

Workday Strategic Sourcing Solicitation Event:

<https://university-of-washington.public-portal.us.workdayspend.com/>

**Request for Proposals for**

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

**Submittal Deadline: Month, Day, 20\_\_ at 3:00 p.m.**

for

[Enter Project Name]

UW Project Number:

**1.0 INTRODUCTION**

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| --- |
| Special Note to GC/CM Proposers: This request for proposals contains significant elements and areas of emphasis. Proposers are advised to carefully read the entire RFP to ensure they understand the expectations and evaluation process to be used in the selection of the GC/CM on this project. |

The University of Washington will be accepting Proposals from experienced firms to provide General Contractor/Construction Manager (GC/CM) services for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**[Enter project name]**. The University intends to award a construction contract utilizing a competitive negotiation process authorized by RCW 39.10.210 and 39.10.340 through 39.10.410 and described more fully below.

The University has determined that this project meets the criteria established in RCW 39.10.340 for use of the GC/CM delivery method in the following ways:

* Implementation of the project involves complex scheduling, phasing, or coordination
* The project involves construction at an occupied facility which must continue to operate during construction
* The Involvement of the GC/CM during the design stage is critical to the success of the project
* The project encompasses a complex or technical work environment

Among the most important factors in this determination is the critical importance of having the contractor involved during the design phase, construction occurring in an occupied facility, and the complex phasing of the project. [**Edit this paragraph to reflect the criteria applicable to the project**] For this project, it is important during design that the GC/CM provide detailed construction scheduling, input into procedures and specifications, input into design constructability issues, coordination of contract documents, determination of construction logistics and construction phasing, detailed cost estimates, and investigation of existing conditions. If necessary to help meet the overall project schedule, the GC/CM may be authorized to bid out and start construction early on subcontract bid packages before all of the project construction documents are 100% complete.

The first step in the GC/CM selection process shall consist of the submittal of a Proposal which will be evaluated in accordance with the criteria set forth in this Request for Proposal (RFP). The second step will be to interview the most qualified firms. Following the Interview, a shortlist of the most highly qualified firms will be identified and each firm will be asked to submit a Final Proposal, (see Section 11.0 Final Proposals below), and sealed bids with the Percent Fee stated as a percentage of the advertised Maximum Allowable Construction Cost (MACC) and a fixed amount for the detailed Specified General Conditions Work.

The firm with the highest total score based on the bid submitted and the other factors set forth herein will be selected to provide Preconstruction Services and for MACC negotiations. If the parties cannot agree on a MACC as described in Section 5.4, the negotiations will be terminated and the University reserves the right to begin negotiations with the next highest scoring firm. All costs incurred by firms choosing to participate in this RFP process shall be borne by the proposing firms.

All provisions of this RFP will become a part of the GC/CM Contract. The GC/CM’s written response to the RFP will also become a part of the GC/CM Contract.

1. **PROJECT DESCRIPTION**

The GC/CM for the project will construct the following project: **[Enter project description]**

The estimated MACC for the project is: \_\_\_\_\_\_\_\_\_.

The design team members include: **[Include appropriate members of the design team.]**

Architect: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Electrical Engineer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mechanical Engineer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Landscape Architect: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Structural Engineer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[Include this paragraph only if appropriate.]** Attachment II to this RFP provides concept drawings of the building and Attachment III provides the project development schedule.

**3.0 SCHEDULE**

The following is the current planned schedule for project events. Dates may be different in the Request for Final Proposals (RFFP).

**3.1 Design and Construction [Make appropriate changes to the schedule as noted below and fill in dates or a range of dates.]**

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| --- | --- |
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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Construction |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Punch List & Final Commissioning |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Owner’s Move-in |

**3.2 GC/CM Selection Process**

Dates listed below are for planning purposes and may vary slightly.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Advance notice of Request for Proposals for GC/CM Services (RFP) in *Seattle Daily Journal of Commerce*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Publication of Request for Proposals for GC/CM Services (RFP)in *Seattle Daily Journal of Commerce*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project Informational Meeting

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Proposal submittal deadline from interested GC/CM firms

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Notificationof most qualified firms selected to be interviewed

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Interviews

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Notificationof most highly qualified firms selected to prepare Final Proposal

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Distribution of Request for Final Proposal (RFFP) to bidders

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Final Proposal Form submittal deadline; selection of firm with the highest total score

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Notification of successful and unsuccessful firms

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Preconstruction Work Plan due

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agreement for Preconstruction Servicesexecuted

**4.0 SCOPE OF GC/CM SERVICES**

The GC/CM will work collaboratively and proactively with the Owner and Architect to proceed with planning, design and development of the Work in a manner which supports the Owner’s efforts to keep costs within the Owner’s budget. The GC/CM shall provide Construction Management (CM) services throughout the Project, from the preconstruction period through construction and shall closely coordinate such work with the Architect and Owner. The GC/CM shall provide CM services, including but not limited to:

1. Assistance in identifying safe work practices and requirements for construction;
2. Identifying, assessing, and recommending site logistics requirements;
3. Recommending phasing, sequencing of work and construction scheduling;
4. Providing cost-estimating including MACC and Negotiated Support Services budgeting;
5. Determining and reconciling constructability issues and performing constructability analysis of the design documents prior to subcontract bidding;
6. Assessing alternative construction options for cost savings;
7. Identifying products for Value Engineering (VE) and engineering systems for life cycle cost design considerations and recommending all work necessary to support their implementation and;
8. Participating in Owner’s Design and Construction Documents Phases coordination reviews.

In addition, the GC/CM must be familiar with the local labor and subcontracting market and be capable of working with subcontractors to generate viable pricing alternatives. The GC/CM shall provide full general contracting services for construction of the Project in accordance with the requirements of the Contract Documents and RCW 39.10.340 through 39.10.410, except to the extent work is specifically indicated in the Contract Documents to be the responsibility of others.

During preconstruction the GC/CM shall actively participate as a Project Partner with the Owner and the Architect during the Design and Construction Documents Phases prior to construction. As used here and throughout this RFP, the term “Project Partners” refers to all of the Owner’s internal stakeholders and external consultants, the Architect and their sub-consultants, and the GC/CM and their subcontractors. The GC/CM shall be responsible for providing necessary consulting expertise to the Owner to ensure that the program scope is maximized and the construction budget and the Project schedule are met.

Key Principles and Approaches: In its ongoing commitment to improving its project delivery processes, it is the Owner’s expectation that the Project Partners will implement the following concepts and practices during the Project. Proposers should take particular note of the emphasis placed in these areas in the proposal evaluation criteria in Section 9 below:

1. Lean Principles: The University considers the use of Lean principles in the design, construction, and closeout of the project to be an important method of maximizing the value of the project. Collaboration, transparency, and trust are key components for achieving success with Lean and for the project, in general.
2. Building Information Modeling (BIM): The University considers Building Information Modeling (BIM) to be a tool that will provide value to its major project delivery process. In anticipation of the use of BIM during the Preconstruction and Construction phases of this project, the University has required the Architect and its design team to design the project using BIM (or virtual design) software. From the commencement of design through building commissioning and final completion, the Project Partners will use BIM, also known as Virtual Design and Construction (VDC), as a tool for collaboration, information sharing, estimating, planning and coordination. [**Delete this paragraph if not using BIM**]
3. Early Participation of Project Partners: Key Project Partners will be selected to join the project team as early as possible. The Owner intends to contract with the GC/CM for preconstruction services prior to the commencement of the design. The University expects that the GC/CM will contract with key subcontractors (including but not limited to Mechanical and Electrical) during the Preconstruction phase of the Project in order for them to provide preconstruction services. [**Delete this paragraph if not using early EC/MC/CM process**]
4. Completion of Construction Documentation: During the Preconstruction phase, selected subcontractors (Mechanical and Electrical, and potentially others) will perform detailing and coordination of the construction documents, complete coordinated shop fabrication and field installation drawings (incorporated into the BIM model), all in lieu of the traditional complete construction documentation prepared by the design team. [**Delete this paragraph if not using early EC/MC/CM process**]
5. Design Deliverables: As the design progresses, the content, format, schedule, and review process of the design deliverables will be established by the Project Partners in accordance with the needs of the project. In this effort, the Project Partners shall be guided by the principles of eliminating waste, minimizing cost, maximizing efficiency, and achieving the Owner’s program and quality objectives.
6. Cost Estimating: Early in the design phase, the GC/CM and the Architect will collaborate in the development of a cost model that will establish the initial budget parameters and controls for all of the project components and systems. This cost model will establish the baseline for all future cost estimating efforts and evaluations of the design against the project budget. After completion of the initial cost model, the GC/CM (with subcontractor support) will be the primary estimator for the project. The GC/CM will be expected to actively interface with the design team as the design progresses, providing real-time, continuous cost estimating services for evaluation against the cost model, to assure that the project remains on budget.
7. Negotiated Support Services: The RFFP to be issued to the finalists will designate certain items as Negotiated Support Services, including the GC/CM’s direct costs of its BIM management program and a BIM Integrator, if proposed. Subcontractor costs for BIM will not be part of Negotiated Support Services and such costs shall be included in the various subcontract bid packages. [**Delete reference to BIM if not using**]
8. Mechanical Contractor / Construction Manager (MC/CM), Electrical Contractor / Construction Manager (EC/CM): The University may use the alternative subcontractor selection process described by RCW 39.10.385. Having the MC/CM and EC/CM involved in Preconstruction for design assistance will help ensure detailed coordination of all trades and resolution of all conflicts in advance of construction. [**Delete this paragraph if not using early EC/MC/CM process**]

**5.0 SELECTION AND AWARD PROCESS**

The University is contracting for GC/CM services in accordance with the process authorized by RCW 39.10.210 and RCW 39.10.340 through 39.10.410. All Proposers must be registered by the Washington State Department of Labor and Industries in accordance with RCW 18.27.020. The process for selection of the GC/CM firm, negotiation of the MACC, award of the GC/CM Contract, and payment for Preconstruction Services is anticipated to be as follows:

**5.1** Anyone interested in becoming the GC/CM may submit a Proposal in accordance with the requirements set forth in this Request for Proposals for GC/CM Services.

**5.2** On the basis of the evaluation criteria set forth in this RFP the firms submitting proposals will be scored and ranked. The most qualified firms will be asked to an interview. The averaged Interview scores and averaged Proposal scores will be added together and the selection committee will select the most highly qualified firms to submit a Final Proposal to establish the Percent Fee, stated as percentage of the estimated MACC, and a fixed amount for the detailed Specified General Conditions Work. After the interviews, firms selected to submit a Final Proposal will be provided with a Request for Final Proposals (RFFP) document providing additional details of the scope of Preconstruction Services, the estimated MACC, and the detailed Specified General Conditions requirements.

**5.3** The Final Proposal will be evaluated and the scores added to the original average Proposal and average Interview scores. The Owner shall evaluate Final Proposals pursuant to RCW 39.10.360. All proposers shall be notified via email of the final selection decision and provided with the selection summary.

The firm with the highest score based on the selection committee’s evaluation of the original Proposal and the Interview, and the scores for the Final Proposal will be asked to submit a Preconstruction Work Plan.

Subject to approval of the Preconstruction Work Plan by the Owner, the Contractor shall immediately execute an Agreement for Preconstruction Services, which shall be solely for the performance and payment of Preconstruction Services. If the Contractor fails to submit a Preconstruction Work Plan to the Owner within fourteen (14) calendar days of Owner’s request, the Owner may select the next highest ranked firm to enter into an Agreement for Preconstruction Services.

**5.4** It is anticipated that MACC negotiations will occur when the scope of the project is adequately defined and the Contract Documents are at least ninety percent (90%) complete as mutually determined by the GC/CM and the Owner, but no later than the conclusion of Construction Documents. The Owner may conduct a series of negotiations for selected bid packages whereby each negotiation will culminate in determination of a mini-MACC. At the time a MACC, or the initial mini-MACC, as the case may be, is successfully negotiated, the parties will sign the GC/CM Contract which contract shall replace, supersede and incorporate the Agreement for Preconstruction Services, thereby merging the GC/CM Contract and the Agreement for Preconstruction Services. Upon successful negotiation of each succeeding mini-MACC the parties shall execute an amendment to the GC/CM Contract reflecting the increase in the Total Contract Cost.

MACC negotiations will take place prior to execution of the GC/CM Contract. When mini-MACC negotiations are conducted, the GC/CM contract will be executed upon negotiation of the initial mini-MACC. MACC negotiations shall be completed within 30 days of the receipt of the Contractor’s MACC estimate. The Contractor’s MACC estimate shall be completed no later than three weeks from receipt of the construction documents to be used for MACC negotiations. Should the Contractor and Owner not agree on a satisfactory MACC that the Owner determines to be fair, reasonable and within the available funds the Owner may cancel the negotiations and begin to negotiate with the next highest ranked firm. Should the Owner choose to cancel the negotiations upon failure to achieve a MACC, such cancellation will be effective upon receipt of written notification to the Contractor. Contractor shall not be reimbursed for the MACC negotiations.

**5.5** The University reserves the right to conduct reference checks for the highest scoring firm(s) after qualifications have been evaluated, and/or after interviews have been held. In the event that information obtained from the reference checks reveals concerns about a firm’s past performance or their ability to successfully perform the contract to be executed based on this RFP, the University may, at its sole discretion, determine that the firm is not qualified and remove the firm from further consideration in this solicitation. In conducting reference checks, the University may include itself as a reference if the firm has performed work for the University, even if the firm did not identify the University as a reference. Likewise, the University reserves the right to check references for the firm from others even if they were not identified by the firm as references in the submitted proposal.

**6.0 INFORMATIONAL MEETING**

An Informational Meeting will be held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_ in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Directions to this building can be found via the internet at: <https://www.washington.edu/maps/>. [Or provide Zoom information]. A representative from each firm that intends to submit a Proposal is encouraged to attend.

**7.0 SUBMITTAL DEADLINE**

Each Proposer must submit a Proposal responding to the criteria described in this RFP. Proposals should be uploaded to the Workday Strategic Sourcing solicitation event by the date and time indicated on Page 1 of this RFP or by any subsequent addenda.

Any addenda issued for this RFP will be published to the Workday Strategic Sourcing solicitation event.

**8.0 PROPOSAL FORMAT**

The Proposal shall be done in A3 format, consisting of three (3) single-sided 11x17 pages; font size to be no smaller than size 8. The following items will not be considered in the Proposal page count: a one-page cover letter with contact information; table of contents, tabs, and section dividers that do not contain significant content; and an appendix containing the following: organization chart, bonding letter, insurance letter, Safety and Health Qualification Statement, Accident Prevention Program, resumes from the proposed team, and two firm references**.**

The Proposal must respond to each of the evaluation criteria set forth below in a clear and concise manner. Responses must be in the same order as listed.

**9.0 PROPOSAL EVALUATION CRITERIA**: (110 points – distribute the points below)

All Proposals received will be scored by a selection committee consisting of representatives from the Project Delivery Group, campus stakeholders, and the client. Each evaluation criterion has been assigned points based on its relative value to the contract as a whole. Criteria include the following:

**9.1 Letter of Interest:** (0 points)

A one-page Letter of Interest that may contain any information not shown elsewhere in the submittals. Clearly indicate the project name and project number. In your letter, provide the name and contact information of the individual in your firm whom the University should contact for communications regarding the selection process. The contact information should include the following: name of individual, position, mailing address, telephone number, and e-mail address.

In your letter, acknowledge that you have reviewed any addenda issued to the RFP.

In your letter, indicate if there are any company principals, officers, or employees that are 1) current or former employees of the University of Washington and/or 2) have business interest or family relationship with a UW employee who would be involved with this Work?  If yes, please provide relevant information. The UW will make a determination on how the conflict of interest will be resolved. If any Contractor disagrees with the determination made by the UW, the firm must submit the issue as a protest under Section 13.0.  **Letter of Interest to be submitted in the Proposal Appendix.**

**9.2** **Qualifications of the Firm:** (\_\_\_ points) Provide a brief description of the history and capabilities of the firm. Describe types of projects or services the firm normally performs and relative dollar value of each.If the firm is a joint-venture, describe the component parts and indicate where the partners have had experience working together.

**9.3** **Experience and technical competence of key personnel:** (\_\_\_ points) Describe the proposed Project Team, including team members, the organization, and the responsibilities of each team member. Provide an organization chart showing the staffing proposal for the key individuals assigned to the Project Team. Prepare a separate listing for the preconstruction and construction phases. At a minimum, the corporate executive dedicated to the Project, the project manager, the superintendent, the estimator, the scheduler, the safety officer(s) and the person responsible for BIM, and the person responsible for administering and monitoring implementation of the firm’s Outreach Plan for Business Equity shall be identified. List the title of the position, the name and qualifications of the individuals to be assigned, the hourly rate to be charged for work performed by the individuals assigned (if a Negotiated Support Service), and the extent of involvement of the individuals assigned during each phase of the Project (preconstruction, subcontract buyout and construction) expressed as a percentage (100% = full time). **Organization Chart to be submitted in Proposal Appendix**.

Include one-page resumes with the history of employment, education, work experience, length of time with the firm, and any other information the selection committee might find useful in evaluating the qualifications and abilities of the individuals nominated, including but not limited to, experience in management of comparable projects, critical path method schedule preparation and analysis, pricing and negotiation of change orders, and BIM management and integration. *Note*: If selected, Proposer acknowledges that it will provide, for the duration of the Project, the full complement of staff, including the specific persons identified in its Proposal. **Resumes to be submitted in the Proposal Appendix.**

**9.4 Past performance of the Firm in negotiated and complex projects:** (\_\_\_ points)Describe your firm’s experience in completing GC/CM projects. Provide a list of five similar and completed projects. For each project provide a description of the project, the duration of construction, the final cost, a description of the Preconstruction Services performed, description of work self-performed, number and amount of claims received against the Owner, a reference with telephone number who is familiar with your firm’s performance in completing the project and note if any of the individuals named in your Project Team participated as members of the project team for the listed project. If your firm has not completed five GC/CM projects, then list projects you believe were successfully completed using a similar CM/GC or GMP format.

Submit letters of recommendation from two (2) owners/past clients providing confirmation of the firms’s record of performance, integrity, judgment and skills. Letters of recommendation should come from Owners other than UW Facilities, UW Medicine or Harborview Medical Center. Work with our teams is known and may already be used in evaluating criteria. **Reference letters to be submitted in the Proposal Appendix.**

**9.5 Ability of the Firm to meet time and budget requirements:** (\_\_\_ points)Describe how yourfirm would monitor and ensure the Owner’s program scope is maximized and the Owner’s construction budget and project schedule are met at every phase of the Design and Construction Documents development and during construction. What estimating and scheduling systems and management techniques does your firm employ to achieve success in the aforementioned items? Provide the following additional information for each of the five projects listed in your firm’s response to paragraph 9.4 above: 1) Owner’s original estimate; 2) original Total Contract Cost; 3) final contract cost; 4) original contract completion date; 5) actual date of Substantial Completion; and 6) claims received against the Owner.

Cost estimating and cost tracking. Discuss your firm’s approach to the GC/CM acting as the primary estimator for the project, and steps the GC/CM would take to lead the process and mitigate the disadvantages to ensure accurate and reliable estimates. Describe the proposed project team’s experience in actively interfacing with the design team to provide continuous real-time cost feedback and estimating services. Describe the firm and proposed team’s approach to providing reliable detailed mechanical, electrical, and plumbing Conceptual, Schematic and Design Development level estimates without relying solely on subcontractor input.

**9.6 Firm’s proximity to the Project location:** (\_\_\_ points)Demonstrate your firm’s experience in successfully completing construction projects in the Seattle/King County greater metropolitan area and your success in working with local subcontractors and suppliers, permitting officials and design professionals. Indicate your firm’s proximity to the Project location**,** familiarity with the local labor and subcontracting market, and capability of working with subcontractors to generate viable pricing alternatives.

9.7 Firm’s Capacity to Perform the Work: (0 points) What has been your firm’s annual volume (in dollars) of construction for the past five years? What is the anticipated volume for the current year and what is your plan for the next two years? How would your firm’s participation in this project affect that plan?

* 1. **Firm’s approach to executing the Project:** (\_\_\_ points)

1. General Approach (\_\_\_ points): Discuss the firm’s approach to construction and successfully completing the project. Discuss any major challenges not previously addressed and how the firm proposes to approach them.
2. Indicate the scope of work the firm proposes to self perform and its past performance of that scope of work.
3. Describe any expectations the Proposer may have for the University, including but not limited to, the extent of on-site architectural and/or engineering representatives during major construction or installation phases.
4. Prior to establishment of the MACC, the Owner intends to authorize the GC/CM to proceed with phased bidding, award of subcontract construction packages, and construction in accordance with RCW 39.10.370 (3). What risks and opportunities do these approaches present to the Owner and GC/CM? How would your firm propose that these risks be addressed in the MACC negotiations and in the contract?
5. Preconstruction Services (\_\_\_ points): Discuss the firm’s approach to providing preconstruction services for the project. Specifically address the following Preconstruction responsibilities:

1) Providing Design and MACC Negotiated Support Services budgeting;

2) Providing Design and Construction Document coordination comments and verifying their implementation. Address the proposed project team’s experience with conducting design reviews in a virtual design environment;

3) Determining and assessing constructability issues including providing assistance in identifying safe work practices and requirements for construction;

4) Proposing Value Engineering and assessing alternative construction options, products and engineering systems for cost savings and life cycle cost design considerations;

5) Investigation of existing conditions to ensure the construction documents will reflect the actual site conditions;

6) Scheduling, making recommendations for change and advising long-lead procurement packages to ensure the project schedule;

7) Recommending phasing and sequencing of work to minimize impacts to University operations;

8) Assessing and recommending site logistics requirements;

9) Subcontract Plan preparation, procurement planning, and bid management.

Provide two or more examples of projects that demonstrate the range of Preconstruction Services your firm has provided on previous GC/CM projects, or private sector projects with a guaranteed maximum price (GMP).

C. Use of Building Information Modeling (BIM) (\_\_\_ points): Describe the experience of your proposed project team in integrating BIM technology into the delivery of projects. Describe the potential uses, benefits, considerations, pitfalls and outcomes in the use of BIM on this project. In evaluating this criterion, firms will receive more points for demonstrating that their proposed project team has hands-on experience in:

1) Applying BIM technology to enable trade coordination, project planning and scheduling, craft labor productivity enhancement, tracking design changes and as-built conditions, enhancing follow-on operation and maintenance and/or improving field construction practices;

2) Integrating BIM into subcontractor relationships and contracts;

3) Integrating BIM with the virtual design of the Architect in a way that maximizes the sharing of information between designer and builder, while respecting the contractual and legal responsibilities and liabilities of the parties;

4) Enabling or enhancing the participation of the subcontractors who will be brought onto the project team during the Preconstruction phase;

5) Affecting the relationships and interactions of the Project Partners.

1. Early Selection of Project Partners and Completion of Construction Documentation (\_\_\_ points): Describe your proposed project team’s experience with the concepts of early selection of subcontractors and subcontractor completion of construction documentation as described in this RFP (Section 4.0, Key Principles and Approaches, items 3 and 4) in either the public or private sector. Outline a suggested approach to the intent expressed in this RFP that would provide value to the University, comply with Washington state public works requirements, address fair and open competition, and minimize risk to the University.
2. Lean Principles (\_\_\_points) Describe the firm’s proposed approach to the use of Lean principles for this project. Provide examples of Lean principles from past projects to support the project approach. For brevity you may reference other parts of the submission. Include the owner, designer, suppliers and subcontractors in the approach from the design phase through the construction closeout phase. Describe a future state for the use of Lean on this project and how it might be achieved.
3. Transition to Occupancy ( points). Describe the firm’s approach to Transition to Occupancy (T2O), and how you would deliver the project while maximizing value for the end users and securing a stabilized-sustainable transition to occupancy, operations and maintenance.

**9.9 Quality Control:** (\_\_\_ points) Provide your firm’s approach to quality control during construction including coordination of subcontract work and building systems commissioning. Include a description of the quality control organization you plan to employ and the levels and authority of the individuals assigned quality control responsibility.

**9.10 Accident Prevention Program and Safety Record:** (10 points) In one page or less, describe your firm’s approach to the prevention of accidents and injuries on this project. **Accident Prevention Program is worth 5 points.**

Complete the University of Washington’s *Safety and Health Qualifications Statement,* Attachment II,and submit this with your Proposal. **The Safety and Health Qualifications Statement is worth 5 points.**

A copy of the *Safety and Health Qualifications Statement* is included in this RFP as Attachment II. The Accident Prevention Program and Safety and Health Qualifications Statement to be submitted in the Proposal Appendix.

**9.11 Sustainable Design and LEED Experience:** (\_\_\_ points) Describe your firm’s experience in working on projects seeking to maximize sustainable construction practices. Indicate initiatives the firm has employed to achieve sustainable features and/or construction processes beyond those defined in the Contract Documents.

Provide a brief summary of your firm’s experience in working on projects seeking Leadership in Energy and Environmental Design (LEED) certification. Indicate level of certification, if the project became LEED certified, and the Project Team’s role in documentation. Also, indicate initiatives the firm employed to achieve additional LEED points other than those defined in the Contract Documents.

**9.12 Business Equity and Inclusion (10 points)**

1. Past Performance in the Utilization of business equity enterprises: (\_\_\_\_\_\_ points)

Provide a summary of your firm’s performance in the state of Washington over the last five (5) years on projects of similar size and scope (whether delivered via the GC/CM delivery approach, or not) in utilization of business equity enterprises of all types and at all tiers See definitions of these terms in Section 14.0 Business Equity below.

For each project, include the following:

* Name of the project
* Date of substantial completion
* Owner required business equity enterprises inclusion goals
* Final percentage of business equity enterprises inclusion
* Final dollar value paid to business equity enterprises
* Scopes of work performed by business equity enterprises on those projects.

1. Inclusion plan for business equity enterprises: (\_\_\_\_\_\_ points)

Submit an inclusion plan with intentional, meaningful, strategies that remove barriers to participation and support the engagement of business equity enterprises whether as subconsultants, subcontractors, suppliers for the projects, to the extent permitted by law. The plan shall include, to the extent permitted by law, features to improve access to opportunities, including outreach and mentorship, capital including, modified payment provisions, training, and other features intended to maximize the participation and success of small, minority, women, and veteran-owned businesses. The Plan should include voluntary goal achievement strategies the Contractor intends to implement, and address the Contractor’s proposed actions to comply with the Requirements of Section 10.10 of the General Conditions for GC/CM Projects.

**9.13**  **Bonding and Insurance (Pass/Fail)**

Provide a letter from its surety or bonding agent indicating that the firm has the requisite bond capacity to provide payment and performance bonds in the amount of the estimated Maximum Allowable Construction Cost. **Letter to be submitted as part of the Proposal Appendix.**

Provide a letter from firm’s insurance carrier indicating that the insurance requirements of the contract can be met by the proposer. **Letter to be submitted as part of the Proposal Appendix.**

**10.0 INTERVIEW:** (30 points)

After scoring Proposals the selection committee will select a short-list of the most qualified firms to interview. Prior to the interview, references will be checked by the selection committee.

Should your firm be invited to Interview, questions will be directed solely to the proposed Project Team. At a minimum, the following personnel shall be in attendance: the corporate executive dedicated to the project, the project manager, the superintendent, the estimator, and other key individuals responsible for Preconstruction Services. In addition to presenting their qualifications, experience, and approach to the Project, the Project Team will be expected to respond to questions from the selection committee regarding the Proposal, as well as additional questions provided in the notification letter to the firm.

In evaluating the results of the interview, the selection committee will use the following criteria and weighting of points. Firms to be interviewed will receive more specific information about expectations in these areas in their notification letter:

NOTE: following are possible topics to be included in the interview. PM may modify this section as appropriate, except that the outreach approach for inclusion of diverse businesses may not be modified or deleted.

General interview, discussion and team dynamics ( ) points

GC/CM’s approach to construction schedule and phasing ( ) points

GC/CM’s approach to achieving an injury-free project ( ) points

BIM expertise and experience ( ) points

Subcontractor selection and participation during Preconstruction ( ) points

Lean design/construction approach ( ) points

Approach to outreach for inclusion of sbe/dbe/MBE/WBE/MWBE ( ) points

**11.0 FINAL PROPOSALS:** (20 points)

The firms that the selection committee believes to be the most highly qualified based upon their averaged Proposal and averaged Interview scores will be requested to submit a Final Proposal for Percent Fee and Specified General Conditions Work. Final Proposals will be evaluated as follows:

1. **Percent Fee and Specified General Conditions Work** – (20) points)

Low Conforming Proposal - 20 points

Proposals within 5.00% of Low Proposal\* - 14 points

Proposals within 10.00% of Low Proposal\* - 12 points

Proposals within 15.00% of Low Proposal\* - 9 points

Proposals within 20.00% of Low Proposal\* - 5 points

Others - 0 points

\* Computed as follows: Proposal being evaluated - Low Conforming Proposal

Low Conforming Proposal

Firms asked to submit Final Proposals shall submit bid amounts on a Final Proposal Form to be provided. The first amount shall be for the Percent Fee, the other amount(s) shall be for the Specified General Conditions Work. The terms Percent Fee and Specified General Conditions Work will be specifically defined in the Request for Final Proposals (RFFP) to be provided to those firms selected to submit Final Proposals.

**11.1** State your Percent Fee as a percentage and multiply it by the estimated “MACC” (Maximum Allowable Construction Cost) indicated in the RFFP document to determine a single lump sum number for the dollar amount of the Percent Fee. The dollar amount of the Percent Fee will be added to the fixed dollar amount for the detailed Specified General Conditions Work to determine a single number for the Total Bid.

**11.2** In completing the Final Proposal Form, the Proposer must enter a number for both the Percent Fee and the detailed Specified General Conditions Work. No other entries, modifications, or qualifications shall be made to the bid. Failure to comply in full with these requirements shall be grounds for a bid being declared non-responsive. The Owner reserves the right to reject any or all bids, and to waive informalities or non-material irregularities in the bids received.

**11.3** The name, address, and Contractor's registration number shall be typed or printed on the Final Proposal Form in the space provided.

**11.4** Bids must be (1) submitted on the forms furnished by Owner or on copies of those forms, and (2) signed by an authorized representative of the firm . The person signing the Final Proposal Form must initial each page.

**11.5** Proposers shall submit bid amounts in the format provided in the Final Proposal Form. Only the amounts and information asked for in the Final Proposal Form furnished will be considered as the bid. All blank spaces must be filled in. The Final Proposal Form must be submitted to Workday Strategic Sourcing by the deadline stated in the RFFP.

**12.0 FINAL SELECTION**

The firm with the highest total score (Total Possible: 160 points) resulting from the selection committee’s scoring of the Proposal, the Interview, and the results of the Final Proposal, will be selected to provide Preconstruction Services and for MACC negotiations. In the event of a tie in total score the firm with the lowest conforming Final Proposal (bid) will be selected.

**13.0 PROTEST PROCEDURE**

In order to be considered, protests of the selection decision made pursuant to Section 5.3 must be received by the Owner no later than four (4) business days from the date of email notification of the selection decision. Protests must be emailed to \_\_\_\_\_Name of Contracts Administrator\_\_\_\_\_\_\_\_\_\_, \_\_\_@uw.edu.

Protests shall include the name, email address, and phone number of the protestor’s authorized representative, the specific grounds for the protest, all supporting documentation, and the specific relief requested.

Upon receipt of a timely written protest, the PDG Executive Director shall review the protest, consider all available facts, and issue via email a final protest decision. Owner may not execute a contract with the selected firm until two (2) business days after the final protest decision is transmitted to the protestor.

**14.0 BUSINESS EQUITY**

**BUSINESS EQUITY ENTERPRISES:** The University is committed to affording the maximum practicable opportunities for Business Equity Enterprises of all types at all tiers.  The University has an organizational Inclusion Goal of 20%, inclusive of 15% minority and women owned business, on all forms of procurement.  This organizational goal does not necessarily represent goals on each project.  Project specific inclusion goals should reflect an inclusive culture that truly represents opportunities, goes beyond standard efforts, and is authentic practice in any aspect of the project.

For firms proposing, or submitting responses, please indicate if you, or any of your subcontractors, suppliers, vendors, etc. identify as a small businesses, minority-owned businesses, women-owned businesses, and other historically marginalized businesses, herein referred to as Business Equity Enterprises (BEE).  BEE include any entity licensed, regardless of size or certification, to do business in the State of Washington, including a corporation, partnership, sole proprietorship, or other legal entity that meets any of the following:

|  |
| --- |
| Certified Business Enterprise (CBE): Any business enterprise certified with the Washington State Office of Minority and Women’s Business Enterprises, Great Seattle Business Association, Northwest Minority Supplier Development Council, or the Women’s Business Enterprise Council.  Lesbian/Gay/Bisexual/Transgender Business Enterprise (LGBTE): More than 50% owned and controlled by at least one person who is a member of the LGBT community.  Minority Business Enterprise (MBE): More than 50% owned and controlled by at least one person who is a member of one or more of the following minority groups:   * Asian Pacific American * Black American * Hispanic American * Native American * Subcontinent Asian American   Minority Women’s Business Enterprise (MWBE): More than 50% owned and controlled by at least one woman who is a member of one or more of the above minority groups.  Small Business Enterprise (SBE): A business entity that:  Can attest that it is owned and operated independently from all other businesses and; Conforms to the U.S. Small Business Administration Size Standards of the North American Industry Classification System (NAICS) Codes in which it is to be engaged at the UW; or is certified with the OMWBE  Veteran’s Business Enterprise (VBE): Certified with the Washington State Department of Veteran’s Affairs (DVA), or a certified Disabled Veteran Business Enterprise.  Women’s Business Enterprise (WBE): More than 50% owned and controlled by one or more women. |

After award of the GC/CM Contract and prior to the Contractor conducting any subcontract bidding, the Contractor will be required, per the terms of the GC/CM Contract, to finalize the Outreach Plan for the Owner’s review and approval. **The cost of finalizing the Outreach Plan shall be compensated under the Preconstruction Services Agreement. Implementation of the final approved Outreach Plan shall be compensated as Specified General Conditions work.**

**15.0 CONTRACTOR ELIGIBILITY**

Each Finalist submitting a proposal in response to the RFP must be in compliance with RCW 39.04.350, 18.27 RCW, 18.106 RCW, 19.28RCW, and 70.87 RCW at the time of proposal submittal. The successful Finalist must be in compliance with a bidder responsibility criteria required under 39.04.350 RCW, and shall submit a Certification of Compliance with Wage Payment Statutes upon award of the Agreement for Preconstruction Services.

**16.0 CONTACT DURING SOLICITATION PROCESS**

All communications during this solicitation process should be addressed to Name of Project Manager, Project Manager, University of Washington Project Delivery Group, (xxx) xxx-xxxx or [xxxx@uw.edu](mailto:xxxx@uw.edu). Any information given to a prospective proposer concerning this RFP will be furnished promptly to all other proposers as an addendum to the RFP if the information is necessary to submitting qualifications or if the lack of it would be prejudicial to other prospective proposers. Firms are cautioned that only the contact person named in this RFP shall be contacted regarding this project. Any contact by firms with any other individual(s), including but not limited to individuals from any of the organizations represented on the evaluation committee, could result in the firms elimination from this selection process. Communications submitted through the Workday platform will not be considered. Oral explanations or instructions provided outside of an addendum will not be binding.

**17.0** **SUBCONSULTANT PARTICIPATION MONITORING AND REPORTING**

Once a contract is awarded through the CPCR, the awarded Contractor is obligated to complete the vendor registration in Access Equity. Access Equity is a secure online vendor management system (B2GNow). Confidential information (Tax ID, etc.) will not be published. Prime Contractors that have previously registered with B2Gnow for any public entity, must verify the system has updated information. Contractors can access the system at https://omwbe.diversitycompliance.com/ or through a direct link on the Office of Minority and Women’s Business Enterprises (OMWBE) website at: https://omwbe.wa.gov/. Each month during the contract, the Prime Contractor will report payments to ALL Subcontractors through the Access Equity system. This monthly reporting information includes total payment in dollars made to the Subcontractor, payment dates, and any additional information required to verify payment to Subcontractors. The Prime Contractor will enter this payment information into the Access Equity system, and the Subcontractors will verify this payment information in the system. Online training is available through the Access Equity/B2Gnow system. This requirement applies to both Prime Contractors and Subcontractors.

**18.0 APPRENTICESHIP**

The Contractor will ensure that at least 15% of the total construction labor hours utilized on the Project are performed by apprentices registered with the Washington State Apprenticeship and Training Council. An Apprentice Utilization Plan will be required prior to the start of construction activities that would document opportunities for Apprentices. The Owner has determined a monetary incentive of $500 for meeting the goals and a penalty of $1,500 for not meeting the goals.

**19.0 ADDENDA**

The University reserves the right to change this RFP or cancel this Solicitation at any time. The University reserves the right to make corrections and amendments due to errors identified in the solicitation by the University or a contractor. Any changes will be dated and attached to, and made a part of, this solicitation. All Solicitation corrections and amendments will be posted to the Workday Strategic Sourcing solicitation event.

**20.0 PUBLIC DISCLOSURE**

All documents submitted to UW as part of the GC/CM procurement become public records. UW will make the GC/CM procurement submissions publicly available upon completion of the selection process.

**Attachments:**

I Safety & Health Qualifications Statement

II Reserved

III. Reserved