

**State of Washington
Department of Enterprise
Services**



Washington State
DEPARTMENT OF
ENTERPRISE SERVICES



**Request for Qualifications & Proposal for
General Contractor / Construction Manager
(GC/CM)**

Phase One Statements of Qualification Submittal Deadline:
September 19, 2024 at 2:00 PM PDT

Community Colleges of Spokane
501 North Riverpoint Blvd, Spokane, Washington 99202
Spokane Falls Community College Lodge Building
2023-514

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Table of Contents

CONTACTS	1
1.0 INTRODUCTION.....	2
2.0 PROJECT DESCRIPTION	3
3.0 SCHEDULES	6
4.0 SCOPE OF GC/CM SERVICES.....	7
5.0 SELECTION AND AWARD PROCESS.....	8
6.0 INFORMATIONAL MEETING.....	10
7.0 PHASE ONE - STATEMENT OF QUALIFICATIONS SUBMITTAL REQUIREMENTS ...	10
8.0 PHASE ONE - STATEMENT OF QUALIFICATIONS FORMAT	10
9.0 PHASE ONE – RFQ EVALUATION CRITERIA:.....	12
10.0 PHASE TWO - NOTIFICATIONS & REFERENCE CHECKS	16
11.0 PHASE TWO - INTERVIEW.....	16
12.0 FINAL PROPOSALS.....	17
13.0 FINAL SELECTION.....	18
14.0 DIVERSE BUSINESS INCLUSION PLAN.....	18
15.0 APPRENTICESHIP REQUIREMENT (see also Attachment 7).....	19
16.0 CONTRACTOR RESPONSIBILITY CRITERIA	19
CONTRACT DOCUMENTS	20
ARTICLES	20
ATTACHMENTS	21
REFERENCE DOCUMENTS	21

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Request for Qualifications & Proposal for GC/CM Services
CCS; Spokane Falls Community College Lodge Building Renovation
Department of Enterprise Services
Project Number **2023-514**

<p style="text-align: center;">Community Colleges of Spokane Spokane Falls Community College Lodge Building Renovation</p>
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CONTACTS

Department of Enterprise Services (Contracting Authority)
Facility Professional Services, Engineering & Architectural Services
Physical Address: **1500 Jefferson Street SE, Olympia, WA 98501**
Mailing Address: **P.O. Box 41476, Olympia, WA 98504-1476**

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Ariel Birtley, Assistant Program Manager	(360) 628-2823	ariel.birtley@des.wa.gov
Laura Haima, Contracts Specialist	(360) 522-0710	laura.haima@des.wa.gov
Ryan Grimes, Selection Administrator	(360) 819-6937	ryan.grimes@des.wa.gov

Your Client Agency (Owner) – Community Colleges of Spokane; Spokane Falls Community College

Physical Address: **3410 W Whistalks Way, Spokane, WA 99224-5288**
Mailing Address: **3939 N Freya Street, MS 1035, Spokane, WA 99217-5499**

Day to Day Contact:

*Davian Clavon, Capital Construction Manager	(509) 533-4746	Davian.Clavon@ccs.spokane.edu
Clinton Brown, Director of Capital	(509) 533-4899	Clinton.Brown@ccs.spokane.edu
Doug Ross, SFCC Director of Maintenance and Operations	(509) 533-8843	Doug.Ross@ccs.spokane.edu

Architect (Designer)
ALSC Architects

Address: **203 North Washington Street, Suite 400, Spokane, WA 99201**

Indy Dehal, Principal in Charge	(509) 838-8568	idehal@alscarchitects.com
*Michael Walker, Project Manager	(509) 838-8568	mwalker@alscarchitects.com

***primary point of contact**

Request for Qualifications & Proposal for GC/CM Services
CCS; Spokane Falls Community College Lodge Building Renovation
Department of Enterprise Services
Project Number **2023-514**

1.0 INTRODUCTION

The Department of Enterprise Services (DES) will be accepting Statement of Qualifications and Proposals from experienced firms to provide General Contractor/Construction Manager (GC/CM) services for Community Colleges of Spokane (CCS) Spokane Falls Community College (SFCC) Lodge Building Renovation, project number 2023-514. 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 the GC/CM project delivery method benefits the project in the following ways.

- Implementation of the project involves complex scheduling, phasing, or coordination.
- The involvement of the GC/CM during the design stage is critical to the success of the project.
- The project encompasses a complex or technical work environment.

During the design phase of the project, the GC/CM will provide:

- Coordination of contract documents
- Input into procedures and specifications
- Detailed cost estimates
- Constructability analysis of design documents prior to solicitation of subcontract bid packages
- Detailed construction scheduling
- Development of bid packages
- Sequencing of work and construction logistics planning
- 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, Request for Qualifications:** Perspective GC/CM firms will submit written statements of qualifications which will be evaluated in accordance with the criteria set forth in Section 9 of this solicitation. These written submittals will be used to select a minimum of three of the most highly qualified firms to proceed to Phase Two.
2. **PHASE TWO, Proprietary Meeting and Interview:** Consists of a proprietary meeting, and an interview. Please reference Sections 11 and 12 of this solicitation define the selection criteria for Phase Two.
3. **PHASE THREE, Request for Proposal:** The submittal of a Final Proposal which contains in a sealed bid, the Percent Fee stated as a percentage of the Estimated Maximum Allowable Construction Cost (MACC) and a lump sum bid number for Specified General Conditions.

Request for Qualifications & Proposal for GC/CM Services

CCS; Spokane Falls Community College Lodge Building Renovation

Department of Enterprise Services

Project Number **2023-514**

The most qualified firm based on the interview and 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, 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 GC/CM Solicitation process shall be borne by the proposing firms.

All provisions of this solicitation will become a part of the GC/CM contract including the GC/CM's written response to the RFQ.

PUBLIC DISCLOSURE:

Purpose: All documents submitted to DES as part of a GC/CM procurement become public records. DES will make the selected GC/CM procurement submissions publicly available upon completion of the selection process. This section explains that publication process.

- **Notice:** Following completion of the selection of each GC/CM procurement DES will notify the finalist firms of the final selection,
- **Publication:** DES will then publish the following documents:
 - i. All submitted Statements of Qualifications (SOQs)
 - ii. Final Proposals submitted by each of the finalist firms
- **Location:** DES will publish these documents on its website: <https://des.wa.gov/services/facilities-leasing/public-works-design-construction/design-build-gccm-alternative-public-works-projects/gccm-project-selections>
- **Exceptions:** DES will not publish the following separately submitted documents:
 - i. Diverse business inclusion plans
Note: This document will be disclosed if DES receives a public records request.

2.0 PROJECT DESCRIPTION

The project consists of a 2-story education facility totaling approximately 19,338 gross square feet on the Spokane Falls Community College campus in Spokane, WA. Its primarily intended purpose is to house college leadership offices and meeting spaces. The project is 100 percent locally funded.

This project provides an opportunity to solve a long-standing challenge: How can CCS leadership be housed near students, staff and faculty? By vacating leased off-campus space and moving into the renovated Lodge building, collaboration and community-building is encouraged and facilitated.

To achieve the project goals, CCS must renovate the Lodge Building on an aggressive schedule that will permit occupancy in autumn 2026. The proposed renovated Lodge building will contribute significantly to the College's ability to fulfill its mission.

Request for Qualifications & Proposal for GC/CM Services
CCS; Spokane Falls Community College Lodge Building Renovation
Department of Enterprise Services
Project Number **2023-514**

Goals:

Creating a Leadership Hub

The renovated Lodge building will be the on-campus home of many leadership departments. Renovation of the historic structure will enhance campus appeal and community stature.

Consolidated Services

The renovated Lodge building will increase access to leadership by making these resources easy and inviting to navigate. Direct visibility and seamless access to co-located services will increase utilization and enhance the benefits to students.

Sustainable Development

The Lodge building will serve as a visible representation of CCS' commitment to high-performance sustainable design and construction, targeting minimum LEED Silver certification.

Project Scope

The primary goal of the lodge project is to continue the preservation of the existing log and timber structure while improving and replacing existing aging systems and infrastructure. The project is based on six guiding principles: commitment, eye on the future, innovation, recruitment and retention, balance, and department synergies.

The project is a complete renovation of the Lodge building, a two-story office and meeting room facility totaling approximately 19,338 gross square feet on the Spokane Falls Community College campus in Spokane, WA. Its primary purpose is to house several college executive leadership departments. There will be selective demolition and extensive renovation of the existing Lodge building.

The facility is two stories comprised of wood & log framing above a concrete basement. The envelope will be a mix of exposed Log, Wood, and Metal siding. The windows are a mixture of aluminum storefront and aluminum-clad wood window systems. The roof is a mixture of plastic composite shake roofing and single-ply membrane roofing.

The interior walls are a mixture of painted gypsum wallboard, T&G paneling, and locally sourced volcanic stone. The ceilings are painted gypsum wallboard, T&G wood ceilings, and acoustical ceiling tile. The flooring will be carpet, vinyl composite tile, and wood flooring. There will be both all-gender and gendered restrooms with full-height bathroom partitions and low-flow fixtures.

The new plumbing system will reuse the duplex sewage pump system. The new system will include portions of new piping, and new plumbing fixtures that include sensor faucets and flush valves on urinals and water closets. The domestic hot water will be sub-metered to ensure compliance with LEED requirements. The hot water system will be a recirculating system that is controlled by the DDC system.

There will not be a fire suppression system and one is not required by code or owner requirements.

Request for Qualifications & Proposal for GC/CM Services
CCS; Spokane Falls Community College Lodge Building Renovation
Department of Enterprise Services
Project Number **2023-514**

The HVAC system will be replaced with a new variable refrigerant system on both the upper and lower levels. The system is preliminarily planned as a new 45-ton capacity system that will require 3 heat pumps. These heat pumps are planned to be installed on the east end of the facility. This system has been selected to minimize routing of ductwork through historic existing structures and since we have low ceilings in the lower level.

It is anticipated the campus DDC system will monitor and control all equipment installed within this project.

The building's power distribution approach is driven by the campus standards to support the program's needs. Electrical load types are segregated to increase power quality and meet the requirements of the WSEC. Electric power submetering will provide feedback on building system power consumption and identify opportunities to improve building energy efficiency. The lighting controls system and light fixtures address space-specific illumination needs (ambient, general, accent, display, task, emergency, and exit) and support conservation goals with occupancy control, time clock functions, and dimming set points capabilities.

The telecommunications system is a structured cabling system to support Wide Area Network (WAN) and Local Area Network (LAN) transport of voice (analog and Voice-Over-IP), data, wireless, and streaming video applications. The structured cabling system enables the transport of data, telephony, audiovisual, security, building automation, and other Internet Protocol (IP) applications to be converged onto a common cabling and network infrastructure. Networking equipment such as servers, Ethernet switches, routers, network software, computers, and phones will be provided by the Owner. A voice annunciation-type fire alarm and alerting system will be provided in line with the university's standard and extend the existing campus system.

The site design is based on the contextual relationship of the site to the Spokane River and the Spokane Falls Community College Campus while improving the facility's connection to its historic past rooted in the natural environment. The earthwork around the structure will be refined to complement this relationship through the modification to allow views, vistas, and access to natural light. Grades on the northern side of the structure will be amended to allow for universal access to the facility.

The grading will be amended to allow for improved stormwater retention and compliance with local and state governing agencies.

The hardscape around the structure will be reconfigured to strengthen connectivity to site amenities and circulation patterns to the campus. For example, a new sidewalk will be installed to improve the progression of pedestrians to the new main entry from the campus and the adjacent amended parking lot. The amended hardscape and parking lots will improve vehicular and pedestrian access.

Historical elements such as the west stone stair and the existing site stone walls will remain to preserve the character of the site. In addition, other stone site walls will be added giving more purpose and presence to the site.

Request for Qualifications & Proposal for GC/CM Services
 CCS; Spokane Falls Community College Lodge Building Renovation
 Department of Enterprise Services
 Project Number **2023-514**

The existing site vegetation will be preserved where possible and amended with other native vegetation that improves the character and historic nature of the site. Various species of flowers, shrubs, and trees will be selected to enhance the lodge character of the existing structure while screening the site from unwanted winds.

Estimated MACC:

The estimated MACC (maximum allowable construction cost) for the project is seven million seven hundred thousand dollars (**\$7,700,000**)

3.0 SCHEDULES

The following is the current planned project schedule.

Anticipated Construction Documents Completion, Permits, Construction Schedule

	Schematic Design – COMPLETED
	Design Development – underway during GC/CM selection process
November 2024 – April 2025	Construction Documents**
July 2025	Building Permits Issued
July 2025	Bid & Award Subcontracts**
August 4, 2025	Start Construction**
August 7, 2026	Achieve Substantial Completion
August 10 - September 30, 2026	Punch list and final commissioning
October 1, 2026	Final Acceptance

*** Note: GC/CM Contractor may be asked to provide early bid packages that could include site and other work ahead of the building renovation. The GC/CM will work with the owner and design team to determine specific bid packages and dates. The overall schedule is compressed to avoid extending the CCS' current lease of off-site offices.*

GC/CM Selection Process Schedule

DATE	
August 27, 2024	Publication of Request for Qualifications & Proposal (RFQ/RFP) for GC/CM Services
September 12, 2024	Project Informational Meeting and Site Walk (see Section 6.0) 10:00 AM PT, Lodge Building, Spokane Falls Community College
September 19, 2024	Phase One: statements of qualification submittal due 2:00 PM PT
September 26, 2024	Selection and notification of Finalist firms (short list with at least 3 Finalists selected) to move forward to Phase Two.

Request for Qualifications & Proposal for GC/CM Services
 CCS; Spokane Falls Community College Lodge Building Renovation
 Department of Enterprise Services
 Project Number **2023-514**

October 3, 2024	Phase Two: Performance Evaluation forms due from Finalists by 2:00 PM PT
October 10, 2024	Phase Two: Proprietary Meetings: In-Person at CCS (location provided with notification to Finalists)
October 17, 2024	Phase Two: Interviews: In-Person at CCS (location provided with notification to Finalists)
October 29, 2024	Phase Three: Final Proposal (Bid) Due October 29, 2024 before 2:00 PM PT submittal deadline
October 29, 2024	Open bids on Tuesday, October 29, 2024 at 3:00 PM PT. Final selection of firm with the highest score and best price.
October 30, 2024	Notification of successful and unsuccessful firms
November 6, 2024	Preconstruction Work Plan due
November 21, 2024	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 construction document period through construction, and shall closely coordinate such work with the Architect and Owner. The GC/CM shall provide CM 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. Confirm budget alignment.
- 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 document phase coordination reviews.
- Prepare subcontract bid packages and manage the bidding process.
- Provide subsurface investigative services/potholing for design team use.

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

Request for Qualifications & Proposal for GC/CM Services
CCS; Spokane Falls Community College Lodge Building Renovation
Department of Enterprise Services
Project Number **2023-514**

[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 shall actively 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 licensed and 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, payment for Preconstruction Services and award of the GC/CM Contract for Construction is anticipated to be as follows:

- A. Anyone interested in becoming the GC/CM may submit their Phase 1 Statements of Qualifications (SOQ) in accordance with the requirements set forth in this Request for Qualifications & Proposal (RFQ/RFP).
- B. On the basis of the evaluation criterion set forth in this GC/CM solicitation the firms submitting qualifications will be scored and ranked. The most qualified firms (Finalists) will be invited to Phase 2 proprietary meetings and interviews.
- C. Evaluation and Scoring of Criterion defined in Section 9 and 10 of this RFP/RFQ.

In evaluating each of the criteria for both Phase 1 and Phase 2, a selection panel will identify significant and minor strengths and weaknesses from the submissions and/or interviews. The selection panel will then use the following guidelines to evaluate and assign points to each selection criterion, based on the weighting assigned in this solicitation and any addenda. After initial scoring, the selection panel will come to a consensus ranking of the firms.

- Definition of “strength” and “weakness”:
 - 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.
 - 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.
- Scoring:
 - a. **Excellent** (81-100 percent of points available in each criterion): The Evaluative Criteria demonstrates an approach that is considered to exceed the Project goals and the RFQ/RFP requirements and provide a consistently

Request for Qualifications & Proposal for GC/CM Services

CCS; Spokane Falls Community College Lodge Building Renovation

Department of Enterprise Services

Project Number **2023-514**

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.

- b. **Good** (61-80 percent of available points in each criterion): The Evaluative Criteria demonstrates an approach that is considered to meet the RFQ/RFP 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 in each criterion): 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 in each criterion): 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.
- D. At the interviews, short-listed firms shall submit a Final Proposal providing a bid for GC/CM fee.
- E. The Request for Final Proposal (Phase Two and Phase Three: RFFP) will be evaluated and scored separately from the scores of Phase I SOQ. The finalist 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 DES approval of the Preconstruction Work Plan, 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 for construction.

- F. 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

Request for Qualifications & Proposal for GC/CM Services
CCS; Spokane Falls Community College Lodge Building Renovation
Department of Enterprise Services
Project Number **2023-514**

cancellation will be effective upon delivery of written notification by the GC/CM. The GC/CM shall not be reimbursed for the MACC negotiations.

6.0 INFORMATIONAL MEETING

A non-mandatory Informational Meeting and Site Walk is scheduled for **September 12, 2024 at 10:00 AM PT, at the Lodge Building, Spokane Falls Community College 3410 W Whistalks Way, Spokane, WA 99224**. Participants are encouraged to ask questions at the meeting and after the meeting. To submit questions after the meeting, please email the DES Project Manager **Paul Fiedler**, paul.fiedler@des.wa.gov

Copies of the RFQ/RFP with links to additional info./supporting documents/addenda shall be available at: <https://des.wa.gov/services/facilities-leasing/public-works-design-construction/design-build-gccm-alternative-public-works-projects/gccm-project-selections>

7.0 PHASE ONE - STATEMENT OF QUALIFICATIONS SUBMITTAL REQUIREMENTS

Statement of Qualifications (SOQ) response to this RFQ/RFP containing the items listed in Sections 8 and 9 below will only be received electronically, in PDF format. Document and must be uploaded and received by the Department of Enterprise Services (date/time stamped by BOX) no later than **September 19, 2024 by 2:00 PM PT**.

DES has created a secure access point for uploading your SOQ for this project:
<https://wades.app.box.com/f/408b5128c71a4f0e9bf4176050b4227c>

If you experience difficulty, please contact Ryan Grimes via email:
ryan.grimes@des.wa.gov

Any addenda issued for this RFQ/RFP will be published at the following website address: <https://des.wa.gov/services/facilities-leasing/public-works-design-construction/design-build-gccm-alternative-public-works-projects/gccm-project-selections>

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 - STATEMENT OF QUALIFICATIONS FORMAT

Every proposer must reply to each of the evaluation criteria set forth in Section 9 of this RFQ/RFP 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:

- Electronic copies shall be provided in PDF format online to BOX

Request for Qualifications & Proposal for GC/CM Services

CCS; Spokane Falls Community College Lodge Building Renovation

Department of Enterprise Services

Project Number **2023-514**

- Completed copy of Attachment 0 (Proposer Contact Form):
- Must not exceed (15) size 8.5"x11" sheets, printed front and back (total of 30 pages)
 - The page count does not include:
 - Cover Page
 - If cover page has more information than the required project number, project title, GC/CM name and address block, it will be counted towards the page limit
 - Dividers/Tabs (unless they have more information than category name)
 - Attachment 0
 - Dividers/Tabs with any printing, other than index names, shall be counted in the 15-sheet double-sided maximum

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

All submittals must be received no later than September 19, 2024 prior to 2:00 PM PT (date/time stamped by BOX).

For selection process questions, please contact Ryan Grimes, Selections Administrator, at (360) 819-6937 or ryan.grimes@des.wa.gov.

For project questions or information, contact Paul Fiedler, DES Project Manager at (360) 790-8199 or paul.fiedler@des.wa.gov.

Explanation to Prospective Proposers

Any prospective proposer desiring an explanation or interpretation of this RFQ/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. Any information given to a prospective proposer concerning this RFQ/RFP will be furnished promptly to all other proposers as an addendum to this RFQ/RFP if the information is necessary to submitting qualifications or if the lack of it would be prejudicial to other prospective proposers. Oral explanations or instructions given before the Phase One proposal due date will not be binding.

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.

Phase One Submission of SOQ

Proposals must be submitted before the Phase One RFQ deadline.

Once the specified deadline passes, access to BOX will be disabled. Any modification of a SOQ received after the times specified will not be accepted or considered.

Request for Qualifications & Proposal for GC/CM Services
 CCS; Spokane Falls Community College Lodge Building Renovation
 Department of Enterprise Services
 Project Number **2023-514**

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 RFQ.
- 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 – RFQ EVALUATION CRITERIA:

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 weighted points based on its relative value. The proposal criteria and their associated points are as follows:

Criteria	Points
Bonding, Phase One Requirement (mandatory requirement)	Not Scored
Experience and technical competence of key professional personnel	20
Approach to Executing the Project / Preconstruction Services	20
Past Performance in negotiated and similarly complex projects such as active college campus or comparable pedestrian environment	15
Project scheduling & cost control	10
The proposer’s capacity to perform the work	5
Risk Identification and Analysis	10
Value Engineering and Constructability Analysis	10
Proximity of Firm to Project Location / Self Perform Capacity	5
Sustainable environmental and LEED experience	5
The proposers past performance in utilization of disadvantaged business enterprises, small business entities and their inclusion plan for these entities.	Not Scored
Total	100

Bonding - (Mandatory Phase One Requirement)

Proposers shall include a statement from their bonding agent indicating the commitment to bond this project shall be included should the Proposer be selected as a Finalist to proceed to Phase 2. 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.

Experience and technical competence of key professional personnel

Proposers shall clearly identify the project staffing that the proposer intends to utilize throughout the project, including all key project staff, their roles and

Request for Qualifications & Proposal for GC/CM Services

CCS; Spokane Falls Community College Lodge Building Renovation

Department of Enterprise Services

Project Number **2023-514**

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 for construction. Proposers shall include:

- resumes of all individuals listed on the project organization chart.
- a description of the GC/CM experience of each person assigned to this project and if each person's experience was with the proposing firm or another firm.
- the level of effort, as a percentage of time, to be committed by each person 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 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.

Approach to executing the project / Preconstruction Services

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.

Request for Qualifications & Proposal for GC/CM Services

CCS; Spokane Falls Community College Lodge Building Renovation

Department of Enterprise Services

Project Number **2023-514**

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 Pre-construction responsibilities:

- Cost tracking, cost-estimating, and reconciliation with second parties.
- Experience working within an occupied facility and 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, procurement planning and bid management.

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.

Past Performance in negotiated and similarly complex projects:

Proposers shall provide a list of negotiated private and public works projects their firm has completed, with a description of the project and the construction cost similar to this project in complexity, including the use of multiple phases, multi-story higher educational and commercial office type 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
- 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.

Project scheduling & cost control

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

Request for Qualifications & Proposal for GC/CM Services

CCS; Spokane Falls Community College Lodge Building Renovation

Department of Enterprise Services

Project Number **2023-514**

schedule are met at every phase of the Design and Construction Documents development and during construction. The proposer shall describe the firms experience using life-cycle costs, while incorporating operating costs and energy efficiency measures into the work. 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
- Total number of bid packages for each project

The proposer's capacity to perform the work

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 past performance in that scope of work.

Risk identification and analysis

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.

Value Engineering and Constructability Analysis

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 at the current point of the project, currently at design development documentation.

Proximity to the Project Location / Self Performance

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.

Sustainable environmental LEED experience

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.

The proposers **past performance in utilization of disadvantaged business enterprises**, small business entities and their inclusion plan for these entities.

10.0 PHASE TWO - NOTIFICATIONS & REFERENCE CHECKS

After scoring proposals, the selection committee will select a short-list of the most highly qualified firms as Finalists to move forward in the selection process. Phase Two only applies to Finalist firms and consists of proprietary meetings, an interview and a Final Proposal as described in the following sections.

The short-listed Finalists shall provide no less than five 5 references for key personnel within the last 10 years, on the DES provided Performance Evaluation Questionnaire (Attachment 4). This includes key personnel involved in the Preconstruction and the Construction phase. The selection committee reserves the right to make reference checks beyond those provided by the short-listed firms.

Each Finalist will have **one** individual proprietary meeting and interview with the Selection Panel. The purpose of the meetings are for the finalists to ask questions of the Owner and the Design Team and better understand the requirements of the project. Each finalist will create their own proprietary meeting agenda and lead the meeting. Finalists will submit agenda's and questions in advance of the meeting by **October 3, 2024 at 1:00 pm PT**. Each of the finalist firms will have **90 minutes** to conduct the meeting. The proprietary meetings/interviews will not exceed the time allotted. Information shared in these meetings will not be discussed with other finalists.

11.0 PHASE TWO - INTERVIEW

Should a 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

Request for Qualifications & Proposal for GC/CM Services
 CCS; Spokane Falls Community College Lodge Building Renovation
 Department of Enterprise Services
 Project Number **2023-514**

proposal as well as additional questions that might have been posed in the notification letter to the 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.

Criteria	Value
Ability and qualification of professional personnel	15
Risk analysis, mitigation and management	10
Value engineering, constructability/interdisciplinary review and approach to executing the project	20
Approach to Preconstruction Services, integration with design team, and cost estimating	20
Time and budget requirements; schedule management	20
Past performance on similar complex or negotiated contracts	10
Final Proposal (Bid)	5
Diverse Business Inclusion Plan (Mandatory Requirement)	Not Scored
Accident Prevention Program (Mandatory Requirement)	Not Scored

Diverse Business Inclusion Plan **Mandatory Requirement**
 Each Finalist team shall present its project Diverse Business Inclusion Plan during its interview. See Section 14.0 and Attachment 06 for Plan requirements.

Accident Prevention Program **Mandatory Requirement**
 A copy of an accident prevention plan and safety program shall be provided similar to the plan and program to be developed for this project, identifying specific criteria applicable to this project.

12.0 FINAL PROPOSALS

The Finalists that the selection committee believes to be the most highly qualified based upon their Phase 1 proposal scores 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:

$$\text{Lowest Conforming Proposal (bid) / Proposal being evaluated (bid) X 5}$$

Firms asked to submit Final Proposals shall submit a bid number for the GC/CM Percent Fee and the Specified General Conditions (SGC) Work on a Final Proposal form to be provided. The terms GC/CM Percent Fee and the 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

Request for Qualifications & Proposal for GC/CM Services
CCS; Spokane Falls Community College Lodge Building Renovation
Department of Enterprise Services
Project Number **2023-514**

added to the lump sum dollar amount for the detailed Pre-Construction Services, and to the lump sum dollar amount for the 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 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, or electronically signed with date and time.
- Proposers shall submit bid amounts in the format provided in the Request For 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.

13.0 FINAL SELECTION

The Finalist with the highest score resulting from the selection committee's scoring of the Interview, and the results of the Final Proposal 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 (see also Attachment 6)

Each Finalist team shall present its project Diverse Business 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 (see also Attachment 7)

In accordance with [RCW 39.04.320](#) the state of Washington requires Apprenticeship Participation for this project. Apprenticeship participation requirement shall be 15% of the total labor hours. On applicable bid packages, the bid advertisement and Bid Proposal form shall establish a minimum required percentage of apprentice labor hours compared to the total labor hours as described in Article 7. 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 GC/CM and all trade partners shall, at least monthly, file weekly certified payroll on L&I's website.

The selected GC/CM shall determine the best method of obtaining apprentice participation and shall provide an Apprentice Utilization Plan for Owner review using the Attachment 7 Apprenticeship Utilization Plan form. The plan will demonstrate how and when the GC/CM intends to achieve the Apprenticeship Utilization requirements. The Contractor shall upload the completed plan to the Labor and Industries (LNI) project page through the Contractor portal prior to proceeding with the buyout phase of the project. The Contractor shall provide and updated Plan during the course of construction when there are significant changes to the Plan which may affect their ability to meet the Apprenticeship Utilization requirement.

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.

Request for Qualifications & Proposal for GC/CM Services

CCS; Spokane Falls Community College Lodge Building Renovation

Department of Enterprise Services

Project Number **2023-514**

- f) Public Works and Prevailing Wage Training/Exemption. Bidders shall have received training on the requirements related to public works and prevailing wage under this chapter and chapter [39.12](#) RCW. The bidder must designate a person or persons to be trained on these requirements. The training must be provided by the department of labor and industries or by a training provider whose curriculum is approved by the department. The department, in consultation with the prevailing wage advisory committee, must determine the length of the training. Bidders that have completed three or more public works projects and have had a valid business license in Washington for three or more years are exempt from this subsection. The department of labor and industries must keep records of entities that have satisfied the training requirement or are exempt and make the records available on its website. Responsible parties may rely on the records made available by the department regarding satisfaction of the training requirement or exemption. <http://lni.wa.gov/TradesLicensing/PrevWage/Contractors/Training.asp>
- g) Within the three year period immediately preceding the date of the bid solicitation, not have been determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgement entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW [49.48.082](#), any provision of RCW [49.46](#), [49.48](#), or [49.52](#). A bidder shall submit a signed Contractor Certification form **with the bid or within two (2) business days of request by Owner** regarding this wage theft prevention responsible bidder criteria.

CONTRACT DOCUMENTS

ARTICLES

Article 00	GCCM Instructions to Proposers
Article 01	General Conditions for Washington State Facilities Construction
Article 02	Not applicable
Article 03	Modifications to the Washington State General Conditions
Article 04	Form of Contract (Examples)
Article 05	Preconstruction Services
Article 06	Total Contract Price
Article 07	Apprenticeship Requirements
Article 08	Quality Control/Quality Assurance
Article 09	Coordination & Meetings
Article 10	Budget
Article 11	Contract Changes
Article 12	Schedule Management
Article 13	Substantial Completion / Project Closeout
Article 14	Definitions

Request for Qualifications & Proposal for GC/CM Services
CCS; Spokane Falls Community College Lodge Building Renovation
Department of Enterprise Services
Project Number **2023-514**

ATTACHMENTS

Attachment 00	Proposer Contact Form
Attachment 01	Advertisement for GCCM
Attachment 02	Request for Final Proposal (RFFP) for GC/CM Services
Attachment 03	Final Proposal Form
Attachment 04	Performance Evaluation Questionnaire
Attachment 05	Cost Responsibility Matrix
Attachment 06	Phase 2 Diverse Business Inclusion Plan Criteria
Attachment 07	Apprentice Utilization Plan Form
Attachment 08	Protest Procedures – Phase One
Attachment 09	Protest Procedures – Phase Two
Attachment 10	RCWs Relevant to GCCM
Attachment 11	Retainage Bond
Attachment 12	Change Order Proposal Form
Attachment 13	Field Authorization Form
Attachment 14	Team Change Memo
Attachment 15	Wage Theft Prevention Form
Attachment 16	Certificate of Substantial Completion
Attachment 17	Final Acceptance Checklist Form

REFERENCE DOCUMENTS

Reference 01	CCS-SFCC Lodge Pre-Design Report
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