplicating information presented in the proposal.

**Only submittals conforming to the following specifications will be considered:**

- Size: 8.5"x11"
- Cardstock front and back cover
- Submittals shall be comb, tape or spiral bound. Three ring binders are also acceptable. No loose leaf submittals will be accepted
- Must not exceed (25) sheets, printed front and back (total of 50 pages)
- 11"x17" fold-outs are permitted, but limited to 8 maximum, and shall be included in the 25 sheet count
- Tabs without printing, other than index names, are not counted in the 25 sheet maximum
- Tabs with any printing, other than index names, shall be counted in the 25 sheet maximum
- (2) Electronic copies shall be provided in PDF format on a USB drive
- Provide (7) printed copies

Submittals should include pertinent data that will assist the selection committee in making its evaluation as set out in this RFP.

For further information, contact: Susan Smith, DES Project Manager, by telephone at (360) 701-9545 or by email at [susan.smith@des.wa.gov](mailto:susan.smith@des.wa.gov).

**8.1 Explanation to Prospective Proposers**

Any prospective proposer desiring an explanation or interpretation of this RFP must make a request in writing to the DES Project Manager no later than seven (7) days before the Phase One submittal due date. Oral explanations or instructions given before the Phase One proposal due date will not be binding. Any information given to a prospective proposer concerning this RFP will be furnished promptly to all other proposers as an addendum to this RFP, if the information is necessary to submitting qualifications or if the lack of it would be prejudicial to other prospective proposers.

**8.2 Acknowledgment of Addenda to Phase One Solicitation**

Submittals shall include a cover letter briefly describing the proposer's interest in the project and other pertinent information. In this letter prospective proposers shall acknowledge receipt of any addenda to this RFP by identifying the addenda numbers and dates. Failure to acknowledge addenda may result in the submittal being declared non-responsive.

**8.3 Phase One Submission of Proposals**

Proposals must be submitted before the Phase One RFP deadline.

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Proposals shall be addressed to the office specified in section 7.0, and shall include:

- The project number and description.
- The name and address of the proposer.

The only acceptable evidence to establish the time of receipt at the office designated in the solicitation is the time/date stamped or hand printed by the Owner's representative on the proposal wrapper or other documentary evidence of receipt maintained by DES. Any modification of a proposal received after the times specified will not be considered.

A Phase One proposal will be considered responsive if it meets the following requirements:

- It is received at the proper time and place.
- It meets each the stated requirements of the RFP.
- It is submitted by a licensed/registered contractor within the state of Washington at the time required and is not banned from bidding by the Department of Labor and Industries.

**9.0 PHASE ONE - PROPOSAL EVALUATION CRITERIA: (100 points)**

Each proposer must reply to each of the criterion in a clear and concise manner. The responses must be in the same order as listed below. Each evaluation criterion has been assigned points based on its relative value. The proposal criteria and their associated points are as follows:

<b>Criteria:</b>	<b>Points</b>
Bonding Phase One Requirement	N/A
Ability and Qualification of Professional Personnel	25
Approach to Executing the Project / Preconstruction Services	20
Past Performance in Negotiated and Complex Projects	15
Past Performance with Learning Resource Centers or similar facilities	10
Project Scheduling & Cost Control	5
Risk Identification and Analysis	5
Value Engineering and Constructability Analysis	5
Recent, Current and Projected Workload of Firm/Self Performance	5
Proximity of Firm to Project Location	5
LEED Experience	5
<b>Total</b>	<b>100</b>

**9.1 Bonding - (Phase One Requirement)**

Proposers shall include a statement from their bonding agent indicating the commitment to bond this project shall be included if Proposer is selected. The statement shall include the bonding company name, agent's name, address, telephone, fax, and email address. Failure to meet this bonding requirement is a cause for disqualification.

**9.2 Ability and Qualifications of Professional Personnel: (25 Points)**

Proposers shall clearly identify the project staffing that the proposer intends to utilize throughout the project, including all key project staff, their roles and responsibilities and the level of effort to be committed (full time vs. part time), and at what phases of the project they will be utilized.

Proposers shall provide an organizational chart and list of key personnel including their roles and responsibilities including both field and office staff for preconstruction and also for construction.

Proposers shall include: resumes of all individuals listed on the project organization chart, including a description of the GC/CM experience of each person assigned to this project as well as the level of effort, as a percentage of time, to be committed and for which phases of the project (preconstruction, construction). At a minimum, the following individuals shall be included:

- Project executive in charge
- Project manager
- Superintendent
- At least one project engineer
- Individuals assigned to handle:
  - Estimating
  - Construction schedule
  - Quality control

Names and qualifications of any consultants and the services they will contribute to the GC/CM's services are also required.

If selected, the proposer agrees that it will provide, for the duration of the project, the full complement of staff, including the specific persons identified in this proposal.

During the design process, the GC/CM firm shall provide, at a minimum, one dedicated professional project manager and/or higher level professional staff to attend all design meetings. The GC/CM's preconstruction services during the design process shall cover all services and expenses provided as identified in the bid proposal. During the construction phase, the GC/CM shall provide full supervision to coordinate

the job in the field, and provide for sufficient and appropriately skilled staff to implement a quality control program.

**9.3 Approach to Executing the Project / Preconstruction Services: (20 points)**

Proposers shall describe how their firm will integrate project scheduling, quality assurance, interdisciplinary review, etc. into the project, and further describe their approach to working with the Owner, the A/E and project stakeholders, and explain how the GC/CM will promote a successful team atmosphere throughout the course of the project.

Proposers shall describe the major challenges to successful completion and how their firm proposes to approach them. Proposers also shall describe any expectations their firm may have for the Owner, including but not limited to, the extent of on-site architectural and/or engineering representatives during major construction or installation phases.

Proposers also shall describe their philosophy and approach to Preconstruction Services and specifically address the following Preconstruction responsibilities:

- Cost tracking, cost-estimating and reconciliation with second parties.
- Experience working within an occupied campus.
- Providing Design and MACC Negotiated Support Services budgeting.
- Providing Design and Construction Document coordination comments and verifying their implementation.
- Investigation of existing conditions to verify the construction documents will reflect the actual site conditions.
- Scheduling, making recommendations for change and advising long-lead procurement packages to ensure the project schedule.
- Assessing and recommending site logistics requirements.
- Subcontract plan preparation and procurement planning.
- Provide two (2) or more examples of projects that demonstrate the range of Preconstruction Services your firm has provided on previous GC/CM projects, or private sector projects with a guaranteed maximum price.

**9.4 Past Performance in Negotiated and Complex Projects: (15 points)**

Proposers shall provide a list of negotiated private and public works projects, with a description of the project and the construction cost similar to this project in complexity, including the use of multiple phases, multi-story type II-B construction, and working on an occupied campus. Private and public works projects should be identified. Include the following information:

- Description of the project, including gross square feet
- Public work or private

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- Scope of firm's work on the project, including percent self-performed
- Location
- Owner, contact person, telephone number, and email address
- Final construction cost
- Total number and dollar amount of all claims against the Owner
- Total number and total dollar amount of all claims against the Owner adjudicated by a dispute resolution board, arbitration, or litigation
- Experience in dealing with craft labor relations

### **9.5 Past Performance with Learning Resource Centers or similar facilities: (10 points)**

Proposers shall outline their previous experience, if any, with Learning Resource Centers and/or facilities of similar nature and valuation.

### **9.6 Project Scheduling & Cost Control: (5 Points)**

Proposers shall describe how their firm will monitor and ensure the Owner's program scope is maximized and the Owner's construction budget and project schedule are met at every phase of the Design and Construction Documents development and during construction. In addition, Proposers shall describe the estimating and scheduling systems and management techniques their firm employs to achieve success in the aforementioned items.

Proposers also shall provide the following information for each of the projects listed in response to Section 9.4 above:

- As-planned schedule vs. as-built schedule (Notice to Proceed to Substantial Completion)
- Owner's original estimate
- Original total contract cost
- Total dollar amount of change orders

### **9.7 Risk Identification and Analysis: (5 points)**

Proposers shall provide a Project Risk Assessment plan, identifying potential project risks beyond the control of the GC/CM and strategies to mitigate these risks.

### **9.8 Value Engineering and Constructability Analysis: (5 points)**

Proposers shall describe their philosophy, experience, and methodology in value engineering and constructability analysis, describing the key project individuals' experience in each of these areas. Proposers shall provide examples of both value engineering reports and constructability analyses developed and utilized on prior projects and the results obtained. A description of the GC/CM's approach to working with the Owner and the A/E should be included. Include a statement on how proposer will determine and assess constructability issues and provide assistance identifying safe work practices and requirements for construction. For value analysis, identify experience in assessing alternative construction

options, products, and engineering systems for cost savings and life cycle cost design considerations.

**9.9 Recent, current and projected workload of the Firm/Self**

**Performance:** (5 points)

Proposers shall provide a brief description of their firm's history, size, location of home and regional offices, and their capabilities to perform the requirements of this contract, including: annual volume, financial position, and bonding capacity.

Proposers shall summarize recent, current, and projected firm workloads. Such summary shall include the firm's annual volume (in dollars) of construction for the past five years and the anticipated volume for the current year and the firm's plan for the next two years including how the firm's participation in this project would affect that plan. Proposers also shall identify the scope of work the firm proposes to self-perform and its ability to perform it.

**9.10 Proximity to the Project Location / Self Performance:** (5 points)

Proposers shall identify the location of the office responsible for this project and describe their firm's familiarity with the local labor and subcontracting market, and capability of working with subcontractors to generate viable pricing alternatives.

**9.11 LEED Experience:** (5 points)

Proposers shall provide a summary of your firm's experience in working on projects seeking Leadership in Energy and Environmental Design (LEED) certification. Indicate level of certification, if the project became LEED certified, and the project team's role in documentation. Proposers also shall describe the initiatives their firm employed to achieve additional LEED points other than those defined in the contract documents.

**10.0 PHASE TWO - NOTIFICATIONS & REFERENCE CHECKS**

Phase Two only applies to short-listed firms and consists of an interview and a Final Proposal as described in the following sections. Note: Phase One scores will not be utilized in Phase Two.

The highest-ranked firms in Phase One will be notified that they have been selected to move on to Phase Two of the selection process. The Short-listed Firms shall provide no less than five 5 and no more than 15 references on the DES provided Performance Evaluation Questionnaire. The selection committee reserves the right to make reference checks beyond those provided by the short-listed firms.

**11.0 PHASE TWO - INTERVIEW:** (170 points)

After scoring proposals, the selection committee will select a short-list of the most highly qualified firms to interview.

Should your firm be invited to interview, questions will be directed solely to the proposed project team. At a minimum, the project executive dedicated to the project, the project manager, the superintendent, at least one project engineer, estimator, and other key individuals responsible for Preconstruction Services shall attend the interview. In addition to presenting their qualifications, experience, and approach to the project the project team will be expected to respond to questions from the selection committee regarding the proposal as well as additional questions that might have been posed in the notification letter to your firm.

The selection committee will evaluate oral interviews, with feedback from reference checks, with emphasis on the following items as they relate to this project.

- Ability and qualification of professional personnel 35 points
- Risk analysis, mitigation and management 25 points
- Value engineering, constructability/interdisciplinary review and approach to executing the project. 35 points
- Approach to Preconstruction Services, integration with design team, and cost estimating 30 points
- Time and budget requirements; schedule management 20 points
- Past performance on similar complex or negotiated contracts 25 points
- Diverse Business Inclusion Plan (Mandatory Requirement)
- Accident Prevention Program (Mandatory Requirement)

***Diverse Business Inclusion Plan (Mandatory Requirement)***

Each Finalist team shall present its project Diverse Business Inclusion Plan during its interview. See Section 14.0 for Plan requirements.

***Accident Prevention Program (Mandatory Requirement)***

A copy of an accident prevention plan and safety program shall be provided that is similar to that to be developed for this project, identifying specific criteria applicable to this project. Program can be submitted on a USB.

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**12.0 FINAL PROPOSALS:** (30 points)

Short-listed firms will be requested to Interview and submit a Final Proposal for GC/CM Percent Fee and Specified General Conditions Work. Final proposals will be computed as follows:

Lowest Conforming Proposal / Proposal being evaluated X 30

Firms asked to submit Final Proposals shall submit two bid numbers on a Final Proposal form to be provided. The first number shall be the GC/CM Percent Fee, and the second shall be for the Specified General Conditions Work. The terms GC/CM Percent Fee and Specified General Conditions work will be specifically defined in the Request for Final Proposal (RFFP).

State your Percent Fee as a percentage and multiply it by the estimated "MACC" indicated in the RFFP document to determine a single lump sum number for the dollar amount of the Percent Fee. The dollar amount of the Percent Fee will be added to the lump sum dollar amount for the detailed Specified General Conditions work to determine a single number for the total bid.

In completing the Final Proposal form, the proposer must enter a number for both the Percent Fee and the detailed Specified General Conditions work. No other entries, modifications, or qualifications shall be made to the bid. Failure to comply in full with these requirements shall be grounds for a bid being declared non-responsive. The Owner reserves the right to reject any or all bids, and to waive informalities or non-material irregularities in the bids received.

The name, address, and contractor's registration number shall be typed or printed on the Final Proposal form in the space provided.

Bids must be (1) submitted on the forms furnished by DES or on copies of those forms, and (2) manually signed in ink.

Proposers shall submit bid amounts in the format provided in the Final Proposal form. Only the amounts and information asked for in the Final Proposal form furnished will be considered as the bid. All blank spaces must be filled in.

Clearly identify the project name on the outside of the bid envelope.

### **13.0 FINAL SELECTION**

The firm with the highest score (Total Possible: 200 points) resulting from the selection committee's scoring of the Interview (170 pts), and the results of the Final Proposal (30 pts) will be selected to provide Preconstruction Services and for MACC negotiations. Interview scores amongst the panelists will be averaged in each category to determine final points. In the event of a tie in total score, the firm with the lowest conforming Final Proposal (bid) will be selected.

### **14.0 DIVERSE BUSINESS INCLUSION PLAN**

Each Finalist team shall present its project Diverse Business Inclusion Plan during its interview.

In accordance with legislative findings and policies set forth in Chapter 39.19 RCW, the state of Washington encourages participation in all contracts by firms certified by the Office of Minority and Women's Business Enterprises ("OMWBE"), and set forth in RCW 43.60A.200 for firms certified by the Washington State Department of Veterans Affairs, and set forth in RCW 39.26.005 for firms that are Washington Small Businesses. Participation may be either on a direct basis or on a subcontractor basis. However, no preference on the basis of participation is included in the evaluation of Diverse Business Inclusion Plans submitted at the time of finalist interviews, and no minimum level of minority- and women-owned business enterprise (MWBE), Washington Small Business, or Washington State certified Veteran Business participation is required as a condition for receiving an award of the GC/CM Contract. Any affirmative action requirements set forth in any federal Governmental Rules included or referenced in the contract documents will apply. Further instructions will be included in the RFFP.

### **15.0 APPRENTICESHIP REQUIREMENT**

Apprenticeship participation requirement shall be 15% of the total labor hours. In accordance with RCW 39.04 the state of Washington requires **Apprenticeship Participation** for projects of a certain cost. On applicable projects the bid advertisement and Bid Proposal form shall establish a minimum required percentage of apprentice labor hours compared to the total labor hours. Bidders may contact the Department of Labor and Industries, Specialty Compliance Services Division, Apprenticeship Section, P.O. Box 44530, Olympia, WA 98504-4530, or by phone (360) 902-5320 to obtain information on available apprenticeship programs.

The selected GC/CM shall determine the best method of obtaining apprentice participation and shall provide an Apprentice Utilization plan for Owner review and approval prior to proceeding with the buy-out phase of the project. The selected GC/CM shall submit a completed "Statement of Apprentice/Journeymen

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Participation” form provided by the Owner with each payment request.

The GC/CM's performance in meeting the apprentice requirement for this project will be evaluated and may be considered when selecting GC/CM's for future projects.

### 16.0 CONTRACTOR RESPONSIBILITY CRITERIA

**Mandatory Responsibility Criteria:** Proposers must comply with RCW 39.04.05.350 (1), which provides that:

1. Before award of a public works contract, a bidder must meet the following responsibility criteria to be considered a responsible bidder and qualified to be awarded a public works project. The bidder must:
  - a) At the time of bid submittal, have a certificate of registration in compliance with chapter [18.27](#) RCW;
  - b) Have a current state unified business identifier number;
  - c) If applicable, have industrial insurance coverage for the bidder's employees working in Washington as required in Title [51](#) RCW; an Employment Security Department number as required in Title [50](#) RCW; and a state excise tax registration number as required in Title [82](#) RCW;
  - d) Not be disqualified from bidding on any public works contract under RCW [39.06.010](#) or [39.12.065](#)(3); and
  - e) If bidding on a public works project subject to the apprenticeship utilization requirements in RCW [39.04.320](#), not have been found out of compliance by the Washington State Apprenticeship and Training Council for working apprentices out of ratio, without appropriate supervision, or outside their approved work processes as outlined in their standards of apprenticeship under chapter [49.04](#) RCW for the one-year period immediately preceding the date of the bid solicitation.

### Attachments

- Attachment 1 - Advertisement for GCCM
- Attachment 2 - Request for Final Proposal (RFFP) for GC/CM Services
- Attachment 3 - Final Proposal Form
- Attachment 4 - Performance Evaluation Questionnaire
- Attachment 5 - Cost Responsibility Matrix
- Attachment 6 - Diverse Business Inclusion Plan Criteria
- Attachment 7 - Protest Procedures – Phase One
- Attachment 8 - Protest Procedures – Phase Two
- Attachment 9 - RCWs Relevant to GCCM
- Attachment 10 - Retainage Bond
- Attachment 11 - Change Order Log
- Attachment 12 - Change Order Proposal
- Attachment 13 - Field Authorization

Attachment 14 - Team Change Memo

### **Reference Documents**

EvCC LRC Validation Memo, July 2019  
EvCC LRC Pre-Design Study Report, February 2019  
EvCC Facilities Master Plan 2014  
EvCC Long-Range Master Plan Map 2018 (Revision)  
EvCC Mid-Range Master Plan Map 2018 (Revision)

### **Contract Documents**

Article 0	GCCM Instructions to Bidders
Article 1	General/Supplemental Conditions for Washington State Facilities Construction
Article 2	Supplemental Conditions
Article 3	Modifications to the Washington State General Conditions
Article 4	Form of Contract (Samples)
Article 5	Preconstruction Services
Article 6	Total Contract Price
Article 7	Quality Control/Quality Assurance
Article 8	Coordination
Article 9	Budget
Article 10	Contract Changes
Article 11	Schedule Control
Article 12	Project Closeout / Substantial Completion
Article 13	Definitions