

**REQUEST FOR PROPOSAL
GENERAL CONTRACTOR/CONSTRUCTION MANAGER (GC/CM)**

**STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES
FACILITIES PROFESSIONAL SERVICE
ENGINEERING & ARCHITECTURAL SERVICES
for
Intercity Transit**

Notice to General Contractor/Construction Management Firms

**Project No. 2018-230
Intercity Transit, Pattison MOA Expansion
Olympia, Washington**

GC/CM firms are invited to submit proposals for the development and construction of the project. The estimated maximum allowable construction cost (GC/CM MACC) is \$38,750,000.

PROJECT SCOPE

The scope of work is to include the implementation of Phase 3 and 4 of the Master Plan developed by Stantec Architecture. Phase 3 will consist of the construction of a L Shape three story Administration and Operation Building approximately 30,000 square feet on the corner of Pattison and Martin Way. In addition construction of a Fuel, Wash, Facilities Building approximately 20,000 Square feet a long Martin Way. Phase 4 will consist of the renovation of the existing maintenance upon the completion of the Fuel, Wash, Facilities Building. Please see the attachments for the draft Master Plan and the SD documents from Stantec Architecture.

PROJECT BRIEFING AND SITE TOUR

Scheduled for Tuesday, July 2, 2019 at 10:00 a.m., Board Room Pattison Administration Building; 526 Pattison Street SE Olympia, WA 98507

Copies of the RFP with links to additional info./supporting documents shall be available at:
<http://des.wa.gov/services/facilities/Construction/Consultants/Pages/EASCurrentProjects.aspx>

SUBMITTAL REQUIREMENTS

Firms desiring consideration shall submit Five (5) copies of their proposals plus one (1) electronic copy on USB flash drive, **prior to 3:00 p.m., Thursday, July 18, 2019.**

SUBMITTAL LOCATION

Attention: Amanda Witt

Department of Enterprise Services
Engineering & Architectural Services
1500 Jefferson, Olympia, WA 98501 (hand delivered or courier)
P. O. Box 41476, Olympia, Washington, 98504-1476 (Mailed)

CONTACT INFORMATION

Jonathan Martin, E&AS Project Manager, (360) 239-3350 or jonathan.martin@des.wa.gov

--- END OF GC/CM FIRM SELECTION ADVERTISEMENT ---

REQUEST FOR FINAL PROPOSALS (RFFP) for GC/CM SERVICES

For Proposers on Short-list

1.0 GENERAL

The following is provided as a supplement to the original Request for Proposal (RFP) to assist proposers on the short-list in submitting their final proposal and bid.

2.0 SITE INVESTIGATION AND CONDITIONS AFFECTING THE WORK

- 2.1** In submitting its final proposal and bid, the proposer acknowledges that it will provide, for the duration of the project, the full complement of staff designated in its written response to the Request for Proposal.
- 2.2** Proposer acknowledges that it has taken steps reasonably necessary to ascertain the nature and location of the work, and that it has investigated and satisfied itself to the general and local conditions which can affect the work or its cost.
- 2.3** Proposer acknowledges that it has satisfied itself as to the character, quality and quantity of surface and subsurface materials or obstacles to be encountered insofar as this information is reasonably ascertainable from an inspection of the site, including all exploratory work done by Owner, as well as from the drawings and specifications made a part of these contract documents.
- 2.4** Proposer acknowledges that drawings made a part of this RFFP are for information only, and shall not be used for construction.
- 2.5** Proposer acknowledges that adjoining areas will be conducting normal operations during the work. Proposer should anticipate pedestrian and traffic congestion, limited parking, and the requirement that the work be coordinated with ongoing operations.
- 2.6** Proposer acknowledges that its bid is based upon a schedule and assumptions which incorporate the conditions set forth above, and in the contract documents as defined in the GC/CM contract attached hereto. All components of the contract Documents, whether attached hereto or referenced only, are incorporated by reference and hereby made a part of this RFFP.
- 2.7** Owner assumes no responsibility for any conclusions or interpretations made by proposer based on the information made available by Owner.

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Should a proposer find discrepancies or omissions in the drawings or specifications, or should proposer be in doubt as to their meaning, the proposer shall at once notify the Owner. If appropriate, the Owner will send written instructions to all short-listed proposers by addenda. Questions received less than seven (7) calendar days before the time for submission of final proposals and bids may not be answered. All addenda issued shall be incorporated into these contract documents.

3.0 PREPARATION OF BIDS

3.1 Each proposer is required to submit two bid amounts on the Final Proposal form included in this RFFP. The first amount shall be the GC/CM "Percent Fee," and the second amount shall be for the "Specified General Conditions Work." The terms "Percent Fee" and "Specified General Conditions Work" are defined in the GC/CM Contract included in this RFFP.

3.2 Proposer shall comply with the following instructions in preparing its Final Proposal and bid.

3.2.1 State the GC/CM Percent Fee as a percentage, and multiply it by the estimate of the Maximum Allowable Construction Cost (MACC) stated on the Final Proposal Form to determine a single dollar amount for the Percent Fee. The dollar amount for the Percent Fee will be added to the dollar amount for the Specified General Conditions Work to determine a single amount, which shall be the proposer's total bid.

3.2.2 In completing the Final Proposal Form, the proposer must enter a percentage for the Percent Fee and a dollar amount for the Percent Fee and the 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 final proposal being declared nonresponsive. The Owner reserves the right to reject any or all final proposals and to waive as an informality any non-material irregularities in the final proposal forms received.

3.2.3 Proposer shall review the Cost Responsibility Matrix and prepare their fees in accordance with that document.

3.2.4 The proposer's business name, address, other contact information, Contractor's Registration Number, UBI Number, and Employment Security Department number of the proposer

shall be typed or printed on the Final Proposal Form in the space provided.

3.2.5 Final proposals must be (1) submitted on the Final Proposal form furnished by Owner or a copy of this form, and (2) manually signed in ink by an authorized representative of the proposer. The person signing the Final Proposal Form must initial each page.

3.2.6 Proposers shall submit bids in the format provided on the Final Proposal Form. Only the amounts and information required on the Final Proposal Form furnished by the Owner will be considered as the final proposal. All blank spaces must be filled in.

3.2.7 Receipt of all addenda must be acknowledged by identifying the addendum number in the space provided in the Final Proposal Form.

3.2.8 Bids shall be accompanied by a bid bond.

4.0 TAXES

The proposal shall include all taxes imposed by law except Washington State Sales Tax. Sales tax shall not be included in the Total Bid.

5.0 SUBMISSION AND WITHDRAWAL OF BIDS

5.1 Final Proposals and proposal modifications shall be submitted in sealed envelopes or packages up to **3:00 pm on August 8, 2019** at:

Attention: Veronica Sharp
Department of Enterprise Services
Engineering & Architectural Services
1500 Jefferson, Olympia, WA 98501 (hand delivered or courier)
P. O. Box 41476, Olympia, Washington, 98504-1476 (Mailed)

Such proposals shall be (1) addressed to the Dept. of Enterprise Services and (2) show the project name, proposal submittal deadline date and time, and the name and address of the proposer.

5.2 Receipt of final proposals and proposal modifications by facsimile, email, telephone, or orally will not be considered.

- 5.3** A proposer may withdraw its final proposal by submitting a written request to the address noted in paragraph 5.1 above before the proposal submittal deadline. DES will return the final proposal unopened after a Contractor has been selected for MACC negotiations by the Owner.

6.0 LATE SUBMISSIONS

- 6.1** Any final proposal, proposal modification, or request to withdraw a final proposal that is received after the deadline set forth herein will not be considered.
- 6.2** The only acceptable evidence to establish the time of receipt at the office designated in this RFFP is the time/date stamped or printed by Owner on the bid envelope or package or other documentary evidence of receipt maintained by Owner.

7.0 DIVERSE BUSINESS INCLUSION PLAN

Intercity Transit's overall DBE goal is 4.95%. The finalists will be required to submit a Diverse Business Inclusion Plan with their proposal. In accordance with the Legislative findings and policies set forth in Chapter 39.19 RCW, the state of Washington encourages participation in all of its contracts by firms certified by the Office of Minority and Women's Business Enterprises ("OMWBE"), and set forth in RCW 43.60A.200 for firms certified by the Washington State Department of Veterans Affairs, and set forth in RCW 39.26.005 for firms that are Washington Small Businesses. Participation may be either on a direct basis or on a Subcontractor basis. However, no preference on the basis of participation is included in the evaluation of Diverse Business Inclusion Plans submitted at the time of finalist interviews, and no minimum level of minority- and women-owned business enterprise (MWBE), Washington Small Business, or Washington State certified Veteran Business participation is required as a condition for receiving an award of the GC/CM Contract. Any affirmative action requirements set forth in any federal Governmental Rules included or referenced in the contract documents will apply. Further instructions will be included in the RFFP.

8.0 FINAL SELECTION

Final selection of a Contractor for MACC negotiations will be made consistent with the requirements set forth in the Request for Proposal.

9.0 PRECONSTRUCTION SERVICES – WORK PLAN AND AGREEMENT

Within seven (7) days of notification of its selection for MACC negotiations, the Contractor with the highest scoring proposal will be required to submit a Preconstruction Work Plan for Work During Preconstruction (Work Plan) in accordance with Article 5 of the GC/CM Contract.

The Owner has established an estimated allowance of \$250,000 for this Preconstruction Work, excluding Washington State Sales Tax.

The Work Plan shall include a schedule of the activities included in the scope of work for Preconstruction Services, the anticipated number of hours needed to complete each activity, and the name(s) of the individuals that will be used to complete each task and an hourly rate for each individual the Contractor intends to use to accomplish the tasks assigned. The hourly rates multiplied by the number of hours needed to complete all tasks shall, unless adjusted pursuant to mutual agreement of the Owner and Contractor, constitute the total compensation for Preconstruction Services.

If the Work Plan is not satisfactory the Owner will advise the Contractor of the shortcomings in the Work Plan. The Contractor will not be entitled to any compensation under this paragraph until a Work Plan, satisfactory to the Owner, is provided and an Agreement for Preconstruction Work is executed. Failure to submit a Work Plan within twenty-one (21) calendar days of the Contractor's selection for MACC negotiations, that is acceptable to and approved by the Owner, may result in the Owner canceling the Contractor's selection. The Owner may then, at its discretion, begin discussions with the next highest rank proposer.

Subject to approval of the Work Plan by the Owner, the Contractor shall immediately execute an Agreement for Preconstruction Services, as included in this RFFP, which shall be solely for the performance and payment of Preconstruction Services.

10.0 MACC NEGOTIATIONS AND GC/CM CONTRACT

At the time a MACC is successfully negotiated, the parties will sign the GC/CM Contract, which contract will supersede and incorporate all of the terms of the Agreement for Preconstruction Services into the GC/CM Contract, thereby merging the two agreements.

Should the Contractor and Owner not agree on a MACC the Owner may cancel the negotiations and begin negotiations with the next highest ranked proposer. Should the Owner choose to cancel the negotiations upon failure

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to agree upon a MACC, such cancellation will be effective upon receipt of written notification by the Contractor. Contractor shall not be reimbursed for the MACC negotiations; however, the Contractor will be paid in accordance with the Agreement for Preconstruction Services, for any preconstruction work performed prior to the date the MACC negotiations are cancelled. Contractor shall not be entitled to any other compensation, damages, loss of profits, or payment of any kind.

11.0 BID AMOUNTS

11.1 After Proposals have been opened and the bid amounts read, the calculation of the Percent Fee bid amount will be checked for correctness. A discrepancy between the Percent Fee percentage and the Percent Fee bid amount shall be resolved by accepting the Percent Fee percentage as correct and making any necessary adjustment in the Percent Fee bid amount. The Owner shall mathematically correct, where necessary, the summation of the Total Bid amount.

11.2 The proposer's total bid amount as included on the final proposal form shall be valid until execution of the GC/CM Contract between the Owner and the selected contractor, and the total bid amount shall be included as part of the total contract cost.

END OF SECTION

STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES
1500 Jefferson Street SE
Olympia, WA 98501
P.O. Box 41476
Olympia, Washington 98504-1476

GC/CM FINAL PRICE PROPOSAL

Due August 9, 2019
Prior to 3:00 p.m.

General Contractor/Construction Manager (GC/CM) Services
for
Project Number 2018-230
Pattison MOA Expansion
Intercity Transit
Olympia, WA

The undersigned, having read all the requirements the Request for Proposal and the Request for Final Proposal, together with and addenda agree to furnish all labor, materials, and construction management specified herein necessary to complete the work as follows:

Construction

Estimated GC/CM MACC: \$38,750,000

GC/CM Fee _____% x \$38,750,000.00 MACC = \$ _____

_____ Percent
(Percent Fee Written)

Specified General Conditions Work (Lump Sum) = \$ _____

_____ Dollars
(Bid Written)

Total Bid Amount = \$ _____

The above bid does not include Washington State Sales Tax (WSST). The Owner will include WSST to the total contract at the time of payment.

The initial contract award will be made for the Pre-Construction Services only. Award of construction phase services is contingent upon agreement of the MACC through negotiation.

Time for Completion

The undersigned hereby agrees to a project substantial completion of September 1, 2022. Final completion will be sixty (60) days following substantial completion for each individual phase.

Liquidated Damages

The undersigned further agrees to pay the Owner as liquidated damages the sum of **\$1,500.00** for each consecutive calendar day that is in default after the Contract Time. Liquidated damages shall be deducted from the contract invoice after taxes and retainage.

Addendum Receipt

Receipt of the following addenda to this bid solicitation is acknowledged:

Addendum No. _____	Date _____
Addendum No. _____	Date _____
Addendum No. _____	Date _____

This bid may be withdrawn at any time prior to the scheduled time for the opening of bids, or any authorized postponement thereof. The State reserves the right to reject any and all bids.

In compliance with WAC 296-127, the GC/CM shall pay all fees with each Statement of Intent and/or Affidavit of Wages Paid to the Department of Labor & Industries and these costs shall be considered incidental to the Estimated MACC.

Firm Name _____

Signed by _____

Official Capacity _____

Address _____

City/State _____

Date _____ Telephone _____ Fax _____

E-mail Address _____

State of Washington Contractor's License Number _____

Federal Tax Identification Number _____

Uniform Business Identifier (UBI) Number _____

NOTE: If bidder is a Corporation, indicate below and write "State of Incorporation"; if a Partnership, indicate below and give full names and addresses of all partners.

Performance Evaluation Questionnaire

Intercity Transit, Pattison MOA Expansion, Project Number 2018-230

To: _____

(Name of person completing the evaluation)

Phone: _____

Fax: _____

Email _____

Subject: Performance evaluation of: _____

Name of GC/CM Firm

Name of Individuals involved on this project

The Washington State Department of Enterprise Services, Facilities Division, Engineering and Architecture Services is collecting performance information on firms and their key personnel to assist the state of Washington in selecting firms for this project. The firm/individual listed above has listed you as a client for which they have previously performed work. We would appreciate you taking the time to complete this survey. *Rate each of the criteria on a scale of 1 to 10. If you do not have sufficient knowledge of past performance in a particular area, please draw a line through the box:*

- 10 means that you were very satisfied (and would hire the firm/individual again)
- 1 means that you were very unsatisfied (and would never hire the firm/individual again)

Client Name / Project Name: _____

- | | |
|--|--|
| <input type="checkbox"/> Multi-phased project <i>(check box if applicable)</i> | <input type="checkbox"/> High-rise building <i>(check box if applicable)</i> |
| <input type="checkbox"/> Historic project <i>(check box if applicable)</i> | <input type="checkbox"/> Occupied facility <i>(check box if applicable)</i> |

NO.	CRITERIA	UNIT	RATING
1	Ability to meet the client's expectations	(1-10)	
2	Leadership ability (minimize the need for State's direction)	(1-10)	
3	Quality of workmanship	(1-10)	
4	Ability to manage project costs (minimize change orders)	(1-10)	
5	Ability to maintain schedule (complete on time or early)	(1-10)	
6	Professionalism, leadership and ability to manage (prompt responses to issues/questions and prompt payment to suppliers/subcontractors)	(1-10)	
7	Ability to identify and minimize Owner's risk and ability to explain and document risk	(1-10)	
8	Ability to close out construction (no punch list upon turnover; warranties, as-builts, operating manuals, tax clearance, etc. submitted promptly)	(1-10)	
9	Ability to follow Owner's rules, regulations, & requirements (housekeeping, safety, etc.)	(1-10)	
10	Comfort level in hiring firm or individual again based on performance	(1-10)	

Thank you for your time and effort in assisting DES in this important endeavor.

*Your evaluation scores will remain anonymous and confidential.
Your scores will be combined with many other sources to provide an overall score for this firm/ individual.*

**Cost Responsibility Matrix
Intercity Transit, Pattison MOA Expansion**

(To be attached to Agreement at contract execution)

In order to assist the GC/CM finalist in developing its cost associated with the different segments of the fee proposal process, DES is providing the following Cost Responsibility Matrix ("Matrix"). The checked box indicates in what section of the fee proposal DES expects GC/CM proposers to apply the identified cost. "COW" is Cost of Work to be awarded via subcontracts, "NSS" is Negotiated Support Services, "SGC" is Specified General Conditions and "PCS" is Preconstruction Services. Proposers should refer to the RFFP, Instruction to Bidders, GC/CM Agreement and General Conditions documents including all addenda, to ascertain all the project scope requirements. In the event there is a conflict or omitted items contained in the Matrix, the GC/CM Agreement and the General Conditions Document shall govern.

Item	COW	NSS	SGC	Fee	PCS	Owner
Sub-contractor and material costs	X					
Equipment and supplies related to the work	X					
Meet regulatory requirements	X					
Permits other than building permit	X					
Warranties	X					
Refuse collection, clean-up, removal and disposal from the site—unless included in sub bids		X				
Dust control—unless included in sub bids		X				
Builders risk as stated in agreement		X				
Primary surveying and control		X				
Temporary signs fences and barricades		X				
Site security including lighting		X				
Flaggers and traffic control		X				
Erosion control		X				
Cranes and hoisting		X				
Scaffolds and shoring		X				

Item	COW	NSS	SGC	Fee	PCS	Owner
Elevator operations		X				
Weather protection		X				
Temporary site conditions and modifications		X				
Selective demolition		X				
Mock-ups		X				
Temporary project fire protection		X				
Temporary heat, power and water		X				
Final cleaning		X				
Project signs		X				
Project manager(s) during construction			X			
Superintendent(s) during construction			X			
Project engineers during construction			X			
Administrative staffing during construction			X			
Funding support documentation			X			
Estimating during construction			X			
Meeting minutes and administration during construction			X			
Schedule development and updating during construction			X			
Sub-contract administration and coordination			X			
Contractor accounting and cost accounting			X			
Cash flow analysis			X			
Administration of the project safety program			X			
Administration of the environmental program			X			

Item	COW	NSS	SGC	Fee	PCS	Owner
Applications for payments			X			
Change order preparation and procedures			X			
Communications and coordination			X			
Managing regulatory requirements			X			
Review and processing of submittals, shop drawings and samples			X			
Maintaining and updating BIM models during construction			X			
Contractor quality control			X			
Coordination of testing laboratory			X			
Administration and coordination of the commissioning program			X			
Equipment, phones, and supplies related to management			X			
Company-owned vehicles assigned to staff (company trucks)			X			
Travel, gas, oil, maintenance for company-owned vehicles assigned to staff			X			
Coordination of other Owner contractors			X			
Contract close-out			X			
Punch-list preparation and administration			X			
All site safety work		X				
All GC/CM insurance, payment and performance bonds (not including Builders Risk)				X		
GC/CM fee (profit)				X		
GC/CM taxes except sales taxes				X		
Liquidated damages				X		
Fee proposal preparation, site walk, interview process, invitation to bid, GC/CM Agreement and General Conditions				X		

Item	COW	NSS	SGC	Fee	PCS	Owner
Replacement of defective or non-conforming work including retesting				X		
GC/CM corporate overhead				X		
Design participation through GMP					X	
Estimating through GMP					X	
Meeting minutes-through GMP					X	
Pre-construction schedules					X	
Sub-contractor and supplier analysis of market conditions prior to bidding					X	
Review and implementation of possible product substitutions					X	
Participation in Value Engineering studies					X	
Participation in pre-bid Constructability Reviews					X	
Assembling and updating BIM models as assigned					X	
Other technical or administrative tasks as assigned					X	
Development of GMP or interim Contract Amendments					X	
Sub-contractor bid packaging and development					X	
Diverse Business Outreach					X	
Advertise project for bids					X	
Pre-bid conferences and marketing					X	
Sub-contractor and supplier bid analysis and award recommendation including possible MCCM and ECCM					X	
Review and analysis of subcontractor qualifications per RCW 39.10					X	

Item	COW	NSS	SGC	Fee	PCS	Owner
Coordination and finalization of subcontracting for labor, material and equipment, including reviews/finalization of scopes of work and buyouts					X	
Construction office and facilities		X				
Power and water use during construction		X				
Temporary sanitation		X				
Utility hook-up, meters and fees						X
Architectural and engineering services						X
Sub-contractor bid document reproduction						X
WSST on GC/CM billings						X
Building permit						X
Testing laboratory and testing services per the Contract Documents						X
Project management consultant						X
Commissioning agent						X

Phase One Protest Procedures

Protests Prior to Submission of Request for Proposal (RFP)

A submitter may protest the terms of this RFP prior to the time for submission of Statement of Qualifications (SOQ) on the grounds that:

- a. A material provision in this RFP is ambiguous to the extent that it hinders the Submitter's ability to accurately respond;
- b. Any aspect of the procurement process described herein is contrary to legal requirements applicable to this procurement; or
- c. This RFP in whole or in part exceeds the authority of Department of Enterprise Services.

Protests regarding this RFP shall be filed only after the submitter has informally discussed the nature and basis of the protest with the point of contact in an effort to remove the grounds for protest.

Protests regarding this RFP shall completely and succinctly state the grounds for protest and shall include all factual and legal documentation in sufficient detail to establish the merits of the protest. Evidentiary statements, if any, shall be submitted as signed, certified declarations under penalty of perjury.

Protests regarding this RFP shall be filed by hand delivery or courier to the point of contact. The time for filing a protest is as soon as the basis for protest is known to the submitter, but in any event it must be actually received no later than ten (10) days before the RFP submittal due date. Protests regarding an Addendum to the RFP shall be filed and actually received no later than five (5) business days after the Addendum to the RFP is issued.

Enterprise Services will distribute copies of the protest to the other submitters and may, at its sole discretion: (1) request that other submitters submit statements or arguments regarding the protest, and (2) discuss the protest with the protesting submitter. If other submitters are requested to submit statements or arguments, they may file a statement in support of or in opposition to the protest within seven (7) calendar days of the request.

The protesting submitter shall have the burden of proving its protest by clear and convincing evidence. No hearing will be held on the protest. The Enterprise Services' Assistant Director of Facilities Professional Services shall decide the protest on the basis of the written submissions. Enterprise Services' Assistant Director of Facilities Professional Services shall issue the decision in writing to each Submitter. The decision shall be final and conclusive. If necessary to address the issues raised in the protest, Enterprise Services will make appropriate revisions to this RFP by issuing Addenda. Enterprise Services may extend the RFP due date, if necessary, to address any protest issues.

The failure of a submitter to protest a particular ground prior to submission of the RFP shall preclude consideration of that ground in any protest after submission of the RFP.

However, this preclusion does not apply if such ground was not and could not have been known to the submitter prior to the final date to protest after submission of the RFP.

Phase Two Protest Procedures

Protests Regarding Responsiveness and Finalist Selection Process after Submission of RFPs

A submitter may protest the results of the evaluation and finalist selection process by filing a notice of protest by hand delivery or courier to the point of contact. The protesting submitter shall concurrently provide a copy of its notice of protest to the other submitters. The notice of protest shall specifically state the grounds of the protest.

Notice of protest of any decision to accept or disqualify a RFP on responsiveness grounds must be filed within five (5) business days after the earliest of: notification of non-responsiveness, the scheduled date for oral meetings and presentations (if any), or the public announcement of the finalists. Notice of protest of the decision on the finalist selection process must be filed and actually received by the Department of Enterprise Services (Enterprise Services) within five (5) business days after the public announcement of the finalists.

Within seven (7) calendar days of the notice of protest, the protesting submitter must file with the point of contact a detailed statement of the grounds, legal authorities and facts, including all documents and evidentiary statements, in support of the protest. The protesting submitter shall concurrently deliver a copy of the detailed statement to all other submitters. Evidentiary statements, if any, shall be submitted as signed certified declarations under penalty of perjury. The protesting submitter shall have the burden of proving its protest by clear and convincing evidence.

Failure to file a notice of protest or a detailed statement within the applicable period shall constitute an unconditional waiver of the right to protest the evaluation or finalist selection process and decisions thereunder, other than any protest based on facts not reasonably ascertainable as of such date.

Other submitters may file by hand delivery to the point of contact a statement in support of or in opposition to the protest. Such statement must be filed within seven (7) calendar days after the protesting submitter files its detailed statement of protest. Enterprise Services will promptly forward copies of any such statements to the protesting submitter.

No evidentiary hearing or oral argument shall be provided, except, in the sole and absolute discretion of Enterprise Services' Assistant Director of Facilities Professional Services, a hearing or oral argument may be permitted if deemed useful in rendering a decision. Enterprise Services' Assistant Director of Facilities Professional Services shall issue a written decision regarding the protest within thirty (30) calendar days after Enterprise Services receives the detailed statement of protest, unless notice is given to the protesting submitter that additional time is needed. Such decision shall be final and conclusive. Enterprise Services shall deliver the written decision to the protesting submitter and copies to the other submitters. Unless necessary for the successful completion of the project, as determined at the sole discretion of the Enterprise Services' Assistant Director of Facilities Professional Services, the Request for Proposals shall not be issued to the finalists until Enterprise Services issues its written decision on the protest.

If the Enterprise Services' Assistant Director of Facilities Professional Services concludes that the submitter filing the protest has established a basis for protest, the Enterprise Services' Assistant Director of Facilities Professional Services will determine what remedial steps, if any, are necessary or appropriate to address the issues raised in the protest. Such steps may include, without limitation, withdrawing or revising the decisions, issuing a new RFP or taking other appropriate actions.

Table of Contents

RCW 39.10	Alternative Public Works Statutes Applicable to GC/CM (2014)
RCW 39.04.010	Definitions of Public Works
RCW 39.04.015	Adjustments to Bid Price - Conditions
RCW 60.28.011	Retained Percentage – Labor and Material <ul style="list-style-type: none">• Lien Created – Bond in Lieu of Retained Funds – Termination• Before Completion – Chapter Deemed Exclusive – General• Contractor/Construction Manager Procedure – Definitions
RCW 39.04.320	Promoting the Use of Apprentices in Public Works Projects
RCW39.04.350	Relating to Bidder Responsibility

Chapter 39.10 RCW

ALTERNATE PUBLIC WORKS CONTRACTING PROCEDURES

RCW 39.10.200

Finding — Purpose — Intent.

The legislature finds that the traditional process of awarding public works contracts in lump sum to the lowest responsible bidder is a fair and objective method of selecting a contractor. However, under certain circumstances, alternative public works contracting procedures may best serve the public interest if such procedures are implemented in an open and fair process based on objective and equitable criteria. The purpose of this chapter is to authorize the use of certain supplemental alternative public works contracting procedures, to prescribe appropriate requirements to ensure that such contracting procedures serve the public interest, and to establish a process for evaluation of such contracting procedures. It is the intent of the legislature to establish that, unless otherwise specifically provided for in law, public bodies may use only those alternative public works contracting procedures specifically authorized in this chapter, subject to the requirements of this chapter.

RCW 39.10.210

Definitions.

Unless the context clearly requires otherwise, the definitions in this section apply throughout this chapter.

- (1) "Alternative public works contracting procedure" means the design-build, general contractor/construction manager, and job order contracting procedures authorized in RCW [39.10.300](#), [39.10.340](#), and [39.10.420](#), respectively.
- (2) "Board" means the capital projects advisory review board.
- (3) "Certified public body" means a public body certified to use design-build or general contractor/construction manager contracting procedures, or both, under RCW [39.10.270](#).
- (4) "Committee," unless otherwise noted, means the project review committee.
- (5) "Design-build procedure" means a contract between a public body and another party in which the party agrees to both design and build the facility, portion of the facility, or other item specified in the contract.
- (6) "Disadvantaged business enterprise" means any business entity certified with the office of minority and women's business enterprises under chapter [39.19](#) RCW.
- (7) "General contractor/construction manager" means a firm with which a public body has selected to provide services during the design phase and negotiated a maximum allowable construction cost to act as construction manager and general contractor during the construction phase.
- (8) "Job order contract" means a contract in which the contractor agrees to a fixed period, indefinite quantity delivery order contract which provides for the use of negotiated, definitive work orders for public works as defined in RCW [39.04.010](#).
- (9) "Job order contractor" means a registered or licensed contractor awarded a job order contract.
- (10) "Maximum allowable construction cost" means the maximum cost of the work to construct the project including a percentage for risk contingency, negotiated support services, and approved change orders.

- (11) "Negotiated support services" means items a general contractor would normally manage or perform on a construction project including, but not limited to surveying, hoisting, safety enforcement, provision of toilet facilities, temporary heat, cleanup, and trash removal, and that are negotiated as part of the maximum allowable construction cost.
- (12) "Percent fee" means the percentage amount to be earned by the general contractor/construction manager as overhead and profit.
- (13) "Public body" means any general or special purpose government in the state of Washington, including but not limited to state agencies, institutions of higher education, counties, cities, towns, ports, school districts, and special purpose districts.
- (14) "Public works project" means any work for a public body within the definition of "public work" in RCW [39.04.010](#).
- (15) "Small business entity" means a small business as defined in RCW [39.26.010](#).
- (16) "Total contract cost" means the fixed amount for the detailed specified general conditions work, the negotiated maximum allowable construction cost, and the percent fee on the negotiated maximum allowable construction cost.
- (17) "Total project cost" means the cost of the project less financing and land acquisition costs.
- (18) "Unit price book" means a book containing specific prices, based on generally accepted industry standards and information, where available, for various items of work to be performed by the job order contractor. The prices may include: All the costs of materials; labor; equipment; overhead, including bonding costs; and profit for performing the items of work. The unit prices for labor must be at the rates in effect at the time the individual work order is issued.
- (19) "Work Order" means an order issued for a definite scope of work to be performed pursuant to a job order contract.

RCW 39.10.230

Board — Powers and Duties.

The board has the following powers and duties:

- (1) Develop and recommend to the legislature policies to further enhance the quality, efficiency, and accountability of capital construction projects through the use of traditional and alternative delivery methods in Washington, and make recommendations regarding expansion, continuation, elimination, or modification of the alternative public works contracting methods;
- (2) Evaluate the use of existing contracting procedures and the potential future use of other alternative contracting procedures including competitive negotiation contracts;
- (3) Submit recommendations to the appropriate committees of the legislature evaluating alternative contracting procedures that are not authorized under this chapter;
- (4) Appoint members of committees; and
- (5) Develop and administer questionnaires designed to provide quantitative and qualitative data on alternative public works contracting procedures on which evaluations are based.

The capital projects advisory review board is directed to review current statutes regarding life-cycle cost analysis and energy efficiency as related to the design-build procurement method performed under chapter [39.10](#) RCW. Capital projects advisory review board shall report to the appropriate committees of the legislature by December 31, 2013, with recommendations for statutory changes that promote energy efficiency and reduce the total cost to construct, operate

and maintain public buildings. Recommendation must include provisions for postoccupancy validation of estimated energy efficiency measures, and operating and maintenance cost estimates. Life-cycle estimates of energy use must include estimates of energy consumptions for materials used in construction.

RCW 39.10.240

Project Review Committee — Creation — Members.

- (1) The board shall establish a project review committee to review and approve public works projects using the design-build and general contractor/construction manager contracting procedures authorized in RCW [39.10.300](#) and [39.10.340](#) and to certify public bodies as provided in RCW [39.10.270](#).
- (2) The board shall, by a majority vote of the board, appoint persons to the committee who are knowledgeable in the use of the design-build and general contractor/construction manager contracting procedures. Appointments must represent a balance among the industries and public owners on the board listed in RCW [39.10.220](#).
 - a) Each member of the committee shall be appointed for a term of three years. However, for initial appointments, the board shall stagger the appointment of committee members so that the first members are appointed to serve terms of one, two, or three years from the date of appointment. Appointees may be reappointed to serve more than one term.
 - b) The committee shall, by a majority vote, elect a chair and vice chair for the committee.
 - c) The committee chair may select a person or persons on a temporary basis as a nonvoting member if project specific expertise is needed to assist in a review.
- (3) The chair of the committee, in consultation with the vice chair, may appoint one or more panels of at least six committee members to carry out the duties of the committee. Each panel shall have balanced representation of the private and public sector representatives serving on the committee.
- (4) Any member of the committee directly or indirectly affiliated with a submittal before the committee must recuse himself or herself from the committee consideration of that submittal.
- (5) Any person who sits on the committee or panel is not precluded from subsequently bidding on or participating in projects that have been reviewed by the committee.
- (6) The committee shall meet as often as necessary to ensure that certification and approvals are completed in a timely manner.

RCW 39.10.250

Project Review Committee — Duties.

The committee shall:

- (1) Certify, or renew certification for, public bodies to use design-build or general contractor/construction manager contracting procedures, or both;
- (2) Review and approve the use of the design-build or general contractor/construction manager contracting procedures on a project by project basis for public bodies that are not certified under RCW [39.10.270](#);
- (3) Review and approve not more than fifteen projects using the design-build contracting procedure by noncertified public bodies for projects that have a total project cost between two million and ten million dollars. Projects must meet the criteria in RCW [39.10.300](#)(1). Where possible, the committee shall approve projects among multiple public bodies. At least annually, the committee shall report to the board regarding the committee's review procedure of these projects and its recommendations for further use; and
- (4) Review and approve not more than two design-build demonstration projects that include procurement of operations and maintenance services for a period longer than three years.

RCW 39.10.260

Project Review Committee — Meetings — Open and public.

- (1) The committee shall hold regular public meetings to carry out its duties as described in RCW [39.10.250](#). Committee meetings are subject to chapter [42.30](#) RCW.
- (2) The committee shall publish notice of its public meetings at least twenty days before the meeting in a legal newspaper circulated in the area where the public body seeking certification is located, or where each of the proposed projects under consideration will be constructed. All meeting notices must be posted on the committee's web site.
- (3) The meeting notice must identify the public body that is seeking certification or project approval, and where applicable, a description of projects to be considered at the meeting. The notice must indicate when, where, and how the public may present comments regarding the committee's certification of a public body or approval of a project. Information submitted by a public body to be reviewed at the meeting shall be available on the committee's web site at the time the notice is published.
- (4) The committee must allow for public comment on the appropriateness of certification of a public body or on the appropriateness of the use of the proposed contracting procedure and the qualifications of a public body to use the contracting procedure. The committee shall receive and record both written and oral comments at the public meeting.

RCW 39.10.270

Project Review Committee — Certification of public bodies.

- (1) A public body may apply for certification to use the design-build or general contractor/construction manager contracting procedure, or both. Once certified, a public

body may use the contracting procedure for which it is certified on individual projects without seeking committee approval for a period of three years. Public bodies certified to use the design-build procedure are limited to no more than five projects with a total project cost between two and ten million dollars during the certification period. A public body seeking certification must submit to the committee an application in a format and manner as prescribed by the committee. The application must include a description of the public body's qualifications, its capital plan during the certification period, and its intended use of alternative contracting procedures.

- (2) A public body seeking certification for the design-build procedure must demonstrate successful management of at least one design-build project within the previous five years. A public body seeking certification for the general contractor/construction manager procedure must demonstrate successful management of at least one general contractor/construction manager project within the previous five years.
- (3) To certify a public body, the committee shall determine that the public body:
 - a) Has the necessary experience and qualifications to determine which projects are appropriate for using alternative contracting procedures;
 - b) Has the necessary experience and qualifications to carry out the alternative contracting procedure including, but not limited to: (i) Project delivery knowledge and experience; (ii) personnel with appropriate construction experience; (iii) a management plan and rationale for its alternative public works projects; (iv) demonstrated success in managing public works projects; (v) the ability to properly manage its capital facilities plan including, but not limited to, appropriate project planning and budgeting experience; and (vi) the ability to meet requirements of this chapter; and
 - c) Has resolved any audit findings on previous public works projects in a manner satisfactory to the committee.
- (4) The committee shall, if practicable, make its determination at the public meeting during which an application for certification is reviewed. Public comments must be considered before a determination is made. Within ten business days of the public meeting, the committee shall provide a written determination to the public body, and make its determination available to the public on the committee's web site.
- (5) The committee may revoke any public body's certification upon a finding, after a public hearing, that its use of design-build or general contractor/construction manager contracting procedures no longer serves the public interest.
- (6) The committee may renew the certification of a public body for additional three-year periods. The public body must submit an application for recertification at least three months before the initial certification expires. The application shall include updated information on the public body's experience and current staffing with the procedure it is applying to renew, and any other information requested in advance by the committee. The committee must review the application for recertification at a meeting held before expiration of the applicant's initial certification period. A public body must reapply for certification under the process described in subsection (1) of this section once the period of recertification expires.
- (7) Certified public bodies must submit project data information as required in RCW [39.10.320](#) and [39.10.350](#).

RCW 39.10.280

Project Review Committee — Project approval process.

- (1) A public body not certified under RCW [39.10.270](#) must apply for approval from the committee to use the design-build or general contractor/construction manager contracting procedure on a project. A public body seeking approval must submit to the committee an application in a format and manner as prescribed by the committee. The application must include a description of the public body's qualifications, a description of the project, and its intended use of alternative contracting procedures.
- (2) To approve a proposed project, the committee shall determine that:
 - (a) The alternative contracting procedure will provide a substantial fiscal benefit or the use of the traditional method of awarding contracts in lump sum to the low responsive bidder is not practical for meeting desired quality standards or delivery schedules;
 - (b) The proposed project meets the requirements for using the alternative contracting procedure as described in RCW [39.10.300](#) or [39.10.340](#);
 - (c) The public body has the necessary experience or qualified team to carry out the alternative contracting procedure including, but not limited to: (i) Project delivery knowledge and experience; (ii) sufficient personnel with construction experience to administer the contract; (iii) a written management plan that shows clear and logical lines of authority; (iv) the necessary and appropriate funding and time to properly manage the job and complete the project; (v) continuity of project management team, including personnel with experience managing projects of similar scope and size to the project being proposed; and (vi) necessary and appropriate construction budget;
 - (d) For design-build projects, public body personnel or consultants are knowledgeable in the design-build process and are able to oversee and administer the contract; and
 - (e) The public body has resolved any audit findings related to previous public works projects in a manner satisfactory to the committee.
- (3) The committee shall, if practicable, make its determination at the public meeting during which a submittal is reviewed. Public comments must be considered before a determination is made.
- (4) Within ten business days after the public meeting, the committee shall provide a written determination to the public body, and make its determination available to the public on the committee's web site. If the committee fails to make a written determination within ten business days of the public meeting, the request of the public body to use the alternative contracting procedure on the requested project shall be deemed approved.
- (5) Failure of the committee to meet within sixty calendar days of a public body's application to use an alternative contracting procedure on a project shall be deemed an approval of the application.

RCW 39.10.290

Appeal Process.

Final determinations by the committee may be appealed to the board within seven days by the public body or by an interested party. A written notice of an appeal must be provided to the committee and, as applicable, to the public body. The board shall resolve an appeal within forty-five days of receipt of the appeal and shall send a written determination of its decision to the

party making the appeal and to the appropriate public body, as applicable. The public body shall comply with the determination of the board.

RCW 39.10.340

General Contractor/Construction Manager procedure — Uses.

Subject to the process in RCW [39.10.270](#) or [39.10.280](#), public bodies may utilize the general contractor/construction manager procedure for public works projects where at least one of the following is met:

- (1) Implementation of the project involves complex scheduling, phasing, or coordination;
- (2) The project involves construction at an occupied facility which must continue to operate during construction;
- (3) The involvement of the general contractor/construction manager during the design stage is critical to the success of the project;
- (4) The project encompasses a complex or technical work environment; or
- (5) The project requires specialized work on a building that has historic significance.

RCW 39.10.350

General Contractor/Construction Manager procedure — Project management and contracting requirements.

- (1) A public body using the general contractor/construction manager contracting procedure shall provide for:
 - (a) The preparation of appropriate, complete, and coordinated design documents;
 - (b) Confirmation that a constructability analysis of the design documents has been performed prior to solicitation of a subcontract bid package;
 - (c) Reasonable budget contingencies totaling not less than five percent of the anticipated contract value;
 - (d) To the extent appropriate, on-site architectural or engineering representatives during major construction or installation phases;
 - (e) Employment of staff or consultants with expertise and prior experience in the management of comparable projects, critical path method schedule review and analysis, and the administration, pricing, and negotiation of change orders;
 - (f) Contract documents that include alternative dispute resolution procedures to be attempted before the initiation of litigation;
 - (g) Contract documents that: (i) Obligate the public owner to accept or reject a request for equitable adjustment, change order, or claim within a specified time period but no later than sixty calendar days after the receipt by the public body of related documentation; and (ii) provide that if the public owner does not respond in writing to a request for equitable adjustment, change order, or claim within the specified time period, the request is deemed denied;
 - (h) Submission of project information, as required by the board; and
 - (i) Contract documents that require the contractor, subcontractors, and designers to submit project information required by the board.
- (2) A public body using the general contractor/construction manager contracting procedure may include an incentive clause for early completion, cost savings, or other performance goals if such incentives are identified in the request for proposals. No incentives granted

may exceed five percent of the maximum allowable construction cost. No incentives may be paid from any contingency fund established for coordination of the construction documents or coordination of the work.

- (3) If the construction is completed for less than the maximum allowable construction cost, any savings not otherwise negotiated as part of an incentive clause shall accrue to the public body. If the construction is completed for more than the maximum allowable construction cost, the additional cost is the responsibility of the general contractor/construction manager.
- (4) If the public body and the general contractor/construction manager agree, in writing, on a price for additional work, the public body must issue a change order within thirty days of the written agreement. If the public body does not issue a change order within the thirty days, interest shall accrue on the dollar amount of the additional work satisfactorily completed until a change order is issued. The public body shall pay this interest at a rate of one percent per month.

RCW 39.10.360

General Contractor/Construction Manager procedure — Contract award process.

- (1) Public bodies should select general contractor/construction managers early in the life of public works projects, and in most situations no later than the completion of schematic design.
- (2) Contracts for the services of a general contractor/ construction manager under this section shall be awarded through a competitive process requiring the public solicitation of proposals for general contractor/construction manager services. The public solicitation of proposals shall include:
 - (a) A description of the project, including programmatic, performance, and technical requirements and specifications when available;
 - (b) The reasons for using the general contractor/construction manager procedure;
 - (c) A description of the qualifications to be required of the firm, including submission of the firm's accident prevention program;
 - (d) A description of the process the public body will use to evaluate qualifications and proposals, including evaluation factors, the relative weight of factors, and protest procedures including time limits for filing a protest, which in no event may limit the time to file a protest to fewer than four business days from the date the proposer was notified of the selection decision;
 - (e) The form of the contract, including any contract for preconstruction services, to be awarded;
 - (f) The estimated maximum allowable construction cost; and
 - (g) The bid instructions to be used by the general contractor/construction manager finalists.
- (3) (a) Evaluation factors for selection of the general contractor/construction manager shall include, but not be limited to:
 - (i) Ability of the firm's professional personnel;
 - (ii) The firm's past performance in negotiated and complex projects;
 - (iii) The firm's ability to meet time and budget requirements;
 - (iv) The scope of work the firm proposes to self-perform and its ability to perform that work;

- (v) The firm's proximity to the project location;
 - (vi) Recent, current, and projected workloads of the firm; and
 - (vii) The firm's approach to executing the project.
- (b) An agency may also consider the firm's outreach plan to include small business entities and disadvantaged business enterprises, and the firm's past performance in the utilization of such firms as an evaluation factor.
- (4) A public body shall establish a committee to evaluate the proposals. After the committee has selected the most qualified finalists, at the time specified by the public body, these finalists shall submit final proposals, including sealed bids for the percent fee on the estimated maximum allowable construction cost and the fixed amount for the general conditions work specified in the request for proposal. The public body shall establish a time and place for the opening of sealed bids for the percent fee on the estimated maximum allowable construction cost and the fixed amount for the general conditions work specified in the request for proposal. At the time and place named, these bids must be publicly opened and read and the public body shall make all previous scoring available to the public. The public body shall select the firm submitting the highest scored final proposal using the evaluation factors and the relative weight of factors published in the public solicitation of proposals. A public body shall not evaluate or disqualify a proposal based on the terms of a collective bargaining agreement.
 - (5) The public body shall notify all finalists of the selection decision and make a selection summary of the final proposals available to all proposers within two business days of such notification. If the public body receives a timely written protest from a proposer, the public body may not execute a contract until two business days after the final protest decision is transmitted to the protestor. The protestor must submit its protest in accordance with the published protest procedures.
 - (6) Public bodies may contract with the selected firm to provide services during the design phase that may include life-cycle cost design considerations, value engineering, scheduling, cost estimating, constructability, alternative construction options for cost savings, and sequencing of work, and to act as the construction manager and general contractor during the construction phase.

RCW 39.10.370

General Contractor/Construction Manager procedure — Maximum allowable construction cost.

- (1) The maximum allowable construction cost shall be used to establish a total contract cost for which the general contractor/construction manager shall provide a performance and payment bond. The maximum allowable construction cost shall be negotiated between the public body and the selected firm when the construction documents and specifications are at least ninety percent complete.
- (2) Major bid packages may be bid in accordance with RCW [39.10.380](#) before agreement on the maximum allowable construction cost between the public body and the selected general contractor/construction manager. The general contractor/construction manager may issue an intent to award to the responsible bidder submitting the lowest responsive bid.
- (3) The public body may, at its option, authorize the general contractor/construction manager to proceed with the bidding and award of bid packages and construction before receipt of

complete project plans and specifications. Any contracts awarded under this subsection shall be incorporated in the negotiated maximum allowable construction cost.

- (4) The total contract cost includes the fixed amount for the detailed specified general conditions work, the negotiated maximum allowable construction cost, the negotiated support services, and the percent fee on the negotiated maximum allowable construction cost. Negotiated support services may be included in the specified general conditions at the discretion of the public body.
- (5) If the public body is unable to negotiate a satisfactory maximum allowable construction cost with the firm selected that the public body determines to be fair, reasonable, and within the available funds, negotiations with that firm shall be formally terminated and the public body shall negotiate with the next highest scored firm and continue until an agreement is reached or the process is terminated.
- (6) If the maximum allowable construction cost varies more than fifteen percent from the bid estimated maximum allowable construction cost due to requested and approved changes in the scope by the public body, the percent fee shall be renegotiated.

RCW 39.10.380

General Contractor/Construction Manager procedure — Subcontract bidding procedure.

- (1) All subcontract work and equipment and material purchases shall be competitively bid with public bid openings. Subcontract bid packages and equipment and materials purchases shall be awarded to the responsible bidder submitting the lowest responsive bid. In preparing subcontract bid packages, the general contractor/construction manager shall not be required to violate or waive terms of a collective bargaining agreement.
- (2) All subcontract bid packages in which bidder eligibility was not determined in advance shall include the specific objective criteria that will be used by the general contractor/construction manager and the public body to evaluate bidder responsibility. If the lowest bidder submitting a responsive bid is determined by the general contractor/construction manager and the public body not to be responsible, the general contractor/construction manager and the public body must provide written documentation to that bidder explaining their intent to reject the bidder as not responsible and afford the bidder the opportunity to establish that it is a responsible bidder. Responsibility shall be determined in accordance with criteria listed in the bid documents. Protests concerning bidder responsibility determination by the general contractor/construction manager and the public body shall be in accordance with subsection (4) of this section.
- (3) All subcontractors who bid work over three hundred thousand dollars shall post a bid bond. All subcontractors who are awarded a contract over three hundred thousand dollars shall provide a performance and payment bond for the contract amount. All other subcontractors shall provide a performance and payment bond if required by the general contractor/construction manager.
- (4) If the general contractor/construction manager receives a written protest from a subcontractor bidder or an equipment or material supplier, the general contractor/construction manager shall not execute a contract for the subcontract bid package or equipment or material purchase order with anyone other than the protesting bidder without first providing at least two full business days' written notice to all bidders of the intent to execute a contract for the subcontract bid package. The protesting bidder must submit written notice of its protest no later than two full business days following the bid opening. Intermediate Saturdays, Sundays, and legal holidays are not counted.

- (5) A low bidder who claims error and fails to enter into a contract is prohibited from bidding on the same project if a second or subsequent call for bids is made for the project.
- (6) The general contractor/construction manager may negotiate with the lowest responsible and responsive bidder to negotiate an adjustment to the lowest bid or proposal price based upon agreed changes to the contract plans and specifications under the following conditions:
 - (a) All responsive bids or proposal prices exceed the available funds;
 - (b) The apparent low responsive bid or proposal does not exceed the available funds by the greater of one hundred twenty-five thousand dollars or two percent for projects valued over ten million dollars; and
 - (c) The negotiated adjustment will bring the bid or proposal price within the amount of available funds.
- (7) If the negotiation is unsuccessful, the subcontract work or equipment or material purchases must be rebid.
- (8) The general contractor/construction manager must provide a written explanation if all bids are rejected.

RCW 39.10.385

General Contractor/Construction Manager procedure — Alternative subcontractor selection process.

As an alternative to the subcontractor selection process outlined in RCW [39.10.380](#), a general contractor/construction manager may, with the approval of the public body, select mechanical subcontractors, electrical subcontractors, or both, using the process outlined in this section. This alternative selection process may only be used when the anticipated value of the subcontract will exceed three million dollars. When using the alternative selection process, the general contractor/construction manager should select the subcontractor early in the life of the public works project.

- (1) In order to use this alternative selection process, the general contractor/construction manager and the public body must determine that it is in the best interest of the public. In making this determination the general contractor/construction manager and the public body must:
 - (a) Publish a notice of intent to use this alternative selection process in a legal newspaper published in or as near as possible to that part of the county where the public work will be constructed. Notice must be published at least fourteen calendar days before conducting a public hearing. The notice must include the date, time, and location of the hearing; a statement justifying the basis and need for the alternative selection process; how interested parties may, prior to the hearing, obtain the evaluation criteria and applicable weight given to each criteria that will be used for evaluation; and protest procedures including time limits for filing a protest, which may in no event, limit the time to file a protest to fewer than four business days from the date the proposer was notified of the selection decision;
 - (b) Conduct a hearing and provide an opportunity for any interested party to submit written and verbal comments regarding the justification for using this selection process, the evaluation criteria, weights for each criteria, and protest procedures;

- (c) After the public hearing, consider the written and verbal comments received and determine if using this alternative selection process is in the best interests of the public; and
 - (d) Issue a written final determination to all interested parties. All protests of the decision to use the alternative selection process must be in writing and submitted to the public body within seven calendar days of the final determination. Any modifications to the criteria, weights, and protest procedures based on comments received during the public hearing process must be included in the final determination.
- (2) Contracts for the services of a subcontractor under this section must be awarded through a competitive process requiring a public solicitation of proposals. Notice of the public solicitation of proposals must be provided to the office of minority and women's business enterprises. The public solicitation of proposals must include:
- (a) A description of the project, including programmatic, performance, and technical requirements and specifications when available;
 - (b) The reasons for using the alternative selection process;
 - (c) A description of the minimum qualifications required of the firm;
 - (d) A description of the process used to evaluate qualifications and proposals, including evaluation factors and the relative weight of factors;
 - (e) Protest procedures;
 - (f) The form of the contract, including any contract for preconstruction services, to be awarded;
 - (g) The estimated maximum allowable subcontract cost; and
 - (h) The bid instructions to be used by the finalists.
- (3) Evaluation factors for selection of the subcontractor must include, but not be limited to:
- (a) Ability of the firm's professional personnel;
 - (b) The firm's past performance on similar projects;
 - (c) The firm's ability to meet time and budget requirements;
 - (d) The scope of work the firm proposes to perform with its own forces and its ability to perform that work;
 - (e) The firm's plan for outreach to minority and women-owned businesses;
 - (f) The firm's proximity to the project location;
 - (g) The firm's capacity to successfully complete the project;
 - (h) The firm's approach to executing the project;
 - (i) The firm's approach to safety on the project;
 - (j) The firm's safety history; and
 - (k) If the firm is selected as one of the most qualified finalists, the firm's fee and cost proposal.
- (4) The general contractor/construction manager shall establish a committee to evaluate the proposals. At least one representative from the public body shall serve on the committee. Final proposals, including sealed bids for the percent fee on the estimated maximum allowable subcontract cost, and the fixed amount for the subcontract general conditions work specified in the request for proposal, will be requested from the most qualified firms.
- (5) The general contractor/construction manager must notify all proposers of the most qualified firms that will move to the next phase of the selection process. The process may not proceed to the next phase until two business days after all proposers are notified of the

committee's selection decision. At the request of a proposer, the general contractor/construction manager must provide the requesting proposer with a scoring summary of the evaluation factors for its proposal. Proposers filing a protest on the selection of the most qualified finalists must file the protest with the public body in accordance with the published protest procedures. The selection process may not advance to the next phase of selection until two business days after the final protest decision issued by the public body is transmitted to the protestor.

- (6) The general contractor/construction manager and the public body shall select the firm submitting the highest scored final proposal using the evaluation factors and the relative weight of factors identified in the solicitation of proposals. The scoring of the nonprice factors must be made available at the opening of the fee and cost proposals. The general contractor/construction manager shall notify all proposers of the selection decision and make a selection summary of the final proposals, which shall be available to all proposers within two business days of such notification. The general contractor/construction manager may not evaluate or disqualify a proposal based on the terms of a collective bargaining agreement.
- (7) If the public body receives a timely written protest from a "most qualified firm," the general contractor/construction manager may not execute a contract for the protested subcontract work until two business days after the final protest decision issued by the public body is transmitted to the protestor. The protestor must submit its protest in accordance with the published protest procedures.
- (8) If the general contractor/construction manager is unable to negotiate a satisfactory maximum allowable subcontract cost with the firm selected deemed by public body and the general contractor/construction manager to be fair, reasonable, and within the available funds, negotiations with that firm must be formally terminated and the general contractor/construction manager may negotiate with the next highest scored firm until an agreement is reached or the process is terminated.
- (9) With the approval of the public body, the general contractor/construction manager may contract with the selected firm to provide preconstruction services during the design phase that may include life-cycle cost design considerations, value engineering, scheduling, cost estimating, constructability, alternative construction options for cost savings, and sequencing of work; and to act as the mechanical or electrical subcontractor during the construction phase.
- (10) The maximum allowable subcontract cost must be used to establish a total subcontract cost for purposes of a performance and payment bond. Total subcontract cost means the fixed amount for the detailed specified general conditions work, the negotiated maximum allowable subcontract cost, and the percent fee on the negotiated maximum allowable subcontract cost. Maximum allowable subcontract cost means the maximum cost to complete the work specified for the subcontract, including the estimated cost of work to be performed by the subcontractor's own forces, a percentage for risk contingency, negotiated support services, and approved change orders. The maximum allowable subcontract cost must be negotiated between the general contractor/construction manager and the selected firm when the construction documents and specifications are at least ninety percent complete. Final agreement on the maximum allowable subcontract cost is subject to the approval of the public body.
- (11) If the work of the mechanical contractor or electrical contractor is completed for less than the maximum allowable subcontract cost, any savings not otherwise negotiated as part of an incentive clause becomes part of the risk contingency included in the general contractor/construction manager's maximum allowable construction cost. If the work of the mechanical contractor or the electrical contractor is completed for more than the maximum

allowable subcontract cost, the additional cost is the responsibility of that subcontractor. An independent audit, paid for by the public body, must be conducted to confirm the proper accrual of costs as outlined in the contract.

- (12) A mechanical or electrical contractor selected under this section may perform work with its own forces. In the event it elects to subcontract some of its work, it must select a subcontractor utilizing the procedure outlined in RCW [39.10.380](#).

RCW 39.10.390

General Contractor/Construction Manager procedure — Subcontract work.

- (1) Except as provided in this section, bidding on subcontract work or for the supply of equipment or materials by the general contractor/construction manager or its subsidiaries is prohibited.
- (2) The general contractor/construction manager, or its subsidiaries, may bid on subcontract work or for the supply of equipment or materials if:
 - (a) The work within the subcontract bid package or equipment or materials is customarily performed or supplied by the general contractor/construction manager;
 - (b) The bid opening is managed by the public body and is in compliance with RCW [39.10.380](#); and
 - (c) Notification of the general contractor/construction manager's intention to bid is included in the public solicitation of bids for the bid package or for the equipment or materials.
- (3) In no event may the general contractor/construction manager or its subsidiaries assign warranty responsibility or the terms of its contract or purchase order with vendors for equipment or material purchases to subcontract bid package bidders or subcontractors who have been awarded a contract. The value of subcontract work performed and equipment and materials supplied by the general contractor/construction manager may not exceed thirty percent of the negotiated maximum allowable construction cost. Negotiated support services performed by the general contractor/construction manager shall not be considered subcontract work for purposes of this subsection.

RCW 39.10.400

General Contractor/Construction Manager procedure — Prebid determination of subcontractor eligibility.

- (1) If determination of subcontractor eligibility prior to seeking bids is in the best interest of the project and critical to the successful completion of a subcontract bid package, the general contractor/construction manager and the public body may determine subcontractor eligibility to bid. The general contractor/construction manager and the public body must:
 - (a) Conduct a hearing and provide an opportunity for any interested party to submit written and verbal comments regarding the justification for conducting bidder eligibility, the evaluation criteria, and weights for each criteria and subcriteria;
 - (b) Publish a notice of intent to evaluate and determine bidder eligibility in a legal newspaper published in or as near as possible to that part of the county where the public

work will be constructed at least fourteen calendar days before conducting a public hearing;

- (c) Ensure the public hearing notice includes the date, time, and location of the hearing, a statement justifying the basis and need for performing eligibility analysis before bid opening, and how interested parties may, at least five days before the hearing, obtain the specific eligibility criteria and applicable weights given to each criteria and subcriteria that will be used during evaluation;
 - (d) After the public hearing, consider written and verbal comments received and determine if establishing bidder eligibility in advance of seeking bids is in the best interests of the project and critical to the successful completion of a subcontract bid package; and
 - (e) Issue a written final determination to all interested parties. All protests of the decision to establish bidder eligibility before issuing a subcontractor bid package must be filed with the superior court within seven calendar days of the final determination. Any modifications to the eligibility criteria and weights shall be based on comments received during the public hearing process and shall be included in the final determination.
- (2) Determinations of bidder eligibility shall be in accordance with the evaluation criteria and weights for each criteria established in the final determination and shall be provided to interested persons upon request. Any potential bidder determined not to meet eligibility criteria must be afforded one opportunity to establish its eligibility. Protests concerning bidder eligibility determinations shall be in accordance with subsection (1) of this section.

RCW 39.10.410

General Contractor/Construction Manager procedure — Subcontract agreements.

Subcontract agreements used by the general contractor/construction manager shall not:

- (1) Delegate, restrict, or assign the general contractor/construction manager's implied duty not to hinder or delay the subcontractor. Nothing in this subsection (1) prohibits the general contractor/construction manager from requiring subcontractors not to hinder or delay the work of the general contractor/construction manager or other subcontractors and to hold subcontractors responsible for such damages;
- (2) Delegate, restrict, or assign the general contractor/construction manager's authority to resolve subcontractor conflicts. The general contractor/construction manager may delegate or assign coordination of specific elements of the work, including: (a) The coordination of shop drawings among subcontractors; (b) the coordination among subcontractors in ceiling spaces and mechanical rooms; and (c) the coordination of a subcontractor's lower tier subcontractors. Nothing in this subsection prohibits the general contractor/construction manager from imposing a duty on its subcontractors to cooperate with the general contractor/construction manager and other subcontractors in the coordination of the work;
- (3) Restrict the subcontractor's right to damages for changes to the construction schedule or work to the extent that the delay or disruption is caused by the general contractor/construction manager or entities acting for it. The general contractor/construction manager may require the subcontractor to provide notice that rescheduling or resequencing will result in delays or additional costs;
- (4) Require the subcontractor to bear the cost of trade damage repair except to the extent the subcontractor is responsible for the damage. Nothing in this subsection (4) precludes the general contractor/construction manager from requiring the subcontractor to take reasonable steps to protect the subcontractor's work from trade damage; or
- (5) Require the subcontractor to execute progress payment applications that waive claims for additional time or compensation or bond or retainage rights as a condition of receipt of progress payment, except to the extent the subcontractor has received or will receive payment. Nothing in this section precludes the general contractor/construction manager from requiring the subcontractor to provide notice of claims for additional time or compensation as a condition precedent to right of recovery or to execute a full and final release, including a waiver of bond and retainage rights, as a condition of final payment.

RCW 39.10.470

Public Inspection of certain records – Protection of trade secrets.

- (1) Except as provided in subsection (2) of this section, all proceedings, records, contracts, and other public records relating to alternative public works transactions under this chapter shall be open to the inspection of any interested person, firm, or corporation in accordance with chapter [42.56](#) RCW.
- (2) Trade secrets, as defined in RCW [19.108.010](#), or other proprietary information submitted by a bidder, offeror, or contractor in connection with an alternative public works transaction under this chapter shall not be subject to chapter [42.56](#) RCW if the bidder, offeror, or contractor specifically states in writing the reasons why protection is necessary, and identifies the data or materials to be protected.

RCW 39.04.010

Definitions.

The definitions in this section apply throughout this chapter unless the context clearly requires otherwise.

- (1) "Award" means the formal decision by the state or municipality notifying a responsible bidder with the lowest responsive bid of the state's or municipality's acceptance of the bid and intent to enter into a contract with the bidder.
- (2) "Contract" means a contract in writing for the execution of public work for a fixed or determinable amount duly awarded after advertisement and competitive bid, or a contract awarded under the small works roster process in RCW [39.04.155](#).
- (3) "Municipality" means every city, county, town, port district, district, or other public agency authorized by law to require the execution of public work, except drainage districts, diking districts, diking and drainage improvement districts, drainage improvement districts, diking improvement districts, consolidated diking and drainage improvement districts, consolidated drainage improvement districts, consolidated diking improvement districts, irrigation districts, or other districts authorized by law for the reclamation or development of waste or undeveloped lands.
- (4) "Public work" means all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the state or of any municipality, or which is by law a lien or charge on any property therein. All public works, including maintenance when performed by contract shall comply with chapter [39.12](#) RCW. "Public work" does not include work, construction, alteration, repair, or improvement performed under contracts entered into under RCW [36.102.060](#)(4) or under development agreements entered into under RCW [36.102.060](#)(7) or leases entered into under RCW [36.102.060](#)(8).
- (5) "Responsible bidder" means a contractor who meets the criteria in RCW [39.04.350](#).
- (6) "State" means the state of Washington and all departments, supervisors, commissioners, and agencies of the state.

RCW 39.04.015

Adjustment to bid price — Conditions.

Notwithstanding the provisions of RCW [39.04.010](#), a state contracting authority is authorized to negotiate an adjustment to a bid price, based upon agreed changes to the contract plans and specifications, with a low responsive bidder under the following conditions:

- (1) All bids for a state public works project involving buildings and any associated building utilities and appendants exceed the available funds, as certified by the appropriate fiscal officer;
- (2) The apparent low responsive bid does not exceed the available funds by: (a) Five percent on projects valued under one million dollars; (b) the greater of fifty thousand dollars or two and one-half percent for projects valued between one million dollars and five million dollars; or (c) the greater of one hundred twenty-five thousand dollars or one percent for projects valued over five million dollars; and
- (3) The negotiated adjustment will bring the bid price within the amount of available funds.

RCW 60.28.011

Retained Percentage — Public transportation projects — Labor and material lien created — Bond in lieu of retained funds — Termination before completion — Chapter deemed exclusive — Release of ferry contract payments — Projects of farmers home administration — General contractor/construction manager procedure — Definitions

- (1)
 - (a) Except as provided in (b) of this subsection, public improvement contracts must provide, and public bodies must reserve, a contract retainage not to exceed five percent of the moneys earned by the contractor as a trust fund for the protection and payment of: (i) The claims of any person arising under the contract; and (ii) the state with respect to taxes, increases, and penalties imposed pursuant to Titles [50](#), [51](#), and [82](#) RCW which may be due from such contractor.
 - (b) Public improvement contracts funded in whole or in part by federal transportation funds must rely upon the contract bond as referred to in chapter [39.08](#) RCW for the protection and payment of: (i) The claims of any person or persons arising under the contract to the extent such claims are provided for in RCW [39.08.010](#); and (ii) the state with respect to taxes, increases, and penalties incurred on the public improvement project under Titles [50](#), [51](#), and [82](#) RCW which may be due. The contract bond must remain in full force and effect until, at a minimum, all claims filed in compliance with chapter [39.08](#) RCW are resolved.
- (2) Every person performing labor or furnishing supplies toward the completion of a public improvement contract has a lien upon moneys reserved by a public body under the provisions of a public improvement contract. However, the notice of the lien of the claimant must be given within forty-five days of completion of the contract work, and in the manner provided in RCW [39.08.030](#).
- (3) The contractor at any time may request the contract retainage be reduced to one hundred percent of the value of the work remaining on the project.
 - (a) After completion of all contract work other than landscaping, the contractor may request that the public body release and pay in full the amounts retained during the performance of the contract, and sixty days thereafter the public body must release and pay in full the amounts retained (other than continuing retention of five percent of the moneys earned for landscaping) subject to the provisions of chapters [39.12](#) and [60.28](#) RCW.
 - (b) Sixty days after completion of all contract work the public body must release and pay in full the amounts retained during the performance of the contract subject to the provisions of chapters [39.12](#) and [60.28](#) RCW.
- (4) The moneys reserved by a public body under the provisions of a public improvement contract, at the option of the contractor, must be:
 - (a) Retained in a fund by the public body;
 - (b) Deposited by the public body in an interest bearing account in a bank, mutual savings bank, or savings and loan association. Interest on moneys reserved by a public body under the provision of a public improvement contract must be paid to the contractor;
 - (c) Placed in escrow with a bank or trust company by the public body. When the moneys reserved are placed in escrow, the public body must issue a check representing the sum of the moneys reserved payable to the bank or trust company and the contractor jointly. This check must be converted into bonds and securities chosen by the contractor and

approved by the public body and the bonds and securities must be held in escrow. Interest on the bonds and securities must be paid to the contractor as the interest accrues.

- (5) The contractor or subcontractor may withhold payment of not more than five percent from the moneys earned by any subcontractor or sub-subcontractor or supplier contracted with by the contractor to provide labor, materials, or equipment to the public project. Whenever the contractor or subcontractor reserves funds earned by a subcontractor or sub-subcontractor or supplier, the contractor or subcontractor must pay interest to the subcontractor or sub-subcontractor or supplier at a rate equal to that received by the contractor or subcontractor from reserved funds.
- (6) A contractor may submit a bond for all or any portion of the contract retainage in a form acceptable to the public body and from a bonding company meeting standards established by the public body. The public body must accept a bond meeting these requirements unless the public body can demonstrate good cause for refusing to accept it. This bond and any proceeds therefrom are subject to all claims and liens and in the same manner and priority as set forth for retained percentages in this chapter. The public body must release the bonded portion of the retained funds to the contractor within thirty days of accepting the bond from the contractor. Whenever a public body accepts a bond in lieu of retained funds from a contractor, the contractor must accept like bonds from any subcontractors or suppliers from which the contractor has retained funds. The contractor must then release the funds retained from the subcontractor or supplier to the subcontractor or supplier within thirty days of accepting the bond from the subcontractor or supplier.
- (7) If the public body administering a contract, after a substantial portion of the work has been completed, finds that an unreasonable delay will occur in the completion of the remaining portion of the contract for any reason not the result of a breach thereof, it may, if the contractor agrees, delete from the contract the remaining work and accept as final the improvement at the stage of completion then attained and make payment in proportion to the amount of the work accomplished and in this case any amounts retained and accumulated under this section must be held for a period of sixty days following the completion. In the event that the work is terminated before final completion as provided in this section, the public body may thereafter enter into a new contract with the same contractor to perform the remaining work or improvement for an amount equal to or less than the cost of the remaining work as was provided for in the original contract without advertisement or bid. The provisions of this chapter are exclusive and supersede all provisions and regulations in conflict herewith.
- (8) Whenever the department of transportation has contracted for the construction of two or more ferry vessels, sixty days after completion of all contract work on each ferry vessel, the department must release and pay in full the amounts retained in connection with the construction of the vessel subject to the provisions of RCW [60.28.021](#) and chapter [39.12](#) RCW. However, the department of transportation may at its discretion condition the release of funds retained in connection with the completed ferry upon the contractor delivering a good and sufficient bond with two or more sureties, or with a surety company, in the amount of the retained funds to be released to the contractor, conditioned that no taxes may be certified or claims filed for work on the ferry after a period of sixty days following completion of the ferry; and if taxes are certified or claims filed, recovery may be had on the bond by the department of revenue, the employment security department, the department of labor and industries, and the material suppliers and laborers filing claims.

- (9) Except as provided in subsection (1) of this section, reservation by a public body for any purpose from the moneys earned by a contractor by fulfilling its responsibilities under public improvement contracts is prohibited.
- (10) Contracts on projects funded in whole or in part by farmers home administration and subject to farmers home administration regulations are not subject to subsections (1) through (9) of this section.
- (11) This subsection applies only to a public body that has contracted for the construction of a facility using the general contractor/construction manager procedure, as defined under RCW [39.10.210](#). If the work performed by a subcontractor on the project has been completed within the first half of the time provided in the general contractor/construction manager contract for completing the work, the public body may accept the completion of the subcontract. The public body must give public notice of this acceptance. After a forty-five day period for giving notice of liens, and compliance with the retainage release procedures in RCW [60.28.021](#), the public body may release that portion of the retained funds associated with the subcontract. Claims against the retained funds after the forty-five day period are not valid.
- (12) The definitions in this subsection apply throughout this section unless the context clearly requires otherwise.
 - (a) "Contract retainage" means an amount reserved by a public body from the moneys earned by a person under a public improvement contract.
 - (b) "Person" means a person or persons, mechanic, subcontractor, or material person who performs labor or provides materials for a public improvement contract, and any other person who supplies the person with provisions or supplies for the carrying on of a public improvement contract.
 - (c) "Public body" means the state, or a county, city, town, district, board, or other public body.
 - (d) "Public improvement contract" means a contract for public improvements or work, other than for professional services, or a work order as defined in RCW [39.10.210](#).

RCW 39.04.320

Apprenticeship training programs — Public works contracts — Adjustment of specific projects — Report and collection of agency data — Apprenticeship utilization advisory committee created.

- (1)
 - (a) Except as provided in (b) through (d) of this subsection, from January 1, 2005, and thereafter, for all public works estimated to cost one million dollars or more, all specifications shall require that no less than fifteen percent of the labor hours be performed by apprentices.
 - (b)
 - (i) This section does not apply to contracts advertised for bid before July 1, 2007, for any public works by the department of transportation.
 - (ii) For contracts advertised for bid on or after July 1, 2007, and before July 1, 2008, for all public works by the department of transportation estimated to cost five million dollars or more, all specifications shall require that no less than ten percent of the labor hours be performed by apprentices.
 - (iii) For contracts advertised for bid on or after July 1, 2008, and before July 1, 2009, for all public works by the department of transportation estimated to cost three million

dollars or more, all specifications shall require that no less than twelve percent of the labor hours be performed by apprentices.

(iv) For contracts advertised for bid on or after July 1, 2009, for all public works by the department of transportation estimated to cost two million dollars or more, all specifications shall require that no less than fifteen percent of the labor hours be performed by apprentices.

(c) (i) This section does not apply to contracts advertised for bid before January 1, 2008, for any public works by a school district, or to any project funded in whole or in part by bond issues approved before July 1, 2007.

(ii) For contracts advertised for bid on or after January 1, 2008, for all public works by a school district estimated to cost three million dollars or more, all specifications shall require that no less than ten percent of the labor hours be performed by apprentices.

(iii) For contracts advertised for bid on or after January 1, 2009, for all public works by a school district estimated to cost two million dollars or more, all specifications shall require that no less than twelve percent of the labor hours be performed by apprentices.

(iv) For contracts advertised for bid on or after January 1, 2010, for all public works by a school district estimated to cost one million dollars or more, all specifications shall require that no less than fifteen percent of the labor hours be performed by apprentices.

(d) (i) For contracts advertised for bid on or after January 1, 2010, for all public works by a four-year institution of higher education estimated to cost three million dollars or more, all specifications must require that no less than ten percent of the labor hours be performed by apprentices.

(ii) For contracts advertised for bid on or after January 1, 2011, for all public works by a four-year institution of higher education estimated to cost two million dollars or more, all specifications must require that no less than twelve percent of the labor hours be performed by apprentices.

(iii) For contracts advertised for bid on or after January 1, 2012, for all public works by a four-year institution of higher education estimated to cost one million dollars or more, all specifications must require that no less than fifteen percent of the labor hours be performed by apprentices.

(2) Awarding entities may adjust the requirements of this section for a specific project for the following reasons:

- (a) The demonstrated lack of availability of apprentices in specific geographic areas;
- (b) A disproportionately high ratio of material costs to labor hours, which does not make feasible the required minimum levels of apprentice participation;
- (c) Participating contractors have demonstrated a good faith effort to comply with the requirements of RCW [39.04.300](#) and [39.04.310](#) and this section; or
- (d) Other criteria the awarding entity deems appropriate, which are subject to review by the office of the governor.

- (3) The secretary of the department of transportation shall adjust the requirements of this section for a specific project for the following reasons:
 - (a) The demonstrated lack of availability of apprentices in specific geographic areas; or
 - (b) A disproportionately high ratio of material costs to labor hours, which does not make feasible the required minimum levels of apprentice participation.
- (4) This section applies to public works contracts awarded by the state, to public works contracts awarded by school districts, and to public works contracts awarded by state four-year institutions of higher education. However, this section does not apply to contracts awarded by state agencies headed by a separately elected public official.
- (5) (a) The *department of general administration must provide information and technical assistance to affected agencies and collect the following data from affected agencies for each project covered by this section:
 - (i) The name of each apprentice and apprentice registration number;
 - (ii) The name of each project;
 - (iii) The dollar value of each project;
 - (iv) The date of the contractor's notice to proceed;
 - (v) The number of apprentices and labor hours worked by them, categorized by trade or craft;
 - (vi) The number of journey level workers and labor hours worked by them, categorized by trade or craft; and
 - (vii) The number, type, and rationale for the exceptions granted under subsection (2) of this section.(b) The department of labor and industries shall assist the *department of general administration in providing information and technical assistance.
- (6) The secretary of transportation shall establish an apprenticeship utilization advisory committee, which shall include statewide geographic representation and consist of equal numbers of representatives of contractors and labor. The committee must include at least one member representing contractor businesses with less than thirty-five employees. The advisory committee shall meet regularly with the secretary of transportation to discuss implementation of this section by the department of transportation, including development of the process to be used to adjust the requirements of this section for a specific project. The committee shall provide a report to the legislature by January 1, 2008, on the effects of the apprentice labor requirement on transportation projects and on the availability of apprentice labor and programs statewide.
- (7) At the request of the senate labor, commerce, research and development committee, the house of representatives commerce and labor committee, or their successor committees, and the governor, the *department of general administration and the department of labor and industries shall compile and summarize the agency data and provide a joint report to both committees. The report shall include recommendations on modifications or improvements to the apprentice utilization program and information on skill shortages in each trade or craft.

RCW 39.04.350

Bidder Responsibility Criteria — Supplemental criteria.

- (1) Before award of a public works contract, a bidder must meet the following responsibility criteria to be considered a responsible bidder and qualified to be awarded a public works project. The bidder must:
 - (a) At the time of bid submittal, have a certificate of registration in compliance with chapter [18.27](#) RCW;
 - (b) Have a current state unified business identifier number;
 - (c) If applicable, have industrial insurance coverage for the bidder's employees working in Washington as required in Title [51](#) RCW; an employment security department number as required in Title [50](#) RCW; and a state excise tax registration number as required in Title [82](#) RCW;
 - (d) Not be disqualified from bidding on any public works contract under RCW [39.06.010](#) or [39.12.065](#)(3);
 - (e) If bidding on a public works project subject to the apprenticeship utilization requirements in RCW [39.04.320](#), not have been found out of compliance by the Washington state apprenticeship and training council for working apprentices out of ratio, without appropriate supervision, or outside their approved work processes as outlined in their standards of apprenticeship under chapter [49.04](#) RCW for the one-year period immediately preceding the date of the bid solicitation; and
 - (f) Until December 31, 2013, not have violated RCW [39.04.370](#) more than one time as determined by the department of labor and industries.

- (2) In addition to the bidder responsibility criteria in subsection (1) of this section, the state or municipality may adopt relevant supplemental criteria for determining bidder responsibility applicable to a particular project which the bidder must meet.
 - (a) Supplemental criteria for determining bidder responsibility, including the basis for evaluation and the deadline for appealing a determination that a bidder is not responsible, must be provided in the invitation to bid or bidding documents.
 - (b) In a timely manner before the bid submittal deadline, a potential bidder may request that the state or municipality modify the supplemental criteria. The state or municipality must evaluate the information submitted by the potential bidder and respond before the bid submittal deadline. If the evaluation results in a change of the criteria, the state or municipality must issue an addendum to the bidding documents identifying the new criteria.
 - (c) If the bidder fails to supply information requested concerning responsibility within the time and manner specified in the bid documents, the state or municipality may base its determination of responsibility upon any available information related to the supplemental criteria or may find the bidder not responsible.
 - (d) If the state or municipality determines a bidder to be not responsible, the state or municipality must provide, in writing, the reasons for the determination. The bidder may appeal the determination within the time period specified in the bidding documents by presenting additional information to the state or municipality. The state or municipality must consider the additional information before issuing its final determination. If the final determination affirms that the bidder is not responsible, the state or municipality may not execute a contract with any other bidder until two

business days after the bidder determined to be not responsible has received the final determination.

- (3) The capital projects advisory review board created in RCW [39.10.220](#) shall develop suggested guidelines to assist the state and municipalities in developing supplemental bidder responsibility criteria. The guidelines must be posted on the board's web site.



WASHINGTON STATE DEPARTMENT OF
Enterprise Services
FACILITIES DIVISION
ENGINEERING & ARCHITECTURAL SERVICES (E&AS)

**CONSTRUCTION FIELD
AUTHORIZATION (FA)**

CONTRACT
NO. _____

AGENCY _____

FA No. _____

PROJECT TITLE _____

DESCRIPTION OF CHANGE IN THE WORK

TO: _____ (CONTRACTOR) REQUEST DATE: _____

When authorized by E&AS, you are directed to proceed with work as described below and/or detailed on the attachments referred hereto:

REASON FOR CHANGE: DESIGN ERRORS DESIGN OMISSIONS AGENCY VALUE ENGINEERING
 CODE REQUIREMENTS LATENT CONDITIONS ALTERNATIVE PUBLIC WORKS CONSTRUCTION PHASE (W)

EXPLANATION:

CHANGE ORIGINATED BY _____
NAME COMPANY

PROPOSED MAXIMUM SUM/TIME

CONTRACT SUM:

- NO CHANGE
- INCREASE
- DECREASE

TO THE CONTRACT SUM WITHIN THE PROPOSED MAXIMUM COST OF:

_____ DOLLARS \$ _____

The above amount covers the maximum amount required in connection with the change. Washington State sales tax not included.

CONTRACT TIME:

- NO CHANGE
- INCREASE
- DECREASE

OF: _____ CALENDAR DAYS

COST DATA COLLECTION

Cost data required by one of the following methods in accordance with the General and Supplemental Conditions.

- DETAILED COST BREAKDOWN
- UNIT PRICE
- ACTUAL PRICE

METHOD OF MEASUREMENT _____

Time & Material with daily work sheets that list the name, trade, firm, hours, itemized materials, equipment and other job related costs. Contractor must obtain verification of hours from _____ (Owner's Rep) within _____ days from the day work was performed. Cost data required by: _____ (Date)

DIRECTION TO PROCEED

Contractor agrees to perform the work described above for the proposed maximum cost and time as shown above. Contractor agrees to give notice to Owner immediately if time or cost will be exceeded.

\$ _____
FINAL COST

ACCEPTED BY CONTRACTOR _____ DATE _____

CONTRACTOR _____ DATE _____

Proposal reviewed & proposed maximum cost is reasonable.

Final cost breakdown has been reviewed and final cost is accepted.

APPROVED BY A/E _____ DATE _____

A/E _____ DATE _____

FUNDING VERIFICATION BY AGENCY _____ DATE _____

AGENCY _____ DATE _____

AUTHORIZED BY E&AS _____ DATE _____

E&AS _____ DATE _____

Payment for work authorized by this FA will not be made prior to incorporation of this FA into a Change Order to the contract by the Department of Enterprise Services.

COST VERIFICATION

E&AS _____ DATE _____

FINAL APPROVAL

**CONTRACT CHANGE ORDER
PROPOSAL (COP)**

AGENCY _____	CONTRACT NO. _____
PROJECT TITLE _____	COP No. _____

PROPOSAL REQUEST

TO: _____ (CONTRACTOR) PROPOSAL REQUEST DATE: _____

You are directed to prepare a cost proposal for the work described below and/or detailed on the attachments referred to:

REASON FOR CHANGE: DESIGN ERRORS DESIGN OMISSIONS AGENCY LATENT CONDITIONS
 CODE REQUIREMENTS VALUE ENGINEERING ALTERNATIVE PUBLIC WORKS CONSTRUCTION PHASE (W)

EXPLANATION: _____

DATE PROPOSAL REQUIRED: _____ CHANGE ORIGINATED BY: _____
 (14 days from Request Date, unless other date agreed to) PROPOSAL REQUESTED BY: _____

CONTRACTOR PROPOSAL

TO: _____ (A/E) TO: _____ PM (E&AS)

WE AGREE TO PERFORM ALL CHANGE IN THE WORK DESCRIBED IN THE PROPOSAL REQUEST FOR:

CONTRACT SUM:

NO CHANGE } OF _____ \$ _____
 INCREASE }
 DECREASE } (WASHINGTON STATE SALES TAX NOT INCLUDED)

In accordance with the General Conditions, Cost Estimate Detail Sheet(s) are attached hereto.

CONTRACT TIME:

NO CHANGE } OF _____ CALENDAR DAYS
 INCREASE }
 DECREASE }

The foregoing amount covers everything required in connection with the change. All other provisions of the contract remain in full force and effect.

We understand that this proposal does not constitute authorization to proceed with the specified changes in the work until incorporation of this COP into a Change Order by the Department of Enterprise Services.

_____ BY _____
 CONTRACTOR SIGNATURE DATE

RECOMMENDATION

TO: The Department of Enterprise Services' Authorizing Signator

We have carefully examined this proposal and find the cost to be reasonable. Therefore, we recommend acceptance.

A/E	DATE	E&AS COST VERIFICATION	DATE
AGENCY	DATE	E&AS PROJECT MANAGER	DATE

TCM 0

CONSTRUCTION **TEAM CHANGE MEMO**

AGENCY _____

RE (tracking) : _____

RFI# [] ASI# []

PROJECT TITLE _____

DATE _____

GC/CM REQUESTS AUTHORIZATION TO MAKE THE FOLLOWING CONTRACTUAL ADJUSTMENT WITHIN THE NEGOTIATED MACC FOR THE ABOVE REFERENCE PROJECT.

REASON FOR CHANGE _____

WORK DESCRIPTION AND MAXIMUM COST

A budget transfer in the amount below will be made from:

PBOS

THE MAXIMUM (NOT TO EXCEED) COST OF:

Risk Contingency

Other

Zero and 00/100 Dollars

\$0.00

Transfers will be made to the bid packages as listed below:

COST COLLECTION

Bid Pack # _____	(contractor name, bid pack name) _____	(Value) _____
Bid Pack # _____	(contractor name, bid pack name) _____	(Value) _____
Bid Pack # _____	(contractor name, bid pack name) _____	(Value) _____
Bid Pack # _____	(contractor name, bid pack name) _____	(Value) _____
Bid Pack # _____	(contractor name, bid pack name) _____	(Value) _____
Bid Pack # _____	(contractor name, bid pack name) _____	(Value) _____

The above amount covers the maximum amount required in connection with the change.

ACCEPTED BY _____

GC/CM Project Manager

DATE _____

We have carefully examined this proposal and find the maximum cost to be reasonable.

DIRECTION TO PROCEED

APPROVED BY _____ A/E DATE _____

APPROVED BY _____ AGENCY DATE _____

AUTHORIZED BY _____ E&AS DATE _____

The final cost breakdown has been examined and is reasonable.

COST VERIFICATION _____ E&AS DATE _____



DIVISION OF ENGINEERING AND ARCHITECTURAL SERVICES
SUBSTANTIAL COMPLETION CHECKLIST

Project Title: _____ **Project Number:** _____

Agency: _____ **Contractor:** _____

Facility: _____ **Client Agency Rep:** _____

Architect/Engineer: _____ **E&AS Project Manager:** _____

✓	ACTION:	VERIFIED	
		BY	DATE
	1. Close-Out requirements identified at Construction Close Out Meeting		
	2. All FAs, COPs, and Change Orders submitted		
	3. All systems functioning as designed		
	4. Building Commissioning substantially complete (installation verification, system start up, functional testing, etc.)		
	5. All utilities and meters connected, tested and operational		
	6. Contractor's LEED submittals and reports completed and uploaded to USGB		
	7. Contractor submits notice of completion with remaining incidental corrective work (punch list)		
	8. A/E* schedules an inspection with the Owner, E&AS PM, and Contractor to inspect work and remaining punch list items. The A/E adds to contractor's punch list, creates a single supplemental punch list, and provides to the contractor within 2 business days.		
	9. Contractor establishes punch list completion schedule		
	10. If Prior Occupancy is established, per General Conditions Part 6.08, the areas of prior occupancy are: _____ Prior Occupancy Date(s): _____		
	11. A/E* confirms receipt of approved: a. Occupancy Permit <input type="checkbox"/> j. Elevator Permit <input type="checkbox"/> b. Fire Marshal <input type="checkbox"/> k. Boiler Permit <input type="checkbox"/> c. Electrical Inspection <input type="checkbox"/> l. Dept of Health Permit <input type="checkbox"/> d. O&M Manuals <input type="checkbox"/> m. Dept of Ecology Permit <input type="checkbox"/> e. Draft "As-Built" Drawings <input type="checkbox"/> n. Staff Training <input type="checkbox"/> f. Shop Drawings <input type="checkbox"/> o. Keys and Key Schedule <input type="checkbox"/> g. Test Reports <input type="checkbox"/> p. Warranty Responsibility Contacts <input type="checkbox"/> h. Spare Parts and Materials <input type="checkbox"/> q. _____ <input type="checkbox"/> i. Certificates of Warranty <input type="checkbox"/> r. _____ <input type="checkbox"/>		
	12. Notice from the A/E that the work is substantially complete		
	13. The E&AS PM and Owner determine the Substantial Completion date		
	14. Certificate of Substantial Completion issued and Warranty Period begins		

Notes: _____

* If no there is no A/E for the project, the E&AS PM will complete



DIVISION OF ENGINEERING & ARCHITECTURAL SERVICES

CERTIFICATE OF SUBSTANTIAL COMPLETION

PROJECT TITLE:
STATE PROJECT NUMBER:
CONTRACTOR:
A/E CONSULTANT:
OWNER/AGENCY:
DATE OF ISSUANCE:

DEFINITION OF SUBSTANTIAL COMPLETION

Part 6, paragraph 6.07, of the General Conditions of the Contract. "Substantial Completion is the stage in the progress of the Work (or portion thereof designated and approved by Owner) when the construction is sufficiently complete, in accordance with the Contract Documents, so the Owner can fully occupy the Work (or the designated portion thereof) for the use for which it is intended."

DESIGNATED PORTIONS OF THE PROJECT SHALL INCLUDE:

Work performed under this contract has been reviewed and to the best of our knowledge found to be substantially complete.

The Date of Substantial Completion for the work described above is hereby established as: _____

The Contractor will complete or correct the work on the list of items attached hereto within _____ calendar days.

RECOMMENDED BY:

A/E CONSULTANT

BY _____ Signature _____ DATE _____

RECOMMENDED BY:

OWNER/AGENCY

BY _____ Signature _____ DATE _____

APPROVED BY:

E&AS PROJECT MANAGER

BY _____ Signature _____ DATE _____

ACKNOWLEDGED BY:

CONTRACTOR

BY _____ Signature _____ DATE _____

Items to be corrected:



FINAL ACCEPTANCE CHECKLIST

Project Number:		Project Title:		
Contractor:		Project Manager:		
✓	ACTION:	Reference Info. ¹	Verified	
			By	Date
1.	Contractor: Submit written notice that all incidental corrective work (punch list) completed	GC 6.09; per Spec.		
2.	Contractor: Submit final list of subcontractors, all tiers, that worked on the project	GC 5.04C		
3.	Contractor: All work done per contract			
	Print Name: _____	Signature: _____	Date: _____	
4.	A/E²: In consultation with E&AS PM and Owner, conduct a final on-site inspection of punch list to confirm completion.	GC 6.09; per Spec.		
5.	A/E²: Confirms review and approval of final "As-Built" Record Documents from contractor	GC 4.02		
6.	PM: Identify any and all claims and/or disputes	GC 6.09		
7.	PM: Verify all FAs and COPs resolved, approved and all Change Orders processed	GC 6.09		
8.	Commissioning Authority Verification: All post-commissioning fine-tuning complete and issues resolved	GC 6.09; per Spec.		
9.	Commissioning Authority: Submit Commissioning Final Report (except seasonal testing)	GC 6.09; per Spec.		
10.	A/E² Recommendation of Acceptance (All work acceptable per Contract)			
	Print Name: _____	Signature: _____	Date: _____	
11.	Client Agency Acceptance			
	Print Name: _____	Signature: _____	Date: _____	
12.	E&AS PM Determination of Date of Final Completion			
	Print Name: _____	Signature: _____	Final Completion Date: _____	
13.	PM: Verify statement of Apprenticeship Participation reporting complete. If goals weren't met, PM creates a memo for the project folder explaining why	Sup Conds 10.12; per Spec.		
14.	PM: Verify any and all claims and/or disputes resolved	GC 6.09		
15.	PM: Verify final contractor invoicing (100% & retainage as applicable) complete	GC 6.09; per Spec.		
16.	PM: Verify all affidavits, including lower tier subcontractors, submitted to L&I	GC 5.04 RCW 39.12.040		
17.	PM: Verify that final audit is complete and notify the Contracts Specialist to close the project in the DES Diversity Compliance program (B2Gnow)			
18.	PM: Verify that all documents are retained, recycled, or submitted to Archives as per DES policy			
19.	E&AS APM Approves Closing the Contract			
	Print Name: _____	Signature: _____	Date: _____	
20.	CS: Closes the contract and advertises the Final Acceptance date. 45-day lien period begins.			
21.	CS: Notifies the A/E, Client Agency, and Contractor that the contract has been accepted.			
22.	PM: Identify requested contract action	Close Agreements (A/E)	<input type="checkbox"/>	
		Close Project	<input type="checkbox"/>	

Footnotes:

¹ References are for information. Contractor shall refer to the Contract Documents to fulfill all contract requirements.

² If there is no A/E for the project, the E&AS PM will complete

