

Addendum 3 – Informational Meeting Sign In, Q&A and Meeting Presentation

Project: 2021-815 On Call Design Build / GCCM Statewide Audit Consultant

DES Contacts: Angel Ernst, 360-480-1071, angel.ernst@des.wa.gov

Brian Thomas, 360-280-2781, brian.thomas@des.wa.gov

**When e-mailing questions, please send to both Angel and Brian to ensure the quickest response and collaborated effort from DES. Thank you!*

October 6, 2020

Amendment to Addendum 2

Questions and Answers

1. Does the State of Washington Department of Enterprise Services (DES) have standard terms and conditions or templates for Progressive Design Build, Traditional Design Build and/or GCCM contracts? If so, are they available for review? What type of contract platform does the Department of Enterprise Services use on their construction projects (i.e.- AIA, Census, etc.)?

~~An example of DES General Conditions are found within our Construction Manual. Additional information (etc Supplemental Conditions) can be found on our Forms & Reference Documents site.~~

Please follow this link to see a sample contract for a traditional design build:

<https://des.wa.gov/sites/default/files/public/documents/Facilities/EAS/AdvertisedSelections/2021-815/SampleTraditonalDBContract.pdf>

Informational Zoom Meeting: Sign-in Sheet October 6, 2020 11:00am

Name	Agency/Firm	Phone	E-mail
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Henry L Woods Jr	Brown Smith Wallace, LLP	314.983.1266	hwoods@bswllc.com
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Kandace Zimmerman	HKA		-
Jhomar Small	Spectrum Development Solutions	206.550.4273	jhomar@spectrumdevsolutions.com
Mike Cox	The Design Collective	206.390.3966	mikec@thed-c.com
Jim Cortner, AIA	Cortner Architectural Company	(509) 363-1039	jim@cortner-ps.com

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Don Hammelman			-
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Matt Regan	United Construction Consultants & Advisors (UCCA)	636-399-4882	mregan@uccallc.com

Informational Zoom Meeting: Question & Answer

- Do you have any idea how many projects per year there will be?
In the past biennium budget periods, there are typically 6-7 GCCM/DB projects; however the number of future projects will be largely dependent on the capital budget, and is unknown at this time.
- Will reimbursable expenses be a part of the hourly rate or will a separate budget be allowed for actual expenses?
We anticipate typical expenses to be built into the hourly rate, however this can be negotiated with the selected firms.
- Does the \$10MM - \$30MM project qualify for any Phase II or will those be projects closer in value to \$100MM?
While we would anticipate any projects over \$50 million to include a phase II, there is no set threshold, it will vary with specific complexities or potential concerns of each project.
- What type of projects would fit the criteria of requiring an audit?
All Guaranteed Maximum Price (GMP) projects, particularly those with potential shared savings or cost overruns.
- Will there be any edits allowed to the Standard Consulting Agreement?
Potentially, proposed modifications would need to be negotiated with the selected firms.

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6. What types of projects?
Vertical construction projects. New buildings or significant renovations; including corrections facilities, higher education, Veterans Affairs, or historic preservations such as on the Capital Campus.

7. How important is the RCW 39.10 knowledge and understanding as far as the audit goes?
The audit will be focused on confirming project cost, billable vs. non-billable expenditures, and alignment with the commercial terms of the contract. RCW requirements will be embedded within the contract, and DES will provide an example contract typical of the projects being audited.

8. The "for complete info" LINK doesn't work from my PDF RFQ document; can that be resent?
<https://des.wa.gov/services/facilities-leasing/public-works-design-construction/architecture-engineering-design-consultants/current-projects-advertised-consultant-selection>
The above link is to the DES current advertised consultant selection list, search (Ctrl-F) for "2021-815" to locate the specific files associated with this RFQ.

9. In what scenario would Part I of Form 330 need to be completed? According to feedback in Addendum 2 - Question #7
Form 330 Part 1 will not be required for this RFQ. Addendum 2, question 7 was in regards to Attachment 1 found in the following:
<https://des.wa.gov/sites/default/files/public/documents/Facilities/EAS/AdvertisedSelections/2021-815/Attachment1.pdf?=62a70>

10. Regarding the composition of the expertise/team, is DES looking for strictly CPA firm, A/E firm, combination of the two?
DES is looking for a primarily CPA Firm, to perform project cost validation.

11. Is there a specific contract that we should be aware of for this project?
A sample of a typical DES contract terms can be found at the following link, note this sample does not include all delivery methods:
<https://des.wa.gov/sites/default/files/public/documents/Facilities/EAS/AdvertisedSelections/2021-815/SampleTraditonalDBContract.pdf>



Washington State Department of
Enterprise Services

2021-815
Statewide On Call Consultant
Selection for
Design Build and GCCM
Construction Audit Services

Informational Meeting

October 6, 2020



Washington State Department of
Enterprise Services

Agenda

Topic

Introductions & Sign In Sheet
Brief Description of Scope of Work
Consultant Fees
Diversity & Inclusion
B2GNOW Requirements
Submittal Requirements
Questions & Answers

Lead

Brian Thomas
Brian Thomas / Bob Bourg
Bob Bourg
Angel Ernst
Angel Ernst
Angel Ernst
All Participants



Washington State Department of
Enterprise Services

Introductions & Signing In

Introduction of participants

Please open chat function in Zoom (bottom center icon on mouse over)
and type the following for attendance sign in:

Name, Firm, Title, Email, phone

e.g.: Brian Thomas, DES, Cost Engineer,
Brian.thomas@des.wa.gov, (360) 280-2781



Washington State Department of
Enterprise Services

Scope of Work

A minimum of two (2) on-call firms will be selected to provide Auditing services for DES Design Build GMP and General Contractor / Construction Manager (GCCM) construction projects ranging from \$10-30 million, and potential projects up to \$100 million.

Successful firms are to provide up to a three phase service for Auditing, depending on the size of the project.



SOW Phase I

Conduct a pre-construction audit conference with contractor and client agency to set the foundation for the audit process.

i. Review of the executed construction contract, specifically the Cost of Work as it relates to costs to be reimbursed, and costs not to be reimbursed.

ii. Initial review of contractor's Schedule of Values at the start of construction.

iii. The initial conference shall facilitate smooth and timely information transfer between contractor and Auditor.



SOW Phase II

Perform an interim audit of contractor's construction costs at the midpoint of construction. A Phase II stage would only be applicable for larger or complex projects.

i. Audit of billings to date.

ii. This audit should identify items within the billing that the contractor may need to address with future billings prior to the final audit.

iii. Provide preliminary report based on the interim audit at midpoint of construction. Include recommendations regarding reconciliation of billed amounts and recorded costs.



SOW Phase III

Perform final audit of contractor's construction costs at final completion of construction and prior to contractor's Final Payment.

- i. Final audit shall be completed within 30 Days of delivery of contractor's records/final billing. Owner's release of final payment is contingent upon a completed audit.
- ii. Final written report to be submitted at the time of completion of the audit.
- iii. Reports to include recommendations regarding reconciliation of billed amounts and recorded costs. The Consultant may be asked to provide additional related duties, not specifically identified above on an as-need basis when requested.



Consultant Fees

Actual fees will be negotiated with DES and will be billed on a time and material, not to exceed basis. Hourly rate agreements will be based upon industry standard fees.

If the respondent and DES cannot agree on a fee the DES may cancel the negotiations and begin negotiations with another firm on the master agreement. Should DES choose to cancel the negotiations upon failure to arrive at a fee agreement, such cancellation will be effective upon receipt of written notification to the respondent. The respondent shall not be reimbursed for any costs associated with the fee negotiations.



Washington State Department of
Enterprise Services

Diversity & Inclusion

Diversity Goals will not be a factor in this solicitation nor a component of the audit process.

The overall goal is 26% for MBE, WBE, VOB, and SBE.

The breakdown for DES goals are as follows:

10% Minority Owned Business

6% Women Owned Business

5% Veteran Owned Business

5% Washington Small Businesses



B2GNOW Requirements

If selected, all consultants and all sub-consultants (if applicable) are required to report payment detail in the DES Diversity Compliance program B2GNOW. B2GNOW is designed to streamline and automate compliance reporting requirements:

<https://des.diversitycompliance.com>



Washington State Department of
Enterprise Services

Submittal Requirements

Each of the submittals shall include:

- Completed copy of RFQ Attachment 1 which identifies a single point of contact for the purposes of this Solicitation, firm's office locations and Diverse Business certifications (if applicable). Attachment 1 should be situated behind any cover letter you choose to include AND before any table of contents
- Federal Form 330 (Part II only)
- Any other pertinent data to assist the Selection Panel in evaluating your qualifications.
- No more than fifteen (15) pages of total content at 8 ½ X 11 size sheets in .pdf format. This includes: Proposal, Resumes, References, Standard Form 330, Cover Letter.



Washington State Department of
Enterprise Services

Submittal Requirements

Due to the Governor's "Stay Home, Stay Safe" order, only **electronic submittals** will be accepted. Electronic submittals must be uploaded and received no later than **Friday, October 16, 2020 by 2:00 pm PT.**

DES will create an access point for each bidder. In order to expedite your submittal process, view and complete upload instructions **prior to Wednesday, October 14, 2020 by 2:00 pm PT.** Your SOQ does not need to be uploaded at the time access is given.

Thank you

Questions & Answers

Please type all questions into the chat function (accessed at bottom center of the screen), an addendum with the questions and answers will be issued after the meeting.

*DES Requests all RFQ 2021-815 questions should be submitted by
12:00 Noon on Friday, October 9th.*

Conclusion of the informational meeting

