



Request for Proposals for

General Contractor/Construction Manager (GC/CM) Services

Submittal Deadline: February 18, 2010 at 3:00 p.m.

for

University of Washington Bothell Phase 3

UW Project Number 202235

1.0 **INTRODUCTION**

Special Note to GC/CM Proposers: This request for proposals contains significant elements and areas of emphasis not previously 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 University of Washington Bothell Phase 3 project. 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, determining construction logistics and needed lay-down areas, providing 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 asked to submit a Final Proposal including 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.

2.0 PROJECT DESCRIPTION

The GC/CM for the project will construct the following project:

The UW Bothell Phase 3 project will be a new building to provide additional academic space to support new and expanded degree programs at the Bothell campus and accommodate an increased campus capacity of at least 600 new full-time-equivalent (FTE) students in approximately 71,000-85,000 square feet. The estimated MACC is in the range of \$32 million to \$38 million.

This project will provide for general capacity expansion, including instructional labs necessary to support new science and technology programs, a 250-seat lecture hall/performance space, and classrooms that are sized and configured to meet the needs of the lower division curriculum that was initiated in 2006. Directly related infrastructure upgrades and site improvements will be considered part of the project.

The building site remains under study at the time of issuance of this RFP. If the site has been selected at the time of issuance of the RFP, it will be made known at that time.

The design team members include:
Architect: THA Architecture
Landscape Architect: Walker-Macy
Structural Engineer: PCS Structural Solutions
Electrical Engineer: GLUMAC
Mechanical Engineer: GLUMAC

3.0 SCHEDULE

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

3.1 Design and Construction

April 2010 – June 2011	Design & Construction Documents
July 2011 – June 2013	Construction
July 2013 – September 2013	Owner's Move-in

3.2 GC/CM Selection Process

It is the intent of the University to complete the GC/CM selection process and execute an Agreement for Preconstruction Services at or very near the commencement of the design phase. Dates listed below are for planning purposes and may vary slightly.

January 26, 2010	First publication of Request for Proposals for GC/CM Services (RFP) in <i>Seattle Daily Journal of Commerce</i>
February 2, 2010	Second publication of Request for Proposals for GC/CM Services (RFP) in <i>Seattle Daily Journal of Commerce</i>
February 11, 2010	Project Informational Meeting
February 18, 2010	Proposal submittal deadline from interested GC/CM firms
March 3, 2010	Notification of most qualified firms selected to be interviewed
March 19, 2010	Interviews
March 19, 2010	Notification of most highly qualified firms selected to prepare Final Proposal
March 22, 2010	Distribution of Request for Final Proposal (RFFP) to bidders
March 30, 2010	Final Proposal submittal deadline; selection of firm with the highest total score
March 30, 2010	Notification of successful and unsuccessful firms
April 9, 2010	Preconstruction Work Plan due
April 1, 2010	Design begins
April 23, 2010	Agreement for Preconstruction Services executed

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 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 Phase 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 on the UW Bothell Phase 3

project. Proposers should take particular note of the emphasis placed in these areas in the proposal evaluation criteria in Section 9 below:

- 1) **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.
- 2) **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 at or very near the commencement of the design. The University expects that the GC/CM will competitively bid the work of key subcontractors (including but not limited to Mechanical and Electrical) and contract with those low bid subcontractors during the Preconstruction phase of the Project in order for them to provide preconstruction services.
- 3) **Completion of Construction Documentation:** During the Preconstruction phase, selected subcontractors (Mechanical and Electrical, and perhaps 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.
- 4) **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.
- 5) **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 sole 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.

- 6) Negotiated Support Services: The RFFP to be issued to the finalists will designate as Negotiated Support Services the GC/CM's direct costs of 1) its on-site safety program, including the mandatory full-time safety professional; 2) its BIM management program, including a BIM Integrator, if proposed. Subcontractor costs for safety and BIM as noted above will not be part of Negotiated Support Services and the cost of these items shall be included in the various subcontract bid packages.

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 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 for entering into an Agreement for Preconstruction Services.

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 completion of the Contract Documents. At the time a MACC is successfully negotiated, the parties will sign the GC/CM Contract.

- 5.4** MACC negotiations will take place prior to execution of the GC/CM Contract. MACC negotiations shall be completed within 30 days of the receipt of the Contractor's final MACC estimate. The Contractor's final MACC estimate shall be completed no later than three weeks from receipt of the contract 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.

6.0 INFORMATIONAL MEETING

An Informational Meeting will be held on February 11, 2010 at 8:30 AM on the UW Bothell Campus in Building UW2, Room 005. Directions to this building can be found via the internet at: <http://www.uwb.edu/getattachment/visitors/directions/uwbothellmap.pdf>. Interested firms are strongly encouraged to attend.

7.0 SUBMITTAL DEADLINE

One original unbound and eight (8) bound (8 ½ x 11 format) copies 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 3:00 PM on February 18, 2010. Submittals sent by mail or courier shall be sent to the address below and must be delivered to the Capital Projects Office by the deadline stated above. Faxed or e-mailed submittals will not be accepted.

University of Washington
Capital Projects Office

Attention: Catherine Vogt
University Facilities Building
Box 352205
Seattle, WA 98195-2205

Any addenda issued for this RFQ will be published at the following website address: <http://www.cpo.washington.edu> on the "Construction Business Opportunities" page under the "business" tab. Contractors are responsible for checking the website prior to submission of Proposals for any addenda. If you are unable to download the 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. 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 Project Office, 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 number.
- 9.2 Qualifications of the Firm:** (4 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:** (10 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 and the person responsible for BIM 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:** (3 points) Describe your firm's experience in completing GC/CM projects. Provide a list of three 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 three 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:** (3 points) Describe how your firm 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 three 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.

- 9.6 Firm's proximity to the Project location:** (1 point) Demonstrate your firm's experience in successfully completing construction projects in the King/Snohomish 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:** (1 point) 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 www.cpo.washington.edu, by clicking on the Business link, then

clicking on the Boilerplate Specifications link, and then clicking on the General Contractor/Construction Manager (GC/CM) link.

9.8 Firm's approach to executing the Project: (20 points)

A. Preconstruction Services: Discuss the firm's approach to providing preconstruction services for the project. Specifically address the following Preconstruction responsibilities:

- 1) Cost estimating and cost tracking. Discuss the pros and cons of having the contractor act as the sole estimator for the project, and steps the contractor would take to mitigate against some of the disadvantages. Describe the proposed project team's experience in actively interfacing with the design team to provide continuous, real-time cost feedback and estimating services;
- 2) Providing Design and MACC Negotiated Support Services budgeting;
- 3) Providing Design Document coordination comments and verifying their implementation. Address the proposed project team's experience with conducting design reviews in a virtual design environment;
- 4) Determining and assessing constructability issues including providing assistance in identifying safe work practices and requirements for construction;
- 5) Proposing Value Engineering and assessing alternative construction options, products and engineering systems for cost savings and life cycle cost design considerations;
- 6) Investigation of existing conditions to ensure the construction documents will reflect the actual site conditions;
- 7) Scheduling, making recommendations for change and advising long-lead procurement packages to ensure the project schedule;
- 8) Recommending phasing and sequencing of work to minimize impacts to University operations;
- 9) Assessing and recommending Site logistics requirements;
- 10) 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).

- B. Use of Building Information Modeling (BIM): 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. **Note:** Seven of the 20 possible points for this criterion will be assigned to evaluating the firm's BIM capabilities. 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.

- C. Early Selection of Project Partners and Completion of Construction Documentation: Describe your proposed project team's experience with the concepts of early selection of Project Partners and subcontractor completion of construction documentation as described in this RFP (Section 4.0, Key Principles and Approaches, items 2 and 3) 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.

Note: Seven of the 20 possible points for this criterion will be assigned to evaluating the Proposer's response to this paragraph.

- D. General Approach: 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.

Indicate the scope of work the firm proposes to self perform and its ability to perform it.

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.

- 9.9 Accident Prevention Program:** (3 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 Qualification Statement*, Attachment II, and submit this with your Proposal.

A copy of the *Safety and Health Qualification Statement* is included in this RFP as Attachment II, and an electronic copy of the *Statement* is available online at www.cpo.washington.edu, by clicking on the Business link, then clicking on the Boilerplate Specifications link, and then clicking on the General Contractor/Construction Manager (GC/CM) link.

- 9.10 Quality Control:** (3 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.

- 9.11 LEED Experience:** (2 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.

10.0 INTERVIEW: (35 points)

After scoring Proposals the selection committee will select a short-list of the most highly 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 corporate executive dedicated to the project, the project manager, the superintendent, estimator, and other key individuals responsible for Preconstruction Services shall be in attendance. 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 that might have been posed in the notification letter to your 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:

General interview, discussion and team dynamics	10 points
GC/CM's approach to achieving an injury-free project	9 points
BIM expertise and experience	8 points
Subcontractor selection and participation during Preconstruction	8 points

11.0 FINAL PROPOSALS: (15 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. Final Proposals will be evaluated as follows:

Low Conforming Proposal	-	15 points
Proposals within 5% of Low Proposal*	-	14 points

Proposals within 10% of Low Proposal* -	12 points
Proposals within 15% of Low Proposal* -	9 points
Proposals within 20% 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 two bid numbers on a Final Proposal Form to be provided. The first number shall be for the Percent Fee, the second 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 MWBE

The University is committed to providing the maximum practicable opportunity for participation by minority business enterprises (MBEs) and women business enterprises (WBEs) on public works construction projects (collectively referred to as MWBEs). Voluntary goals for this project have been established at 10% for MBEs and 6% for WBEs. Participation may be either on a direct basis or as a subcontractor or supplier. No minimum level of MWBE participation shall be required as a condition of being awarded the GC/CM Contract. Firms will not be rejected or considered non-responsive if MWBE participation is not included in their proposal.

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 prepare a MWBE Plan for the Owner's review and approval. The MWBE Plan shall outline the outreach and voluntary goal achievement strategies the Contractor intends to implement, and should also address the Contractor's proposed actions to comply with the requirements of Section 10.10 of the General Conditions for GC/CM Projects at the University of Washington.

14.0 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 (EPSL) 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 EPPL 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: <http://www.epls.gov/>.

Attachments:

- I Project Financial Questionnaire
- II Safety & Health Qualifications Statement



University of Washington

Project Financial Questionnaire

Preparation of Project Financial Questionnaire

Together with completion of this document, the applicant must supplement its response. For a firm showing a net worth in excess of \$100,000, the applicant must provide, with the questionnaire, a copy of its financial statement as *audited or reviewed* for its last fiscal year, prepared in accordance with the standards of the American Institute of Certified public Accountants. The statement must be prepared by an independent certified public accountant registered and licensed under the laws of any state. Balance sheets, income statement, a statement of retained earnings, supporting schedules and notes, and the opinion of the independent auditor must accompany the financial statement. A compiled Financial Statement is not acceptable.

Additionally, if more than six months time has elapsed since the date of the last project financial questionnaire, to be provided per the preceding paragraph, the applicant must also provide a current internal balance sheet and income statement for its most recent year to date, monthly or quarterly period. Such information does not have to be reported by an independent accountant.

Project Financial Questionnaire

1. End of Applicant's Fiscal Year: _____				
		Month: _____	Day: _____	
2. Date of Year-end Financial Statement _____ / _____ / _____				
		Month	Day	Year
As of the above date, the firm's total assets, liabilities, and net worth are as follows:				
Total Tangible Assets		Total Liabilities		Net Worth
\$ _____		\$ _____		\$ _____
3. ADDITIONAL FINANCIAL RESOURCE(S) (i.e., Bank Line of Credit, Parent Firm Guarantee, Personal Pledge of Net Worth, etc.). Any additional financial resources shall have a notarized letter to document the Pledge/Guarantee. The required information within the letter must have the dollar amount, purpose of the Pledge/Guarantee, and a termination date for the Pledge/Guarantee.				
If additional financial resources are used within your Financial Statement above, indicate in the 'Yes' column below. A Parent Firm Form is available upon request.				
Source	\$ Amount	Termination Date	Yes	No
			☐	☐
			☐	☐
			☐	☐
			☐	☐
Statement of Financial Ability				
The firm certifies that its net worth has not substantially changed from that sum shown above in the Financial Statement. The prequalified firm is able to post the deposit (cash, certified check, security bond) (5% of the amount of bid) and secure the performance and payment bonds (full contract amount) as required by RCW 39.10.370 for any project for which it has submitted a bid and is the successful bidder.				
The firm's largest bonded, successfully completed project in the last three years is:				
The firm's bond for that project was: \$ _____		Date that project was completed: _____		
Name of firm (as registered with the Washington Department of Licensing) _____				
By: (Authorized Signature) _____		Title: _____		
Business Account Numbers (List the following business account numbers for your firm)				
Unified Business Identifier No. (UBI)	Master License No.		Federal (IRS) Employee Identification No.	
Secretary of State (WA) Corporate No.		Expiration Date: _____		

Attachment I

Type of Organization					
☐ Sole Proprietorship		☐ Co-Partnership		☐ Joint Venture	
		☐ Corporation			
Corporation			Co-Partnership or Joint Venture		
If your agency is a corporation, complete the following:			Date of Organization	Status: ☐ General ☐ Limited ☐ Assoc.	
Date Incorporated:	In What State?	Is there any information on duration of co-partnership or joint venture? ☐ Yes ☐ No. If Yes, Explain: _____ _____ _____			
President's Name:	Vice President's Name:				
Secretary's Name:	Treasurer's Name:				
If out-of-state corporation, have you complied with Washington's corporation laws? ☐ Yes ☐ No					
Other Organization Affiliation: List those persons within your organization that have business affiliation in any other organization which is involved in construction-oriented projects as contractor, subcontractor, supplier or consultant.					
Name of Individual			Location and Name of Other Organization		
Non-Collusion					
In order for your application for Prequalification to be considered, it is necessary to furnish the following information:					
1. Has your firm ever been indicted, pled guilty, pled nolo contendere (no contest), or been convicted of any offense that has resulted in your firm being barred from being or performing work for any State, Local or Federal Government? ☐ Yes ☐ No If yes, attach a separate sheet(s) to this form giving the details involved, the names of the individuals, and their current employment status with your firm.					
2. Has any officer, employee, or other member of your firm ever been indicted, pled guilty, pled nolo contendere, or been convicted of any illegal restraints of trade, including collusive bidding: ☐ Yes ☐ No If yes, attach a separate sheet(s) to this form giving the details involved.					
3. Has any officer, employee, or other member of your firm ever been debarred for violation of various Public Contract Acts incorporating Labor Standards Provision? ☐ Yes ☐ No					
4. Is your firm under the protection of the bankruptcy court, have pending any petition in bankruptcy court, or have you made an assignment for the benefit of creditors? ☐ Yes ☐ No					
Authorized Signature					
List the names and titles of those individuals in your organization who are authorized to execute proposals, contracts, bonds, and other documents and/or instruments on behalf of the organization. Specify if more than one signature is required.					
Name (Type or Print)	Signature		Title		

Execution of the Affidavit

Sole Proprietorship	Signature of the individual in the firm name under which business is conducted.
Co-Partnership	The signature of all partners, general and limited under the firm name, or the signature of their attorney in fact.
Corporation	The signature of the authorized officer(s) of the corporation with corporate seal affixed.
Joint Venture	Signature of an authorized representative of each party to the joint venture. Corporate members of a joint venture shall also affix the corporate seal (see page ii).

Affidavit

The undersigned, being duly sworn, deposes and says that the foregoing is a true statement of facts concerning the sole proprietorship, corporation, co-partnership, or joint venture herein named, as of the date indicated; that the Financial Statement taken from the books of said firm as individual is a true and accurate statement of the financial condition of said firm or individual as of the date thereof; that the answers to the foregoing interrogatories are true; that this statement is for the express purpose of inducing the University of Washington to award the said firm or individual a contract; and that any depository, vendor, or other agency herein named is hereby authorized to supply the University of Washington or its agent with any information to verify this statement.

Name of Firm (as registered with the Washington State Department of Licensing):

Authorized Signature _____ Authorized Signature _____

Authorized Signature _____ Authorized Signature _____

Subscribed and sworn to me this _____ day of _____ 20____.

Notary Public in and for the State of _____

residing at _____

Corporate Seal

Notary Seal

Statement Prepared by _____ Title _____ Date _____

University of Washington
Capital Projects Office
Box 352205
Seattle, WA 98195

Safety & Health Qualifications Statement

- Please do not leave blanks on any item except lists; use 'n/a' if a field does not apply.
- You may neatly handwrite the information. We are more concerned about correct complete information than how it looks.

Legal Name of your Company:			
Street Address:		City:	State:
Mailing Address:		City:	State:
Phone:	Fax:	E-Mail Address:	
Is this address the: ☐ Main Office ☐ Regional Office ☐ Branch Office ☐ Other _____			

1. Please list the trade(s) in which your company performs work:

CSI Division No.	Description

2. For work in Washington State (Intrastate), please list your Company's Workers' Compensation Experience Modification Rate (Experience Factor) for the most recent three years, using the Washington State Department of Labor and Industries ratings:
<http://www.lni.wa.gov/ORLI/LoGon.asp>.

Year	Rate	Year	Rate	Year	Rate
2008		2007		2006	

3. For work in other states (Interstate), please list your Company's Workers' Compensation Experience Modification Rate (Experience Factor) for the most recent three years.

State Name	Year	Rate	Year	Rate	Year	Rate
	2008		2007		2006	
	2008		2007		2006	
	2008		2007		2006	
	2008		2007		2006	

University of Washington
Capital Projects Office
Box 352205
Seattle, WA 98195

4. Does your Company employ more than ten (10) persons? ☐ Yes ☐ No
- If 'yes' you must complete the answers to the following in question 3.
 - If 'no' proceed to question 4 below.

Using the three most recent year's OSHA No. 300 Logs, please fill in the number of cases for each of the following categories: (attach a copy of your last three years of OSHA No. 300 Logs)

	2008	2007	2006
A. Number of deaths (Total column G)			

Please provide a brief description of the circumstances surrounding any employee death(s):

- B. Number of days away from work and
job transfer or restricted workday cases (Total Column H & I)
- C. Number of other recordable cases (Total Columns J)
- D. Number of days away from work cases (Total Column H)
- E. Employee Hours Worked
- F. OSHA Recordable Incidence Rate (See formula below)
- G. OSHA Lost Workday Incidence Rate (See formula below)

Notes:

- Items in parenthesis above come from your OSHA No. 300 Log
- Employee Hours Worked = total number of hours worked during the year by all employees
- OSHA Recordable Incidence Rate = $[(A+B+C) \times 200,000 / \text{Employee Hours Worked}]$
- OSHA Lost Workday Incidence Rate = $[(D) \times 200,000 / \text{Employee Hours Worked}]$

5. Please provide the following safety information for three public construction projects of your Company in which the superintendent proposed for this project was the superintendent. The Incidence Rates reported below must include incidences for the contractor and subcontractors of any tier.

Project Name and Owner	Superintendent's Name	Recordable Incidence Rate for the Project	Lost Workday Incidence Rate for the Project

University of Washington
Capital Projects Office
Box 352205
Seattle, WA 98195

6. How many OSHA violation(s) has your Company received in the last three years?

Year	# of Violations	Year	# of Violations	Year	# of Violations
2008		2007		2006	

Were any of the OSHA violations considered willful violations: ☐ Yes ☐ No

Please give a brief description of all willful violation(s):

The undersigned warrants and represents the data provided is accurate in all respects.

Name of Company:

Prepared by:

Title:

Signature _____ Date _____