



Spokane Public Schools  
*excellence for everyone*

Spokane Public Schools  
200 N. Bernard Street  
Spokane, WA 99201  
(509) 354-5900

Request for Proposal No. 16-1920  
GC/CM Services for  
**Northeast Middle School**

Submittal Deadline:  
January 30, 2020 at 2:00:00 p.m.

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Other attachments (to be provided to short-listed firms for interviews)

## 1. **INTRODUCTION**

- 1.1. Spokane Public Schools (SPS) seeks proposals for providing GC/CM Services for the new Northeast Middle School Project. SPS is asking for Statements of Qualification based on this Request for Proposals. Firms will be shortlisted for Interviews based on the submitted Statements of Qualification. Scoring for Statement of Qualifications, Interviews and Pricing of Proposals will be used to select the successful GC/CM.
- 1.2. The State of Washington's Capital Project Review Advisory Board has determined that SPS has met the criteria established in RCW 39.10 for public body GC/CM certification. With this authorization, SPS has made the determination to use the General Contractor/Construction Manager procedure of public works per Chapter 39.10 RCW in lieu of sealed bids for this Project.
- 1.3. As a fully integrated member of SPS' project team, required GC/CM services for the pre-construction phase will include the following: involvement in team meetings; critical path method scheduling for buyout, construction, commissioning, close-out and move-in; conceptual estimating, preparation of detail estimates of developing designs and design alternates; regular systems analysis; value analysis, and constructability input to the developing design; early preparation of subcontract and supplier packaging plans; preparation of subcontract documents and selection process; identification of early award and long lead packages and early bidding and award if required; site investigations, testing and inspection services; and subcontract bidding and bid analysis. These and other services are described in more detail in the Contract Documents.
- 1.4. The GC/CM will become an integral part of SPS' project team. The team is comprised of:
  - **SPS:** Gregory Forsyth, Director of Capital Projects. Responsible for overall management of the project for SPS.
  - **Architects:** MMEC Architecture & Interiors.
- 1.5. The GC/CM's construction phase services include: holding weekly project team meetings; subcontract administration; CPM schedule maintenance and reporting; subcontract claims and impact analysis; change and issue management; time and cost control, including claims mitigation; quality control and assurance; safety management; the coordination and management of all construction activities; payment of all materials, labor and equipment; preparing all daily, weekly and monthly reports of progress, cost, quality issues, claims mitigation, commissioning and completion activities; and project records maintenance. These and other services shall be described in more detail in the Contract Documents.
- 1.6. The request for proposal describes the selection process and documentation required for submitting proposals for this project. Any firm failing to submit a proposal in accordance with the procedures set forth in this Request for Proposal may be considered non-responsive.
- 1.7. Proposing firms are required to attend a **Mandatory Pre-Proposal Conference** at which the particulars of the project, schedule, and elements of the contract will be discussed.

**Date: January 23, 2020**  
**Time: 8:30 a.m.**  
**Where: First Floor Board Room**  
**Address: 200 North Bernard St, Spokane, WA 99201**
- 1.8. Incentive Program: SPS intends to implement an incentive program with the GC/CM that includes, but is not limited to, the following incentive categories and will be further defined in the Owner – GC/CM contract terms:
  - Maintaining positive neighbor relations
  - Construction schedule compliance
  - Construction budget and cost compliance
  - Promoting positive teamwork with SPS Capital Projects staff, architect and school staff

- Project site safety
- 1.9. All information shall be submitted at the dates and times indicated herein to:  
Spokane Public Schools  
Barb Carson, Purchasing Services  
2815 East Garland Avenue, Spokane, WA 99207-5889  
Telephone: (509) 354-7183
- 1.10. Any questions or requests for clarification regarding this Request for Proposal during the submittal preparation period must be addressed to SPS' designated representative:  
Greg Forsyth  
Director, Capital Projects  
2815 E. Garland Avenue, Spokane, WA 99207-5889  
Telephone: (509) 354-5771  
Email: gregoryf@spokaneschools.org
- 1.11. SPS will consider no telephone inquiries (with the exception of requests to view drawings and documents) regarding the Request for Proposal, and will consider no in-person inquiries except as identified below.
- 1.12. Any firm that attempts to contact any official, employee, or representative of SPS and the Project Design Team in any manner contrary to the above requirements may be disqualified from further consideration. This prohibition does not apply to:
- Telephone calls to SPS to request copies of this proposal, to confirm attendance, or request directions relative to an interview notification received from SPS
  - Delivery of the firm's proposal
  - Discussion at the pre-proposal conference and interview
  - Delivery of written questions about the proposal
  - Site visits, with Capital Projects approval, to better understand the project
- 1.13. SPS intends to comply with the mandated apprenticeship goals of 15% for this project.

## **2. PROJECT DESCRIPTION**

- 2.1. This project will construct a new middle school located at 1250 E North Foothills Dr. located adjacent to City of Spokane Water Department facility on North Foothills Drive (see attached property map for reference). Select adjacent properties along Perry may be purchased by SPS.
- 2.2. SPS intends to enter into a construction contract for this project at approximately \$49,000,000, which includes the GC/CM MACC, Negotiated Support Services, Specified General Conditions, Fee and GC/CM Contingencies but which excludes Preconstruction Services, Owner Contingencies, Washington State and local sales taxes. The Preconstruction Services for the project shall be performed under a separate contract in the amount of \$200,000 for which the GC/CM shall bill against on a time spent basis.
- 2.3. The project will consist of a new 140,000 square foot building along with playfields and parking lots.
- 2.4. The project is scheduled to start construction in Fall 2020 and complete in Summer 2022.
- 2.5. Additional project description will be given during the Pre-Proposal Conference.

## **3. SELECTION PROCESS AND SCHEDULE**

- 3.1. SPS is contracting for GC/CM services in accordance with the process authorized by Chapter 39.10 RCW.
- 3.2. Selection will be made through a three-step process. The process for selection and award of the contract will be as follows:

- 3.2.1. Step One (SOQ) – Firms to submit Statements of Qualification (100 points)
  - 3.2.1.1. Selection of the most qualified firms after review of SOQ submissions.
- 3.2.2. Step Two (Interview) – Firms to Interview (150 Points)
  - 3.2.2.1. Selection of the most qualified firms after submission of contract comments and Interviews.
- 3.2.3. Step Three (Bid) – Firms to submit Contract Comments and Priced Proposals (100 points)
  - 3.2.3.1. Selection of the successful firm for contract execution after submission of Contract Comments and Priced Proposals followed by tabulation of final scoring.
- 3.2.4. Scoring:
  - 3.2.4.1. Step One (SOQ) will account for 100 points and be scored to short list firms who will proceed on to Step Two. Scoring for Step One will count towards the final cumulative score for the selection of the GC/CM.
  - 3.2.4.2. Step Two (Interview) will account for 150 points and be scored to short list firms who will proceed on to Step Three. Scoring for Step Two will count towards the final cumulative score for the selection of the GC/CM.
  - 3.2.4.3. Step Three (Bid) will account for 100 points and count towards the final cumulative score for the selection of the GC/CM.
  - 3.2.4.4. The final cumulative score will be the sum of points obtained from Step One (SOQ), Step Two (Interview) and Step Three (Bid).
- 3.2.5. Comments to the process described above must be received not later than 2:00:00 p.m. on January 24, 2020.
- 3.3. Schedule (Dates are approximations for the process steps and are subject to change)

Step	Date	Selection Process
One	January 10, 2020	Advertisement for Request for Proposals Published. (First Notice)
	January 17, 2020	Advertisement for Request for Proposals Published. (Second Notice)
	January 23, 2020	Pre-Proposal Conference at 8:30 a.m.
	January 24, 2020	Questions and comments from Proposers on process due by <u>2:00:00 p.m.</u>
	January 30, 2020	Qualifications due at <u>2:00:00 p.m.</u>
	February 3 through February 7, 2020	Initial scoring and short-listing of firms.
	February 7, 2020	Notifications sent to firms along with the contract attachments.

Step	Date	Selection Process
<b>Two</b>	February 20, 2020	Interviews conducted.
	February 21, 2020	Notification sent to firms regarding notification of firms to submit priced proposals
<b>Three</b>	February 26, 2020	Short listed firms to submit contract comments by <u>4:00:00 p.m.</u>
	March 3, 2020	Submit fully compliant priced proposals due at <u>2:00:00 p.m.</u>
	March 11, 2020	SPS School Board's final approval anticipated (Board Meeting subject to change).

#### 4. **STEP ONE – Statement of Qualifications (SOQ) Submittal Requirements**

##### 4.1. General Information

- 4.1.1. SPS requires that all responses follow the format stated in this Request for Proposal. Failure to follow the format as described herein may result in disqualification of the respondent's proposal.
- 4.1.2. The proposing firm shall submit FIVE (5) copies of its SOQ.
- 4.1.3. The SOQ shall be submitted in A3 format (i.e. 11x17 sheet of paper) on one side only.
- 4.1.4. Each copy shall state the firm's name, address, telephone number, Washington Contractor's license information, email address, date firm was established, bonding capacity and substantiated ability to bond this project, most recent annual volume, along with the Request for Proposal name and number on the top edge of the sheet as follows:
  - RFP No.16-1920: Northeast Middle School
- 4.1.5. In preparing the firm's Statement of Qualifications, the proposing firm shall clearly identify the firm's role on the project.
  - 4.1.5.1. If the proposing firm is representing an individual's experience while employed at another firm, the firm of record for the project and the individual's role shall be clearly identified.
  - 4.1.5.2. If the proposing firm is representing its experience while part of a joint venture, the joint venture partners shall be listed and the role of the proposing firm and its employees shall be clearly identified.

##### 4.2. Content

- 4.2.1. **Proposed Team Members** – List the key individuals to be committed for the entire duration of this project including the following information for each individual:
  - 4.2.1.1. Identify their role and availability to fulfill such role.
  - 4.2.1.2. Describe their relevant qualifications.
  - 4.2.1.3. Describe their experience on similar projects.
- 4.2.2. **Project Approach** – Identify and describe critical factors that will lead to a highly successful project outcome. Specifically address both pre-construction and construction on an undeveloped site.
- 4.2.3. **Budget Management** – Describe your approach to estimating and cost control and how it has been applied on a recent project.
- 4.2.4. **Safety** – Describe your firm's approach to project safety and provide a summary of safety statistics for the last three (3) years including your firm's EMR and OSHA Lost Time Accident Rate.

- 4.2.5. **Local Presence** – Describe your firm’s experience in completing Spokane-based projects and working with permitting authorities, subcontractors, suppliers, and weather conditions.
- 4.3. Review of Statement of Qualifications
- 4.3.1. All interested contractors will submit proposals in accordance with Sections 4.1 and 4.2 above.
- 4.3.2. Following review of the proposals, the SPS Evaluation Committee will assign a score to each firm. Scoring will be based on the evaluation criteria set forth below. The firms/teams submitting proposals will be ranked, and the committee will then recommend a shortlist of not less than two (2) and not more than four (4) of the most highly qualified firms for continuation to Step Two. The short-listed firms will receive the agreement (revised AIA A133-2009), general conditions (revised AIA A201-2017) and special conditions, General Requirements and related information. The shortlist will be provided in alphabetical order without any ranking whatsoever.
- 4.3.3. The following evaluation criteria (directly related to the information stated in Section 4.2) will be the basis for scoring and the recommended shortlist:

<b>Evaluation Criteria</b>	<b>Points</b>
<b>Project Team</b>	20 points
<b>Project Approach</b>	30 points
<b>Budget Management</b>	20 points
<b>Safety</b>	10 points
<b>Local Presence</b>	20 points
<b>Total</b>	<b>100 points</b>

- 4.3.4. The score will be kept confidential until prior to the public opening of the bid envelopes in Step Three (BID).

## 5. **STEP TWO: Interviews**

- 5.1. **Interviews (150 points):** Interviews with the short-listed firms will be conducted for the purpose of determining which of the short-listed firms are the most qualified for the project; which firms have the project personnel best able to complete the scope of services; which firms most fully understands and is able to perform the role of GC/CM as envisioned by SPS.
- 5.1.1. Key personnel (limit of 4) from proposing firms to be assigned to the project are required to be present and participate in the interview.
- 5.1.2. Times for interviews will be selected by random lottery.
- 5.1.3. Interview format, presentation topics, and scoring criteria will be identified to the short listed firms in a notification letter.
- 5.1.4. Following completion of the interviews, the committee will assign a score to each firm and select the most highly qualified firms for consideration in Step Three. The score will be kept confidential until prior to the public opening of the bid envelopes in Step Three (BID).

**6. STEP THREE: Contract Review and Submission of Priced Proposals (BID)**

- 6.1. **Contract Review:** Eligibility for the BID phase will be subject to short listed firms' contract review, comments and proposed changes as described in Item 1 below. If negotiation of contract terms is deemed not to be successful, the short listed firm will not be advanced to the BID phase.
- 6.1.1. All short listed firms will be required to provide all questions, comments or proposed changes regarding the proposed Agreement, General Conditions, Special Conditions, Pre-construction Services or General Requirements Section 011100 et seq. in writing. SPS is under no obligation to incorporate any proposed change in the Contract Documents.
- 6.1.2. If the short listed firm has no questions, comments or other proposed changes, they shall confirm this in writing. The lack of such response shall deem the firm to be non-responsive and the firm will not be advanced to the BID phase.
- 6.1.3. SPS will consult with the selected firms regarding their proposed changes. If SPS finds any conditions or comments set-forth by the short-listed firm to be detrimental to a successful negotiation of the MACC and the Total Cost of Construction and cannot be expeditiously agreed upon, contract negotiation will be deemed unsuccessful, and the firm will be disqualified from moving on to the BID Phase. SPS will issue any accepted revisions by Addendum to the Contract Documents.
- 6.2. **Priced Proposals (BID) (100 points):** The firms considered most highly qualified through Step Two (Interviews) will be asked to submit to SPS a fully compliant priced proposal for fixed site general conditions and a fixed fee on a proposal form to be provided. The terms "Fee" and "Specified General Conditions" are specifically defined in the GC/CM contract forms. SPS reserves the right to modify the contract documents included in this Request for Proposal for the priced proposal submittal. In addition, the priced proposal shall include:
- 6.2.1. A BID amount calculated by sum of the Specified General Conditions and Total Fee (i.e. the proposed Fee percentage applied to an estimated MACC of \$42,000,000)
- 6.2.2. A detailed breakdown of costs for Specified General Conditions;
- 6.2.3. A detailed breakdown of anticipated costs for Negotiated Support Services;
- 6.2.4. A breakdown of hours, rates, and costs for Pre-Construction Services;
- 6.2.5. A bid guarantee in the form of a bid bond in a form acceptable to SPS: certified check, cashier's check payable to SPS or a bid bond acceptable to SPS and executed by a bonding company licensed in the state of Washington on a Public Works Bond or equivalent form, in the amount not less than five percent (5%) of the bid Specified General Conditions and the bid Fee percentage applied to the estimated MACC. SPS reserves the right to hold the bid guarantees of all proposers until the successful proposer has entered into the contract and furnished the required deliverables, or for a period of ninety (90) days, whichever occurs first.
- 6.3. Scoring criteria – priced proposals will be evaluated as follows:
- 6.3.1. Lowest conforming priced proposal = 100 points.
- 6.3.2. All others calculated by the following formula:  $\text{Points} = 100 - (\text{Bid minus Low Bid, divided by } \$150,000)$ .
- 6.3.3. SPS reserves the right to standardize unbalanced or inadequate pricing of Specified General Conditions.

**7. FINAL CUMULATIVE SCORE**

- 7.1. Upon receipt of the bid envelopes, the scoring for Step One (SOQ) and Step Two (Interview) will be provided to the firms prior to the public bid opening of the envelopes.



- 7.2. The final cumulative score shall be the sum of points earned in Step One, Step Two and Step Three. The firm with the highest final cumulative score will be selected as the recommended GC/CM.
- 7.3. In the event of a tie in final cumulative score, the firm with the lowest conforming priced proposal (BID) will be selected as the recommended GC/CM.
- 7.4. SPS reserves the right to reject any proposal which is unbalanced or which deviates from the mean of the proposals submitted by more than twenty percent (20%).
- 7.5. Final submissions will be reviewed by SPS and recommendations made to its Board of Directors. Subject to approval by the Board of Directors, SPS intends to enter into a contract with the recommended GC/CM.
- 7.6. SPS reserves its rights to enter into a Pre-Construction Services agreement prior to SPS Board of Directors approval of the recommended GC/CM for the project. In the event the SPS Board of Directors does not approve the recommended GC/CM, the pre-construction services agreement will be terminated and a new a new agreement will be entered into with the SPS Board of Directors approved GC/CM.

## **8. SELECTION AND CONTRACTING PROVISIONS**

- 8.1. Notifications
  - 8.1.1. SPS will provide timely notifications of the following actions to firms responding to the Request for Proposal as follows:
    - Selection of short-listed firms for interviews;
    - Firms not short-listed;
    - Selection of firms for pricing proposals;
    - Selection of recommended firm; and
    - SPS Board of Directors approval.
- 8.2. Right to Reject
  - 8.2.1. SPS reserves the right to reject any and all proposals and to re-advertise the project at any time prior to SPS Board of Directors approval of the recommended firm and the execution of the agreement. SPS reserves the right to terminate the contract of the selected GC/CM if a Total Construction Cost (TCC) is not negotiated as specified in the Contract Documents. All costs incurred in the preparation of the Request for Proposal process shall be borne by the proposing firm. Proposals submitted in response to this Request for Proposal shall become the property of SPS and be considered public documents under applicable Washington State laws.
  - 8.2.2. If SPS and the selected firm cannot agree on the contract, the negotiations will be terminated, and SPS reserves the right, but is not obligated to, begin negotiations with the next highest ranked proposer.
- 8.3. Procedures Requirements
  - 8.3.1. Any firm failing to submit information in accordance with the procedures set forth herein may be considered non-responsive.
  - 8.3.2. All costs incurred by firms choosing to participate in this Request for Proposal process shall be borne by the proposing firms.

- 8.4. Conflicts of Interest
- 8.4.1. To avoid conflicts of interest, any firm currently providing Project Management services on this project for SPS as a prime consultant or joint venture partner and any firms having common ownership with these firms shall be precluded from providing GC/CM services on the project addressed herein.
- 8.5. Protest Procedures
- 8.5.1. Any actual or prospective Proposer who is aggrieved in connection with the solicitation or award of this contract may protest to SPS in accordance with the procedures set forth herein.
- 8.5.2. Protests based on the terms in this Request for Proposal must be labeled on the envelope as a "Protest" and must be received within seven (7) calendar days prior to the submittal deadline.
- 8.5.3. Bid protests based on Step 3 – Submission of Priced Proposals (BID) must be labeled on the envelope as a "Protest" and must be received within two (2) working days from the time when bids are due.
- 8.5.4. Other protests (other than those listed above) shall be received within two (2) working days after the milestone has past that forms the basis of the protest.
- 8.5.5. In order to be considered, a protest shall be in writing and shall include: (1) the name and address of the aggrieved person; (2) the contract title under which the protest is submitted; (3) a detailed description of the specific grounds for protest and any supporting documentation; and (4) the specific ruling or relief requested. In addition, if the protesting party asserts "responsibility" as a ground for protest, it must address in detail each of the matters addressed in RCW 43.19.1911(9) in its written protest.
- 8.5.6. The written protest shall be labeled "Protest" and delivered to:  
Cindy Coleman, Director, Business Services  
Spokane Public Schools  
2815 Garland Avenue  
Spokane, WA 99207-5889
- 8.5.7. Upon receipt of written protest, SPS shall promptly consider the protest. SPS may give notice of the protest and its basis to other persons, including Proposers involved in or affected by the protest; such other persons may be given an opportunity to submit their views and relevant information. If the protest is not resolved by a mutual agreement of the aggrieved party and SPS, SPS will promptly issue a final and binding decision in writing stating the reasons for the action taken. A copy of the decision shall be mailed by certified mail, return receipt requested, or otherwise promptly furnish to the aggrieved person and any other interested parties. If the protester receives no decision within six (6) working days, the protest shall be deemed rejected.
- 8.5.8. Strict compliance with the protest procedures set forth herein is essential in furtherance of the public interest. Any aggrieved party that fails to comply strictly with these protest procedures is deemed, by such failure, to have waived and relinquished forever any right or claim with respect to alleged irregularities in connection with the solicitation or award. Timely and proper compliance with and exhaustion of these protest procedures shall be a condition precedent to any otherwise permissible judicial consideration of a protest.
- 8.5.9. Any Proposer submitting a proposal shall be deemed to have accepted these procedures.

**END OF REQUEST FOR PROPOSAL**