

Addendum 4

Project: Job Order Contracting J20-04 Northwestern, J20-05 Eastern, J20-06 Southwest
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August 24, 2020

RFQ CHANGES:

10. SELECTION SCHEDULE

The following is the current planned schedule for the selection process. Dates and times are subject to change; interested parties will be promptly notified of any changes to key dates via an addendum.

Phase I	
Advertisement of Request for Proposals	7/27/2020
Informational Meeting	8/4/2020
Responses to Request for Proposals due	8/10/2019
Notification of finalist and non-finalist contractors	8/20/2020
Phase II	
Interview date	8/26/2020 & 8/27/2020
Sealed bids due	8/26/2020 8/27/2020
Sealed bids are opened, read, recorded, Phase II scores and bid scores tabulated	8/26/2020 8/27/2020
Announcement of apparent successful proposal	8/26/2020 8/28/2020
Protest period begins	8/27/2020 8/28/2020
Protest period expires	9/10/2020 9/11/2020
If no protests, contract execution can begin	9/10/2020 9/11/2020

Addendum 4

Project: Job Order Contracting J20-04 Northwestern, J20-05 Eastern, J20-06 Southwest

14. SEALED BID AND CALCULATION OF COMPOSITE COEFFICIENT

- 14.1 Contractors advancing to Phase II of the selection process will provide bids in the form of bid coefficients using the attached bid proposal form for standard and non-standard work hours.

Sealed bids must be received no later than Thursday August 27 by 12:30 pm.

For hand-delivering bids, a locked drop box will be available from 10:30 am to 12:30 pm outside the 1500 Jefferson St. S.E. building for contractors to deposit their sealed bids. We ask that you please maintain a distance of at least six feet from all other individuals when dropping off bids. An FPS staff member will be inside the lobby monitoring the locked drop box during those hours.

Please find the updated Bid Proposal Form at the end of this document.

INTERVIEW QUESTIONS TO EXPECT

The questions to expect are geared around the Phase II Criteria found in the RFQ. Below is the previously provided criteria in black font. Questions or requested elaborations are in red font.

13. EVALUTION CRITERIA

- 13.2 Phase II
- A. Phase II will include an interview/presentation of at least the top three (3), if available, firms and submission of sealed bids in the form of coefficient mark ups.
 - B. Scoring and awarded points from Phase I will not be carried into Phase II of the selection.
 - C. Bids will be opened, read and recorded after completion of all interviews.
 - D. Phase II criteria and weighting. Interviewing firms should address each of the following in their presentation.

Ability and qualifications of professional personnel

30 points

Describe the structure of your JOC team within your organization and list key personnel including their roles and responsibilities, for example; specification development. Provide a project organization chart showing proposed staffing for this contract. Describe ability and qualifications, especially JOC experience, of your personnel directly assigned to the contract.

- **How do you handle in-house design requirements of this JOC contract?**

Past performance on similar contracts

30 points

Describe your performance on at least three construction projects within the last three years on JOC or public works projects throughout the state of Washington which had complex Owner management team. Include project descriptions, construction cost, and project schedules. Proposers should include past experience and substantiate qualifications of personnel if available.

Addendum 4

Project: Job Order Contracting J20-04 Northwestern, J20-05 Eastern, J20-06 Southwest

- Discuss any methods and outreach techniques for attracting new small and diversity businesses for your subcontractor pool.

Ability to meet time and budget requirements

20 points

Discuss your firm's experience and ability to meet the project timelines and budget requirements. Describe your firm's experience in construction estimating and in construction scheduling and how your company tracks budget and scheduling during the course of the project for multiple small projects. Describe key staff experience in each of these areas. Provide examples that were developed and utilized on prior jobs. Describe approach to working with the Owner and other stakeholders. Summarize any recent JOC work orders, highlighting ability to meet time and budget requirements.

- Name a few strategies for managing time and budget constraints your firm will utilize for this JOC contract if you are awarded it.
- Describe your experience in working through the process of closing out a JOC project in a timely manner.
- Discuss overall total prior JOC programs cost and time metrics; % on time completion, % cost growth, % closeout completion.
- An important element of working on JOC projects is effectively communicating and coordinating with a variety of people. Describe what your company's approach is in communicating with stakeholders and DES
- As a JOC contractor, please tell us about your experience with dispute and claims resolution with consultants and contractors.
- Specifically name two subcontractors and their line of work that are new to your program with in the last year. How did you find them?
- Discuss the Health, Safety, and Environmental programs and resources used to support tier contractors and work execution.

Recent, current and projected workload of firm

10 points

Provide a brief description of your firm's history, firm size, location of home and corporate offices, and your firm's capabilities to perform the requirements of this contract managing many small projects at once. Include annual volume, financial position, and bonding capacity. Summarize recent, current, and projected workloads (include number, size, and average monthly volume) of your firm.

- Do you self-perform any scope above onsite supervision?
- Describe how your firm will provide regional services for this JOC Contract including pricing and executing multiple work orders.
- How do you handle scope inquiries that may exceed your capacity to fully support?

Price Related factor

10 points

The evaluation of this criterion will be based on the difference between the proposed composite coefficient and the lowest conforming composite coefficient received from Finalists. Scores will be based on how far above the lowest composite coefficient any

Addendum 4

Project: Job Order Contracting J20-04 Northwestern, J20-05 Eastern, J20-06 Southwest

proposed composite coefficient is. This difference will be expressed as a percentage according to the following formula and the result will be evaluated using the table below.

Percent above lowest composite coefficient = $[(\text{Proposed composite coefficient} - \text{Lowest composite coefficient}) / \text{Lowest composite coefficient}] \times 100$

Example:

Let 1.0116 = the lowest composite coefficient, and let 1.25 = the proposed composite coefficient.

Then the percent above lowest composite coefficient:

$[(1.25 - 1.0116) / 1.0116] \times 100 = 23.6\%$; Then, according to the table below, 4 points would be assigned]

Points will be awarded for this criterion as follows:

- Lowest composite coefficient 10 points
- Composite coefficient within 10% of low conforming value 8 points
- Composite coefficient within 20% of low conforming value 6 points
- Composite coefficient within 40% of low conforming value 4 points
- Composite coefficient within 60% of low conforming value 2 points
- Others 0 points

BID PROPOSAL/COEFFICIENT READING

The coefficients will be read on **2:00 on Thursday August 27, 2020** virtually via Zoom:

<https://des-wa.zoom.us/j/99242766163?pwd=VjNkaHdtNnVFL3dOdGRoRGVnTFJGZz09>

Meeting ID: 992 4276 6163

Password: 411058

Other ways to connect:

Dial by your location

888 788 0099 US Toll-free

877 853 5247 US Toll-free

Meeting ID: 992 4276 6163

Password: 411058



STATE OF WASHINGTON
 DEPARTMENT OF ENTERPRISE SERVICES
 1500 Jefferson Street SE
 Post Office Box 41476
 Olympia, Washington 98504-1476

PRICE (COEFFICIENT) PROPOSAL

Due Thursday August 27, 2020 by 12:30 PM

Job Order Contract (JOC) Services
 Department of Enterprise Services
 Facility Professional Services
 1500 Jefferson Street, PO Box 41476, Olympia, Washington 98504-1476

The undersigned, having read all the requirements of this solicitation for bids, together with the RFP, agree to furnish all labor, materials, and construction management specified herein necessary to complete the work as follows:

- (A) First Year not-to-exceed Contract = \$ 6,000,000
- (B) Not-to-exceed Contract over the first two years = \$ 12,000,000
- (C) If extended one year, not-to-exceed Contract over three years = \$ 18,000,000
- (D) Minimum Committed Contract Amount = \$ 50,000

(E) Enter Coefficients to be applied to Unit Cost Manual in the boxes below:

Work Hour	Bid Coefficient
Standard	
Non-standard	

PERIOD OF PERFORMANCE

Subject to other provisions, the period of performance of this contract shall commence upon the written approval of the state’s contracting officer and shall be completed twenty-four months thereafter, unless modified and approved by both parties.

LIQUIDATED DAMAGES

The Contractor shall coordinate with the Owner to develop an acceptable schedule for the Work under each Work Order and shall be required to adhere strictly to the performance schedule established in each Work Order. The Owner retains the option to establish Liquidated Damages for any Work Order.

ADDENDUM RECEIPT

Receipt of the following addenda to this bid solicitation is acknowledged:

Addendum No. _____ Addendum No. _____ Addendum No. _____
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NOTIFICATION

If the bidder is notified by telephone or facsimile communication on the date that bids are received, the bidder agrees to be available for contract negotiations in Olympia, Washington on the following day.

The undersigned hereby designates (*enter your company's street address, telephone and fax number and name of official contact person.*) _____
_____ as the firm's office, to which such notice of acceptance shall be phoned, delivered, or communicated by facsimile transmission.

This bid may be withdrawn at any time prior to the scheduled time for the opening of bids, or any authorized postponement thereof. The State reserves the right to reject any and all bids.

In compliance with WAC 296-127, the Contractor shall pay all fees with each Statement of Intent and/or Affidavit of Wages Paid to the Department of Labor & Industries.

Firm Name _____

Signed by _____

Official Capacity _____

Address _____

City/State _____

Date _____ Telephone _____ Fax _____

E-mail Address _____

State of Washington Contractor's License Number _____

Federal Tax Identification Number _____

Uniform Business Identifier (UBI) Number _____