



Request for Qualifications

for

**General Contractor/Construction
Manager (GC/CM) Services**

Submittal Deadline: October 4, 2018 at 3:00 p.m.

**New Sciences Building Addition
Western Washington University
Project No. PW733**

1.0 INTRODUCTION

Western Washington University will be accepting Proposals from experienced firms to provide General Contractor/Construction Manager (GC/CM) services for a New Sciences Building Addition. The University intends to award a construction contract utilizing a competitive negotiation process authorized by RCW 39.10.210 and 39.10.340 through 39.10.410 and described more fully below.

The University has determined that this project meets the criteria established in RCW 39.10.340 for use of the GC/CM procedure. Among the most important factors in this determination is the critical importance of having the contractor involved during the design phase. For this project, it is important during design that the GC/CM provide detailed construction scheduling, input into procedures and specifications, input into design constructability issues, coordination of contract documents, determination of construction logistics and construction phasing, detailed cost estimates, building information modeling (BIM), and investigation of existing conditions. If necessary to help meet the overall project schedule, the GC/CM may be authorized to bid out and start construction early on subcontract bid packages before all of the project construction documents are 100% complete.

The first step in the GC/CM selection process shall consist of the submittal of a Proposal which will be evaluated in accordance with the criteria set forth in this Request for Qualifications (RFQ). The second step will be to interview the most qualified firms. Following the Interview, a shortlist of the most highly qualified firms will be identified and each firm will be asked to submit a Final Proposal, including sealed bids with the Percent Fee stated as a percentage of the advertised Maximum Allowable Construction Cost (MACC) and a fixed amount for the detailed Specified General Conditions Work.

The firm with the highest total score based on the bid submitted and the other factors set forth herein will be selected to provide Preconstruction Services and for MACC negotiations. If the parties cannot agree on a MACC as described in Section 5.4, the negotiations will be terminated and the University reserves the right to begin negotiations with the next highest scoring firm. All costs incurred by firms choosing to participate in this RFQ process shall be borne by the proposing firms.

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

2.0 PROJECT DESCRIPTION

The GC/CM for the project will construct the following project: New Sciences Building Addition.

General

Western Washington University is one of six state-funded, four-year institutions of higher education. The University is located in Bellingham, a city of approximately 87,500, situated in the northwest corner of Washington State. The University is 90 miles north of Seattle, 55 miles south of Vancouver, B.C., and an hour's drive from the ski area on 10,778-foot Mount Baker. Western maintains over 60 permanent buildings on a 212-acre campus that sits along Sehome Hill overlooking Bellingham Bay and many of Puget Sound's San Juan Islands. Among other properties, Western Washington University includes an additional 88 acres of off-campus laboratory and classroom facilities at Shannon Point Marine Center in Anacortes, Washington, and a 9.8-acre student-owned facility at nearby Lake Whatcom.

Since its founding in 1893, Western has grown into a comprehensive university with nearly 16,000 full and part-time students, making it the third largest institution of higher education in the state. The University is large enough to offer a wide range of high quality programs and small enough to focus its resources on individual students. Faculty, students and staff work closely together in a uniquely attractive setting to pursue a university education and build career skills on the sound foundation of the arts, humanities, sciences and professional studies.

Western Washington University – *Active Minds Changing Lives*. For further information about the campus in general, visit the Western Washington University website at: <http://www.wwu.edu/>

General Description of the Project

The Sciences Building Project is a new free-standing building at Western Washington University's main campus. The building is proposed to be a 4 story Science, Technology, Engineering, and Math (STEM) building. The project is planned to be approximately 50,000 GSF to accommodate the demand for instructional and research space serving STEM education. It will consist of teaching labs, wet research labs, and active learning spaces. Also, it will provide a small amount of building support and office space, and require utilities to be extended to the site. There is a potential of a connecting sky bridge to an existing facility.

The project is targeting the U.S. Green Building Council's Leadership in Energy & Environmental Design (LEED) for New Construction to achieve LEED Gold

certification through the process of the Green Building Certification Institute (GBCI).

The proposed MACC (construction cost) for the project is approximately \$38.5 Million, excluding GC/CM fees, Owner Contingency, and Washington State Sales Tax.

The project is to be designed, constructed, and certified to meet the law passed by the Washington State Legislature HB 6095 Buy Clean Washington Pilot to quantify, record and ascertain the effects and costs associated with specifications, inclusion in documentation and construction of certain materials associated with Environmental Product Declarations by collaborating with the Department of Enterprise Services (DES), Western Washington University and Perkins + Will.

The design team members include:

| | |
|-------------------------------|--------------------------------|
| Architect of Record: | <u>Perkins + Wills</u> |
| Civil Engineering: | <u>Coughlin Porter Lundeen</u> |
| Landscape Architect: | <u>Berger Partnership</u> |
| Structural Engineer: | <u>Coughlin Porter Lundeen</u> |
| MPE: | <u>AEI</u> |
| Security: | <u>AEI</u> |
| Acoustic Consulting: | <u>Greenbusch Group</u> |
| Building Envelope Consulting: | <u>Morrison Hershfield</u> |
| Cost Consulting: | <u>Roen</u> |

3.0 SCHEDULE

The following is the current planned schedule for project events (dates may be different in the Request for Final Proposals).

3.1 Design and Construction

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|-------------------------------|--|
| December 2018 – November 2019 | Design, Construction Document and WWU Review |
| November 2019 – January 2020 | Permitting, Bidding and Award |
| January 2020 – February 2021 | Construction |
| December 2021 | Substantial Completion |
| February 2021 | Owner's Move-in |

3.2 GC/CM Selection Process

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|------------------------|---|
| September 7, 2018 | First publication of Request for Qualifications for GC/CM Services (RFQ) in the Seattle Daily Journal of Commerce and the Bellingham Herald |
| September 19, 2018 | Project Informational meeting (see Section 6.0 below) |
| October 4, 2018 | Proposal submittal deadline from interested GC/CM firms |
| October 9, 2018 | Notification of most qualified firms selected to be interviewed |
| October 23, 2018 | Interviews |
| October 25, 2018 | Notification of most highly qualified firms selected to prepare Final Proposal |
| October 26, 2018 | Distribution of Request for Final Proposal (RFFP) to bidders |
| November 2, 2018 | Outreach Plan submittal deadline |
| November 9, 2018 | Final Proposal submittal deadline; selection of firm with the highest total score |
| November 12, 2018 | Notification of successful and unsuccessful firms |
| November 16, 2018 | Preconstruction Work Plan due |
| November 20, 2018 | Agreement for Preconstruction Services executed |
| December 13-14, 2018 | WWU BOT approval |
| December 17, 2018 | GC/CM Preconstruction kickoff, Concurrent Schematic Design Estimate period begins |
| February 28, 2019 | Schematic-Design complete; WWU review period begins |
| February - April, 2019 | MC/CM and EC/CM selection |
| March 2019 | MC/CM and EC/CM Outreach Plan submittal due |
| March 14, 2019 | Design Development begins |

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|-------------------|--|
| May 13, 2019 | Design Development complete; WWU review period begins |
| May 28, 2019 | Construction Documents begins |
| August 30, 2019 | Construction Documents 90% |
| September 2, 2019 | MACC Negotiations begin |
| November 11, 2019 | Construction Documents 100% complete; WWU review period begins |
| December 2019 | GC/CM Contract Executed between GC/CM and Owner |
| December 2019 | WWU BOT approval |

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 which supports the Owner's efforts to keep costs within the Owner's budget. The GC/CM shall provide Construction Management (CM) services throughout the Project, from the preconstruction period through construction and shall closely coordinate such work with the Architect and Owner. The GC/CM shall provide CM services, including but not limited to:

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

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

During preconstruction the GC/CM shall actively participate as a Project Partner with the Owner and the Architect during the Design and Construction Documents Phases prior to construction. As used here and throughout this RFQ, the term "Project Partners" refers to all of the Owner's internal stakeholders and external consultants, the Architect and their sub-consultants, and the GC/CM and their subcontractors. 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.

Key Principles and Approaches: In its ongoing commitment to improving its project delivery processes, it is the Owner's expectation that the Project Partners will implement the following concepts and practices during the Project. Proposers should take particular note of the emphasis placed in these areas in the proposal evaluation criteria in Section 9 below:

- 1) Lean Principles: The University considers the use of Lean principles in the design, construction, and closeout of the project to be an important method of maximizing the value of the project. Collaboration, transparency, and trust are key components for achieving success with Lean and for the project, in general.
- 2) Building Information Modeling (BIM): The University considers Building Information Modeling (BIM) to be a tool that will provide value to its major project delivery process. In anticipation of the use of BIM during the Preconstruction and Construction phases of this project, the University has required the Architect and its design team to design the project using BIM (or virtual design) software. From the commencement of design through building commissioning and final completion, the Project Partners will use BIM, also known as Virtual Design and Construction (VDC), as a tool for collaboration, information sharing, estimating, planning and coordination.
- 3) Early Participation of Project Partners: Key Project Partners will be selected to join the project team as early as possible. The Owner intends to contract with the GC/CM for preconstruction services prior to the commencement of the design. The University expects that the GC/CM will contract with key subcontractors (including but not limited to Mechanical and Electrical) during

- the Preconstruction phase of the Project in order for them to provide preconstruction services.
- 4) Completion of Construction Documentation: During the Preconstruction phase, selected subcontractors (Mechanical and Electrical, and potentially others) will perform detailing and coordination of the construction documents, complete coordinated shop fabrication and field installation drawings (incorporated into the BIM model), all in lieu of the traditional complete construction documentation prepared by the design team.
 - 5) Design Deliverables: As the design progresses, the content, format, schedule, and review process of the design deliverables will be established by the Project Partners in accordance with the needs of the project. In this effort, the Project Partners shall be guided by the principles of eliminating waste, minimizing cost, maximizing efficiency, and achieving the Owner's program and quality objectives.
 - 6) Cost Estimating: Early in the design phase, the GC/CM and the Architect will collaborate in the development of a cost model that will establish the initial budget parameters and controls for all of the project components and systems. This cost model will establish the baseline for all future cost estimating efforts and evaluations of the design against the project budget. After completion of the initial cost model, the GC/CM (with subcontractor support) will be the primary estimator for the project. The GC/CM will be expected to actively interface with the design team as the design progresses, providing real-time, continuous cost estimating services for evaluation against the cost model, to assure that the project remains on budget.
 - 7) Negotiated Support Services: The RFFP to be issued to the finalists will designate certain items as Negotiated Support Services, including the GC/CM's direct costs of its BIM management program and a BIM Integrator, if proposed. Subcontractor costs for BIM will not be part of Negotiated Support Services and such costs shall be included in the various subcontract bid packages.
 - 8) Mechanical Contractor/Construction Manager (MC/CM), Electrical Contractor/Construction Manager (EC/CM): The University will use the alternative subcontractor selection process described by RCW 39.10.385. Having the MC/CM and EC/CM involved in Preconstruction for design assistance will help ensure detailed coordination at all trades and resolution of all conflicts in advance of construction.

5.0 SELECTION AND AWARD PROCESS

The University is contracting for GC/CM services in accordance with the process authorized by RCW 39.10.210 and RCW 39.10.340 through 39.10.410. All Proposers must be registered by the Washington State Department of Labor and Industries in accordance with RCW 18.27.020. The process for selection of the GC/CM firm, negotiation of the MACC, award of the GC/CM Contract, and payment for Preconstruction Services is anticipated to be as follows:

- 5.1** Anyone interested in becoming the GC/CM may submit a Proposal in accordance with the requirements set forth in this Request for Proposals for GC/CM Services.
- 5.2** On the basis of the evaluation criteria set forth in this RFQ the firms submitting proposals will be scored and ranked. The most qualified firms will be asked to an interview. The Interview scores and Proposal scores will be added together and the selection committee will select the most highly qualified firms to submit a Final Proposal to establish the Percent Fee, stated as percentage of the estimated MACC, and a fixed amount for the detailed Specified General Conditions Work. After the interviews, firms selected to submit a Final Proposal will be provided with a Request for Final Proposals (RFFP) document providing additional details of the scope of Preconstruction Services, the estimated MACC, and the detailed Specified General Conditions requirements.
- 5.3** The Final Proposal will be evaluated and the scores added to the original Proposal and Interview scores. The Owner shall evaluate Final Proposals pursuant to RCW 39.04.380. All proposers shall be notified via email of the final selection decision and provided with the selection summary.

The firm with the highest score based on the selection committee's evaluation of the original Proposal and the Interview, and the scores for the Final Proposal will be asked to submit a Preconstruction Work Plan.

Subject to approval of the Preconstruction Work Plan by the Owner, the Contractor shall immediately execute an Agreement for Preconstruction Services, which shall be solely for the performance and payment of Preconstruction Services. If the Contractor fails to submit a Preconstruction Work Plan to the Owner within five (5) calendar days of Owner's request, the Owner may select the next highest ranked firm for entering into an Agreement for Preconstruction Services.

- 5.4** It is anticipated that MACC negotiations will occur when the scope of the project is adequately defined and the Contract Documents are at least ninety percent (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, which contract shall replace, supersede and incorporate the Agreement for Preconstruction Services, thereby merging the GC/CM Contract and the Agreement for Preconstruction Services.

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 Contractor's MACC estimate. The Contractor's MACC estimate shall be completed no later than three weeks from receipt of the construction documents to be used for MACC negotiations. Should the Contractor and Owner not agree on a satisfactory MACC that the Owner 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 the Owner choose to cancel the negotiations upon failure to achieve a MACC, such cancellation will be effective upon receipt of written notification to the Contractor. Contractor shall not be reimbursed for the MACC negotiations.

- 5.5** The University reserves the right to conduct reference checks for the highest scoring firm(s) after qualifications have been evaluated, and/or after interviews have been held. In the event that information obtained from the reference checks reveals concerns about a firm's past performance or their ability to successfully perform the contract to be executed based on this RFQ, the University may, at its sole discretion, determine that the firm is not qualified and remove the firm from further consideration in this solicitation. In conducting reference checks, the University may include itself as a reference if the firm has performed work for the University, even if the firm did not identify the University as a reference. Likewise, the University reserves the right to check references for the firm from others even if they were not identified by the firm as references in the submitted proposal.

6.0 INFORMATIONAL MEETING

An Informational Meeting will be held on Wednesday, September 19, 2018, at 10:00 AM in Physical Plant (PP) Room 309. Directions to this building can be found via the internet at: <http://www.washington.edu/maps/>.

Interested firms are strongly encouraged to attend. This will be the only opportunity to discuss the details of the project with the WWU staff.

7.0 SUBMITTAL DEADLINE

One (1) original bound and one PDF version on memory stick of the Proposal in response to this RFQ containing the items listed in Sections 8 and 9, below must be received at the Western Washington University Physical Plant Building no later than **3:00 PM on October 4, 2018**. Submittals sent by mail or courier shall be sent to the address below and must be delivered to the WWU Physical Plant Building by the deadline stated above. Faxed or e-mailed submittals will not be accepted.

Western Washington University
Physical Plant Building – MS 9122
Attention: Mark Nicasio
915 26th Street
Bellingham, WA 98225
Mark.Nicasio@wwu.edu
(360) 650-6296

Any addenda issued for this RFQ will be published at the following website address: <https://www.wwu.edu/wwuarchitect/consultants/index.shtml>.

Contractors are responsible for checking the website 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 PROPOSAL FORMAT

Every Proposer must reply to each of the evaluation criteria set forth below in a clear and concise manner. Responses must be in the same order as listed, clearly separated with tabs and labeled by response. Brevity is preferred. Pay attention to specific requests for information. The submittals shall be organized in a manner that will enable the GC/CM selection committee to quickly access pertinent information. The submittals shall not exceed forty (40) page sides, except that Attachments I and II, and section tabs/dividers are not included in this page limit. In consideration of the reviewer's time, every effort should be made to avoid duplicating the information presented in the Proposal.

9.0 PROPOSAL EVALUATION CRITERIA: (50 points)

All Proposals received will be scored by a selection committee consisting of representatives from the University, the Architectural consultant, and other project individuals assigned to the committee. Each evaluation criterion has been

assigned points based on its relative value to the contract as a whole. The Proposal criteria and their associated points are as follows:

- 9.1 Letter of Interest: (0 points)** The Letter of Interest should not be more than two (2) pages long and may contain any information not shown elsewhere in the submittals. Clearly indicate the project name and project number. In your letter, provide the name and contact information of the individual in your firm whom the University should contact for communications regarding the selection process. The contact information should include the following: name of individual, with title (Mr., Ms., etc.), position, mailing address, telephone number, and e-mail address.

In your letter, acknowledge that you have reviewed any addenda issued to the RFQ, as posted on the University's website.

- 9.2 Qualifications of the Firm: (2 points)** Provide a brief description of the history and capabilities of the firm. Describe types of projects or services the firm normally performs and relative dollar value of each. If the firm is a joint-venture, describe the component parts and indicate where the partners have had experience working together.

- 9.3 Ability of the Firm's professional personnel: (6 points)** Describe the proposed Project Team, including team members, the organization, and the responsibilities of each team member. Provide an organization chart showing the staffing proposal for the key individuals assigned to the Project Team. Prepare a separate listing for the preconstruction and construction phases. At a minimum, the corporate executive dedicated to the Project, the project manager, the superintendent, the estimator, the scheduler and the safety officer, the person responsible for BIM, and the person responsible for administering and monitoring implementation of the firm's outreach plan for inclusion of SBE's and DBE's shall be identified. List the title of the position, the name and qualifications of the individuals to be assigned, the hourly rate to be charged for work performed by the individuals assigned (if a Negotiated Support Service), and the extent of involvement of the individuals assigned during each phase of the Project (preconstruction, subcontract buyout and construction) expressed as a percentage (100% = full time).

Include resumes with the history of employment, education, work experience, length of time with the firm, and any other information the selection committee might find useful in evaluating the qualifications and abilities of the individuals nominated, including but not limited to, experience in management of comparable projects, critical path method schedule

preparation and analysis, and pricing and negotiation of change orders. Note: If selected, Proposer acknowledges that it will provide for the duration of the Project, the full complement of staff, including the specific persons identified in its Proposal.

9.4 Past performance of the Firm in negotiated and complex projects:
(5 points)

Describe your firm's experience in completing GC/CM projects. Provide a list of five similar and completed projects in Washington State. For each project provide a description of the project, the duration of construction, the final cost, a description of the Preconstruction Services performed, a reference with telephone number who is familiar with your firm's performance in completing the project and note if any of the individuals named in your Project Team participated as members of the project team for the listed project. If your firm has not completed five GC/CM projects in Washington, then list projects you believe were successfully completed using a similar CM/GC or GMP format.

9.5 Ability of the Firm to meet time and budget requirements: (3 points)

Describe how your firm would monitor and ensure the Owner's program scope is maximized and the Owner's construction budget and project schedule are met at every phase of the Design and Construction Documents development and during construction. What estimating and scheduling systems and management techniques does your firm employ to achieve success in the aforementioned items? Provide the following additional information for each of the five projects listed in your firm's response to paragraph 9.4 above: 1) Owner's original estimate; 2) original Total Contract Cost; 3) final contract cost; 4) original contract completion date; and 5) actual date of Substantial Completion.

Cost estimating and cost tracking. Discuss your firm's approach to the GC/CM acting as the primary estimator for the project, and steps the GC/CM would take to lead the process and mitigate the disadvantages to ensure accurate and reliable estimates. Describe the proposed project team's experience in actively interfacing with the design team to provide continuous real-time cost feedback and estimating services. Describe the firm and proposed team's approach to providing reliable detailed Mechanical, Electrical, and Plumbing Conceptual, Schematic and Design Development level estimates without relying solely on subcontractor input.

9.6 Firm's proximity to the Project location: (1 points)

Demonstrate your firm's experience in successfully completing construction projects in the Bellingham/Whatcom County area and your success in working with local subcontractors and suppliers, permitting officials and

design professionals. Indicate your firm's proximity to the Project location, familiarity with the local labor and subcontracting market, and capability of working with subcontractors to generate viable pricing alternatives.

9.7 Recent, current and projected workload of the Firm: (3 Points)

What has been your firm's annual volume (in dollars) of construction for the past five years? What is the anticipated volume for the current year and what is your plan for the next two years? How would your firm's participation in this project affect that plan? Complete the *Western Washington Project Financial Questionnaire*, Attachment I. Provide the firm's bonding capacity and address the ability of the firm to bond this project. List the name, contact person and telephone number of your bonding agent, and include a statement from your bonding agent pertaining to the commitment to bond this project.

Submit one (1) unbound copy of the Western Washington University *Project Financial Questionnaire*, additional Financial Statements (if required), and bonding information required by this paragraph in a sealed envelope marked "Confidential Material in Response to Section 9.7." This financial information will not be copied or distributed except as needed in the financial review process and will not be provided for other Proposers to review. The information will be forwarded to the University's financial consultant, reviewed and returned to the Proposer within two weeks after a firm is selected for MACC negotiations. If the information is found to be deficient, the Proposer will be given 48 hours to bring its Proposal into conformity. The University reserves the right to reject any Proposal which, in its sole discretion, the University deems is non-responsive to this section.

A copy of the *Project Financial Questionnaire* is included in this RFQ as Attachment I, and an electronic copy of the *Questionnaire* is available online at: <https://www.wvu.edu/wwuarchitect/consultants/index.shtml>

9.8 Firm's approach to executing the Project: (18 points)

A. General Approach (2 points):

- 1) Discuss the firm's approach to construction and successfully completing the project. Discuss any major challenges not previously addressed and how the firm proposes to approach them.
- 2) Indicate the scope of work the firm proposes to self perform and its ability to perform it.
- 3) Describe any expectations the Proposer may have for the University, including but not limited to, the extent of on-site architectural and/or

engineering representatives during major construction or installation phases.

- 4) Prior to establishment of the MACC, the Owner intends to authorize the GC/CM to proceed with phased bidding, award of subcontract construction packages, and construction in accordance with RCW 39.10.370 (3). What risks and opportunities do these approaches present to the Owner and GC/CM? How would your firm propose that these risks be addressed in the MACC negotiations and in the contract?

This project is subject to the provisions of RCW 39.10.340 through 39.10.410, effective July 1, 2007. Specifically address your firm's approach to RCW 39.10.370 (1), (2), and (3). How would your firm approach the use of pre-MACC subcontractor bidding in establishing the negotiated MACC as authorized by RCW 39.10.370 (2)? Prior to establishment of the MACC, the Owner may, at its sole option, authorize the GC/CM to proceed with phased bidding, award of subcontract construction packages, and construction in accordance with RCW 39.10.370 (3), and as noted in Section 3.2. What risks and opportunities do these approaches present to the Owner and GC/CM? Has your firm had experience in managing the alternative selection procedure outlined in RCW 39.10.385? How would your firm propose that these risks be addressed in the MACC negotiations and in the contract?

Describe your firm's experience in working on projects seeking to maximize sustainable construction practices. Indicate initiatives the firm has employed to achieve sustainable features and/or construction processes beyond those defined in the Contract Documents.

- B. Preconstruction Services (5 points): Discuss the firm's approach to providing preconstruction services for the project. Specifically address the following Preconstruction responsibilities:

- 1) Cost tracking, cost-estimating and reconciliation with second parties;
- 2) Providing Design and MACC Negotiated Support Services budgeting;
- 2) Providing Design and Construction Document coordination comments and verifying their implementation. Address the proposed project team's experience with conducting design reviews in a virtual design environment. Use of BIM for clash detection;

- 3) Determining and assessing constructability issues including providing assistance in identifying safe work practices and requirements for construction;
- 4) Proposing Value Engineering and assessing alternative construction options, products and engineering systems for cost savings and life cycle cost design considerations;
- 5) Investigation of existing conditions to ensure the construction documents will reflect the actual site conditions – Utilities, Civil, Geotechnical and Hazardous Materials;
- 6) Scheduling, making recommendations for change and advising long-lead procurement packages to ensure the project schedule;
- 7) Recommending phasing and sequencing of work to minimize impacts to University operations;
- 8) Assessing and recommending site logistics requirements;
- 9) Subcontract Plan preparation and procurement planning.

Provide two 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 (GMP).

C. Use of Building Information Modeling (BIM) (4 points): Describe the experience of your proposed project team in integrating BIM technology into the delivery of projects. Describe the potential uses, benefits, considerations, pitfalls and outcomes in the use of BIM on this project. In evaluating this criterion, firms will receive more points for demonstrating that their proposed project team has hands-on experience in:

- 1) Applying BIM technology to enable trade coordination, project planning and scheduling, craft labor productivity enhancement, tracking design changes and as-built conditions, enhancing follow-on operation and maintenance and/or improving field construction practices;
- 2) Integrating BIM into subcontractor relationships and contracts;
- 3) Integrating BIM with the virtual design of the Architect in a way that maximizes the sharing of information between designer and builder,

while respecting the contractual and legal responsibilities and liabilities of the parties;

- 4) Enabling or enhancing the participation of the subcontractors who will be brought onto the project team during the Preconstruction phase;
- 5) Affecting the relationships and interactions of the Project Partners.

D. Early Selection of Project Partners and Completion of Construction Documentation (3 points): Describe your proposed project team's experience with the concepts of early selection of subcontractors and subcontractor completion of construction documentation as described in this RFQ (Section 4.0, Key Principles and Approaches, items 3 and 4) in either the public or private sector. Outline a suggested approach to the intent expressed in this RFQ that would provide value to the University, comply with Washington state public works requirements, address fair and open competition, and minimize risk to the University.

E. Lean Principles (4 points): Describe the firm's proposed approach to the use of Lean principles for this project. Provide examples of Lean principles from past projects to support the project approach. For brevity you may reference other parts of the submission. Include the owner, designer, suppliers and subcontractors in the approach from the design phase through the construction closeout phase. Describe a future state for the use of Lean on this project and how it might be achieved.

9.9 Quality Control: (2 points)

Provide a one-page summary of your firm's approach to quality control during construction including coordination of subcontract work and building systems commissioning. In this summary include a description of the quality control organization you plan to employ and the levels and authority of the individuals assigned quality control responsibility.

9.10 Accident Prevention Program: (4 points)

Describe your firm's approach to the prevention of accidents and injuries on this project.

Complete the Western Washington University *Safety and Health Qualification Statement*, Attachment II, and submit this with your Proposal.

A copy of the *Safety and Health Qualification Statement* is included in this RFQ as Attachment II, and an electronic copy of the *Statement* is available online at: <https://www.wvu.edu/wwuarchitect/consultants/index.shtml>

9.11 Sustainable Design and LEED Experience: (2 points)

Describe your firm's experience in working on projects seeking to maximize sustainable construction practices. Indicate initiatives the firm has employed to achieve sustainable features and/or construction processes beyond those defined in the Contract Documents.

Provide a brief 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. Also, indicate initiatives the firm employed to achieve additional LEED points other than those defined in the Contract Documents.

9.12 Past Performance in the Utilization of sbe/dbe/MBE/WBE/MWBE:

(4 points)

Provide a summary of your firm's performance in the state of Washington over the last five (5) years on projects of similar size and scope (whether delivered via the GC/CM delivery approach, or not) in utilization of sbe/dbe/MBE/WBE/MWBE (see definitions of these terms in Section 13.0 Business Equity below).

For each project, include the following:

- Name of the project
- Date of substantial completion
- Name of the owner and contact person with email and phone
- Final contract value
- Owner's utilization goals for the project (if any)
- The overall percentage of the final contract value paid to sbe/dbe/MBE/WBE/MWBE

10.0 INTERVIEW: (30 points)

After scoring Proposals the selection committee will select a short-list of the most highly qualified firms to interview. Prior to the interview references will be checked by the selection committee.

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

In evaluating the results of the interview, the selection committee will use the following criteria and weighing of points. Firms to be interviewed will receive more information about expectations in these areas in their notification letter:

| | |
|--|-----------|
| General interview, discussion and team dynamics | 10 points |
| GC/CM's approach to achieving an injury-free project | 7 points |
| BIM expertise and experience | 6 points |
| Lean design/construction approach | 4 points |
| Approach to outreach for inclusion of sbe/dbe/MBE/WBE/MWBE | 3 points |

11.0 FINAL PROPOSALS: (20 points)

The firms that the selection committee believes to be the most highly qualified based upon their Proposal and Interview scores will be requested to submit a Final Proposal for Percent Fee and Specified General Conditions Work. Final Proposals will be evaluated as follows:

A. Outreach Plan – 5 points

Submit the proposed Outreach Plan for Business Equity.

B. Percent Fee and Specified General Conditions Work – 15 points

| | | |
|---------------------------------------|---|-----------|
| Low Conforming Proposal | - | 15 points |
| Proposals within 5% of Low Proposal* | - | 14 points |
| Proposals within 10% of Low Proposal* | - | 12 points |
| Proposals within 15% of Low Proposal* | - | 9 points |
| Proposals within 20% of Low Proposal* | - | 5 points |
| Others | - | 0 points |

* Computed as follows: $\frac{\text{Proposal being evaluated} - \text{Low Conforming Proposal}}{\text{Low Conforming Proposal}} = \%$

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

- 11.1** State your Percent Fee as a percentage and multiply it by the estimated "MACC" (Maximum Allowable Construction Cost) indicated in the RFFP document to determine a single lump sum number for the dollar amount of the Percent Fee. The dollar amount of the Percent Fee will be added to the fixed dollar amount for the detailed Specified General Conditions Work to determine a single number for the Total Bid.
- 11.2** In completing the Final Proposal Form, the Proposer must enter a number for both the Percent Fee and the detailed Specified General Conditions Work. No other entries, modifications, or qualifications shall be made to the bid. Failure to comply in full with these requirements shall be grounds for a bid being declared non-responsive. The Owner reserves the right to reject any or all bids, and to waive informalities or non-material irregularities in the bids received.
- 11.3** The name, address, and Contractor's registration number shall be typed or printed on the Final Proposal Form in the space provided.
- 11.4** Bids must be (1) submitted on the forms furnished by Owner or on copies of those forms, and (2) manually signed in ink. The person signing the Final Proposal Form must initial each page.
- 11.5** Proposers shall submit bid amounts in the format provided in the Final Proposal Form. Only the amounts and information asked for in the Final Proposal Form furnished will be considered as the bid. All blank spaces must be filled in.
- 11.6** Clearly identify the project name on the outside of the bid envelope.

12.0 FINAL SELECTION

The firm with the highest total score (Total Possible: 100 points) resulting from the selection committee's scoring of the Proposal, the Interview, and the results of the Final Proposal will be selected to provide Preconstruction Services and for MACC negotiations. In the event of a tie in total score the firm with the lowest conforming Final Proposal (bid) will be selected.

13.0 BUSINESS EQUITY

The University is committed to providing the maximum practicable opportunity for participation by minority business enterprises (MBEs) and women business enterprises (WBEs) on public works construction projects (collectively referred to as MWBEs). Voluntary goals for this project have been established at 10% for MBEs and 6% for WBEs. Participation may be either on a direct basis or as a subcontractor or supplier. No minimum level of MWBE participation shall be required as a condition of being awarded the GC/CM Contract. Firms will not be rejected or considered non-responsive if MWBE participation is not included in their proposal.

In the RFFP stage, Finalists will be required to submit their proposed Outreach Plan for inclusion of sbe/dbe/MBE/WBE/MWBE prior to submission of the Final Proposal Form (the bid). The scores assigned to each Finalist's Outreach Plan will be available at the time of opening of the Final Proposal Forms. The plan shall outline the outreach and voluntary goal achievement strategies the Contractor intends to implement, and address the Contractor's proposed actions to comply with the Requirements of Section 00 21 00 of the General Conditions for GC/CM Projects at Western Washington University.

After award of the GC/CM Contract and prior to the Contractor conducting any subcontract bidding, the Contractor will be required, per the terms of the GC/CM Contract, to finalize the Outreach Plan for the Owner's review and approval. **The cost of finalizing the Outreach Plan shall be compensated under the Preconstruction Services Agreement. Implementation of the final approved Outreach Plan shall be compensated as Specified General Conditions work.**

14.0 PROTEST PROCEDURE

In order to be considered, protests of the selection decision made pursuant to Section 5.3 must be received by the Owner no later than four (4) business days from the date of email notification of the selection decision. Protests must be in writing, and addressed to:

Western Washington University
Office of Facilities Development and Capital Budget
Attention: Brian Ross, Assistant Director of Capital Budget
915 26th Street MS 9122
Bellingham, WA 98225-9122

Protests shall include the name, email address, and phone number of the protestor's authorized representative, the specific grounds for the protest, all supporting documentation, and the specific relief requested.

Upon receipt of a timely written protest, the Contracts Manager shall review the protest, consider all available facts, and issue via email a final protest decision. Owner may not execute a contract with the selected firm until two (2) business days after the final protest decision is transmitted to the protestor.

15.0 CONTRACTOR ELIGIBILITY

Regardless of whether this project includes any federal funding, by submitting a proposal for the project, the Contractor hereby represents and warrants that it is not and at no time has been, excluded, suspended, or barred from participation in, or otherwise sanctioned by any federally funded program, including but not limited to Medicare and Medicaid, and is not listed on the Excluded Parties List System (EPLS) of the General Services Administration. The Contractor hereby agrees to immediately notify the Owner of any threatened, proposed, or actual exclusion, suspension, or debarment from any federally funded program.

The Owner will verify that the Contractor is not excluded from participation on federally funded projects prior to execution of the Agreement for Preconstruction Services. The Contractor shall check the exclusion database of EPLS to verify that none of its subcontractors or suppliers appears on the database. Individuals or entities that are excluded from working on federally-funded programs as reported on EPLS will not be permitted to work on this project. If any subcontractors or suppliers are found to be barred from participating on federally funded projects, that subcontractor or supplier shall immediately be excluded from the jobsite, and the Owner will not be responsible for any damage or delay resulting from such exclusion. The database may be accessed through the following website at: <http://www.epls.gov/>.

Attachments:

- I Project Financial Questionnaire
- II Safety & Health Qualifications Statement



**ATTACHMENT I
PROJECT FINANCIAL
QUESTIONNAIRE**

Preparation of Project Financial Questionnaire

Together with completion of this document, the applicant must supplement its response. For a firm showing a net worth in excess of \$100,000, the applicant must provide, with the questionnaire, a copy of its financial statement as *audited* or *reviewed* for its last fiscal year, prepared in accordance with the standards of the American Institute of Certified Public Accountants. The statement must be prepared by and independent certified public accountant registered and licensed under the laws of any state. Balance sheets, income statements, a statement of retained earnings, supporting schedules and notes, and the opinion of the independent auditor must accompany the financial statement. A compiled Financial Statement is not acceptable.

Additionally, if more than six months time has elapsed since the date of the last project financial questionnaire, to be provided per the preceding paragraph, the applicant must also provide a current internal balance sheet and income statement for its most recent year to date, monthly or quarterly period. Such information does not have to be reported by an independent accountant.

Project Financial Questionnaire

| | | | |
|---|--------------------|---|--------------------------|
| 1. End of Applicant's Fiscal Year | | Month _____ | Day _____ |
| 2. Date of Year-end Financial Statement | | _____ / _____ / _____ | Month Day Year |
| As of the above date the firm's total assets, liabilities and net worth are as follows: | | | |
| Total Tangible Assets | Total Liabilities | Net Worth | |
| \$ _____ | \$ _____ | \$ _____ | |
| 3. ADDITIONAL FINANCIAL RESOURCE(S) (i.e., Bank Line of Credit, Parent Firm Guarantee, Personal Pledge of Net Worth, etc.) any additional financial resources shall have a notarized letter to document the Pledge/Guarantee. The required information within the letter must have the dollar amount, purpose of Pledge/Guarantee, and a termination date for the Pledge/Guarantee. If additional financial resources are used within your Financial Statement above, indicate in the "Yes" column below. A Parent Firm Form is available upon request. | | | |
| Source | \$ Amount | Termination Date | Yes No |
| | | | |
| | | | |
| | | | |
| | | | |
| Statement of Financial Ability | | | |
| The firm certifies that its net worth has not substantially changed from that sum shown above in the Financial Statement. The prequalified firm is able to post the deposit (cash, certified check, security bond) (5% of amount of bid) and secure the performance and payment bonds (full contract amount) as required by RCW 39.10.060 for any project for which it has submitted a bid and is the successful bidder. | | | |
| The firm's largest bonded, successfully completed project in the last three years is: | | | |
| The firm's bond for that project was: \$ _____ | | Date that project was completed: _____ | |
| Name of firm (as registered with the Washington Department of Licensing) | | | |
| By: (Authorized Signature) | | Title | |
| Business Account Numbers (List the following business account numbers for your firm) | | | |
| Unified Business Identifier No. (UB) | Master License No. | Federal (IRS) Employee Identification No. | |
| Secretary of State (WA) Corporate No. | Expiration Date: | | |

| | | |
|---|---|---|
| Type of Organization | | |
| <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Co-Partnership <input type="checkbox"/> Joint Venture <input type="checkbox"/> Corporation | | |
| Corporation | | Co-Partnership or Joint/Venture |
| If your agency is a corporation, complete the following Date of Organization Status: | | |
| <input type="checkbox"/> General <input type="checkbox"/> Limited <input type="checkbox"/> Assoc. | | |
| Date Incorporated | In What State? | Is there any information on duration of co-partnership or joint venture? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Explain: |
| President's Name | Vice President's Name | |
| Secretary's Name | Treasurer's Name | |
| If out-of-state corporation, have you complied with Washington's corporation laws <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Other Organization Affiliation: List those persons within your organization that have business affiliation in any other organization which is involved in construction-oriented projects as contractor, subcontractor, supplier or consultant. | | |
| Name of Individual | Location and Name of Other Organization | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Non-Collusion | | |
| In order for your application for Prequalification to be considered, it is necessary to finish the following information: | | |
| 1. Has your firm ever been indicted, pled guilty, pled nolo contendere (no contest), or been convicted of any offence that has resulted in your firm being barred from being or performing work for any State, Local or Federal Government? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| 2. Has any officer, employee, or other member of your firm ever been indicted, pled guilty, pled nolo contendere, or been convicted of any illegal restraints of trade, including collusive bidding? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach a separate sheet(s) to this form giving the details involved. | | |
| 3. Has any officer, employee, or other member of your firm ever been debarred for violation of various Public Contract Acts incorporating Labor Standards Provision? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| 4. Is your firm under the protection of the bankruptcy court, has pending any petition in bankruptcy court, or have you made an assignment for the benefit of creditors? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Authorized Signatures | | |
| List the names and titles of those in your organization who are authorized to execute proposals, contracts, bonds, and other documents and/or instruments on behalf of the organization. Specify if more than one signature is required. | | |
| Name (Type or Print) | Signature | Title |
| | | |
| | | |
| | | |
| | | |
| | | |

Execution of Affidavit

| | |
|---------------------|---|
| Sole Proprietorship | Signature of the individual in the firm name under which business is conducted |
| Co-Partnership | The signature of all partners, general and limited under the firm name, or the signature of their attorney in fact |
| Corporation | The signature of authorized officer(s) of the corporation with the corporate seal affixed |
| Joint Venture | Signature of an authorized representative of each party to the joint venture. Corporate members of a joint venture shall also affix the corporate seal. |

Affidavit

The undersigned, being dully sworn, deposes and says that the foregoing is a true statement of facts concerning the sole proprietorship, corporation, co-partnership, or joint venture herein named, as of the ate indicated; that the Financial Statement taken from the books of said firm as individual is a true and accurate statement of the financial condition of said firm or individuals as of the date thereof; that the answers to the foregoing interrogatories are true; that this statement is for the express purpose of inducing the Western Washington University to award the said firm or individual a contract; and that any depository, vendor, or other agency herein named is hereby authorized to supply the Western Washington University or its agent with any information to verify this statement.

Name of Firm (as registered with the Washington State Department of Licensing)

Authorized Signature _____ Authorized Signature _____

Authorized Signature _____ Authorized Signature _____

Subscribed and sworn to me on this _____ day of _____, 2012

Notary Public in and for the State _____

residing at _____

Corporate Seal

Notary Seal

Statement Prepared By _____ Title _____ Date _____



ATTACHMENT II SAFETY & HEALTH QUALIFICATION STATEMENT

- Please do not leave blanks on any item except lists, use 'n/a' if a field does not apply.
- You may neatly handwrite this information. We are more concerned about correct, complete information than how it looks.

Date of Response _____

Legal Name of your company:

Street Address: _____

City: _____ State: _____ Zip: _____

Mailing Address:

City: _____ State: _____ Zip: _____

Phone: (____) _____ Fax: (____) _____

Is this address the Main Office Regional Office Branch Office Other _____

Please fill in your company's trade(s):

| CSI No. | Description |
|---------|-------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

- Please list your Company's Workers' Compensation Interstate/Intrastate Experience Modification Rate (Experience Factor) for the most recent three years:
Year/Rate 2018 _____ Year/Rate 2017 _____ Year/Rate 2016 _____

Intrastate (Year/Rate/State Abbreviation) Other States

| | | | |
|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

