



Washington State School Directors' Association Olympia Headquarters Office Building Replacement

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

**Application for Project Approval
Design-Build Delivery**

**Submitted by
Washington State School Directors' Association
September 1, 2017**

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

APPLICATION FOR PROJECT APPROVAL
To Use the Design-Build (DB) Alternative Contracting Procedure

The CPARB PRC will only consider complete applications: Incomplete applications may result in delay of action on your application. Responses to 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) Legal name of Public Body: Washington State School Directors' Association (WSSDA)
- (b) Address: 221 College Street NE, Olympia, WA 98516
- (c) Contact Person Name: Tim Garchow Title: Executive Director
- (d) Phone Number: 360-252-3001 Fax: 360-252-3022 E-mail: t.garchow@wssda.org

2. Brief Description of Proposed Project

Please describe the project in no more than two short paragraphs.
(See Example on Project Description.)

The proposed Washington State School Directors' Association (WSSDA) Replacement Office Building is planned as a 7500 square feet, single story structure on the existing 2.14 acre site in Olympia. The new building will be an energy efficient, technically up to date, durable, office building suitable for the next fifty years. It will serve WSSDA's 16 full time staff in a combination of open and private office settings as well as a meeting/conference center serving up to 40 people. Modern teleconferencing facilities are envisioned to promote interactive communications with the 1477 elected school board members statewide, while limiting member travel.

The new building will replace the current 10,700 square feet structure constructed in 1976 consisting of five single-story manufactured wood framed building units. The existing structure is well passed its useful life, is inefficient in its overall layout, presents security risks and is energy inefficient.

3. Projected Total Cost for the Project:

A. Project Budget

Estimated project design and construction costs (including construction contingencies):	\$1,700,000
Costs for Professional Services (PM/CM Services, Legal, etc.)	\$100,000
Equipment and furnishing costs	\$113,000
Project Contingencies (8%)	\$134,000
Other related project costs (utilities, testing/reports, permits, consumables, moving)	\$379,000
Sales Tax	\$200,000
Total	\$2,626,000

B. Funding Status

Please describe the funding status for the whole project.

WSSDA cash reserves will be used to fund the project. Financial commitments will be authorized by the WSSDA Board of Directors in line with project milestones.

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.

Project Milestones:

Select Project Management Consultant (OAC Services)	June 2017
Complete Programming, Determine Delivery Method	July-August 2017
Project Review Committee & Design-Build Procurement	September – November 2017
➤ <i>Project Review Committee Submit Application</i>	<i>September 1, 2017</i>
➤ <i>Project Review Committee Presentation</i>	<i>September 28, 2017</i>
➤ <i>Advertise for Design-Build RFQ</i>	<i>September 29-October 12, 2017</i>
➤ <i>Statement of Qualifications Due</i>	<i>October 27, 2017</i>
➤ <i>Short-list and send RFP</i>	<i>November 3, 2017</i>
➤ <i>Interview and Fee Proposals</i>	<i>November 13-17, 2017</i>
➤ <i>Select Design-Builder and Award</i>	<i>November 22, 2017</i>
Schematic Design	November 2017 – January 2018
Design Development	January – March 2018
Construction Documents	March – April 2018
Permitting	March – May 2018
Construction	June 2018 – April 2019
Substantial Completion	April 2019
Final Completion/Closeout	July 2019

5. 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?
- 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 DB can achieve time savings on this project.

The WSSDA Office Building meets two of the required criteria for DB delivery:

1. DB provides greater opportunity for innovation and efficiency than design-bid-build.
2. Significant savings in project delivery time will be realized using DB.

Greater innovation and efficiency is possible. The small suburban office building market in Pierce and Thurston is well served by small developer/contractors successful in delivering this product. The WSSDA team envisions robust competition from among this group—even in the current very busy Puget Sound construction market. While it is likely to be a single-story wood framed building, we also envision the opportunity to use modern construction techniques including off-site fabrication, cross-laminated timber and/or modular construction. Design-bid-build delivery does not promote these more progressive and cost-saving techniques.

Mechanical and electrical systems for this project will likely be completed by small design-build HVAC, plumbing and electrical contractors well versed in the latest most efficient systems for small office buildings. Tapping into this specialized contractor market would be far less likely using design-bid-build delivery.

Significant time savings can be realized. Design-build affords the WSSDA office building three primary opportunities for time savings:

1. Early design and delivery of the new side sewer. Currently on a septic system, the new project will require a new side sewer connection running approximately 750 feet. Designing and completing this work early in the project will save time overall and reduce possible disruption to building construction. Approximate time savings—one month.
2. Offsite fabrication. Offsite fabrication of wall panels, trusses, possibly entire wall assemblies or modular units well ahead will speed overall delivery. Offsite fabrication could take place while permitting activities will likely be ongoing. Approximate savings—two months.
3. Fast tracking design and construction. We envision the likelihood of the following work items being started on the construction site prior to the 100% completion of construction documents: partial demolition of one wing of the existing structure, underground utilities and under-slab plumbing and electrical, foundations and slab on grade. Approximate savings—one month.

6. Public Benefit

In addition to the above information, please provide information on how use of the DB contracting procedure will serve the public interest. For example, your description must address, but is not limited to:

- How this contracting method provides a substantial fiscal benefit; or
- How the use of the traditional method of awarding contracts in a lump sum (*the “design-bid-build method”*) is not practical for meeting desired quality standards or delivery schedules.

Design-build delivery provides substantial fiscal benefit to WSSDA by speeding overall delivery, reducing associated cost escalation, confirming the overall budget early in design and increasing the predictability of outcome. Using a qualifications-based selection process to speed procurement, the WSSDA-OAC management team will begin exploring budget and schedule options during the DB procurement and confirming construction costs with the selected design builder as early in the design cycle as possible.

Once design decisions have been made and the budget confirmed, a Guaranteed Maximum Price contract will be executed, subcontractors and materials commitments made and prices locked in.

Firm fixed price bids would be received as much as six months later using design-bid-build and would be much less predictable than early procurement DB delivery.

7. Public Body Qualifications

Please provide:

- A description of your organization's qualifications to use the DB 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 Example on Project Organizational Chart)*
- Staff and consultant short biographies that demonstrate experience with DB contracting and projects (*not complete résumés*).
- 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 Example Staff/Contractor Project Experience and Role. The applicant shall use the abbreviations as identified in the example in the attachment.*)

Please refer to Attachment A – Team Experience.

- 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 DB procurement process.
- Verification that your organization has already developed (*or provide your plan to develop*) specific DB contract terms.

WSSDA has retained **OAC Services**, for end-to-end project management including qualifications-based DB procurement, contract award, design, pricing, construction, furnishing, technology and close-out. In addition, OAC has retained the **DLR Group** to assist with programming and design review services. Led by Principal, **Dan Chandler** and supported by Olympia-based Assistant Project Manager **Cynthia Balzarini**, the project will be executed efficiently throughout. WSSDA will leverage OAC's Olympia office to support the project as needed including vacation coverage and attract local competitors in this local busy market.

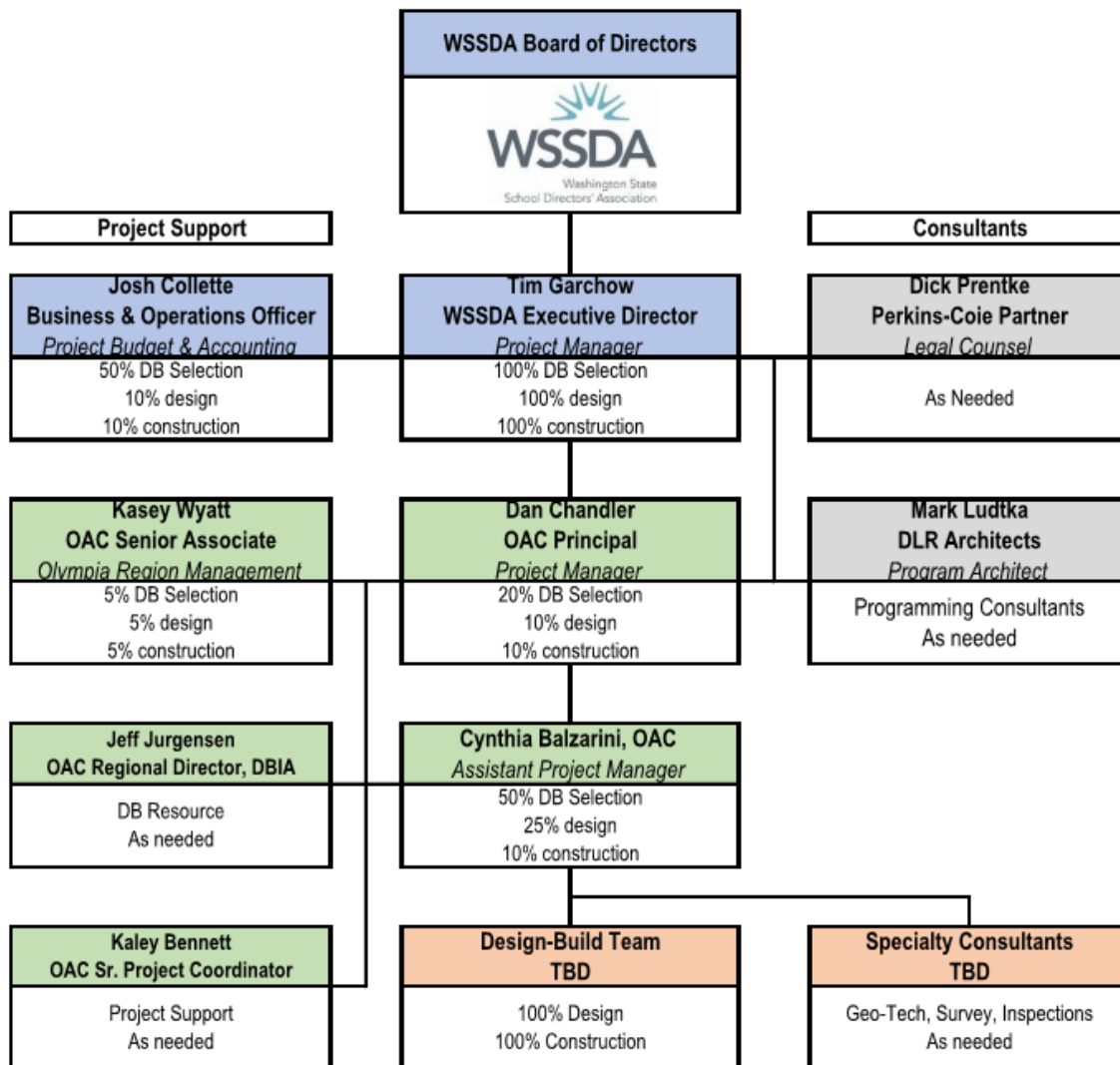
DLR Group Principal, **Mark Ludtka** has been retained to prepare the architectural program and perform design reviews on behalf of WSSDA. DLR and OAC are currently collaborating on the \$200M design-build King County Children and Family Justice Center in Seattle.

One of the region’s most experienced Design-Build project management consultants, OAC has successfully managed DB projects ranging from \$2M-\$200M for clients including WSU, King County, the City of Spokane, the General Services Administration and the Washington Public Utility District Association.

WSSDA Executive Director **Tim Garchow** will be WSSDA’s primary contact to deliver a project that meets the needs of the Association on time and within budget. Business and Operations Officer, **Josh Collette**, will provide project support with the procurement process, obtaining executive approvals, and overall project budget and accounting processes. In addition, WSSDA has an executive leadership team that will be part of the decision making and participate in regular design and project weekly meetings.

Perkins Coie Partner **Dick Prentke** will draft contract documents and consult on legal and contract issues throughout. OAC and Perkins Coie have extensive design-build delivery collaboration experience including three WSU projects.

WSSDA Office Building Project Organization Chart



Tim Garchow, WSSDA Executive Director

Mr. Garchow became WSSDA's executive director in August 2016. He is the eighth person to head the organization during its 60-year history as a state agency. Mr. Garchow was the superintendent of Rainier School District from 2010-2016. During his time at Rainier, Mr. Garchow was part of the leadership team that remodeled the high school and original history school building. Prior to this Mr. Garchow was the superintendent (2006-2010) and principal (2004-2006) of the Southside School District. During his time at Southside Mr. Garchow was highly involved with the remodel of the elementary school and intermediate gymnasium. Mr. Garchow will serve as the project manager and provide his leadership expertise for the long term, strategic planning for the WSSDA building.

Marnie Maraldo, WSSDA Board President-elect

Ms. Maraldo has served on the Issaquah School Board since 2009. When first elected, the school district had about 14,500 students and has grown to over 20,000. Issaquah School District has passed bonds in 2012 and 2016 that resulted in multiple school modernization, rebuilds and replacements. Since 2013, Ms. Maraldo has been a member of the Washington State School Directors' Association Legislative Committee, Board of Directors serving on the Executive Committee as Vice-President in 2016 and is currently serving as President-Elect.

Josh Collette, WSSDA Business and Operations Officer

Mr. Collette became WSSDA's Business and Operations Officer in March 2017. Before coming to WSSDA, Mr. Collette was an Auditor with the State Auditor's Office for more than ten years. He primarily worked with local governments, including school districts. His work included reviewing local government records for the fair presentation of financial statements, compliance with federal programs and accountability over public resources through the compliance of legal requirements and internal policies. Mr. Collette will provide project support and procurement as well as other duties associated with project management.

Dan Chandler, OAC Principal

Mr. Chandler is a 30-year construction industry veteran and principal at OAC Services, one of the region's premier construction management consulting firms. Dan will be the principal and project manager for the proposed project. His design-build experience includes the Billings Federal Courthouse, Olympia City Hall, the Northside Residence Hall and the WSU Visitor Center.

Cynthia Balzarini, OAC Assistant Project Manager

Ms. Balzarini has over 10 years industry experience working for a large school district on various small capital projects. Ms. Balzarini was actively involved in the procurement and budget oversight for projects ranging up to \$1.5M. Ms. Balzarini has worked on projects designing and installing landscape and athletic fields, artificial turf and track replacement, and various site improvements. Ms. Balzarini will be the assistant project manager.

Jeff Jurgensen, OAC Regional Manager, DBIA

Mr. Jurgensen has over 25 years of construction experience. He 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. Mr. Jurgensen will serve as Design-Build project support.

Dick Prentke, Perkins-Coie Partner

Mr. Prentke is a partner in the Seattle Office of Perkins Coie and has over 30 years in the practice of construction law including alternative project delivery methods. Mr. Prentke will prepare contract documents for WSSDA and the design-builder.

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 Example Construction History. 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

The WSSDA Office Building has completed several small capital projects in the past six years and limited experience with projects of this scale.

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. *(See Example concepts, sketches or plans depicting the project.)* 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 B – Preliminary Concepts.

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.

SIGNATURE OF AUTHORIZED REPRESENTATIVE

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

Should the PRC approve your request to use the DB contracting procedure, you also understand that: (1) your organization is required to participate in brief, state-sponsored surveys at the beginning and the end of your approved project; and (2) the data collected in these surveys will be used in a study by the state to evaluate the effectiveness of the DB process. You also agree that your organization will complete these surveys within the time required by CPARB

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

Signature: 

Name (please print): Tim Garchow

Title: Executive Director

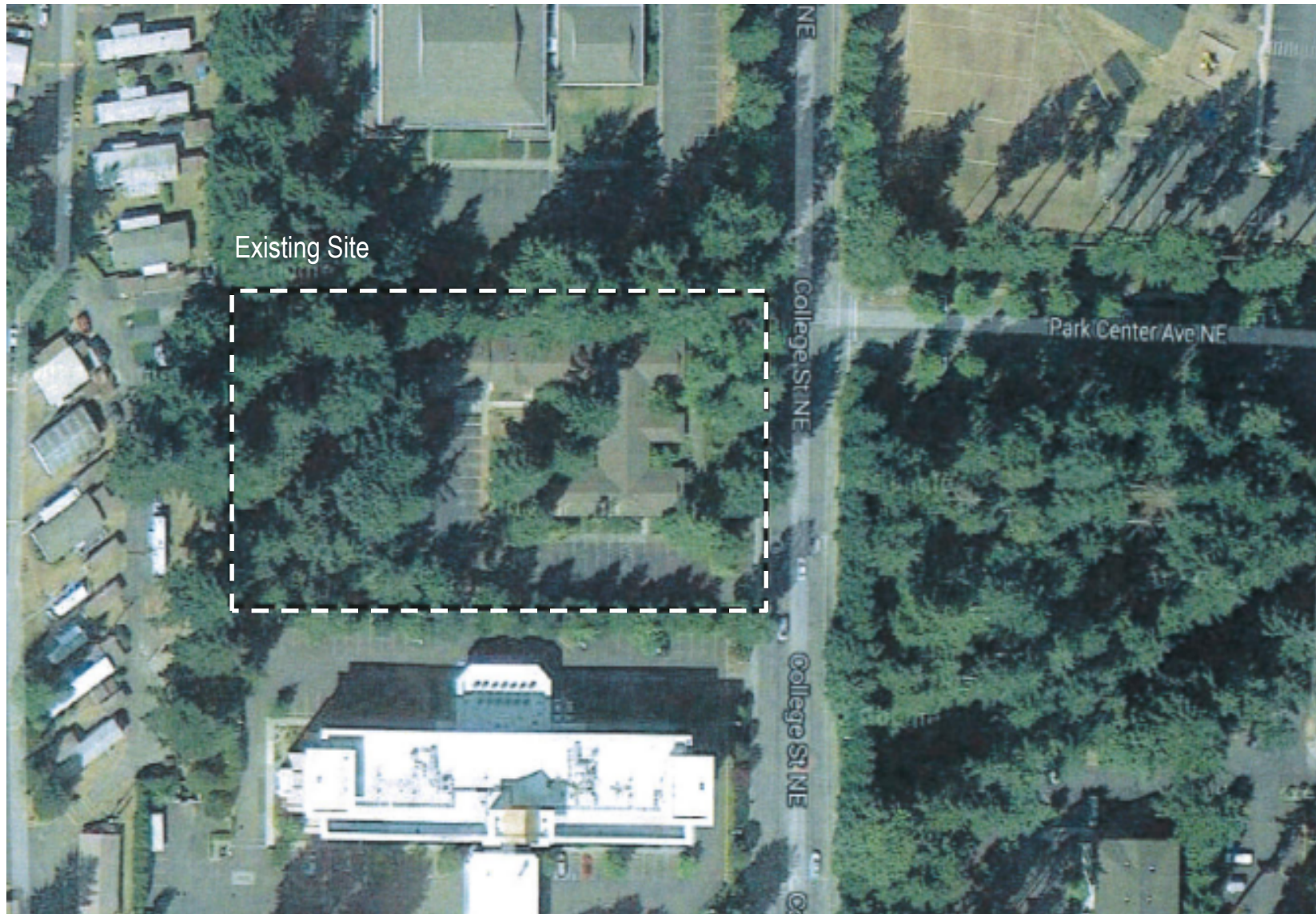
Date: 8/28/17

ATTACHMENT “A” – Team Experience

The following table lists some (but not all) of the relevant Alternative Delivery Experience of the WSSDA Office Building project team.

Name	Summary of Experience	Projects	Construction Budget	Procurement Type	Role During Project Phases		
					Pre-Design	Design	Construction
Tim Garchow	WSSDA Executive Director Previous Supt. Southside SD & Rainier SD	Rainier High School Remodel	\$1.8M	D-B-B	District Supt.	District Supt.	District Supt.
		Rainier Historical Building Remodel	\$1.6M	D-B-B			
		Southside Intermediate Addition and Replacement	\$1.6M	D-B-B			
		Southside Elementary Modernization	\$2.1M	D-B-B			
Marnie Maraldo	WSSDA President-Elect Issaquah School District School Board	Issaquah SD 2016 Bond (4 schools, and 6 elem. School renovations)	\$533.5M	GC/CM	Board Member	Board Member	Board Member
		Issaquah SD 2012 Bond (1 HS Modernization, 3 renovate, 3 rebuild, athletics and maintenance)	\$219M	D-B-B/GC/CM	Board Member	Board Member	Board Member
Dan Chandler, PE, AIA	Principal, OAC Services	Lake Washington School District	\$399M	GC/CM	PM PIC	PM PIC	PM PIC
		Clover Park School District	\$190M	GC/CM	PM PIC	PM PIC	PM PIC
		Tahoma School District	\$229M	GC/CM	PM PIC	PM PIC	PM PIC
		Children and Family Justice Center	\$210M	D-B	PM PIC	PM PIC	PM PIC
		WSU (8 projects)	\$230M	D-B	Advisory	Advisory	Advisory
		City of Spokane Central Service Center	\$15M	D-B	PM PIC	PM PIC	PM PIC
		City of Liberty Lake Town Square	\$12M	D-B	PM PIC	PM PIC	PM PIC
Kasey Wyatt	Senior Associate/Program Manager OAC Services	Clover Park School District (6 elementary schools)	\$190M	GC/CM	PGM	PGM	PGM
		Tahoma School District (High School, Elementary, Renovations)	\$229M	GC/CM	PGM	PGM	PGM
		Evergreen State College	\$18M	GC/CM	PGM	PGM	PGM
		Olympia School District	\$42M	GC/CM	PGM	PGM	PGM
Cynthia Balzarini	Asst. Project Manager, OAC Services	Harry Lang Stadium Turf and Field Replacement	\$1.5M	Capital Projects	--	--	--
		Small Capital Work (Fence and Asphalt)	\$200k		--	--	--
		Middle school track and field renovation	\$100k		--	--	--

ATTACHMENT "B" – Site Plan and Preliminary Drawing



ATTACHMENT "B" – Site Plan and Preliminary Drawing

