



Request for Qualifications (RFQ) for Design-Build (D/B) Services – RFQ 22007C

Bryant Montessori K-8 School Replacement



RFQ Release Date:
January 7, 2022

Deadline for Submittal of Response to RFQ:
January 28, 2022, 2:00pm (PST)

BUILDING FOR ACHIEVEMENT

1.0 GENERAL INFORMATION

1.1 Introduction

Tacoma Public Schools (TPS or District) is soliciting Statements of Qualifications (SOQ) from qualified Design-Builders (which may include joint ventures) to provide design-build services for the design and construction of a replacement school on the existing site of the current Bryant Montessori K-8 School (BMS). The delivery method will be the progressive design-build (PD/B) contracting method. The Design-Builder will be tasked with a full range of programming, design services and deliverables to describe the project for purposes of negotiation of GMP, permit review, subcontractor bidding, construction, commissioning, performance guarantees and other aspects of scope and terms sufficient to complete the project as required for use and occupancy by the District.

Overall project design scope for the Design-Builder may include, but is not limited to, project scoping/programming; design; cost estimating; value analysis; constructability analysis; scheduling/ phasing; submitting for and obtaining required jurisdictional inspections, approvals and permits; subcontractor buy-out/bidding; materials and equipment procurement; subcontractor & supplier scheduling and coordination; utilities, sitework and building construction; obtaining required jurisdictional construction related inspections/approvals and obtaining required jurisdictional approvals for the District's occupancy of the building.

Construction work required of the Design-Builder may include, but is not limited to, TESC; Haz-Mat abatement; demolition of existing buildings and associated utilities and site improvements; new site utilities; grading and earthwork; onsite/offsite site improvements; stormwater facilities; paving, curbs and concrete flatwork; concrete foundations; building construction; M/E/P systems; specialty equipment; fire suppression systems; data system; fire alarm system; security alarm system; interior finishes and exterior finishes.

1.2 Reasons for Using Design-build Delivery

The District is utilizing the design-build alternative public works contracting procedure authorized under chapter 39.10 RCW. This project delivery method is appropriate for this project because significant savings in project delivery time would be realized through utilization of the progressive design-build approach.

1.3 Project Description

Bryant Montessori K-8 School: The existing Bryant Montessori K-8 School (BMS) is located at 717 South Grant Avenue in central Tacoma on a 2.35-acre site. The current building area of BMS is approximately 38,787 sf exclusive of the covered play structure and portable classrooms. The Bryant Montessori K-8 School is a circa 1960 and consists of a two-story classroom wing and a single-story Administration and Multi-purpose wing. In 2000 a new covered play structure was constructed in the paved play area located west of the classroom wing.

The existing school structure is located along the south and west edge of the property, fronting on South 8th Street and South Grant Avenue, with a small grass playfield on the north end of the site, a large, paved play area in the center of the site. Additionally, there are a number of portable classroom buildings situated to the north and west of the classroom wing and a small garden area is situated in the northwest corner of the site. The site is surrounded on all sides by dense residential properties.

This project will involve demolition of the existing BMS facilities and construction of a new facility. Construction will include, but is not limited to, new building(s), utilities and infrastructure, on-site/off-site improvements, parking, playgrounds and play field. The new FES will be designed to house approximately 560 students in an approximately 60,000 sf plus facility.

The intent is to deliver the new BMS by utilizing the Progressive Design-Build delivery method. It is the Owners intent to hire a highly qualified Design-Build partner who will work collaboratively with District staff, consultants and the community to program, design and construct the new school. It is imperative to the District that the successful D/B team be capable of providing a project design that can be constructed/delivered on time, meets the available budget and meets or exceeds the educational program requirements.

The project will present challenges related to the construction of a new school facility on a very small piece of property set in a dense urban residential neighborhood. It is anticipated that staff, students and all school functions will be relocated offsite to a swing school site, giving the D/B contractor complete control of the DES site during demolition and construction. The existing building and site amenities will be demolished to make way for the new facility. The hazardous material design/abatement and demolition of the existing facility will be performed under the Design/Build contract.

The last, unique point to this project is that the District has expressed an interest in working with the successful D/B team to look at ways in which the building design can incorporate holistic, sustainable design practices that will allow them to lower the net energy consumption and reduce the carbon footprint of their facility. The challenge will be to choose and balance sustainable design strategies so that they can be accomplished without significant impact on the available project budget and the educational program requirements.

It is anticipated that construction under the design-build contract will begin in the Spring of 2023 to allow occupancy of the new facility in time for the beginning of the 2024/25 school year. The preliminary, combined design and construction budget (Owner's MACC) for the project is approximately \$31,640,720, with a total project budget of approximately \$47,940,480.

The District intends to select a highly qualified Design-Builder who will work with the District's project team to program, design and construct a project that will meet the District's programmatic requirements, available budget and intended project schedule for the facility.

Other intended project characteristics include:

- Building and site character and aesthetics that are reflective of an educational environment and is in harmony with the adjacent residential neighborhood.
- A building design that provides access to natural light, fresh air, outdoor learning and work areas and promotes a healthy working, teaching and learning environment.
- A building and site design that provides a safe and secure environment for working, teaching and learning.
- A building design that is reflective of the current trends in educational program, teaching methods and technology and provides flexibility so that it can be easily adapted to future changes in program, teaching methods and technology.
- An educational environment that supports a collaborative and flexible teaching and educational program.
- Building systems that are energy/resource efficient, easily maintained and can provide a minimum of 30 years serviceability with a reasonable life-cycle cost.
- A building design that accommodates and encourages public use of the facility when school is not in session.
- A design that is aligned with the fixed project budget and can be constructed within the critical schedule identified for the project.

Generally, the District's team intends to work with the selected Design-Builder to optimize the school's functionality, efficiency and value to both the District and the community.

1.4 Project Funding

The funding for design and construction of the BMS Replacement project was included in the capital bond issue that was approved by Tacoma voters in February of 2020.

1.5 Pre-submittal Project Information Meeting

A pre-submittal project information meeting will be held at time and dated indicated in RFQ Section 1.8, unless modified by addendum, at:

Bryant Montessori School
(Please check in at the Office)
717 Grant Ave
Tacoma, WA 98405

Prospective Design-Builders are encouraged to attend. Attendees should arrive before the designated start time. The intent of the pre-submittal meeting is to provide information about the project and to assist the candidate's understanding of the requirements of the RFQ. Prospective candidates are encouraged to submit questions prior to the pre-submittal meeting to enable the District to prepare responses.

1.6 Qualifications Required

Design-Builders desiring to submit their SOQ for this project will be required to demonstrate appropriate qualifications in one, or a combination of, the following project types for projects that are of a similar or greater complexity, size, scope and value to this project:

- Design-build project delivery, or a similar alternative delivery method
- K-12 school design
- K-12 school construction

Design-Builders must also successfully demonstrate their ability to meet the selection criteria outlined elsewhere in the RFQ/RFP documents.

The Design-Builder shall provide competent, experienced staff from design through completion of construction. It is preferred that the proposed staff can demonstrate adequate past experience in K-12 project design/construction and experience with the design-build project delivery method. That staff shall include, but is not limited to, the following key Design-Build team members:

- Design-Build Project Executive
- Design-Build Project Manager
- Construction Superintendent
- Construction Project Engineer
- Cost Estimator
- Architect Project Manager
- Lead Designer/Architect
- Lead Structural Designer/Engineer
- Lead Civil Designer/Engineer
- Lead Mechanical Designer/Engineer
- Lead Electrical Designer/Engineer

In addition to the staff listed above, the Design-Builder shall supplement their teams as they believe is necessary to successfully execute the work. These staff members shall be either employees or sub-consultants of either the contractor or design firm.

1.7 Reference Checks

The District reserves the right to conduct reference checks for the Design-Builder or its team members at any point during the procurement process. In the event that information obtained from the reference checks reveals concerns about the Design-Builder or a team member's past performance or ability to successfully perform the contract to be executed based on this RFQ/RFP, the District reserves the right, at its sole discretion, to determine that the firm is not qualified and remove them from consideration.

In the case that this takes place following completion of the scoring and prior to an executed Agreement, the District may select to terminate negotiations and enter into negotiations with the next highest-ranked firm whose reference checks validate the ability of that Design-Builder to successfully perform the Work to be executed based on this RFQ/RFP.

In conducting reference checks, the District may include itself as a reference if the firm has performed past work for the District, even if the firm did not identify the District as a reference. Likewise, the District reserves the right to check references for the Design-Builder from others even if they were not identified by the Design-Builder as references in the submitted proposal.

1.8 Anticipated Design-Build Procurement, Design & Construction Schedule

The District intends to complete the Design-Builder selection process and execute an Agreement in a timely manner. The following is the anticipated schedule for the procurement and design related to this project. The dates indicated for design and construction are preliminary and may be adjusted after the Project team has evaluated project scheduling.

	Start	Finish
Ph. 1: Procurement & Pre-Design		
First publication of RFQ/P for D/B Contractor		January 7, 2022
Second publication of RFQ/P for D/B Contractor		January 12, 2022
Pre-Submittal Meeting	January 18, 2022 4:00pm (PST)	January 18, 2022 5:00pm (PST)
Last day for RFQ/RFP questions and comments to be submitted by Proposers for response by addendum		January 19, 2022 2:00pm (PST)
RFQ/RFP Addendum Issued		January 20, 2022
Prospective Design-Builders to send notice of intent to submit (Refer to RFQ Section 1.10.1)		January 24, 2022 2:00pm (PST)
RFQ Submittal Deadline (Contractor Qualification Form and Design-Builder Qualifications)		January 28, 2022 2:00pm (PST)
Review/Scoring of SOQs	January 31, 2022	February 4, 2022
Identify Design-Build Finalists and Issue RFP		February 7, 2022
Proprietary Meetings with Design-Build Finalists	February 15, 2022	February 16, 2021
RFP Submittal Deadline (Contractor Proposal)		February 25, 2022 2:00pm (PST)
Review/Scoring of Proposals	February 28, 2022	March 9, 2022
Interviews with Design-Build Teams	March 7, 2022	March 8, 2022
Notify Submitters of Scoring and Most Qualified Design-Builder		March 11, 2022
School Board Approval of Design-Builder Selection and Authorization to Negotiate Contract		April 7, 2022
Design-Build Contract Negotiations	April 11, 2022	April 22, 2022
Design-Build Agreement w/ Phase 1 Services Executed		May 6, 2022

Programming/Schematic Design (30% Design)	May 9, 2022	July 2022
District SD Design Review/Approval (Drawings, Cut-Sheets, Cost Estimate)	July 2022	July 2022
Site Development Permit Review (Including SEPA/CUP)	August 2022	November 2022
Design Development (60% Design)	August 2022	December 2022
Third Party Value Analysis	October 2021	October 2021
District DD (60% Design) Review/Approval (Drawings, Cut-Sheets/Specs, Cost Estimate, Schedule)	November 2022	November 2022
Negotiate GMP	December 2022	December 2022
<u>Ph. 2: Final Design, Permitting & Construction Services</u>		
Early Package Permit Review (Sitework, Utilities & Foundations)	December 2022	March 2023
Construction Documents (90% Design)	December 2022	April 2023
Third Party Constructability Review	April 2023	April 2023
District CD (90% Design) Review/Approval (Drawings, Cut-Sheets/Specs, Cost Estimate, Schedule)	April 2023	April 2023
Building Permit Review	March 2023	June 2023
Early Package Subcontractor Bidding (Sitework, Utilities & Foundations)	March 2023	April 2023
Early Package Permit Issued		March 2023
Early Package Construction (Sitework, Utilities & Foundations)	April 2023	June 2023
Construction Documents (100% Design)	May 2023	June 2023
Building Permit Issued		June 2023
Building Subcontractor Bidding	May 2023	June 2023
Building Construction	July 2023	July 2024
Building Substantial Completion/Occupancy Permit		July 12, 2024
Warranty Period	July 12, 2024	July 11, 2025
District FF&E and Move-in	July 15, 2024	August 23, 2024
Punchlist Completion and Closeout	July 15, 2024	September 13, 2024
First Day of Classes in New Building		September 3, 2024

1.9 Design-Build Evaluation and Award Process

The District intends to contract for design-build services on the basis of a combination of qualifications, proposed project approach, the team's ability & capacity to complete the work and limited pricing criteria using a competitive selection process in accordance with RCW 39.10. All firms submitting proposals must be registered by the Washington State Department of Labor and Industries in accordance with RCW 18.27.020.

Prospective Design-Builders are responsible for all costs of preparing and submitting qualifications and participating in the Design-Builder Request for Qualifications process. Submittal and evaluation criteria have been developed to avoid the need for detailed design and cost estimating as a part of the submittal and procurement process. Therefore, a modest honorarium of \$1,000 will be issued to the Design-Builders who are shortlisted as Finalists and invited to participate in the Request for Proposal process but are not identified as the most qualified Design-Builder. SOQs and Proposal documents submitted will remain the property of the District and shall not be returned to the submitters.

The District reserves the right to reject any or all submittals of SOQs and Proposals and to waive informalities or non-material irregularities in the SOQs and Proposals received. The process for selection of the Design-Builder, negotiation of the GMP, award of the design build contracts, and payment for Pre-construction Services is anticipated to be as follows:

1.9.1 Eligibility

Qualified teams interested in being considered for selection as the Design-Builder may submit their Statement of Qualifications and, if shortlisted as a Finalist, submit a Proposal in accordance with the submittal requirements set forth in the RFQ and RFP.

1.9.2 Process Summary

The solicitation process will be a two-step process. The first step will be the RFQ Stage where interested Design-Builders will submit their Statement of Qualifications and a Contractor Qualification Form. The second step will be the RFP Stage where shortlisted Design-Builder Finalists will be invited to submit their Proposal in response to an RFP (to be issued) and take part in an Interview with the District's selection committee.

In the RFQ Stage, Design-Builders submitting an SOQ and Contractor Qualification Form will be evaluated by a District appointed selection committee, based on the evaluation criteria which are set forth in this RFQ. The District's selection committee may include representation from TPS Office of Planning and Construction, TPS administration, BMS administration and the private sector. The selection committee will score the qualifications received, based on the evaluation criteria identified in this RFQ, shortlist the most qualified, responsive, Design-Builders as Finalists and invite them to submit a Proposal.

During the RFP Stage, prior to the submittal of Proposals, each Design-Build Finalist will have an opportunity to take part in an individual Proprietary Meeting(s) with the District's selection committee. The purpose of the Proprietary Meeting is to allow the prospective Design-Builders to ask questions, request clarification and gather information which may be relevant to assembly of their Proposal. Since the selection process emphasizes qualifications, project approach, capacity/ability to complete the work and limited pricing criteria, Design-Builders are discouraged from presenting detailed, project-specific design concepts, detailed pricing, 3-D models, renderings or other design or estimating intensive efforts as part of the Proprietary Meeting. Such information presented during the Proprietary Meeting will be considered inappropriate.

Following the Proprietary Meetings, Design-Build Finalists will have the opportunity to submit a Proposal for evaluation. Design-Builder Finalists who submit a Proposal will be asked to attend an Interview conducted by the selection committee, prior to the final scoring of Proposals. The purpose of the Interview is to allow each Design-Builder to present their team qualifications, highlight and explain their thoughts and approach to the project and engage in a question-and-answer period with the selection committee that will help them to clarify their Proposal to the selection committee. Since the selection process emphasizes qualifications, project approach, capacity/ability to complete the work and limited pricing criteria, Design-Builders are discouraged from presenting detailed, project-specific design, detailed pricing, 3-D models, renderings or other design or estimating intensive efforts as part of the interview. Such information presented during the interview will be considered inappropriate.

Following the Interviews, the selection committee will score the Proposals according to the criteria

set forth in the RFP and identify the most highly qualified Design-Build team based on total cumulative scoring. A summary statement of the selection will be provided to Proposers within two business days of the notification per RCW 39.10.330.6.

The responsive Design-Builder with the highest cumulative score (Qualifications + Proposal), will be identified as the “most highly qualified” and selected to enter into contract negotiations with District for a Phase 1 Design Services Agreement. If the District and the highest scoring Design-Builder cannot agree on terms for this Agreement, the District may, at their sole discretion, terminate negotiations with that Design-Builder and enter into negotiations with the next highest scoring Design-Builder.

In the event that only one responsive SOQ and/or Proposal is received at the dates and times noted herein, or as modified by subsequent addenda, the District reserves the right, at its sole discretion, to either proceed with the procurement process with the single respondent; cancel the RFQ and/or RFP and procurement process; or reschedule the due date and time for the SOQs and/or Proposals and the procurement process.

The District reserves the right, at its sole discretion, to reject any and all proposals and/or cancel this RFQ and/or RFP at any time for any reason. In the event that the District does so, it shall provide the reasons for rejection or cancelation in accordance with RCW 39.10.

1.9.3 Contracting Process and Forms of Agreement

Project delivery will be a design-build contracting method utilizing a two-phase Agreement process. Samples of the Agreements and General Conditions documents will be provided with the RFP document.

Phase 1 – Pre-design, Programming and Design Development: The first phase in contracting will be an Agreement between District and the Design-Builder for pre-design, programming and design development services. The Agreement shall include the Design-Builder's fee for Phase 1 services and a negotiated listing of the minimum required Phase 1 tasks, documentation and deliverables to be completed/provided by the Design-Builder to document the design intent.

The listing of minimum required Phase 1 tasks, documentation and deliverables and the associated fee for Phase 1 Services will be negotiated between the District and the Design-Builder prior to signing the Agreement. The Phase 1 Services negotiations shall be completed no later than 21 calendar days from written notification of the most highly qualified Design-Build team. In the event that the District and the most highly qualified Design-Builder are not able to reach agreement on a mutually satisfactory fee for Phase 1 Services that the District determines to be fair and reasonable, the District reserves the right to terminate negotiations. Should the District choose to cancel the negotiations upon failure to achieve a Phase 1 fee and scope, such cancellation will be effective upon issuance and receipt of written notification to the Design-Builder. Upon termination of the negotiations, the District reserves the right to begin negotiations with the next highest ranked Design-Builder.

During Phase 1 services, the Design-Builder will work with the District's team to develop a project program (educational specification) for the project. The educational specification shall define and communicate the District's goals and programmatic requirements for the project and shall include:

- Description of the planned project and its intended use.
- Description of the project location and community educational needs.
- Description of the curriculum, instructional method, and staffing.
- General building considerations describing the circulation, vehicle access, technology and communication, community use, maintenance, and other considerations.
- Listing of individual activity areas describing area objectives, planned usage, types of instructional and non-instructional activities, the relationship to other activities, the number of students and staff, duration of utilization, spatial requirements, support requirements, environmental variables, furniture and equipment, and other considerations.
- Supporting graphics including sketches, photos, catalog cuts and other sources as required

- to adequately describe/explain the programmatic requirements.
- For additional information on educational specifications, refer to Chapter 6 of the School Facilities Manual as published by the State of Washington Office of Superintendent of Public Instruction.

Once a program has been approved by the District, the Design-Builder will develop a design that reflects the program requirements and describes the size and character of the entire project. Design process shall involve District review/input at reasonable intervals and take into consideration the District's preferences on and the availability, cost, durability and maintenance requirements of materials, finishes, equipment and systems; energy conservation; construction sequencing; construction scheduling; code requirements; sustainable design/construction practices; jurisdictional requirements; aesthetics and context.

For purposes of clarity, as it relates to the requirements and expectations of the design during this phase, refer to:

- Chapter 8 of the School Facilities Manual as published by the State of Washington Office of Superintendent of Public Instruction.
(<http://www.k12.wa.us/SchFacilities/Programs/SchoolFacilitiesManual.aspx>)
- Guidelines for Determining Architect/Engineer Fees for Public Works Building Projects (A/E Fee Guidelines), dated March 2015, as published by the State of Washington Office of Financial Management.
(<https://www.ofm.wa.gov/sites/default/files/public/legacy/budget/instructions/capinst/aeguidelines.pdf>)

Design Services shall encompass all of the requirements identified as included in, or requisite to, Schematic Design and Design Development in these two documents. As required to properly define the project design for negotiation of GMP, design related services for this phase shall also include, but are not limited to, consultant design fees for Schematic and Design Development level designs for the following consultants/scope identified as A/E Extra Services and/or A/E Other Services in the A/E Fee Guidelines:

- Educational Specifications
- Energy Conservation (ELCCA & LCCA)
- Sustainable Design (WSSP or LEED Silver)
- Value Engineering participation and implementation
- Specialty Consultants including:
 - Acoustical
 - Civil Engineering Specialties
 - Storm Drainage
 - Sensitive Area Design
 - Domestic Water Supply
 - Sanitary Sewer
 - Stormwater
 - Erosion and Sediment Control
 - Communications
 - Cost Estimating
 - Low Voltage Systems
 - Audio Visual Systems
 - Hazardous Materials
 - Kitchen
 - Landscape
 - Security
 - Access Control
 - Door Hardware

In addition to the above design services, the Design-Builder shall create detailed cost estimates, based on the design and formatted in CSI modified Uni-format. Cost estimates shall be developed,

and reconciled against the project budget, at completion of program documents, 95% Schematic Design, 50% Design Development and 100% Design Development. As part of the Phase 1 services, it shall be the responsibility of the Design-Builder to work with the District and provide informal value engineering and constructability recommendations during design with the intent to facilitate a design that is aligned with the District's available MACC for the project.

The cost estimate and design documents developed during Phase 1 Services shall be adequate for use to negotiate a guaranteed maximum price (GMP) to complete the remainder of design and construct the project.

Phase 2 – Final Design, Permitting and Construction: The second step in contracting will be an Amendment/Agreement between the District and the Design-Builder to complete Phase 2 services. Design work during this phase shall entail refinement of the design documents (program, drawings, specifications, schedule and cost estimate) that were developed during Phase 1 so that they adequately describe the project for purposes of permit review, subcontractor bidding, construction, commissioning and other aspects of scope and terms sufficient to complete the project as required for use and occupancy by the District.

For purposes of clarity, as it relates to the requirements and expectations of the design during this step, refer to:

- Chapter 8 of the School Facilities Manual as published by the State of Washington Office of Superintendent of Public Instruction.
(<http://www.k12.wa.us/SchFacilities/Programs/SchoolFacilitiesManual.aspx>)
- Guidelines for Determining Architect/Engineer Fees for Public Works Building Projects (A/E Fee Guidelines), dated March 2015, as published by the State of Washington Office of Financial Management.
(<https://www.ofm.wa.gov/sites/default/files/public/legacy/budget/instructions/capinst/aequidelines.pdf>)

Design Services during this step shall encompass all of the requirements identified as included in, or requisite to, Construction Documents, Regulatory Requirements, Bidding, Construction Contract Administration and Project Closeout in these two documents. In addition to the consultants and scope identified as A/E basic Services for Construction Documents, Bidding, Construction Contract Administration and Project Closeout in the A/E Fee Guidelines, design related services for this phase shall also include consultant design fees for Construction Documents, Bidding, Construction Contract Administration and Project Closeout for the consultants/scope listed in Phase 1 above and the following consultants/scope:

- Jurisdictional and Permitting Support
- Early Bid and Procurement Packages
- Commissioning and Training
- Constructability Review Participation and Implementation
- HVAC Balancing

As part of the services to complete the design and construct the project, the Design-Builder shall collaborate with the District and provide informal value engineering and constructability suggestions during design and construction with the intent to facilitate a project that is aligned with the agreed upon GMP for the project. Substantial changes to the design and/or the materials/systems utilized or installed during construction, that will negatively impact the character, aesthetics, fit, finish, durability, quality, maintenance or operation from that which was identified, inferred or agreed upon in the design documents that were utilized for negotiation of GMP, shall not be made by the Design-Builder without written approval of the District.

1.9.4 Price Negotiations

It is anticipated that negotiation of the price to complete the design, obtain permits and construct the project will take place when the building design is at a level of not less than 40% and not more than 60% completion. Design-Builder and District shall come to a mutual agreement that Phase 1 services have progressed to a point where conceptual/schematic design documents have been

developed to a point that they are adequate to negotiate a price to complete the work. The Design-Builder's price proposal to complete the Work shall include an "open book", transparent tabulation for the design fees to complete the design, including a list of deliverables and a schedule for completion of the work that is tied to the required permitting, bidding, construction and close-out schedule of the project. The Design-Builder's price proposal to complete the Work shall also include an "open book", transparent cost estimate for the materials, labor and OH&P to construct the project. The price proposal for construction shall clearly identify any allowances for work that is not yet detailed enough to be estimated in a detailed manner and/or contingencies for latent/unforeseen conditions or other issues that the Design-Builder deems appropriate. The price proposal for construction shall include a construction contingency, percentage/amount to be negotiated by District and Design-Builder, to be utilized for unforeseen conditions that may arise during construction. The use of this construction contingency must be approved by both the Design-Builder and the District. Remaining contingency at the end of the project will be returned, in full, to the District. These items will be reviewed, revised, approved as part of the price negotiation process and will be attached to the Amendment/Agreement.

If, at any time, the District and the Design-Builder are unable to agree on a satisfactory price for completing the project that the District determines to be fair, reasonable and within the available budget, a schedule to complete the project or the scope and character of the project, the District may, at its sole discretion, terminate the Agreement and not proceed to execute the remaining project scope with the Design-Builder.

Should the District choose to cancel the negotiations upon failure to achieve an Amendment/Agreement on the budget to complete the Work, such cancellation will be effective upon issuance of written notification to the Design-Builder. In such case, the Design-Builder will not be reimbursed for time and effort related to the price negotiations.

In the case where the parties are not able to reach an Amendment/Agreement to complete design and construct the project and the contract is terminated, the District will maintain ownership of the conceptual/schematic design developed during Phase 1 Services and reserves the right, at its sole discretion, to either cancel the project, move forward with the project utilizing the services of another Design-Builder or to move forward with the project through a design-bid-build delivery process or in any other way that it deems appropriate.

1.10 Proposal Submittal Requirements and Submittal Deadline

All RFQ responses (SOQs) are to be submitted electronically by uploading to Tacoma School District Electronic Bid Management System "Bonfire" website at: <https://tacoma.bonfirehub.com/portal/?tab=openOpportunities>. Submittals must be uploaded prior to the time/date deadline indicated in RFQ Section 1.8.

Registration and Proposal Submittal Instructions

In order to take part in this procurement process and submit a response to the RFQ, prospective Design-Builders will need to access and register at the Tacoma School District Electronic Bid Management System "Bonfire" website at: <https://tacoma.bonfirehub.com/portal/?tab=openOpportunities>

Classification/Commodity Code(s)

When registering on the website, follow instructions and use at least one or any combination of the following classification/commodity codes, as applicable for your firm: 906-10, 906-25, 958-26, 906-38, 925-44, 909-21, 909-22, 909-24, 909-27, 909-31 and/or 912-38.

Declaration of Intent

Prospective Design-Builders who are intending to submit in response to the RFQ shall complete the intent to submit in Bonfire by no later than the time/date deadline indicated in RFQ Section 1.8. **This is required to be completed in Bonfire to be considered a responsive bidder.**

1.10.1 Submittal Delivery

The solicitation process will be a two-step process. The first step being the submittal of Design-Builder Statement of Qualifications (SOQ) and Contractor Qualification Form. The second step will be submittal of a Proposal by short-listed Design-Builder Finalists. The following items shall be submitted:

Step 1 - Statement of Qualifications:

In response to the RFQ, interested Design-Builders shall upload to Tacoma School District Electronic Bid Management System "Bonfire" website, their SOQ and signed Contractor Qualification Form (refer to Appendix). **The SOQ document, and the Contractor Qualification Form are to be submitted in two separate pdf files.** Each Design-Builder's SOQ must include a Table of Contents (not included in maximum page count of the SOQ) and be organized by sections corresponding to the numbering, criteria and order identified in the RFQ (Section 2). SOQ's shall be limited to 30 pages in length (minimum 10-point font). The page count does not include the proposal cover sheet, letter of interest, table of contents, contractor qualification form, Design-Build team member resumes, Design Builder's Accident Prevention Program, tabs or back cover. Tabs, cover and back cover shall have no substantive written information included, otherwise they will be counted in the page limit. If your submittal prints pages on both sides this will count as two pages. Attachments and exhibits will count towards the page limit.

All information uploaded shall be printable on 8½" x 11" paper including exhibits and graphical information. Submittals not meeting the format and content requirements established herein may be considered non-responsive and, at the discretion of the District, may not be evaluated. District will review the Contractor Qualification Form and will determine (pass/fail) whether the SOQ's of the submittal shall be further reviewed and considered for this work.

Incomplete submittals and/or submittals that are not received by the time and date noted in Section 1.8 - Anticipated Design-Build Procurement, Design & Construction Schedule, will be considered non-responsive and may not be reviewed/evaluated.

Step 2 - Proposal:

Shortlisted Design-Builder Finalists who are invited to submit a Proposal, may submit a Proposal in response to the RFQ and RFP for Design-Build Services. **Proposals received from Design-Builders who were not identified as Finalists and invited to submit a Proposal will be considered non-responsive and will not be reviewed and scored.**

Proposal shall be submitted by uploading to Tacoma School District Electronic Bid Management System "Bonfire". **The Proposal document is to be submitted in two, separate pdf files.** The first document being the response to the "approach criteria" (items 3.2-3.11 & 3.13) and the second being the Price Factor Proposal Form (item 3.12). Each Finalist's Proposal must include a Table of Contents (not included in maximum page count of the proposal) and be organized by sections corresponding to the numbering, criteria and order identified in the RFP (Section 3). Proposals shall be limited to 50 pages in length (minimum 10-point font). The page count does not include the proposal cover sheet, table of contents, letter of interest, tabs, completed price factor form or back cover. Tabs, cover and back cover shall have no substantive written information included, otherwise they will be counted in the page limit. If your submittal prints pages on both sides this will count as two pages. Attachments and exhibits will count towards the page limit. All information uploaded shall be printable on 8½" x 11" paper including exhibits and graphical information. Submittals not meeting the format and content requirements established herein may be considered nonresponsive and, at the discretion of the Owner, may not be evaluated.

Incomplete submittals and/or submittals that are not received by the time and date noted in Section 1.8 - Anticipated Design-Build Procurement, Design & Construction Schedule, will be considered non-responsive and may not be reviewed/evaluated.

Any proposal that fails to meet the deadline or delivery requirements may be rejected and returned to the Design-Builder without having been opened, considered, or evaluated.

Any other contact with District's staff, or Design-Build Consultant regarding this RFQ or the RFP, other than communications identified in Section 1.10.8 is strictly prohibited. Design-Builders violating this prohibition shall be disqualified from competition.

1.10.2 Cancellation of RFQ/P or Postponement of Submittal Due Date and Time

The District reserves the right to cancel this RFQ and/or RFP at any time. The District also reserves the right to change the date and time for receiving submittals prior to the date and time established for submittal.

1.10.3 Cost and Return of Submittals

Prospective Design-Builders are responsible for all costs of preparing and submitting a Statement of Qualifications and/or Proposal and participating in the Design-Builder selection process. See Section 1.9 for information on an honorarium that may be paid to shortlisted Finalists who are not selected for negotiation of an Agreement. Design-Builders who submit an SOQ but are not shortlisted as Finalists do not qualify to receive an honorarium. Submittal documents will remain the property of the District and shall not be returned.

1.10.4 Collusion or Improper Contact

The pre-submittal conference, proprietary meeting and interview shall be the only opportunity for candidates to speak directly with representatives of the Owner and Design-Build Consultant regarding the Project and the Design-Builder selection process. Any other contact with Owner's staff, or Design-Build Consultant regarding this RFQ or the RFP, other than communications identified in Section 1.10.8 is strictly prohibited. Design-Builders violating this prohibition shall be disqualified from competition.

1.10.5 Public Disclosure of Submittals

Submittals and documents received by the District in response to this RFQ/P and Design-Builder selection are public records subject to Chapter 42.56 RCW, the Public Records Act. Design-Builders should clearly identify in their submittals and documents any specific information that it claims to be confidential or proprietary. After a decision to award the contract has been made, the submittals will be available for inspection by the public.

If the District receives a Public Records Act request to view the information marked confidential or propriety in a Design-Builder's submittal following an award, the District's sole obligation shall endeavor to notify the Design-Builder (1) of the request and (2) of the date upon which such information will be released to the requester unless the Design-Builder obtains a court order to enjoin that disclosure pursuant to RCW 42.56.540. If the Design-Builder fails to timely obtain a court order enjoining disclosure, the District will release the requested information on the date specified.

1.10.6 Non-Disclosure Obligation

Any data provided by the District to the Design-Builders, either before or after Contract award, shall only be used for its intended purpose. Design-Builders and their team members shall not utilize nor distribute District provided data, in any form or for any other purpose, without the express written approval of the District.

1.10.7 Addenda

If at any time, the District revises, deletes, clarifies, or otherwise modifies the RFQ or RFP, the District will issue a written Addendum. Addenda will be posted to the Tacoma School District Electronic Bid Management System "Bonfire" website.

Proposers are responsible for checking the website for any addenda prior to submission of Proposals.

It shall be the Design-Builder's responsibility to obtain, read and address the addenda information in their qualifications or proposal. (Refer to the dates indicated in Section 1.8 for specific related to posting of addenda.) The Design-Builder shall acknowledge receipt of addenda in the Letter of Interest portion of their SOQs and in the price factor proposal form of their Proposal.

1.10.8 Questions, Comments and Interpretation of the RFQ or RFP

All questions or comments requiring interpretation or revisions to the RFQ/RFP must be submitted electronically through the Tacoma School District Electronic Bid Management System “Bonfire” website, using the questions tab. (Refer to the dates indicated in Section 1.8 for specific deadlines for questions and comments.)

There are generally two types of questions. One involves directing the questioner to the specific section of the RFQ or RFP where the answer may be found. The second type of question involves clarifying or interpreting parts of the RFQ or RFP. Response to the second type of question will be provided to all potential vendors by written addendum posted on the Tacoma School District Electronic Bid Management System “Bonfire” website. (Refer to the dates indicated in Section 1.8 for specific related to posting of addenda.)

Any information modifying the RFQ or RFP will be furnished solely by written addendum. Oral interpretations, explanations or instructions related to the RFQ or RFP will be avoided. Oral interpretations, explanations or instructions are not binding.

Communications concerning the RFQ or RFP with other than the process as indicated above may cause a prospective Design-Builder to be disqualified.

1.11 Design-Build Contractor’s Responsibilities

Design-Build contractors submitting a Proposal shall have the following registrations, approvals and coverages in effect when submitting the Proposal:

- Registration with the Washington State Department of Labor and Industries in accordance with RCW 18.27.020.
- UBI Number.
- 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.
- Washington Department of Revenue State Excise Tax registration number as required in RCW Title 82.
- Eligibility for bidding on any public works contract under RCW 39.06.010 or RCW 39.12.065(3).
- Ability to satisfy the bidder responsibility criteria in RCW 39.26.160(2).

1.12 Apprenticeship, MWBE, SBE and Local Business Utilization

Apprenticeship: Mandatory apprentice utilization of not less than fifteen percent (15%) of the total labor hours worked on the Contract is required. Apprentices must be registered as apprentices with the State Apprenticeship and Training Council. Design-Build contractor(s) shall comply with the requirements of the Contract Documents related to apprenticeship. Proposers may contact the Department of Labor & Industries, Apprenticeship Program at 360-902-5320 to obtain information on apprenticeship programs.

MWBE/SBE Utilization: As part of Tacoma Public Schools’ commitment to investing in the community, as documented in its 2016 Community Inclusion Commitment, the Design-Builder will be expected to implement an outreach plan to attempt to meet or exceed the District’s utilization goals of ten percent (10%) certified minority-owned businesses, six percent (6%) certified women-owned businesses, and five percent (5%) certified small business enterprises on this project, based on the prime contractor’s total contract dollar amount.

Local Business Utilization: As part of Tacoma Public Schools’ commitment to investing in the community, as documented in its 2016 Community Inclusion Commitment, the Design-Builder will be expected to implement an outreach plan to attempt to meet or exceed the District’s utilization goal of thirty percent (30%) local businesses in district construction projects, based on the prime contractor’s total contract dollars. “Local” is defined as having headquarters in Pierce County, Washington. A prime contractor or design team members with headquarters in Pierce County count toward this goal.

1.13 Proposal Guarantee

Submittal of a bid bond is not required as part of the response to the RFQ or RFP. However, a letter from Surety is required to be submitted as part of the Design-Builder's Proposal. (Please refer to RFP Section 3.13.) A payment and performance bond will be required at the time that the GMP is negotiated.

1.14 Protest Process

A party protesting, for any reason, the RFQ or RFP documents, RFQ or RFP procedures, selection of Design-Builder Finalists, decisions by the District, or any other aspect arising from or related in any way to the Design-Builder selection process shall cause a written protest to be filed and be delivered, by hand or mail to:

Jerry Clardy, Director of Purchasing
Re: RFQ 22007C Protest
Tacoma Public Schools
Purchasing Department
3321 So. Union Avenue
Tacoma, WA 98409

The written protest shall include:

- The name, address, telephone number, E-mail address of the protesting party, or the authorized representative.
- A detailed statement of legal and factual grounds for the protest, including a description of the resulting prejudice to the protester.
- Specific grounds for protest and all supporting documentation.
- The specific ruling or relief requested.

Neither the judgment used in the scoring by individual evaluators nor disagreement with the procurement process shall constitute grounds for protest. The District will not consider any protest based on items that could have been or should have been raised prior to the published deadline for submitting questions or requesting addenda.

Protests may only be submitted by prospective Design-Builders that have submitted an SOQ and/or Proposal and parties showing a substantial financial interest in the solicitation or award of any Design-Build Contract.

Protests shall be filed and received by the District no later than four (4) business days following notification of the Proposers of the District's selection decision. In the case of a mailed protest, the timing of receipt shall be based on the postmark date.

In no event shall a protest be considered if all SOQs and Proposals are rejected.

Upon receipt of a properly submitted written protest, the District will consider the protest and shall respond in writing to the protest prior to the award of a Design-Build Contract. The decision of the District shall be final.

Failure to comply with these protest procedures will render a protest waived.

2.0 RFQ SUBMITTAL (SOQ) EVALUATION CRITERIA (100 total points)

The SOQ submitted by Design-Builders must include information documenting how the proposed team meets the evaluation criteria below, and will be evaluated based on these criteria and weighted scoring. Each Design-Builder's SOQ must include a Table of Contents (not included in maximum page count of the SOQ) and be organized by sections corresponding to the criteria and order shown below. SOQ submittals will remain the property of the District and will not be returned to the submitters.

2.1 Contractor Qualification Form (pass/fail)

As part of the response to the RFQ, submit/upload a completed Contractor Qualification Form

(refer to Appendix) as a separate pdf file to the District's "Bonfire" bid management system. Based on the information provided in the Contractor Qualification Form, the District will review and determine, at its sole discretion, whether the SOQ's of the submittal shall be further reviewed and considered for this work. If the contracting entity is a joint venture, a Contractor Qualification Form and related materials shall be submitted for each member of the joint venture. This financial information will not be copied or distributed except as needed in the financial review process and will not be provided for other firms to review. The District reserves the right to deem as "non-responsive" and reject any Design-Builder's submittal which, in its sole discretion, "fails" this portion of the RFQ selection criteria.

2.2 Letter of Interest (5 points)

Provide the following information in a Letter of Interest that does not exceed two pages:

- Introduce your firm.
- Important information about your firm/team that is not provided elsewhere in the Proposal.
- Explain what makes your team unique and the best fit for this project.
- Name, address, telephone number and email address for notifications and addenda.
- Acknowledgement of each addendum issued to RFP.

2.3 Team Member Experience and Qualifications (30 points)

Provide a complete team for the project who will be dedicated to this project should the Design-Builder be successful. Describe the experience and qualifications of your key team members including their experience in design-build project delivery and K-12 facility design & construction.

For each proposed team member filling the roles identified in the bullet-point list of Section 1.6 above, provide an overview of their qualifications for their proposed role in the project. (Contractor may provide information for other, supplemental staff, but it is not required.) In addition, provide the following information for each:

- Person's name and proposed role for this Project.
- Education and certifications.
- Experience in projects using alternative delivery and/or collaborative design. (Design-Build or GC/CM)
- Work history that identifies their employer, type of position(s) held, and time period of employment.
- Following information about the last two (2) projects similar to this one that the individual has worked on:
 - Project name.
 - Project Owner.
 - Project location.
 - Project delivery method (Design/Bid/Build, GC/CM, Design-Build or Negotiated).
 - Construction contract value.
 - Completion date.
 - Role of individual on project.
 - Owner's representative name, telephone number and email address.
 - Architect's representative name, telephone number and email address.

2.4 Design-Builder Location and Geographic Range of Work (10 points)

Provide the following information for the Design-Builder's location and geographic range of work:

- Address of firm's headquarters or corporate office.
- Address of local office that will oversee and manage the Project.
- Current geographic range of your entire company's work.
- Current geographic range of work managed by the local office.
- Description of the firm's ability to effectively oversee and manage the pre-

construction, design and construction phases of a project constructed in Tacoma, Washington.

If the project design firm/architect is not a direct employee of the Design-Builder, provide the following information for the design firm's location and range of work:

- Address of firm's headquarters or corporate office.
- Address of local office that will provide design services for the Project.
- Current geographic range of entire design firm's work.
- Current geographic range of work managed by the local office that will provide design services for the Project.
- Description of the design firm's ability to effectively provide design services for a project constructed in Tacoma, Washington.
- Estimate the percentage of the total design scope that will be assigned to each of the Design-Builder's design team consultants. (architect, civil engineer, structural engineer, mechanical engineer, electrical engineer, landscape architect, etc.)
- Provide a listing of the additional firms and office locations where engineering design work (civil, landscape, structural, mechanical, electrical, etc.) will be performed. Estimate the portion of the design scope that will be assigned to each of these firms and offices.

2.5 Ability and Capacity to Perform the Work (10 points)

Describe your team's ability and capacity to perform the pre-construction, design and construction phases of the project.

In graphical form, provide the following information about your firm:

- Total construction contract value, listed by year, of projects completed in Washington State in 2017, 2018 and 2019.
- Total construction contract value of projects in Washington State in progress or completed for 2020.
- Total construction contract value of projects that will be in progress and/or anticipated to begin construction in 2022, including this project which would begin construction in the spring/summer of 2022.
- The firm's bonding capacity for 2020 and anticipated bonding capacity for 2021.

Provide an organizational chart to show the overall organizational structure of the entire Design-Build team proposing.

Describe how the design and construction resources of your team will be integrated into a cohesive design-build organization, including a description of the management strategies, internal communication protocols, coordination tools, and planning efforts that you will employ to ensure an effective project.

2.6 Firm Qualifications and Past Performance (20 points)

Provide the following information:

- The listed information about the last three (3) K-12 educational facilities and/or design-build contracts completed by the Design-builder (Contractor and Architect team) in Washington State, that were of similar or greater complexity, size and scope to this project. (Note: If this is the first time that the Contractor and Architect have teamed as a Design-Build entity, provide information on the last three K-12 and/or design-build projects for each firm.):
 - Project name.
 - Project Owner.
 - Project location.
 - Delivery method (D/B/B, GC/CM or D/B).
 - Original Construction contract value.

- Final actual cost of construction.
 - Reasons for difference in original construction contract value and final actual cost of construction.
 - Original Substantial Completion date per contract.
 - Actual Substantial Completion date.
 - Reasons for difference in Substantial Completion date.
 - Members of your proposed Design-Build team for our project who were involved in this project and their role in this project.
 - Owner's representative name, telephone number and email address.
 - Architect's representative name, telephone number and email address.
- If your firm has not completed at least three (3) K-12 educational or design-build projects of similar or greater complexity, size and scope to this Project, provide the following information about the last three (3) projects completed within the past 8 years by your firm in Washington State that were of similar or greater complexity, size and scope to this Project.
 - Project name.
 - Project Owner.
 - Project location.
 - Project delivery method (Design/Bid/Build, GC/CM, Design-Build, or Negotiated).
 - Original Construction contract value.
 - Final actual cost of construction.
 - Reasons for difference in original construction contract value and final actual cost of construction.
 - Original Substantial Completion date per contract.
 - Actual Substantial Completion date.
 - Reasons for difference in Substantial Completion date.
 - Members of your proposed Design-Build team for our project who were involved in this project and their role in this project.
 - Owner's representative name, telephone number and email address.
 - Architect's representative name, telephone number and email address.

2.7 Design Excellence on a Limited Budget and Schedule (5 points)

Provide at least two examples of how your team has achieved a high level of design quality on projects that had challenging budgets and/or schedules. Examples of reducing cost or project duration and maximizing value without compromising building quality or program requirements. Examples may encompass building systems or assemblies, or entire building projects. Demonstration of design excellence on projects similar to this project will be highly valued. Projects described in this criterion may be in addition to those listed above.

2.8 Project Safety Plan and History (5 points)

Describe the safety and accident prevention program and commitment to safety of Design-Build contractor member of your team. Submit the Design-Build contractor member's Accident Prevention Program along with the Design-Build contractor member's EMR and OSHA (WISHA) Lost Time Accident Rate for each of the past 5 years. If the Design-Build contractor member is a joint venture, submit the requirements of this section for each member firm of the joint venture.

2.9 MWBE/SBE/Local Businesses Utilization (15 points)

The District is committed to supporting the local community and economy by increasing the participation of small business enterprises and socially and economically disadvantaged business enterprises, as well as local businesses headquartered in Pierce County. This commitment is designed to invest tax-payer dollars back into the community, as well as help build a strong professional community able to tackle the increased construction projects expected for Washington state and especially the Seattle-Tacoma corridor.

The Design-Builder will be expected to implement an outreach plan to attempt to meet or exceed

the District's utilization goals of ten percent (10%) certified minority-owned businesses, six percent (6%) certified women-owned businesses, five percent (5%) certified small business enterprises and thirty percent (30%) local businesses on this project, based on the prime contractor's total contract dollar amount. "Local" is defined as having headquarters in Pierce County, Washington. Please provide the following for your last three (3) projects that had utilization/participation goals:

- A summary of the required or requested MBE, WBE, SBE or other disadvantaged business and local business utilization requirements/goals and the actual participation levels achieved for each project.
- A summary of your efforts to recruit and involve MBE, WBE, SBE or other socially or economically disadvantaged business enterprises and local businesses for each project.
- A summary and examples of past successes encouraging small or disadvantaged business enterprises to participate in a project.
- Based on lessons learned in past projects, provide a summary of how you have aligned project work to offer increased opportunities for small businesses and micro businesses, including facilitating mentor relationships between the prime and relevant subcontractors, or between subcontractors and relevant small and microbusinesses.

3.0 INTERVIEW AND RFP (PROPOSAL) EVALUATION CRITERIA (100 total points)

After evaluation of the SOQs, the District will shortlist qualified Design-Builders as Finalists for this project and will invite them to attend a Proprietary Meeting and submit a Proposal. Attached is a preliminary draft of the Bryant Montessori K-8 School Replacement RFP that outlines Interview and RFP Evaluation Criteria and supporting documents. The District encourages prospective Design-Builders to comment and provide input on the RFP information during the RFQ process. Copies of the final RFP and Interview/RFP Evaluation Criteria will be forwarded to the Finalists following notification of the shortlist. **(Note that only Design-Builder Finalists who are shortlisted and invited, will be allowed to submit a Proposal. Proposals received from Design-Builders who were not identified as Finalists and invited to submit a Proposal will be considered non-responsive and will not be reviewed and scored.)** Following the Proprietary Meetings, the Finalists will have the opportunity to submit their Proposals and attend an Interview with the District's review team. Following Interviews, the District's review team will review and score the Proposals received. The combined score of SOQ's and Interview/Proposal will be used to determine the "Most Qualified Design-Builder".

END OF REQUEST FOR QUALIFICATIONS

Attachments

- Contractors Qualification Form
- Draft Bryant Montessori K-8 School Design-Build RFP

This Page Intentionally Left Blank