State of Washington
Capital Projects Advisory Review Board (CPARB)
PROJECT REVIEW COMMITTEE (PRC)

APPLICATION FOR PROJECT APPROVAL

To Use the Design-Build (DB)
Alternative Contracting Procedure

The PRC will only consider complete applications: Incomplete applications may result in delay of action on your application. Responses to sections 1-7 and 9 should not exceed 20 pages *(font size 11 or larger)*. Provide no more than six sketches, diagrams or drawings under Section 8.

Identification of Applicant

a) Legal name of Public Body (your organization): **Freeman School District**
b) Mailing Address: **15001 S. Jackson Rd. Rockford, WA 99030**
c) Contact Person Name: **Dr. Randy Russell** Title: **Superintendent**
d) Phone Number: **509-291-3695** E-mail: **rrussell@freemansd.org**

1. Brief Description of Proposed Project

a) Name of Project: **Freeman SD Stadium Upgrades**
b) County of Project Location: **Spokane**
c) Please describe the project in no more than two short paragraphs. *(See Attachment A for an example.)*

This project is a renovation and upgrade project encompassing the district stadium and fields. There will be work on the playing field (Football, Soccer and Track) as well as the grandstands, lighting, track events as impacted and the other areas surrounding the fields. This project is not about wanting a turf field, it is a project about a district that must have a turf field to be able to continue to serve its stakeholders the way they require. Growth in the district without the ability to increase water supply is limiting what can be done. They cannot expand facilities and still have natural grass turf due to lack of water supply. The usage on the fields has increased 300% over the last 2 years and maintenance cannot keep up.

2. Projected Total Cost for the Project:

A. Project Budget

Costs for Professional Services (Legal etc.)	$**60,000**
Estimated DB Team *(including construction contingencies & Sales Tax)*:	$**2,200,000**
Equipment and furnishing costs	$**100,000**
Off-site costs	$**0.00**
Contract administration costs (owner, cm etc.)	$**60,000**
Contingencies (design & owner)	$**60,000**
Other related project costs (briefly describe)	$**50,000**
Sales Tax Included above	$**0.00**
Total	$**2,530,000**

***Other project costs include special inspections and testing, moving expenses, NREC inspections, blower door test, etc.**

B. Funding Status

Please describe the funding status for the whole project. *Note: If funding is not available, please explain how and when funding is anticipated*

Funding is available from savings from a past capital bond as well as a capital levy. The district has been an excellent fiduciary for the community in saving money on projects.

3. Anticipated Project Design and Construction Schedule

Please provide *(See Attachment B for an example schedule.)*:

The anticipated project design and construction schedule, including:

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

TASK DESCRIPTION	START	FINISH
PRC Meeting	12/01/2022	12/01/2022
Advertise RFQ & Solicit SOQ's	12/02/2022	12/09/2022
Review SOQ's & Score	1/05/2022	1/07/2023
Proprietary Meetings (Interviews)	1/17/2023	1/17/2023
Shortlist and RFP Issuance	1/23/2023	1/23/2023
Review Management Plans and Fee	1/30/2023	1/30/2023
Board Selection of DB Team	2/06/2023	2/06/2023
Programming and Validation	2/10/2023	4/01/2023
Negotiate GMP & Sign GMP	4/01/2023	4/15/2023
Construction	5/15/2023	8/01/2023
Project Closeout	8/01/2023	10/01/2023

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?
    - Installing turf fields seems easy and straightforward but that could not be further from the truth with the very low tolerance of grade differentiation to provide drainage, with the drainage systems required and the exacting requirements for installation. This delivery method will allow the experts to form teams to provide the innovative ideas on how to complete this in a 4-month window. There are 3 to 4 reputable turf manufacturers and only a handful of builders across the state with the expertise and experiences of multiple projects.

- If the project provides opportunity for greater innovation and efficiencies between designer and builder, describe these opportunities for innovation and efficiencies.
    - Because there are many products and prices and ways to lay out fields etc., we want the suppliers/installers/designers and builders to develop the methods and ways to deliver this project. As this field is very constrained with limited areas to expand and many different events that occur, we need the experts to team up and determine the most effective and efficient layout that will be completed in the time allowed.

- If significant savings in project delivery time would be realized, explain how DB can achieve time savings on this project.
    - Because of the tight timeline of a May 15th start with a July 30th completion adesign bid build timeline will not work. If there are issues with the design; issues with the material deliveries; being overbudget; or inexperienced contractors not realizing the technical aspect of turf installation there would be delays. The risks are too great. A design build team part of the selection process will allow the ability to guarantee delivery and installation and we will have that guarantee much sooner than April or May. The largest variable is the turf material itself. With the PDB contracting method, the risk of delivery will be minimalized.

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

    - The district has limited money, the budget presented is the budget. "There is no going back to the well for more money." The ability to lock in a GMP early and know the costs will be significant for the district and their stakeholders. Again, this is not a "it would be nice to have a turf field," this is a "we absolutely need to do this so we can plan for student enrollment growth and classroom expansions with the water savings." The district would also like to replace the entire track but realize this is not possible with their funds available: therefore, this process will allow the district to maximize what they can accomplish with existing funds.

    - Given there is a fixed budget a design builder can assist to efficiently allocate funds and match scope and budget. It also allows for the earliest cost certainty and the use of Target Value Design techniques.

- 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.

    - As stated, this is not just a matter of stripping turf and laying new turf. This is a very detailed and specialized installation whereas the use of a lump sum low bid contractor really does put the project at risk for late completion and being over budget.

    - There are far too many variables in the project for DBB to be practical. This stadium project needs the design build team to help identify and validate scope and budget. There is not enough time to bid the project, review submittals, order materials, and get the project done on time. We are really wanting the market (Builders and Suppliers) to work together to determine the best way to deliver the project.

6. Public Body Qualifications

Please provide:

- A description of your organization's qualifications to use the DB contracting procedure.
    - While the Freeman SD has not completed a PDB project nor a GC/CM project they are very savvy with projects. They have an excellent long history of completing small projects. The last large project was 2009 through 2012 when the elementary school and the high school were modernized.

    - Furthermore, Freeman SD has retained OAC Services Inc., as construction manager and Progressive Design Build advisor. OAC's extensive knowledge and background in Progressive Design Build will be relied upon heavily for the successful implementation and management of the project.

- 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 Attachment A

- Staff and consultant short biographies that demonstrate experience with DB contracting and projects (not complete résumés).
    - **Randy Russell, Superintendent of Freeman School District – Owner primary point of contact**

      Dr. Randy Russell has spent his 35-year education career as a teacher, coach, administrator, and Superintendent and has been involved in construction projects as a coach, administrator, and Superintendent. During the past 11 years in the Freeman School District, Superintendent Russell and his team have led over $35 million in construction projects - ranging from modernization to new construction to design-bid-build projects - including the renovation of Freeman High School and

Elementary schools, a new K-8 multi-purpose room, a new Palouse Regional Transportation Cooperative, a remodeled Freeman Middle School including a new roof and HVAC system, the drinking water system, the painting of all exterior buildings, and upgrading all security systems, athletic facilities, and technology.

- **Alan Steinolfson, Freeman School District, Director of Finance**
  Alan Steinolfson has 12 years professional accounting and human resources experience with the last 7 years working in School Finance. Alan began his school finance career working for Northeast Washington Education Service District 101, providing accounting & human resources support to over sixty school districts. His career then took him to Mead School District for 2 years before coming to Freeman School District in the fall of 2021 as the Director of Finance. Immediately upon starting at Freeman, Alan was heavily involved with the replacement of the Middle School HVAC unit and managing the project budget of $1.7 million.

Jonathan Miller, Sr. Project Manager, CCM, PMP – Design Build Advisor

Jonathan has over 14 years of construction industry experience, all with OAC. He has worked on a wide variety of projects including new builds on both greenfield and brownfield sites, complete renovations, additions, and TI projects. His work experience includes schools, airports, libraries, tech industries, and several fire stations projects. Jonathan has been the project manager of six (6) successful GC/CM projects and 3 progressive design build projects. Jonathan's projects have been from $250k to $100m and he successfully integrates with each client and adapts his project management style to fit their needs of the project.

- **Jeff Jurgensen, Sr. Vice President**
  Jeff has over 30 years of construction experience and has worked over 15 major capital GC/CM projects in the state of Washington and assisted several owners achieve agency approval. He has been a part of multiple progressive design build projects and has led several OAC project managers through their PDB projects to advise them.

- 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 Attachment B

- 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 the biographies above for Jeff Jurgensen and Jonathan Miller.

- If the project manager is interim until your organization has employed staff or hired a consultant as the project manager indicate whether sufficient funds are available for this purpose and how long it is anticipated the interim project manager will serve.
  OAC will be used as our project/construction management firm and design-build advisor for the planning, design, construction and closeout of the project. The funds for OAC are allocated within the Total Project Budget for planning through closeout. OAC is currently under contract from present through completion of the project.

- A brief summary of the construction experience of your organization's project management team that is relevant to the project.
  OAC has completed or is currently managing 22 design-build projects ranging from $3m to $200m including progressive design-build. OAC's project portfolio includes several projects for a varied type of owners. An active participant in Alternative Project Delivery via serving on the Project Review Committee or providing training in GC/CM and Design-Build delivery in Montana, Washington, and Alaska. OAC is currently managing four progressive-design build projects in Eastern Washington.

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

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

Project Management and Decision Making:

- Authority and decision-making responsibility will be provided by Superintendent, Randy Russell, with implementation by OAC Services.
- OAC is currently and will continue to meet with FSD weekly to discuss and plan project needs, milestones, develop strategy and courses of action for implementation of the project.
- Jonathan Miller will be the primary point of contact for OAC with assistance from Jeff Jurgensen.

Selection Committee

- The D/B Selection Committee will consist of FSD staff, administration, leadership personnel, a community member, and two board members.
- OAC will be a non-voting member of the selection committee but will be involved to organize, facilitate, and monitor the selection process.

Communication

- FSD will use a variety of well-established formal and informal tools to provide effective and impactful communications with all of those involved in the project consistently.
- FSD will advertise the RFQ and post on their website.
- After SOQ's have been scored, the selection committee will meet with the shortlisted teams to better understand the project approach and have an opportunity to meet each team member in person.
- Once a "most qualified" design build team is selected, FSD and OAC will meet the design build team during the design and construction phases and partake in interim reviews of the program, design, costs, and schedule to verify the owners' expectations and vision of the completed project are being achieved.

Project Progress

- Progress will be reported weekly by the design build team to FSD and OAC.
- Formal reports will be sent to the Superintendent and School Board, as desired by the school district.
- Project status updates posted to the FSD website as desired by the school board.

Budget Monitoring

- OAC will be managing and tracking the program finances and weighing the cost estimates against budget on a regular basis.
- Financial reporting will be provided by OAC to the school business manager after Kat Getchell meets with the FSD finance department to reconcile costs every two weeks. These reports will be then used by the Finance Director in his presentations to the school board.
- FSD will maintain its own project contingency and reserves to address any owner driven scope changes or unforeseen conditions.

Schedule

- The proposed project milestone schedule will be provided in the design build RFQ/RFP documents.
- Successful design build team will work with the owner to produce a very detailed project schedule accounting for permitting, design, bidding and construction, closeout, and warranty.
- Weekly look ahead schedules will be delivered along with monthly updates at each pay application.
- OAC (Kat Getchell) will review and comment on the submitted baseline schedule.

- A brief description of your planned DB procurement process.

The PDB procurement process will be awarded through a qualifications and fee based competitive process in strict accordance with RCW 39.10. The basic process will be as follows:

1. The PDB selection process will be completed on Qualifications + Fees basis. Qualifications will be scored by a Freeman School District Selection Committee based on written SOQ's and Interviews.

2. Prepare and advertise a well-crafted Request for Qualifications. This will clearly define FSD's overall project goals, proposed budget and schedule. Four weeks will be allowed for this process to allow times for PDB firms to form and respond. The overall goals for cooperation, creativity and budget management will be clearly outlined. All details regarding SOQ requirements, scoring, and fee proposal requirements will be clearly detailed. All qualified SOQ's will be scored against defined criteria for Proposed Team, Relevant Experience, Minority and Women Owned Business plan and Project Approach. The highest scoring teams will be short-listed for interviews where the Selection Committee may learn more about the proposed team members and their proposed approach to the project.

3. Interviews will be held with short-listed teams. Interviewed teams will be asked to present the proposed design and construction schedule and detail how they propose to interact with OAC and FSD staff. Interviews will be used to further refine the Qualifications scoring. Teams will be asked to elaborate on their project approach, and how they will align the project scope with the fixed budget. FSD will reserve the right to further short-list teams for Fee competition.

4. Final selected teams will be invited to submit a Fee Proposal defining specifically requested staff costs and overall profit margin. Fee Proposals will be opened in public, and the highest scoring proposer will be announced. The proposed winner will be the team with the highest accumulated score from the SOQ, Interviews, and Fee Proposal.

5. After contract execution, all submitters will be encouraged to meet with FSD and OAC officials to debrief on the selection process.

- Verification that your organization has already developed (or provide your plan to develop) specific DB contract terms.
  Upon approval from the PRC to move forward with PDB, the Freeman School District will partner with Perkins Coie to create the contract documents and terms for the project. Perkins Coie will work with the Freeman School District and OAC in coordination of the RFQ, RFP and the contract documents for clarity. OAC and Perkins Coie have a long-standing working relationship and a good mutual understanding of a well-crafted PDB contract that allocates risk appropriately and encourages cooperation and owner service.

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 Attachment C

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

- A overview site plan *(indicating existing structure and new structures)*
- Plan or section views which show existing vs. renovation plans particularly for areas that will remain occupied during construction.
  Note: applicant may utilize photos to further depict project issues during their presentation to the PRC

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

10. Subcontractor Outreach

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

While we have no goals or requirements of participation, the entire industry in the Spokane Region is very aware of the fact that participation is needed and desired and not currently at levels we would like. We as an owner team and a member of the AEC community recognize work is needed and we are looking for assistance in how to best encourage participation by not only the builders but the consultants as well. We are open to any ideas that people may have to help us improve.

CAUTION TO APPLICANTS

The definition of the project is at the applicant's discretion. The entire project, including all components, must meet the criteria of RCW 39.10.300 to be approved.

SIGNATURE OF AUTHORIZED REPRESENTATIVE

In submitting this application, you, as the authorized representative of your organization, understand that: (1) the PRC may request additional information about your organization, its construction history, and the proposed project; and (2) your organization is required to submit information requested by the PRC. You agree to submit this information in a timely manner and understand that failure to do so may delay action on your application.

The PRC strongly encourages all project team members to read the Design-Build Best Practices Guidelines as developed by CPARB and attend any relevant applicable training. If the PRC approves your request to use the DB contracting procedure, you also agree to provide additional information if requested.

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

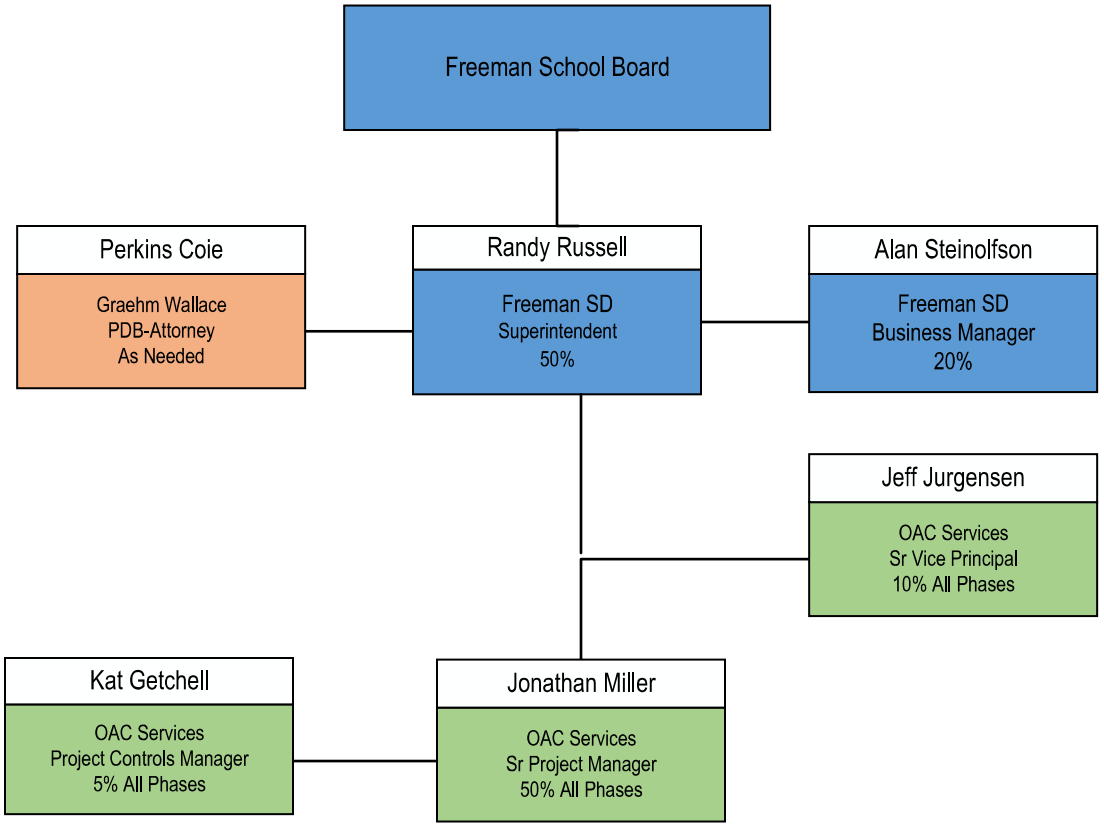
I have carefully reviewed the information provided and attest that this is a complete, correct and true application.

Signature: Randy L Russell

Name: *(please print)* RANDY L. RUSSELL *(public body personnel)*

Title: SUPERINTENDENT

Date: 10.19.22


Freeman School Board
Perkins Coie
Graehm Wallace
PDB-Attorney
As Needed
Randy Russell
Freeman SD
Superintendent
50%
Alan Steinolfson
Freeman SD
Business Manager
20%
Jeff Jurgensen
OAC Services
Sr Vice Principal
10% All Phases
Kat Getchell
OAC Services
Project Controls Manager
5% All Phases
Jonathan Miller
OAC Services
Sr Project Manager
50% All Phases

ATTACHMENT B
CONSULTANT EXPERIENCE

Name	Experience Summary	Projects	Construction Budget	Procurement Type	Pre-Design Role	Design Role	Construction Role
Jeff Jurgensen	OAC Services, Principal	Spokane International Airport DB Parking Garage	$15 million	Design Build	PM	PM	PM
		Nelson Service Center	$15 million	Design Build	PM	PM	PM
		City of Liberty Lake Town Square	$12 million	Design Build	PM	N/A Bond Didn't Pass	N/A Bond Didn't Pass
		Pascal Sherman Indian School	$16.5 million	Design Build	PM	PM	PM
		Washington State University Northside Residence Hall	$33 million	Design Build	PM Advisor	PM Advisor	PM Advisor
		Washington State University Visitors Center	$2 million	Design Build	PM Advisor	PM Advisor	PM Advisor
		Central Valley School District (6 GC/CM projects)	$180 million	GC/CM	PM	PM	PM
Jonathan Miller	OAC Services, Sr. PM	Chester Elementary School	$16M	GC/CM	PM	PM	PM
		Greenacres Elementary School	$17M	GC/CM	PM	PM	PM
		Riverbend Elementary Addition	$2.2M	GC/CM	PM	PM	PM
		CVSD HVAC Upgrades	$2.5M	GC/CM	PM	PM	PM
		Ridgeline High School	$102M	DBB	PM	PM	PM
		CVSD New Transportation Facility	$3M	GC/CM	PM	PM	PM
		Spokane Valley Fire Department – Maintenance Facility	$4.8M	Design Build	PM	PM	PM
		City of Liberty Lake Trailhead Golf Course	$8.4M	Design Build	PM	PM	PM

ATTACHMENT C

FREEMAN SCHOOL DISTRICT CONSTRUCTION EXPERIENCE

	Project Name	*Project Number*	*Project Description*	*Total Project Cost*	*Method of Delivery*	*Lead Design Firm*	*General Contractor*	*Planned Constr. Start*	*Planned Finish*	*Actual Start*	*Actual Finish*	*Original Construction Budget*	*Final Construction Cost*	*Reason for cost overrun or late finish*
2009-2010	Freeman High School Remodel & Expansion		Modernize and expand Freeman High School	$17,200,000	Design Bid Build	CSG	Lavernier Construction	April 2009	August 2010	June 2009	Oct 2010	$17,200,000	$13,759,000	Ground soil issues
2010-2011	Freeman Elementary School Remodel & Expansion		Modernize and expand Freeman Elementary School	$9,750,000	Design Bid Build	CSG	Walker Construction	August 2010	August 2011	July 2010	Oct 2011	$9,750,000	$8,808,000	Weather Issues
2010-2011	Palouse Regional Transportation Cooperative (PRTC)		Build new PRTC building (bus garage)	$2,906,163	Design Bid Build	CSG	Walker Construction	June 2010	August 2011	June 2011	Sept 2011	$2,906,163	$3,123,357	Excellent job
2012-present	Freeman Middle School Upgrades		Seal building, painting, lights	$150,000	Design Bid Build	Various	Various	June 2012-present	Ongoing	June 2012-present	Ongoing	$150,000	$150,000	Excellent Job
2013-2014	Freeman Middle School Office/Library Remodel		Modernize and relocate office and library	$65,000	Design Bid Build	Walker Construction	Walker Construction	June 2013	August 2013	June 2013	Aug 2013	$65,000	$38,689	Excellent job
2015	Bleachers and Tennis Courts		Install bleachers on football field and refurbish tennis courts	$150,000	Design Bid Build	Garco Construction & Freeman School District	Garco Construction & Freeman School District, Arrow Construction Supply	June 2015	July 2015	June 2015	July 2015	$245,000	$205,354	Excellent job
2018	Freeman Middle School Roof Replacement		Remove and replace existing roof along with structural repairs	$175,000	Design Bid Build	OAC Services	All Surface Roofing	June 2018	August 2018	June 2018	August 2018	$111,750	$132,130	Structure repairs and addition of snow guards
2020	Freeman Middle School Boiler Replacement		Replacement of existing 3 boilers with new high efficiency units	$250,000	Design Bid Build	MSI Engineers	McClintock & Turk	June 2020	August 2020	June 2020	August 2020	$192,000	$192,000	Excellent job
2022	Freeman Middle School HVAC Upgrades		Replace AHU's and all FCU's throughout middle school to prepare for future additional classrooms and add air conditioning.	$1,950,000	Design Bid Build	MSI Engineers	TRM Construction	June 2022	August 2022	June 2022	October 2022	$1,700,000	$1,752,000	Paid for early delivery of certain equipment and late delivery of Chiller due to chip shortage

FREEMAN SCOTTIES TRACK AND FIELD CONCEPT

SPVV LANDSCAPE ARCHITECTS **10 18 22**

FREEMAN SCOTTIES TRACK AND FIELD CONCEPT

SPVV LANDSCAPE ARCHITECTS **9/15/22**

FREEMAN SCOTTIES TRACK AND FIELD CONCEPT

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SPVV LANDSCAPE ARCHITECTS **9/15/22**