

**REQUEST FOR PROPOSALS**  
**City of Bothell**  
**Fire Station 42 and 45 Replacement**

The City of Bothell (the “City”) has selected four Finalists to submit Proposals for the Bothell Fire Stations 42 and 45 (the “Project”) from the Finalists who submitted SOQs pursuant to the RFQ issued by the City on June 28, 2019.

This Request for Proposals (“RFP”) is the second step in the two-step procurement process for the Project. This RFP incorporates the terms, definitions and schedules set forth in the RFQ and any addenda issued thereto; however, to the extent that the RFP conflicts with the RFQ and any addenda thereto, the RFP shall prevail and shall be considered an addendum to previously published information. Finalists must submit their Proposals and Cost Proposals pursuant to the schedule set forth in this RFP.

**I. DEFINITIONS**

In addition to the definitions set forth in the RFQ and any addenda issued thereto and the definitions set forth in the Design-Build Agreement, the following supplemental definitions shall apply:

“Initial Basis of Design Documents” means the initial requirements set forth by the City and that are attached to the Design-Build Agreement.

**II. INITIAL BASIS OF DESIGN DOCUMENTS**

The Initial Basis of Design Documents are set forth in Attachment A to this RFP. For the purposes of establishing prices in the Price Proposal, Finalists may rely on the information set forth in the Initial Basis of Design Documents. However, the Design-Builder will be required to validate the information set forth in the Initial Basis of Design Documents as part of Phase 1 of the Project.

**III. REVISED TARGET BUDGET**

The revised estimated target budget for all Work to be provided by the Design-Builder under the Design-Build Agreement is currently approximately \$24 million. The City reserves the right to change this amount during Phase 1A.

**IV. REVISED PROJECT SOLICITATION SCHEDULE**

The following is a revised estimated procurement schedule. City reserves the right to modify the schedule at any time.

<b>Date</b>	<b>Activity</b>
July 29, 2019	Issue RFP
August 19-20, 2019	Office Tours and Interactive Meetings
August 22, 2019	Last Date to Submit Questions or Proposed Changes to Contract
August 26, 2019	Last day to issue addenda
August 30, 2019	Proposal Due Date
September 9, 2019	Notification of Highest Scored Finalist
September 12, 2019	Notice of intent to award

## **V. RFP PROCUREMENT PROCESS**

To be responsive to the RFP and obtain the honorarium set forth in the RFQ, Finalists will participate in the following elements of the RFP Procurement Process:

### **A. Interactive Office Visit and Meeting**

The City will conduct Interactive Meetings with each Finalist at each Team's preferred office location. The Interactive Meetings will provide an opportunity for direct interaction between the Finalist and the Evaluation Committee. The intent of the Interactive Meeting is to evaluate how well each Finalist and its Proposed Design-Build Team solicit information from the City regarding the Project and collaborate with and propose solutions to the City to address their concerns and project challenges. Finalists should consider this meeting to be the initial project meeting with the City and be prepared to interact with the City as if they were selected on the Project. Finalists should provide an agenda to the Owner two business days prior to the meeting. Finalists should be prepared to specifically address the Project Goals and the Design-Build Team's plan to exceed the Project Goals. Finalists will be evaluated on:

- a. Ability to solicit project concerns and challenges from the City staff;
- b. Ability to explain their experience and knowledge in the delivery method and with Projects of Similar Scope and Complexity;
- c. Ability to effectively communicate and collaborate with City Staff; and
- d. Ability to provide achievable and collaborative solutions to address the City concerns.

The Office Visit and Meetings are anticipated to last for 2 hours.

Only Key Team Members who are expected to perform substantial work on the Project should attend the Interactive Meetings, with a maximum number of 10 people. Finalists may ask questions during the Interactive Meetings; however, Finalists may not rely on any information provided orally during any meeting unless such information is provided in writing as an Addenda to this RFP.

Attendees on behalf of the City may include:

- a. Jeff Sperry, Fleet and Facilities Manager/Project Lead, City of Bothell
- b. Krista Lutz, Sr. Project Manager, OAC Services
- c. Erin Leonhart, Public Works Director/Project Sponsor, City of Bothell
- d. Bruce Kroon, Fire Chief, City of Bothell
- e. Steve Morikawa, Capital Division Manager, City of Bothell
- f. Robynne Thaxton, Design-Build Consultant, Thaxton Parkinson pllc
- g. Dave Jobs, Principal in Charge, OAC Services

The Design-Builder will draft meeting minutes for the Interactive Meeting and provide those meetings minutes with the Proposals as set forth below. The Interactive Meeting will not be scored separately. Rather, the Evaluation Committee will score the Interactive Meeting as part of the Evaluation Criteria contained in Section II.C.3 of the RFQ and as described further below in Section VII.C of the RFP.

### **B. Management Proposals**

Finalists shall submit Management Proposals pursuant to the documentation requirements set forth below. The Management Proposal should focus on the Project, the concerns expressed by the City, and the management solutions proposed by the Finalist.

### **C. Proposed Changes to Contract Documents**

By the date set forth in the solicitation schedule, Finalists may provide a list of any changes proposed in the insurance requirements, bonding requirements, Design-Build Agreement or the General Terms and Conditions. With every proposed change, Finalists must include the following information:

- a. The document and section number;
- b. Proposed alternate language;
- c. An explanation for the requested change; and
- d. Any price implication of the requested change.

The City, at its sole discretion, may issue an addenda reflecting any accepted changes. The City reserves the right to reject any and all proposed changes and to accept any proposed change to the Contract Documents via Addendum to the RFP. The Owner also reserves the right to negotiate such provisions with the selected Finalist.

### **D. Price Proposals**

The Finalists will submit their Price Proposals pursuant to the Solicitation Schedule and according to the instructions in Attachment D. Price Proposals will include any addenda issued by the City. Finalists should be prepared to include the terms of the Final Price Proposals in the Design-Build Agreement if the Finalist is determined to be the highest scored Finalist by the City.

### **E. Substitution of Design-Build Team Members.**

Design-Build Team Members and Key Team Members included by the Design-Builder in the SOQ (collectively "Team Members"), will be used as a basis for selection. Substitution of Team Members at any time during the solicitation process and in the performance of the work will not be allowed without written authorization from the City, which shall not be unreasonably withheld. Proposers and Finalists must submit the qualifications information of all proposed substituted Team Members to the City. Even with written authorization from the City, a change to any submitted Team Member will result in re-evaluation and may result in a change to the evaluation and ranking of the Proposer. If a Finalist proposes to substitute a Team Member, the Finalist must provide notification and the substituted Team Member's qualifications and resume and seek the City's authorization as soon as practicable. The City will re-evaluate the Finalist with the new information. Resumes must contain the same information as required in Section V.E of the RFQ and may not exceed 1 page.

### **F. Evaluation**

Finalists' Management and Price Proposals will be evaluated pursuant to the criteria and standards set forth in Section II.C.3 of the RFQ.

## **VI. DOCUMENTATION REQUIREMENTS**

### **A. Submittal**

1. Six (6) Signed Hard copies and one (1) PDF copy on flash drive to **Jeff Sperry/Krista Lutz** at City of Bothell City Hall (18415 101<sup>st</sup> Ave NE, Bothell, WA 98011) before 2:00 p.m., August 30, 2019.
2. Finalists are responsible for ensuring timely delivery of submittals.
3. Late submittals will not be evaluated.

### **B. Submittal Format Requirements**

All submittals shall comply with the following format requirements:

1. Hard copy shall be bound 8-1/2" x 11" format.
2. Digital copy shall be formatted in searchable .pdf format.
3. Organized in accordance with the RFP.
4. When printed, shall be limited to the page limitation set forth in the instructions for each section.
  - a. The **only** documentation that is **not** included in the page count is the following:
    - i. Cover Page
    - ii. Appendices (Including resumes/qualifications of replacement Key Team Members, if applicable, the Interactive Meeting minutes, and the Identification of Projects Table)
    - iii. Divider tabs or front cover, provided that they contain no substantive content
    - iv. The revised Exhibit C required in Section VII.C.3.b.
    - v. The schedule required in Section VII.C.3.c.
  - b. In the event that the page limit is exceeded, the City, at its sole discretion, reserves the right to remove pages from the sections of any non-conforming submittals to bring each non-conforming submittal within the page count requirement.
  - c. A "page" shall be defined as one single-sided piece of 8.5 x 11 inch paper that has words, charts, tables, pictures, or graphics with the exception of the Identification of Projects Table and the schedule required in Section VII.C.3.c, which may be submitted on 11x17 inch paper.
  - d. The font should be no smaller than 10 point.

## **VII. RFP EVALUATION CRITERIA AND SUBMITTAL REQUIREMENTS**

### **A. Interactive Office Meeting and Visit Agenda**

Finalists shall provide an agenda for the Interactive Office Meeting and Visit before 2:00PM on August 14<sup>th</sup>, 2019. Agenda shall be e-mailed to **Krista Lutz at: [klutz@oacsvcs.com](mailto:klutz@oacsvcs.com)**

### **B. Cover Page (Not scored)**

The Proposal must include a cover letter that includes the following: (1) name, address, telephone number, and e-mail address for each Proposed Design-Build Team Member that has been added to the Proposed Design-Build Team, including but not limited to Key Team Members, since the submission of the SOQ and (2) any requested changes to the Proposed Design-Build Team. The cover letter shall be a maximum of two (2) pages.

### **C. Management Proposal Contents and Organization**

The Management Proposal may not be longer than 12 pages. Finalists should focus their discussions in the Management Proposal on their approach to the Project

#### **1. Overall Management Approach**

- a. Describe the Finalist's overall management approach to the Project. In responding to this evaluation factor, Finalists shall identify five (5) key issues, risks, and challenges to the Project, and, for each issue or challenge identified, describe how to mitigate its potential negative impacts (i.e., risk mitigation strategy) and any unique approaches or strengths the Finalist may have to implement such mitigation strategies.
- b. Project Goal Number 4 (High Functioning Team) is to create a high functioning, collaborative and integrated team as early as possible and for City Staff to be a part of that team. Keeping this goal in mind:

- i. Explain the Design-Build Team's approach to creating a collaborative environment for the Project.
- ii. Describe the tools and techniques that will be used by the Design-Build Team to encourage and foster a collaborative environment for the entire Project Team, including City Staff and all City subconsultants, including but not limited to the Owner's Representative.

## 2. Design Development

The City is seeking a Design-Build Team that will exceed Project Goal Number 1 (Efficient and Effective Design) in developing an efficient and effective design.

- a. Explain the Design-Build Team's approach to exceed Project Goal Number 1.
- b. Describe at least three specific strategies and design ideas for exceeding Project Goal Number 1 and specifically address incorporating best practices from the "Healthy In/Healthy Out" guide produced by the Washington State Council of Fire Fighters <https://www.wsccf.org/health-wellness/healthy-in-healthy-out/>.
- c. Identify the challenges in developing the design for the Project and explain how the Design-Build Team will address those challenges.
- d. Explain how the Design-Build Team will communicate and collaborate with the City Staff and various stakeholders and ultimately integrate their input into the design of the Project.

## 3. Scheduling, Sequencing, and Project Management

The City is seeking a Design-Build Team that will exceed Project Goal Number 2 (Maximize Efficiency of Phasing Plan and Schedule) in developing a design and construction schedule that maximizes efficiency and minimizes Contract Time. Explain the Design-Build Team's strategies to exceed Project Goal Number 2, including but not limited to the following:

- a. Provide a scheduling and sequencing approach for both station 42 and 45 that will exceed Project Goal Number 2 and that impacts fire response times as little as possible and delivers the projects efficiently with the best value. Include a discussion the following:
  - i. Possible use of temporary facilities and permitting challenges.
  - ii. Anticipated efficiencies the Design-Build Team will achieve in both the design and construction and the eventual operations and maintenance of the facility.
  - iii. The point in the phasing plan that it is most appropriate to arrive at a GMP and whether the GMP is also phased.
- b. Several potential Phasing Scenarios are included in Exhibit C (Scope of Work) to the Agreement. Provide the Team's proposed phasing in graphic form (similar to Exhibit C graphic) and a revised Exhibit C Scope of Work that reflect the project phasing as well as the deliverables associated with the scheduling and sequencing approach proposed in Subsection a. above. For Exhibit C provide revisions using track changes. In the narrative, explain any changes in the timing and content of the deliverables, including but not limited to the timing of the GMP Proposal(s).
- c. Provide a high level design and construction schedule for the Project, which may be no more than one page.
- d. Provide a proposed Level of Effort for the Phase 1A as described in the revised Exhibit C to the Agreement proposed pursuant to Subsection b above ("Phase 1A LOE"). The proposed Phase 1A LOE should provide the following detail:

- i. Describe the Design-Build Team's recommended approach to phase 1A.
  - ii. Develop high level schedule with deliverables, meetings, City engagement plan, anticipated milestone deliverable content.
  - iii. Describe in detail the tasks the Design-Build Team intends to perform during Phase 1A of the Project including the number of hours anticipated for each task;
  - iv. Identify the Key Team Members who will be performing the tasks;
  - v. Provide hourly rates for each Key Team Member.
  - vi. Pursuant to Section 6.6.1.3 of the Agreement, the Design-Builder will be bound to the hourly rates proposed and submitted in its Price Proposal.
- e. Identify the challenges in the topics noted above and explain how the Design-Build Team will address those challenges.
  - f. Provide details regarding the tools used in this process and how those tools will assist the Design-Builder in achieving those goals.

#### **4. Project Controls, Cost Tracking and GMP Development**

The City is selecting the Design-Builder before the Scope of Work for the Project is finalized. The City is seeking a Design-Build Team that will exceed Project Goal number 3 (Efficient Pricing) and create transparent pricing that takes advantage of the efficiencies of progressive design-build.

- a. Describe three strategies for exceeding Project Goal Number 3.
- b. Describe the Design-Builder's processes and tools for monitoring, reporting and managing cost, including but not limited to:
  - i. Design to budget control and reporting processes.
  - ii. Scope, cost, and schedule baseline development and management/change control processes and the participation and interaction among the scheduling and estimating teams, project, design, construction and operations management teams to execute these processes.
  - iii. Risk management processes and how quantified risk cost and schedule values are factored into the cost and schedule baseline, projected cost and schedule performance, and cash flow reporting.
  - iv. Cash flow reporting processes and basis for monthly cash flow estimated values.
  - v. Document control system integration with work breakdown structure and responsibility assignment matrix or organizational structure.
  - vi. The Design-Builder's conceptual estimating process;
  - vii. Input from specialty contractors;
  - viii. The primary challenges in establishing the GMP; and
  - ix. How the Proposed Design-Build Team will meet the challenges of establishing the GMP.

#### **VIII. MEETING MINUTES**

The Design-Builder shall provide meeting minutes of the Interactive Meeting. The meeting minutes should reflect the style and content that the City can expect during the course of the Project. The meeting minutes will be scored as a component of Section VII.C.1. above. The meeting minutes may not be longer than three pages.

**IX. IDENTIFICATION OF PROJECTS (NOT SCORED)**

- A.** The Finalist must submit an Identification of Projects Table with the required information set forth herein for all projects that are referenced in the Proposal but were not listed in the Identification of Projects Table that was provided with the Finalists' SOQ. The Identification of Projects Table may be submitted on 11" x 17" paper and may be no more than two pages in length. The Finalist is responsible for ensuring that contact information contained in their Identification of Projects is correct. The inability to contact a reference may have a detrimental impact on the evaluating qualifications. The City reserves the right to contact any person listed in the Identification of Projects or any other person with knowledge regarding any Project in which any Design-Build Team Member or Key Team Member participated.
- a. Name of project;
  - b. Owner/Customer;
  - c. Location of project (include address);
  - d. Description of the delivery method and integration of design and construction and identify the firm(s) role as a prime consultant, subconsultant, contractor, subcontractor or other;
  - e. Project description and applicability and relevance of the referenced project to the evaluation criteria Project.
  - f. Name of each Key Team Member who is proposed for this contract who played a significant role on the project example, including a description of their project responsibilities and functions;
  - g. The initial contract price, the final contract price, and an explanation for any difference between the two amounts;
  - h. The initial date scheduled for substantial completion, the actual date of completion, and an explanation for any difference between the two dates; and
  - i. Project contact of the owner or customer (current address, e-mail, and phone number) who can verify the characteristics of the submitted project example.
2. The identification of projects will not be evaluated separately. Rather, the projects will be evaluated in the context of the criteria in which the project is cited.

**X. PRICE PROPOSAL CONTENTS**

**A. Design-Builder's Fee Percentage**

Finalists shall submit a Price Proposal that provides the proposed Design-Builder's Fee Percentage that will be included in Section 6.2.1 of the Standard Form of Progressive Design-Build Agreement between Owner and Designer, attached hereto as Attachment E. For scoring purposes, the Design-Builder's Fee Percentage shall be multiplied by the estimated budget for the Project set forth above (\$24 million).

**B. Phase 1A Not to Exceed Amount**

Provide the Proposed Phase 1A Not to Exceed Amount that will be inserted into Section 6.6.1.1 of the Design-Build Agreement and, if accepted by the City after negotiations, shall become binding on the successful Finalist, subject to the terms and conditions of the Contract Documents.

- a. The Proposed Phase 1A Not to Exceed Amount should include all compensation to the Design-Builder during the Phase 1A set forth in the revised Exhibit C of the Agreement provided by the Finalist proposed in the Phase 1A Level of Effort

described in the Management Proposal.

- b. The City reserves the right to reconcile the various proposals received and also reserves the right to seek best and final proposals for the scope and the cost of the Phase 1A Services and the Phase 1A Not to Exceed Amount; however, by submitting the Phase 1A Not to Exceed Amount, the Finalist warrants the following:
    - i. That the Phase 1A Level of Effort described in the Management Proposal is sufficient for the Design Build Team to perform the Work described for Phase 1A in the Contract Documents and provide the City with the Phase 1A deliverables as set forth in the revised Exhibit C proposed by the Finalist.
    - ii. That the Phase 1A Not to Exceed Amount is sufficient to perform the Work described in the Phase 1A Level of Effort in the Management Proposal.
  - c. The Phase 1A Not to Exceed Amount will not be scored. The City reserves the right to negotiate Exhibit C, the Proposed Phase 1A Scope, and the Proposed Phase 1A Not to Exceed Amount with the apparent successful Finalist.
2. Provide the Key Team Members Hourly Rates. The Hourly Rates will not be scored. Rather, they will be included in Exhibit E to the Agreement.

**C. Hourly Rates**

Provide the hourly rates for the Key Team Members listed in the Proposal. The Hourly Rates are not scored but will be incorporated into the Design-Build Agreement as Exhibit E. Separate rates shall be submitted for preconstruction and construction services should they differ.

**D. Scoring of Price Proposal**

The Design-Builder’s Fee shall be scored as follows:

Price Element	Adjustment	Amount
a. Design-Builder’s Fee	X \$_____	\$_____

The Finalist with the lowest Total Sum will receive all 30 points. The remaining Finalists will receive a proportionate share of the 30 points, based on the proportion that the Total Sum for their proposals exceeds the lowest Total Sum. By way of example, if the second low Finalist proposes a Total Sum that is ten percent higher than the lowest Total Sum, the second low Finalist shall receive 27 of the 30 allotted points. By way of example, if the third low Finalist proposes a Total Sum that is 75% of the lowest Total Sum, the third low Finalist shall receive 22.5 of the 30 allotted points.

XI. **LIST OF ATTACHMENTS TO RFP**

- A. Initial Basis of Design Documents
- B. Pre-Design Report
- C. Healthy In, Healthy Best Practices
- D. Price Proposal Form and Instructions
- E. Draft Proposed Design-Build Agreement and General Conditions
- F. Exhibit C Phase 1 and 2 Scope of Work