State of Washington
Capital Projects Advisory Review Board (CPARB)
Project Review Committee (PRC)

APPLICATION FOR CERTIFICATION of PUBLIC BODY
RCW 39.10 Alternative Public Works Contracting- GCCM

The CPARB PRC will only consider complete applications. Incomplete applications may delay action on your application. Responses to Questions 3-10 should not exceed 15 pages (font size 11 or larger).

1. Identification of Applicant
   (a) Legal name of Public Body (your organization): Edmonds School District #15
   (b) Address: 20420 68th Avenue West, Lynnwood, WA 98036-7400
   (c) Contact Person Name: Edward J. Peters  Title: Capital Projects Director
   (d) Phone Number: (425) 431-7170    Fax: (425) 431-7171
       E-mail: peterse@edmonds.wednet.edu

2. Experience and Qualifications for Determining Whether Projects Are Appropriate for GCCM under Alternative Contracting Procedure (RCW 39.10.270 (2)(a).)

   The chart below summarizes the process that the Edmonds School District would use if granted agency approval to use GC/CM. It is similar to the process we used when deciding to employ GC/CM for the Meadowdale Middle School and Alderwood Middle School Projects. A principal difference from those earlier processes is the insertion of the request to the PRC for agency approval before presenting individual projects to the School District’s top management for approval. For the Meadowdale and Alderwood MS projects the School Board, Superintendent and Executive Director for Business and Operations concurred with the use of GC/CM before the District applied to the PRC. For the seven major projects in the District’s 2014 construction bond program, the District’s top management has agreed that GC/CM may be appropriate and will review each project.

   See Delivery Method Checklist and Recommendation – Attachment A
3. **Project Delivery Knowledge and Experience** *(RCW 39.10.270 (2)(b)(i)).*

The Edmonds School District has been constructing major projects virtually continuously for the last 25+ years using its in-house Capital Projects Office staff. Since 1988 the District has completed four new high schools, a new Middle School (via GC/CM), three new K-8 schools, and three new elementary schools, conducted major modernizations and additions at twelve elementary schools, and accomplished hundreds of systems and component upgrades around the District. All of these projects were managed by in-house staff. The District has developed and refined its management structure and project controls over the course of completing these projects and will be applying those structures, controls, and lessons learned to its recently approved $275 million 2014 construction bond program.

For the last 25 years The Edmonds School District’s capital program has involved, almost exclusively, replacing existing schools on constrained and sometimes occupied sites with complex, high performance facilities. These new facilities have earned the District an international reputation for innovative, high-quality educational facilities planning. The nature of the District's capital needs and its pursuit of high value have given it an interest in alternative public works contracting going back at least fifteen years. This interest corresponds to the 1999 selection of Edward Peters to be Director of Capital Projects for the District.

The first opportunity the District had to employ GC/CM was its Meadowdale Middle School Replacement Project, which was funded by a 2006 bond ballot measure, approved by the PRC in 2008 and completed in 2011. The new Meadowdale Middle School is one of the most successful construction projects the District has ever executed. It not only came in on time and under budget, but received widespread acclaim from teachers, students, parents and community members. The project was a finalist for the top international honor for educational facilities planning, CEFPI’s James D. MacConnell Award.

**Management Structure and Controls**

In managing GC/CM projects, the Edmonds School District uses most of the same management structure and project controls it has developed for other large projects using the Design/Bid/Build delivery method. For the management elements unique to GC/CM the District has adapted the processes and documents it used on the Meadowdale MS GC/CM project to reflect lessons learned, changes in the law, and industry best practices.

For the current Alderwood MS GC/CM project, the District’s Capital Projects Office (CPO), assisted by legal counsel, Perkins Coie, and GC/CM Advisor, Hainline & Associates, has created a Cost Responsibility Matrix and customized AIA form 133, Agreement between Owner and GC/CM, and AIA form 201, General Conditions. These contract documents address most of the management elements unique to GC/CM and we are happy to share them with you. We are providing a link to the Cost Responsibility Matrix for Alderwood MS because it is a key management tool. We also are including the A133 and A201 documents because they embody our approach to managing a GC/CM project.

**Links:**
- Cost Responsibility Matrix
- AIA Form 133, Agreement between Owner and GC/CM
- AIA Form 201, General Conditions
As part of its ongoing professional development program the School District has and will continue to provide GC/CM training for individuals involved in such projects via the AGC, Perkins Coie, CEFPI, etc.

The following are management structures and project controls the Edmonds School District uses for all major construction projects.

**Program Oversight** – All major construction project milestones, including initial project and budget authorization, selection of architects and other consultants, authorization to call for bids, approval of all contracts greater than $100,000, approval of GC/CM selection, and acceptance of projects, require formal School Board action at a scheduled business meeting. If a project involves OSPI State Construction Assistance, the Board must take formal action on a wide range of matters, including approval of value engineering and constructability reports. In addition CPO gives the Board regular status updates. The CPO Director reports to the Executive Director of Business and Operations, and gives them a weekly status report at a formally scheduled meeting. They meet informally as issues arise. The Executive Director reports to the District’s Superintendent and gives the District’s Board of Directors a formal status update on a regularly scheduled monthly basis. This structure is described in more detail in our response to question #5.

**CPO Organizational Structure** – Edward Peters, Capital Projects Director, leads every major project by establishing overall project scopes and a Master Budget & Schedule for the entire capital program. Mr. Peters assigns specific projects to individual Design and Construction Managers, who serve as Project Managers and are responsible for refining and managing the scope, budget and schedule on a day to day basis. A Construction Coordinator is assigned to assist each Design and Construction Manager. The CPO Support Technician processes payments, project start-up and close-out documentation, and assists Project Managers with budgeting, OSPI coordination and related technical tasks. CPO uses outside consultants, including Hainline and Associates, to assist Project Managers with scheduling, cost analysis, contract implementation, and related matters. The District’s legal counsel, Perkins Coie, provides advice and training for all CPO staff. In addition, all CPO staff have successfully completed or will be enrolled in the AGC GC/CM class.

**Budget and Cost Monitoring** – Project budgets are established by formal action of the District’s Board of Directors at its regular business meetings. Each Project Manager provides monthly budget updates on their projects to the CPO Director, supplemented by informal reports as issues arise. The CPO director has authority, within the limits of an authorized project budget, to approve change orders up to $60,000. Change orders between $60,000 and $100,000 require approval from the Executive Director and items greater than $100,000 must be approved by the Board of Directors. The District’s Capital Projects Fund Steering Committee, which includes managers and staff from CPO, the District’s Business Office, and other departments involved in Capital expenditures, meets monthly to review all expenditures, revenues and other matters affecting the Capital Fund. The Washington State Auditor’s Office conducts an audit of the Capital Projects Fund, and all other District Funds, every year.


**Edmonds School District Staffing**

**Ann McMurray, School Board Director**
Director McMurray was elected to the Edmonds School Board in 2005 and oversaw all aspects of the 2006 Construction Bond program including the Meadowdale MS GC/CM project. She chaired the Facilities Sub-committee of the District’s Citizen Planning Committee.
Committee from 1996 to 2005. She led CPC’s development of bond and capital levy recommendations to the School Board.

Gary Noble, School Board Director
Director Noble was elected to the Edmonds School Board in 2003 and oversaw all aspects of the of the 2004 Capital Levy and the 2006 Construction Bond program, including the Meadowdale MS GC/CM project. He chaired the District’s Citizen Planning Committee and served on the CPC Facilities sub-committee. He was directly involved in CPC’s development of bond and capital levy recommendations to the School Board.

Dr. Nick Brossoit, Superintendent
Dr. Brossoit was selected Superintendent in 2004 and oversaw all aspects of the of the 2004 Capital Levy and the 2006 Construction Bond program, including the Meadowdale MS GC/CM project. As Superintendent of the Tumwater SD he managed several major capital projects, including the new A.G. West/ Black Hills HS.

Stewart Mhyre, MBA, CSBA, Executive Director, Business & Operations
Mr. Mhyre was selected Executive Director in 2012, oversaw development of the 2014 bond program and is overseeing its implementation. While serving in a similar role for the Sedro-Woolley SD he acted as Project Manager for their $26.5 M. modernization/addition of Cascade Middle School.

Edward Peters, CEM, Capital Projects Director
Mr. Peters has directed the Edmonds SD construction program since 1999, which totals more than $425m in completed projects to date. He directed all aspects of 2006 bond program including Meadowdale MS, the District’s first GC/CM project. Mr. Peters served as Project Manager for the Meadowdale MS planning and design phases, developed and negotiated the GC/CM contract, and attended all weekly job-site meetings during construction. He chaired the citizen’s Oversight Committee for Seattle Public Schools “Building Excellence” construction program for ten years and monitored all phases of six GC/CM projects and participated in executive session discussions of potential disputes. He is Washington State Governor and past Chapter President of the Council of Educational Facilities Planners International. Mr. Peters has made numerous presentations and conducted seminars on GC/CM for school projects, and has completed the AGC’s GC/CM Delivery class.

Nick Chou, Design & Construction Manager
Mr. Nick Chou joined the Edmonds School District’s Capital Projects Office in 1998 as an Architectural Technician and was promoted to Design and Construction Manager in 2005. Currently, he is managing a number of projects from the 2012 Capital Levy and the 2014 Bond, including the new Maintenance, Transportation and Warehouse facility. He assisted a Project Manager with several portions of the 1998 bond program, including all aspects of the design and construction of the new Chase Lake and Meadowdale Elementary Schools. He managed several projects for the 2004 Levy and 2006 bond program, including the close-out and commissioning phases of the new Lynnwood HS and Meadowdale MS (GC/CM) projects. Nick is an active member of CEFPI and will take the AGC’s GC/CM Delivery class in February 2014.

Matt Finch, Design & Construction Manager
Matt Finch joined the Edmonds School District’s Capital Projects Office in 2006 as a Construction Coordinator, was promoted to Design and Construction Manager in 2014. Currently, he is managing the master planning of the replacement/ modernization of three elementary schools and classroom expansions at eleven other schools. He has over 12 years of project management experience working primarily on K-12 public school facilities. He assisted Mr. Chou with several projects for the 2004 Levy and the 2006 bond program,
including the close-out and commissioning phases of the new Lynnwood HS and Meadowdale MS (GC/CM) projects. Matt is active member of the Council of Educational Facilities Planners International, and completed the AGC’s GC/CM Delivery class in June 2014.

**Taine Wilton, AIA, LEED AP, Design & Construction Manager**
Taine Wilton is a registered architect with 29 years of industry experience specializing in K-12 projects. Currently she is managing the GC/CM project for the replacement of Alderwood Middle School, and also the replacement of Lyndale Elementary. Prior to joining Edmonds School District in 2014 she operated her own firm profitably for three years as managing principal. Prior to that, she was principal of a medium size architectural firm. Her involvement with new and renovation projects in the public sector gave her broad knowledge of school districts and higher education, working within board approval dates, school schedules, and budgeting. Her private projects using Negotiated Bid Delivery include a Medical/Dental facility and an Institutional/Church facility. Ms. Wilton has started the AGC’s GC/CM certification program and will complete it in February.

**Devone Miles, CPO Support Technician**
Mrs. Miles has supported the Capital Projects Office since 1999 and has processed contracts, payment requests, invoices and numerous other documents essential to the success of the projects listed below. She handled project administration for all phases of the new Meadowdale Middle School GC/CM project. Her experience with public works projects extends to all stages of the process, from the selection of the preliminary design team to coordinating meetings. Devone also ensures compliance with RCW 39 on contracts, coordinates final closeout and release of retainage on each contract, and creates purchase orders for each project. She is key in facilitating and implementing the D-Form process on every project eligible for OSPI School Construction Assistance. The longevity at her position makes her a very valuable team member on upcoming GC/CM projects. She will take the AGC’s GC/CM Delivery class in February 2014.

See Attachment B – Recent Personnel Experience

5. **Management Plan and Rationale for Alternative Contracting Projects** *(RCW 39.10.270 (2)(b)(iii).)*
Roles and Responsibilities:

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</thead>
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<td>Board Of Directors and District Superintendent</td>
<td>Review and authorize/dis-approve proposed projects for development, secure funding, oversee execution of projects, and report to the public, voters and taxpayers. Review and authorize/dis-approve delivery method recommendation by Executive Director.</td>
</tr>
<tr>
<td>Executive Director, Business and Operations</td>
<td>Supervise capital project decisions, execution and Capital Projects Office (CPO) staffing. Review and concur/overrule delivery method recommendation by Director.</td>
</tr>
<tr>
<td>Capital Projects Director</td>
<td>Lead and overlook all capital projects activities including budgets, schedules, scopes, delivery method decisions, consultant and contractor selection, contract documents, OSPI coordination. Supervise project managers and other Capital Projects staff. Review and Concur/overrule delivery method recommendation prepared by Project Manager.</td>
</tr>
<tr>
<td>Design and Construction Project Manager</td>
<td>Lead and overlook the day to day execution of the project, including budgets, schedules, scopes, consultant and contractor selection, contract documents, OSPI coordination. Prepare delivery method recommendation. Serve as primary point of contact with Architect and GC/CM.</td>
</tr>
<tr>
<td>Architect</td>
<td>Lead designer and prime consultant for the design of projects. Contracted to Edmonds School District.</td>
</tr>
<tr>
<td>GC/CM</td>
<td>General Contractor/Construction Manager selected via qualifications and fee process. Contracted to Edmonds School District.</td>
</tr>
<tr>
<td>GC/CM Consultant</td>
<td>Provide general GC/CM advice including staff training, best practices, procurement strategies and other project management topics. Provide consulting expertise for scheduling, cost analysis, contract implementation and related items.</td>
</tr>
<tr>
<td>Legal Counsel</td>
<td>Provide legal advice including contract document preparation and review, staff training, procurement strategies, dispute resolution and related items.</td>
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6. **Contracting Procedures** *(RCW 39.10.270 (2)(b).)*

   See Attachment C
7. Demonstrated Success in Managing at Least One Project Using the GCCM Contracting Procedure Within the Last Five Years *(RCW 39.10.270 (2)(b).*

The School District requested permission to use the GC/CM delivery method on Meadowdale MS because it involved phased construction on an occupied site and the District wanted the benefit of the GC/CM’s input during design, especially to help evaluate and finalize potential high performance elements. GC/CM proved appropriate for both goals. The phased construction required the contractor to work within a few feet of occupied classrooms. Students had to cross a major construction zone via a temporary enclosed walkway to reach the existing gym and music facilities. There were no safety incidents arising from these situations and the school operated without interference to the educational program.

The GC/CM provided valuable input during design. They worked collaboratively with the Design Team to balance program and budget while enabling the design to retain the character, functionality and durability the School District wanted. For example, the schematic design included a very long academic wing. The GC/CM suggested a way to shorten the wing while retaining all of the program space. The new Meadowdale Middle School is one of the most successful construction projects the District has ever executed. It not only came in on time and under budget, but received widespread acclaim from teachers, students, parents and community members. The project was a finalist for the top international honor for educational facilities planning, the James D. MacConnell Award.

A principal lesson the District learned from the Meadowdale MS GC/CM project is that other school districts and our consultants were correct in telling us that managing the GC/CM process takes a lot of effort and that it does not guarantee success. They also were correct in telling us that it can be worth the effort and can produce better value. Some other lessons learned include the following:

- The importance of mastering the cost categories in the contract and the value of the cost responsibility matrix in resolving issues;
- The opportunity that the GC/CM method offers to focus everyone’s attention on resolving construction issues rather than assigning blame;
- The importance of the MACC contingency for managing risk, and, thus, keeping everyone focused on the success of the project.

Our approach to using GC/CM on the Alderwood MS project reflects these and other lessons learned.

8. Ability To Properly Manage the Public Body’s Capital Facilities Plan *(RCW 39.10.270 (2) (b) (vi).*

The Edmonds School District has been engaged in an ongoing program to replace or upgrade its school facilities since the mid 1980’s. Since 1988 the District has completed four new high schools, a new Middle School, three new K-8 schools, and three new elementary schools, conducted major modernizations and additions at twelve elementary schools, and accomplished hundreds of systems and component upgrades around the District. All of these projects were managed by in-house staff.

The current phase of the District’s capital program originated with a master planning effort, which began in 2000, led by Edward Peters, Capital Projects Director. This effort involved an assessment of both the physical condition and educational program suitability of all the Districts school facilities. The facilities sub-committee of the District’s Citizens Planning Committee (CPC), chaired by current School Board Director Ann McMurray and including current School Board Director Gary Noble, reviewed all this data. The facilities sub-committee also conducted a lengthy series of “future proofing” scenario exercise to evaluate
different project priorities and capital investment strategies. The entire CPC, Chaired by current School Board Director Gary Noble, used the results of this planning activity to recommend a series of five capital funding measures, all of which were approved by District voters.

Voters have approved all nine funding measures the District has presented to them in the last ten years, including two construction bonds and three capital levies. These five capital funding measures totaled $522 M. All of these funding measures, even the ones requiring only a simple majority for approval, have received more than 60% approval.

The school facilities funded by these voter approved measures have been highly visible projects. The District engaged the community for every project through a wide range of input and review opportunities. All of these projects met our promised goals for budget, schedule and quality. It should be noted that the period covered by these projects, 2004-2011, involved the most volatile construction market in decades. The community’s continued support is validation of the District’s construction planning and budgeting expertise.


In February 2014, the voters of the Edmonds School District approved a $275 Million construction bond program at a 63% rate. This bond program includes seven major projects that may benefit from the GC/CM delivery method and are scheduled be in schematic design or beyond in the period 2014-2017. The District is applying for agency approval status to expedite the decision-making and execution for the following projects:

**Alderwood Middle School Replacement** (Approved by PRC for GC/CM in May, 2014)
*Scope:* Replacement of an existing middle school with a new 100K SF facility.
*Total Project Budget:* $59 M.
*Scheduled completion date for student occupancy:* September 2017
*District Project Manager:* Taine Wilton
*Architect having GC/CM experience:* Integrus Architecture
*Status:* In conceptual design, schematic design to start September 2014, GC/CM selection process underway, GC/CM NTP for pre-construction est. September 2014.
*Potential GC/CM Criteria:* Complex schedule, occupied site, critical involvement of GC/CM during design.

**Lynndale Elementary School Replacement**
*Scope:* Replacement of an existing elementary school with a new 60+K SF facility.
*Total Project Budget:* $32 M.
*Scheduled completion date for student occupancy:* September 2017
*District Project Manager:* Taine Wilton
*Architect having GC/CM experience:* Mahlum Architects
*Status:* In conceptual design, schematic design to start September 2014.
*Potential GC/CM Criteria:* Complex schedule, occupied/constrained site, critical involvement of GC/CM during design.

**Replacement of District Transportation, Facilities Maintenance and Warehouse**
*Scope:* Replacement of existing structures with a new 70K SF facility.
*Total Project Budget:* $30 M.
*Scheduled completion date for District occupancy:* August 2016 through December 2016 (phased occupancy by different Departments)
*District Project Manager:* Nick Chou
*Architect having GC/CM experience:* Integrus Architecture
*Status:* In conceptual design, schematic design to start September 2014,
Potential GC/CM Criteria: Complex schedule, constrained site, critical involvement of GC/CM during design.

Replacement/Modernization and classroom Expansion of Lynnwood, Mountlake Terrace and Spruce Elementary Schools (Three projects)
Scope: Replacement/Modernization of three existing elementary school plus addition of seven to eleven classrooms each to accommodate all day kindergarten and reduced class sizes.
Total Project Funding: $40 M. bond, plus potential OSPI State Construction Assistance, and property revenue from lease or sale of surplus District properties.
Scheduled completion date for student occupancy: September 2018-19
District Project Manager: Matt Finch
Architect having GC/CM experience: Bassetti Architects
Status: In master planning and conceptual design, schematic design to start September 2015.
Potential GC/CM Criteria: Complex schedule, occupied/constrained site, critical involvement of GC/CM during design.

Madrona K-8 School Replacement
Scope: Replacement of an existing middle school with a new facility.
Total Project Budget: $42 M.
Scheduled completion date for student occupancy: September 2018
District Project Manager: TBD
Architect having GC/CM experience: TBD
Status: In conceptual design, schematic design to start May, 2015
Potential GC/CM Criteria: Complex schedule, occupied site, critical involvement of GC/CM during design.

10. Resolution of Audit Findings on Previous Public Works Projects (RCW 39.10.270 (2)(c).)

The Edmonds School District has received no audit findings on any project identified in our response to Question 6 or any other construction matter.

Signature of Authorized Representative

In submitting this application, you, as the authorized representative of your organization, understand that the PRC may request additional information about your organization, its construction history, and the experience and qualifications of its construction management personnel. You agree to submit this information in a timely manner and understand that failure to do so shall render your application incomplete.

Should the PRC approve your request for certification, you also agree to notify CPARB when your organization approves the construction of a project using the alternative contracting procedure(s) for which you are certified; and to participate in brief, state-sponsored surveys at the start and completion of each of these construction projects. You understand that this information will be used in a study by the state to evaluate the effectiveness of the alternative contracting procedure(s).

[Signature]

Name (please print): Edward J. Peters
Title: Capital Projects Director
Date: July 1, 2014
Project Delivery Method Checklist and Recommendation
Capital Projects Office

Project Manager:

Project Name:

Address:

Architect:

Scope of work outline:

Proposed schedule (include any special constraints):

Total project budget:

Proposed GMP for construction only:

Internal Project Review Questions are as follows (Circle):

- Is the project to be occupied during the construction phase? Yes or No
- Is the site very constricted with limited access? Yes or No
- The project is very complex or technical requiring high level of expertise? Yes or No
- Implementation involves complex phasing, scheduling or coordination? Yes or No
- The project requires work in historic building or in neighborhood which is very active and requires project input? Yes or No
- Budget success requires involvement of a GCCM during the design stage? Yes or No
Project Manager delivery method recommendation: GCCM, DBB (Circle)

Brief explanation:

Signed: _______________________________________
Design and Construction Manager

Approved/Disapproved: __________________________
(Circle) Capital Projects Director

Concur: _______________________________________
Executive Director, Business & Operations
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<td>Matt Finch</td>
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<td>Taine Wilton, AIA, LEED AP</td>
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Legend:
CD - Capital Projects Director, ED - Executive Director, Business & Operations, P - Principal, PC - Project Coordinator, PIC - Principal-In-Charge, PM - Project Manager, SB - School Board Director, S - Superintendent, ST - Support Technician
<table>
<thead>
<tr>
<th>Project Name</th>
<th>Project Description</th>
<th>Total Project Cost</th>
<th>Method of Delivery</th>
<th>Lead Design Firm</th>
<th>General Contractor / GCCM</th>
<th>Planned Const Start</th>
<th>Planned Finish</th>
<th>Actual Start</th>
<th>Actual Finish</th>
<th>Original Const Budget</th>
<th>Final Const Cost</th>
<th>Reason for Budget or schedule overrun</th>
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<tr>
<td>Alderwood Middle School</td>
<td>105,000 sf Middle School Relocation &amp; Replacement</td>
<td>$62 M</td>
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<td>May-17</td>
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<td>Butch Reifert</td>
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<td>TBD</td>
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<td>May-17</td>
<td>TBD</td>
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