

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): [Cowlitz Public Facilities District \(CPFD\)](#)
- b) Mailing Address: [1900 7th Ave, Longview, WA 98632](#)
- c) Contact Person Name: [Bob Gregory](#) Title: [Master Plan Project Manager](#)
- d) Phone Number: [\(360\) 430-4946](#) E-mail: bgregory@cowlitzpfd.gov

1. Brief Description of Proposed Project

- a) Name of Project: [Cowlitz County Event Center Expansion Phases 1 & 2](#)
- b) County of Project Location: [Cowlitz](#)
- c) Please describe the project in no more than two short paragraphs. (*See Attachment A for an example.*)

[The Cowlitz County Event Center \(CCEC\)](#) is located in Longview, WA, immediately to the east of downtown Longview, abutted immediately on the north by the City of Kelso's retail and mixed-use area, and just to the west of the Cowlitz River. The CCEC abuts mixed uses to the north and residential uses to the south, commercial uses to the west and public/ institutional uses to the east (Third Avenue Neighborhood, including Cowlitz County Jail), beyond which is the Cowlitz River. The CCEC will remain occupied and operational during construction of this project. The general scope of this project is as follows:

[Phase 1 – Regional Conference Center Addition and Improvements](#): This phase of the project would be focused on renovation/upgrade and expansion of the existing Regional Conference Center facility. It's envisioned that renovation/upgrade work may include but not be limited to: renovations to accommodate greater flexibility in leasing and use of the facility; improvements to foodservice/catering facilities; upgrading of interior finishes; improvements to technology, AV and communication systems; improvements to safety and accessibility; improvements to the Expo Hall HVAC system; and improvements to signage and wayfinding. The building addition work is intended to include approximately 3,000sf of additional breakout space to accommodate varying sizes of meetings and conferences. The total project budget for this phase of the project is \$11,171,170.

[Phase 2 – New Multi-purpose Facility](#): This phase of the project would include construction of a new Multi-purpose Facility of approximately 40,000sf. The facility would be designed to accommodate flexibility for use by small to large groups, climate-controlled rooms for year-round use, and space for a variety of events year-around including trade shows, consumer shows, sporting events (such as basketball and volleyball), training, and social, community and other civic events. In addition, the design would also accommodate support spaces such as formalized pre-function/ concourse space, a prep kitchen, public restrooms, meeting space, and a back-of-house capable of accommodating storage, loading/unloading and staging for exhibit events. The total project budget for this phase of the project is \$26,932,500.

Projected Total Cost for the Project:

A. Project Budget

Phase 1 - Regional Conference Center Addition and Improvements

Costs for Professional Services (A/E, Legal etc.) (@ 12% of Const Cost)	\$ 938,378
Estimated project construction costs (@70% of Total Budget) (<i>incl. const. cont.</i>):	\$ 7,819,819
Equipment and furnishing costs (@ 5% of Total Budget)	\$ 558,560
Off-site costs	\$ 0.00

Contract administration costs (owner, cm etc.) (@ 3.5% of Const Cost)	\$ 273,693
Contingencies (design & owner) (@ 5% of Design + Construction Cost)	\$ 437,909
Other related project costs (permits, other owner consultants, etc.)	\$ 388,154
Sales Tax (@ 8.1% of Design + Construction + Equip/Furnishings)	\$ 754,657
Subtotal	\$11,171,170

Phase 2 - New Multi-purpose Facility

Costs for Professional Services (A/E, Legal etc.) (@ 12% of Const Cost)	\$ 2,262,330
Estimated project construction costs (@70% of Total Budget) (incl. const. cont.):	\$18,852,750
Equipment and furnishing costs (@ 5% of Total Budget)	\$ 1,346,625
Off-site costs	\$Incl. Above
Contract administration costs (owner, cm etc.) (@3.5% of Total Budget)	\$ 942,638
Contingencies (design & owner) (@ 5% of Design + Construction Cost)	\$ 1,055,754
Other related project costs (permits, other owner consultants, etc.)	\$ 653,005
Sales Tax (@ 8.1% of Design + Construction + Equip/Furnishings)	\$ 1,819,398
Subtotal	\$26,932,500
TOTAL COMBINED PROJECT BUDGET	\$38,103,670

Note that the project budget information above is preliminary. CPFD reserves the right to increase or decrease the project scope and budget to align with available funding.

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 Phase 1, \$11.2M project budget is funded by existing Cowlitz PFD reserves and the issuance of a new bond that will be funded by the Cowlitz PFD's sales and lodging tax revenues through 2042. The Phase 2, \$26.9M project budget funds are expected to come from Federal and State grants/appropriations, business sponsorships, fundraising proceeds, and PFD bonds paid back by annual PFD sales tax and lodging revenues. The Cowlitz PFD is also considering a public voter approved funding source for repayment of the bonds.

2. Anticipated Project Design and Construction Schedule

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

The anticipated project design and construction schedule, including:

- Procurement;
- Hiring consultants if not already hired; and
- Employing staff or hiring consultants to manage the project if not already employed or hired.

DB Procurement Schedule	Start	Finish
Submit PRC Application		April 21, 2025
Publish Advanced Notice Advertisement		May 1, 2025
Presentation to PRC		May 22, 2025
PRC Verbal Approval		May 22, 2025
First publication of RFQ for DB Services		May 27, 2025
Second publication of RFQ for DB Services		June 3, 2025
Project Information Meeting		June 5, 2025
RFQ Submittal (SOQ) Deadline		June 26, 2025
Review & Score RFQ Submittals (SOQs) Received	June 27, 2025	July 7, 2025
Notify Submitters of Shortlisted DB Finalists		July 8, 2025
Statutory Waiting Period (4 Business Days)	July 9, 2025	July 14, 2025

Release Final Draft of RFP to Finalists		July 15, 2025
Proprietary Meetings with Finalists	July 24, 2025	July 25, 2025
RFP Submittal (Proposal) Deadline		Aug 12, 2025
Review RFP Submittals (Proposals) Received	Aug 13, 2025	Aug 29, 2025
Interviews with Finalists	Sept 3, 2025	Sept 4, 2025
Score Interviews and RFQ Submittals (Proposals)		Sept 4, 2025
Open Price Factor Proposals		Sept 5, 2025
Notify all Proposers of the Most Highly Qualified Design-Builder		Sept 8, 2025
Statute Required Waiting Period	Sept 9, 2025	Sept 12, 2025
CPFD Board Approval of Design-Builder Selection		Sept 17, 2025
Negotiate Terms and Conditions of Agreement and Scope/Fee for Phase 1 (Pre-GMP)	Sept 15, 2025	Sep 29, 2025
Final Phase 1 (Pre-GMP) Scope/Fee Due From Design-Builder		Oct 1, 2025
Board Approval of Phase 1 (Pre-GMP) Fees and Agreement		Oct 15, 2025
Execute DB Agreement w/ Phase 1 (Pre-GMP) Services for Design & Construction Phase 1		Oct 20, 2025
Design-Build Notice to Proceed		Oct 22, 2025
Design, Permitting & Construction Schedule	Start	Finish
<u>Phase 1 – Conference Center Add. & Imps.</u>		
Pre-Design, Schematic Design & Design Development (0-60% Design)	Oct 2025	Mar 2026
Negotiate GMP for 60-100% Design & Construction	Apr 2026	Apr 2026
Permit Documents (60-80% Design)	May 2026	Jul 2026
Early Procurement	TBD	TBD
Permitting	Jul 2026	Oct 2026
Construction Documents (80-100% Design)	Jul 2026	Oct 2026
Construction	Nov 2026	Jun 2027
Substantial Completion		Apr 2027
Punchlist and Final Completion	May 2027	Jun 2027
<u>Phase 2 – New Multi-Purpose Facility</u>		
Pre-Design, Schematic Design & Design Development (0-60% Design)	Mar 2026	Aug 2026
Negotiate GMP for 60-100% Design & Construction	Sep 2026	Sep 2026
Permit Documents (60-80% Design)	Oct 2026	Dec 2026
Early Procurement	TBD	TBD
Permitting	Jan 2027	Apr 2027

Construction Documents (80-100% Design)	Jan 2027	Apr 2027
Construction	May 2027	Apr 2028
Substantial Completion		Feb 2028
Punchlist and Final Completion	Mar 2028	Apr 2028

Note that the schedule above is preliminary and is subject to change once the PDB team is under contract and the team (CPFD, 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 opportunities for greater innovation and efficiencies between designer and builder, describe these opportunities for innovation and efficiencies.

The Cowlitz PFD (CPFD) is requesting approval to utilize the Progressive Design-Build (PDB) project delivery method. PDB delivery will allow CPFD and CCEC stakeholders to collaborate directly with the contractor, select subcontractors and the 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 CPFD to:

- Investigate existing sites 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 CPFD'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 delivery process will provide CPFD 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 CPFD 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 bring value 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 Project are significant and include the following:

- PDB will allow CPFD to establish a construction budget, program requirements, and owner's project requirements and then require the PDB team to provide design and construction solutions that meet the available program budget.
- PDB allows CPFD 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 CPFD's risk of added costs from change orders because the PDB contractor carries the contract for the design team and therefore has responsibility for the errors and omissions 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 CPFD.
- PDB delivery allows CPFD, 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 available 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 for CPFD to have collaborative discussions with the contractor and design team throughout the entire design process. This, in turn, can improve value of the final product.
- The ability of Owner to establish a budget and collaborate with Design Builder to develop a prioritized program for outcomes the Owner wishes to achieve within the established budget.
- 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 CPFD to select a Design-Builder (contractor and design team) under a single agreement and then work collaboratively with both the contractor and designers during predesign, design, bidding and construction.
- Utilizing the combined strength of highly qualified construction and design 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,
- Start construction work earlier than other delivery methods.
- Provides a significant reduction in CPFD's risk of change orders from errors and omissions in the bidding and construction documents.
- Allows the contractor to inform CPFD 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 typically done with no contractor or subcontractor input on design, value engineering, constructability, schedule, logistics or cost estimates. The PDB delivery method provides for earlier and greater certainty of cost, lower risk for CPFD and strong potential for improved design and better value. In short, for our project, we believe that PDB offers many benefits over other project delivery methods and is the most advantageous delivery method for our project.

6. Public Body Qualifications

Please provide:

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

After researching the project delivery methods available to public agencies in Washington we've come to the conclusion that Progressive Design-Build (PDB) delivery would be the most beneficial for this project, the Cowlitz Public Facilities District (CPFD) and our community. This will be the first PDB delivery project for CPFD. Because CPFD has no previous experience in PDB project delivery, we have sought out and will be augmenting our team with highly qualified consultants that have extensive PDB experience. We have currently contracted with Parametrix who will provide Design-Build advisory, procurement, program management and construction management services.

The Parametrix team, will provide staff for the roles of DB Advisor (Jim Dugan), Procurement Manager (Dan Cody), Project Manager (Sharilynn Sage), Construction Manager (Eric Nielssen) and Project Controls. Parametrix is now under contract with CPFD and has the capacity to adjust their level of involvement, as required to suit the needs of our project.

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

Additionally, at the time of this application, CPFD is in the process of procuring a highly qualified legal firm who will have previous experience in construction law and contracts related to PDB project delivery. The expectation will be for that firm to provide external legal counsel, contract preparation and advisory services related to PDB project delivery throughout the duration of the project. We anticipate having our external legal counsel selected and under contract by the time that we make our presentation to the PRC. We will provide additional information either in response to the PRC questions on our application or at the PRC presentation.

- 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 for the project org chart.

- 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.

Bob Gregory, Master Plan Project Manager (Cowlitz Public Facilities District)

Bob will serve as the primary point of contact for CFPD on this project. He has 35 years of experience in City and County government, serving in positions as City Manager, Assistant City Manager, Director of Public Works, and City Engineer. He has also served as Chairman of the Cowlitz Economic Development Council, including 10 years on the executive board of the organization, leading public and private interests in job creation and private investment in residential, commercial and industrial projects in Cowlitz County and the Cities of Longview and Kelso. In 2015, Bob opened a consulting service, specializing in planning, project management, and government affairs. As a consultant, he has assisted developers and private property owners with managing master planning, entitlements, economic feasibility studies, and marketing strategies for residential, commercial, and industrial facilities.

The following table lists projects for Bob:

Project	Project Value	Delivery Method	Tasks Performed	Time Involved
Anchor Point Master Plan/Feasibility/Marketing	\$550K	N/A	Project Management	2015-Present
Williston Square Master Plan/Infrastructure Development	\$11.6M	D/B/B	Project Management	2016-2022
Space Age Fuel/Convenience Store Feasibility/Entitlements	\$6M	D/B	Project Management	2019-2020
Spencer Creek Village	\$65,900	N/A	Project Management	2022-Present
Port of Tacoma Vehicle Processing Facility, Trans Development Group	\$8M	D/B	Project Manager	2018-2019

Note that the project information represents consulting experience of Bob prior to involvement with Cowlitz County Public Facility District

Jim Dugan, PDB Advisor (Parametrix)

Jim has 47 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 design and 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 he was appointed to an additional three-year 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
Olympia Hands on Childrens Museum	\$35M	PDB	PDB Advisor	2024-current
TPS Whittier Elementary School Replacement	\$42.5M	PDB	PDB Advisor	2024-current
Auburn SD Facility Improvements Program	\$63M	PDB	PDB Advisor	2024
Chelan County PUD Rock Island and Rocky Reach Dam Improvements	\$305M	PDB	PDB Advisor	2024-current
Tacoma Public Schools – 2024 Capital Improvements Bond (multiple projects)	\$650M	PDB	Program Mgr., PDB Advisor	2024-current
Tacoma Water Warehouse and Shops Facility	\$24M	PDB	PDB Advisor	2023-current
Chelan County PUD – Substations Bundle Ph. 1	\$61.9M	PDB	PDB Advisor	2023-2024
Chelan County PUD – Transmission Lines Bundle Ph. 1	\$44.6M	PDB	PDB Advisor	2023-2024
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
Chelan County PUD Rock Island Dam – Generator Leads Replacement	\$6.4M	PDB	PDB Advisor	2020-current

Sharilynn Sage, Project Manager, DBIA Associate (Parametrix)

Sharilynn will be the Project Manager and will work closely with CPFD and the selected Design-Builder during design and construction. She will be responsible for managing the Parametrix team and will be CPFD's point of contact for contract-related issues. She is a skilled project manager and construction manager who has managed the design and construction of numerous capital, educational, environmental, and private programs throughout the greater Puget Sound region. Sharilynn has a thorough understanding of conditions, distinctions, and best practices related to design and construction of facilities, as well as a comprehensive knowledge of the governing RCW 39.10 statutes. In the last seven years, Sharilynn has exclusively managed projects on behalf of Owner's that have totaled \$750 million in value for government, tribal, and private clients. The following table lists recent and relevant Design-Build projects for Sharilynn:

Project	Project Value	Delivery Method	Tasks Performed	Time Involved
Tacoma Public Schools Elevator Modernizations	\$2M	D/B/B	Owners Representative PM	2024-2025
Tacoma Public Schools Historic Window Replacement and Restoration	\$15M	D/B/B	Owners Representative PM	2024-current
Seattle Children's Hospital New façade*	\$10M	D/B/B	Contractor Project Manager	2022-2023
Nisqually Health and Wellness Center*	\$65M	GC/CM	Owners Representative PM	2021-2023
Nisqually Elders Community Facility*	\$40M	GC/CM	Owners Representative PM	2021-2023
Nisqually New Jail*	\$15M	GC/CM	Owners Representative PM	2021-2023
Centralia School District Modernizations*	\$60M	GC/CM	Owners Representative PM	2019-2021

**Project information represents personal experience of Sharilynn prior to employment with Parametrix.*

Dan Cody, Procurement Manager, DBIA Associate (Parametrix)

Dan will manage the PRC approval and PDB Procurement process. 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 public sector and educational sector projects, providing design and construction management services on projects for numerous clients throughout western Washington.

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 45 PRC applications and the APD procurement process for more than 58 projects utilizing both GC/CM and PDB delivery methods. 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 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 Synthetic Fields Phase 2 Bundle	\$45M	PDB	PDB Procurement	2025-current
TPS Clean Buildings Phase 2 Bundle	\$8M	PDB	PDB Procurement	2024-current
TPS Central Kitchen	\$49.5M	PDB	PDB Procurement	2024-2025
Olympia Hands on Childrens Museum	\$35M	PDB	PDB Procurement	2024-current
TPS Whittier Elementary School Replacement	\$42.5M	PDB	PDB Procurement	2024-2025
Auburn SD Facility Improvements Program	\$63M	PDB	PRC Approval	2024
Chelan County PUD Rock Island and Rocky Reach Dam Improvements	\$305M	PDB	PRC Approval & Procurement Support	2024-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

Eric Nielssen – Senior Project Manager/Construction Manager (Parametrix)

As a Senior PM/CM, Eric will provide support to Sharilynn, as required, with the day-to-day project management responsibilities. His involvement will ramp up as the projects transition into permitting and construction and he will provide the primary construction management responsibility for the projects throughout construction and project closeout. He has a well-earned reputation for being a calm, solutions-oriented team leader, mentor and advocate for design excellence. The key to his success is his ability to work well with individuals and build meaningful working relationships with teams. Eric's extensive architectural knowledge and many years of experience with permitting, consultant coordination and construction administration will directly benefit the team and project.

Eric is a Senior Construction Manager/Project Manager with Parametrix. A DBIA Certified Associate, his experience goes back decades and, with over 20 years of architectural experience. He has a solid understanding of architectural project management, construction administration, multi-disciplinary coordination, constructability reviews, processes, and partnerships. A strong asset to project teams for

his solid understanding of construction schedules, building codes and permit processing, QA/QC procedures, value engineering, field reports, cost controls, pay application reviews/processing, punch listing and closeout activities. Paired with his creative abilities, focus on sustainable design, and overall construction management experience, Eric is a trusted asset to complex project types requiring strategic and innovative thought processes. The following is a table of Eric's recent and relevant project experience:

Project	Project Value	Delivery Method	Role	Time Involved
TPS Central Kitchen	\$49.5M	PDB	Project Manager	2024-current
Vancouver Public Works Operations Campus, City of Vancouver	\$123M	GC/CM	PM/CM	2024-current
Bend Airport Traffic Control Tower, City of Bend*	\$13M	D/B/B	Project Manager	2023-2024
25 th Avenue Elementary School, Vancouver School District*	\$49M	D/B/B	Project Manager	2021-2023
Mill Plain Elementary School, Evergreen School District*	\$45M	D/B/B	Project Manager	2022-2023
McLoughlin Middle School/Marshall Elementary School, Vancouver School District*	\$105.4M	GC/CM	Project Manager	2018-2022

**Project information represents personal experience of Eric prior to employment with Parametrix.*

- 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.

- 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.

This project will be managed by the Cowlitz Public Facilities District (CPFD) project manager (Bob Gregory). Bob will be augmented and supported by Parametrix who will provide PDB advisory, procurement, project management and construction management consultant services. In addition, CPFD will employ the legal expertise of outside legal counsel, who will be highly experienced in the construction industry law and has expertise related to the statutory requirements related to RCW 39.10, PDB contract documents and PDB best practices, methods and procedures.

The project's procedural format will include project briefings, project reviews and approvals by the CPFD project manager and Board. For non-cost-related issues, the CPFD Board will provide approvals, as deemed appropriate by the CPFD project manager.

For cost-related issues, the CPFD project manager will have signature/approval authority for values up to \$50,000. Costs in excess of this value will require approval by the CPFD Board.

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 the CPFD project manager and Board with implementation and direction to the PDB Team provided by the CPFD project manager and Parametrix, as directed.
- Parametrix will meet on a regular basis with the CPFD project manager and Board to discuss project needs, project milestones and to develop strategy recommendations and courses of action for implementation of the project.

Selection Committee

- The CPFD Design-Builder Selection Committee will consist of representatives from the CPFD Board, the CPFD project manager, Cowlitz County Event Center (CCEC) staff and may also include representatives from our municipal and/or community partners.
- The Selection Committee will include members with applicable knowledge of the CCEC operations and needs and/or design, maintenance, operation and construction knowledge and experience.
- The Selection Committee will review the responses to the RFQ and RFP, received from interested Design-Builders, will interview Design-Build Finalists and will score and rank the proposers to determine the most highly qualified Design-Builder.
- The Selection Committee will make the recommendation for approval of the Design-Builder selection to the CPFD Board and request authorization for the CPFD project manager to enter into negotiation of the scope/fees for Preconstruction Services and the terms and conditions of the Design-Build Agreement.
- As the PDB Advisor to CPFD and the Selection Committee, Parametrix will plan, facilitate and monitor the procurement and selection process but will not be a scoring member of the Selection Committee.
- Jim Dugan, Parametrix PDB Advisor, will be the facilitator and the primary point of contact from Parametrix during scoring and selection.

Communications

- The CPFD 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, CPFD will advertise the RFQ and make the RFQ available to interested Design-Builders.
- Changes or clarifications to the RFQ will be issued by a written addendum that will be issued to all persons holding a copy of the RFQ.
- Firms will be notified in writing of the shortlisted Design-Builders following the review and scoring of the responses to the RFQ.
- Shortlisted Design-Builders will be issued a final version of the RFP and will be invited to submit a Proposal.
- Changes or clarifications to the RFP will be issued by a written addendum that will be issued to all persons holding a copy of the RFP.
- During the RFP phase, the Selection Committee will meet with the shortlisted Design-Builders in a Design-Builder-led Proprietary Meeting to discuss project objectives, project approach, project procedures and project-specific ideas to inform the Design-Builders and allow them to complete their Proposal. The Selection Committee will provide appropriate input and feedback to the Design-Builders during the Proprietary Meetings.
- Once a “most qualified” Design-Builder is selected, and authorization has been given by the Board, the CPFD project manager and Parametrix will meet with the Design-Builder to negotiate preconstruction phase scope and fees as well as the terms and conditions of the Design-Build Contract Documents. External legal counsel will also be consulted in the negotiations of the terms and conditions of the Contract Documents and will be instrumental in drafting the final Contract Documents for execution.
- During the design and construction phases the CPFD project manager and Parametrix will meet with the Design-Builder at established intervals and partake in reviews of the program, design, costs and schedule to ensure that CPFD’s expectations and vision of the finished project are achieved.

Project Progress

- The Design-Builder will be required to report project progress to the CPFD's project manager and Parametrix on, at a minimum, a weekly basis.
- Formal project status reports will be developed in collaboration by the Design-Builder, the CPFD project manager and Parametrix and will be sent to stakeholders as applicable.
- Occasional project status updates may be posted on the CPFD website to ensure that municipal and/or community partners and the public are informed on the project status.

Budget Monitoring

- The Design-Builder will be required to provide updated cost estimates and design documents at specified milestones throughout the project.
- The CPFD project manager will be managing and tracking the program finances and collaborating with the Design-Builder to weigh/reconcile the cost estimates against the available budget on a regular basis throughout the project.
- The CPFD project manager and Parametrix will collaborate with the Design-Builder to conduct ongoing value analysis on the project as it progresses through the design process. The Design-Builder will be required to 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 to the CPFD Board by the CPFD project manager and Parametrix on a regular basis.
- CPFD 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 change orders resulting from these issues after the guaranteed maximum price has been established.

Approval

- The CPFD project manager has signature authority on contracts and/or amendments up to \$50,000.
- Approval by the CPFD Board will be required for costs exceeding the signature authority of the CPFD project manager.
- The CPFD Board meets at regularly scheduled meetings the third Wednesday of each month. To expedite and monitor the PFD Master Plan projects, the PFD Board has also established a special meeting on the first Wednesday of each month. Special meetings of the CPFD Board can be convened at times other than regular meetings, if required.

Schedule

- The proposed project milestone schedule will be provided in the RFQ documents.
- The successful Design-Builder will work with the CPFD project manager and Parametrix to produce a more detailed project schedule that will show subcategories for design, permitting, phasing, bidding and construction.
- The CPFD project manager and Parametrix will monitor the actual progress of design and construction against the Design-Builder's detailed project schedule. If the schedule begins to slip, the Design-Builder, CPFD project manager and Parametrix will work collaboratively to establish a plan to bring the project back on schedule.
- Weekly construction progress meetings will include review of the Design-Builder's 3-week look-ahead schedule that forecasts upcoming construction activities.
- Daily, written reports by the Design-Builder's construction superintendent will be a contract requirement.
- Monthly, written Design-Builder construction progress reports will be a contract requirement.

- The CPFD project manager and Parametrix will review/comment on the baseline construction schedule and monthly construction schedule updates.

A brief description of your planned DB procurement process.

CPFD intends to utilize Parametrix, and external legal counsel, as external consultants to facilitate the Design-Build procurement process.. These consultants are highly knowledgeable in Progressive Design-Build (PDB) project delivery and will mentor and advise CPFD during the PDB selection and contracting process. CPFD'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 Design-Build contractors and design teams to make them aware that the project is being planned and the anticipated timing of the RFQ release.
- Publication of an advanced notice advertisement in the regional newspaper and trade journal to notify potential Design-Build contractors and design teams that the project is being planned so that they can begin to form their teams in anticipation of release of the RFQ.
- Publicly advertise the project in the regional newspaper and trade journal 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.
- The Selection Committee will 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.
- The Selection Committee will host PDB-led Proprietary Meetings with each Finalist to answer questions that will help the Finalists complete their Proposals.
- The Selection Committee will receive and review Finalist's Proposals. (With the exception of Price Factors which will be held confidential and will be opened after scoring of the other proposal information.)
- The Selection Committee will conduct CPFD-led Interviews of the Finalists to help the Selection Committee to better understand the qualifications, experience and intended approach of each Finalist.
- The Selection Committee will score Interviews and Final Proposals, based on the identified scoring criteria and points.
- CPFD will open and score Price Factors, based on the identified scoring criteria and points.
- A scoring tabulation will be developed that tallies scores from each of the phases of procurement. The Finalist will be ranked, based on their cumulative scores. The Finalist with the highest cumulative score will be identified as the most qualified Design-Builder.
- CPFD will issue written notification to all proposers that includes the summary of scoring and identifies the most highly qualified Design-Builder, who will be invited to negotiate scope/fees for Preconstruction Services and the terms and conditions of the Design-Build Contract Documents.
- After the statutorily required protest period has passed, and authorization has been given by the CPFD Board, the CPFD project manager, Parametrix and external legal counsel will negotiate the Preconstruction Services scope/fees and the terms and conditions of the DB Agreement with highest ranked PDB Finalist.

- The CPFD project manager will make a recommendation to the CPFD Board for the approval of the selected Design-Build team, the Preconstruction scope/fees and the terms of the DB Contract Documents.
- With CPFD Board approval, the CPFD project manager will obtain the signatures of the Design-Builder and CPFD Board on the Contract Documents and issue a Notice to Proceed.
- Once the Contract Documents have been executed, CPFD will make the appropriate honorarium payment to the Finalists who were not awarded a contract.

The SOQs and Proposals received will be reviewed, evaluated, scored and ranked by a Selection Committee that will include members with applicable knowledge of the CCEC operations and needs and/or design, maintenance, operation and construction knowledge and experience.

The scoring utilized to determine the total score, ranking and most highly qualified Design-Builder will be cumulative and inclusive of the scores from the SOQs, the Interviews and the Proposals, including the cost factors. The most highly qualified Design-Builder will be identified and invited to negotiate Preconstruction scope/fees and the terms and conditions of the Design-Build Contract Documents. Parametrix, will facilitate the procurement process and they, along with external legal counsel, will advise CPFD during the entire 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, CPFD anticipates the procurement process will begin with the advertising of the Request for Qualifications in late-May 2025 and will culminate with the identification of the "Most Qualified" PDB contractor in September 2025. It is anticipated that the Design-Build Contract Documents will be executed and a Notice to Proceed will be issued on, or around, early October 2025 (Refer to RFQ Section 3 for additional schedule information.)

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

CPFD will utilize Contract Documents (Design-Build Agreement, General Conditions and Guaranteed Maximum Price Amendment) that are prepared by external legal counsel and will be based on either the AIA-A103 and AIA-A201 or the DBIA 530 and DBIA 535 documents. In addition to the PDB Contract documents developed by external legal counsel, CPFD will use standardized Progressive Design-Build 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. Design-Build Finalists will be provided the opportunity to review and comment on the Contract documents as part of their Proposal. CPFD and external legal counsel 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?

- i. How have you communicated with other public owners to understand the organizational alignment and administrative time needed to manage an alternative delivery project?

CPFD Project Manager has consulted with several other public agencies who have executed PDB project delivery. The CPFD has evaluated our organizational structure and have elected to retain Parametrix as an Owner's Advisor, with extensive experience in Progressive Design Build project delivery. The CPFD has retained a Project Manager that will provide oversight to Parametrix and the Design Build team and manage the work and facilitate direction, policy, and decisions needed for the CPFD as owner of the project.

- ii. What training have you as an Owner and your staff taken?

The CPFD Board, Administrator, and Project Manager had a workshop presentation by Rustin Hall with ALSC Architects and Vince Campanella of Lydig Construction in 2024 and they provided a detailed overview of the project alternative delivery methods available, outlining the trends in the industry for alternative project delivery, case studies, and answered questions from the CPFD Board and staff. In addition, the CPFD Project Manager has reviewed the Capital Projects Advisory Board's Design-Build Best Practices Guidelines, consulted with other agencies utilizing DB project delivery and ultimately recommended to the CPFD Board of Directors to execute Progressive Design Build for the Cowlitz County Event Center Master Plan projects.

- iii. 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.?

The CPFD has determined that the alternative delivery method is the best path forward for executing the CCEC Master Plan Progressive Design Build projects. The Progressive Design Build approach allows the CPFD to collaborate with a DB team, outlining clear objectives and expectations for delivering a project that meets or exceeds the goals and facility needs identified in the CCEC Master Plan. The CPFD believes that the PDB approach establishes clear budget and schedule parameters within the available resources of the CPFD and that the schedule can be more effectively controlled through a collaborative approach between the CPFD and the PDB team. Retention of an experienced Owner's Representative with PDB will also be key in guiding the CPFD and managing risks and disputes through the design build process.

b) How does your organization ensure that knowledge is passed down to your staff and project team?

CPFD has bi-monthly Board meetings with Administrator, Project Manager, and CCEC staff. The Project Manager has responsibility to manage and monitor the PDB process and master plan project progress and reports are presented at each Board meeting. Special meetings can also be called as necessary, if there is a need for emergent decisions or project needs that come up during the progression of the project.

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

Yes, CPFD Project Manager and some Board members have reviewed DB Best Practices.

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.](#)

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

[Refer to Exhibits C-G.](#)

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.

[CPFD has received no audit findings on their capital projects listed in the construction history provided in response to question 8 above.](#)

11. Subcontractor Outreach

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

[CPFD is committed to supporting the local community and economy by encouraging their contractors to include participation of local businesses; small business enterprises \(SBE\); woman-owned business enterprises \(WBE\); minority-owned business enterprises \(MBE\); minority woman-owned business enterprises \(MWBE\); veteran-owned businesses; and other 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 along the I-5 corridor.](#)

[The Design-Builder will be expected to demonstrate due diligence to encourage and participation of these businesses to provide bids 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; SBEs; WBEs; MBEs; MWBEs; veteran-owned businesses; and other 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

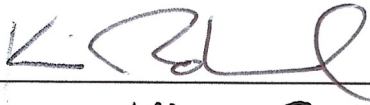
In submitting this application, you, as the authorized representative of your organization, understand that: (1) the PRC may request additional information about your organization, its construction history, and the proposed project; and (2) your organization is required to submit information requested 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) Kirc Roland (public body personnel)

Title: _____

Vice President

Date: _____

4/16/2025

Cowlitz County Event Center Phase 1 & 2 Project Organization Chart

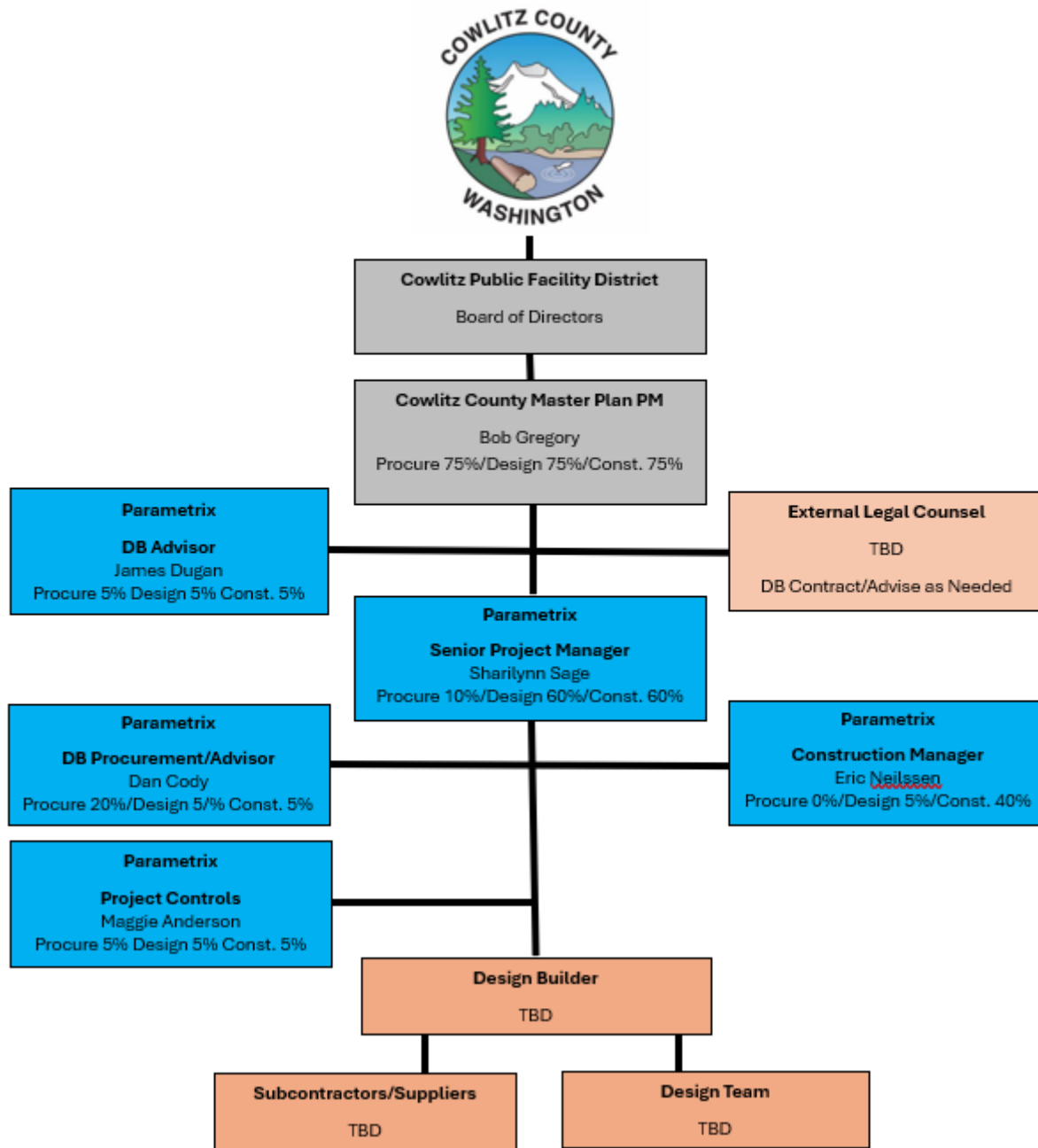


Exhibit B – CPFD’s Six Year Construction History

Name	Description	Contracting Method	Dates	Project Cost
Columbia Theatre Chiller Project	Install air conditioning	D/B/B	2019	\$599,902
Columbia Theatre Raised Floor Project	Raise floor at stage to accommodate lift	D/B/B	2020	\$33,650
Columbia Theatre Stage Lift Project	Install equipment/access lift for stage access	D/B/B	2020	\$42,256
Columbia Theatre Exterior Marquee and Luminaire Replacement	Rehabilitate theatre marquee	D/B/B	2021	\$82,478
Columbia Theatre Front Door Project	Replace & upgrade front doors per historical preservation standards	D/B/B	2021	\$78,140
Conference Center HVAC	Replace HVAC heat pump unit	D/B/B	2018	\$40,008
Conference Center Lighting Upgrade	Upgrade parking lot lights to LED	D/B/B	2019	\$6,270
Conference Center Cooler/Freezer Project	Replace kitchen cooler/freezer	D/B/B	2020	\$42,822
Conference Center HVAC/RTU Replacement	Replace HVAC/RTU heating unit	D/B/B	2022	\$93,137
Conference Center Bathroom Remodel	Remodel women/men bathroom	D/B/B	2024	\$285,403
Conference Center Service Hallway Project	New wall coverings/painting of service hallways	D/B/B	2024	\$57,647

Exhibit C – Cowlitz County Event Center Neighborhood Aerial

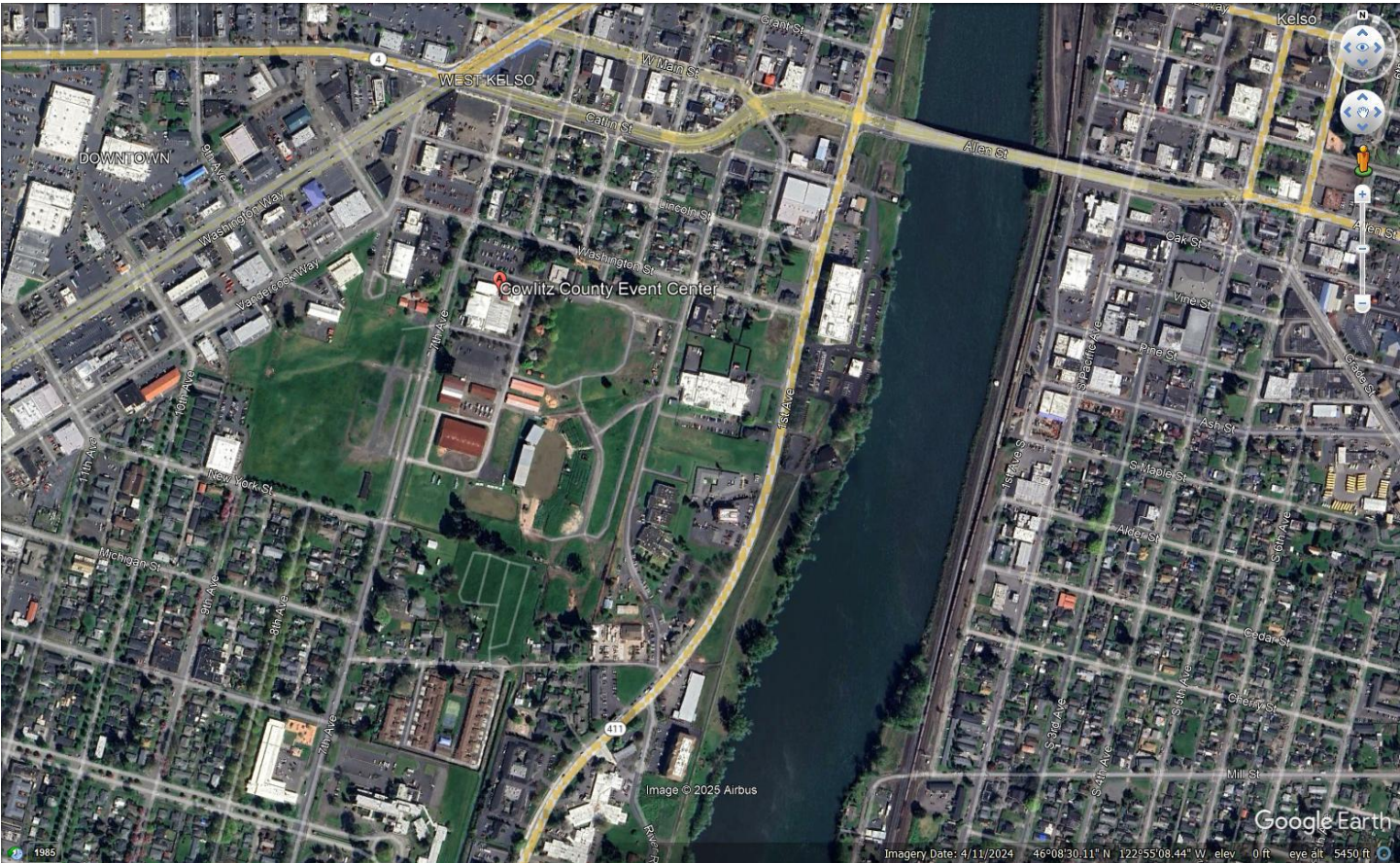


Exhibit D – Cowlitz County Event Center Site Aerial

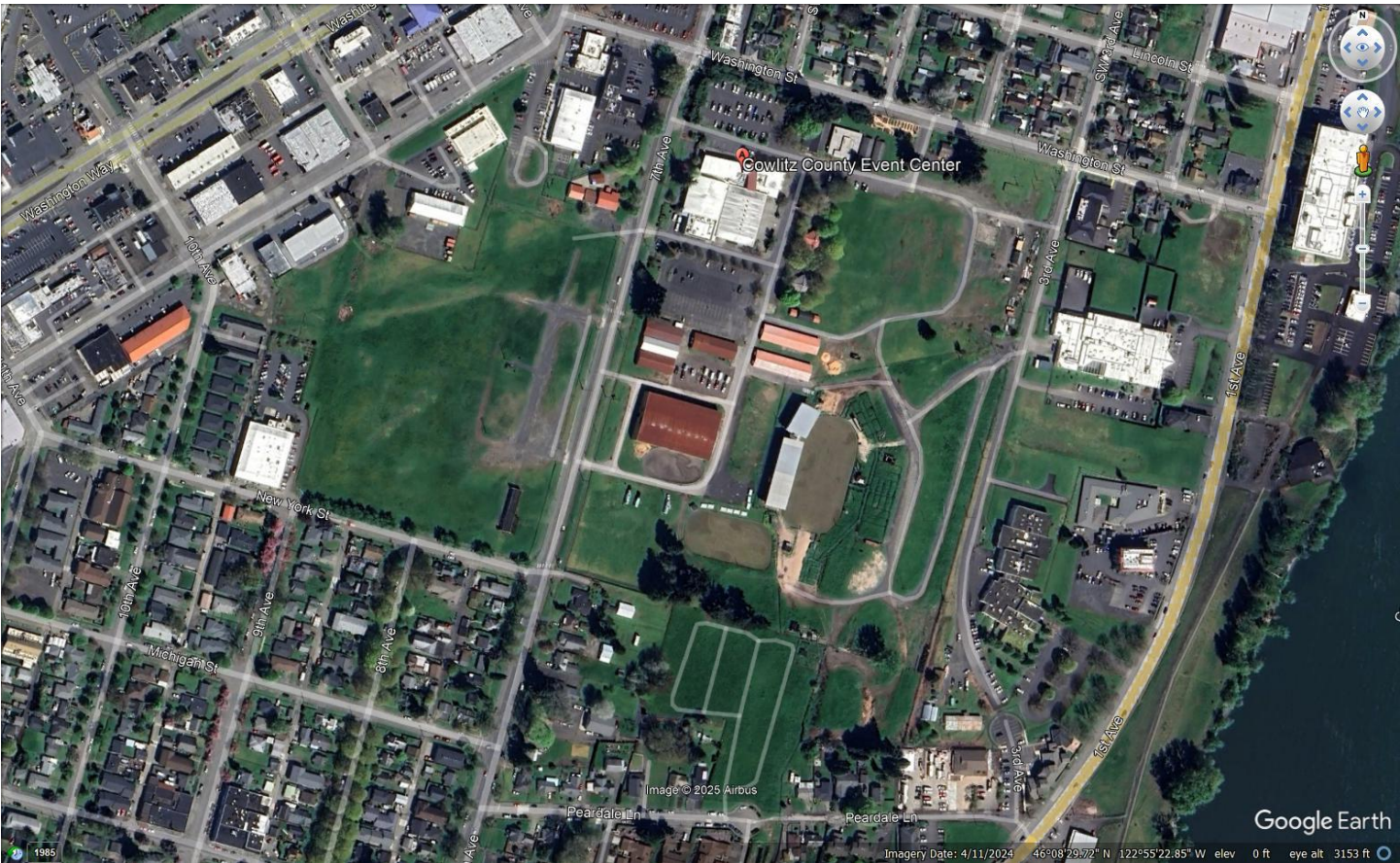


Exhibit E – Cowlitz County Event Center Existing Site Diagram

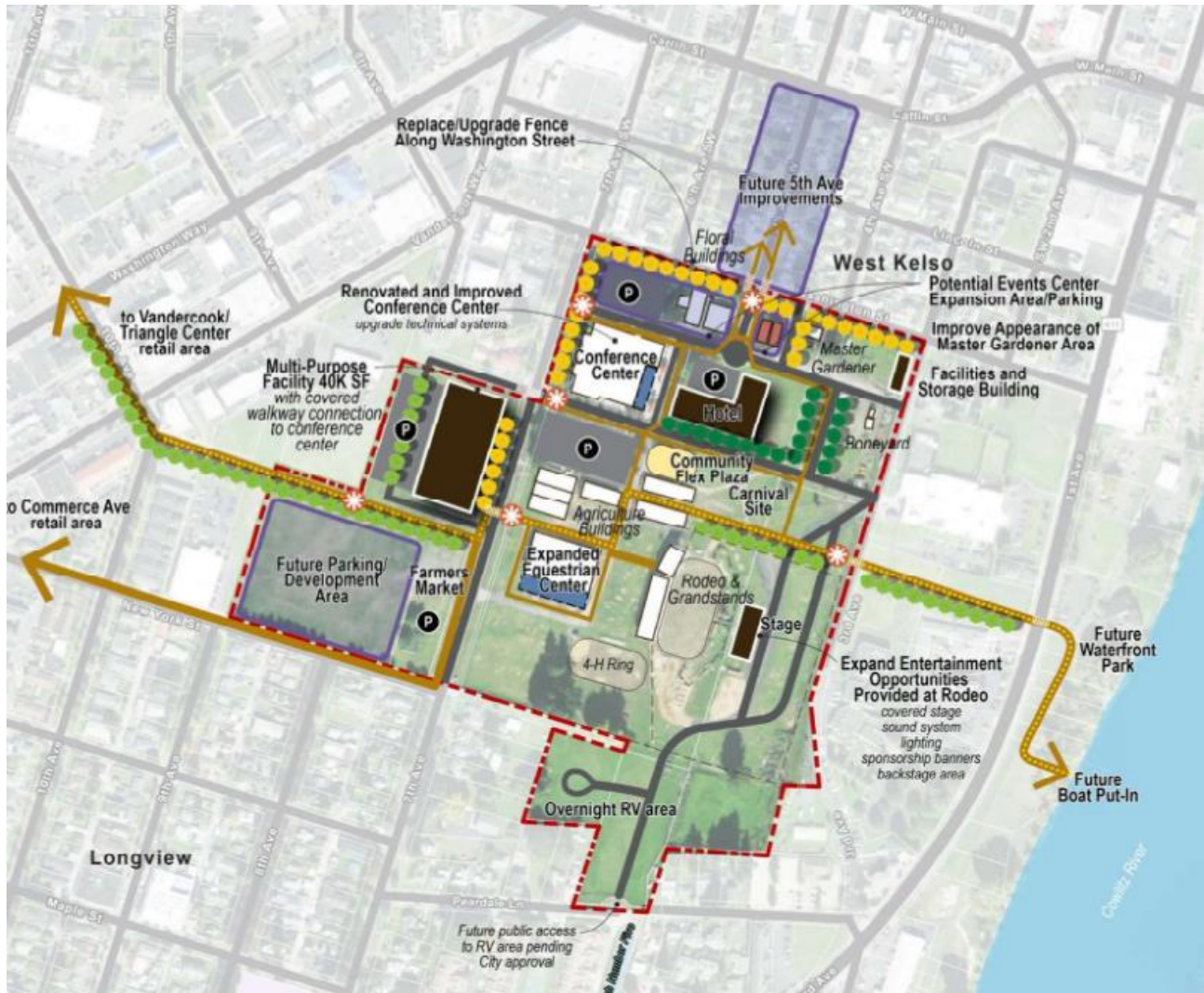
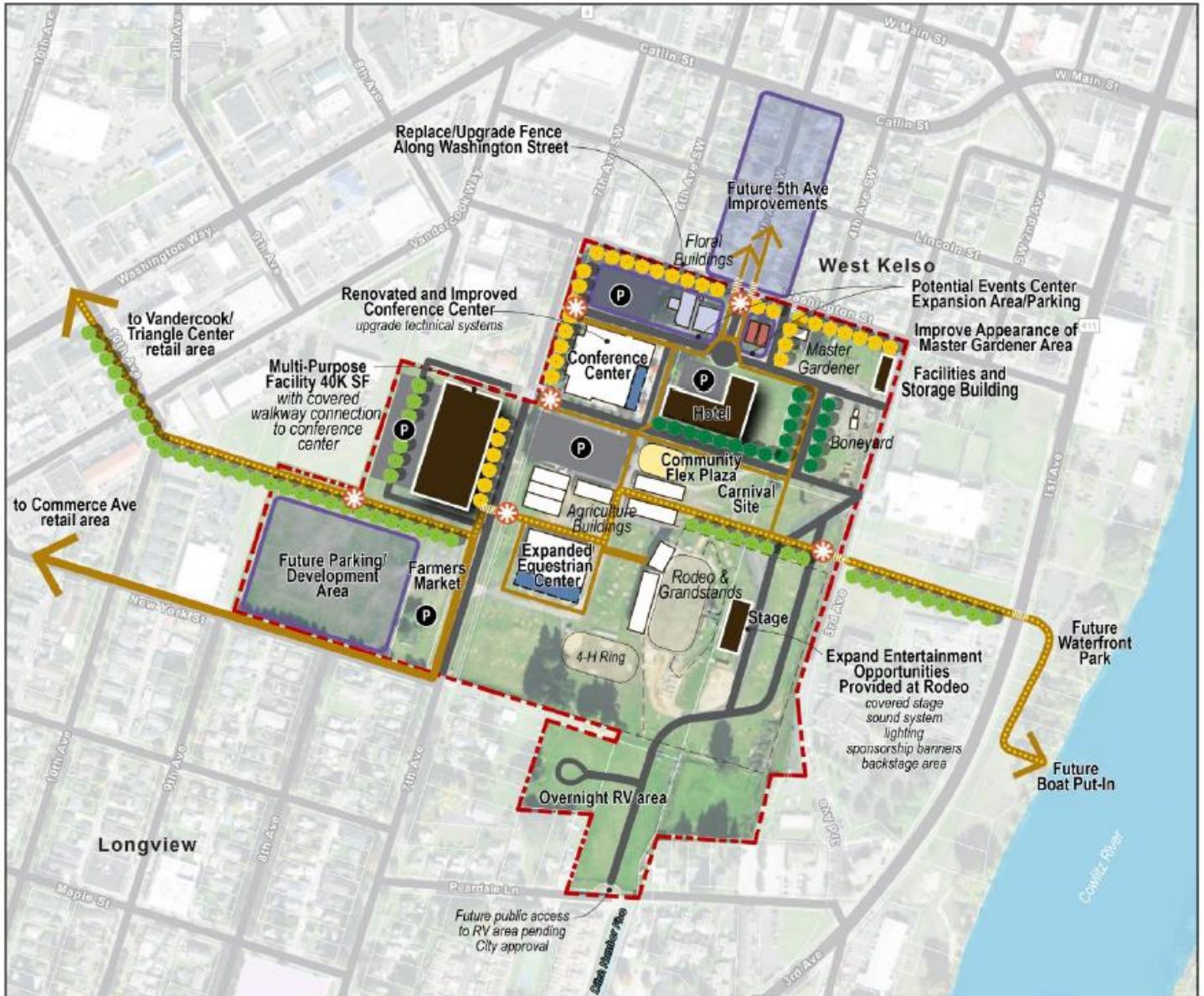


Exhibit F – Regional Conference Center Existing Site & Floor Plan



Exhibit G – CCEC Preferred Master Plan Site Concept Diagram



Cowlitz County
Washington

Cowlitz County Public Facilities District Master Plan Update Events Center Preferred Site Concept

Legend

- Cowlitz County Event Center Boundary
- Taxlots
- Existing Buildings and Structures (to remain)
- Moved Buildings and Structures
- Proposed Building and Structures
- Renovated/Expanded Buildings and Structures
- Future Expansions or Improvements
- Vehicular Circulation
- Longview to River Promenade
- Other Pedestrian Circulation
- New Street, Screening or Shade Trees
- P Parking
- ✱ Gateway/Entrance