



APPLICATION FOR DESIGN-BUILD PROJECT DELIVERY APPROVAL

Submitted by:

**City of Olympia
Hands On Children's Museum**



Submitted to:

**Capital Projects Advisory Review Board (CPARB)
Project Review Committee (PRC)
December 20, 2024**

December 19, 2024

Project Review Committee
State of Washington Department of Enterprise Services
Engineering & Architectural Services
P.O. Box 41476
Olympia, WA 98504-1476
PRC@des.wa.gov

Attention: Talia Baker, Administrative Support
Subject: Design-Build Application
City of Olympia
Hands on Children's Museum Expansion

Dear Ms. Baker and PRC Members:

Please accept the attached application requesting approval for the City of Olympia (City) to utilize the Progressive Design-Build (PDB) project delivery method for the expansion of the award-winning Hands On Children's Museum (HOCM) on Olympia's East Bay waterfront.

HOCM, in partnership with the City, is one of two Public Facilities District (PFD) projects in the South Sound region designed to drive tourism to our community. The planned expansion is necessitated by HOCM's record-breaking attendance growth since opening in late 2012. Expanding the facility will improve the visitor experience, maximize economic impact and enhance many community benefits.

The PDB method will allow the City/HOCM to utilize the services of a contractor and design professionals as collaborative partners from the beginning to the end of the project, resulting in significant benefits in terms of budget, schedule, cost-certainty, and risk reduction. In this way, we can make the best use of the \$23M in public funds that are already committed to this project.

The City has previous experience with the design-build method on the City Hall project and HOCM managed the design-build for the completion of the building shell of its current facility. We intend to procure, contract, and utilize a highly qualified PDB team to ensure the success of the project. We look forward to presenting our PDB project to the Project Review Committee.

Sincerely,



Jay Burney, City Manager
City of Olympia



Patty Belmonte, CEO
Hands On Children's Museum

State of Washington
PROJECT REVIEW COMMITTEE (PRC)
APPLICATION FOR PROJECT APPROVAL
To Use the Design-Build (DB)
Alternative Contracting Procedure

The PRC will only consider complete applications: Incomplete applications may result in delay of action on your application. Responses to sections 1-7 and 9 should not exceed 20 pages (*font size 11 or larger*). Provide no more than six sketches, diagrams or drawings under Section 8.

Identification of Applicant

- a) Legal name of Public Body (your organization): **City of Olympia**
- b) Mailing Address: **601 4th Ave E, Olympia, WA 98507-1967**
- c) Contact Person Name: **Jay Burney** Title: **City Manager**
- d) Phone Number: **360.753.8447** E-mail: jburney@ci.olympia.wa.us

1. Brief Description of Proposed Project

- a) Name of Project: **Hands On Children’s Museum Expansion**
- b) County of Project Location: **Thurston County**
- c) Please describe the project in no more than two short paragraphs. (*See Attachment A for an example.*)
 Located on Olympia’s downtown waterfront, the Hands On Children’s Museum is the most visited children’s museum in the Pacific Northwest. The current facility serves over 300,000 annual visitors in a space that was designed for 212,000. This project will double the facility’s indoor square footage to 56,000 sf, add exhibits and outdoor learning experiences, and make critical facility improvements to meet community needs, enhance early learning, attract more out-of-town visitors, and align with best practices for visitors per square foot. Plans include a new arrival plaza, an additional 16,000 sf of outdoor exhibit space, a STEAM culinary classroom, a flexible event space and traveling exhibit gallery capable of hosting 250-300 people, additional preschool / daycare classrooms, and 60 new parking stalls.

2. Projected Total Cost for the Project:

A. Project Budget

Costs for Professional Services (A/E, Legal etc.)	\$ 4,200,000
Estimated project construction costs (<i>including construction contingencies</i>):	\$21,000,000
Equipment and furnishing costs	\$ 2,450,000
Off-site costs	\$ 0
Contract administration costs (owner, cm etc.)	\$ 1,750,000
Contingencies (design & owner)	\$ 1,750,000
Other related project costs (briefly describe)	\$ 420,000
Sales Tax	<u>\$ 3,430,000</u>
Total	\$35,000,000

B. Funding Status

Please describe the funding status for the whole project. *Note: If funding is not available, please explain how and when funding is anticipated*
 The \$35M project budget includes \$24M funded through an extension of the current Thurston County Public Facilities District (PFD) which provides sales tax revenue for the Hands On Children’s Museum through 2043. The remaining \$11M in funds are expected to come from Federal and State grants/appropriations, business sponsorships, foundation grants, and individual gifts. A 20-year bond will be issued and paid back by annual PFD revenues along with City contributions and fundraising proceeds.

3. Anticipated Project Design and Construction Schedule

Please provide (See Attachment B for an example schedule.):

The anticipated project design and construction schedule, including:

- a) Procurement;
- b) Hiring consultants if not already hired; and

Not Applicable. The City has contracted with Paramatrix to provide DB advisory, procurement and PM/CM support services and has procured the services of Pacifica to develop DB contract documents and provide legal advisory services for the project.

- c) Employing staff or hiring consultants to manage the project if not already employed or hired.

DB Procurement Schedule	Start	Finish
Publish Advanced Notice Advertisement		Apr 1, 2025
First publication of RFQ for DB Services		May 5, 2025
Second publication of RFQ for DB Services		May 12, 2025
Project Information Meeting		May 14, 2025
RFQ Submittal (SOQ) Deadline		June 5, 2025
Review & Score RFQ Submittals (SOQs) Received	June 6, 2025	June 20, 2025
Notify Submitters of Shortlisted DB Finalists		June 23, 2025
Statutory Waiting Period	June 24, 2025	June 27, 2025
Release Final Draft of RFP to Finalists		June 30, 2025
Proprietary Meetings with Finalists	July 16, 2025	July 17, 2025
RFP Submittal (Proposal) Deadline		July 31, 2025
Review RFP Submittals (Proposals) Received	Aug 1, 2025	Aug 15, 2025
Interviews with Finalists	Aug 13, 2025	Aug 14, 2025
Score Interviews and RFQ Submittals (Proposals)		Aug 14, 2025
Open Price Factor Proposals		Aug 15, 2025
Notify all Proposers of the Most Highly Qualified Design-Builder		Aug 18, 2025
Statute Required Waiting Period	Aug 19, 2025	Aug 22, 2025
City Council Approval of Design-Builder Selection		Aug 26, 2025
Negotiate Terms and Conditions of Agreement and Scope/Fee for Phase 1 (Pre-GMP)	Aug 27, 2025	Sep 17, 2025
Final Phase 1 (Pre-GMP) Scope/Fee Due From Design-Builder		Sep 17, 2025
Board Approval of Phase 1 (Pre-GMP) Fees and Agreement		Sep 23, 2025
Execute DB Agreement w/ Phase 1 (Pre-GMP) Services for Design & Construction Phase 1		Sep 30, 2025
Design-Build Notice to Proceed		Oct 1, 2025

Design, Permitting & Construction Schedule	Start	Finish
<u>Phase 1 – 2026/2027 Construction Work</u>		
Pre-Design, Schematic Design & Design Development (0-60% Design)	Oct 2025	Mar 2026
Negotiate GMP for Phase 2 Services	Apr 2026	Apr 2026
Permit Documents (60-80% Design)	May 2026	July 2026
Early Procurement	TBD	TBD
Permitting	July 2026	Oct 2026
Early Grading & Foundation Construction	Sep 2026	Nov 2026
Construction	Nov 2026	Dec 2027
Substantial Completion		Oct 2027
Punchlist and Final Completion	Nov 2027	Dec 2027

Note that the schedule above is preliminary and is subject to change once the PDB team is under contract and the team (City, HOCM, contractor & design team) has had the opportunity to collaborate on logistics, phasing and schedule.

4. Explain why the DB Contracting Procedure is Appropriate for this project

Please provide a detailed explanation of why use of the contracting procedure is appropriate for the proposed project. Please address the following, as appropriate:

- If the construction activities are highly specialized and a DB approach is critical in developing the construction methodology (1) What are these highly specialized activities, and (2) Why is DB critical in the development of them?

Not applicable.

- If the project provides opportunity for greater innovation and efficiencies between designer and builder, describe these opportunities for innovation and efficiencies.

A primary benefit of the PDB delivery method is the ability of the contractor and select subcontractors to collaborate directly with the Owner and design team to increase the efficiency and constructability of the project. This will lower the overall development cost and reduce the project risks. For this program, the PDB team’s early involvement will provide benefit by allowing the contractor to work closely with the design team and the Owner to:

- Investigate existing site and building conditions;
- Define the program requirements and scope of work;
- Identify materials and equipment for early procurement;
- Optimize the project schedule, construction schedule, phasing plan, and logistics plan;
- Optimize efficiency of construction activities and phasing;
- Maximize cost efficiencies; and
- Schedule the work in a manner that will allow the existing facilities to remain occupied and operational during construction.

Early involvement of the contractor and select subcontractors will also provide opportunities for innovation, collaboration, quality control, constructability, value engineering, and risk mitigation. This will reduce the Owner’s exposure to schedule and cost impacts.

- If significant savings in project delivery time would be realized, explain how DB can achieve time savings on this project.

The PDB process will provide the Owner with a unique opportunity to draw from the expertise of the contractor, subcontractors and the design team in a collaborative, transparent and comprehensive manner. Informed, intentional decision making by the Owner and the PDB team

will help reduce the duration of design and construction. This, in turn, will improve value, reduce the duration of the project and save the Owner money by reducing the impact of inflation and construction escalation costs on the available project budget.

5. Public Benefit

In addition to the above information, please provide information on how use of the DB contracting procedure will serve the public interest. For example, your description must address, but is not limited to:

- How this contracting method provides a substantial fiscal benefit; or

The fiscal benefits of the PDB delivery method for this building program are significant and include the following:

- PDB allows the Owner to establish a construction budget, program requirements, and performance standards and then require the PDB team to provide design and construction solutions that meet the program budget.
 - PDB allows the Owner and the PDB team to achieve certainty on the cost of construction earlier than either GC/CM or Design/Bid/Build project delivery.
 - PDB will reduce the Owner's risk of added costs from change orders because the PDB contractor executes contracts with the design team and therefore has responsibility for the accuracy and completeness of the bidding and construction documents. Consequently, changes in work that result from errors and omissions in the construction documents are the responsibility of the PDB contractor and do not require change orders which would result in increased cost to the Owner.
 - PDB delivery allows the Owner, contractor and design team to work collaboratively and transparently to make informed decisions on materials, equipment, and systems based on cost effectiveness, durability, and availability.
 - PDB creates an opportunity to streamline the pre-design and design process, resulting in a reduction of the duration of the design schedule, thereby reducing the effect of inflation and construction cost escalation on the project budget.
 - PDB has the potential to utilize phased permitting, early bid packages, and phased construction that can accelerate the construction process and further reduce the total duration of the program thereby reducing the effect of inflation and construction escalation on the project budget.
- How the use of the traditional method of awarding contracts in a lump sum (*the "design-bid-build method"*) is not practical for meeting desired quality standards or delivery schedules.

The PDB delivery method provides the following advantages over the Design-Bid-Build (D/B/B) project delivery method:

- The potential to save significant time and money during the design and construction phases of the project.
- The ability to have collaborative discussions among the Owner, contractor, and design team throughout the entire design process. This, in turn, can improve value and the final product.
- The ability to establish a total project cost (Guaranteed Maximum Price) significantly earlier in the design process than any other delivery method available to a public agency in the state of Washington.
- Allows for the Owner to select and execute a single agreement with the PDB team then work with both a contractor and designers as a team during predesign, design, bidding and construction.
- Utilizing the combined strength of highly qualified design and construction professionals, who have a contractual relationship, will improve communication and allow the opportunity to:

- More efficiently design the project to the available budget;
 - Meet project programming and performance requirements;
 - Plan and execute early procurement and early bid packages;
 - Develop comprehensive schedules, phasing strategies, and logistics plans; and,
 - Starting construction work earlier than other delivery methods.
- Provides a significant reduction in the Owner's risk of change orders from errors and omissions in the bidding and construction documents.
 - Allows the contractor to inform the Owner and the design team of anticipated market, materials, and labor conditions. This will allow the PDB team to plan and adjust the project design and schedule to maximize value while avoiding potential cost and schedule impacts.

The advantages of utilizing PDB for this project are significant compared to the traditional D/B/B project delivery system. Under the D/B/B system, the design work is done in a vacuum with no contractor or subcontractor input on design, value engineering, constructability, schedule, logistics and cost estimates. The PDB delivery method provides for earlier and greater certainty of cost, lower risk for the City/HOCM, strong potential improved design and better value. In short, PDB is the most advantageous delivery method available to a public agency in Washington State for this building program.

6. Public Body Qualifications

Please provide:

- A description of your organization's qualifications to use the DB contracting procedure.

The City of Olympia's new City Hall project, which opened in 2011, was a Design-Build project. The Hands On Children's Museum used Design-Build to complete the tenant improvements to the building's shell and exhibits in 2012. This expansion will be the first Progressive Design-Build delivery project for the City of Olympia and the Hands On Children's Museum. The City and HOCM decided to utilize PDB project delivery after researching the various project delivery options available to public agencies and for the many reasons included in our application, we selected PDB as our preferred delivery method. Because the City has no previous experience in the use of PDB project delivery, the City has augmented our team with consultants that have extensive Design Build experience. This includes the services of Parametrix to provide Design Build advisory, procurement and program management and construction management services. In addition, the law firm of Pacifica Law Group will provide external legal counsel, contract preparation and advisory services.

The Parametrix team, led by Jim Dugan, will provide staff for the roles of DB Advisor, DB Procurement Manager, Project Manager, Construction Manager and Project Controls. Parametrix is now under contract with the City and has the capacity to increase their level of involvement in this project, as required. Zak Tomlinson at Pacifica Law Group has extensive experience in construction law for PDB project delivery, including development of PDB contract documents, PDB contract negotiations and PDB advisory.

For additional information on the qualifications of the individual project team members, please refer to the staff and consultant biographies listed below.

- A project organizational chart, showing all existing or planned staff and consultant roles.

Note: The organizational chart must show the level of involvement and main responsibilities anticipated for each position throughout the project (for example, full-time project manager). If acronyms are used, a key should be provided. (See Attachment C for an example.)

Refer to Exhibit A.

- Staff and consultant short biographies that demonstrate experience with DB contracting and projects (not complete résumés).

Refer to key team member biographies below.

- Provide the **experience and role on previous DB projects** delivered under RCW 39.10 or equivalent experience for each staff member or consultant in key positions on the proposed project. (See Attachment D for an example. The applicant shall use the abbreviations as identified in the example in the attachment.)

Refer to DB project experience tables provided with key team member biographies below.

- The qualifications of the existing or planned project manager and consultants.

Note: For Design-Build projects, you must have personnel who are independent of the Design-Build team, knowledgeable in the Design-Build process, and able to oversee and administer the contract.

Jay Burney, Project Manager (City of Olympia)

Jay, ICMA-CM, has over two decades of experience in municipal management, working for the City of Olympia since June 1999 and serving as the City Manager for the City of Olympia since 2019. Prior roles within the City of Olympia include Assistant City Manager, Assistant Director of Public Works, and Project Manager for Public Works. Jay led the design-build project for the City of Olympia’s new City Hall project which opened in 2011. Prior to joining the City of Olympia, Jay worked as an Industrial Engineer at Boeing from May 1997 to June 1999 and served as Branch Manager at All-Phase Electric-CED from June 1993 to May 1997. Educational qualifications include a Master of Public Administration (MPA) from Norwich University (2009-2011) and a Bachelor of Science in Industrial Distribution from Central Washington University (1990-1993).

The following table lists projects for Jay:

Project	Project Value	Delivery Method	Tasks Performed	Time Involved
New City Hall	\$ 35M	DB	Project Manager	2008 - 2011
Hands On Children’s Museum Cold Shell	\$ 9M	DB	Project Manager	2010 - 2011

Patty Belmonte, Project Support (Hands On Children’s Museum)

Patty, Hands On Children’s Museum’s CEO, has led the Museum through three successful capital campaigns, two major facility moves, and construction of the Museum’s permanent home on Olympia’s East Bay. In the past 21 years, she has helped grow the organization from a fledgling start-up to an award-winning youth museum employing 70 staff and maintaining a \$5.2M operating budget. Patty has led three major remodels of the early facilities for the children’s museum including two on the State’s capital campus. She served as the Museum’s lead representative for the construction of HOCM’s \$18M permanent home which opened in late 2012. In this project, she led the design-build process for the tenant improvements to the cold, dark shell as well as design-build construction for the major exhibits. She serves on the boards of various organizations and has received numerous honors including Thurston County’s Distinguished Leader of the Year.

The following table lists projects for Patty:

Project	Project Value	Delivery Method	Tasks Performed	Time Involved
HOCM Interior Construction, TI, and Exhibits	\$ 7M	DB	Owner	2011 – 2012
HOCM Major Remodel – Expansion of Capitol Campus	\$ 1M	DB	Owner	2000 – 2001
HOCM Major Remodel – Capitol Campus Location	\$ 600K	DB	Owner	1998

Gary Schneider, Project Support (Hands On Children’s Museum)

Gary has owned Sunrise Construction for over 40 years and has served for nearly 30 years as a member of the Hands On Children’s Museum’s Board of Directors. He currently serves as Vice President of Facilities on the Board’s Executive Committee. Gary has served as project manager for all Museum remodels through the years as well as the Museum’s representative for the construction of its permanent home on East Bay in 2010-2012. In his own business, Gary served as a contractor and designer for residential and smaller commercial projects. He graduated with a

degree in Design and Urban Planning from The Evergreen State College in 1981. He will again serve as the Museum's representative for the expansion project. Throughout his career, he has volunteered for various construction projects for nonprofit organizations in our region.

The following table lists projects for Gary:

Project	Project Value	Delivery Method	Tasks Performed	Time Involved
HOCM Interior Construction, TI, and Exhibits	\$ 7M	DB	Project Manager	2011 – 2012
HOCM Major Remodel – Expansion of Capitol Campus	\$ 1M	DB	Project Manager	2000 – 2001
HOCM Major Remodel – Capitol Campus Location	\$ 600K	DB	Project Manager	1998

Jim Dugan, PDB Advisor (Parametrix)

Jim has 45 years of experience managing the planning, design, engineering, and construction of industrial, commercial, and institutional projects in both public and private markets. With formal training in civil engineering and project management, he provides his clients with project management and leadership skills needed to plan, hire, and manage design and construction consultants and contractors consistent with program requirements, budget restrictions, and schedule requirements, as well as work collaboratively with all agencies having jurisdiction. Jim is skilled at alternate project delivery, long-range strategic planning, scheduling, budget forecasting, public speaking/presentations, collaboration with stakeholders, and conflict resolution and claims mitigation.

While working for The Austin Company (1978-1998), Jim had significant Design-Build experience managing the design, engineering, and construction of commercial and industrial projects ranging from 23,000 to 3 million square feet, and from \$1 million to \$300 million in value. Jim's DB experience with The Austin Company took him to Korea, Malaysia, Australia, Mexico, Canada and a number of major cities within the USA. Jim is highly experienced in APD, utilizing both GC/CM and Design-Build delivery methods and has served as a member of the Project Management team for numerous public agency Owners and projects.

Since 2016, Jim has served as a member of the State's Project Review Committee (PRC) where, along with colleagues from the construction industry and public agencies, he volunteers his time to review applications, hear presentations and make recommendations on public agencies wishing to utilize alternative project delivery methods on publicly funded projects. In 2019 and 2020, Jim filled the consecutive roles of PRC Vice Chair and Chair and in 2023 was appointed to a three-year additional term as a PRC Member. The following table lists recent and relevant PDB projects for Jim:

Project	Project Value	Delivery Method	Tasks Performed	Time Involved
Chelan County PUD – Substations Bundle Ph. 1	\$61.9M	PDB	PDB Advisor	2023-current
Chelan County PUD – Transmission Lines Bundle Ph. 1	\$44.6M	PDB	PDB Advisor	2023-current
TPS & Port of Tacoma - Tacoma Maritime Center	\$73M	PDB	PDB Advisor	2023-current
Snoqualmie Community Center Expansion	\$29.8M	PDB	PDB Advisor	2022-2024
City of Shoreline Parks Bundle	\$29M	PDB	PDB Advisor	2022-current
City of Everett – Water Filtration Plant Ph.2 Upgrades Project	\$19.5M	PDB	PDB Advisor	2021-2024
Tacoma Public Schools – 2020 Capital Improvements Bond (multiple projects)	\$525M	PDB	Program Mgr., PDB Advisor	2020-current
Mt. Vernon School District Laventure Middle School Adds/Mods	\$9.6M	PDB	Program Mgr., PDB Advisor	2021-2023
Chelan County PUD Rock Island Dam – Draft Tube Gates Upgrades	\$7M	PDB	PDB Advisor	2020-current

Project	Project Value	Delivery Method	Tasks Performed	Time Involved
Chelan County PUD Rock Island Dam – Generator Leads Replacement	\$6.4M	PDB	PDB Advisor	2020-current

Heather Hocklander, Project Manager (Parametrix)

Heather will assist in managing the PRC approval and PDB Procurement and will also be the lead PM/CM to the team during design and construction as a Senior Construction/Program Manager with Parametrix. As a registered architect, Heather has over 24 years of experience in the design and construction industry. Heather began her APD experience providing sustainability support and design project management for USACE DOD projects at Joint Base Lewis McChord and Fort Bliss, Texas utilizing traditional design-build project delivery. She has experience in the K-12 education market for several school districts with a range of project delivery methods including PDB, GC/CM, and D/B/B and is a certified DBIA Associate. Her experience includes coordination of complex remodel/renovations, additions, safety upgrades, and identity branding. The following table lists recent and relevant Design-Build projects for Heather:

Project	Project Value	Delivery Method	Tasks Performed	Time Involved
TPS Hunt Middle School	\$32.5M	PDB	Design Project Mgrn	2018 - 2021
TPS Boze Elem School Replacement	\$20M	PDB	Design Project Mgrn	2018 - 2020
TPS Pools Upgrades	\$10M	PDB	Design Team Principal-In-Charge	2021 - 2024
Metro Parks – Pt. Defiance Zoo/Aquarium	\$32M	GCCM	Design support *	2015 - 2018
YCS Southworth Elementary School Replacement	\$26.4M	GCCM	Design Project Mgrn	2019 - 2022
YCS Yelm Middle School Replacement	\$40.8M	GCCM	Design Project Mgrn	2019 - 2022
Centralia SD Jefferson Lincoln Elem School Replacement	\$20.5M	GCCM	Design Project Mgrn	2017 - 2019
Centralia SD Fords Prairie Elem School Replacement	\$19.5M	GCCM	Design Project Mgrn	2019 - 2022
Tahoma SD Shadow Lake Elementary School Renovations	\$2.2M	GCCM	Design Project Mgrn	2016 - 2020
Tahoma SD Renovations to Tahoma Middle School	\$14.7M	GCCM	Design Project Mgrn	2015 - 2019
CPSD Evergreen Elementary School	\$39M	GCCM	Design Project Mgrn	2013 - 2017
CPSD Beachwood Elementary School	\$39M	GCCM	Design Project Mgrn	2013 - 2015
CPSD Hillside Elementary School	\$25M	GCCM	Design Project Mgrn	2012 - 2013
CPSD Carter Lake Elementary School	\$25M	GCCM	Design Project Mgrn	2012 - 2013

Note: Project information in table above represents personal experience of Heather while employed by another firm.

** Museum experience relating to life safety and code compliance design support*

Dan Cody, DBIA Associate – PDB Procurement and PM/CM Support (Parametrix)

Dan will manage the PRC approval and PDB Procurement and will also be available to provide PM/CM support to the team during design and construction. Dan is a Senior Construction Manager/Project Manager with Parametrix. A registered architect, he has over 37 years of experience in the design and construction industry. He has extensive experience in the K-12 educational market and public-sector projects, providing design and construction services on projects for numerous school districts throughout western Washington. In addition to his role in APD procurement, Dan also provides project management and construction management services for Parametrix clients on projects that utilize PDB, GC/CM and D/B/B delivery methods.

Dan has been instrumental in PRC application/approval and APD procurement efforts for many clients in the public sector. He is well versed in the requirements of RCW 39.10 and, since 2015,

has successfully spearheaded and managed the Project Review Committee (PRC) process on more than 40 applications and the APD procurement process for more than 30 projects utilizing both GC/CM and PDB delivery methods. Dan has successfully completed industry trainings in both GC/CM and DB project delivery and is a certified DBIA Associate. The following table lists recent and relevant PDB projects for Dan:

Project	Project Value	Delivery Method	Tasks Performed	Time Involved
TPS Whittier Elementary School Replacement	\$42.5M	PDB	PDB Procurement	2024-current
Tacoma Water Warehouse and Shops Facility	\$24M	PDB	PDB Procurement	2023-2024
Chelan County PUD – Substations Bundle Ph. 1	\$61.9M	PDB	PDB Procurement & PM Support	2023-current
Chelan County PUD – Transmission Lines Bundle Ph. 1	\$44.6M	PDB	PDB Procurement & PM Support	2023-current
Tacoma Water Warehouse and Shops Facility	\$24M	PDB	PDB Procurement	2023-2024
TPS Jennie Reed Elementary Adds/Mods	\$7.8M	PDB	PDB Procurement	2023-2024
TPS Roofs Bundle	\$5M	PDB	PDB Procurement	2023-2024
TPS Lowell Elementary School Replacement	\$33.74M	PDB	PDB Procurement	2023-2024
TPS & Port of Tacoma - Tacoma Maritime Center	\$73M	PDB	PDB Procurement & PM/CM Services	2023-current
Snoqualmie Community Center Expansion	\$29.8M	PDB	PDB Procurement & PM Support	2022-2023

Zak Tomlinson – District’s External Legal Counsel (Pacifica Law Group, LLP)

Role: Provide legal guidance for the Project with respect to the requirements of RCW 39.10, as well as other procurement, negotiation, contracting, and contract administration matters.

Relevant Experience: Zak has practiced law in Washington since 2004. His primary practice involves representing public entities in construction and procurement matters, and he has served as outside counsel to numerous Washington state municipalities, including cities, counties, port districts, school districts and other special-purpose districts. Zak advises routinely on projects authorized under RCW 39.10, including GC/CM projects, Design-Build projects and Progressive Design-Build projects, including the following recent experience:

- Counsel for City of Everett for new Stadium facility to house AquaSox, currently under development as a Progressive Design-Build project.
- Counsel for Snohomish Conservation District for new Natural Resources Center in Snohomish, currently under development as a Progressive Design-Build project.
- Counsel for South Whidbey School District for Facilities Modernization & Upgrades, currently under development as a GC/CM project.
- Counsel for Spokane County (CCC) for new Crisis Care Center, currently under development as a Progressive Design-Build project.
- Counsel for Snohomish Regional Fire & Rescue for Fire Stations 32 and 81, currently under development as a Progressive Design-Build project.
- Counsel for Spokane County for new Camas Meadow Park & Plante's Ferry Sports Complex Improvements, currently under development as a Progressive Design-Build project.
- Counsel for Port of Tacoma on the Maritime Center Project, currently under joint development with Tacoma Public Schools as a Progressive Design-Build project.
- Counsel for City of Everett on the Municipal Building Tenant Improvements project, currently under development as a GC/CM project.

- Counsel for Snohomish County 911 SNO911 Emergency Communications Center Facility, currently under development as a Progressive Design-Build project.
 - Counsel for Lake Washington School District on Alcott / Smith elementary schools project, currently under development as a GC/CM project.
 - Counsel for Lake Washington School District on new elementary school project on the Redmond Elementary School campus, currently under development as a Progressive Design-Build project.
 - Counsel for Snohomish County on the Food and Farming Center project, under development as a Progressive Design-Build project, currently under development as a Progressive Design-Build project.
 - Counsel for Snohomish County on the Arlington Operations Center project, under development as a Progressive Design-Build project.
 - Counsel for City of Snoqualmie on the Community Center Expansion project, under development as a Progressive Design-Build project.
 - Counsel for Mukilteo School District on the Mariner High School Renovation & Addition project, developed as a GC/CM project.
 - Counsel for Mukilteo School District on the Challenger & Horizon Elementary Schools Renovation & Addition project, developed as a GC/CM project.
 - Counsel for the City of Everett on the Water Filter Plant Phase 2 Capital Upgrades Project, developed as a Progressive Design-Build project.
- If the project manager is interim until your organization has employed staff or hired a consultant as the project manager indicate whether sufficient funds are available for this purpose and how long it is anticipated the interim project manager will serve.

Not applicable.

Parametrix has been selected for PDB Consultant Services including PDB Advisory, PDB Procurement, Project Management, Construction Management and Project Controls.

Funds for initial project services provided by Parametrix and external legal counsel are funded by the current PFD (Public Facilities District) account.

- A brief summary of the construction experience of your organization's project management team that is relevant to the project.

Refer to DB project experience tables provided with key team member biographies above.

- A description of the controls your organization will have in place to ensure that the project is adequately managed.

Consistent with the previous HOCM PFD capital project, this project will be managed by the City of Olympia in partnership with HOCM. The project's overall organizational format includes project reviews and approvals by HOCM's CEO and the City Manager. City Council will provide approvals as deemed appropriate by the City Manager. From there, it proceeds to the Project Leadership team that includes the HOCM Project Manager, HOCM CEO, City Manager and Director of Public Works. The City's project specific staffing will include the City's Director of Public Works and the City's Project Manager from start of design through occupancy. The City and HOCM staff will be augmented by Parametrix staff that will include a PDB Advisor, a Project Manager during the entire project, and a Construction Observer during the construction phase. City and HOCM staff will be routinely consulted throughout the project and invited to participate in all design phase reviews, value analysis, and constructability reviews.

The Public Works Department has developed a comprehensive project management system that has been successful in delivering projects of varying size, cost and duration on time and within budget during a time of unprecedented industry-wide cost escalation. This project will be led by a project team comprised of Public Works staff members, HOCM CEO, and HOCM Project Manager who will be augmented by the expertise of our PDB consultant, Parametrix Inc., who specialize and are well-versed in the statutory requirements (RCW 39.10) and industry best practices around alternative project delivery as well as PM/CM processes and procedures. In addition, the City will employ the

legal expertise of outside legal counsel, Zak Tomlinson, a construction attorney with Pacifica Law Group who is highly experienced in the construction industry, has intimate knowledge of the statutory requirements related to RCW 39.10, PDB contract documents and PDB best practices, methods and procedures.

The following high-level summaries articulate our organizational controls:

Project Management and Decision Making

- Authority and project related decision-making responsibility will be provided by City of Olympia and HOCM with implementation and direction to the PDB Team provided by the Project Management Leadership team and Parametrix.
- Parametrix will meet on a regular basis with the Project Manager Jay Burney, CEO Patty Belmonte, and HOCM Project Manager Gary Schneider, to discuss project needs, project milestones and to develop strategy recommendations and courses of action for implementation of the project.

Selection Committee

- The PDB Selection Committee will consist of City representatives, HOCM representatives, and may include representatives from our community partners.
- The PDB Selection Committee will include members with applicable design, maintenance, operation and construction knowledge and experience.
- The PDB Selection Committee will review the PDB Teams responses to the RFQ and RFP and make recommendations of PDB Team scoring and shortlisting.
- The PDB Selection Committee will make the recommendation for PDB selection to the City Manager, City Project Manager, and HOCM.
- Parametrix will plan, facilitate and monitor the procurement and selection process but will not be a scoring member of the PDB Selection Committee.
- Jim Dugan, Parametrix PDB Advisor, will be the primary point of contact from Parametrix during scoring and selection.

Communications

- The City will use a variety of well-established formal and informal tools to provide effective communications with all of those involved in the project.
- At the appropriate time, the City will advertise the RFQ and make the RFQ available to interested PDB Teams.
- Firms will be notified in writing of the shortlisted PDB Teams following the review and scoring of the responses to the RFQ.
- Shortlisted PDB Teams will be issued a final version of the RFP and will be invited to submit a Proposal.
- During the RFP phase, the Selection Committee will meet with the shortlisted PDB Teams in a Design/Builder-led Proprietary Meeting to discuss project objectives, project approach, project procedures and project-specific ideas to allow the PDB Teams to complete their Proposal. The PDB Selection Committee will provide appropriate input and feedback to the PDB Teams during the Proprietary Meetings.
- Once a "most qualified" PDB Team is selected, the City, HOCM, and Parametrix will meet with the PDB Team to negotiate preconstruction phase fees and contract terms and conditions.
- During the design and construction phases the City, HOCM, and Parametrix will meet with the PDB Team and partake in interim reviews of the program, design, costs and schedule to ensure the City's and HOCM's expectations and vision of the finished project are achieved.

Project Progress

- Progress will be reported weekly by the PDB Team to the City's and HOCM's Project Managers and PDB Consultant.
- Formal reports will be developed by the PDB Team, the City's Project Manager, HOCM, and the PDB Consultant and will be sent to stakeholders as applicable.
- Occasional project status updates may be posted on the City and HOCM websites to ensure the public is informed on the project status.

Budget Monitoring

- The D/B will be required to provide updated cost estimates and design documents at specified milestones throughout the project.
- The City's Project Team will be managing and tracking the program finances and collaborating with the PDB Team to weigh/reconcile the cost estimates against budget on a regular basis throughout the project.
- The City's Project Team will collaborate with the PDB team to conduct ongoing value analysis on the project as it progresses through the design process. The PDB Team will keep a value analysis log that will be updated on a regular basis and kept as part of the project record.
- Financial reporting will be provided on a regular basis to the City and HOCM.
- The City will maintain its own project contingency and reserves to address any Owner driven scope changes or changes resulting from unforeseen/latent conditions and any appropriate resultant change orders.

Approval

- The Public Works Director has signature authority on Public Works contracts up to \$250,000.
- The City Administrator/Mayor has signature authority up to \$350,000.
- City Council approval is required for values above those stated above.

Schedule

- The proposed project milestone schedule will be provided in the PDB RFQ documents.
- Successful PDB Team will work with the City, HOCM and Parametrix to produce a more detailed project schedule that will show subcategories for design, permitting, phasing, bidding and construction.
- Weekly Construction Project Progress Meetings will include review of the Contractor's 3-week look-ahead schedule that forecasts upcoming construction activities.
- Monthly D/B construction progress updates with a narrative will be a project requirement.
- Parametrix, the City, and HOCM will review the baseline construction schedule and comment on monthly construction schedule updates.
- A brief description of your planned DB procurement process.

The City intends to utilize PDB Consultant, Parametrix, and external legal counsel, Pacifica Law Group, as external consultants. These consultants are highly knowledgeable in PDB project delivery and will advise the City in the PDB selection and contracting process. The City's PDB procurement and selection process will be based primarily on PDB firm and team member qualifications, experience, past performance and project-specific approach factors plus a minor pricing factor.

The procurement process will include the following:

- Outreach to potential PDB contractors and design teams to make them aware that the project is being planned and the anticipated timing of the RFQ release.

- Publish an advanced notice advertisement to notify potential PDB contractors and design teams that the project is being planned so that they can begin to form their teams in anticipation of the RFQ.
- Publicly advertise and issue the RFQ to solicit Statements of Qualifications (SOQs) from potential PDB teams. The RFQ will identify scoring criteria and weighting that will be used in evaluating the SOQs that are received.
- Review and score SOQs received from submitters to arrive at a shortlist up to 3 or 4 of the highest ranked submitters who will be identified as Finalists.
- After the statutorily required protest period has passed, issue final RFP to Finalists that will solicit their written Proposal that will include project specific approach information and pricing factors. The RFP will identify scoring criteria and weighting that will be used in evaluating the Proposals that are received.
- Conduct PDB-led Proprietary Meetings with each Finalist to answer questions that will help them complete their Proposals.
- Receive and review Proposals. (With the exception of Price Factors which will be held confidential and will be opened after scoring of the other proposal information.)
- Conduct City-led Interviews of the PDB Finalists to help the City/HOCM to better understand the qualifications and intended approach of each PDB Finalist.
- Score Interviews and Final Proposals.
- Open and score Price Factors and notify all proposers of the most highly qualified PDB team.
- After the statutorily required protest period has passed, negotiate Preconstruction fees and the terms and conditions of the DB Agreement with highest ranked PDB Finalist.
- Recommend award and obtain the approval of the selected PDB team, preconstruction fees and terms of the DB Agreement from the City Council.
- Execute DB Agreement and issue NTP.
- Make appropriate honorarium payment to the PDB Finalists who were not awarded a contract.

The SOQs and Proposals will be reviewed, evaluated and scored by a team that will include City staff, and others with construction and programming knowledge and experience.

The scoring utilized to determine the total points and most highly qualified PDB team will be cumulative and inclusive of the scores from the SOQs, the Interviews and the Proposals, including the cost factors. The most highly qualified PDB team will be identified and invited to negotiate a PDB Agreement. The PDB Consultant, Parametrix, will facilitate and they, along with Pacifica Law Group, will advise the City/HOCM during the entire PDB procurement process.

Evaluation factors for the SOQs will include, but may not be limited to:

- Technical qualifications, competency and experience of the firms,
- Technical qualifications, competency and experience of the key design and construction personnel,
- The proposer's capacity to perform the work,
- The proposer's past performance in utilization of disadvantaged business and small business entities,
- The proposer's ability to provide a performance and payment bond for the project.

Evaluation factors for the Proposals will include, but may not be limited to:

- Project-specific technical approach information,
- The management plan to meet time and budget requirements,

- Summary of the proposer's accident prevention plan,
- The project-specific outreach and inclusion plan for small business entities and disadvantaged business entities,
- One or more price-related factors. (The weighting of the price-related factors will be minor in comparison to the weighting of the other evaluation factors.)

Pending approval by the PRC, the City anticipates the procurement process will begin with the advertising of the Request for Qualifications in May 2025 and will culminate with the identification of the "Most Qualified" PDB contractor in August 2025. Once the most qualified PDB contractor is identified, the City will negotiate Preconstruction Services and the PDB Contract terms with the intent to complete negotiations and take a PDB Agreement to the City Council for approval in May 2025. (Refer to Section 3 for additional schedule information.)

- Verification that your organization has already developed (or provide your plan to develop) specific DB contract terms.

The City will utilize Contract Documents (Design-Build Agreement, General Conditions and Guaranteed Maximum Price Amendment) that are prepared by Zak Tomlinson of Pacifica Law Group and are based on the AIA-A103 and AIA-A201. In conjunction with the Pacifica Law Group documents, the City will also use standardized PDB RFQ, RFP and selection documents developed and used successfully by Parametrix.

A complete draft of the RFP, including draft Contract Documents, will be issued with the RFQ document. PDB Finalists will be provided the opportunity to review and comment on the Contract documents as part of their Proposal. The City will consider comments received and any that are deemed acceptable will be incorporated into a revised draft of the Contract Documents that will be included in the final draft of the RFP.

7. **Owner Readiness** *(to be answered by the Owner)*

- a) What have you done as an Owner to prepare yourself and your staff for this DB project?
- How have you communicated with other public owners to understand the organizational alignment and administrative time needed to manage an alternative delivery project?
HOCM has actively engaged with Parametrix who advises several owners who have successfully implemented PDB project delivery method. These discussions included organizational alignment, administrative time need for procurement, decision making, audit responsibilities, purchasing/accounting procedures to align with design-build alternative delivery method.
 - What training have you as an Owner and your staff taken?
Both the City and HOCM intend to build upon past DB experience by attending AGC and/or DBIA training for Progressive Design-Building project delivery method not yet scheduled. In the meantime, the City and HOCM staff have Parametrix as a resource to provide training to our staff as needed.
 - How have you considered the differences in alternative delivery vs Design Bid Build with regards to contract requirements around risk allocation, attitudes towards contract changes, disputes, etc.?
Both the City of Olympia and HOCM have had discussions regarding Design Bid Build vs alternative delivery methods prior to determining PDB as the preferred method. Pacifica Law Group has extensive experience with DB contracts with the City and other current projects that inform best practices in relation to contracts and addressing issues such as risk allocation, contract changes, dispute resolution, etc. As the PDB advisor and PM/CM support, Parametrix has successfully managed projects and execute contracts that foster a collaborative attitude while also clearing defining roles, responsibilities and risk allocation.
- b) How does your organization ensure that knowledge is passed down to your staff and project team?

We will host internal workshops/presentations to share and reinforce DB best practices and incorporate feedback from team's individual experience and expertise.

c) How have you familiarized yourself and your staff with DB Best Practices?

We have been familiarizing ourselves with DB Best Practices through experienced Contractors, Owner advisors, and design professionals. We continue to leverage DBIA's resources such as guides, case studies, and webinars as appropriate and DBIA professionals on our project team.

8. Public Body (your organization) Construction History:

Provide a matrix summary of your organization's construction activity for the past six years outlining project data in content and format per the attached sample provided: *(See Attachment E. The applicant shall use the abbreviations as identified in the example in the attachment.)*

- Project Number, Name, and Description
- Contracting method used
- Planned start and finish dates
- Actual start and finish dates
- Planned and actual budget amounts
- Reasons for budget or schedule overruns
- Small-, minority-, women-, and veteran-owned business participation planned and actual utilization

Refer to Exhibit B for City of Olympia's Six Year Construction History table.

9. Preliminary Concepts, sketches or plans depicting the project

To assist the PRC with understanding your proposed project, please provide a combination of up to six concepts, drawings, sketches, diagrams, or plan/section documents which best depict your project. In electronic submissions these documents must be provided in a PDF or JPEG format for easy distribution. Some examples are included in attachments E1 thru E6. At a minimum, please try to include the following:

- A overview site plan *(indicating existing structure and new structures)*
- Plan or section views which show existing vs. renovation plans particularly for areas that will remain occupied during construction.

Note: applicant may utilize photos to further depict project issues during their presentation to the PRC

Preliminary feasibility/concept work has been developed for this project. (Refer to Exhibits C-F) These concepts will be reviewed, and a more detailed program and design documents will be developed as part of the Phase 1 services by the selected PDB team.

10. Resolution of Audit Findings on Previous Public Works Projects

If your organization had audit findings on any project identified in your response to Question 7, please specify the project, briefly state those findings, and describe how your organization resolved them.

The City of Olympia has received no audit findings on their capital projects listed in the construction history provided in response to question 7 above.

11. Subcontractor Outreach

Please describe your subcontractor outreach and how the public body will encourage small-, minority-, women-, and veteran-owned business participation.

The City and HOCM are committed to supporting the local community and economy by encouraging their contractors to include participation of local businesses; small business enterprises; woman-owned businesses; minority-owned businesses; veteran-owned businesses; and socially and economically disadvantaged business enterprises on their projects. This is intended to invest tax-payer dollars back into the community, as well as help build a strong professional community able to tackle the increased construction project load that is being experienced in Washington State and especially the greater Puget Sound region.

The PDB Team will be expected to demonstrate due diligence to encourage and participation of these businesses to bid on the project. Our RFQ will require the proposers to provide their prior success and performance on previous projects related to inclusion and our RFP will require the proposers to provide their approach for outreach and to encourage participation of local businesses; small business

enterprises; woman-owned businesses; minority-owned businesses; veteran-owned businesses; and socially and economically disadvantaged business enterprises for this project.

CAUTION TO APPLICANTS

The definition of the project is at the applicant's discretion. The entire project, including all components, must meet the criteria of RCW 39.10.300 to be approved.


SIGNATURE OF AUTHORIZED REPRESENTATIVE

In submitting this application, you, as the authorized representative of your organization, understand that: (1) the PRC may request additional information about your organization, its construction history, and the proposed project; and (2) your organization is required to submit information requested by the PRC. You agree to submit this information in a timely manner and understand that failure to do so may delay action on your application.

The PRC strongly encourages all project team members to read the [Design-Build Best Practices Guidelines](#) as developed by CPARB and attend any relevant applicable training. If the PRC approves your request to use the DB contracting procedure, you also agree to provide additional information if requested.

The 2021 Legislature updated [RCW 39.10.330\(8\)](#) stating that Design-Build contracts must require the awarded firm to track and report to the public body and to the office of minority and women's business enterprises (OMWBE) its utilization of the OMWBE certified businesses and veteran certified businesses. By submitting this application, you agree to include these reporting requirements in project contracts.

I have carefully reviewed the information provided and attest that this is a complete, correct and true application.

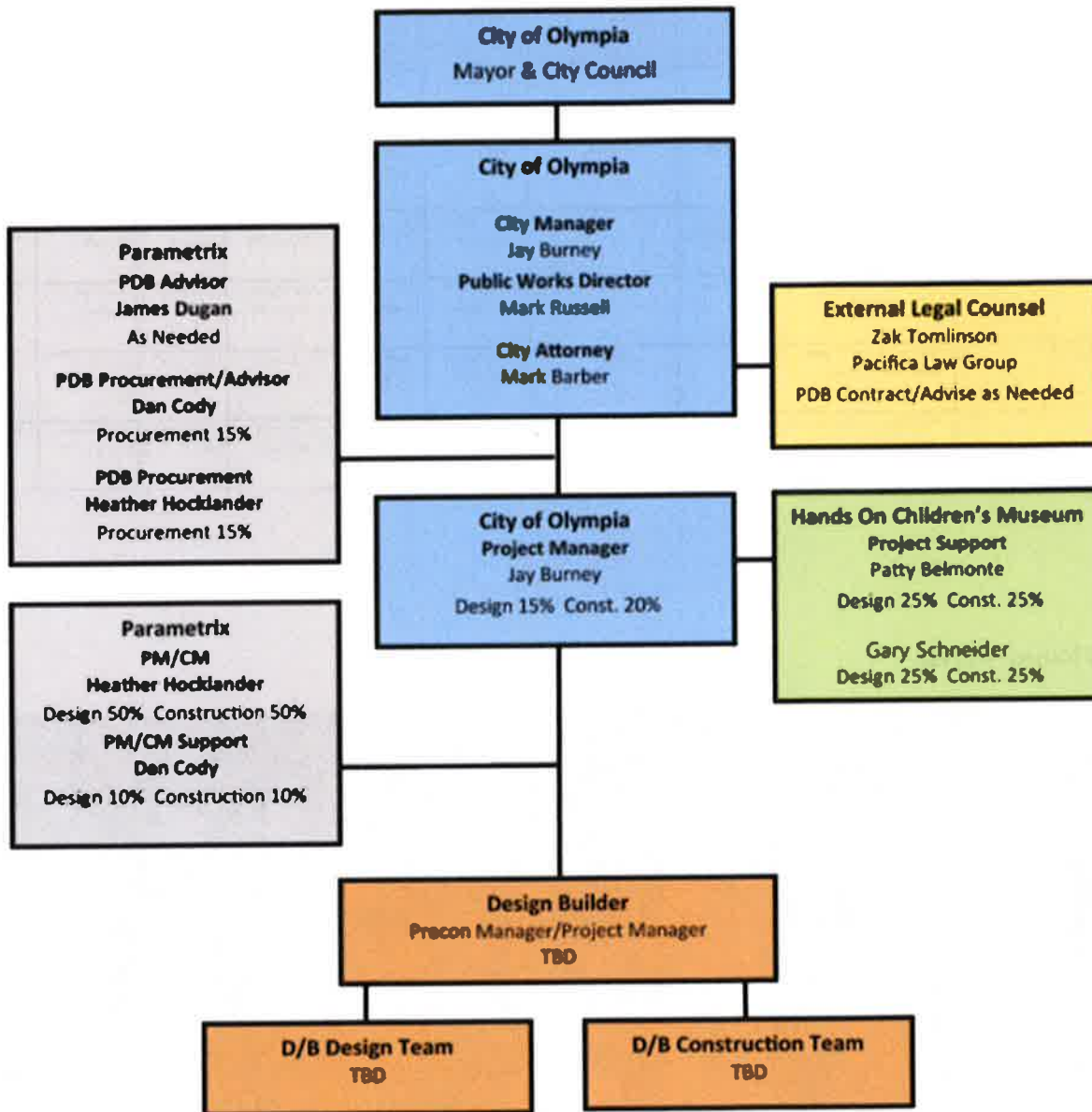
Signature: 

Name: (please print) Jay Burney (public body personnel)

Title: City Manager

Date: 12/20/24

Exhibit A – Project Organizational Chart



City of Olympia
Hands On Children's Museum Expansion

Exhibit B – Six Year Construction History

CITY OF OLYMPIA - SIX YEAR PROJECT CONSTRUCTION HISTORY Projects Exceeding \$1,000,000 Construction Cost								
Name	Description	Contracting Method	Planned Start and Finish Dates	Actual Start and Finish Dates	Planned and Actual Budget	Reasons for Budget Overrun	Reasons for Schedule Overruns	S/M/W/N Business Utilization
2024 Pavement Preservation	Apply chip and fog seals to various streets within the City	D/B/B *	June 2024 / Dec. 2024	July 2024 / Oct. 2024	\$1,490,000 / \$1,265,000	15% Under Budget	Completed on Schedule	Not Required
Fir Street Reservoir Seismic and Valve House Retrofit	Seismic retrofits and upgrades to the City's Fir Street Reservoir and valve house	D/B/B *	Sept. 2020 / May 2021	Sept. 2020 / June 2021	\$4,550,000 / \$3,700,000	19% Under Budget	Completed on Schedule	Not Required
Legion Way Improvements	Reconstruction of Legion Way in downtown Olympia including pedestrian friendly raised intersection	D/B/B *	Feb. 2020 / Dec. 2020	Feb. 2020 / Oct. 2020	\$1,990,000 / \$2,200,000	Material Cost Increases	Completed on Schedule	Not Required
Eastside Chip Seal	Apply chip and fog seals to various streets within the City	D/B/B *	Apr. 2022 / Dec. 2023	Aug. 2022 / Sept. 2023	\$1,910,000 / \$1,601,000	16% Under Budget	Completed on Schedule	Not Required
Franklin Street Improvements	Reconstruction of Franklin Street in downtown Olympia	D/B/B *	Mar. 2021 / Mar. 2022	Mar. 2021 / June 2022	\$3,800,000 / \$3,100,000	18% Under Budget	Material Availability Delays	Not Required
Westside Chip Seal	Apply chip and fog seals to various streets within the City	D/B/B *	Apr. 2023 / Dec. 2024	July 2023 / Aug. 2024	\$1,900,000 / \$1,500,000	21% Under Budget	Completed on Schedule	Not Required

Exhibit C – Vicinity Aerial

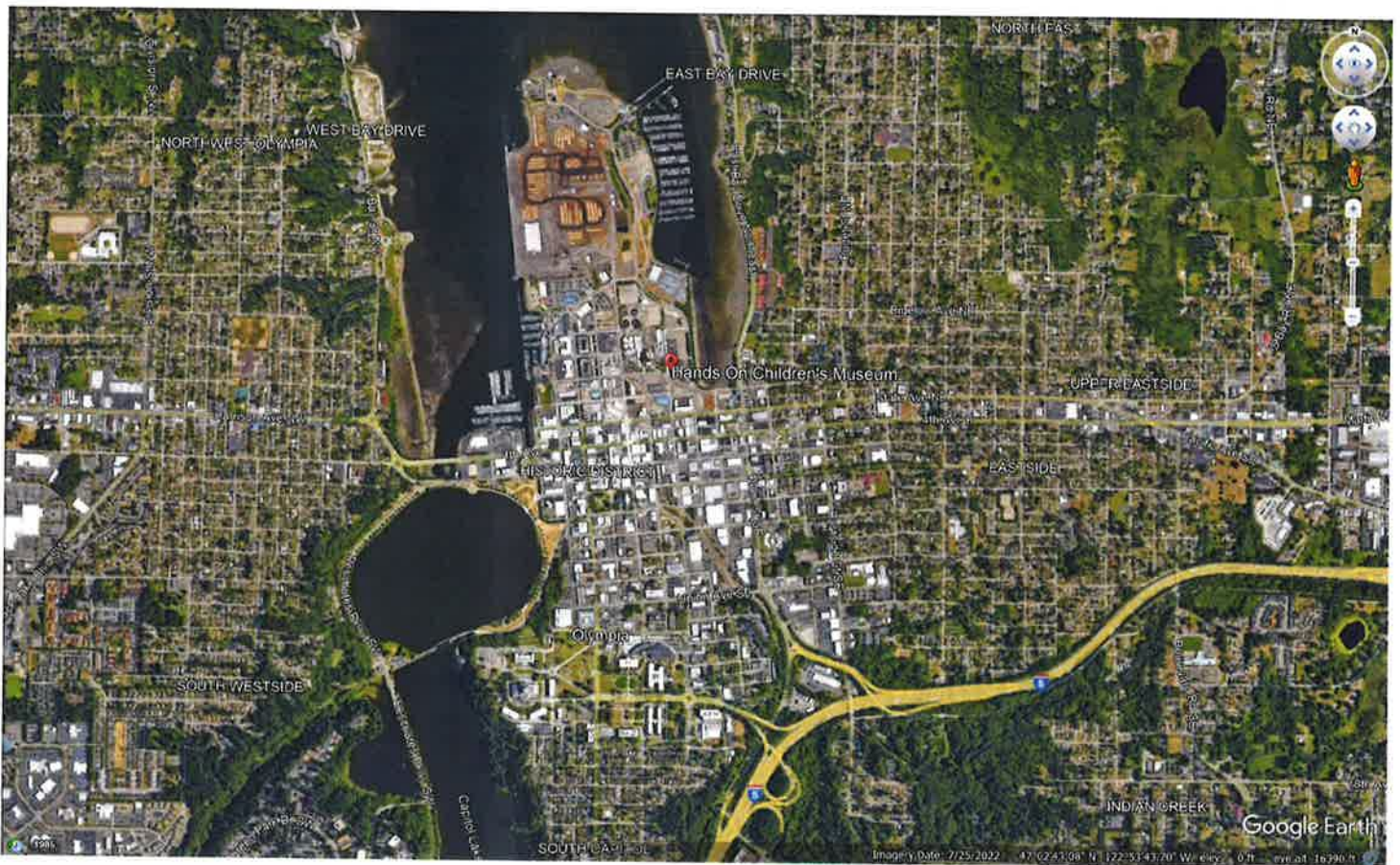
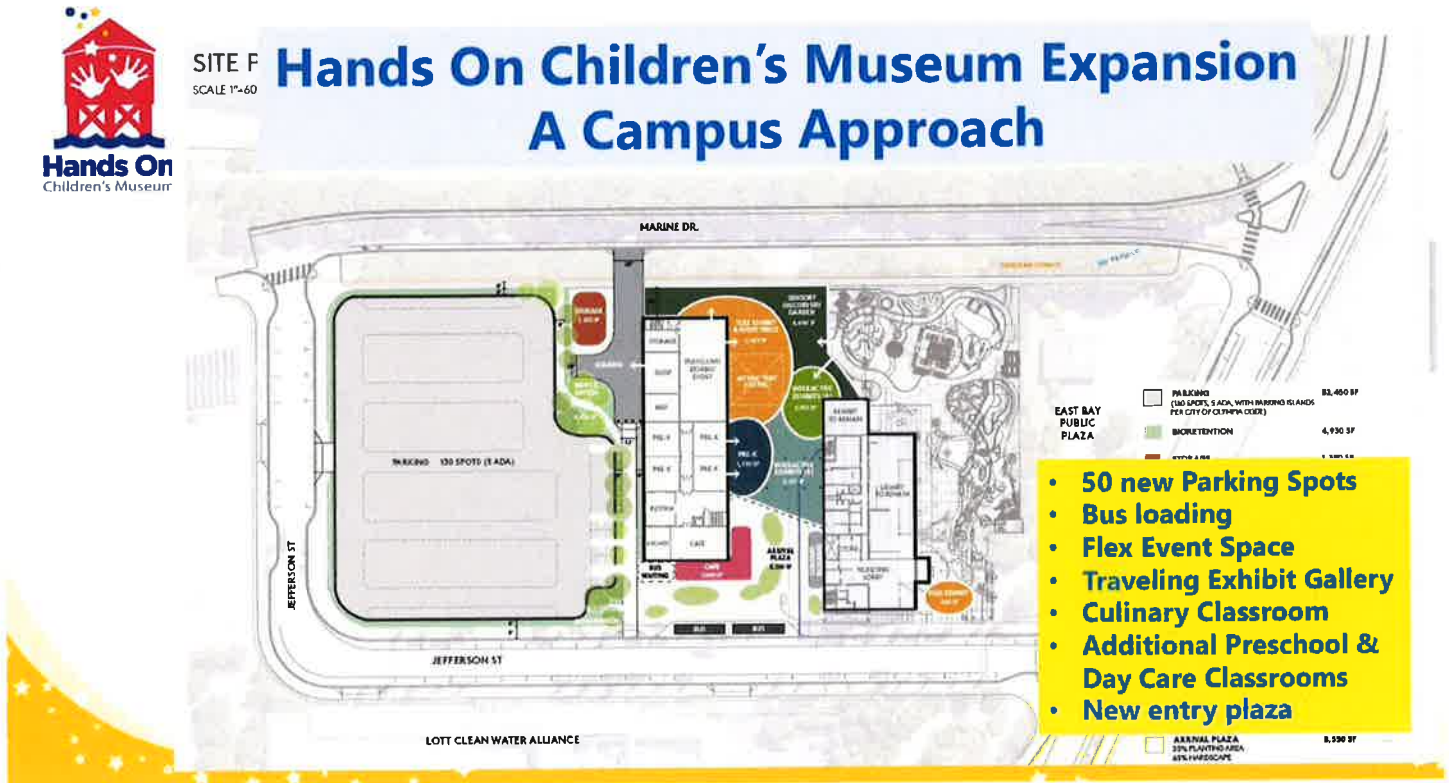


Exhibit D – Site Aerial



Exhibit E – Site Masterplan





Museum Expansion

Doubles square footage to 56,000sq/ft
Adds 50 parking spots and entrance plaza

