



Washington State  
School Directors' Association

**WASHINGTON STATE SCHOOL DIRECTORS' ASSOCIATION  
OLYMPIA, WASHINGTON**

**REQUEST FOR QUALIFICATIONS  
FOR  
DESIGN-BUILD TEAMS  
RFQ 2018-001**

**PROJECT TITLE:  
Olympia Headquarters Office Building Replacement**

**STATEMENT OF QUALIFICATIONS DUE DATE:  
October 30, 2017 at 3:00 P.M.**

***CONTRACTOR ELIGIBILITY: This procurement is open to those contractors that satisfy the minimum qualifications stated herein and that are available for work in Washington State.***

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## 1. INTRODUCTION

### 1.1 BACKGROUND AND PURPOSE

Founded in 1922, the Washington State School Directors' Association (WSSDA) is a member-driven organization that supports the school district leadership team—school board members and superintendents—in preparing all children to be responsible citizens and to lead productive, satisfying lives. A state-chartered agency under RCW 28A.345, WSSDA is made up of all 1,477 school board members from Washington State's 295 public school districts. Our mission is to provide leadership and advocacy, and empower our members with knowledge and skills to govern with excellence. The new office building will support this mission through collaborative, welcoming and efficient office settings while demonstrating fiscal responsibility to our members.

The overarching goal of the project is to replace the existing, outdated, and inefficient 10,700SF 1976 building with a new, open, efficient 7,500SF office building suitable for the next fifty years. The building will serve WSSDA's stable employment of 16 full time staff members in combination of open and private office settings as well as modern meeting/conference space serving up to 40 people. The existing site covers 2.14 acres and will be served with a new side sewer connection.

It is currently anticipated that a new building will be constructed with the existing facilities occupied. Demolition and final site development will occur after the new building is completed and occupied. WSSDA cash reserves and possible debt financing will fund the project. OAC Services has been retained as project manager and advisor to WSSDA. The successful proposer will report to and interface with OAC along with WSSDA executives and staff throughout the project.

The current budget for design and construction is \$1.7 million. The successful proposer will work with OAC and WSSDA to validate or adjust this budget as early as possible during the design phase. Additional funding may be available.

The delivery schedule has not been determined. WSSDA is looking to the successful proposer to develop a design and construction schedule that completes the project in the most efficient manner at the earliest practical date.

This is a public works project subject to all applicable statutes including, but not limited to, bonding requirements, prevailing wages, reporting standards, and apprenticeship employment requirements.

### 1.2 QUALIFICATIONS-BASED DESIGN-BUILD DELIVERY

WSSDA is using a qualification-based Design-Build delivery in support of a highly-collaborative, creatively designed, smoothly executed and highly predictable project that supports WSSDA's long term mission. Proposers will be evaluated against the criteria outlined below through written materials, interviews, office visits, reference checks and fee terms to determine the most qualified and compatible design-builder for this project. Proposers will not be providing design services nor quoting a final project pricing during this competition. No stipend or honorarium is being offered.

The successful design-builder will demonstrate leadership in guiding the overall design process including validating the initial space program prepared by DLR Group, completing preliminary and final design documents, preparing estimates, schedules and a proposed guaranteed maximum price (GMP) for WSSDA review and acceptance. A design and preconstruction phase agreement including fees will be negotiated with the successful proposer. The contract will be amended to include construction phase services, final contract terms and the GMP at the completion of the design.

The design-build contract will be executed under an open-book, cost-reimbursable format with a GMP negotiated at the earliest reasonable date in line with design completion, subcontractor

quotations, permit availability and other details. Subcontractors, consultants and material supplier agreements will be either firm fixed price or cost-reimbursable, subject to design-builder recommendations and WSSDA approval. Bonus provisions, including cost-saving incentives, are not anticipated at this time but may be negotiated should it be deemed in the best interest of the project.

Regular and ongoing interaction between the design-builder, WSSDA, and OAC will be expected throughout the design and construction phases including regular meetings, design presentations, decision making, alternatives analysis, and detailed owner selection of all materials, systems, finishes, and colors. WSSDA expects direct interaction with design professionals throughout the project. The successful design-builder shall prepare and update the overall design and construction schedule on a regular basis and guide the overall team to stay on schedule and deliver the project at the earliest, most efficient timeframe.

Proposers are being asked to provide general contractor and architect team members only at this time. The successful proposer along with OAC and WSSDA will select engineering consultants, subcontractors and material suppliers together in the best interest of the project. Vendor selection shall be transparent, fair, and open to all proposers and in compliance with all applicable statutes. WSSDA is open to sub-contractor designed and built systems and components as appropriate—including design-build mechanical and electrical systems for example. WSSDA will look to the successful design-builder to provide such recommendations in the best interest of the project.

Formal design-build or public works experience is not required to compete for this project. The successful proposer will be able to demonstrate its team's ability to work collaboratively internally and with WSSDA to design and deliver this project. Contractors and designers with established working relationships, whether or not design-build was used, are encouraged to submit statements of qualifications.

### 1.3 OBJECTIVE

The Washington State School Directors' Association (WSSDA) is soliciting written Statements of Qualifications (SOQ) from Design-Build Teams interested in providing Design-Build services for the WSSDA Olympia Headquarters Office Building replacement. WSSDA is utilizing the Design-Build alternative public works contracting procedures authorized under chapter 39.10 RCW.

WSSDA anticipates awarding one contract as a result of this RFQ.

### 1.4 PERIOD OF PERFORMANCE

The period of performance of any contract(s) resulting from this RFQ is tentatively scheduled to begin on or about November/December 2017 and to end at the completion of the Project anticipated in Spring/Summer 2019.

### 1.5 DEFINITIONS

Definitions for the purposes of this RFQ include:

**Design-Builder.** Individual, company, or firm submitting a proposal in order to attain a contract with WSSDA.

**Request for Qualifications (RFQ).** Formal procurement document in which services needed are identified and firms are invited to provide their qualifications to provide the services.

**Statement of Qualifications.** A formal offer submitted in response to this solicitation.

**WSSDA.** The Washington State School Directors Association is the agency of the state of Washington that is issuing this RFQ.

**1.6 ADA**

WSSDA complies with the Americans with Disabilities Act (ADA). Design-Builders may contact the RFQ Coordinator to receive this Request for Qualifications in Braille or on tape.

**2. GENERAL INFORMATION FOR DESIGN-BUILD TEAMS**

WSSDA will utilize the procurement procedures described within RCW 39.10.300. A Request for Qualifications from interested Design-Builders is being issued by WSSDA through this advertisement. Statement of Qualifications will be evaluated by WSSDA to determine a shortlist of up to three (3) highest scored Design-Builders with demonstrated capabilities and abilities to successfully deliver and complete the Project. WSSDA reserves the right to conduct interviews and/or site and office visits during the RFQ selection process.

Design-Builders shall provide evidence as required herein, of a team organization that has all the necessary capabilities, experience and resources to perform the work. The selection of shortlisted firms will be based on the scores received during the RFQ Submittal Phase. A Request for Proposal, including all fees, financial and contract terms, performance requirements and corresponding documents, will be issued to the shortlisted Design-Build teams at a later date.

**2.1 RFQ COORDINATOR AND PROJECT MANAGER**

Any questions regarding the RFQ should be directed to the project manager Cynthia Balzarini via email at [cbalzarini@oacsvcs.com](mailto:cbalzarini@oacsvcs.com).

Submit copies of the Statement of Qualifications by 3:00 P.M. Monday, October 30, 2017 to the RFQ Coordinator:

Josh Collette, Business and Operations Officer  
221 College Street NE  
Olympia, WA 98516

**2.2 ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES**

Issue Request for Qualifications	October 2, 2017
Preproposal Conference (Optional)	Monday, October 9, 2017 at 2pm
Submittal of RFQ questions due	October 16, 2017
Statement of Qualifications (SOQ) due	October 30, 2017 at 3 P.M.
Issue Request for Proposals to shortlisted teams	November 3, 2017
Interviews and Fee Proposals	November 21, 2017
Contract Award (no later than)	November 30, 2017
Contract Execution (for design phase services)	December 2017

*\*WSSDA reserves the right to revise the above schedule.*

**2.3 SUBMISSION OF STATEMENT OF QUALIFICATIONS**

Design-Builders are required to submit two (2) paper copies of their proposal and one (1) PDF copy supplied via flash drive. One copy must have original signatures and the other copy may have photocopied signatures.

The proposal is to be sent to the RFQ Coordinator at the address noted in Section 2.1. The envelope should be clearly marked to the attention of the RFQ Coordinator.

Design-Builders should allow normal mail delivery time to ensure timely receipt of their proposals by the RFQ Coordinator. Design-Builders assume the risk for the method of delivery chosen. WSSDA assumes no responsibility for delays caused by any delivery service. Proposals may not be transmitted using e-mail or facsimile transmission.

All proposals and any accompanying documentation become the property of WSSDA and will not be returned.

**2.4 PROPRIETARY INFORMATION/PUBLIC DISCLOSURE**

Proposals submitted in response to this competitive procurement shall become the property of WSSDA. All proposals received shall remain confidential until the contract, if any, resulting from this RFQ is signed by the Executive Director of WSSDA, or his Designee, and the apparent successful Contractor; thereafter, the proposals shall be deemed public records as defined in Chapter 42.56 of the Revised Code of Washington (RCW).

Any information in the proposal that the Design-Builder desires to claim as proprietary and exempt from disclosure under the provisions of Chapter 42.56 RCW, or other state or federal law that provides for the nondisclosure of your document, must be clearly designated. The information must be clearly identified and the particular exemption from disclosure upon which the Design-Builder is making the claim must be cited. Each page containing the information claimed to be exempt from disclosure must be clearly identified by the words "Proprietary Information" printed on the lower right hand corner of the page. Marking the entire proposal exempt from disclosure or as Proprietary Information will not be honored.

If a public records request is made for the information that the Design-Builder has marked as "Proprietary Information" WSSDA will notify the Design-Builder of the request and of the date that the records will be released to the requester unless the Design-Builder obtains a court order enjoining that disclosure. If the Design-Builder fails to obtain the court order enjoining disclosure, WSSDA will release the requested information on the date specified. If a Design-Builder obtains a court order from a court of competent jurisdiction enjoining disclosure pursuant to Chapter 42.56 RCW, or other state or federal law that provides for nondisclosure, WSSDA shall maintain the confidentiality of the Design-Builder's information per the court order.

A charge will be made for copying and shipping, as outlined in RCW 42.56. No fee shall be charged for inspection of contract files, but twenty-four (24) hours' notice to the RFQ Coordinator is required. All requests for information should be directed to the RFQ Coordinator.

**2.5 REVISIONS TO THE RFQ**

In the event it becomes necessary to revise any part of this RFQ, addenda will be provided to all who receive the RFQ.

WSSDA also reserves the right to cancel or to reissue the RFQ in whole or in part, prior to execution of a contract.

**2.6 MINORITY & WOMEN-OWNED BUSINESS PARTICIPATION**

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). Participation may be either on a direct basis in response to this solicitation or on a subcontractor basis. However, no preference will be included in the evaluation of proposals, no minimum level of OMWBE participation shall be required as a condition for receiving an award and proposals will not be rejected or considered non-responsive on that basis.

**2.7 ACCEPTANCE PERIOD**

Proposals must provide 10 days for acceptance by WSSDA from the due date for receipt of proposals.

**2.8 RESPONSIVENESS**

All proposals will be reviewed by the RFQ Coordinator to determine compliance with administrative requirements and instructions specified in this RFQ. The Design-Builder is

specifically notified that failure to comply with any part of the RFQ may result in rejection of the proposal as non-responsive.

WSSDA also reserves the right, however, at its sole discretion to waive minor administrative irregularities.

**2.9 MOST FAVORABLE TERMS**

The Design-Builder should be prepared to accept this RFQ for incorporation into a contract resulting from this RFQ. Contract negotiations may incorporate some or the Design-Builder's entire proposal. It is understood that the proposal will become a part of the official procurement file on this matter without obligation to WSSDA.

**2.10 SAMPLE CONTRACT**

The apparent successful contractor will be expected to enter into a design-build contract currently being prepared by WSSDA. Short-listed proposers will be provided a copy of the design-build agreement for comment prior to the solicitation of fee proposals.

**2.11 COSTS TO PROPOSE**

WSSDA will not be liable for any costs incurred by the Design-Builder in preparation of a proposal submitted in response to this RFQ, in conduct of a presentation, or any other activities related to responding to this RFQ.

**2.12 NO OBLIGATION TO CONTRACT**

This RFQ does not obligate the state of Washington or WSSDA to contract for services specified herein.

**2.13 REJECTION OF PROPOSALS**

WSSDA reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFQ.

**2.14 COMMITMENT OF FUNDS**

The Executive Director of WSSDA or the Executive Director's designee are the only individuals who may legally commit WSSDA to the expenditures of funds for a contract resulting from this RFQ. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

**2.15 INSURANCE COVERAGE AND BONDING REQUIREMENTS**

The successful proposers shall furnish WSSDA with a certificate(s) of insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth in the contract. A payment and performance bond shall be provided in accordance with applicable statutes and contract terms. A contract form will be provided to short-listed proposers.

**2.16 HONORARIUM**

No honorarium or stipend shall be paid to proposers.

**3. PROPOSAL CONTENTS**

Any Design-Build team that determines it has the necessary expertise, experience and could successfully perform the required services may apply for consideration by submitting a Letter of Submittal and Statement of Qualifications addressing each of the items set forth below in a clear and concise manner.

Proposals must provide information in the same order as presented in this document with the same headings. This will not only be helpful to the evaluators of the proposal, but should assist the Design-

Builder in preparing a thorough response. Items in this section marked “mandatory” must be included as part of the proposal for the proposal to be considered responsive, however, these items are not scored. Items marked “scored” are those that are awarded points as part of the evaluation conducted by the evaluation team.

The submittal shall be bound in 8-1/2” x 11” format; two (2) paper copies of their proposal and one (1) PDF copy supplied via flash drive are required. One copy must have original signatures and the other copy may have photocopied signatures. Proposers are encouraged to provide clear and concise submittals. No specific page count is being specified.

- 1. Letter of Submittal, including signed Certifications and Assurances (Exhibit A to this RFQ)**
- 2. Proposed Team**
- 3. Relevant Experience**
- 4. Project Approach**
- 5. Accident Prevention, Safety and Claims**

### **3.1 LETTER OF SUBMITTAL (MANDATORY)**

The Letter of Submittal should not be more than two (2) pages and may contain information not shown elsewhere in the submittals. Also, submit the attached Certifications and Assurances form (Exhibit A to this RFQ) that must be signed and dated by a person authorized to legally bind the Design-Builder to a contractual relationship, e.g., the president or executive director of a corporation, the managing partner of a partnership, or the proprietor of a sole proprietorship. Attach the Certifications and Assurances form to the Letter of Submittal.

### **3.2 PROPOSED TEAM (SCORED)**

- A. Provide background information and firm profiles on the proposed Architect and General Contractor proposed to complete the project. Describe the reasons for this association, past working relationship (if any), and how why think this team will perform well for WSSDA.
- B. Describe the contractual relationship between the Architect and General Contractor proposed.
- C. Provide a narrative describing your proposed team structure, roles and responsibilities along with an organization chart showing reporting relationships. Identify the corporate executive dedicated to the project, the architect, the project manager, and the superintendent.
- D. Provide resumes of the key individuals proposed including education, employment history, relevant project experience and other information.

### **3.3 RELEVANT EXPERIENCE (SCORED)**

- A. Provide project profiles at least three relevant (not more than five) projects demonstrating your team’s expertise in delivering projects of similar scale and complexity. Describe how your firm/team helped achieve the owner’s goals for the project along with the cost and schedule outcomes. Clearly show which of your proposed staff members guided these projects and their roles on each. Provide information regarding the project delivery method and whether each project has a public or private owner. Provide customer referral information for each project including telephone number and email address.
- B. Does your team bring any experience and expertise with permitting in the City of Olympia? Do you anticipate any particular challenges in obtaining permits to complete the project?
- C. Provide evidence of ability to provide a payment and performance bond for this project.

### **3.4 PROJECT APPROACH (SCORED)**

- A. Describe your team's overall approach to collaborative Design-Build delivery. How do you plan to engage WSSDA executives and staff during the design phase to complete the design decisions in an efficient and thoughtful manner?
- B. Describe your initial thoughts (do not produce design documents) on the design of this building understanding the limited budget. Do you see this as single-story wood framed for example?
- C. Describe your approach to cost estimating for this project. How do you propose to validate or adjust our proposed budget early in the design process? How early do you anticipate a preliminary design and estimated to be available? Do you think a \$225/sf (excluding tax) is achievable based on similar projects?
- D. Describe your initial approach to subcontracting and engineering consultant selection. What scopes of work do you anticipate self-performing at this time?
- E. Provide a preliminary milestone schedule including design, permitting, GMP development and construction.
- F. Describe your expectations of WSSDA and OAC during design and construction. What attributes to you see in your favorite customers?

### **3.5 ACCIDENT PREVENTION, SAFETY, AND CLAIMS (SCORED)**

- A. Provide the safety and accident prevention record of the construction firm of the project team. Include other relevant information that documents their safety record and submit your team's EMR and OSHA (WISHA) Lost Time Accident Rate for the past five (5) years.
- B. Provide a record of claims, litigation, or arbitration matters initiated by your firm or against your firm (in which you were a party), for the last five (5) years. List the name of the project, the date of litigation, the amount of settlement and identify your involvement, i.e. defendant or plaintiff.

### **3.6 OMWBE CERTIFICATION (OPTIONAL AND NOT SCORED)**

Include proof of certification issued by the Washington State Office of Minority and Women's Business Enterprises if certified minority-owned firm and/or women-owned firm(s) will be participating on this project.

### **3.7 BUSINESS INFORMATION (MANDATORY)**

- A. State the name of the company, address, phone number, fax number, e-mail address, legal status of entity (ownership) and year entity was established as it now substantially exists.
- B. Provide the firm's Federal Employer Tax Identification number or Social Security number and the Washington Uniform Business Identification (UBI) number issued by the state of Washington Department of Revenue.
- C. Indicate how many employees are with the firm. Name the firm principals and their roles.
- D. Identify any state employees or former state employees employed by the Design-Builder or on the Design-Builder's governing board as of the date of the proposal. Include their position and responsibilities within the Design-Builder's organization. If following a review of this information, it is determined by WSSDA that a conflict of interest exists, the Design-Builder may be disqualified from further consideration for the award of a contract.
- E. If the Design-Builder's staff or subcontractor's staff was an employee of the state of Washington during the past 24 months, or is currently a Washington State employee, identify

the individual by name, the agency previously or currently employed by, job title or position held, and separation date.

- F. If the Design-Builder has had a contract terminated for default in the last five years, describe such incident. Termination for default is defined as notice to stop performance due to the Design-Builder's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the Proposer or (b) litigated and such litigation determined that the Proposer was in default.
- G. Submit full details of the terms for default, including the other party's name, address, and phone number. Present the Design-Builder's position on the matter. WSSDA will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience. If no such termination for default has been experienced by the Design-Builder in the past five years, so indicate.

**4. EVALUATION AND CONTRACT AWARD**

**4.1 EVALUATION PROCEDURE**

The evaluation procedure will be completed by a team of WSSDA and OAC staff members with the goal of determining the design-build team with highest qualifications, relevant experience, best overall approach and most collaborative staff members.

**1. SOQ Evaluation:** Statement of Qualifications (SOQ) will be evaluated strictly in accordance with the requirements stated in this solicitation and any addenda issued. The evaluation of SOQ's shall be accomplished by an evaluation committee convened by WSSDA, which will determine the ranking of the proposals. Up to three of the highest scoring proposers will be short-listed for further evaluation through interviews and/or office or site visits.

**2. Interview Evaluation:** Short-listed proposers will be invited for further evaluation through team interviews. The format, time and place for interviews is being determined but will likely involve more detailed exploration of proposers' approach to design and construction. WSSDA reserves the right to further short-list proposers following interviews.

**3. Fee Proposal Evaluation:** Proposers invited to provide fee proposals will be provided a form to complete including a percentage fee (profit) to be earned on the cost of the project as well as billable rates for proposed staff. Fee proposals will be opened and scored upon final scoring of all other criteria.

**4. Basis of Design-Build Award:** The final design-build contract shall be awarded based on the procedures outlined in RCW 39.10.330.

**4.2 CLARIFICATION OF PROPOSAL**

The RFQ Coordinator may contact the Design-Builder for clarification of any portion of the Design-Builder's proposal.

**4.3 EVALUATION WEIGHTING AND SCORING**

The following weighting and points will be assigned to the proposal for evaluation purposes:

RFQ Contents	Possible Points	Percentage of Total Points
Letter of submittal	Unscored	Mandatory
Proposed Team	15 points	37.5% of Sub-Total

Relevant Experience	10 points	25% of Sub-Total
Project Approach	10 points	25% of Sub-Total
Accident Prevention, Safety and Claims	5 points	12.5% of Sub-Total
OMWBE	Unscored	Optional
<b>Sub-Total</b>	<b>40 points</b>	<b>40% of Grand Total</b>
Project Team Interviews	40 points	40% of Grand Total
Request for Fee Proposals	20 points	20% of Grand Total
<b>GRAND TOTAL POSSIBLE (for top scoring firms)</b>	<b>100 points</b>	<b>N/A</b>

#### 4.4 NOTIFICATION TO PROPOSERS

Firms whose proposals have not been selected for further negotiation or award will be notified by e-mail.

#### 4.5 DEBRIEFING OF UNSUCCESSFUL PROPOSERS

Upon request, a debriefing conference will be scheduled with an unsuccessful Proposer. The request for a debriefing conference must be received by the RFQ Coordinator within three (3) business days after the Notification of Unsuccessful Design-Builder letter is e-mailed to the Design-Builder. The debriefing must be held within three (3) business days of the request. Discussion will be limited to a critique of the requesting Design-Builder's proposal. Comparisons between proposals or evaluations of the other proposals will not be allowed. Debriefing conferences may be conducted in person or on the telephone and will be scheduled for a maximum of one hour.

#### 4.6 PROTEST PROCEDURE

This procedure is available to Design-Builders who submitted a response to this solicitation document and who have participated in a debriefing conference. Upon completing the debriefing conference, the Design-Builder is allowed three (3) business days to file a protest of the acquisition with the RFQ Coordinator. Protests may be submitted by e-mail, but must be followed by the original document.

Design-Builders protesting this procurement shall follow the procedures described below. Protests that do not follow these procedures shall not be considered. This protest procedure constitutes the sole administrative remedy available to Design-Builders under this procurement.

All protests must be in writing and signed by the protesting party or an authorized Agent. The protest must state the grounds for the protest with specific facts and complete statements of the action(s) being protested. A description of the relief or corrective action being requested should also be included. All protests shall be addressed to the RFQ Coordinator.

Only protests stipulating an issue of fact concerning the following subjects shall be considered:

- A matter of bias, discrimination or conflict of interest on the part of the evaluator
- Errors in computing the score
- Non-compliance with procedures described in the procurement document or WSSDA policy

Protests not based on procedural matters will not be considered. Protests will be rejected as without merit if they address issues such as: 1) An evaluator's professional judgment on the quality of a proposal, or 2) WSSDA'S assessment of its own and/or other agencies' needs or

requirements.

Upon receipt of a protest, a protest review will be held by WSSDA. The WSSDA director or an employee delegated by the director who was not involved in the procurement, will consider the record and all available facts and issue a decision within five business days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay.

In the event a protest may affect the interest of another Design-Builder that submitted a proposal, such Design-Builder will be given an opportunity to submit its views and any relevant information on the protest to the RFQ Coordinator.

The final determination of the protest shall:

- Find the protest lacking in merit and uphold WSSDA's action.
- Find only technical or harmless errors in the WSSDA's acquisition process and determine WSSDA to be in substantial compliance and reject the protest.
- Find merit in the protest and provide WSSDA options which may include:
  - Correct the errors and re-evaluate all proposals
  - Reissue the solicitation document and begin a new process
  - Make other findings and determine other courses of action as appropriate

If WSSDA determines that the protest is without merit, WSSDA will enter into a contract with the apparently successful contractor. If the protest is determined to have merit, one of the alternatives noted in the preceding paragraph will be taken.

## **5. RFQ EXHIBITS:**

- Exhibit A: Certifications and Assurances

**EXHIBIT A: CERTIFICATIONS AND ASSURANCES**

1. I/we make the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):
2. I/we declare that all answers and statements made in the proposal are true and correct.
3. The attached proposal is a firm offer for a period of 60 days following receipt, and it may be accepted by WSSDA without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 60-day period.
4. In preparing this proposal, I/we have not been assisted by any current or former employee of the state of Washington whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official, public capacity. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
5. I/we understand that WSSDA will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals become the property of WSSDA, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.
6. I/we agree that submission of the attached proposal constitutes acceptance of the solicitation contents and the attached sample contract. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.
7. No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
8. I/we grant WSSDA the right to contact references and others, who may have pertinent information regarding the Proposer's prior experience and ability to perform the services contemplated in this procurement.
9. If any staff member(s) who will perform work on this contract has retired from the State of Washington under the provisions of the 2008 Early Retirement Factors legislation, his/her name(s) is noted on a separately attached page.

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Signature of Proposer

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Title     Date