



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



**Project 2014-195
Pacific Tower Improvements
Department of Commerce
Seattle, Washington**

Request for Proposal for GC/CM Services

Pacific Tower Improvements

Project Number 2014-195

Department of Enterprise Services

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CONTACTS

Department of Enterprise Services (Contracting Authority)

Facilities Division, Engineering & Architectural Services

Physical Address: **1500 Jefferson Street SE, Olympia, WA 98501**

Mailing Address: **P.O. Box 41476, Olympia, WA 98504-1476**

Chris Gizzi, Project Manager*	(360) 407-9304	christopher.gizzi@des.wa.gov
Roland Orr, Contracts Manager	(360) 407-9361	roland.orr@des.wa.gov
Terrie Glave, Contracts Specialist	(360) 407-9330	terrie.glave@des.wa.gov
Robyn Hofstad, Administrative Assistant	(360) 407-9347	robyn.hofstad@des.wa.gov

Department of Commerce (Owner)

1011 Plum Street SE

P.O. Box 42525

Olympia, WA 98504-2525

Tim Hamann, Pacific Tower Project Manager	(360) 725-3007	tim.hamann@commerce.wa.gov
Dan McConnon, Deputy Director	(360) 725-2910	dan.mcconnon@commerce.wa.gov
Bill Cole, Managing Director	(360) 725-3005	bill.cole@commerce.wa.gov

Architect (Designer)

Schreiber Starling & Lane Architects

185 University Street

Seattle, WA 98101

Keith Schreiber, Principal in Charge	(206) 682-8300	schreiber@sslarchitects.com
Ross Whitehead, Project Manager	(206) 682-8300	whitehead@sslarchitects.com

*primary point of contact

1.0 INTRODUCTION

The Department of Enterprise Services (DES) will be accepting proposals from experienced firms to provide General Contractor/Construction Manager (GC/CM) services for the Pacific Tower Improvements, project number 2014-195. DES intends to award a construction contract using a competitive negotiation process authorized by RCW 39.10 described more fully below.

DES has determined that 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. The project involves construction at an occupied high-rise facility which must continue to operate during construction. During the design phase of the project, it is important that the GC/CM provides: detailed construction scheduling; input into procedures and specifications; input into design constructability issues; coordination of contract documents; construction logistics planning; detailed cost estimates; 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 project construction documents are 100% complete.

The selection process will consist of two phases:

1. **PHASE ONE** Consists of the submittal of a proposal which will be evaluated in accordance with the criteria set forth in Section 9 of this Request for Proposal (RFP). These proposals will be used to select a short-list of the most highly qualified firms. The short-listed firms will proceed to Phase Two.
2. **PHASE TWO** Consists of an interview, and the submittal of a Final Proposal which will contain in a sealed bid: 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 selection criteria for Phase 2 is set forth in Sections 11 and 12 of this RFP.

The firm with the highest total score including 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 5.0, the negotiations will be terminated and DES reserves the right to begin negotiations with the next highest scoring firm. All costs incurred by firms choosing to participate in this RFP process shall be borne by the proposing firms.

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

2.0 PROJECT DESCRIPTION

2.1 Background

The Pacific Tower is a historic 16-story building located in Seattle, Washington. Originally constructed from 1930 to 1933, Pacific Tower was expanded in 1950 and retrofitted and expanded again in the early 1990's. The Tower was most recently occupied by Amazon.com from 1998 until 2010. Since the early 1980's, the Tower has been owned and maintained by the Pacific Hospital Preservation and Development Authority (PHPDA). The ground level and most of the basement of the Tower is occupied by Pacific Medical Center. The remainder of the Tower has not been leased since 2010, however the building has remained fully operational.

In response to Legislative action, the Washington State Department of Commerce (Commerce) entered into a lease with PHPDA for 205,368 square feet of the Tower. The project goal is to create a Regional Health Education Campus in the Tower. To this end, Seattle Central Community College (SCCC) has subleased approximately 85,000 square feet to house their Allied Health Programs. The remainder of the Commerce lease space will be sublet as offices to non-profit organizations that focus on health care and or education, and possibly to other state agencies.

The exterior of the Pacific Tower and its first floor lobby have a landmark designation by the Seattle Landmarks Preservation Board (SLPB). All work on or in these areas of the Tower will be subject to review and approval by the SLPB.

DES' Engineering and Architectural Services (E&AS), acting on behalf of the Department of Commerce (Owner), has contracted with Schreiber Starling & Lane Architects of Seattle to provide planning and design services for the facility.

2.2 Project Scope

The scope of work for this project generally falls into three major categories:

1. **Core and Shell:** Repair and upgrades to portions of the existing building envelope, core systems, site which may include but is not necessarily limited to the following elements:
 - Site improvements to provide an accessible route of travel from the west garage to the south entrance.
 - Interior modifications to correct for accessibility and exit pathway deficiencies.
 - Installation of new steel drag struts at the underside of the existing concrete floor and existing shear walls at two locations on floors 4-10.
 - Repair and recondition of existing double-hung single pane wood windows (557 units). Possible installation of new interior storm sash at all wood windows.
 - Repair and recondition of existing fixed and operable metal windows (296 units).
 - Correction of deferred maintenance issues at existing HVAC and plumbing systems.
 - It is expected that a significant part of this scope may overlap with the following Tenant Improvements.

2. **SCCC Improvements:** Remodel of 85,000-gsf of space reserved for the Seattle Central Community College Allied Health Programs. Including: interior construction of lab, classroom, administrative offices and support space for: Dental Hygiene; Dental Assisting; Nursing; Respiratory Care; Surgical Tech, and Opticianry programs. Typical scope of this work includes but is not necessarily limited to the following elements:
 - Select demolition of interior construction to include: non-bearing walls inclusive of doors and relites; ceilings; MEP distribution and services; and general interior finishes.
 - Installation of new metal framed non-load-bearing GWB-faced partitions (12ft h) with new entrance storefronts, doors, relites, etc.
 - New HVAC service and distribution from existing FTU's at each floor to reconfigured space to include new or relocated VAV terminal units, ducts, outlets, and controls.
 - Plumbing systems to support the teaching lab spaces for the programs noted above.
 - New electrical distribution from existing panels to new spaces to include power, and pathways for voice/data (installation of data wiring, terminations, and panels devices will be completed by others).
 - New energy-efficient lighting and controls.
 - New interior finishes including flooring preparation, new flooring (except carpet and tile will be completed by others) base, paint, and acoustic or GWB ceilings in select areas.

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- New interior specialties, equipment, and furnishings such as:
 - Standard and custom casework
 - Wall-mounted visual display boards
 - Interior signage
 - Window shades and blinds
 - Instructional media equipment and systems
 - Dental operatories
 - Mock patient headwalls at nursing labs
 - Human simulation equipment

- 3. **Building Interior Improvements:** Remodel of portions of the remaining 120,368-gsf as required to sub divide 'floor common areas' and tenant suites. The scope of this effort will vary by the size of the lease space and the specific needs of each tenant however; the assumed scope for this work will be as defined in Item 2 for the college less the specific equipment and generally includes:
 - Select demolition of interior construction to include non-bearing walls inclusive of doors and relights; ceilings; MEP distribution and services; and general interior finishes.
 - Installation of new metal framed non-load bearing GWB-faced partitions (12ft h) with new entrance storefronts, doors, relites, etc.
 - New HVAC service and distribution from existing FTU's at each floor to reconfigured space to include new or relocated VAV terminal units, ducts, outlets, and controls.
 - New electrical distribution from existing panels to new spaces to include power, and pathways for voice/data. (installation of data wiring, terminations, and panels devices will be completed by others).
 - New energy-efficient lighting and controls.
 - New interior finishes including flooring preparation, new flooring (except carpet tile by others) base, paint, and acoustic or GWB ceilings in select areas.

Note: Work in some interior tenant space, and some specific systems (security, telecom, carpet tile, etc.) may be executed by the Owner under separate contractor or vendor purchase. The successful GC/CM will be required to coordinate the execution of this scope with the work of other contractors and vendors.

2.3 Project Budget:

Pursuant to Senate Bill 5035, Section 1080, the Legislature allocated funding of \$20,000,000. This funding level establishes a target MACC for the three

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(3) scope elements of \$15,000,000. It is anticipated that the final needed scope may be greater than additional funding may be acquired by the Department of Commerce or SCCC.

3.0 SCHEDULE

The following is the current planned schedule for project events.

3.1 Design and Construction

1. **Core and Shell:** Commencing May/June 2014 with substantial completion on or before March 2015. Note: Some elements of this scope may be concurrently executed or combined with Tenant Improvement work.
2. **SCCC Improvements:** Commencing October/November 2014 with beneficial occupancy by July 15, 2015 to allow relocation and move-in for full operations beginning in September 2015.
3. **Building Interior Improvements:** These projects are of smaller scope and are anticipated to commence May/June 2014 with substantial completion as defined for individual scope.

3.2 GC/CM Selection Process Schedule

March 10, 2014	First publication of Request for Proposal for GC/CM Services (RFP) in Seattle Daily Journal of Commerce
March 17, 2014	Second publication of Request for Proposals for GC/CM Services (RFP) in Seattle Daily Journal of Commerce
March 18, 2014	Project Informational Meeting (see Section 6.0)
March 21, 2014	<u>Phase One Proposal</u> submittal deadline from interested GC/CM firms
March 24, 2014	Notification of qualified (Short-listed Firms) selected to be interviewed
March 28, 2014	References due for Short-listed Firms.
March 31 / April 1	Proprietary meetings
April 3, 2014	Interviews
April 8, 2014	<u>Phase Two Final Proposal</u> submittal deadline; selection of firm with the highest total score
April 9, 2014	Notification of successful and unsuccessful firms
April 16, 2014	Preconstruction Work Plan due
May 2014	Contract for Preconstruction Services executed

4.0 SCOPE OF GC/CM SERVICES

The GC/CM will work collaboratively and proactively with the Owner and Architect to proceed with planning, design and development of the work in a manner that supports the Owner's efforts to keep costs within the Owner's budget. The GC/CM shall provide Construction Management (CM) services throughout the project, from the 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:

- Assistance in identifying safe work practices and requirements for construction.
- Assessing and recommending site logistics requirements.
- Recommending phasing, sequencing of work and construction scheduling.
- Providing cost-estimating including MACC Negotiated Support Services budgeting.
- Determining and reconciling constructability issues and performing constructability analysis of the design documents prior to subcontract bidding.
- Assessing alternative construction options for cost savings.
- Identifying products for Value Engineering (VE) and engineering systems for life cycle cost design considerations and recommending all work necessary to support their implementation.
- Participating in for Owner's design and construction 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, design and construction phases the GC/CM actively shall participate as a member of the project team with the Owner and the Architect. The GC/CM shall be responsible for providing necessary consulting expertise to the Owner to ensure that the program scope is maximized and the construction budget and the project schedule are met.

5.0 SELECTION AND AWARD PROCESS

The Department of Enterprise Services (DES) is contracting for GC/CM services in accordance with the process authorized by RCW Chapter 39.10. All proposers must be 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

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firm, negotiation of the MACC, award of the GC/CM Contract, and payment for Preconstruction Services is anticipated to be as follows:

- Anyone interested in becoming the GC/CM may submit a proposal in accordance with the requirements set forth in this Request for Proposals (RFP).
- On the basis of the evaluation criteria set forth in this RFP the firms submitting proposals will be scored and ranked. The most qualified firms (short-listed firms) will be asked to interview. Following the interviews, short-listed firms shall submit a Final Proposal providing a bid for GC/CM fee, and Specified General Conditions.
- Short-listed firms are encouraged to participate in an optional 3 to 4 hour proprietary meeting with DES prior to the required Phase Two Interview. The proprietary meetings will be scheduled at the Pacific Tower. Such meetings will provide an opportunity for each the short-listed firm to meet with the Owner, SCCC, DES project manager, and designers to help them understand the project goals, ask questions, and to better familiarize themselves with the Owner's goals and expectations.
- The Final Proposal (Phase Two RFFP) will be evaluated and the scores added to the original proposal and interview scores. The short-listed firm with the highest score based on the selection committee's evaluation of the original proposal, the interview, and the score for the Final Proposal will be asked to submit a Preconstruction Work Plan. Subject to approval of the Preconstruction Work Plan by DES, the Contractor shall immediately execute an Contract for Preconstruction Services, which shall be solely for the performance and payment of Preconstruction Services.

It is anticipated that MACC negotiations will occur when the scope of the project is adequately defined and the contract documents are at least 90% complete as mutually determined by the GC/CM and the Owner, but no later than the conclusion of construction documents. At the time a MACC is successfully negotiated, the parties will sign the GC/CM contract.

- MACC negotiations will take place prior to execution of the GC/CM contract. MACC negotiations shall be completed within 30 days of the receipt of the GC/CM's MACC estimate. The GC/CM's MACC estimate shall be completed no later than three (3) weeks from receipt of the construction documents to be used for MACC negotiations. Should the GC/CM and DES not agree on a satisfactory MACC that the DES determines to be fair, reasonable, and within the available funds, the Owner may cancel the negotiations and begin to negotiate with the next highest ranked firm. Should DES choose to cancel the negotiations upon failure to achieve a MACC, such cancellation will be

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effective upon receipt of written notification to the GC/CM. The GC/CM shall not be reimbursed for the MACC negotiations.

6.0 INFORMATIONAL MEETING

An informational meeting will be held on **Tuesday, March 18, 2014 at 10:00 a.m.** in the Pacific Tower 1200 12th Avenue South, Seattle, Washington 98144. Meet at the south (main) entry to the building. Parking will be available at the west garage. Interested firms are strongly encouraged to attend.

7.0 PHASE ONE PROPOSAL DEADLINE

Proposal in response to this RFP containing the items listed in Sections 8 and 9 below must be received by DES **no later than 1:00 p.m. on March 21, 2014.** Submittals sent by mail or courier shall be sent to the address below and must be delivered by the deadline stated above. *Faxed or emailed submittals will not be accepted.*

Mail to:

Robyn Hofstad
Department of Enterprise Services
Facilities Division, Engineering & Architectural Services
PO Box 41476, Olympia, WA 98504-1476

Hand deliver to: Main Lobby

1500 Jefferson Street SE, Olympia, WA 98501

Any addenda issued for this RFP will be published at the following website address:

<http://www.des.wa.gov/services/facilities/Construction/Consultants/Pages/EASCurrentProjects.aspx>

Proposers are responsible for checking the DES 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 PHASE ONE - 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. In consideration of the reviewer's time, every effort should be made to avoid duplicating information presented in the proposal.

Only submittals conforming to the following specifications will be considered:

- Size: 8.5"x11"
- Cardstock front and back cover
- Submittals shall be comb, tape or spiral bound. No loose leaf submittals will be accepted
- Must not exceed (25) sheets, printed front and back (total of 50 pages)
- 11"x17" fold-outs are permitted, but limited to 8 maximum, and shall be included in the 25 sheet count
- Tabs without printing, other than index names, are not counted in the 25 sheet maximum
- Tabs with any printing, other than index names, shall be counted in the 25 sheet maximum
- (2) Electronic copies shall be provided in PDF format on a CD

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

For further information, contact: Chris Gizzi, E&AS Project Manager, by telephone at (360) 407-9304 or by email at christopher.gizzi@des.wa.gov.

8.1 Explanation to Prospective Proposers

Any prospective proposer desiring an explanation or interpretation of this RFP must make a request in writing to the E&AS Project Manager no later than seven (7) days before the Phase One submittal due date. Oral explanations or instructions given before the Phase One proposal due date will not be binding. Any information given to a prospective proposer concerning this RFP will be furnished promptly to all other proposers as an addendum to this RFP, if the information is necessary to submitting qualifications or if the lack of it would be prejudicial to other prospective proposers.

8.2 Acknowledgment of Addenda to Phase One Solicitation

Prospective proposers shall acknowledge receipt of any addenda to this RFP by identifying the addenda numbers and dates in the space provided for this purpose on the submittal form. Failure to acknowledge addenda may result in the submittal being declared non-responsive.

8.3 Phase One Submission of Proposals

Proposals must be submitted before the Phase One RFP deadline.

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Proposals shall be addressed to the office specified in section 7.0, and shall include:

- The project number and description.
- The name and address of the proposer.

The only acceptable evidence to establish the time of receipt at the office designated in the solicitation is the time/date stamped or hand printed by the Owner's representative on the proposal wrapper or other documentary evidence of receipt maintained by DES. Any modification of a proposal received after the times specified will not be considered.

A Phase One proposal will be considered responsive if it meets the following requirements:

- It is received at the proper time and place.
- It meets each the stated requirements of the RFP.
- It is submitted by a licensed/registered contractor within the state of Washington at the time required and is not banned from bidding by the Department of Labor and Industries.

9.0 PHASE ONE - PROPOSAL EVALUATION CRITERIA: (100 points)

Each proposer must reply to each of the criterion in a clear and concise manner. The responses must be in the same order as listed below. Each evaluation criterion has been assigned points based on its relative value. The proposal criteria and their associated points are as follows:

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Criteria:	Points
Bonding Phase One Requirement	N/A
Ability and Qualification of Professional Personnel	25
Approach to Executing the Project / Preconstruction Services	20
Past Performance in Negotiated and Complex Projects (Multi-Story / Multi-Tenant)	15
Past Performance with Historic Reservation / Renovation	10
Project Scheduling & Cost Control	5
Risk Identification and Analysis	5
Value Engineering and Constructability Analysis	5
Recent, Current and Projected Workload of Firm/Self Performance	5
Proximity of Firm to Project Location	5
LEED Experience	5
Total	100

9.1 Bonding - (Phase One Requirement)

Proposers shall include a statement from their bonding agent indicating the commitment to bond this project shall be included if Proposer is selected. The statement shall include the bonding company name, agent's name, address, telephone, fax, and email address. Failure to meet this bonding requirement is a cause for disqualification.

9.2 Ability and Qualifications of Professional Personnel: (25 Points)

Proposers shall clearly identify the project staffing that the proposer intends to utilize throughout the project, including all key project staff, their roles and responsibilities and the level of effort to be committed (full time vs. part time), and at what phases of the project they will be utilized.

Proposers shall provide an organizational chart and list of key personnel including their roles and responsibilities including both field and office staff for preconstruction and also for construction. Proposers shall include: resumes of all individuals listed on the project organization chart, including a description of the GC/CM experience of each person assigned to this project as well as the level of effort, as a percentage of time, to be committed and for which phases of the project (preconstruction, construction). At a minimum, the following individuals shall be included:

- Project executive in charge
- Project manager

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- Superintendent
- At least one project engineer
- Individuals assigned to handle:
 - Estimating
 - Construction schedule
 - Quality control

Names and qualifications of any consultants and the services they will contribute to the GC/CM's services are also required.

If selected, the proposer agrees that it will provide, for the duration of the project, the full complement of staff, including the specific persons identified in this proposal.

During the design process, the GC/CM firm shall provide, at a minimum, one dedicated professional project manager and/or higher level professional staff to attend all design meetings. The GC/CM's preconstruction services during the design process shall cover all services and expenses provided as identified in the bid proposal. During the construction phase, the GC/CM shall provide full supervision to coordinate the job in the field, and provide for sufficient and appropriately skilled staff to implement a quality control program.

9.3 Approach to Executing the Project / Preconstruction Services: (20 points)

Proposers shall describe how their firm will integrate value engineering, constructability review, project scheduling, quality assurance, interdisciplinary review, etc. into the project, and further describe their approach to working with the Owner, the A/E and project stakeholders, and explain how the GC/CM will promote a successful team atmosphere throughout the course of the project.

Proposers shall describe the major challenges to successful completion and how their firm proposes to approach them. Proposers also shall describe any expectations their firm may have for the Owner, including but not limited to, the extent of on-site architectural and/or engineering representatives during major construction or installation phases.

Proposers also shall describe their philosophy and approach to Preconstruction Services and specifically address the following Preconstruction responsibilities:

- Cost tracking, cost-estimating and reconciliation with second parties.
- Providing Design and MACC Negotiated Support Services budgeting.
- Providing Design and Construction Document coordination comments and verifying their implementation.

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- Determining and assessing constructability issues including providing assistance in identifying safe work practices and requirements for construction.
- Proposing Value Engineering and assessing alternative construction options, products and engineering systems for cost savings and life cycle cost design considerations.
- Investigation of existing conditions to verify the construction documents will reflect the actual site conditions.
- Scheduling, making recommendations for change and advising long-lead procurement packages to ensure the project schedule.
- Recommending phasing and sequencing of work to minimize impacts to Tenant operations.
- Assessing and recommending site logistics requirements.
- Subcontract plan preparation and procurement planning.
- Provide two (2) or more examples of projects that demonstrate the range of Preconstruction Services your firm has provided on previous GC/CM projects, or private sector projects with a guaranteed maximum price.

9.4 Past Performance in Negotiated and Complex Projects: (15 points)

Proposers shall provide a list of negotiated private and public works projects, with a description of the project and the construction cost similar to this project in complexity, including the use of multiple phases, historic structures, and working in an occupied building. Private and public works projects should be identified. Include the following information:

- Description of the project, including gross square feet
- Public work or private
- Scope of firm's work on the project, including percent self-performed
- Location
- Owner, contact person, telephone number, and email address
- Final construction cost
- Total number and dollar amount of all claims against the Owner
- Total number and total dollar amount of all claims against the Owner adjudicated by a dispute resolution board, arbitration, or litigation
- Experience in dealing with craft labor relations

9.5 Past Performance with Historic Reservation/Renovation: (10 points)

Proposers shall outline their previous experience, if any, with historic facilities of similar vintage and nature

9.6 Project Scheduling & Cost Control: (5 Points)

Proposers shall describe how their firm will monitor and ensure the Owner's program scope is maximized and the Owner's construction budget and project schedule are met at every phase of the Design and Construction Documents development and during construction. In

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addition, Proposers shall describe the estimating and scheduling systems and management techniques their firm employs to achieve success in the aforementioned items.

Proposers also shall provide the following information for each of the projects listed in response to Section 9.4 above:

- As-planned schedule vs. as-built schedule (Notice to Proceed to Substantial Completion)
- Owner's original estimate
- Original total contract cost
- Total dollar amount of change orders

9.7 Risk Identification and Analysis: (5 points)

Proposers shall provide a Project Risk Assessment plan, identifying potential project risks beyond the control of the GC/CM and strategies to mitigate these risks.

9.8 Value Engineering and Constructability Analysis: (10 points)

Proposers shall describe their philosophy, experience, and methodology in value engineering and constructability analysis, describing the key project individuals' experience in each of these areas. Proposers shall provide examples of both value engineering reports and constructability analyses developed and utilized on prior projects and the results obtained. A description of the GC/CM's approach to working with the Owner and the A/E should be included.

9.9 Recent, current and projected workload of the Firm/Self Performance: (5 points)

Proposers shall provide a brief description of their firm's history, size, location of home and regional offices, and their capabilities to perform the requirements of this contract, including: annual volume, financial position, and bonding capacity.

Proposers shall summarize recent, current, and projected firm workloads. Such summary shall include the firm's annual volume (in dollars) of construction for the past five years and the anticipated volume for the current year and the firm's plan for the next two years including how the firm's participation in this project would affect that plan.

Proposers also shall identify the scope of work the firm proposes to self-perform and its ability to perform it.

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9.10 LEED Experience: (5 points)

Proposers shall provide a summary of your firm's experience in working on projects seeking Leadership in Energy and Environmental Design (LEED) certification. Indicate level of certification, if the project became LEED certified, and the project team's role in documentation. Proposers also shall describe the initiatives their firm employed to achieve additional LEED points other than those defined in the contract documents.

9.11 Proximity to the Project Location / Self Performance: (5 points)

Proposers shall identify the location of the office responsible for this project and describe their firm's familiarity with the local labor and subcontracting market, and capability of working with subcontractors to generate viable pricing alternatives

10.0 PHASE TWO - NOTIFICATIONS & REFERENCE CHECKS

Phase Two only applies to short-listed firms and consists of an interview and a Final Proposal as described in the following sections.

The highest-ranked firms in Phase One will be notified that they have been selected to move on to Phase Two of the selection process. The Short-listed Firms shall provide no less than five 5 and no more than 15 references on the DES provided Performance Evaluation Questionnaire. The selection committee reserves the right to make reference checks beyond those provided by the short-listed firms.

11.0 PHASE TWO - INTERVIEW: (70 points)

After scoring proposals, the selection committee will select a short-list of the most highly qualified firms to interview.

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

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The selection committee will evaluate oral interviews, with emphasis on the following items as they relate to this project.

- Ability and qualification of professional personnel 25 points
- Risk analysis, mitigation and management 10 points
- Value engineering, constructability/interdisciplinary review and approach to executing the project. 10 points
- Time and budget requirements; schedule management 10 points
- Past performance on similar complex or negotiated contracts 10 points
- GC/CM LEED experience 5 points
- Diverse Business Inclusion Plan Mandatory Requirement
- Accident Prevention Program Mandatory Requirement

***Diverse Business Inclusion Plan* Mandatory Requirement**

A Diverse Business Inclusion Plan shall be submitted with the Final Proposal, see Section 14.0.

***Accident Prevention Program* Mandatory Requirement**

A copy of an accident prevention plan and safety program shall be provided that is similar to that to be developed for this project, identifying specific criteria applicable to this project. Program can be submitted on a CD.

12.0 FINAL PROPOSALS: (30 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 GC/CM Percent Fee and Specified General Conditions Work. Final proposals will be computed as follows:

$$\text{Lowest Conforming Proposal / Proposal being evaluated} \times 30$$

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

12.1 State your Percent Fee as a percentage and multiply it by the estimated “MACC” indicated in the RFFP document to determine a single lump sum number for the dollar amount of the Percent Fee. The dollar amount of the Percent Fee will be added to the lump sum dollar amount for the detailed Pre-Construction Services, and the lump sum dollar amount for

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the detailed Specified General Conditions work to determine a single number for the total bid.

- 12.2** 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.
- 12.3** The name, address, and contractor's registration number shall be typed or printed on the Final Proposal form in the space provided.
- 12.4** Bids must be (1) submitted on the forms furnished by DES or on copies of those forms, and (2) manually signed in ink.
- 12.5** 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.
- 12.6** Clearly identify the project name on the outside of the bid envelope.

13.0 FINAL SELECTION

The firm with the highest total score (Total Possible: 200 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.

14.0 DIVERSE BUSINESS INCLUSION PLAN

Finalists will be required to submit a Diverse Business Inclusion Plan with their proposal. In accordance with legislative findings and policies set forth in Chapter 39.19 RCW, the state of Washington encourages participation in all contracts by firms certified by the Office of Minority and Women's Business Enterprises ("OMWBE"), and set forth in RCW 43.60A.200 for firms certified by the Washington State Department of Veterans Affairs, and set forth in RCW 39.26.005 for firms that are Washington Small Businesses. Participation may be either on a direct basis or on a subcontractor basis. However, no preference on the basis of participation is included in the evaluation of Diverse Business Inclusion Plans submitted at the time of finalist interviews, and no minimum level of minority- and women-owned business enterprise (MWBE), Washington Small

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Business, or Washington State certified Veteran Business participation is required as a condition for receiving an award of the GC/CM Contract. Any affirmative action requirements set forth in any federal Governmental Rules included or referenced in the contract documents will apply. Further instructions will be included in the RFFP.

15.0 **APPRENTICESHIP REQUIREMENT**

Apprenticeship participation requirement shall be 15% of the total labor hours. In accordance with RCW 39.04 the state of Washington requires **Apprenticeship Participation** for projects of a certain cost. On applicable projects the bid advertisement and Bid Proposal form shall establish a minimum required percentage of apprentice labor hours compared to the total labor hours. Bidders may contact the Department of Labor and Industries, Specialty Compliance Services Division, Apprenticeship Section, P.O. Box 44530, Olympia, WA 98504-4530, or by phone (360) 902-5320 to obtain information on available apprenticeship programs.

The selected GC/CM shall determine the best method of obtaining apprentice participation and shall provide an Apprentice Utilization plan for Owner review and approval prior to proceeding with the buy-out phase of the project. The selected GC/CM shall submit a completed "Statement of Apprentice/Journeymen Participation" form provided by the Owner with each payment request.

The GC/CM's performance in meeting the apprentice requirement for this project will be evaluated and may be considered when selecting GC/CM's for future projects.

16.0 **CONTRACTOR RESPONSIBILITY CRITERIA**

Mandatory Responsibility Criteria: Proposers must comply with RCW 39.04.05.350 (1), which provides that:

1. Before award of a public works contract, a bidder must meet the following responsibility criteria to be considered a responsible bidder and qualified to be awarded a public works project. The bidder must:
 - a) At the time of bid submittal, have a certificate of registration in compliance with chapter [18.27](#) RCW;
 - b) Have a current state unified business identifier number;
 - c) If applicable, have industrial insurance coverage for the bidder's employees working in Washington as required in Title [51](#) RCW; an Employment Security Department number as required in Title [50](#) RCW; and a state excise tax registration number as required in Title [82](#) RCW;
 - d) Not be disqualified from bidding on any public works contract under RCW [39.06.010](#) or [39.12.065](#)(3); and
 - e) If bidding on a public works project subject to the apprenticeship utilization requirements in RCW [39.04.320](#), not have been found out of

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compliance by the Washington State Apprenticeship and Training Council for working apprentices out of ratio, without appropriate supervision, or outside their approved work processes as outlined in their standards of apprenticeship under chapter [49.04](#) RCW for the one-year period immediately preceding the date of the bid solicitation.

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Attachments

[Advertisement for GCCM](#)
[Request for Final Proposal](#)
[Performance Evaluation Questionnaire](#)
[Cost Responsibility Matrix](#)
[Diverse Business Inclusion Plan Criteria](#)
[Protest Procedures – Phase One](#)
[Protest Procedures – Phase Two](#)
[Change Order Log](#)
[Change Order](#)
[Field Authorization](#)
[Team Change Memo](#)

Reference Documents

[SWCCC Allied HeathTest to Fit](#)
[Conditions Assessment](#)
[Relevant RCWs \(Revised Code of Washington\)](#)

Contract Documents

Article 0 [GCCM Instructions to Bidders](#)
Article 1 [General Conditions for Washington State Facilities Construction](#)
Article 2 [Supplemental Conditions](#)
Article 3 [Modifications to the Washington State General Conditions](#)
Article 4 [Form of Contract \(Samples\)](#)
Article 5 [Preconstruction Services](#)
Article 6 [Total Contract Price](#)
Article 7 [Quality Control/Quality Assurance](#)
Article 8 [Coordination](#)
Article 9 [Budget](#)
Article 10 [Contract Changes](#)
Article 11 [Schedule Control](#)
Article 12 [Project Closeout / Substantial Completion](#)
Article 13 [Definitions](#)