BETHEL SCHOOL DISTRICT
Spanaway, WA

REQUEST FOR QUALIFICATIONS (RFQ)

GC/CM SERVICES FOR GRAHAM-KAPOWSIN HIGH SCHOOL ADDITION & RENOVATION

STATEMENTS OF QUALIFICATIONS SUBMITTAL DEADLINE:
STATEMENTS OF QUALIFICATIONS DUE BY 1:00 P.M. ON JUNE 19, 2020

STATEMENTS OF QUALIFICATIONS SUBMITTAL DELIVERY ADDRESS:
HAINLINE
ATTENTION: CHUCK HARTUNG
411 FIRST AVENUE, SUITE 210
SEATTLE, WA 98104
1. Request for Qualifications - Introduction

The Bethel School District is requesting Statements of Qualifications (SOQ) to provide General Contractor/Construction Manager services for additions to and partial renovation of Graham-Kapowsin High School. SOQs for GC/CM services are due as indicated on the Cover Sheet and Section 5 of this RFQ. The District intends to complete the entire GC/CM selection process by the end of July 2020, as indicated on the schedule in Section 7. This Request for Qualifications (RFQ) and any subsequent additions or amendments will be posted on the District’s website at www.bethelsd.org. Please check the District website frequently for addenda to the RFQ which will be published only on the website. Questions should be directed to Catherine Carlson, Director of Construction and Planning, at 253-800-6772 or ctcarlson@bethelsd.org.

2. Project Description and Background Information

Graham-Kapowsin High School is located at 22100 108th Ave. East in Graham, Washington. The school was constructed in 2004 and opened in the fall of 2005. In 2016, the Bethel School District identified the need to update and add capacity to the school to meet the growing needs of the community and the District. Funding for improvements and additions to the school was approved by the community in the 2019 bond issue. Anticipated improvements include the construction of 26,000 sf of additional classrooms, a new 2,000 sf Commons, 5,000 sf of additional administration space, a new 4,000 sf weight room, 4,470 sf of additional locker room area, and renovations to the existing commons and administration areas.

Since the school was first occupied, the District has added 20 portable classrooms to house student growth. Currently, there are approximately 2,000 students attending Graham-Kapowsin High School. During construction, the school will be fully operational, including all typical events on evenings and weekends throughout the year.

The Project will comply with all Office of the Superintendent of Public Instruction (OSPI) requirements for State construction matching funds, including compliance with the Washington Sustainable Schools Protocol (WSSP).

The anticipated GMP for the Project is $18,600,000, not including Washington State Sales Tax.
The Design Team for the Project is:

Architect – NAC Architecture  
Structural Engineer – Couglin Porter Lundeen  
Civil Engineer – Sitts & Hill Engineers  
Mechanical Engineer – Metrix Engineers  
Electrical Engineer – NAC Engineering  
Landscape Architect – Weisman Design Group  
Acoustical Consultant – Greenbush Acoustics

The School District also has engaged the following consultants:

Cost Estimator – RC Cost Group  
Geotechnical Engineer – Migizi  
Surveyor – Sitts & Hill Engineers  
GC/CM Consultant – Hainline

3. Project Schedule – Design and Construction

The following schedule indicates tentative design and construction targets to be further developed in collaboration with the GC/CM. The current GC/CM procurement schedule is separately addressed in Section 7.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
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<tbody>
<tr>
<td>Programming and Design</td>
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<tr>
<td>Programming</td>
<td>May – June 2020</td>
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<tr>
<td>Schematic Design</td>
<td>Aug – Oct. 2020</td>
</tr>
<tr>
<td>Design Development</td>
<td>Nov. 2020 – Apr. 2021</td>
</tr>
<tr>
<td>Construction Documents</td>
<td>May 2021 – Dec. 2021</td>
</tr>
<tr>
<td>Subcontractor Bid Package Bidding</td>
<td>Jan. – Mid Feb. 2022</td>
</tr>
<tr>
<td>GMP Amendment Signed</td>
<td>Mid Feb. 2022</td>
</tr>
</tbody>
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| Construction                              |                    |
| Start Construction                         | April 15, 2022     |
| Substantial Completion – New Classrooms   | June 30, 2023      |
| Substantial Completion – Renovations & Gym| July 31, 2023      |
| BSD Technology and Move-in                | July – August 2023 |
| Start of School                           | Sept 7, 2023       |

4. GC/CM Scope of Services and Issues

4.1 Approach – The Bethel School District is seeking a GC/CM firm to participate as a member of the team in collaboration with the District, its architect and other Project consultants during the design and construction phases of the Graham-Kapowsin High School Addition Project. The GC/CM must be skilled in all aspects of GC/CM delivery, including but not limited to value target analysis, preparing construction
estimates, value engineering, analyzing alternative designs, critical path scheduling, local labor and material procurement conditions, constructability reviews of progress documents, phasing and sequencing of work, and construction methods and alternatives. The GC/CM must have the ability to clearly coordinate and communicate with team members during the design and construction phases. In addition, it is imperative that the GC/CM have a thorough knowledge of the local labor, material and subcontracting markets in order to assist during the design phase and attract a stable of qualified subcontractors during bidding. Experience working in Pierce County and with Pierce County permitting authorities is advantageous.

The following qualities are particularly relevant and important to the District:

- GC/CM project staff with demonstrated expertise and experience
- Desire for clear and articulate communication
- Emphasis on trust, collaboration, and shared goals
- Explicit and fair balance of risk/reward for all parties
- Definitive design and construction scheduling to provide ample time for BSD staff to review and comment on planning, cost, schedule and procurement information.

The GC/CM is being retained prior to the start of the schematic design phase to allow the GC/CM to be an early contributor in formulating team relationships, refining design and review processes, and establishing collaborative target cost and schedule objectives.

The GC/CM’s responsibilities will be further described in the Agreement and related Division 00 and 01 contract documents, which will be provided to shortlisted firms with the RFP.

4.2 Project Issues

The Graham-Kapowsin High School Addition & Renovation Project presents a number of challenges for the District. The District elected to engage a GC/CM in light of these challenges, which are summarized below.

- **Construction on an Occupied Site & Building**
  The Graham-Kapowsin High School will be occupied by staff, students, and the public for normal educational use during construction of the Project. In addition, the high school is utilized year-round for after hours and weekend activities. Mitigation planning for noise, student and public safety, site access, and schedule issues will be necessary. Construction noise due to adjacent new construction will require that mitigation criteria and contractor / school staff communication paths be pre-established to minimize disruption. In addition, delineation of safe access paths for students and the public must be planned, implemented and maintained during the various phases of the work. Clear understandings of construction laydown areas, delivery and removal of construction materials paths, and fire department access requirements will need to be determined and executed. The understandings established during
design will need to be communicated in subcontractor bidding documents to provide clear information and reduce ambiguity in subcontractor bids. The District intends to also use this information to keep students, parents, staff, and public users informed, thereby setting realistic expectations and increasing public awareness to maximize safety.

- **Complex Scheduling, Phasing and Coordination**
  Anticipated additions to both ends of the existing high school and an addition to the existing Commons and other selected areas will require careful planning, phasing, scheduling, and coordination by both the GC/CM and the District. The participation of an experienced GC/CM during the design process will enable the Project team to identify issues, seek and test potential design and logistics options, and incorporate agreed solutions into the contract documents. The result will be an increased understanding by all parties of construction plan, schedule, and role expectations.

- **Budget Constraints**
  The Bethel School District takes its planning and construction budgets very seriously. The community expects the District to develop good quality facilities, including the Graham-Kapowsin High School, at a fair and reasonable cost. It is important for the GC/CM to provide thorough construction estimates and cost control procedures throughout design and construction so the Project is delivered within budget.

- **Uncertain and Volatile Market**
  The design of the Project is commencing following a very uncertain construction period in an area market that until just recently has been extremely busy. That condition has at times created lack of contractor interest, reduced subcontractor availability, pricing problems, and challenges in material procurement and scheduling. It is imperative that the GC/CM have a thorough knowledge of current area market conditions, material and labor costs, and subcontractor availability. The District expects the GC/CM to be able to communicate and advise on these matters and to be equipped to make adjustments as needed to deliver the Project as planned within budget.

5. **SOQ Submittal Process**

SOQs are due no later than June 19, 2020 at 1:00pm. Address the submittal to: Hainline, Attention: Chuck Hartung and deliver to 411 First Avenue Suite 210, Seattle, WA 98104.

Firms must submit eight paper copies of the SOQ materials and a flash drive containing the SOQ materials in PDF format. SOQs must be limited to no more than 30 typed pages 8 ½ by 11 inch (no less than 11 point type), excluding resumes and project data sheets.
6. SOQ Contents & Selection Criteria

SOQs should respond directly to each of the following criteria in the order presented below.

A. Firm General Qualifications (weighting 5%)

Provide the following information:

- Firm history and capabilities, including description of the types of projects or services the firm normally performs and the relative dollar value of each
- Firm location and proximity to the Project
- General school experience, including list of recent school projects with construction completion dates and total construction cost
- Recent, current, and projected workloads

B. Firm GC/CM Experience & Past Performance on Similar Complex Projects (weighting 13%)

Provide project information on up to five similar projects (ideally GC/CM). Include for each project:

- Brief project description, services provided, and start / finish dates of service
- Original estimated GMP at start of design, agreed GMP at start of construction and final actual contract cost
- Owner reference name with contact information
- Indicate names of personnel included in your proposal who participated in the project

C. Firm Experience on Occupied School Sites (weighting 13%)

Provide project information on up to five similar projects where work was performed on occupied sites. (If the project is listed above, reference the above project and provide supplemental information only.)

- A description of the occupancy conditions encountered
- Measures taken to plan for and implement occupancy constraints, including site usage, access, noise and safety concerns
- Lessons learned (successes and failures)

D. Team Qualifications (weighting 20%)

Provide the following information with proposed staffing for this Project:
• Organizational chart indicating Project roles
• Proposed team members
  o Indicate role and years of experience in that role
  o List similar project experience (indicate if GC/CM project)
  o Provide 3 owner or architect references
  o Length of service with company
• Experience of this team working together
• Role/job description/expected time involvement for selected personnel
• Resumes for key team members proposed for the Project

E. Team’s Experience Working in Pierce County (weighting 10%)

Provide the following information:
• Project experience in Pierce County, including description of recent projects (indicate if GC/CM project)
• Permitting experience in Pierce County, including Pierce County sewer utilities
• Strategy for dealing with permitting hurdles
• Expectation for working with Pierce County PALS, including any specific instances of overcoming hurdles

F. Approach to Providing Design Phase Preconstruction Services (weighting 10%)

Address your team’s approach and ability to provide the following. Provide examples where applicable.
• Target value cost analysis and cost estimating at each design phase
• Design and construction scheduling
  o Collaboration with architect and Owner on design schedule
  o Potential phasing and sequencing approach
  o Permit scheduling and monitoring
• Design Document Reviews
  o Personnel commitment and process description
  o Constructability approach – provide example descriptions
  o Document review and quality control
• Subcontractor Planning. Approach to subcontractor scope packages as it pertains to this Project and the market
• Use of technology and BIM models in providing services
G. **Approach to Bidding and Construction Phase Services** (weighting 10%)

Address your team’s approach and ability to provide the following. Provide examples where applicable.

- Strategies to attract subcontract bidders
- Outreach to WMBE, disadvantaged, small and local sub-contractors
- The scope of work for the Project your firm would propose to self-perform and a description of your ability to perform that work
- Use of allowances in subcontract packages
- Approach to negotiated support services
- Use of technology during construction
- Ability to address unexpected challenges
- Change management process
- Ability to meet time and budget requirements

H. **Safety and Risk Programs** (weighting 5%)

Address your team’s approach to project safety and worker health.

- L&I safety record/rating (provide additional explanation(s) as needed)
- Accident prevention program (provide copy)
- Risk management program

I. **Project Closeout Procedures** (weighting 5%)

Provide the following information.

- The contractual substantial and final completion dates for your five most recent projects over $10 million and the actual dates of substantial and final completion
- Standard project closeout procedures

J. **Team’s Legal Record** (weighting 5%)

Any lawsuits, claims, charges, or judgments against or the GC/CM team within the last 5 years (including explanation if desired)

K. **Other** (weighting 4%)

What service and/or GC/CM qualification is your team most proud to offer?
7. GC/CM Selection Schedule

The following are tentative target dates for selection of the District’s GC/CM.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertise and Issue RFQ for GC/CM Services</td>
<td>June 3, 2020</td>
</tr>
<tr>
<td>Receipt of Statements of Qualification</td>
<td>June 19, 2020</td>
</tr>
<tr>
<td>Announce Shortlist and Issue RFP for GC/CM Services</td>
<td>June 23, 2020</td>
</tr>
<tr>
<td>Interviews of Shortlisted Firms</td>
<td>July 9, 2020</td>
</tr>
<tr>
<td>Receive Cost Proposals and Select GC/CM</td>
<td>July 15, 2020</td>
</tr>
<tr>
<td>Receive Fee Proposal for Preconstruction Services from Selected GC/CM</td>
<td>July 22, 2020</td>
</tr>
<tr>
<td>Agreement with GC/CM Executed</td>
<td>July 24, 2020</td>
</tr>
</tbody>
</table>

The District’s selection panel for this Project is expected to include the following members:

**District Staff**
- Catherine Carlson – Director of Construction and Planning
- Jeff Dryden – Assistant Director of Construction
- Marlene Anglemyer – Project Manager during construction

**Consultants**
- Philip Riedel, Architect – NAC Architecture
- Mica Klein, Legal – Perkins Coie
- Chuck Hartung, Project Management – Hainline

Members of the selection panel will review properly submitted Statements of Qualification (SOQs) and rate them using the criteria and weighting listed above. The District will create and announce a short list of firms to interview and submit cost proposals.

Shortlisted firms will be provided with a Request for Proposal (RFP), including interview instructions and instructions for submitting a proposal, along with other written materials (e.g., pre-construction work plan and schedule), and the AIA standard forms A133-2017 and A201-2017, as revised for this Project, and related Division 00 and 01 documents. Sealed cost proposals will be due from all parties after the interviews and will be opened in public at the day and time indicated.

The District selection panel will conduct interviews in accordance with the instructions provided. After the interviews, the selection panel will rate the firms using the selection criteria and weighting listed in the RFQ for 80% of the selection, based on all the information presented. Soon after, sealed cost proposals will be received and reviewed for the remaining 20% of the calculation.

Members of the selection panel will meet with the firm recommended for selection and finalize the pre-construction services fee. District staff will recommend selection and award of the agreement at a regular District Board of Directors meeting. Upon receiving
Board approval, District staff will issue a notice of award and, upon contract execution, the GC/CM will be issued a notice to proceed with pre-construction services.

8. Protest Procedure

Procedure. A GC/CM protesting for any reason the District’s selection of shortlisted firms or any other aspect arising from this SOQ solicitation, shall cause a written protest to be filed with and received by the District within two (2) business days of the event giving rise to the protest and, in any event, no later than two (2) business days after the District’s announcement of shortlisted firms. (Intermediate Saturdays, Sundays and legal holidays are not counted as business days.) The written protest shall include the name of the protesting GC/CM, a detailed description of the specific factual and legal grounds for the protest, copies of all supporting documents, and the specific relief requested.

The written protest shall be delivered in person to:

Catherine Carlson
Director of Construction and Planning
Bethel School District
516 - 176th Street East
Spanaway, WA 98387-8399

A copy of the written protest shall be simultaneously sent via email to ctcarlson@bethelsd.org.

Consideration. Upon receipt of a written protest, the District will consider the protest. The District may provide any other affected GC/CMs the opportunity to respond in writing to the protest. If the protest is not resolved by mutual agreement of the protesting GC/CM and the District, District will review the issues raised in the protest and furnish a final and binding written decision to the protesting GC/CM and any other affected GC/CMs within six (6) business days of the District’s receipt of the protest. If no reply is received from the District during this six (6) business day period, the protest will be deemed rejected.

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

Condition Precedent. Timely and proper compliance with and exhaustion of these protest procedures shall be a condition precedent to any otherwise permissible judicial consideration of a protest.

Attachments:
Exhibit 1: Site Aerial Depiction
Exhibit 2: First Floor Concept Plan
Exhibit 3: Concept Sketches
Agreement and General Conditions (to be provided on June 23, 2020 with RFP)
GRAHAM/KAPOWSIN HIGH SCHOOL
SITE + NEW WING ADDITIONS
GRAHAM / KAPOWSIN SCHOOL EXPANSION

EXHIBIT 1 - SITE AERIAL

NAC ARCHITECTURE
SKYLIGHTS BRIGHTEN INTERIOR THROUGHOUT LEVELS

SECOND FLOOR ACADEMIC COMMON AREA CONNECTION TO FIRST FLOOR

ACADEMIC CORRIDOR OPENS TO GLASS CIRCULATION STAIR

GRAHAM/KAPOWSIN HIGH SCHOOL
NEW ACADEMIC WING INTERIOR
GRAHAM / KAPOWSIN SCHOOL EXPANSION
NEW EXTERIOR STAIR CONNECTS LEVELS AND TO THE LANDSCAPE
THE NEW ACADEMIC WING WOULD BLEND INTO THE EXISTING STRUCTURE’S FORM AND MATERIALS WHILE PROVIDING NEW COLLABORATIVE FEATURES
BACK ENTRY IS FULL OF GLAZING AND OPEN TO THE FIELDS