

**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**

|  |
| --- |
| Special Note to GC/CM Proposers: This request for proposals contains significant elements and areas of emphasis not always found in GC/CM Requests for Proposals (RFP) from the University of Washington. 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 procedure. Among the most important factors in this determination is the critical importance of having the contractor involved during the design phase. 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, including an Outreach Plan for Business Equity (see Section 11.0 Final Proposals and Section 14.0 Business Equity 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 III to this RFP provides concept drawings of the building and Attachment IV 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.]**

|  |  |
| --- | --- |
|  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Design & Construction Documents  Building Permits (phased)  Bid and Award of Subcontracts |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 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.

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Second 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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Outreach Plan submittal deadline

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_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. 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.
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.
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.
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.
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 Interview scores and 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 Proposal and Interview scores. The Owner shall evaluate Final Proposals pursuant to RCW 39.04.380. 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: <http://www.washington.edu/maps/>.

**7.0 SUBMITTAL DEADLINE**

One (1) original unbound and \_\_\_\_\_\_\_\_\_\_\_\_\_ (\_\_) unbound, clipped (8 ½ x 11 format) copies, and \_\_\_\_\_ (\_\_) flash drive(s) in PDF format of the Proposal in response to this RFP containing the items listed in Sections 8 and 9 below must be received at the University Facilities Building no later than the date specified at the beginning (cover page) of this RFP, or as modified by any subsequent addenda. Submittals sent by mail or courier shall be sent to the address below and must be delivered to Capital Planning and Development by the deadline stated on the first page of this RFP, or as modified by any subsequent addenda. Faxed or e-mailed submittals will not be accepted.

University of Washington

Capital Planning and Development

Attention: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

University Facilities Building

Box 352205

Seattle, WA 98195-2205

Any addenda issued for this RFP will be published at the following website address: <http://pm.uw.edu/cpo/>. Move the cursor to the “Contractors” heading, click on “Construction Business Opportunities,” then move to “Current Bid Opportunities” to find any published addenda. Contractors are responsible for checking the website prior to submission of Proposals for any addenda. If you are unable to download addenda, you may contact the individual noted above.

**8.0 PROPOSAL FORMAT**

Every Proposer must reply to each of the evaluation criteria set forth below in a clear and concise manner. Responses must be in the same order as listed, clearly separated with tabs and labeled by response. Brevity is preferred. Pay attention to specific requests for information. The submittals shall be organized in a manner that will enable the GC/CM selection committee to quickly access pertinent information. The submittals shall not exceed forty (40) page sides, except that Attachments I and II, and section tabs/dividers are not included in this page limit. In consideration of the reviewer’s time, every effort should be made to avoid duplicating the information presented in the Proposal.

**9.0 PROPOSAL EVALUATION CRITERIA**: (50 points)

All Proposals received will be scored by a selection committee consisting of representatives from the Capital Planning and Development, the Architectural consultant, the general contracting community and other project individuals assigned to the committee. Each evaluation criterion has been assigned points based on its relative value to the contract as a whole. The Proposal criteria and their associated points are as follows:

**9.1 Letter of Interest:** (0 points) The Letter of Interest should not be more than two (2) pages long and 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, with title (Mr., Ms., etc.), position, mailing address, telephone number, and e-mail address.

In your letter, acknowledge that you have reviewed any addenda issued to the RFP, as posted on the University’s website.

**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** **Ability of the Firm’s professional 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).

Include 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.

**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 in Washington State. For each project provide a description of the project, the duration of construction, the final cost, a description of the Preconstruction Services performed, 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 in Washington, then list projects you believe were successfully completed using a similar CM/GC or GMP format.

**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; and 5) actual date of Substantial Completion.

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 Recent, current and projected workload of the Firm: (Pass/Fail) 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? Complete the University of Washington *Project Financial Questionnaire*, Attachment I. Provide the firm’s bonding capacity and address the ability of the firm to bond this project. List the name, contact person and telephone number of your bonding agent, and include a statement from your bonding agent pertaining to the commitment to bond this project.

Submit one (1) unbound copy of the University of Washington *Project Financial Questionnaire*, additional Financial Statements (if required), and bonding information required by this paragraph in a sealed envelope marked “Confidential Material in Response to Section 9.7”. This financial information will not be copied or distributed except as needed in the financial review process and will not be provided for other Proposers to review. The information will be forwarded to the University’s financial consultant, reviewed and returned to the Proposer within two weeks after a firm is selected for MACC negotiations. If the information is found to be deficient, the Proposer will be given 48 hours to bring its Proposal into conformity. The University reserves the right to reject any Proposal which, in its sole discretion, the University deems is non-responsive to this section.

A copy of the *Project Financial Questionnaire* is included in this RFP as Attachment I, and an electronic copy of the *Questionnaire* is available online at <http://pm.uw.edu/cpo/>, by moving the cursor to the “Contractors” heading, , then clicking on the “Boilerplate Specifications” link, and then clicking on the “General Contractor/Construction Manager (GC/CM) Project” link.

* 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 ability to perform it.
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 and procurement planning.

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.

**9.9 Quality Control:** (\_\_\_ points) Provide a one-page summary of your firm’s approach to quality control during construction including coordination of subcontract work and building systems commissioning. In this summary 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:** (\_\_\_ points) In one page or less, describe your firm’s approach to the prevention of accidents and injuries on this project.

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

A copy of the *Safety and Health Qualifications Statement* is included in this RFP as Attachment II, and an electronic copy of the *Statement* is available online at <http://pm.uw.edu/cpo/>, by moving the cursor to the “ “Contractors” link, then clicking on the “Boilerplate Specifications” link, and then clicking on the “General Contractor/Construction Manager (GC/CM) Project” link.

**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 Past Performance in the Utilization of sbe/dbe/MBE/WBE/MWBE:** (\_\_\_\_\_\_ 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 sbe/dbe/MBE/WBE/MWBE (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
* Name of the owner and contact person with email and phone
* Final contract value
* Owner’s utilization goals for the project (if any)
* The overall percentage of the final contract value paid to sbe/dbe/MBE/WBE/MWBE

**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 sbe/dbe/MBE/WBE/MWBE may not be modified or deleted.

General interview, discussion and team dynamics ( ) 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 Proposal and Interview scores will be requested to submit a Final Proposal for Percent Fee and Specified General Conditions Work and the Outreach Plan. Final Proposals will be evaluated as follows:

1. **Outreach Plan –** (5) points

Submit the proposed Outreach Plan for Business Equity.

1. **Percent Fee and Specified General Conditions Work** – (15) points)

Low Conforming Proposal - 15 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) manually signed in ink. 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.

**11.6** Clearly identify the project name on the outside of the bid envelope.

**12.0 FINAL SELECTION**

The firm with the highest total score (Total Possible: 100 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 in writing, and addressed to:

University of Washington

Capital Planning and Development

Attention: Contracts Office

University Facilities Building

Box 352205

Seattle, WA 98195-2205

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 Contracts Manager 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**

The University is committed to providing the maximum practicable opportunity for participation in contracting by sbe, dbe, MBE, WBE, and MWBE on public works projects.. Participation may be either on a direct basis or as a subcontractor or supplier. The University has determined that 10% combined sbe/dbe/MBE/WBE/MWBE participation is practicable and attainable for this project; however, no minimum level of sbe/dbe/MBE/WBE/MWBE participation shall be required as a condition for receiving an award. Prior to the execution of the GCCM Contract for this project, the University and the selected firm shall agree on an aspirational goal of combined sbe/dbe/MBE/WBE/MWBE participation.

The definitions which follow apply throughout this RFP:

1. “Small business entity” or “sbe” means an in-state business, including a sole proprietorship, corporation or other legal entity, that:

a. certifies, under penalty of perjury that it is owned and operated independently from all other businesses and has either:

i. Fifty or fewer employees; or

ii. A gross revenue of less than seven million dollars annually as reported on its state and federal tax returns over the previous three consecutive years; or

b. is certified with the Office of Minority and Women’s Business Enterprises (OMWBE).

2. “Disadvantaged business enterprise” or “dbe” means any business entity certified with the OMWBE.

3. “Minority business enterprise” or “MBE” means any business entity that is more than 50% owned and controlled by at least one minority person.

4. “Women’s business enterprise” or “WBE” means any business entity that is more than 50% owned and controlled by at least one non-minority woman.

5. “Minority women’s business enterprise” or “MWBE” means any business entity that is more than 50% owned and controlled by at least minority woman The term “minority” includes a persons of Asian, Black, Hispanic and Native American racial or ethnic heritage.

In the RFFP stage, Finalists will be required to submit their proposed Outreach Plan for inclusion of sbe/dbe/MBE/WBE/MWBE prior to submission of the Final Proposal Form (the bid). The scores assigned to each Finalist’s Outreach Plan will be available at the time of opening of the Final Proposal Forms. The plan shall outline the outreach and 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.

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**

Regardless of whether this Project includes any federal funding, by submitting a proposal for the Project, the Contractor hereby represents and warrants that it is not and at no time has been, excluded, suspended, or barred from participation in, or otherwise sanctioned by any federally funded program, including but not limited to Medicare and Medicaid, and is not listed on the Excluded Parties List System (EPLS), which is now part of the System for Award Management (SAM), of the General Services Administration. The Contractor hereby agrees to immediately notify the Owner of any threatened, proposed, or actual exclusion, suspension, or debarment from any federally funded program.

The Owner will verify that the Contractor is not excluded from participation on federally funded projects prior to execution of the Agreement for Preconstruction Services. The Contractor shall check the exclusion database of EPLS to verify that none of its subcontractors or suppliers appears on the database. Individuals or entities that are excluded from working on federally-funded programs as reported on SAM will not be permitted to work on this project. If any subcontractors or suppliers are found to be barred from participating on federally funded projects, that subcontractor or supplier shall immediately be excluded from the jobsite, and the Owner will not be responsible for any damage or delay resulting from such exclusion. The database may be accessed through the following website at: <https://www.sam.gov/index.html/#1>.

**Attachments:**

I Project Financial Questionnaire

II Safety & Health Qualifications Statement

III \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IV \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_