



# Washington State Department of Enterprise Services

## REQUEST FOR PROPOSAL (RFP): SELECTION OF JOB ORDER CONTRACTOR FOR STATEWIDE SERVICES

*Submittals due September 23, 2022 prior to 2:00 PM PST*

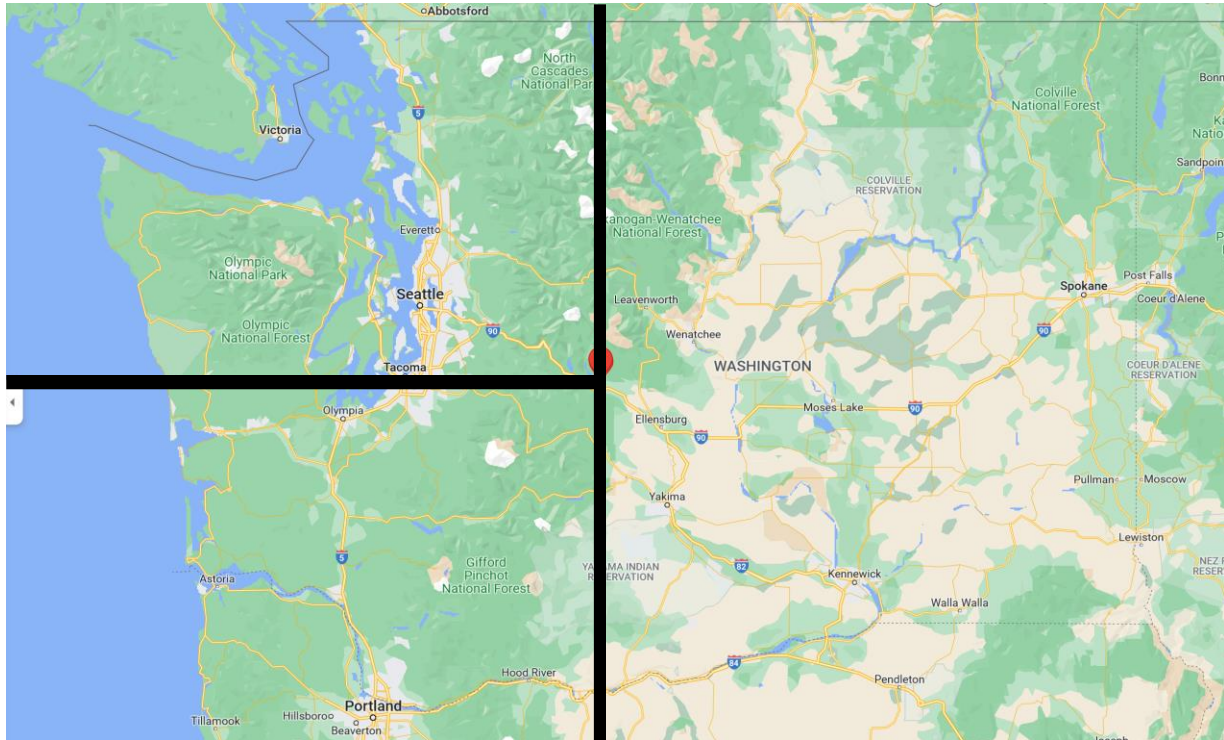
### 1. INTRODUCTION

The Washington State Department of Enterprise Services (DES) is accepting proposals from experienced Job Order related Contracting firms.

Refer to the DES website for addenda to the published public notice and/or RFP. It is the responsibility of the interested contractors to track and obtain addenda: <https://des.wa.gov/services/facilities-leasing/public-works-design-construction/construction-contractors/job-order-contracting>

For the purposes of the DES Job Order Contracting (JOC) Program:

- Roslyn, WA (Latitude 47.2°, Longitude 121°) shall be the boundary point between East & West and Northwest & Southwest.
  - The Eastern Region includes all areas east of a North-South line through Roslyn, WA.
  - The Northwest Region includes all areas North of the East-West line through Roslyn, WA.
  - The Southwest Region includes all areas South of the East-West line through Roslyn, WA.



- DES intends to award 6 JOC contracts for the following regions, as allowed per [RCW 39.10.440 \(3\)](#). The territory breakdown will be:
  - Statewide: J23-01 & J23-02
  - Eastern: J23-03 & J23-05
  - Northwest: J23-04
  - Southwest: J23-06

The highest ranked contractor from the selection process will be awarded a contract with an anticipated notice to proceed date of November 2022.

The successful Job Order Contractor agrees to provide a variety of services including, but not limited to: cost estimating, assessment of construction options, and scheduling while performing small construction and repair projects throughout the state. The Owner will enter into contract with the Contractor for a predetermined minimum level of work. The JOC contract amount is defined as the total of all Contractors' Work Order Estimates (RS-Means unit price and non-priced items included in the project scope), each multiplied by the RS-Means City Cost Index, multiplied by the Job Order Contractor's Bid Coefficient for the appropriate region. Each Work Order cost must be within the Owner's budget. The Owner will establish that funds are available prior to submitting for construction estimate.

By utilization of the Job Order Contract (JOC) alternative public works contracting procedure, DES expects a collaborative, synergistic process of project development that combines the commitment, expertise and skills of DES and the successful Job Order Contractor to achieve the completion of the project in the best interest of the public. Job Order Contracting shall provide an effective means of reducing total lead-time and cost for public works projects. The early involvements of the Job Order Contractor shall facilitate the management of the project scope of work, budget and schedule; reduce construction risks; and add value by: facilitating and maintaining continuous teamwork, productive communication, coordination, continuity and skill of project administration, and sharing of resources, scheduling and sequencing, cost estimating and control, etc.

DES has determined that the use of Job Order Contracting will benefit the public by providing an effective means of reducing total lead-time and cost for public works projects or repair required at public facilities through the use of unit price books and work orders by eliminating time-consuming, costly aspects of traditional public works process.

[RCW Chapter 39.10](#) outlines the requirements and authorizes DES to utilize this contracting procedure. All proposal under this solicitation are subject to [RCW 39.10.470](#)

## **2. UNIT PRICE BOOK**

The Unit Price Book utilized is 2019 or Current Edition of RS MEANS. When new or subsequent issues of the RS Mean volumes are issued, those volumes shall be used in pricing unit price items. The contracted Coefficients will not be changed due to new issues.

## **3. SCOPE INFORMATION**

The JOC contract awarded under this solicitation may be utilized throughout the state of Washington.

DES is seeking a Job Order Contractor firm to manage/coordinate the construction process as a member of a team with the Owner and other agencies. At a minimum, the Job Order Contractor firm shall be skilled in producing detailed drawings and specifications, developing schedules; preparing construction cost estimates,

and understanding construction methods and techniques; sequencing of work; and coordinating and communicating the activities of the project team throughout the design and construction phases to all members of the team. In addition, the Job Order Contractor shall be familiar with regional labor, prevailing wage requirements and the subcontracting market, and be capable of working well with subcontractors.

During the Work Order submittal/estimating process, the Job Order Contractor firm shall provide at least one full time, professional project manager or higher level professional staff to attend all project meetings.

During the construction phase, the Job Order Contractor shall provide full supervisor to coordinate the job in the field, and provide for sufficient and appropriately skilled staff to implement a quality control program.

The Job Order Contractor shall provide full documentation to the Owner of all work, including, but not limited to: weekly meeting notes during construction, inspection reports, a comprehensive monthly summary report including status of all open work orders, punch-list reports as needed, as-built drawings and related items.

During construction the Contractor will be required to submit, on a monthly basis, in a format acceptable to the State, a full cost-accounting report of the status of all expenses and individual budget items within the JOC for each Work Order.

#### **4. MAXIMUM TOTAL DOLLAR AMOUNT**

Per [RCW 39.10.440](#), the maximum total dollar amount that DES may award under the JOC Contract awarded under this solicitation shall not exceed \$6M, excluding sales tax, per year for a maximum of three (3) years. Any unused capacity from the previous year may be carried over for one year and added to the immediate following year's limit. The maximum annual volume including unused capacity shall not exceed the limit of two years.

#### **5. MINIMUM AND MAXIMUM WORK ORDER AMOUNTS**

DES guarantees a minimum volume of Work Order for the JOC Contract awarded under this solicitation of \$50,000.

#### **6. DURATION OF THE CONTRACT AND OPTIONS TO EXTEND THE JOB ORDER CONTRACT**

The initial JOC term is two (2) years, with a DES option of extending the contract for an additional year. All extensions must be priced as in the RFP and mutually agreed to by DES and the Job Order Contractor.

#### **7. INFORMATIONAL MEETING**

An electronic pre-submittal meeting will be held on August 31, 2022 from 9:30 PM PST until 10:30 PM PST via Teams. Please use the information below:

##### **JOC Informational Meeting: J23-01**

[Click here to join the meeting](#)

Meeting ID: 230 385 827 334 Passcode: PGuRf4

**Or call in (audio only)**

[+1 564-999-2000,,488221317#](#)

Phone Conference ID: 488 221 317#

#### **8. SELECTION PROCESS**

The purpose of the selection process is to determine the most qualified Job Order Contractor based on evaluation of proposal and sealed bids in the form of coefficient markups based upon the identified unit price book.

The Job Order Contractor selection will consist of two phases. DES will notify the proposers after each step of the process as to whether they will be moving on to the next step, as appropriate.

- 8.1 Phase I
  - A. Evaluation of the proposers' responses to the Request for Proposals according to the evaluation criteria and award points in accordance with section 13.1 of this RFP.
  - B. The highest-ranked firms will be invited to participate in Phase II of the selection process.
- 8.2 Phase II
  - A. The proposers will be interviewed and scored in accordance with section 13.2 of this RFP.
  - B. The proposers will submit a sealed "bid" in the form outlined in section 14.1 of this RFP.

**The selection of the successful contractors will be based on the highest scores of Phase II.**

## **9. DIVERSE BUSINESS INCLUSION**

- 9.1 The state of Washington encourages participation in all of its contracts by Diverse Businesses. DES is committed to providing the maximum practicable opportunity for participation by Diverse Businesses through direct contracts with DES, subcontracts, sub-consulting, and supplier participation.
- 9.2 The Diverse Business definition includes Washington Small Business, micro-business, and mini-business as defined in [RCW 39.26.010](#) (collectively Washington Small Business), Minority and Women Business Enterprises as defined in [WAC 326-20-010](#), and Veteran-owned businesses as defined in [RCW 43.60A.010](#). If the proposed subcontractors are self-identified diverse businesses, the Job Order Contractor will encourage and support state efforts for their certification with the appropriate Washington state agencies.
- 9.3 Diverse Business inclusion participation goals for this project are:
  - A. 10% Minority Owned Business (MBE) certified by the Washington State Office of Minority and Women Business Enterprises
  - B. 6%, Women Owned Business (WBE) certified by the Washington State Office of Minority and Women Business Enterprises
  - C. 5% Veteran Owned Business (VOB) certified by the Washington State Department of Veterans Affairs
  - D. 5% Washington Small Businesses self-identified in the Washington Electronic Business Solution (WEBS).
- 9.4 The successful proposer is required to register and complete payment detail reporting in the DES Public Works Diversity Tracking and Management system powered by B2GNow. Every month for the duration of each work order contract, and while the work order contract is active in the Public Works Diversity Tracking and Management system, the successful proposer will submit and accurately maintain the following payment information through Public Works Diversity Tracking and Management system:
  - A. Payments received by the prime contractor from the Agency

- B. Payments paid to each first tier subcontractor
  - C. Payments paid to each first tier supplier
  - D. The successful proposer must also ensure the following information is reported in the Public Works Diversity Tracking and Management system by first tier subcontractors and suppliers for the duration of the contract:
    - Confirmation of payments from the prime contractor to the subcontractor
    - Payment reporting to each supplier
- 9.5 Contractors may contact the following resources to obtain information on certified and registered diverse business firms for potential sub-contractors:
- A. The Office of Minority and Women’s Business Enterprises: 866.208.1064 or 360.664.9750 or [www.omwbe.wa.gov](http://www.omwbe.wa.gov),
  - B. For small business information: Charles Wilson, Public Works Business Diversity Program Manager at the Washington State Department of Enterprise Services: 360.999.7667 or [charles.wilson@des.wa.gov](mailto:charles.wilson@des.wa.gov)
  - C. The Department of Veterans’ Affairs: 360.485.1809 or 360.725.2200 or [www.dva.wa.gov](http://www.dva.wa.gov)
- 9.6 The Job Order Contractor shall provide an owner approved **Inclusion Plan** that could equitably spread subcontracting opportunities and encourage the achievement of statewide voluntary goals for participation with Washington State certified Veteran-Owned Businesses, certified Minority-Owned Business Enterprises (MBE) and certified Women-Owned Business Enterprises (WBE) as outlined below.
- 9.7 Diverse Business Inclusion Plan and past performance on approved subcontractor inclusion plans
- A. Contractors advancing to Phase II of the selection process must submit Diverse Business Inclusion Plan and past performance on approved subcontractor inclusion plans as part of the sealed bid package.
  - B. Diverse Business Inclusion Plan prepared by the JOC and approved by DES in consultation with the Office of Minority and Women-owned Business Enterprises (OMWBE) shall be a prerequisite to the issuance of any Work Order by DES.
  - C. Diverse Business Inclusion Plan and past performance on approved subcontractor inclusion plan documentation must not exceed four (4) pages of total content and should be in PDF format in a single file not to exceed 30MB.
  - D. Attachment 1 may be used as a template
  - E. For contractors who have previously been awarded Job Order Contracts with DES or other public agencies, please provide:
    - Commitment percentages and/or amounts that were submitted as part of diverse business inclusion plans on previously awarded DES Job Order Contracts or other public agencies contracts
    - Actual utilization values (percentages and/or amount) of small and diverse businesses on previously awarded DES Job Order Contracts or other public agencies contracts

- A description of your company’s methods and practices to ensure that subcontracting opportunities are distributed as equitably as possible among qualified, certified small and/or diverse businesses
- F. For contract who have NOT previously been awarded Job Order Contracts, please provide:
- Commitment percentages and/or amounts that were made to Owners as part of diverse business inclusion plans on previously awarded contracts of similar size to JOC Work Order limits
  - Actual utilization values (percentages and/or amount) of small and diverse businesses on previously awarded contracts of similar size to JOC Work Order limits
  - A description of your company’s methods and practices to ensure that subcontracting opportunities are distributed as equitably as possible among qualified, certified small and/or diverse businesses

**10. PROPOSED 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	8/19/2022
Informational Meeting	8/31/2022
Request for Information Due 5:00 PM PST	9/7/2022
Response to RFP Due	9/23/2022
Notification of finalist and non-finalist contractors	10/6/2022
Phase II	
Interview Date	10/20/2022
Sealed Bids Due	
Sealed bids are opened, read, recorded, Phase II scores and bid scores tabulated	
Announcement of apparent successful proposal	
Protest period begins	10/21/2022
Protest period expires	11/3/2022
If no protests, contract execution can begin	11/4/2022

**11. INFORMATION FOR JOC CONTRACTORS**

- 11.1 At least 90% of work contained in a job order contract must be subcontracted to entities other than the Job Order Contractor.

- 11.2 The JOC Contractor shall publish notification of intent to perform public works projects at the beginning of each contract year in a statewide publication and in a legal newspaper for general circulation in every county in which the public works projects are anticipated.
- 11.3 The JOC Contractor and its subcontractors shall pay prevailing wages for all work that would otherwise be subject to the requirements of [Chapter 39.12 RCW](#). Prevailing wages for all work performed pursuant to each Work Order must be at rates not less than those shown in the prevailing wage schedule established by the State Department of Labor and Industries for each Work Order at the individual Work Order is issued.
- 11.4 Each individual Work Order issued for a particular project will not exceed \$500,000.
- 11.5 All Work Orders, including those with multiple parts, issued for the same project shall be treated as a single Work Order for purposes of the \$500,000 limit on Work Orders.
- 11.6 No more than twenty percent (20%) of the dollar value of a Work Order may consist of items of work not pre-priced.
- 11.7 Any new stand-alone, permanent structure constructed under a Work Order shall not exceed 3,000 gross square feet.
- 11.8 An Inclusion Plan prepared by the JOC and approved by DES in consultation with the Office of Minority and Women-owned Business Enterprises (OMWBE) shall be a prerequisite to the issuance of any Work Order by DES.
- 11.9 Each Work Order issued, including those with multiple parts, shall be treated as a separate contract for the purposes of chapters [39.08](#), [39.12](#), [39.76](#), and [60.28 RCW](#).
- 11.10 Any Work Order over \$350,000, excluding sales tax and use tax, and including over 600 single trade hours are required to a state registered apprenticeship program for that single trade in accordance with [RCW 39.04.320](#).
- 11.11 Specific project requirements will be identified in individual Work Orders issued by DES.
- 11.12 The Job Order Contractor firm shall provide **master** Payment and Performance bonds in the amount of four million dollars \$4,000,000.00. The Job Order Contractor shall provide the Owner a Payment and Performance Bond Rider to cover the total active work order cost amount should it exceed \$4,000,000.00. A Certificate of Insurance shall be provided to the Owner prior to the issuance of the first work order.
- 11.13 All provisions of this RFP will become part of the contract. The Job Order Contractor's written response to the RFP will also become a part of the contract. The State reserves the right to reject items in the response to the RFP.
- 11.14 The cost of submittals and any related expenses, including travel, shall be entirely the responsibility of the respondent. The State reserves the right to reject any and all proposals.

## **12. SUBMISSION INFORMATION**

Only electronic submittals will be accepted. Electronic submittals must be uploaded and received no later than **September 23, 2022 no later than 2:00 PM PST**.

Please follow this link to obtain upload instructions:

<https://des.wa.gov/sites/default/files/public/documents/Facilities/EAS/AdvertisedSelections/JOC-J23/JOCElectronicUploadInstructions.pdf>



**DES will create an access point for each bidder. In order to expedite your submittal process, view and complete upload instructions prior to September 21, 2022 by 5:00 PM PST. Your Response to RFP does not need to be uploaded at the time access is given.**

If you have trouble accessing the upload instructions, please contact Angeline Ernst or Brian Thomas via email: [angeline.ernst@des.wa.gov](mailto:angeline.ernst@des.wa.gov) or [brian.thomas@des.wa.gov](mailto:brian.thomas@des.wa.gov)

- 12.1 Please include a cover letter, not to exceed one single sided page that includes a single point of contact along with contact information for the purposes of this solicitation.
- 12.2 The Proposals are limited to fifteen (15), double-sided, 8.5"x11" pages (or maximum of 30 single-sided or pdf. pages) of content including all exhibits.
  - A. The page count does not include:
    - Cover Page (unless it has more information than project number, project title, firm name, and address block)
    - Section or tab dividers will count as content if any printing (text or images) other than section titles as listed below are included.
    - Front and back cover
    - Cover letter
    - Attachment 0 – Point of Contact (for purposes of this selection)  
[https://des.wa.gov/sites/default/files/public/documents/Facilities/EAS/Advertised Selections/RFQ-Attachment0.pdf](https://des.wa.gov/sites/default/files/public/documents/Facilities/EAS/Advertised%20Selections/RFQ-Attachment0.pdf)
    - Table of Contents
    - Demonstrated bonding capacity of \$4,000,000 (mandatory requirement)
    - Accident Prevention Plan
  - B. Note that fold-outs or other graphic documents presented on 11"x 17" pages will count as two, double-sided, pages (or 4 total pages) towards the total page count.
- 12.3 The minimum font size for all text in the Proposal shall be no less than 11 point.
- 12.4 Electronic copy should be in PDF format, should be all inclusive and formatted as a single file being not more than 30MB in size.
- 12.5 All responses to this RFP shall be organized in the order listed below.
  - A. Ability and qualifications of professional personnel
  - B. Past performance on similar contracts
  - C. Ability to meet time and budget requirements
  - D. References showing prior experience
  - E. Construction Estimating and Scheduling experience
  - F. Recent, current, and projected workload of firm
  - G. Concept of Proposal
  - H. Demonstrated bonding capacity of \$4,000,000 (mandatory requirement)
  - I. Accident Prevention Plan (mandatory requirement)



### 13. EVALUTION CRITERIA

#### 13.1 Phase I

A. The Department of Enterprise Services will evaluate Phase I proposals based on the criteria listed below. When responding to this RFP, firms must reply to each of the items below.

B. Phase I criteria and weighting

#### ***Ability and qualifications of professional personnel*** **20 points**

- Provide a company-wide organization chart
- Provide a project organization chart showing proposed staffing for this contract.
- List of key personnel including their roles and responsibilities
  - Include resumes, specifically, your proposed corporate personnel directly assigned to the contract.
  - Describe the JOC experience of personnel assigned to this project.

#### ***Past performance on similar contracts*** **20 points**

Provide a list of construction projects, descriptions, construction cost, and project schedules of similar contracts.

- Identify public works projects located throughout the state of Washington that had complex Owner management teams.
- State Hospital Districts may be utilizing DES for work orders within the state hospital districts. Identify relevant hospital work projects.

#### ***Ability to meet time and budget requirements*** **20 points**

Discuss your firm's experience and ability to meet the project timelines and budget requirements. Include current references (contact persons, titles, and telephone numbers).

#### ***References showing prior experience*** **10 points**

Provide references with current telephone numbers of at least five Owners, Owners' Project Managers and Stakeholders with which you have worked as a Contractor within the past three years:

- List projects that required continuous occupancy during major renovation
- Description of the project
- Scope of your firm's work on the project
- Location
- Owner, contact person, telephone number
- Final construction cost
- Total dollar amount of Change Orders
- Total number and dollar amount of all claims against the Owner
- Total number and dollar amount of all claims against the Owner adjudicated by litigation

Experience in dealing with craft labor relations

#### ***Construction estimating and scheduling experience*** **10 points**

Describe your firm's experience in construction estimating and in construction scheduling for unit-based contracting. 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.

**Recent, current, and projected workload of firm**

**15 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. Include annual volume, financial position, and bonding capacity. Summarize recent, current, and projected workloads (include number, size, and average monthly volume) of your firm.

- What strategies does your firm use to deal with Owner fiscal deadlines and sudden surges in proposal requests?

**Concept of proposal**

**5 points**

Describe how you will integrate construction estimating, project scheduling, quality assurance, etc. into the project. Describe your approach in working with the Owner and project stakeholders. Explain how you will assure that a successful team atmosphere will be nurtured. Discuss how you plan to provide services for the state of Washington.

**Demonstrated bonding capacity of \$4,000,000 (mandatory requirement)**

**Pass/fail**

Include a statement from your bonding agent stating commitment to bond this contract. List the company name, agents name, address, telephone, fax, and email numbers of your bonding agency.

**Accident Prevention Plan (mandatory requirement)**

**Pass/fail**

Provide a copy of an accident prevention plan that would be similar to that to be developed for this JOC. Indicate your Labor and Industries safety experience number.

13.2 Phase II

- A. Phase II will include a sixty (60) minute each, virtual interview/presentation of at least the top three (3), if available, firms and secure upload of 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**

**25 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.

***Past performance on similar contracts***

**25 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.

- Discuss any methods and outreach techniques for attracting new small and diversity businesses for your subcontractor pool.
- Discuss any methods for supporting remote and logistically difficult projects

***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
- 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
- As a JOC contractor, please tell us about your experience with dispute and claims resolution with consultants and tier contractors.
- Specifically name two subcontractors and their line of work that are new to your program within 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.
- What processes does your firm use to mitigate supply chain challenges

***Recent, current and projected workload of firm***

**20 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?
- Provide a snapshot of lower tier pool

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

Points will be awarded for this criterion as follows:

- Lowest composite coefficient 10 points
- Composite coefficient within 3% of low conforming value 9 points
- Composite coefficient within 5% of low conforming value 6 points
- Composite coefficient within 10% of low conforming value 4 points
- Composite coefficient within 20% of low conforming value 2 points
- Others 0 points

Example:

Let 1.025 = the lowest composite coefficient, and let 1.09 = the proposed composite coefficient.

Then the percent above lowest composite coefficient:

$[(1.09 - 1.025) / 1.025] \times 100 = 6.3\%$  ; Then, according to the table below, 4 points would be assigned]

**14. SEALED BID AND CALCULATION OF COMPOSITE COEFFICIENT**

DES will use Box as a secure access point for receiving Phase 2 Bids. Finalists shall submit their bids electronically in PDF format. The bids must be uploaded and received by the Department of Enterprise Services (date/time stamped by Box) no later than October 20, 2022 by 3:00 PM PST.

Finalists must contact [angeline.ernst@des.wa.gov](mailto:angeline.ernst@des.wa.gov) to re-issue access to Box for Phase 2. Finalists can upload their Final Proposals to Box by following the same Phase 1 upload instructions.

Finalists will have access to their bids in Box until the submittal deadline. Finalists may withdraw or update their bids before the proposal submittal deadline. Box will secure all bids after the submittal deadline until the bid opening.

**14.1 Standard and Non-standard work hour multiplier**

- A. Standard work hours are Monday through Friday 5:30 AM to 6:00 PM except holidays.
- B. Non-standard work hours are Monday through Friday 6:01 PM to 5:29 AM, Saturdays, Sundays and holidays.

C. For the purposes of evaluation, DES anticipates that 90% of the Work will occur during normal working hours and 10% will occur during non-standard working hours. This distribution is presented for evaluation only and is NOT a commitment of work.

14.2 A calculated adjusted coefficient will be determined using the bid coefficients for each regional area. The calculated adjusted coefficients will then be averaged to determine the composite coefficient. Scoring criteria will be a function of low bidder composite coefficient versus each bidder’s composite coefficient.

Sample of Bid Coefficient Calculation

Region	Work Hour Multiplier		Bid Coefficient	Adjusted Coefficient
Eastern	Standard	0.90	0.8	0.72
	Non-standard	0.10	1.2	0.12
Northwestern	Standard	0.90	0.8	0.72
	Non-standard	0.10	1.2	0.12
Southwestern	Standard	0.90	0.8	0.72
	Non-standard	0.10	1.2	0.12
Composite Coefficient				0.84

14.3 Bid Guarantee

- A. If the bidder fails to furnish a bid guarantee in an amount equal to five percent (5%) of \$50,000 by the time set for receiving the Phase II bid, the bid will be determined non responsive.
- B. The bidder shall furnish a bid guarantee in the form of a firm commitment, such as a bid bond, postal money order, certified check, or cashier's check, payable to the Washington State Treasurer. The Owner will return bid guarantees other than bid bond (the bid bond becomes the property of the Owner).
- C. The bidder will allow the Owner 60 days for acceptance of its bid. The bidder will submit executed contract, and Certificate of Insurance within fifteen (15) days after receipt of the contract forms from the Owner.
- D. If the apparent successful bidder fails to execute all contractual documents or provide insurance as required by the solicitation within the time specified. The Owner may terminate the award of the contract.

**15. SCORING METHODOLOGY**

In evaluating each of the criteria during both phases, the evaluation committee will identify significant and minor strengths and weaknesses from the submissions. The evaluation committee will then use the following guidelines to award points for each selection criterion, based on the weighting assigned in the RFP and any addenda. After initial scoring, the evaluation committee will come to a consensus ranking of the Contractors.

A. Definition of “strength” and “weakness”:

- The term “strength” ultimately represents a benefit to the Project and is expected to increase the Contractor’s ability to meet or exceed the evaluation criteria. A

minor strength has a slight positive influence and a significant strength has a considerable positive influence on the Contractor's ability to exceed the Project Goals.

- The term "weakness" detracts from the Contractor's ability to meet the Project Goals and may result in inefficient or ineffective performance. A minor weakness has a slight negative influence and a significant weakness has a considerable negative influence on the Contractor's ability to exceed the Evaluative Criteria.

B. Scoring:

- Excellent (81-100 percent of points available): Demonstrates an approach that is considered to exceed the Evaluative Criteria and provide a consistently outstanding level of quality. To be considered Excellent, it must be determined to have significant strengths and/or a number of minor strengths and few or no appreciable weaknesses.
- Good (61-80 percent of available points): Demonstrates an approach that is considered to meet the RFP in a beneficial way (providing advantages, benefits, or added value to the Project) and offers quality. To be considered Good, it must be determined to have strengths and few, if any, significant weaknesses. Minor weaknesses are offset by strengths.
- Fair (41-60 percent of available points): Demonstrates an approach that contains minor and/or significant weaknesses and limited appreciable strengths.
- Deficient (0-40 percent of available points): Demonstrates an approach that contains significant weaknesses and no appreciable strengths.
- Non-Responsive: Does not meet the Minimum Qualifications required for evaluation. In addition, the Owner, at its sole discretion, may reject any Evaluative Criteria deemed non-responsive to any of the requirements.

**16. ATTACHMENTS**

A. Public Works Diverse Business Inclusion Plan

- Inclusion Plan Template

B. Instructions to Job Order Contract Bidders

C. JOC Contract Bid Proposal

- JOC Bid Proposal Form

D. JOC Manual

- General Conditions
- JOC Supplemental Conditions
- JOC Special Conditions

E. Sample forms

- JOC Work Order Form
- Sample Notice to Proceed
- Sample Contract
- Sample Bond and Insurance Notification Form
- Sample Retainage Investment