



**Northshore
School District**

Request for Qualifications (RFQ):

**Leota Middle School Phase 1
Replacement**

**General Contractor/Construction Manager (GC/CM)
Services**

**Northshore School District
February 7, 2023**

Responses Due: February 27, 2023

General Contractor/Construction Manager (GC/CM) Services

1.0 INTRODUCTION

Northshore School District (NSD) is using the GC/CM delivery method to promote a collaborative, informed and efficient delivery process. This project meets four out of the six RCW statute requirements for GC/CM delivery as follows:

1. The implementation of the project involves complex scheduling, phasing, or coordination.
2. The project involves construction at an occupied facility which must continue to operate during construction.
3. The involvement of the GC/CM during the design phase stage is critical to the success of the project.
4. The project encompasses a complex or technical work environment.

The collective team of NSD, the architectural team, the contractor, sub-contractors, owner's representative, and sub-consultants will share the common goals of cost effectiveness, efficiency, predictable completion, and outcomes. The successful teams are expected to:

- Embrace an integrated project team model that includes NSD, Integrus Architecture, owner's representative, specialty consultants, the contractor, and key subcontractors focused on the best interest of the project, NSD staff, and students.
- Provide high quality pre-construction consulting services including cost estimating, scheduling, phasing logistics, collaboration with the design consultants, and assistance in the selection of materials and building systems.
- Provide integrated use of current design and construction technology including Building Information Modeling (BIM) and Virtual Design and Construction.
- Assist NSD in establishing and achieving high performance construction goals.
- Develop strategic procurement plans promoting inclusion of disadvantaged businesses to maximize competition for materials and subcontracts.
- Provide high quality construction services to deliver a quality project safely, on time and within budget.
- Perform Value Engineering and Constructability Reviews in line with OSPI School Construction Assistance Program (SCAP) funding rules.
- Support the independent Commissioning Agent including planning and execution of system startup, testing, and training.
- Provide robust training for NSD maintenance and custodial staff members including documentation.

Notice: Prospective proposers are instructed not to contact any NSD staff, faculty, students, or consultants connected with the project regarding this solicitation. This prohibition includes but is not limited to Integrus Architecture, its sub-consultants and OAC Services. Prospective proposers are asked to not visit the site other than the scheduled mandatory pre-proposal site tour. All questions regarding this Request for Qualifications shall be submitted via email as described below.

2.1. PROCUREMENT APPROACH

NSD intends to award a contract for GC/CM services ("GC/CM Contract") utilizing a three-step competitive selection process to procure the highest qualified contractor with the strongest management team at market competitive fees.

- Step 1: Statement of Qualifications (SOQs) as set forth in Section 7 of this RFQ and evaluated in accordance with the criteria in Section 12. Based on evaluations of the SOQs, a number of firms will be short-listed.

- Step 2: Extended interviews of short-listed firms. This may include jobsite and/or office visits as well as extended interviews with NSD selection committee members.
- Step 3: Based on NSD's evaluations of the interviews, the most highly qualified team(s) will be invited to submit fee proposals for specified general conditions and contractor's fee per Section 9 and evaluated in accordance with Section 12.

All costs incurred in this RFQ process shall be borne by the proposing firms.

3.0 PROJECT DESCRIPTION

The project is to construct the first phase of a phased replacement for Leota Middle School. Integrus Architecture is the architect for the project. The first phase will potentially include the following scope:

- Remove portables
- Improve building condition
- Implement state mandated energy improvements
- Improve functional performance throughout the school
- Increase athletics support space
- Improve supervision at entry and administration office
- Increase commons capacity
- Increase quality and quantity of restrooms
- Remove locker bay sheds
- Improve Career Technical Education (CTE) and hands-on learning spaces
- Increase and improve Special Education spaces

NSD is using the GC/CM delivery method to maximize the value of available funding, carefully plan, and execute work on this project. NSD desires to retain the GC/CM as a project partner in the design development stage to define the most efficient and effective method and approach to phasing and staging, integrated safety practices, high performance building goals, and the overall delivery schedule. Collaborative GC/CM procurement will optimize the combined work of the Owner-Architect-Contractor team to promote innovative design and the best construction value to NSD.

4.0 SCHEDULE

4.1 Selection of GC/CM

Mandatory Pre-Submittal Site Tour	02/16/23
Pre-Submittal RFI's Due	02/20/23
Receive Contractor SOQs	02/27/22
Notify GC/CM Finalists	03/10/23
Interviews	03/17/23 - 03/20/23
Issue RFFP to Finalists (GC's & Fee)	03/22/23
Open Price Proposals (GC's & Fee)	03/29/23
Pre-con services agreement signed	05/31/22

4.2 Preliminary Design and Construction Schedules (to be optimized with GC/CM)

Schematic Design	January 2023 - September 2023
SD Cost Estimate	September 2023
Design Development	October 2023 – April 2024
DD Cost Estimate	April 2024
Construction Documents	May 2024 – February 2025
Construction	November 2024 – May 2026
Occupancy	July 2026

5.0 SCOPE OF GC/CM SERVICES

NSD is seeking a highly qualified GC/CM firm led by a strong project manager and support team to participate as a critical, integrated team member throughout design and construction. Along with traditional pre-construction consulting services, NSD is seeking a GC/CM skilled in working closely with designers to integrate the best in current technology including Building Information Modeling (BIM), life cycle cost analysis and total cost of ownership. The successful proposer will join with the architects, construction manager and district staff members in partnering meetings early in the project cycle with check-in meetings scheduled throughout the project.

The GC/CM firm must be skilled in all aspects typical to a general contractor and construction manager, including, but not limited to, developing Critical Path Method (CPM) schedules, preparing construction estimates, performing value engineering and life-cycle cost studies, analyzing alternative designs, studying labor conditions, understanding construction methods and techniques, performing constructability reviews, phasing and sequencing of work, and coordinating and communicating the activities of the team throughout the design and construction phases to all members of the project delivery team. In addition, the GC/CM must be familiar with the local labor, apprenticeship requirements, and subcontracting market. The GC/CM must be capable of working with subcontractors to generate viable pricing alternatives.

6.0 SELECTION AND AWARD PROCESS

NSD will be contracting for GC/CM services on the basis of a combination of qualifications and fees as described below.

- 6.1** All firms submitting SOQs will be ranked on the basis of the evaluation criteria set forth in Section 12 of these instructions. The highest ranked firms will be invited to extended interviews including possible site and office visits. NSD is not bound by any particular number of firms selected for interviews.
- 6.2** Scoring for SOQs will not be carried forward to final scoring. The successful proposer will be scored based on the highest combination of scores for the interview and Fee Proposal.
- 6.3** Following interviews, NSD may reduce the number of firms further and solicit a Request for Fee Proposal (RFFP) from one or more firms detailing the contract terms and the specific general conditions and fee terms.
- 6.4** The GC/CM firm earning the highest combined score for the interview and fee proposal will be selected for preconstruction services and Guaranteed Maximum Price (GMP) negotiation.
- 6.5** GMP negotiations will occur pursuant to the GC/CM Contract when the scope of the project is adequately defined, and the Construction Documents are at least ninety percent (90%) complete as mutually determined by the GC/CM and NSD, but no later than the completion of the Construction Documents. At the time a GMP is successfully negotiated, the parties will execute the GMP amendment to the GC/CM Contract.
- 6.6** GMP negotiations will take place as part of pre-construction services prior to execution of the GMP amendment. Should the GC/CM Contractor and the Owner not agree on a satisfactory GMP that NSD

determines to be fair, reasonable and within the available funds, NSD may cancel the negotiations pursuant to statutory authority and the GC/CM contract and may begin to negotiate with the next highest ranked firm or pursue a firm via fixed price bids. In addition, NSD reserves the right to terminate the contract at the completion of the pre-construction phase and not move forward with GMP negotiations and the construction phase.

6.7 Approval of the Board of Directors of the NSD is required prior to the execution of contract documents.

7.0 SOQ SUBMITTAL (100 Points)

Respond to each of the items set forth below in a clear and concise manner. Responses must be in the same order as listed and clearly labeled by response. Pay attention to specific requests for information. The submittals shall be organized in a manner that will enable the GC/CM selection committee to quickly assess pertinent information. The submittal shall be one bookmarked, searchable PDF submitted via email. Please limit submittals to fifteen (15) double-sided 8-1.5" x 11" pages maximum. Sections 7.1 and 7.2.2 are excluded from the page maximum.

Please address any questions related to this RFQ to the Planning & Design Administrator, Sung Joung, via email at sjoung@nsd.org. NSD will respond via addendum.

A mandatory informational pre-submittal site tour will be held on February 16, 2023 starting at 3:00 PM at Leota Middle School, Room 720 (check in at front office), 19301 168th Ave NE, Woodinville, WA 98072.

Submit Statement of Qualifications by 2:30 P.M. PST February 27, 2023 to:

**Sung Joung
Planning & Design Administrator
Northshore School District
Email: sjoung@nsd.org**

7.1 Letter of Interest: (0 points)

The letter of interest should not be more than two (2) pages and may not contain any information not shown elsewhere in the submittals.

7.2 Staff Qualifications: (25 points)

7.2.1 Provide an organizational chart and a staffing plan (in narrative form) showing proposed staff, reporting relationships and key responsibilities for each staff member. Describe roles and responsibilities for pre-construction and construction phase services. At a minimum, information for the following staff members shall be included: the principal-in-charge or corporate executive with signatory authority, project manager, project engineers, superintendents, the estimator, the scheduler, and the safety officer. **Clearly indicate the total staff members and team size you recommend during the construction phase.**

Clearly identify the key individual(s) who will provide a leadership role for the project and be the day-to-day contact for NSD. Demonstrate how each individual has accomplished a similar role on other projects. All staff members proposed shall be available throughout the project and not changed without consent from NSD.

7.2.2 Provide a resume for each proposed staff member, including profiles of the last five (5) relevant projects, employment history, education, and personal references. Clearly state years of industry experience and years of employment at proposing firm.

7.2.3 Describe the history of your proposed team or staff members, including projects they have

worked together and projects of like scale and/or type.

7.3 Firm Capacity & Past Performance: (20 points)

- 7.3.1** Describe the types of projects or services the firm generally performs and the relative dollar value of each type. Provide the firm's bonding capacity and state the ability of the firm to bond your proposed projects. List the name, contact person, and telephone number of the firm's bonding agent, and include a statement from the bonding agent committing to bond the proposed projects.
- 7.3.2** Provide profiles of five (5) successfully completed relevant projects where (a) the basis of compensation was a negotiated price for either public or private customers, and/or (b) phased construction was used, regardless of project delivery type. For each project provide the duration of construction, initial price, the final price, Contractor's Fee Percentage, references from both Owner and Architect (include the person who is familiar with your firm's performance) and note if any of the individuals named in your project team participated as members of the project team for the listed project.
- 7.3.3** Describe the work your firm typically self performs and your capability to do so on this project. How will you assure price competition on this scope of work?

7.4 Self-performed Work, Location, and Current Workload: (10 points)

- 7.4.1** Describe the work your firm typically self performs and your capability to do so on this project. How will you ensure price competition for these scopes of work?
- 7.4.2** Describe the typical geographic range of your firm's work. If Woodinville, WA is outside of that typical geographic range, how do you plan on managing this work to the benefit of NSD, including pre-construction meeting attendance and management during construction?
- 7.4.3** Provide a summary of your firm's recent, current, and projected workload in addition to this project. In the projected workload, identify which projects are under contract or in contract negotiations. What has been your annual volume of work (in dollars) for each of the past five (5) years? What is your anticipated volume of work (in dollars) for the current year, and what is your plan for the next three (3) years?

7.5 Project Approach: (25 points)

- 7.5.1** Discuss your firm's approach to completing this complex project on the occupied Leota Middle School site. Describe the greatest risk in your opinion for completing this project and describe your firm's approach to mitigating these risks.
- 7.5.2** Describe your firm's estimating capabilities and cost tracking approach when working as a project team member during design. Describe the proposed project team's experience in actively interfacing with the design team to provide continuous, real-time cost feedback and estimating services.
- 7.5.3** Describe your firm's approach to determining and assessing constructability issues and proposing value engineering and assessing alternative construction options, products and engineering systems for cost savings and life cycle cost design considerations.
- 7.5.4** Describe your firm's approach to quality control during design and construction including coordination of subcontract work and commissioning building systems. Include a description of the quality control plan and the levels and authority of the individual's assigned responsibility.

7.6 Accident Prevention, Safety, and Claims (10 points)

- 7.6.1** Provide a summary of your team’s accident prevention program and submit your team’s EMR and OSHA (WISHA) Lost Time Accident Rate for the past five (5) years.
- 7.6.2** Provide a record of claims, litigation, or arbitration matters initiated by your firm or against your firm (in which you were a named party), for the last five years. List the name of the project, the date of litigation, arbitration or mediation, the amount of the settlement and identify your involvement, i.e., defendant or plaintiff.
- 7.6.3** Provide a record of complaints filed against your firm by regulatory agencies (e.g., OSHA, L&I, WSHA, WDFW, WDOE, County regulators, etc.) for the last five years. List the name of the project, the date of complaint, the amount of the settlement and identify your involvement, i.e., defendant or plaintiff.

7.7 Diversity, Equity, and Inclusion (10 points)

- 7.7.1** Provide a summary of your firm’s inclusion plan/efforts to increase the utilization of Disadvantaged Business Enterprises (DBE), Minority Business Enterprise (MBE), Women’s Business Enterprise (WBE), and Minority Women Business Enterprises (MWBE) within subconsultants, subcontractors and suppliers on your projects.
- 7.7.2** Provide a copy of the specific inclusion plan your firm will implement on this project to achieve a utilization of 10%, if selected. Identify the individual who will serve as the inclusion manager for this project.
- 7.7.3** Provide a summary of past performance in utilization of DBE, MBE, WBE, and MWBE on at least three (3) projects completed within the last five (5) years.

8.0 INTERVIEWS (80 points)

The most highly ranked firms submitting SOQs will be invited for extended interviews to assist NSD in determining the proposers with the strongest teams, relevant experience, and project approach including their leadership and communication skills. NSD is not bound by any particular number of firms selected for interviews. NSD may visit the jobsite and hold a formal interview at NSD offices.

Should your firm be invited to an interview, questions will be directed to the proposed key project staff. At a minimum, the corporate executive, the project manager, project engineers and project superintendents dedicated to the project, project estimator, and the key individuals responsible for preconstruction services shall be in attendance. In addition to presenting qualifications, experience, and the project team’s approach to the project, the interviewees will be expected to respond to questions from the panel regarding the firm’s proposal as well as additional questions that might be posed in correspondence directed to the most qualified proposers after this solicitation is closed.

The selection committee will use the interview process to further evaluate proposer qualifications as defined in Section 12 of these instructions and will establish interview scores based on the information gained during interviews.

9.0 FEE PROPOSALS (20 points)

Following interviews, NSD may at its sole discretion invite selected firms to submit fee proposals. If a fee proposal is requested, the firm will be required to submit two (2) amounts on a form to be provided by NSD. The first number shall be for the “GC/CM fee”, and the second shall be for the “Specified General Conditions Work.” The terms “GC/CM fee” and “Specified General Conditions Work” will be specifically defined in the GC/CM Contract to be provided to those firms selected to submit final proposals.

- 9.1 State your fee as a percentage and multiply it by the estimated contract sum to determine a single lump sum number for the dollar amount of the fee by project. The dollar amount of the fee will be added to the dollar amount for the Specified General Conditions Work to determine a single number, the proposer's total proposal.
- 9.2 No other entries, modifications, or qualifications should be made to the proposal. NSD reserves the right to reject any or all proposals, and to waive informalities or non-material irregularities in the proposals received.
- 9.3 The name, address, and contractor registration number of proposer shall be typed or printed on the bid in the space provided. The name must match the name on the proposal guarantee.
- 9.4 Proposals must be signed and submitted on the forms furnished by NSD or on copies of those forms.
- 9.5 Proposers shall submit proposals in the format provided in the proposal form. Only the amounts and information asked for in the proposal form will be considered as the proposal.

10.0 CONTRACTOR’S RESPONSIBILITY

At the time of submitting Proposals, all proposers must be registered by the Washington State Department of Labor and Industries in accordance with RCW 18.27.020; have a current UBI number; as applicable, have Industrial Insurance (worker’s compensation) coverage for the bidder’s employees working in Washington, as required in RCW Title 51, Washington Employment Security Department Number as required in RCW Title 50, and Washington Department of Revenue State Excise Tax registration number as required in RCW Title 82; not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065(3); and/or satisfy the bidder responsibility criteria in RCW 43.19.1911.

11.0 DBE/MWBE OUTREACH

NSD encourages proposals from disadvantaged, women and minority business enterprises and outreach to these organizations as part of subcontractor bid packages on this project.

12.0 EVALUATION CRITERIA

All proposals received will be reviewed by an evaluation committee assembled by NSD in accordance with the criteria defined below. The points assigned demonstrate the relative weight NSD assigns to each category. All proposers will be given the opportunity to view submittal documents, completed score sheets and other documents following the award of a GC/CM pre-construction services contract. SOQ scoring will not be added to Interview and Fee Proposal points. The highest combined score for Interviews and Fee Proposals will be awarded the GC/CM preconstruction services contract and given the opportunity to negotiate a GMP.

12.1 Statement of Qualifications

		<u>SOQ</u>
12.1.1	Staff Qualifications	25 points
12.1.2	Firm Capacity & Past Performance	20 points
12.1.3	Self-performed work, firm location, current workload	10 points
12.1.3	Project Approach	25 points
12.1.4	Accident Prevention, Safety and Claims	10 points
12.1.5	DBE/MWBE Inclusion	<u>10 points</u>
	Total SOQ Points Possible	100 points

12.2 Interview

The selection committee will review all conforming proposals received in response to this RFQ, and based upon the results of their scoring, may develop a reduced number of firms to interview. The focus of the interview is to determine the relative strength of the firms’ proposed staff members and other factors supporting successful project delivery. Following interviews, interview scores will be added to interviewed firms’ proposal scores.

Evaluation Criteria for Interview	Points
<u>Presentation</u> : Clarity of expression and thoroughness of presentation, firm’s understanding of and approach to the requirements of the Project.	30 points
<u>Specific Questions</u> : Thoroughness and insight in providing direct and clear answers to the questions asked.	25 points
<u>Communication</u> : Overall quality of the team’s presentation including interpersonal communications between team members and the interview panel. Quality of questions asked by the firm.	25 points
Total Possible Points for Interview:	80 points

12.3 Fee Proposals

The firms the selection committee believes to be most qualified based upon the interviews and site and/or office visits will be requested to submit sealed proposals for fee and specified general conditions. The lowest conforming fee proposal will receive 20 points. All other fee proposals shall be evaluated as follows:

Low Conforming Fee* / Fee Submitted x 20 points

*Low Conforming Fee = GC fee + Specified General Conditions; conforming fee is defined as a fee that conforms to the requirements in the forthcoming RFFP

Fee Proposal Maximum Points Possible: 20 Points

Total Possible Points for interview and fee proposal: 100 Points

***Note:** The GC/CM firm earning the highest combined score for the interview and fee proposal will be selected for preconstruction services and GMP negotiation.*

13.0 PROTEST PROCEDURES

Notices will be sent to proposers not selected for further evaluation at the time firms are selected for Interviews and for solicitation of Final Proposals. A protesting proposer shall submit in writing the basis for the protest and the remedy sought, including all supporting documents the protestor wants considered. The protest must be submitted to NSD’s Director of Capital Projects, located at 22105 23rd Drive SE Bothell, WA 98021, and must be received no later than 9:00 a.m. two (2) business days after notice is received that, as applicable, a proposer has not been selected for further evaluation or that another proposer has been selected by NSD for recommendation of award of a contract for preconstruction services. NSD will provide such notice via NSD’s choice of email or facsimile using the contact information provided by the protesting proposer in a cover letter submitted with its Proposal.

NSD’s Director of Capital Projects (Director) will review timely received protest(s) and will inform the protestor(s) in writing of NSD’s determination of the merits of the protest. The determination of the Director will be the final decision of NSD concerning all protests.

Notice: Prospective proposers are instructed not to contact any NSD staff, faculty, students or consultants connected with the project in regard to this solicitation. This prohibition includes but is not limited to Integrus Architecture, its sub-consultants and OAC Services. Prospective proposers are asked to not visit the site other than the scheduled pre-proposal meeting and site tour. All questions regarding this Request for Qualifications shall be submitted via email as described above.

NSD reserves the right to waive any informalities or irregularities in any submittal.

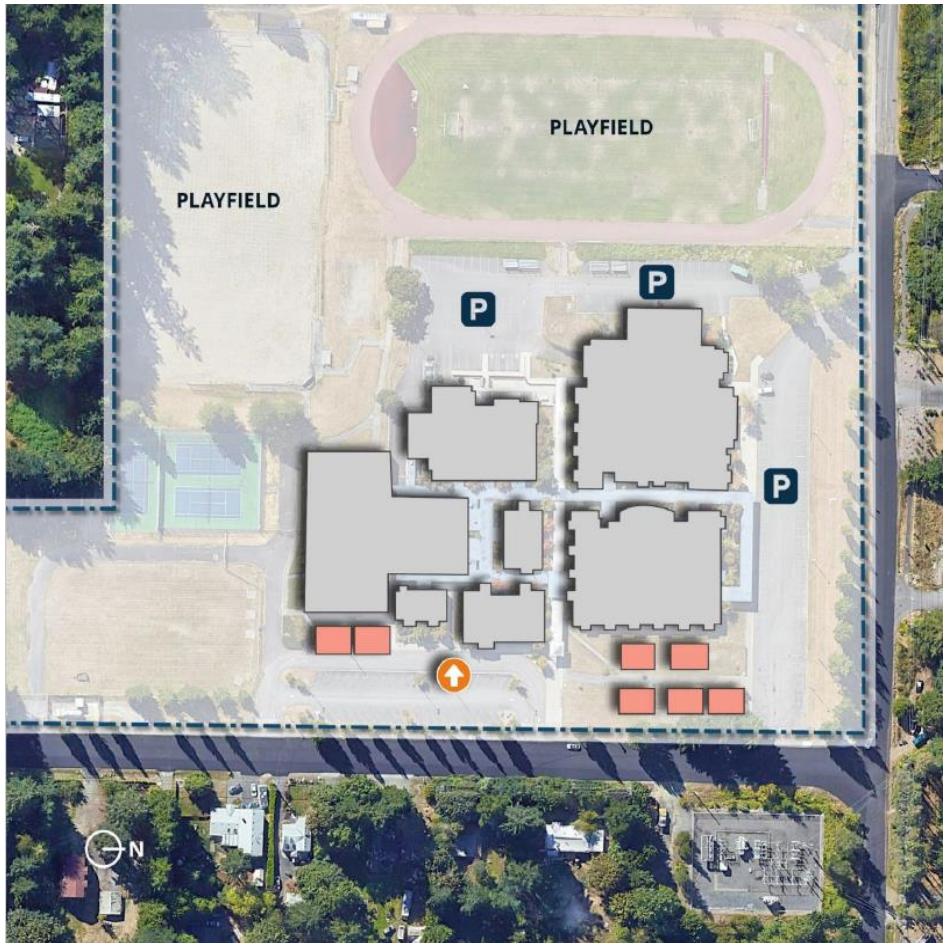
14.0 PROPOSAL GUARANTEE

Proposers selected to participate in fee proposal phase of the process shall furnish a proposal guarantee in the form of a firm commitment, such as bid bond or certified cashier's check payable to NSD, in the amount of at least 5% of the total proposal for Fee and Specified General Conditions. NSD reserves the right to hold the proposal guarantees of all proposers until the successful proposer has entered into the GC/CM Contract and furnished the required bonds and insurance certificates, or for a period of 90 days, whichever is shorter.

END OF DOCUMENT

EXHIBIT A

Existing Conditions



Plan Key

- PROPERTY LINE
- EXISTING BUILDING
- PORTABLES
- ↑ ENTRY
- P PARKING

Leota MS Existing Site

- QUICK FACTS**
- Built in 1972
 - 7 Portables on Site



Northshore School District
Leota Middle School Phase 1 Replacement
GC/CM Request for Qualifications – February 7, 2023

EXHIBIT B

DRAFT A133 (Agreement between Owner and Construction Manager as Constructor)

EXHIBIT C

DRAFT A201 (General Conditions of the Contract for Construction)