

Request for Proposals for Design-Build Services

UWMC OPMC Rheumatology Clinic

UW Project No. 207529

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University of Washington

**REQUEST FOR PROPOSALS FOR
Design-Build Services
for the**

**UWMC OPMC Rheumatology Clinic
UW Project No. 207529**

Issued to Finalists

Submittal Deadline Date: No later than 3:00 PM, April 12, 2021

1. GENERAL

This Request for Proposal (RFP) is the second step in the process for selection of a Design-Builder for this Project. This document supplements the Request for Qualifications (RFQ) and provides general information and instructions, the RFP evaluation criteria, the Price Factor Form, the proposed form of the University's Progressive Design-Build Contract (Contract), and the proposed Division 01 sections and forms applicable to the Project.

The terms of the RFQ are still in force and effect, except where expressly modified by this RFP.

The RFP consists of this document and the documents set forth in Section 15 below.

The anticipated Project schedule is as follows:

Solicitation of Design-Builder	February 2021 – April 2021
Design	May 2021 – June 2022
Construction	March 2022 – December 2022
Closeout	December 2022 – July 2023

The total project budget is \$7 million. The University's target budget for all work to be provided by the Design-Builder under the design-build contract is \$5.4 million, exclusive of Washington State sales tax.

Project Information:

- Renovate and expand a current community based ambulatory clinic to meet the physical requirements for a licensed acute care hospital and create a separate stand-alone infusion clinic. Total square footage is approximately 12,000 SF.

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- Construction to be scheduled in discrete phases to maintain clinical operations and minimize disruption to patients, visitors and staff in the building. The plan would be to renovate adjacent space to the existing clinic, thereafter renovate existing clinic to meet same standards.
- The scope includes at a minimum 24 exam rooms, 2 procedure rooms, 12-16 infusion chairs, 35 office seats, restrooms, breakroom, and infrastructure upgrades to meet programmatic needs. Conference space is desired. Additional deferred maintenance may be addressed when synergy with the project scope aligns.

Goals

The UW wants to engage with a design-builder in a robust goal-setting process at the beginning of the project. This early work is very critical, as all choices throughout the building process will be made on the basis of whether they further the realization of project goals.

Current Project Goals are as follows:

- Expand and upgrade the Rheumatology Clinic UWMC NW Outpatient Medical Center to add licensed acute care hospital clinic space for exams and procedures.
- Upgrade existing clinical space to meet the physical requirements for a licensed acute care hospital.
- Establish a separate, stand-alone infusion clinic.
- Minimize disruption to clinical operations and patients, staff and visitors in the building.
- Create a welcoming and safe environment for patients, staff and visitors.
- Design and construct the renovation with thought toward future flexibility for UWMC clinical needs.
- Look for opportunities to address deferred maintenance needs when synergy with the project scope align.

2. SOLICITATION PROCESS SCHEDULE

The anticipated schedule for the RFP solicitation process is indicated below:

- | | |
|---|-------------------|
| 1. Notification to Firms of Teams Selected | March 19, 2021 |
| 2. Issue Request for Proposals (RFP) | March 23, 2021 |
| 3. Deadline for Questions | April 01, 2021 |
| 4. Last Addendum Issued | April 02, 2021 |
| 5. Proposals Due at 3:00 pm | April 12, 2021 |
| 6. Virtual Interview via Zoom with the Evaluation Committee | April 15-16, 2021 |
| 7. Ranking of Proposal and Notification of Selection Decision | April 19, 2021 |
| 8. Negotiations begin with highest-ranked Proposer | April 20, 2021 |
| 9. Execution of Preliminary Agreement | April 28, 2021 |

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3. SELECTION PROCESS

Each Finalist is invited to respond to the RFP. Finalists submitting a proposal will be evaluated based on the criteria described in this RFP by the Project Executive Committee (PEC), whose members include representation from the UW Facilities' Project Delivery Group (PDG), UWMC Facilities and Clinical Management.

The steps involved in selecting the design-build team for this project are set forth in greater detail below:

A. Request for Qualifications

The University, through an evaluation committee, has evaluated SOQ's submitted in response to the previously issued RFQ. Based on the SOQ evaluations, the University has identified 3 Finalists to proceed to the next step in the selection process. Points from the SOQ evaluation were considered only for the purpose of determining which firms were considered the most qualified for this project and will not carry forward beyond the RFQ stage.

B. Request for Proposals (RFP)

Each Finalist will be invited to respond to the RFP. The submitted proposals will be evaluated based on weighted criteria, described later in the document.

C. Interaction with Finalists and Price Factor

After issuance of the RFP but before final ranking of the proposals, the evaluation committee will schedule with each Finalist an Interview to be held via Zoom. Each Interview session will not be more than 1 hour in length in total. The project team proposed in the SOQ shall be in attendance. The Finalists may choose to present their qualifications and experience, but the focus should be on their proposed approach to delivering the project, the criteria set forth in Section 4.A, below, and any additional questions provided in the notification letter to the Finalist. The Evaluation Committee will consider each interview session in conjunction with the submitted Proposals according to the criteria set forth in the RFP to develop its ranking of the Proposals. In addition, each of the firms will be asked to submit a sealed Price Factor on a form provided by the University by the date and time indicated on Page 1 of this RFP.

D. Contract Award Determination

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

E. General Information

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1. Content of RFP: The RFP will include additional project information including, but not limited to: The Form of Contract and Division 01 Sections.
2. Basis of Design-Build Award: The *Preliminary Agreement Between Owner and Design-Builder* and the potential follow-on agreement to complete the project shall be awarded based on the procedure outlined in RCW 39.10.330 (5) (a) and the criteria identified in this document. 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.
3. 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 and submittal of a Price Factor. Based on the required level of effort to prepare for the interview, a \$2,500 honorarium will be paid to each unsuccessful Finalist.
4. 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).
5. Appropriate Contact During Solicitation Process: Proposers are cautioned that only the contact person listed at the end of this RFP shall be contacted regarding this project. Any contact by Proposers 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 Proposer's elimination from this selection process.
6. Evaluation Committee(s): The evaluation committee for the RFP phase will be the PEC as noted in Section 3 above.
7. 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.

4. RFP EVALUATION CRITERIA

The University will approach evaluating the proposals based on which team we believe to be the "best fit," and therefore most likely to deliver the highest quality of project. The proposals submitted by the Finalists must include information responding to evaluation criteria below, and

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will be ranked based on those responses. Each criteria will note a priority order to aid in preparation of responses; priority 1 will signal the University’s highest priorities.

Statutory evaluation factors from RCW 39.10.330 are listed in parentheses with each criteria to which those factors are relevant.

RFP CRITERI A	EVALUATION
<p>Criteria 1 through 4 provide an opportunity for the Finalists to review in detail their approach to executing the project in each of several key phases. Throughout each criterion, 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 University to effectively deliver this project, and how work in the various phases is optimized. Examples of how these approaches were used successfully on previous projects may be included.</p>	
No.	Criteria and Description
<p>1</p>	<p>Project Team Formation and Preliminary Agreement Services (<i>management plan to meet time and budget requirements</i>):</p> <ul style="list-style-type: none"> • Using your Team Organizational structure submitted with your SOQ, present a management approach. Be sure to discuss how your team proposes to work with the University, and its various campus partners, to develop the project and to complete your Design-Build team, including the role of consultants vs. that of trade partners. • Describe the traits of your team members that foster an environment of trust. Discuss the methods and/or successful practices used to work together as a high-performing team, and establish and maintain a cohesive team culture. • Address your approach to developing a delivery program for the various project components and how that will support the definition of the project and establishment of a guaranteed maximum price. Discuss your approach to managing the design evolution, and how you communicate cost and benchmarking information to stakeholders who may have varying levels of experience with design or construction. Provide examples of how you have collaborated with out of area consultants to the team, as well as team members who may join the project later than others. <p>Priority Ranking: 2</p>

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	<p><i>Evaluation Consideration: Proposals may be ranked higher for those teams that clearly present a management plan that demonstrates how all stakeholders, partners, and University personnel, or similar, will be incorporated as a team member and given the direction/tools to be successful in defined roles and responsibilities and given space to meaningfully contribute to the project.</i></p>
2	<p>Integrating Design and Construction (management plan to meet time and budget requirements)</p> <ul style="list-style-type: none">• Describe how your team proposes to manage development of the design up to a point when the University and Design-Builder determines that the scope is defined well enough to establish a guaranteed maximum price. Provide examples of how this approach has been successful.• Describe how your team will collaborate with the University as joint team members during this phase. Describe how your team performed in the past using this approach on similar projects. <p>Priority Ranking: 1</p> <p><i>Evaluation Consideration: Responses may be ranked higher if there is a clear connection, with a practical application, to the building blocks of integrated project delivery; also, succinctly describing past practices and how they will translate to this project, or how teams will take those past practices to the “next level.”</i></p>
3	<p>Approach to Commissioning and Transition to Occupancy (management plan to meet time and budget requirements):</p> <ul style="list-style-type: none">• Describe how your team proposes to manage start up, and conduct commissioning and training of University staff.• Explain what role the individuals tasked with commissioning will play in the design process, if any.• How will the Design-Builder assure that the transition to occupancy is as seamless and effective as possible?• Address how data generated during the design and construction process can be efficiently conveyed to the campuses facilities personnel for their use to optimize the life cycle costs of the facility and integrate into their current Computerized Maintenance Management System. <p>Priority Ranking: 2</p>

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	<p><i>Evaluation Consideration: The Owner is in the process of integrating our facility operating and space management data process so that the way we operate and maintain will inform our life-cycle, keep operations costs down and predictable, etc. A higher-ranked team will present a holistic approach to design excellence and operational efficiency, helping the University set up better ways to bring new buildings on-line, operate them efficiently and keep current on maintenance.</i></p>
4	<p>Construction Site Safety (summary of accident prevention program and overview of its implementation)</p> <p>Summarize the firm’s Accident Prevention Program and describe the firm’s philosophy on and approach to accident prevention.</p> <p>Safety at the Project Interface: Describe your experience with past projects of similar scope, in an urban environment, and how your team addressed safety outside the fence and at project interfaces where adjacent space is occupied. Summarize your planning and controls, and how the responsibility was assigned among your team and how was it overseen? Topics may include maintaining ingress and emergency egress, emergency services access, security, falling objects, traffic control, wayfinding, shutdowns, hazard communication, regulated building materials (asbestos/lead) odor control/mitigation and business continuity (e.g. no false alarms in adjoining facilities).</p> <p>Operational Safety of Built Environment: Describe how your team will address occupational hazards and risks to the eventual occupants and personnel who will service and maintain the building, and how your approach will minimize costly redesign and retrofitting. Summarize management systems and standards that will be implemented and used to reduce injuries and incidents during post development operations. Example topics include confined space, fall protection, safe access, loading, lifting, hazardous materials exposure, local ventilation systems (e.g., labs and shops), hazardous energy control, machinery safety, and the commissioning of safety related systems and equipment.</p> <p>Describe your philosophy and process during design and construction for design safety reviews and utilizing the knowledge, skills, experience, insight, and creativity of employees close to the hazards and risks.</p> <p>Priority Ranking: 1</p>
5	<p>Acceptance of Contract: Compliance with proposed contract. Each Proposer must affirm that the terms and conditions of these documents are acceptable, or if the Proposer takes exception to the documents the Proposer 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.</p>

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	<p>Failure to respond will result in elimination of the Proposal from further consideration in the selection process.</p> <p>This Criteria is unranked.</p>								
<p>6</p>	<p>Price Factor: Provide the home office overhead and profit of the firm (or joint venture) that would be the contracting entity as a percentage of all direct costs to be invoiced during the second contract period (i.e., during the Guaranteed Maximum Price Contract). A price factor proposal form will be issued with the RFP.</p> <p>The evaluation of this criterion will be based on the difference between the percentage proposed and the lowest conforming percentage received by the University. Scores 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.</p> <p>Percent above low value = $[(\text{Proposed Value} - \text{Lowest Value}) / \text{Lowest Value}] \times 100$</p> <p>Example: Let 0.5% = the lowest value, and let 0.65% = the proposed value. Then the percent above lowest value is:</p> <p>$[(0.65 - 0.5)/0.5] \times 100 = \mathbf{30\%}$; [then, according to the table below, a low ranking]</p> <p>Ranking for this criterion is as follows:</p> <table data-bbox="349 1249 1084 1396"> <tr> <td>Low conforming value</td> <td>Best</td> </tr> <tr> <td>Values within 10% of low conforming value</td> <td>Better</td> </tr> <tr> <td>Values within 20% of low conforming value</td> <td>Good</td> </tr> <tr> <td>All Others</td> <td>Low</td> </tr> </table> <p>Priority Ranking: 3</p> <p><i>Evaluation Consideration: Design-Build is about best value; value to the University will come from the right team with the best approach and experience, with an acceptable price. The University, as a public agency, is required to consider pricing in evaluating teams.</i></p>	Low conforming value	Best	Values within 10% of low conforming value	Better	Values within 20% of low conforming value	Good	All Others	Low
Low conforming value	Best								
Values within 10% of low conforming value	Better								
Values within 20% of low conforming value	Good								
All Others	Low								
<p>7</p>	<p>Business Equity Inclusion Plan:</p> <p>Using your experience on past projects of similar scope and size, submit a proposal for including BEEs on the project that, at a minimum, addresses the following:</p>								

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	<p>A. Voluntary Goal: State an overall BEE utilization goal you are proposing for this project and the rationale for that goal. Discuss why this meets, does not meet, or exceeds the project’s aspirational goal identified by the UW. Defend those goals.</p> <p>B. Discuss your initial thinking for “packaging” or breaking down all work and the approximate percentage of the project value.</p> <p>C. Discuss your initial thinking on “design” work scopes which are likely to be performed by sub-consultants, including those scopes you anticipate will offer substantial opportunity for BEE participation.</p> <p>D. Discuss your initial thinking on “construction” work scopes which will likely be subcontracted to trade partners, including those scopes you anticipate will offer substantial opportunity for BEE participation.</p> <p>E. Discuss your initial thinking on services, supplies, and consumable scopes that will likely be available for suppliers or service providers, including those that you anticipate will offer substantial opportunity for BEE participation.</p> <p>F. Discuss any scope/industry specific strategies you intend to draw upon in finding new opportunities of the BEEs on the project. What “traditionally” underrepresented scopes will you be looking to grow?</p> <p>G. Review any opportunities and/or challenges you have identified, including how you would optimize those opportunities and mitigate those challenges.</p> <p>Priority Ranking: 2</p> <p><i>Evaluation Consideration: Please focus on specific opportunities. The highest-ranked Inclusion Plans should be specific to this project and intentional, relying upon meaningful, project relevant strategies that remove barriers to participation, support the engagement of BEE’s, and incorporate business processes and practices that optimize opportunities for success. Common business practices such as event attendance, community group involvement, or mass-marketing strategies will not be considered for project specific strategies. Goals that are restating the Owner’s general goals and not specific to the work of the project will be not be considered “best.”</i></p>
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6. CONTRACTING PROCESS:

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The UW will utilize 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 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. Potential additional phases of work will establish a new preliminary agreement and follow the same process described above.

7. FORM OF SUBMITTAL AND DEADLINE:

The Proposal containing responses to the RFP requirements shall be submitted electronically to the email address provided below.

The length of the Proposal is limited as follows:

- A one-page cover letter that contains contact information for the firm
- The Proposals are limited to twenty (20) 8”x11” sheets. The 20 sheets may be printed on the front and back for a maximum of forty (40) page sides, and a font of no less than 10 point shall be used.
- Price Factor Form, Covers, Table of Contents, and Tabs or other section dividers are not included the 20-sheet limit and must not contain significant content.
- 11x17 sheets (Z-folded) may be substituted for 8x11 sheets for figures, tables and/or similar content requiring them, but they may only be printed on one side and count as one (1) sheet.

One electronic file in PDF format of the Proposal containing the above-listed information must be received by UW Facilities – Project Delivery Group at pdgbids@uw.edu no later than the submittal deadline stated on the first page of this 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.

8. ADDENDA

Any addenda issued for this RFP will be published at the following website address: <https://facilities.uw.edu/projects/business-opportunities/solicitations>. Proposers are responsible for checking the website for any addenda prior to submission of Proposals. If you are unable to download the addenda, you may contact the individual noted at the end of this RFP.

9. PREPARATION OF PROPOSAL

A. The University assumes no responsibility for any conclusions or interpretations made by Proposer based on the information made available by the University. Should a Proposer find

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discrepancies or omissions in the information provided by the University, or should Proposer be in doubt as to their meaning, Proposer shall at once notify the University. If appropriate, the University will post pertinent responsive addenda on its website.

B. Proposer shall comply with the following instructions in preparing the Price Factor Form.

1. The Proposer's business name, address, other contact information, Contractor Registration Number, UBI Number, and Employment Security Department number of the Proposer shall be typed or printed on the Price Factor Form in the space provided.

2. The Price Factor must be (1) submitted on the Price Factor Form furnished by the University or a copy of this form, and (2) manually signed in ink by an authorized representative of the Proposer. The person signing the Price Factor Form must initial each page.

3. Receipt of all RFP addenda must be acknowledged by identifying the addendum number in the space provided in the Price Factor Form.

10. ACCEPTANCE OF PROPOSAL AND EXECUTION OF THE PROGRESSIVE DESIGN-BUILD CONTRACT

All Proposals will remain subject to acceptance for ninety (90) days after the deadline for receipt of the Proposals, but the University may, at its sole discretion, release any Proposal.

The University reserves the right to reject any or all Proposals and to waive any informalities or non-material irregularities in the Proposals received.

The highest-ranking Proposer shall negotiate with the University and execute the Contract and deliver the required bonds and proof of insurance as required by the Contract.

11. BUSINESS EQUITY

The University of Washington is committed to offering the greatest practicable opportunity to diverse businesses in our community; such as 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 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 (OMWBE), Northwest Mountain Minority Supplier Diversity Council (NWMMSDC), or Women's Business Enterprise Council (WBEC)

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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)

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.

12. 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 indicated in the RFQ the monetary incentive and 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.

13. COMMUNICATIONS

All communications regarding this RFP should be addressed to Jeannie Natta, Sr. Project Manager, University of Washington Project Delivery Group, (206) 724-5304 or jnatta@uw.edu.

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14. PROTEST PROCEDURE

In order to be considered, protests of the selection decisions made pursuant to Section 1.6 (A), (B) and (C) must be received by the University no later than four (4) business days from the date of email notification to the proposers/Finalists, as appropriate, 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: John Chapman
jchapman@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 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.

15. LIST OF RFP DOCUMENTS

The following documents are included in the RFP:

Division 00 - RFP, Price Factor Form, and Design-Build Contract

00 22 13 Request for Proposals

00 44 00 Price Factor Form

Division 01 - General Requirements:

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

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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

END OF REQUEST