



REQUEST FOR QUALIFICATION

(Progressive) Design-Build Owner Advisor & Construction and Project Management Services for SHSD GYMNASIUM EXPANSIONS

RFQ #: 2601

DUE: February 12, 2026, at 3:00 p.m.

Steilacoom Historical School District No. 1
511 Chambers St. Steilacoom, WA 98388

Please submit all SOQ's to semery@steilacoom.k12.wa.us

Shae Emery
Director of Operations
Email:
semery@steilacoom.k12.wa.us
Phone: (253)301-9489

For full RFQ please visit our website at
<http://www.steilacoom.k12.wa.us>

1.0 INTRODUCTION

1.1. **Steilacoom Historical School District No. 1** desires to retain a professional Construction and Project Management (CM/PM) firm to provide (Progressive) Design-Build (PDB) Owner Advisor and CM/PM services including but not limited to planning, budgeting, permit expediting, delivery strategy, public communication, contracting, equipment procurement, closeout, and post occupancy surveys. The successful proposer will have demonstrated successful experience in Washington with Progressive Design-Build (PDB) delivery, including appropriate procurement, preconstruction services and construction management and closeout. The successful proposer must have recent experience in receiving Project Review Committee (PRC) approval for use of Design-Build delivery.

All interested firms must register with **Steilacoom Historical School District No. 1** to ensure proper notification of any addenda to this RFQ.

2.0 PROJECT DESCRIPTION

2.1. The scope of work is to assist **Steilacoom Historical School District No. 1** with the management of GYMNASIUM EXPANSIONS through all phases of the project from procurement through design, construction and closeout: **Steilacoom Historical School District No. 1** has outgrown its current High School and Elementary Gym facilities and would like to renovate and expand these spaces to accommodate the existing operation and future growth. The newly expanded facilities should accommodate the entirety of the student body and staff at each school building..

The goal is to expand each gymnasium to increase overall square footage, seating and usable space to increase functionality and instructional abilities. This scope covers two gymnasium expansions (high school and elementary) with a possible 3rd (elementary).

3.0 PROJECT SCHEDULE

3.1. Work under this contract is expected to begin on or about March 8, 2026 and continue through program closeout. The schedule of the project will be determined jointly by **Steilacoom Historical School District No. 1**, the PM/CM and the selected Design-Builder, however the district's goal is PRC application submittal in time for May, 2026 review. Preferred construction for the first gym expansion is spring/summer of 2027.

4.0 SCOPE OF OWNER ADVISORY & CM/PM SERVICES

4.1. PDB Owner Advisory

- a. Support owner with PRC Approval, submitting PRC application in time for May, 2026 review,
- b. Project Definition & Readiness
 - i. Facilitate alignment on project goals, priorities, and success criteria
 - ii. Support refinement of program, budget, schedule, and funding assumptions
 - iii. Advise on owner governance, decision-making, and staffing readiness
- c. PDB Procurement Strategy
 - i. Advise on PDB procurement approach and structure
 - ii. Support development of RFQ/RFP strategy, including evaluation criteria, and selection process

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- iii. Advise on commercial terms, stipends, and risk allocation
- iv. Ensure procurement aligns with RCW and PRC approval
- d. Procurement Support
 - i. Assist with preparation of RFQ/RFP documents
 - ii. Support evaluation committees with process guidance and consistency
 - iii. Participate in interviews and scoring as a technical/process advisor
 - iv. Assist with documentation supporting selection and award
- e. Post-Award Alignment & Partnering
 - i. Support PDB team onboarding and partnering
 - ii. Advise on collaboration, decision-making, and escalation protocols
 - iii. Align expectations for progressive design, cost management, and transparency
- f. Design & Preconstruction Phase
 - i. Advise owner through PDB milestones
 - ii. Support review of open-book cost models and schedule updates
 - iii. Assist owner with scope, risk, and budget trade-off decisions
 - iv. Support GMP readiness, evaluation, and acceptance
- g. Commercial & Contract Advisory
 - i. Support development and negotiation of PDB amendments and GMP provisions
 - ii. Advise on contingency, allowances, and risk allocation
 - iii. Support internal approvals and PRC compliance
- h. Advisory Support During Delivery
 - i. Serve as strategic advisor to owner during design and construction
 - ii. Support issue escalation and major decision points
 - iii. Periodic project health checks (cost, schedule, collaboration)

4.2. Project Management

- a. Owner Support & Coordination
 - i. Support the owner in day-to-day project execution
 - ii. Implement owner direction and approved decisions
 - iii. Facilitate communication among owner, PDB team, and stakeholders
- b. Project Planning & Tracking
 - i. Support development and maintenance of project budget, schedule, and scope
 - ii. Track progress against approved baselines
 - iii. Prepare reporting and recommendations for owner review
- c. Design Phase Support
 - i. Coordinate design deliverables and review processes
 - ii. Facilitate user group and stakeholder input and communication strategies
 - iii. Monitor alignment with approved program, budget, and schedule
 - iv. Track consultant performance and compliance
- d. Contract & Procurement Administration Support
 - i. Support administration of professional services and PDB contracts
 - ii. Coordinate contract documentation, amendments, and approvals
 - iii. Review pay applications and track contract status for owner approval
- e. Construction Phase Support
 - i. Monitor construction progress and performance

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- i. Track schedule, cost, quality, and safety metrics
- ii. Support submittal, RFI, and correspondence workflows
- f. Closeout & Turnover Support
 - i. Coordinate closeout activities and documentation
 - ii. Support commissioning, turnover, and occupancy
 - iii. Track punchlist resolution and final acceptance activities

5.0 REQUIRED INSURANCE

The successful firm will be required to maintain commercial general liability, automobile liability, worker’s compensation and professional liability insurance throughout the term of the contract. The minimum acceptable limits of commercial general liability will be \$2.0 million per occurrence and \$2.0 million annual aggregate on a combined single limit basis for bodily injury and property damage. Professional liability limits shall be not less than \$3.0 million per occurrence and annual aggregate.

6.0 SELECTION AND AWARD PROCESS

Steilacoom Historical School District No. 1 intends to make the selection based upon the responses to the RFQ using the scoring criteria in Section 7. The tentative schedule for CM/PM selection is as follows:

Issue Request for Qualifications:	1/29/2026
Last Day for Questions:	2/10/2026
SOQ’s Due:	2/12/2026
Interviews (tentative, if necessary):	2/19/2026

7.0 STATEMENT OF QUALIFICATIONS FORMAT

7.1. Respond to each proposal section set forth below in a clear and concise manner. Responses must be in the same order as listed, clearly separated with tabs and labeled by response. Proposals shall follow the format listed below. In consideration of the reviewer's time, every effort should be made to avoid duplicating the information presented in the SOQ. The submittal shall be submitted digitally in .pdf format and is not to exceed twenty (20) 8-1/2” x 11” pages (excluding covers, divider tabs or staff resumes). Using one side of the page is considered 1 page.

Statement of Qualifications/Proposals must be received by 3:00 P.M. PST, on February 12, 2026 at: semery@steilacoom.k12.wa.us

7.2. **Letter of Interest: 5 points**

The letter of interest should not be more than two (2) pages and may contain any information not shown elsewhere in the submittals. The letter should be signed by the corporate executive with the authority to bind the firm.

7.3. **Proposed Team: 35 points**

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7.3.1. Provide an organizational chart and a narrative staffing plan defining proposed staff, reporting relationships and key responsibilities for each staff member. Describe your anticipated relationship with key **Steilacoom Historical School District No. 1** staff.

7.3.2. Provide resumes for the key staff members including relevant experience. Resumes shall include direct management of Progressive Design-Build projects under RCW 39.10 within the last four (4) years.

7.3.3. Describe the proposed team’s capability delivering PDB projects, including project size, delivery phase(s), and the proposer’s role in support of the owner.

7.4. Relevant Experience: 30 points

7.4.1. Provide a description of the history and current capabilities of your firm.

7.4.2. Provide project profiles of three (3) successfully completed (in past five years) or ongoing contracts in Washington, with similar scope and complexity to the **GYMNASIUM ADDITIONS**. Include the dates of the project. Each project must clearly identify what key team members were on each project, and what their role was. Clearly identify the project delivery method.

7.5. Project Approach: 20 points

7.5.1. Describe your approach to supporting **Steilacoom Historical School District No. 1** in delivery of the facility additions using Progressive Design-Build, recognizing **Steilacoom Historical School District No. 1** is a first-time PDB user.

7.5.2. Describe your understanding of the project, including key goals, constraints, risks, and considerations relevant to Progressive Design-Build delivery.

7.6. Claims, litigation or arbitration: 5 points

7.6.1. 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.

7.7. References: 10 Points

7.7.1. Provide 2 owner, 2 design team and 2 contractor references for review. Provide name, firm and current contact number. **Steilacoom Historical School District No. 1** may contact all or some of the references.

8.0 EVALUATION CRITERIA

Criteria	Points Possible
SOQ Response	
Letter of Interest	5
Proposed Team	35
Relevant Experience	25

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Project Approach	20
Claims, litigation or arbitration	5
References	10
SOQ Points Possible	100
Interview (If held)	50
Total Potential Points	150

9.0 INTERVIEWS (If deemed necessary by Steilacoom Historical School District No. 1)

Should your firm be invited to interview, questions will be directed to the proposed key project staff. At a minimum, the PDB Owner Advisor, and Executive of the firm dedicated to the project shall be in attendance. In addition to presenting qualifications, experience, and the project team’s approach, the interviewees will be expected to respond to questions from the panel regarding the firm’s proposal.

The length, format and Selection Committee make up for the interview will be provided to the short-listed firms. Following interviews, the Selection Committee shall determine the most highly qualified firm based on information supplied in the Proposals, references, interviews, and other factors. The most highly qualified proposer will be asked to enter into contract and fee negotiations and execute a contract.

10.0 QUESTIONS AND STAFF CONTACTS

All questions related to this RFQ shall be submitted via email no later than 3:00 p.m. on **February 10, 2026** to: Shae Emery at: semery@steilacoom.k12.wa.us From the period beginning on the date of the issuance of this RFQ and ending on the date of the award of the contract, no person or entity submitting a response to this RFQ, nor any officer, employee, representative, agent, or consultant representing such a person or entity, shall contact through any means or engage in any discussion regarding this RFQ, the evaluation or selection process, or the award of the contract with any member of [Owner], Board of Directors, selection members, or any member of the interview committee.

END OF DOCUMENT