Seattle Public Schools
Contracting Services
2445 Third Avenue South
Seattle, WA  98134
Telephone: (206) 252-0566
Fax: (206) 743-3018
contractingservices@seattleschools.org

Request for Proposal No. RFP10709

Constructability Consulting Services for
Wing Luke Elementary School

Submittal Deadline:

Date:   November 9, 2017

Time:  10:00 a.m.

Instructions
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REQUEST FOR PROPOSAL NO. RFP10709

PROPOSAL CERTIFICATION FORM

TO:  Diane T. Navarro, Contracting Services Manager

The undersigned provider hereby certifies as follows:

1. That he/she has read the Seattle School District's Request for Proposal No. RFP010709 and the following Addenda and to the best of his/her knowledge has complied with the mandatory requirements stated herein:

<table>
<thead>
<tr>
<th>Addenda Number</th>
<th>Issue Date</th>
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2. That he/she has had the opportunity to ask questions regarding the Request for Proposal, and that if such questions have been asked; they have been answered by the District.

3. That the proposer’s response is valid for 90 days.

Dated at ______________, this ______________ of ______________ 2017.

________________________________  ________________________________
(Signature)     (Title)

________________________________  ________________________________
(Print Name)     (Email Address)

________________________________  ________________________________
(Company Name)   (Telephone Number)

________________________________  ________________________________
(Address)        (Fax Number)

________________________________  ________________________________
(City)           (UBI Number)

________________________________
(State)

________________________________
(Zip)
1.0 INTRODUCTION

The Seattle School District No.1 (District) is requesting proposals for Constructability Consultant Services for Wing Luke Elementary School located at 3701 S. Kenyon St., Seattle WA 98118.

This Request for Proposal (RFP) describes the selection process and documentation required for submitting a Proposal. Any firm failing to submit their proposal in accordance with the procedures set forth in the Request for Proposal may be considered nonresponsive.

It is the intent of the District to award the project listed above to one firm.

The selection of the consultant for these services will proceed in the following manner:

- Seattle Public Schools shall receive proposals no later than the due date and time specified in Section 2.0 of this RFP.
- An initial screening will follow, resulting in a short-list of one or more qualified firms that will be selected for interviews (if deemed necessary).
- The District may conduct interviews (if deemed necessary) with the selected firms, in accordance with a schedule to be determined by the Selection Committee in order to select the best proposals, all factors considered.
- The District reserves the right to seek clarifications about the proposals.
- The District may award a contract based solely on the written proposals. However, the District may elect to engage in negotiations with a selected short list of vendors in order to improve the proposals and obtain the best contract(s) for the District.
- The District reserves the right to request post-proposal modifications, including best and final offers and considerations.
- The final selection will be based upon the criteria set forth in Section 6.1. The District reserves the right to negotiate with the successful firm on pricing, scheduling, or other factors.

2.0 SCHEDULE

<table>
<thead>
<tr>
<th>Date</th>
<th>Selection Process</th>
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<tbody>
<tr>
<td>October 12, 2017</td>
<td>Advertisement for Request for Proposal Published. (First Notice)</td>
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<tr>
<td>October 19, 2017</td>
<td>Advertisement for Request for Proposal Published. (Second Notice)</td>
</tr>
<tr>
<td>October 23, 2017</td>
<td>Last day for Questions from Proposers by 2:00 p.m.</td>
</tr>
<tr>
<td>November 9, 2017</td>
<td>Proposal Due by 10:00 a.m.</td>
</tr>
<tr>
<td>November 10–14, 2017</td>
<td>Initial screening.</td>
</tr>
<tr>
<td>Approximately November 15-16, 2017</td>
<td>Notification sent to selected firm.</td>
</tr>
<tr>
<td>Approximately November 17-21, 2017</td>
<td>Negotiation of Contract.</td>
</tr>
<tr>
<td>Approximately January 2018</td>
<td>Anticipated Start Date</td>
</tr>
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Anticipated Start Date
3.0 QUESTIONS AND COMMUNICATION

All communication and/or questions shall be submitted in writing at the dates and times indicated herein to:

**U.S. Mail:**
Diane Navarro  
Contracting Services  
Seattle Public Schools  
M/S 22-337  
P.O. Box 34165  
Seattle, WA 98124-1165

**Physical Location:**
Diane Navarro  
Contracting Services  
Seattle Public Schools  
M/S 22-337  
2445 Third Avenue S.  
Seattle, WA 98134-1923

**Phone:**  (206) 252-0566  
**Fax:**  (206) 743-3018  
**E-mail:**  contractingservices@seattleschools.org

All questions must be submitted electronically by e-mail or fax to Contracting Services by the date and time indicated in Section 2.0. Reference the RFP number in the subject of your email. The District will consider no telephone or in-person inquiries, except at the interviews for those firms making the short-list.

Answers to submitted questions will be in the form of an addendum provided electronically on the Builders Exchange website at [Builders Exchange of Washington](http://www.buildersexchangeofwashington.com) and on the Seattle Schools [Current Solicitations](http://www.seattleschools.org/currentsolicitations) website.

The Project site will not be available for review by prospective proposers.

**Proposals must be submitted ELECTRONICALLY via CDs or USB flash drives.**

In the event that a firm attempts to contact any official, employee, or representative of Seattle Public Schools in any manner contrary to the above requirements, said firm may be disqualified for further consideration.

This prohibition does not apply to:

- Telephone calls to the District to request copies of this RFP, to confirm attendance, or request directions relative to an interview notification received from the District;
- Delivery of written questions about the proposal;
- Discussion at the interview (if deemed necessary);
- Delivery of the firm’s proposal.
4.0 BACKGROUND

The District received voter approval for the BEX IV Levy Capital Program in February of 2013. As part of the levy, a new 93,500 SF elementary school at the Wing Luke site is to be constructed. The architectural firm selected to provide architectural and engineering services for this project is NAC Architecture. The Design Development phase of this project is scheduled for completion in November of 2017. The following schedule approximates the timeline of the project:

- Construction Documents Complete .................................. March 2018
- Phase 1 Bid ................................................................. Spring 2018
- Site Access for Phase 1 ............................................... Summer 2018
  (Abatement/demolition/limited site work)
- Site Access for Phase 2 ............................................... Fall 2018
  (Grading and new construction)
- Substantial Completion of the work ............................... Summer 2019

At this point in the project, no progress drawings are available for prospective proposers to view. M/E/P systems for this project have not been designed and information regarding the features and characteristics of these systems is not available.

The delivery method for Wing Luke Elementary School project will be Design/Bid/Build. The estimated construction cost is $32M.

5.0 PROJECT INFORMATION

The scope of work may include:
- Review bid documents before they are publicly released to help reduce inconsistencies, verify references, review material compatibility and proper uses,
- Review documents for constructability and code compliance, including ADA accessibility.

The selected firm should have a minimum of two years of experience. Key members should have a minimum of two years of experience providing Constructability reviews for Washington State K-12 educational projects. The firm should include civil, architectural, structural, mechanical, and electrical team members, at a minimum. The firm shall have a general construction, construction management, or architectural background. The services shall comply with WAC 392-344-066.

The District reserves the right to delete from the scope of work any or all of the scope from any of the projects listed above. The District also reserves the right to modify the schedule, specific size or scope.

The District reserves the right to terminate this contract at any time for any reason.

The Consultant shall, at a minimum undertake the following responsibilities, and any additional responsibilities reasonably necessary to complete this work.

5.1 Deliverables

1. Perform a Constructability study that consists of a forty-hour workshop involving a minimum of a five-person, interdisciplinary team pursuant of WAC 392-344-066. The process.scope should involve the following:
a. Review of plans and specifications to assess the ease or difficulty of constructing the proposed design with recommendations for practical changes.
b. Review documents for any observed inconsistencies.
c. Make recommendations for the use of more cost-effective alternative materials or design details.
d. Make recommendations for specification changes when the proposed specifications are likely to limit competition or cause excessive delays in delivery.
e. Review documents for completeness, including coordination across all disciplines (e.g. architectural and mechanical), and coordination between drawings and specifications.

2. At the end of the workshop, provide a comprehensive Constructability Review Report with the following format:
   a. Section 1.0 Summary Information (Executive Summary)
   b. Section 2.0 Study Documentation
      i. Division 2 Specifications Review
      ii. Division 3-5 Specifications review
      iii. Division 6-7 Specifications review
      iv. Division 8-9 Specifications review
      v. Division 10-14 Specifications review
      vi. Division 20-23 Specifications review
      vii. Division 24-28 Specifications review
      viii. Division 29-33 Specifications review
      ix. Architectural Building Envelope Drawings Review
      x. Interior Architectural Drawings Review
      xi. Civil/Landscape Drawings Review
      xii. Structural Drawings Review
      xiii. Mechanical Drawings Review
      xiv. Electrical Drawings Review
   c. Section 3.0 Support Information
      i. Baseline Material
      ii. Constructability Procedure
      iii. Constructability Team
   d. Provide matrix of all Constructability Report review comments in electronic (e.g. Microsoft Excel) format, for the project team to track for reviews and acceptance in the final documents.

Please note that the District will select the successful firm/s based on the best interests of the District, all factors considered. The District reserves the right to reject any or all proposals, waive minor irregularities and informalities, and make the awards in its best interest.

6.0 SELECTION PROCESS

6.1 Method of Selection

1. The District will review all proposals and select one firm based upon the best interests of the District, all factors considered. The District reserves the right to conduct interviews with the top three firms, if deemed necessary.

2. The District intends to select a firm based upon the best interests of the District, all factors considered. Among the factors to be considered are the following:
### EVALUATION CRITERIA

<table>
<thead>
<tr>
<th>Qualifications – 80%</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor’s approach to successful completion of contract deliverables, where shown in the submittal.</td>
<td>20</td>
</tr>
<tr>
<td>References with similar or larger organizations, preferably in an education or government environment.</td>
<td>10</td>
</tr>
<tr>
<td>A proven track record in providing services within project guidelines, resulting in high value to the customer in relation to the cost</td>
<td>10</td>
</tr>
<tr>
<td>Qualifications and experience of vendor’s personnel if applicable, including proposed contract representative and any technical consultants; number and names of consultants that are currently employed to support the District must be listed</td>
<td>40</td>
</tr>
<tr>
<td>Pricing – 20%</td>
<td></td>
</tr>
<tr>
<td>Price of Services</td>
<td>20</td>
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</table>

Based on the recommendation of the Committee, the District will enter into contract negotiations with a selected firm. Upon receipt of best and final proposals, the Committee will select the best proposal, all factors considered.

6.2 Notifications

The District will provide timely notifications to firms responding to the Request for Proposal upon selection of the recommended firm.

6.3 Seattle Schools Right to Reject

The District reserves the right to reject any and all proposals and re-advertise the RFP at any time prior to approval of the recommended firm and the negotiated agreement. All costs incurred in the preparation of the Request for Proposal process shall be borne by the proposing firm. Proposals submitted in response to this Request for Proposal shall become the property of the District and be considered public documents under applicable Washington State laws.

The District reserves the right to modify the scope of services as a result of the written submittals and/or interviews.

6.4 Procedures Requirements

Any firm failing to submit information in accordance with the procedures set forth herein may be considered non-responsive.
7.0 SUBMITTAL REQUIREMENTS

7.1 General Submittal Requirements

The submittal requirements shall be as follows:

The proposing firm, joint venture or other form of association (“firm”) shall submit four (4) electronic copies (via CDs or USB flash drives) of their Proposal for the project.

Each proposal is to be a maximum of fifteen (15) pages (8-1/2” x 11”) single sided, not smaller than 12 point type. Please combine sections below into one PDF with each section bookmarked within the PDF.

1. The cover letter, Proposal Certification Form, table of contents, and tabs do not count toward the page limits.

2. Project cut sheets, including photos, are included in the page limits. Submittals exceeding the page limits may be considered non-responsive.

3. Please Note: In preparing the firm’s submittal, the proposing firm shall clearly identify the designated person of record responsible for any referenced project. If the proposing firm is representing an individual’s experience while employed at another firm, the firm of record for the project and the individual’s role shall be clearly identified.

7.2 Contents of the Proposal

1. Signed Proposal Certification Form (page 3 of the RFP). This does not count towards the page limit.

2. Table of contents (maximum 1 page).

3. Executive Summary.

Provide a summary highlighting the firm’s qualifications and special expertise to provide the services requested in the Request for Proposal.


a. Identification of firm (or firms, if a joint venture or association) including address, telephone number, email address and date firm(s) were established.

b. Areas of specialization of the firm.

c. Provide total size and breakdown of firm personnel by category (e.g., principals, project managers, schedulers, cost estimators, clerical and other support staff). A firm organizational chart would be useful.

5. Project Experience and Past Performance.

a. List a maximum of five (5) recent K-12 projects or other projects which most closely relate to the firm’s qualifications for this assignment indicating:
6. **Project Approach.**

   In narrative form, briefly discuss your approach and techniques proposed for this project.

7. **Team and Team Organization.**

   Briefly discuss how you propose to organize your team to accomplish the work. Identify each of the key players and define their roles and responsibilities. Describe each of the individual key team members’ relevant professional experience, certification and education in resume form. Identify projects, date, position and firm with which individual was employed at the time services were performed.

8. **Availability and Capacity.**

   Briefly discuss the availability of all key personnel for the scheduled time frame of the proposed project, and identify their proposed location during provision of the requested services. Additionally, discuss the capacity of the proposed team, as a whole, to accomplish the work.

9. **References.**

   Provide the client name, address, email address, and client’s project representative and telephone number for the firm’s three most recent projects that most closely relate to the firm’s qualifications for this project. If a joint venture or other form of association, provide reference information for each member firm.

10. **Pricing.**

   Briefly discuss proposed pricing structure for the listed services, listing categories of individuals, present hourly rates, type of reimbursable costs, etc. The submittal must include information for hourly pricing.

   The District anticipates awarding a contract on a time and materials basis, by hourly rates, to a fixed contract amount.

   Please also include costs for reimbursable and direct expenses, such as supplies, postage, couriers, etc.

   The District estimates that the total project will take within the range of 300 to 325 hours. Please note that this range is an estimate and pricing should be based upon previous experience on projects completed and the services outlined in the RFP.

   Please also note that the District reserves the right to ask questions and seek clarifications about the Proposal, to request post-proposal modifications, and to engage in negotiations with a selected short list of firms.
8.0 CONTRACT AND CONTRACTING PROVISIONS

8.1 Standard Form of Contract

The District’s Contract for Consulting Services is included as Attachment 1. The proposal should include any comments or requested changes. **Please note: The District reserves the right to reject any firm that is not willing to accept the District’s terms and conditions as noted in the standard form of contract.**

8.2 Protest Procedures

1. Any actual or prospective Vendor who is aggrieved in connection with the solicitation or award of this contract may protest to the District in accordance with the procedures set forth herein. Protests based on the terms in this Request for Proposal, which are apparent prior to the date established for submitting the proposal must be received seven (7) days prior to the submittal deadline. Protests based on other events must be received within three (3) working days after the aggrieved person knows, or should have known, of the facts and circumstances upon which the protest is based; provided, however, that in no event shall a protest be considered if all proposals are rejected or if the protest is received after the award for this contract.

2. In order to be considered, a protest shall be in writing and shall include: the name and address of the aggrieved person; the contract title under which the protest is submitted; a detailed description of the specific grounds for protest and any supporting documentation; and the specific ruling or relief requested. The written protest shall be mailed to:

   JoLynn Berge  
   Assistant Superintendent for Business and Finance  
   Seattle School District No.1  
   MS 33-300  
   P.O. Box 34165  
   Seattle, WA 98124

   Or delivered to:

   JoLynn Berge  
   Assistant Superintendent for Business and Finance  
   Seattle School District No.1  
   MS 33-300  
   2445 3rd Avenue South  
   Seattle, WA 98134

   And shall be labeled: “Protest”

3. Upon receipt of a written protest, the District shall promptly consider the protest. The District may give notice of the protest and its basis to other persons, including Proposers involved in or affected by the protest; such other persons may be given an opportunity to submit their views and relevant information. If the protest is not resolved by mutual agreement of the aggrieved person and the District, the District will promptly issue a decision in writing stating the reasons for the
action taken. A copy of the decision shall be mailed by certified mail, return receipt requested, or otherwise promptly furnished to the aggrieved person and any other interested parties. The District decision may be appealed to the Superintendent by written notice together with all supportive evidence, received at the address set forth in paragraph 2, not more than two (2) working days after receipt of the decision. The Superintendent’s decision shall be final and conclusive.

4. Strict compliance with the protest procedures set forth herein is essential in furtherance of the public interest. Any aggrieved party that fails to comply strictly with these protest procedures is deemed, by such failure, to have waived and relinquished forever any right or claim with respect to alleged irregularities in connection with the solicitation or award. No person or party may pursue any action in court challenging the solicitation or award of this contract without first exhausting the administrative procedures specified herein and receiving the District’s final decision.

5. Any Proposer submitting a proposal shall be deemed to have accepted these procedures.

End of Request for Proposal

Attachment 1: Sample Contract for Consulting Services
Attachment 1 is available to view at Builders Exchange of Washington