



ISSAQUAH
SCHOOL DISTRICT 411

Request for Qualifications
Progressive Design-Build Services
New Middle School

Issaquah School District
February 5, 2018

Responses Due: March 16, 2018

Progressive Design-Build Services

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1.0 ISD INTRODUCTION AND DELIVERY OBJECTIVES

Note to Proposers: Based on Proposer comments received during the informational and draft RFQ period, ISD is separating the selection process for the High School and Middle School projects. The High School selection process will proceed first and after a successful Proposer is selected, Proposers will be notified, and then the Middle School selection process will proceed. Under the original approach, a concern was raised by a prospective Proposer that if they submitted on the High School with the intent of being considered for either school, and they were shortlisted on the High School but not successful, that their SOQ/Interview if applied to the Middle School may not compete as well with another firm that only submitted on and catered their approach specifically to the Middle School. ISD determined this to be a valid concern and therefore separated the selection process for the two schools. ISD has adjusted the conceptual project schedules accordingly.

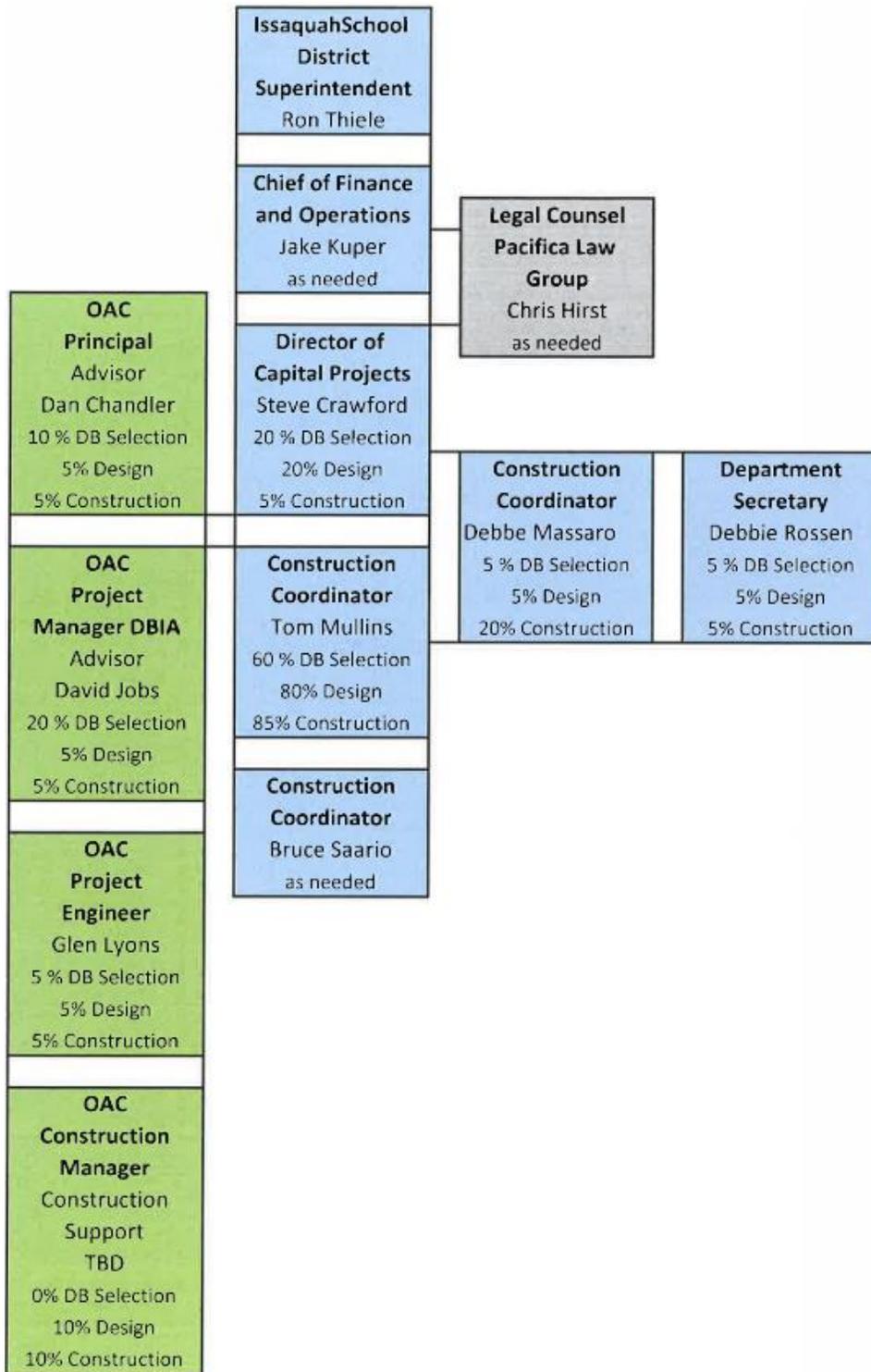
1.1 Introduction

Issaquah School District 411 (ISD) is using the progressive design-build (DB) delivery method to promote competition and success through a planning and development process that is attractive to qualified Proposers. ISD is enthusiastically implementing DB to: optimize design-builder innovation and solutions; promote early and effective collaboration between the owner, designer, and builder; improve cost estimating accuracy during design; facilitate construction completion; enable the most efficient procurement of subcontractors and suppliers in a competitive market; and financially manage the project with open-book pricing and transparency.

1.2 DB Delivery Objectives

- 1.2.1** Clear and coordinated leadership during both the design and construction phases. Demonstrate effective collaboration with the design consultants.
- 1.2.2** Responsibly manage the development of the design to ensure budget is maintained.
- 1.2.3** Embrace an integrated project team model together with ISD and OAC, all focused on the best interest of the project, ISD students and staff.
- 1.2.4** Provide high quality pre-construction consulting services including accurate cost estimating, phasing, scheduling, VE and constructibility.
- 1.2.5** Provide integrated use of current design and construction technology to help maximize construction efficiency, limit waste and avoid re-work.
- 1.2.6** Integrate with ISD document and workflow management systems, including web-based collaboration tools to streamline typical project workflows and document controls.
- 1.2.7** Assist ISD in establishing and achieving high performance goals that promote the delivery of efficient environmentally responsible facilities.
- 1.2.8** Implement innovative strategies to solicit and manage subcontractor and supplier bidding to obtain competitive pricing from high quality vendors.
- 1.2.9** Support the independent Commissioning Agent including planning and execution of system startup, testing and training.
- 1.2.10** Provide robust training for ISD maintenance and custodial staff members including all related documentation.
- 1.2.11** Provide thorough project closeout services planned well in advance.
- 1.2.12** Provide high quality construction services to deliver a quality project, safely, within schedule and budget.

1.3 ISD Middle School Team Members



2.0 PROJECT INFORMATION

2.1 New Middle School

The New Middle School is being built to reduce student populations at five existing middle schools, accommodate student population growth, and meet the District’s needs into the future. The New Middle School will be a high-performance building. The educational program for the new facility includes core learning environments, a science suite, music, athletic facilities, community spaces (library, gym, commons with stage and dining), administrative areas, special services, and building support spaces.

The new building is planned to serve 900 students in grades 6-8, enclosing approximately 130,000 gross square feet. Additional, the project includes development of a, all-weather turf athletic field, parking for staff, students, bus drivers, and bus parking below the football field / track. The new facility will be built on the site of the existing District Administration Center. Issaquah Valley Elementary School is adjacent to the area to be redeveloped and will remain in operation. Minimizing impacts to the existing elementary school will be important.

Project site location: 565 NW Holly Street, Issaquah, WA, 98027.

2.1.1 Conceptual Project Budget:

| Item | Budget |
|--|---------------------|
| Costs for PM/CM and Professional Services (Consulting, Legal etc.) | \$1,200,000 |
| Estimated project DB costs (including construction contingencies) | \$57,500,000 |
| Equipment and furnishing costs | \$3,300,000 |
| Off-site costs | \$750,000 |
| Contingencies | \$5,300,000 |
| Sales Tax | \$5,950,000 |
| TOTAL | \$74,000,000 |

2.1.2 Conceptual Project Schedule:

| Task Name | Duration | Start | Finish |
|--|-----------------|---------------------|--------------------|
| MIDDLE SCHOOL CONCEPTUAL SCHEDULE | 723 days | Wed 12/20/17 | Fri 9/25/20 |
| Draft RFQ / Ad / Meetings / Q&A | 28 days | Wed 12/20/17 | Fri 1/26/18 |
| RC Meeting / Approval | 0 days | Thu 1/25/18 | Thu 1/25/18 |
| DB Selection | 40 days | Mon 2/5/18 | Fri 3/30/18 |
| DB Contracting | 30 days | Mon 4/2/18 | Fri 5/11/18 |
| Early Site Package | 300 days | Mon 5/14/18 | Fri 7/5/19 |
| Preliminary Design / Estimating / Validation | 90 days | Mon 5/14/18 | Fri 9/14/18 |
| Permitting | 110 days | Mon 9/3/18 | Fri 2/1/19 |
| Final Design / Estimating / Validation | 90 days | Mon 9/17/18 | Fri 1/18/19 |
| Negotiate GMP | 20 days | Mon 1/21/19 | Fri 2/15/19 |
| Construction | 100 days | Mon 2/18/19 | Fri 7/5/19 |
| New School Building | 450 days | Mon 5/14/18 | Fri 1/31/20 |
| Preliminary Design / Estimating / Validation | 140 days | Mon 5/14/18 | Fri 11/23/18 |

| Task Name | Duration | Start | Finish |
|--|----------|--------------|-------------|
| Permitting | 160 days | Mon 11/5/18 | Fri 6/14/19 |
| Final Design / Estimating / Validation | 140 days | Mon 11/26/18 | Fri 6/7/19 |
| Negotiate GMP | 30 days | Mon 6/10/19 | Fri 7/19/19 |
| Construction | 250 days | Mon 7/22/19 | Fri 7/3/20 |
| Cx / Systems Training / Shake-down | 60 days | Mon 7/6/20 | Fri 9/25/20 |
| Move-in, Furnish, Set-up | 45 days | Mon 7/6/20 | Fri 9/4/20 |

3.0 SCOPE OF PROGRESSIVE DESIGN-BUILD SERVICES

ISD is seeking a highly qualified DB team for each project led by strong project managers, school designers and support teams to participate as a critical, integrated team member throughout design and construction. Along with traditional pre-construction consulting services, ISD is seeking a DB team to integrate the best in current technology including Building Information Modeling (BIM), Life-cycle Cost Analysis and Total Cost of Ownership.

ISD is requesting only the Architect and Contractor team at this time. Additional design and engineering sub-consultant team members will be selected at a future date.

The successful Proposer will be skilled in all aspects of design and construction, including, but not limited to, organizing, leading and driving an efficient design process, facilitating public and staff engagement, leading and tracking permitting and entitlement efforts, developing critical path method (CPM) schedules, preparing construction estimates, performing value engineering and life-cycle cost studies, analyzing alternative designs, studying labor conditions, understanding construction methods and techniques, performing constructability reviews, phasing and sequencing of work, and coordinating and communicating the activities of the team throughout the design and construction phases to all members of the project delivery team. In addition, the Proposer must be familiar with the local labor apprenticeship requirements and subcontracting market, and be capable of working with subcontractors to generate viable pricing alternatives.

4.0 SELECTION SCHEDULE AND AWARD PROCESS

4.1 Selection Schedule

| Task Name | Duration | Start | Finish |
|--|----------------|-------------------|--------------------|
| MIDDLE SCHOOL (MS) SELECTION SCHEDULE | 40 days | Mon 2/5/18 | Fri 3/30/18 |
| MS RFQ Solicitation | 30 days | Mon 2/5/18 | Fri 3/16/18 |
| MS Questions Due | 0 days | Thu 2/8/18 | Thu 2/8/18 |
| MS ISD Responses to Questions | 0 days | Mon 2/12/18 | Mon 2/12/18 |
| MS SOQs Due | 0 days | Fri 3/16/18 | Fri 3/16/18 |
| MS ISD Review SOQs and Shortlist | 1 days | Mon 3/19/18 | Mon 3/19/18 |
| MS Notify Proposers of Short-list | 0 days | Mon 3/19/18 | Mon 3/19/18 |
| MS RFPF Provided to Short-listed Proposers | 0 days | Mon 3/19/18 | Mon 3/19/18 |
| MS Interview Prep by Shortlisted Teams | 4 days | Tue 3/20/18 | Fri 3/23/18 |
| MS Interviews and Confidential Fee Openings | 5 days | Mon 3/26/18 | Fri 3/30/18 |
| MS Notice of Successful Proposer | 0 days | Fri 3/30/18 | Fri 3/30/18 |

4.2 Selection Process

The selection process shall proceed as follows:

- 4.2.1** SOQ's will be evaluated by the Selection Committee in accordance with the criteria defined in the RFQ and scored in a deliberative meeting.
- 4.2.2** Three (approximately) teams will be shortlisted for interviews. ISD reserves the right to interview more or less than three as it sees fit.
- 4.2.3** Middle School interviews will be held, scored and fee proposals opened. The Proposer deemed to provide the best overall value to the District on a combination of qualifications and fee shall be awarded the project. Note: all fees will remain confidential until the agreements for pre-construction services are signed.
- 4.2.4** An honorarium of \$10,000 will be paid to each shortlisted Proposer that attends an interview and provides a fee proposal and is not awarded either project.

5.0 EVALUATION CRITERIA

All proposals received will be evaluated in accordance with the criteria defined below by a Selection Committee assembled by ISD. The points assigned demonstrate the relative weight ISD assigns to each category. All Proposers will be given the opportunity to view submittal documents, including completed score sheets, following the award of a DB pre-construction services contract. All fees will remain confidential until the agreements for pre-construction services are signed. The highest combined score for SOQ's, interviews and fee proposals will be awarded the DB pre-construction services contract and will be given the opportunity to negotiate a construction contract and a guaranteed maximum price (GMP).

5.1 Statement of Qualifications

| | |
|--|-------------------|
| Letter of Interest | 1 points |
| Proposed Team | 25 points |
| Relevant Experience | 20 points |
| Project Approach | 25 points |
| Current Workload | 15 points |
| Accident Prevention, Safety and Claims | 10 points |
| MWBE Outreach | 2 points |
| <u>WSSP Experience</u> | <u>2 points</u> |
| Total SOQ points possible: | 100 points |

5.2 Interview

The Selection Committee will review all conforming proposals received in response to this RFQ, and based upon the results of their scoring, may develop a reduced number of firms to interview. Presentation topics will be identified to the firms selected for interview. The focus of the interview is to determine the relative strength of the DB teams' proposed staff members and other factors supporting successful project delivery. Proposers can expect the interviews to focus on Proposer's project approach to key aspects of successful progressive design-build delivery.

Total Interview Points Possible **100 Points**

5.3 Fee Proposals

The Proposers that the Selection Committee believes to be most qualified, based upon the SOQs, interviews and site visits, will be requested to submit sealed proposals for fee and specified general conditions. The lowest conforming fee proposal will receive 20 points. All other fee proposals shall be evaluated as follows:

Low conforming fee* / fee submitted x 20 points

*Low conforming fee = GC fee + specified general conditions; conforming fee is defined as a fee that is submitted in accordance with the fee proposal section of this RFQ.

Fee Proposal Points Possible: 20 Points

Total Possible Points SOQ, Interview, Fee Combined: 220 Points

The DB firm earning the highest combined score for the SOQ, interview and fee proposal will be selected.

6.0 STATEMENT OF QUALIFICATION (SOQ) REQUIREMENTS (100 Points)

Respond to each of the items set forth below in a clear and concise manner. Responses must be in the same order as listed, clearly separated with tabs and labeled. The SOQ submittals shall be organized in a manner that will enable the Selection Committee to quickly assess pertinent information. The submittal shall be bound in 8-1/2" x 11" format; ten (10) signed hard copies and one (1) PDF copy supplied via flash drive are required. Limit SOQ submittals to 20 double-sided (40 single-sided) pages excluding tabs, letter of interest, bonding letter and resumes. Proposer may substitute up to four **double-sided** 8"-1/2" x 11" pages for four **single-sided** 11" x 17" pages. Please prepare hard copies in an easily recyclable form.

ISD is not requesting and does not wish to see any conceptual design renderings as part of the SOQ response. If the Proposer submits rendering(s), they will not be disqualified but their scoring may be negatively impacted.

Any questions regarding the RFQ must be submitted via email and only directed to Steve Crawford via email at crawfords@issaquah.wednet.edu. No phone calls will be accepted. Nor is any applicant to contact any ISD or OAC staff. Any questions received will be answered by email and distributed to all applicants. All questions are due by Thursday 3:00 PM February 8, 2018.

Except for the honorarium, all costs incurred in the preparation of SOQ's shall be borne by the applicant or Proposer.

ISD reserves the right to waive any informalities or irregularities in any submittal.

Submit Statement of Qualifications by Friday, March 16, 2018 at 3:00 PM to: Steve Crawford, Director of Capital Projects, Issaquah School District 411, 565 NW Holly Street, Issaquah, WA 98027

6.1 Letter of Interest (1 point)

The letter of interest should not be more than two (2) pages and may contain any information not shown elsewhere in the submittals.

6.2 Proposed Team (25 points)

- 6.2.1** ISD is requesting only the Architect and Contractor team at this time. Additional design and engineering sub-consultant team members will be selected at a future date. Provide an organizational chart and a staffing plan (in narrative form) showing proposed staff, reporting relationships and key responsibilities. At a minimum, include information for the following staff members: the principal-in-charge or corporate executive with signatory authority, DB project manager, lead architect and appropriate support staff, BIM manager, superintendent, project controls specialist and estimator. Clearly identify the primary point(s) of contact and commit their availability.
- 6.2.2** Clearly indicate the proposed staffing plan during both the design and the construction phases. Confirm availability of all proposed staff members. Show current assignments and how this work will be accomplished considering the very busy construction market.
- 6.2.3** Provide a resume for each proposed staff member, including brief project profiles for the last 5 relevant projects, employment history, education, and personal references. Clearly state years of industry experience and years of employment at proposing firm.

6.3 Relevant Experience (20 points)

- 6.3.1** Provide a description of the history and capabilities of your firm. Describe the types of projects or services the firm generally performs and the relative dollar value of each type. Provide the firm's bonding capacity and state the ability of the firm to bond the project. List the name, contact person, and telephone number of the firm's bonding agent, and include a statement from the bonding agent committing to bond the project.
- 6.3.2** Describe the work your firm typically self performs and your capability to do so on this project. How will you assure price competition on these scopes of work?
- 6.3.3** Describe the typical geographic range of your firm's work. If Issaquah is outside of that typical geographic range, how do you plan on managing this work to the benefit of ISD, including pre-construction meeting attendance and management during construction?
- 6.3.4** Provide a summary of your firm's recent, current and projected workload in addition to this project. What has been your annual volume (in dollars) for the past five (5) years? What is your anticipated volume for the current year and what is your plan for the next four (4) years?
- 6.3.5** Provide four relevant project profiles demonstrating your team's capabilities on projects of similar scope, scale and complexity. Provide your analysis of how each project relates to ISD projects. Clearly show which proposed team members worked on each project including their role.

6.4 Project Approach (25 points)

- 6.4.1** Provide an overview of your overall approach to perform efficient and effective design and construction:

6.4.1.1 Describe your proposed design process. How will your team members effectively work together and engage ISD staff members and stakeholders to accomplish ISD's educational goals within budget and on schedule? How will you promote internal DB team collaboration and pro-active management during pre-design and design?

6.4.1.2 Describe your subcontracting and supplier procurement approach. How will you capitalize on the flexibility of DB procurement while ensuring price competition and good value?

6.4.1.3 Describe your construction process. What innovations are possible under the integration of design and construction to reduce general conditions costs under DB?

6.4.2 What are the greatest opportunities available for improving the design and construction processes when using DB?

6.4.3 What are the greatest risks associated with DB delivery for ISD? How do you propose to manage and mitigate those risks?

6.4.4 Describe your expectations of ISD in efficient and effective delivery.

6.4.5 How will you promote ISD's DB Delivery Objectives stated on page one?

6.5 Current Workload (15 points)

Provide clear evidence and a statement of commitment that your team's current workload and 3-year backlog allows for the successful performance of this project.

6.6 Accident Prevention, Safety, and Claims (10 points)

6.6.1 Provide a summary of Proposer's accident prevention program and submit Proposer's EMR and OSHA (WISHA) Lost Time Accident Rate for the past five (5) years.

6.6.2 Provide a record of claims, litigation, or arbitration matters initiated by Proposer or against Proposer (in which you were a named party), for the last five years. List the name of the project, the date of litigation, the amount of the settlement and identify your involvement, i.e. defendant or plaintiff.

6.6.3 Provide a record of complaints filed against your firm by regulatory agencies (e.g., OSHA, L&I, WSHA, WDFW, WDOE, County regulators, etc.) for the last five years. List the name of the project, the date of complaint, the amount of the settlement and identify your involvement, i.e. defendant or plaintiff.

6.7 MWBE Outreach Plan (2 points)

The Owner encourages MWBE outreach in this project. The Proposer shall comply with RCW 39.10.030 and RCW 39.10.061, as it applies to MWBE participation. Voluntary participation goals are 10% WBE's and 6% MBE's. Participation may be either on a direct basis or as a subcontractor or supplier. No minimum level of WMBE participation shall be required as a condition of being awarded the DB contract.

6.8 WSSP Experience (2 points)

Provide a summary of Proposer's experience working on projects seeking Washington Sustainable Schools Protocol certification.

7.0 INTERVIEWS (100 points)

The most highly ranked Proposers submitting SOQ's will be invited for extended interviews to assist ISD in determining the Proposers with the strongest teams. ISD is not bound by any number of Proposers selected for interviews. ISD plans to visit jobsites and offices and hold formal interviews at ISD offices.

Should your firm be invited to interview, questions will be directed to the proposed key project staff. At a minimum, the principal-in-charge or corporate executive with signatory authority, DB project manager, lead architect, BIM manager, superintendent, and estimator shall be in attendance.

In addition to presenting qualifications, experience, and the project team's approach, the interviewees will be expected to respond to follow-up questions from the panel regarding the Proposer's qualifications. The length and format for the interview will be provided to the firms selected for interviews.

The successful Proposer will be scored based on the highest combination of scores for the SOQ, interview and fee proposal.

8.0 FEE PROPOSALS (20 points)

Following interviews, ISD may at its sole discretion invite selected Proposers to submit fee proposals. If a fee proposal is requested, the Proposer will be required to submit two (2) amounts on a form to be provided by ISD. The first number shall be for the "DB fee", and the second shall be for the "specified general conditions work." The terms "DB fee" and "specified general conditions work" will be specifically defined in the DB contract to be provided to those Proposers selected to submit final proposals.

- 8.1** State your fee as a percentage and multiply it by the estimated contract sum to determine a single lump sum number for the dollar amount of the fee. The dollar amount of the fee will be added to the dollar amount for the specified general conditions work to determine a single number, the Proposer's total proposal.
- 8.2** No other entries, modifications, or qualifications should be made to the proposal. ISD reserves the right to reject any or all proposals, and to waive informalities or non-material irregularities in the proposals received.
- 8.3** The name, address, and contractor registration number of Proposer shall be typed or printed on the bid in the space provided. The name must match the name on the proposal guarantee.
- 8.4** Proposals must be signed and submitted on the forms furnished by ISD or on copies of those forms.
- 8.5** Proposers shall submit proposals in the format provided in the proposal form. Only the amounts and information asked for in the proposal form will be considered as the proposal.

9.0 REFERENCE DOCUMENTS

ISD will make available to all Proposers information that may be useful in the preparation of their SOQ. Reference documents are available for informational purposes only and are subject to change. Reference documents include:

- 9.1** Conceptual site plans for the New Middle School.
- 9.2** Pre-submittal meetings (12/20 & 1/10) Q&A responses and selection process schedules.
- 9.3** Combined pre-submittal meetings (12/20 & 1/10) attendees list.
- 9.4** Draft design-build contract.
- 9.5** Sample scoring sheet.
- 9.6** Sample cost responsibility matrix.
- 9.7** Sample form of bid proposal.
- 9.8** Sample fee, specified general conditions, and reimbursables.

Reference documents will be posted on ISD's web site on February 7, 2018, at the following link:

<https://www.issaquah.wednet.edu/district/departments/CapProjects>

10.0 DESIGN-BUILD CONTRACT

The form of contract will be a cost reimbursable plus fee with a guaranteed maximum price ("GMP"). Allowances and cost saving provisions may be incorporated. Liquidated damages and possible performance incentives may be added. A complete set of ISD's draft general terms and conditions for this contract is being provided to Proposers for review and comment.

11.0 CONTRACTOR'S REGISTRATION

All Proposers must be registered by the Washington State Department of Labor and Industries in accordance with RCW 18.27.020.

12.0 PROPOSAL GUARANTEE

Proposers selected to participate in the fee proposal phase of the process shall furnish a proposal guarantee in the form of a firm commitment, such as bid bond or certified cashier's check payable to ISD, in the amount of at least 5% of the total proposal for fee and specified general conditions. ISD reserves the right to hold the proposal guarantees of all Proposers until the successful Proposer has entered into the DB contract and furnished the required bonds and insurance certificates, or for a period of 90 days, whichever is shorter.

13.0 DBE / MWBE OUTREACH

ISD encourages proposals from disadvantaged and women and minority business enterprises and DB outreach to these organizations as part of subcontractor bid packages on both projects.

14.0 PROTEST PROCEDURES

Firms that submitted fee proposals but were not selected as the highest scoring Proposer may file a protest with the ISD within two (2) business days of ISD's notification of results. Any such protest shall include the following:

14.1 Time for Protest

Per RCW 39.10.360(5) upon selection of the winning DB team, all finalists will be notified in writing. The DB teams not selected shall have 2 calendar days from notification to submit a protest. Pursuant to statutory requirements, ISD will not execute the contract with the winning team until 2 calendar days after the final protest decision is transmitted to the protestor.

14.2 Form of Protest

To be considered, a protest shall be in writing, and addressed to Steve Crawford, Director of Capital Projects, Issaquah School District 411, 565 NW Holly Street, Issaquah, WA 98027. It shall be the sole responsibility of the firm submitting the protest to ensure the timely delivery of such protest. The protest shall include the following:

14.1.1 The name, address, and phone number of the applicant protesting, or the authorized representative of the applicant submitting the proposal;

14.1.2 The name of the project for which the protest is submitted;

14.1.3 A detailed description of the specific grounds for the protest and any supporting documentation. It is the responsibility of the protesting applicant to supplement its protest with any subsequently discovered documents prior to review and decision;
and

14.1.4 The specific ruling or relief requested.

14.3 Determination of Protest

Upon receipt of a timely written protest, the ISD shall take appropriate measures to investigate the protest and shall respond in writing to the protestor. Per the RCW, contracts cannot be executed for a period of 2 days following notification of the determination of the protest. The decision of the ISD shall be final.