

## GUIDANCE DOCUMENT FOR SUBMITTING YOUR A3 PROPOSAL

**INTRODUCTION:** This guidance document supplements the Request for Proposals (RFP) and is intended to provide general information and instructions on how to prepare and submit your A3 Proposals.

The RFP is the second step in the process for the selection of a Design-Builder. The terms of the RFQ are still in force and effect, except where expressly modified by the RFP.

**RFP DOCUMENTS:** All documents associated with the RFP can be obtained from the PDG website at <https://facilities.uw.edu/projects/business-opportunities/contracts-forms> or will be provided in the [Workday Strategic Sourcing solicitation event](#). Forms include:

Request for Proposals – each Finalist will be invited to access the RFP via Workday Strategic Sourcing.

RFP Price Factor Form – The Price Factor Form will be provided in Workday Strategic Sourcing.

Standard Form of Contract. The form of contract to be utilized on this project was indicated in the RFQ. Copies of the standard Design-Build forms of contracts can be obtained from the PDG website.

Division 01 – General Requirements. The Division 01 documents can be obtained from the PDG website. Finalist should download the Division 01 documents during the RFP phase. Division 01 documents include:

- 01 26 00 Contract Modification Procedures
- 01 29 76 Progress Payment Procedures
- 01 31 00 Project Management and Coordination
- 01 31 19 Project Meetings
- 01 32 16 Construction Progress Schedule & Reliable Production Plan - FORMS
- 01 32 16 Construction Progress Schedule & Reliable Production Plan
- 01 33 00 Submittal Procedures
- 01 33 00.11 T2O Submittal Standards Requirements and Compliance Review Exhibit
- 01 35 00 Electronic Communications
- 01 35 23 Owner Safety Requirements
- 01 45 23 Testing and Inspection Services
- 01 50 00 Temporary Facilities and Controls
- 01 56 39 Temporary Tree and Plant Protection
- 01 71 23 Field Engineering
- 01 73 29 Cutting and Patching
- 01 74 00 Construction Waste Management
- 01 77 00 Closeout Procedure
- 01 78 23 Operation and Maintenance Data
- 01 78 23.11 FM Data Requirements for O&M
- 01 78 36 Warranties
- 01 79 00 Demonstration and Training
- 01 91 00 General Commissioning Requirements
- 01 91 19 Building Exterior Enclosure Commissioning

**SELECTION PROCESS:** Each Finalist is invited to respond to the RFP. Finalists submitting a proposal will be evaluated based on the criteria described in the RFP by the evaluation committee whose members include representation from the UW Facilities Project Delivery Group (PDG), campus stakeholders, and the client.

## **DEVELOPING YOUR PROPOSAL**

The RFQ phase resulted in qualified firms moving forward as a Finalist. For the RFP phase, the Owner will approach evaluating each criteria of the proposals based on which team we believe to be the “best fit,” and therefore most likely to deliver the highest quality of project. Proposals should present the Finalists’ approach to executing the project during all phases. Address your approach to meeting schedule and budget requirements, how risks and opportunities are identified and addressed, how your team will form a cohesive unit with the UW to deliver this project, and how work in each phase is optimized. Examples of approaches successfully used on previous projects may be included. RFP Criteria is based on evaluation factors from RCW 39.10.330 and other factors important to the UW and relevant to this project. The proposals submitted by the Finalists must include information responding to evaluation criteria in the RFP, and will be ranked based on those responses.

The Owner is most interested in proposals that succinctly demonstrate the Finalist’s approach to executing and delivering the project. Focus your responses on the following key components:

- Your approach to meeting the schedule and budget requirements;
- How risk and opportunities will be identified and addressed;
- How you will foster an environment of collaboration and trust;
- Your approach to project definition, design evolution, setting target values;
- BEE inclusions plans that are specific to this project, with intentional, meaningful, strategies that remove barriers to participation and support the engagement of BEE’s.

The steps involved in selecting the Design-Builder for this project are set forth in greater detail below:

### **A. Request for Qualifications**

Points from the SOQ evaluation were considered only for the purpose of determining which firms were named as Finalists and did not carry forward to the RFP phase.

### **B. Price Factor**

Each Finalist will be required to submit a Price Factor on the form provided by the University by the deadline indicated in the A3 RFP. The evaluation of this criterion will be based on the difference between the percentage proposed and the lowest conforming percentage received from each of the Finalists. Rankings will be based on how far above the lowest value any proposed value is. This difference will be expressed as a percentage according to the following formula and the result will be evaluated using the table below.

Percent above low value =  $[(\text{Proposed Value} - \text{Lowest Value}) / \text{Lowest Value}] \times 100$

Example: Let 0.5% = the lowest value, and let 0.65% = the proposed value. Then the percent above lowest value is:

$[(0.65 - 0.5)/0.5] \times 100 = 30\%$  ; [then, according to the table below, a **low ranking**]

Ranking for this criterion is as follows:

Low conforming value	Best
Values within 10% of low conforming value	Better
Values within 20% of low conforming value	Good
All Others	Low

#### C. Office Visit with Finalists

After receipt of Finalist's proposals but before final ranking of the proposals, the evaluation committee will schedule with each Finalist an office visit to be held either at the Finalist's office or on the UW Campus. Each office visit will be between 1-3 hours in length. The office visit may be unstructured and interactive, and will provide an opportunity for the UW to meet the proposed project team, become familiar with key personnel, and to understand the firms' project approach for meeting the budget, timeline and goals of the project. Both the Owner and the Finalist can ask questions of each other during the office visit. The Owner will provide each Finalist a list of questions or topics to be addressed during the office visit shortly after receipt of the Proposals. The Finalist should include a means of interaction available for the office visit. Design concepts are prohibited during the office visit. The primary members of the project team proposed in the SOQ shall be in attendance. The Evaluation Committee will consider each office visit in conjunction with the submitted proposals according to the criteria set forth in the RFP to develop its ranking of the proposals.

#### D. Contract Award Determination

The Finalist with the highest-ranking proposal will be selected to enter into contract negotiations with the University. If the University and the highest ranked Finalist cannot agree on terms, the University may enter into negotiations with the next highest ranked Finalist.

#### E. General Information

1. Basis of Design-Build Award: The form of contract between the University and the Design-Builder to design and construct the project shall be awarded based on the procedure outlined in RCW 39.10.330 (5) and the criteria identified in the RFP. Each Finalist submitting a proposal in response to the RFP must be in compliance with RCW 39.04.350 and Chapter 18.27 RCW at the time of submittal.
2. Honorarium and Rights: The selection process is based on qualifications supplemented with descriptions of the approaches that will be taken on various aspects of project delivery, demonstrating this project can be completed within the allowable budget and participation in an interview or Office Tour and Meeting, and submittal of a Price Factor. Based on the required level of effort to prepare for the interview/office tour and meeting, an honorarium in the amount indicated in the RFP will be paid to each unsuccessful Finalist.

3. Rejection of Proposals: The University reserves the right to reject any and all proposals at any time for any reason. In the event the University does so, it shall provide its reasons for rejection in accordance with RCW 39.10.330(2).
4. Appropriate Contact During Solicitation Process: Finalists are cautioned that only the contact person listed in the RFQ shall be contacted regarding this project. Please do not submit questions through Workday Strategic Sourcing. Any contact by Finalists 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 Finalist's elimination from this selection process.
5. References: The University may conduct reference checks for all firms and individuals during the selection process. In the event that information obtained from the reference checks reveals concerns about a firm's or individual's past performance or its ability to successfully perform the work to be executed the University may, at its sole discretion, determine that the firm or individual is not qualified to perform the work and deem the proposer not eligible for further consideration. The University also reserves the right to check references from projects and/or organizations not identified by the firm. Reference information will be shared with the evaluation committee and will be considered in the scoring.
6. Acceptance of the Contract: If the Finalist takes exception to the contract documents the Finalist must specifically describe the reasons for the exceptions and provide alternative language for consideration by the University. The University makes no commitment that it will modify any of the terms of the contract.

**CONTRACTING PROCESS:** The UW will utilize either an integrated or progressive form of contract, and the proposed contract will be identified in the RFQ.

Integrated: a single design-build contract between the University and the Design-Builder which will be amended at various stages to develop the base program, complete design and conduct preconstruction activities, and construct the project. The contract will provide for incentive payments to the design-build team. The Design-Builder will be compensated for chargeable costs (as defined in the contract documents) and, subject to success, the design-build team will be paid a percentage of the Incentive Compensation Layer, which includes the fee as proposed by the Design-Builder and as defined in the contract. The contract will incorporate the best practices of integrated project delivery, including incentives and shared risk and reward.

Progressive: a preliminary agreement between the University and the Design-Builder for the establishment of final project criteria and development of design to a mutually agreed upon point at which time the Design-Builder will provide a cost proposal for the completion of the project; and a second lump sum or guaranteed maximum price contract to complete design and construct the project. The form of compensation for work under the preliminary agreement will be by "time-and-materials" based on a work plan to be negotiated between Design-Builders and UW. If, at any time during the term of the preliminary agreement, the University and Design-Builder are unable to agree on a price to complete the project, the University, at its sole discretion, may terminate the agreement and not proceed to execute the follow-on contract with the Design-Builder.

**FORM OF SUBMITTAL AND DEADLINE:**

The Proposal containing responses to the RFP requirements shall be submitted electronically in PDF format to the email address provided in the RFP. The Proposal shall be received no later than the submittal deadline stated in the RFP, or as modified by any subsequent addenda. Contractors are responsible for ensuring receipt of the Proposal by the deadline stated above. Submittals received after the deadline will not be considered.

The content and length of the Proposal is limited as follows:

- A one-page cover letter that contains contact information for the Finalist;
- The Proposal submitted in A3 format, which shall not exceed one (1) double-sided 11x17 sheet when the UW is selecting a builder only with the RFP; or three (3) single-sided 11x17 sheets when the UW is selecting a builder and a designer with the RFQ, and a font size no less than 9 point shall be used;
- Table of Contents, and Tabs or other section dividers are allowed but must not contain significant content;
- A Proposal Appendix, which can be any paper size and does not have a page limit, containing only the following items:
  - The Price Factor submitted on the form provided by the University;
  - An Accident Prevention Program, limited to one double-sided page;
  - The BEE Inclusion Plan;
  - Any exceptions to the contract documents.

Any addenda issued for this RFP will be published [in](#) the Workday Strategic Sourcing solicitation event. Contractors are responsible for checking the solicitation event for any addenda prior to submission of qualifications and proposals.

**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 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.

Prior to the execution of the contract, the Design-Builder will finalize the Inclusion Plan and submit it to the Owner for review and final approval.

**APPRENTICESHIP UTILIZATION REQUIREMENTS:** Mandatory apprentice utilization of at least fifteen percent (15%) of the total labor hours worked on the Contract is required. The Owner will indicate in the RFP the monetary incentive for meeting the goals and the monetary penalty for not meeting the goals. Apprentices must be registered as apprentices with the State Apprenticeship and Training Council. Design-Builder shall comply with the requirements of the Contract Documents related to apprenticeship. Proposers may contact the Department of Labor & Industries, Apprenticeship Program at 360-902-5320 to obtain information on apprenticeship programs.

**PROTEST PROCEDURE:**

In order to be considered, protests of the selection decisions must be received by the University no later than four (4) business days from the date of email notification to the proposers/Finalists of the selection decision as set forth in RCW 39.10.330(3) and (6). Protests must be in writing, and addressed to:

University of Washington  
Facilities Operations  
Attention: Steve Tatge  
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 Owner shall review the protest, consider all available facts, and issue via email a final protest decision. The University may not advance to the next phase of selection and may not execute a contract with the selected firm until two (2) business days after the final protest decision is transmitted to the protestor.

**COMMUNICATIONS:** Please do not submit questions through Workday Strategic Sourcing. All communications regarding the RFP, addenda, or this guidance document should be addressed to the contact listed in the RFP.