



**REQUEST FOR PROPOSALS
for
Job Order Contract**

Issued 2/23/2024

For

Washington State University

By

Facilities Services, Capital

Proposal Deadline: March 21, 2024, 3:00 pm

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I. INTRODUCTION

Washington State University (WSU), Facilities Services is advertising to retain a Job Order Contractor for a two-year term with an optional one-year extension.

Point of Contact

To be considered, all Proposals should be submitted via email in PDF format electronic file to Point of Contact:

Jason Harper, Facilities Construction Manager
Department of Facilities Services, Capital
contracts@wsu.edu; jaharper@wsu.edu
Phone 509-335-8299

During preparation of the proposal submittal, all communications with WSU regarding the submittal request shall be made with Jason Harper, Facilities Construction Manager, 509-335- 8299, jaharper@wsu.edu. Firms are cautioned that this is the only person that shall be contacted throughout the procurement process. Any contact with other individuals, including the Selection Committee and their organizations may result in the Firm's Proposal being declared non- responsive and not eligible for further consideration.

All questions shall be received no later than seven calendar days prior to the submittal deadline to be included in an addendum posted to the website.

Selection Committee

The Selection Committee for the RFP may consist of representatives from Washington State University, Faculty, Staff, the Department of Facilities Services, Technical Consultants, outside Industry Partners, Community Members or other applicable user groups. At this time WSU has assembled the following individuals to serve on the selection committee to evaluate proposals. No contact with selection committee members other than the Point of Contact is permitted.

Owner reserves the right to add or remove representatives at any time without notice.

Voting Participants

Jason Harper, Lead Construction Manager, Facilities Services

Jason came to WSU in 2008 after 18 years in the mechanical and plumbing field, currently he is the lead construction manager for Facilities Services. Jason has been a team member of multiple Design-Build projects with WSU with a focus on project safety, collaboration, small and diverse business inclusion, and successful project completion. Jason acts as the JOC Program Manager.

Craig Cole, Project Manager

Craig is an Executive Director in Facilities who is responsible for the Deferred Maintenance Program WSU System wide. He works closely with all the other campus and Research and Extension Centers (REC's) in managing a standardized preventive maintenance program and tracking all deferred maintenance requirements throughout the system so they can be prioritized each biennium for funding. He is also a project manager for most projects at the Tri-Cities campus and the REC's.

Jeremy Griffin, Construction Manager

Jeremy started with Facilities in 2012 as a project coordinator and was quickly promoted to a shop supervisor within the construction unit as a result of more than 15 years in the field. In the twelve years that he has been with Facilities, Jeremy has been involved with our Operations division up to and including a Director level. In addition, he has worked with the Capital group in estimating, project coordination, and now as a Construction Manager with a focus on project completion emphasizing safety, budget, and schedule adhesion.

Stacey Gravel, Project Manager

Stacy Gravel has been a member of the Facilities Services team for 15 years serving as a designer and/ or project manager on various tenant improvement projects. Stacy also provides interior design services on WSU Capital projects as an owner representative for interiors and furniture specifications. Stacy is NCIDQ certified and a member of AUID (Association University Interior Designers).

About WSU Facilities Services

Facilities Services is a service organization that plans, designs, constructs, operates, and maintains the physical facilities and environments of the University at its Pullman, Vancouver, Tri- Cities, Everett, and Spokane campus locations, as well as research stations throughout the state. With a dedicated staff of over 400 individuals, they also operate, maintain, and improve the Pullman Campus's buildings, grounds, utilities, and related services.

The integration of the people maintaining and constructing the University's facilities is at the heart of Facilities Services. The whole of facilities strives for responsible stewardship, and future focused design and construction.

Selection Schedule

- | | |
|---|-------------------------|
| 1. Request for Proposals Advertised | February 23, 2024 |
| 2. Pre-RFP Meeting | March 5, 2024, 1:00 PM |
| https://wsu.zoom.us/j/93994658753?pwd=Z0tHcEFkZkV6RlNFVWwvMGdOdDJVZz09&from=addon | |
| Meeting ID: 939 9465 8753 | |
| Passcode: 762248 | |
| 3. Last Day for Questions/Clarifications | March 12, 2024 |
| 4. Proposal Submittal Deadline | March 21, 2024, 3:00 PM |
| 5. Notify Finalists | March 25, 2024 |
| 6. Interview Finalists | March 27-29, 2024 |
| 7. Bid Proposal Deadline | April 2, 2024, 3:00 PM |
| 8. Final Selection Notification | April 4, 2024 |
| 9. Anticipated Award | April 19, 2024 |

The Pre-RFP Informational Meeting is optional, and proposers may attend by zoom only.

II. PROJECT INFORMATION**Background**

Under RCW 39.10.420 and 39.10.430, Washington State University (WSU) is requesting Proposals from Contractors interested in providing Job Order Contract (JOC) services to the University at its campuses and facilities throughout the State that are owned and/or operated by WSU. The selected JOC contracting firm(s) shall provide indefinite delivery, indefinite quantity construction services for minor construction, renovation, repair and alteration projects for classroom, research, laboratory, clinics, administrative spaces, sports facilities, veterinarian, utility, and other university facilities. Interested contractors are encouraged to submit their proposals under this solicitation. All submittals are subject to RCW 39.10.470.

WSU has determined that the Job Order Contract program benefits the University by providing an effective means of reducing the total lead-time and cost for public works or repair work projects at its facilities. The use of a unit price book eliminates time-consuming and costly aspects of the traditional public works process, which require separate contracting actions for each small project.

Scope of Services

Washington State University is supported and chartered by Washington State to provide the state, and nation, educational services through teaching, research, and community services. The University combines

comprehensive undergraduate, graduate, and professional programs to various locations throughout Washington State.

The JOC must provide support to the following University Campuses and Research Centers: Pullman, Spokane, Tri-Cities, Vancouver, Prosser, Othello, Lind, Yakima, Wenatchee, Puyallup, Mt. Vernon, Everett, and extension offices in every Washington State county.

The winning contractor may be called upon to perform work at any University location, irrespective of the scope of work to be performed under a particular Work Order. Further, Washington State University reserves the right to reject any and all responses and proposals.

1. Minimum guaranteed dollar volume under this solicitation is \$100,000.
2. Maximum total dollar amount that the University may award under this contract solicitation shall not exceed \$4 million per year. The initial contract term will not exceed two years and may, upon mutual agreement of the University and the JOC contractor, be extended for one additional year, for a total contract duration not to exceed three years.
3. At the beginning of each contract year, including the of the third year of the Job Order Contract, Owner and JOC Contractor will review and may negotiate updated coefficients based upon demonstrated market impact.
4. The JOC contractor shall publish notification of intent to perform Public Works projects at the beginning of each contract year in a statewide publication and in a legal newspaper for general circulation in every county in which the Public Works projects are anticipated.
5. Technical specifications governing work installed under this contract will include the WSU Uniform Design & Construction Standards found at <https://facilities.wsu.edu/facilities-services-capital/design-standards/>, all current national, state and local codes, and applicable State of Washington regulations. When a specification is not readily available for Work Orders, the JOC Contractor will propose certain specifications or products and procedures to WSU for approval.
6. Individual Work Orders shall not exceed \$500,000 pre-tax. All individual Work Orders shall be treated as a single Project for purposes of the \$500,000 limit. Specific project requirements and its location will be identified under each Work Order issued by the University.
7. Work Order Unit Price quotes are required within 14 Days of receiving the project requirements unless otherwise mutually agreed to by both parties.
8. Use of Apprenticeship Programs. Any Work Order over \$350,000, excluding Washington state sales, and including over six hundred single trade hours shall utilize a state registered apprenticeship program for that single trade in accordance with RCW 39.04.320. Owner may adjust this requirement for a specific Work Order upon request from Contractor for the following reasons:
 - a. The demonstrated lack of availability of apprentices in geographic area the Work Order is to be performed;
 - b. A disproportionately high ratio of material costs to labor hours, which does not make feasible the required minimum levels of apprentice participation;
 - c. Contractor has demonstrated a good faith effort to comply with the requirements of RCW 39.04.300 and 39.04.310; or
 - d. Other criteria Owner deems appropriate.
9. Any new stand-alone permanent structure constructed under a Work Order cannot exceed 3,000 gross square feet.

10. Each individual Work Order issued shall be treated as a separate contract for the purposes of chapters 39.08, 39.12, 39.76, and 60.28 RCW.
11. The Spokane, Washington, Weighted Average City Cost Index shall be used for the Pullman Campus. The Urban Campuses and Research Centers shall use the Weighted Average City Cost Index for the city nearest their location. The prices in the "Total, Bare Cost" column shall be used. The total value of the applicable line items and their quantities will be multiplied by the City Cost Index and the designated coefficient to determine the construction cost of individual Work Orders.
12. The JOC contractor and its subcontractors shall pay prevailing wages for all work that would otherwise be subject to the requirements of chapter 39.12 RCW. Prevailing wages for all work performed pursuant to each individual Work Order shall be at rates not less than those shown in the prevailing wage rate schedule established by the State Department of Labor and Industries and at the time of individual Work Order award.
13. Upon request, the JOC contractor shall provide to the University, a list of work orders issued, the cost of each Work Order, a list of subcontractors hired under each work order, the dollar amount paid to each subcontractor, the MWBE status of the subcontractors, a copy of the intent to pay prevailing wage and the affidavit of wages paid for each subcontractor on each Work Order, and any other information that the Capital Projects Advisory Review Board (CPARB), or any other governing agency requests of the University.

Job Order Contract Schedule

The schedule noted herein is tentative and based upon final award of the JOC Contract.

Initial Term: April 2024 – April 2026

Option One Year Extension: April 2026 – April 2027

III. PROPOSAL REQUIREMENTS

Proposal Submittal

The Proposal Form (see appendices) must be executed by the prime firm's individual authorized to sign and bind the Job Order Contract. Proposals remain in full force and effect for a period of 90 days after date proposals are submitted to WSU.

The proposal shall include information documenting how the proposer meets the evaluation criteria below. Proposal elements will be evaluated using the weighted distribution identified below. Each Firm's Proposal shall be in PDF format, with the page size set to 11 x 17 (A3) and limited to two single pages for all submittal information with the exception of Proposal Form which may be submitted separately. Font size to not be less than 10 point, no links within the content will be reviewed and any pages beyond the three pages will not be reviewed.

1 Experience and Past Performance on Similar Projects:

1. Describe your firm's past performance in Job Order Contracting or similar type work that was done with limited design or on a design-build basis. At a minimum include a list of contracts completed within the last five (5) years and those currently in progress involving the use of multiple subcontractors on multiple projects. The following information should be provided on each contract:
 - a. Customer name and location of contract.
 - b. Type of project and total value of work completed.
 - c. Names and phone numbers of major subcontractors, if applicable.

- d. Name, phone number, address, e-mail address, and title of the primary point of contact (a secondary point-of-contact may also be provided). Do not leave out any relevant project. The University reserves the right to check additional references other than those submitted. In conducting reference checks, the University may include itself as a reference if the Contractor has performed work for the University, even if the Contractor did not identify the University as a reference.
2. Include specific experience in laboratories, research, vivarium, and wet lab facilities. Provide a list of completed projects; a description of the work; a reference familiar with the work; and a description of the infection/vector control methodology used.
 - a. Experience in exterior and interior remodels, renovations, improvements and preservation of office and classroom facilities?
 - b. Experience in working in occupied research/teaching laboratories, and animal care facilities.
3. Describe your firm's past relationship with other customers with particular emphasis on partnering, teamwork, communication, and cooperation.
4. Describe your firm's ability and commitment to provide and meet project schedules in a timely manner.
5. Describe your ability to manage multiple projects with multiple subcontractors simultaneously and your plan to grow the pool of subcontractors engaged in work on WSU Projects across the State.
6. Document your site specific personnel's competency to price Work Orders using a Unit Price Book in a timely and accurate manner.
7. Describe your ability to provide Work Order Unit Price quotes directly from RS Means. Note: It is expected that Work Order pricing shall be derived solely from RS Means and is independent from the quoted prices the JOC contractor will receive from its sub-contractors.

2 Management Concept:

1. Describe how your team will manage, staff and operate work under the JOC. Present your project management and subcontracting procedures and staffing in the following order:
 - a. Corporate organization, and the interface and support with typical JOC projects;
 - b. Project Organization Chart, typical;
 - c. Proposed interface of Contractor's staff with Owner to include communication procedures with Owner, clients, and subcontractors;
 - d. Work Order Management, to include a description of the Contractor's process for planning and preparing Work Order documentation, developing and reviewing plans, developing scopes of work, preparing and distributing bid packages, managing submittals required, developing estimates for each Work Order, providing site supervision, and ensuring a timely and efficient close-out process.
 - e. Quality Control Procedures. Describe your process for ensuring project quality. Within the past five years, describe any quality issues your firm has encountered and how they were resolved. Provide documentation that show how many JOC or similar sized projects you completed on time and within budget, and the dollar value of change orders compared to the original value of the work.

- f. The ability to work with the Owner in developing and executing projects with less than a full set of plans and specifications.
2. Safety Procedures. Provide a summary of your safety plan and your approach for Safety responsibility during a Job Order Contract; specifically highlight how you plan to manage safety for sub-contractors, considering at least ninety percent (90%) of all work will be accomplished by your subcontractors. Include a Safety and Health Qualification Statement. The statement shall include your firm's interstate/intrastate Experience Modification Rates for the past three years, data from your firm's OSHA 200 and 300 logs, and any OSHA or WISHA violations received in the past three years. A detailed but separate site safety plan is expected for each approved Work Order.
3. Describe your plan for identifying, selecting, managing and assisting subcontractors:
 - a. Contingency plan for unsatisfactory subcontractor performance.

3 Professional Personnel Ability:

1. Provide a description of your project organization, position descriptions, and resumes of your key personnel proposed under this proposal. Designate the proposed Project Manager, project superintendent, corporate executive to be dedicated to the Job Order Contract to be executed based on this RFP and describe their depth of knowledge and experience in executing similar types of work with multiple disciplines.

4 Location:

1. Demonstrate your firm's knowledge of, and experience in working with local subcontractors, suppliers, permitting officials, and design professionals where the various WSU facilities are located, all over the State.

5 Recent, Current, and Projected Workload/Capacity:

1. What has been your annual volume (in dollars) of construction for each of the past three years? What is your anticipated dollar value of construction work for the current year and what is your projected dollar value of construction work for the next three years? How will work based on this RFP affect your firms overall projected workload? What measures would you need to take to meet both the minimum and/or maximum workloads outlined under this contract solicitation?

6 Diverse Business Inclusion Plan:

1. Provide your firm's history of utilization in the last five year by listing on an annual basis overall contracted value and overall percentage utilization attributed to OMWBE, WBE, MBE, SBE, and VBE.
 - a. Provide summary level data demonstrating the teams past performance in utilization of small business entities and office of minority and women's business enterprises certified business, to the extent permitted by law.
2. Summarize the core concepts of your internal and external diversity and inclusion plans specific to this Job Order Contract. Identify any strategies, resource commitments, and steps you take to include, maintain and sustain Small, OMWBE, WBE, MBE, and VBE success on the project and within your firm, sub consultants, subcontractors, suppliers, etc. (A complete copy of the plan must be submitted to the University immediately following award of the JOC Contract.)

3. Specifically address your plan as it relates to the following categories:
 - a. Access to opportunities: how/what will your firm do to engage and solicit involvement by small and diverse businesses.
 - b. Access to Capital: How/what strategies your firm has to offer small and diverse businesses to ensure that they can be successful financially.
 - c. Access to Training: How/what kind of training, mentoring, support will you provide to the small and diverse businesses.
4. For the purposes of this RFP the following definitions shall apply:
 - a. OMWBE: Businesses certified by the State of Washington Office of Minority and Women's Business Enterprises.
 - b. MBE: Minority Business Enterprise; at least 51% minority owned.
 - c. WBE: Women's Business Enterprise; at least 51% owned by one or more women.
 - d. SBE: Small Business Enterprise; 50 or fewer employees or gross revenue of less than seven million dollars annually as reported on its state and federal tax returns over the previous three consecutive years.
 - e. VBE: Veteran Business Enterprise; at least 51% veteran owned.

Interview

Should your firm be invited to interview, questions will be directed to the proposed key project staff to include the corporate executive dedicated to the JOC contract, the project manager, the project superintendent, and any other key personnel responsible for the JOC services. Those designated key personnel shall be in attendance. In addition to presenting their qualifications and experience and the project team's approach to JOC, the interviewees will be expected to respond to questions from the interview panel regarding the teams' qualifications, the submitted proposal.

Bid Proposal

Following the interview, firms shall be asked to submit a proposal in the form of coefficients for JOC services on the form to be provided. For the purposes of the RFP, a sealed Bid Proposal shall be defined as a proposal sent by email to only contracts@wsu.edu.

Further description of the coefficient is found in this RFP and listed in the Agreement between Owner and Job Order Contractor, Article 6.4.1.1, as well as the Bid Proposal Form. Respondents will be asked to propose 12 coefficients. There will be a single coefficient for each campus and research center. The coefficient should represent performing work during standard hours of work. Non-standard hours of work, work that is performed during hours other than standard hours of work, will use a minimum-maximum additive factor of 0%-10% to be negotiated on a case-by-case basis to apply to the single coefficient representing each location.

Coefficients shall be provided for the following Washington State University campuses and research centers (note: coefficients are for normal hours only):

1. Pullman Main Campus, and surrounding Farms in Whitman County
2. Tri-Cities Campus
3. Spokane Campus
5. Vancouver Campus
6. Prosser Research Center
7. Wenatchee Research Center (includes Sunrise and Columbia View Orchards)
8. Puyallup Research Center
9. Mt. Vernon Research Center
10. Othello Research Station
11. Lind Research Station
12. Everett Campus

Note: Standard hours of work will be from 6:00AM to 6:00PM, Monday through Friday, unless alternate

standard hours are agreed to and adopted. Hours worked by contractor to regain schedule or for contractor's convenience shall not be entitled to application of the coefficient and the negotiated additive factor for non-standard hours.

IV. SELECTION AND SCORING

Selection Process: The University will utilize a three-step process to select one JOC Contractor under this solicitation.

Proposal

The University's Selection Committee will evaluate the proposals submitted by the proposing contractors in response to this Request for Proposals (RFP), in accordance with the qualifications and selection criteria set forth in this RFP.

Proposals will be evaluated in accordance with the following weighted distribution:

Experience and Past Performance on Similar Projects	25 points
Management Concept	15 points
Professional Personnel Ability	10 points
Location	5 points
Recent, Current and Projected Workload/Capacity	5 points
Diverse Business Inclusion Plan	5 Points
Total	65 points

WSU reserves the right, at its sole discretion, and based solely on its determination of the candidate firm's qualifications, to accept or reject any or all proposals, to postpone the selection process for its own convenience at any time, to waive any defects, informalities or irregularities in the RFP's, and to re-advertise for this work.

The candidate firms acknowledge and agree that in submitting a proposal pursuant to this Request for Proposals, the preparation of all materials for submittal and all presentation are at their sole cost and expense, and WSU shall not, under any circumstances, be responsible for any cost or expense incurred by the candidate firms in this regard. In addition, the candidate firms acknowledge and agree that all submitted proposals shall remain the property of WSU and may be disclosed after award to selected firm(s).

Interview

Based on the evaluation and rating of the proposals, the two or three highest ranked firms will be invited to participate in an interview in which those firms will be scored according to the criteria outlined in this RFP.

The interview panel will evaluate the firms invited to the interview and assign points based on the following criteria:

1. Demonstration of Contractor's experience, qualifications, and capabilities to successfully manage and perform the JOC services, and appropriateness of project team's approach, as presented by the Contractor's project team members.
2. Completeness and appropriateness of response to questions raised during the interview.

Interviews will be evaluated in accordance with the following weighted distribution (to be added to the Proposal Score previously assigned):

Team Dynamic	10 points
Interview Question Response	5 points
Total	15 points

Bid Proposal

Firms invited to participate in the interview shall submit sealed proposals after the interviews have been conducted. The proposals are to be in the form of a coefficient or coefficients that will be applied to pre-priced tasks contained within the Price Book based on the contract documents developed by the University. The coefficient shall compensate the contractor, its sub-contractors and suppliers for all non-craft labor, field and home office expenses, field engineering, as-built drawings, bonds, insurance, transportation and travel (excluding freight and delivery), overhead and profit necessary to complete the work in accordance with the terms of the contract.

Travel, transportation, and/or per diem may only be included if both criteria are met:

- 3.1. The sub-contractor or supplier is located 80 miles or greater, straight line radius from the Jobsite, and
- 3.2. No other sub-contractor or supplier is able to provide the service within the 80 mile radius.

The current edition of the RS MEANS Facility Construction Cost Data book shall be used as the Unit Price Book under this solicitation.

Coefficients will be evaluated in accordance with the following weighted distribution (to be added to the proposal and Interview Score previously assigned):

Proposal with the Lowest Composite Coefficient	20 points
Proposals less than 2% of Low Proposal	15 points
Proposals between 2% but less than 5% of Low Proposal	10 points
Proposals between 5% but less than 8% of Low Proposal	5 points
Proposals between 8% but less than 12% of Low Proposal	3 points
Proposals equal to or greater than 12% of Low Proposal	0 points

Percentage computed as follows:

$(\text{Proposal being evaluated} - \text{low proposal}) / \text{low proposal} = \%$

The contractor ranked highest, resulting from the Selection Committee's evaluation of the proposal (65%), the *interview* (15%), and the *Coefficients* (20%) provided for each location in the Proposal will be selected as the University's JOC contractor.

IV. SUPPLEMENTAL INFORMATION

Selection Notification

WSU will notify all finalists of the selection decision and make a selection summary available to all proposers within two business days of the notification.

Protest Procedures

Firms shall provide written notification to the Assistant Vice President, Facilities Services, Capital of any protest within ten (10) business days from the date the proposer was notified of the selection decision. Any protest received more than ten (10) business days from the date notification was made shall not be considered.

Form of Agreement

The Job Order Contract agreement to be utilized for this work is included as an attachment to this RFP

entitled Job Order Project Manual.

Registration, Licensing and Insurance

Registration, licensing, and insurance coverage shall be as required by the Job Order Contract Project Manual provided.

End of Request for Proposals