

**REQUEST FOR QUALIFICATIONS/  
PROPOSAL for ALTERNATIVE PROJECT DELIVERY &  
PROJECT MANAGEMENT SERVICES**



**Fidalgo Pool & Fitness Center  
January 2018**

FIDALGO POOL & FITNESS CENTER  
1603 22<sup>ND</sup> Street  
Anacortes, WA 98221

NOTICE

The Fidalgo Pool & Fitness Center (“FPFC”), operated through the Fidalgo Parks & Recreation District (“the District”), is envisioning a project to be delivered using either a General Contractor/Construction Manager (GC/CM) or Design-Build (DB) methodology in accordance with Chapter 39.10 RCW (Note: throughout both GC/CM and Design-Build will be referred to as “alternative project delivery.”) Through this Request for Qualifications/Proposal for Alternative Project Delivery and Project Management Services, the District seeks an experienced alternative project delivery consultant and/or project manager to assist the District in supporting alternative project delivery contracting procedures. As such, the District invites you to submit your firm’s qualifications for the consulting and/or project management services that may be required, as well as a detailed costing proposal for those areas of the project for which you wish to be considered. More information about FPFC may be obtained via our web site at [www.fidalgopool.com](http://www.fidalgopool.com). A detailed scope of work is attached as Exhibit A. Section I addresses Project Approval and Contractor Selection. Section II addressed Project Management.

Interested respondents must submit sealed copies of their Request for Qualifications for Alternative Project Delivery and Project Management Services (RFQ/P) to the Fidalgo Pool & Fitness Center (FPFC), Attn: Mitch Everton, Executive Director, 1603 22<sup>nd</sup> Street, Anacortes WA on or before 4:00 PM on Wednesday, February 21, 2018. Please limit proposals to twenty-four (24) single-sided pages (or 12 double-sided sheets), and provide three (3) printed copies and one (1) digital copy ([mevertonfpfc@gmail.com](mailto:mevertonfpfc@gmail.com)). Covers, cover letters, dividers, title pages and all pages within the Appendix are not included in the page count.

The District, at its sole discretion, reserves the right to:

- Select one or more firms for these services.
- Reject any or all proposals.
- Modify the APD procurement schedule at any time, for any reason, including discontinuing the APD procurement process altogether.
- Move forward with one firm and contract negotiation if only one submittal is received.
- Add any or all additional scope of work as described in this RFQ/P to the selected firm(s).
- Select the firm of choice based solely on the response to this RFQ/P and not utilize the interview stage as part of the evaluation and selection process.

Submittals are to include:

1. **Proposal Cover**, inclusive of:

- RFQ/P title
- Date submitted
- FPFC address
- Any teaming partners
- Name of applicant's firm

2. **Cover Letter**, inclusive of:

- Addressed to Mitch Everton, Executive Director and including FPFC address
- Identified single point of contact and applicant telephone number
- Brief description of the applicant's reason for submitting—why this project?
- Brief description of the applicant's values, wellness support and community connections/motivations
- Applicant firm capacity, substantiating ability to take on the work, as described

3. **Firm Information**, inclusive of:

- Firm information and leadership
- Firm organizational chart
- Firm values and commitment to community
- Financial and insurance status

4. **Team Information**, inclusive of:

- Proposed team organizational chart
- Key personnel, with short bios and references
- Partner firms
- Key personal resumes—to be located in the Appendix section

5. **Alternative Project Delivery (APD) Experience**, inclusive of:

- GC/CM and/or DB experience
- Pool and/or fitness center projects, and/or
- Similar size and complexity projects, with references
- Projects that encompass occupied sites, concurrent with construction activities

6. **Savings Methodology**, inclusive of:

- Cost prevention activities
- Cost mitigation activities
- Examples of successful, documented cost savings

7. **Relevant Projects** (other than the APD projects listed above), inclusive of:

- Pool and/or fitness center projects, and/or
- Similar size and complexity projects, with references
- Projects that encompass occupied sites, concurrent with construction activities

8. **References**, inclusive of:

- Company name and address, contact name, title, cell phone, email address
- Not less than two Owner references, and
- Not less than two General Contractor references, and
- Not less than two Design Firm references
- That preferably refer to the “APD” and “Relevant Projects” listed above

9. **Cost Proposal**, inclusive of:

- Detailed cost proposal for either or both Section I and/or Section II Scopes of Work, as described in Exhibit A
- Task descriptions, hours, billing rates and total cost per person
- Any/all assumptions inherent in your proposal

10. **Appendix**, inclusive of:

- Firm Certificate of Liability
- Key personnel resumes
- Any other information the applicant desires the FPFC to consider as part of the evaluation

Mitch Everton  
Executive Director  
Fidalgo Pool & Fitness Center  
mevertonfpfc@gmail.com  
360.333.4754

## About Fidalgo Pool & Fitness Center

***Our Mission: Foster programs and services that are adaptive and relevant to the needs of our patrons.*** In partnership with our community, FPFC serves as a nexus, supporting a wide range of activities centered around wellness, friendship and fun, including water- and land-based classes, a state-of-the-art gym, and a 280,000-gallon pool. Programming includes a professionally-coached in-house swim team serving over 100 youth; public sessions for lap-swimmers, water walkers and aerobics attendees; and recreation sessions for families and children, including a Wibit play structure and water slide. The pool also serves three high school swim teams—hosting practices and meets—as well as a resource for physical therapy session and a training facility for scuba, kayaking and other ancillary uses.

***Our Need: A dated, 42-year old facility with a projected 50-year life span.*** The facility was completed in 1975 and has been supported since through user-fees and taxpayer-supported levies. An integrated fitness center was added several years ago. The existing building faces a number of challenges including a lack of pool flexibility, ADA accessibility, fire sprinklers, energy efficiency, spectator viewing, and storage capacity. Though well-maintained, the facility is nearing the end of its useful life.

***Our Goal: Replace the existing facility.*** Last year the District engaged a Seattle firm—ARC Architects—to assist with conceptual design. Employing the facility's east parking area and two adjacent properties owned by the District, ARC designed a 44,000-square-foot, two-story structure, with two pools—recreation and competition—exercise spaces, meeting areas, enhanced spectator viewing, and a child-watch room, with upgrades to safety, energy and air-handling systems, ADA accessibility, and pool design. The project is envisioned in two phases, which would require concurrent use: (1) construction of the new facility, beginning mid-2019; and (2) upon completion, razing and converting the current facility into a parking lot in 2021.

***Financing Considerations.*** The District is in-process with private fund-raising, an outreach that will continue through mid-2018. It is our intent later this year to begin marketing a bond offering, which would go to voters in February 2019. Total cost for the project is estimated at \$22M.

## CONSULTATIVE & PROJECT MANAGEMENT SERVICES

***Scope of Work Overview.*** The District is seeking a highly qualified and experienced firm or individual(s) for consultative and/or project management services, driving the proposed project through alternative methodologies. The current anticipated project includes the design and construction of a new pool and fitness center, replacing the current facility, which will be razed. The District may determine that other projects are appropriate for alternative methodologies



and may, but is not obligated to, utilize the selected consultant on some or all of other District programs. Please see Exhibit A for more detailed information re: Scope of Work.

***Demonstrated Consultant Qualifications for the Proposed Individuals.***

- Proven experience in alternate methodology projects, ideally involving pool or fitness center applications, for similar projects delivered through alternate methodologies under 39.10 RCW.
- Demonstrated understanding of and approach to the alternative methodology processes for all phases of a project, including pre-design, pre-construction, design, construction and close-out.
- Demonstrated experience with (1) the PRC; (2) oversight of cost estimating, phasing decisions and scheduling; (3) cost allocations; (4) GMP negotiation; (5) oversight of value engineering and constructability analyses; (6) oversight of subcontract bid package strategies; and (7) collaboration with the project team.
- Strong references from like projects.
- Values: excellence, collaboration, team-work, innovation, creativity...a vision-driven process.
- Design/construction solutions that enhance the patron experience, leading to increased wellness, social connections and achievement of individual goals.

Selection of a firm or individual may be made directly from submitted statements of qualifications or as the result of subsequent interviews, at the District's discretion. The District reserves the right to reject all submittals.

# EXHIBIT A: SCOPE OF SERVICES

## SECTION I: PROJECT APPROVAL AND CONTRACTOR SELECTION

### A. Project Initiation

1. Project Introduction Meeting: Meet with the Owner to review and gain an understanding of the following:
  - a. Project participants and roles;
  - b. Communications protocol;
  - c. Project scope;
  - d. Project schedule;
  - e. Project budget;
  - f. Cost estimating methodology;
  - g. Project reporting tools;
  - h. Alternate methodology contractor responsibilities and expectations.
  
2. Roles & Responsibility Matrix: Prepare matrix that describes the overall project management roles, responsibilities and structure, including the roles of the:
  - a. Owner;
  - b. Architect;
  - c. Architect's consultants;
  - d. Alternative methodology consultant;
  - e. Alternative methodology contractor.
  
3. Master Schedule: Prepare an integrated master schedule identifying the proposed completion dates for:
  - a. Schematic design, design development, construction documents, bidding, construction and close-out phases;
  - b. Alternate methodology project application and approval;
  - c. Alternate methodology selection process;
  - d. Alternate methodology contract execution;
  - e. Alternate methodology preconstruction services.

### B. Project Review Committee (PRC) Approval

1. PRC Application Strategy: Meet with Owner to discuss alternate methodology strategy to be utilized for the project and identified in the PRC application;
2. PRC Application: Prepare and submit application to the PRC;
3. PRC Questions: Respond to PRC questions;

4. PRC Presentation: Prepare and organize PRC presentation and present project application to PRC with Owner.

### **C. Contractor (GC/CM or DB) Procurement**

1. Strategy: Meet with Owner to revisit the selected APD and review the specific RCW 39.10 requirements for the selected APD procurement;
2. Request for Proposal (RFP): Develop and publish the selected APD RFP, develop the RFP scoring matrix, assist with the selection of the scoring committee and facilitate the SOP scoring process, shortlist candidates to move to the interview stage of procurement;
3. Interview: Develop the interview scoring matrix, facilitate the interview scoring process and shortlist candidates to move to the RFFP stage of procurement;
4. Site Visit: Conduct a site/firm visit with all RFFP shortlisted candidates;
5. Request for Final Price (RFFP): Assist the Owner and external legal counsel to develop the RFFP documents, include the draft RFFP contract documents with the RFFP invitation, facilitate the RFFP bid opening, complete and approve the final bid tabulation, develop and submit to the FPFC the final recommendation for approval;
6. Preconstruction Contract Negotiation (GC/CM) or Phase 1 Pre-Design Contract Negotiation (DB): Assist the Owner with the selected contract negotiations;
7. Board Approval: Complete the APD procurement process with the Board-approved preconstruction (GC/CM) or pre-design (DB) contract

## **SECTION II: PROJECT MANAGEMENT**

### **D. Preconstruction**

1. Preconstruction Guidance: Advise the Owner during the preconstruction phase on the process, preconstruction services and preconstruction decisions.
2. Preconstruction Scope & Fee Negotiations: Assist the Owner in negotiating scope of services and preconstruction fees.
3. Kick-Off Meeting: Organize and participate in project kick-off meeting with representatives of Owner, Architect and Team.
4. Design Progress Meetings: Attend periodic meetings during design phase with representatives of Owner, Architect and Team as need to assess activities, milestones and progress and to resolve cost and planning issues.
5. Value Engineering: Assist in planning and monitoring value engineering study.
6. Constructability Review: Assist in planning and monitoring the constructability review.
7. Construction Schedule and Phasing: Participate in the establishment of construction schedule and phasing plans.
8. Uniform Cost Estimating Framework: Assist with establishing a uniform cost estimating framework that will be utilized during project phasing.



9. Cost Estimate Review: Review and provide feedback on cost estimates at Schematic Design, Design Development, 60-90% of Construction Document, and 100% Construction Document phases.
10. Early Procurement and Fast-Track Construction: Advise the Owner on the feasibility and benefits of early procurement of materials and equipment, and the early start of selected phases of construction.

#### **E. Negotiation and Contract Award**

1. Negotiation and Contract Aware Guidance: Advise and assist the Owner in negotiating the construction contract including the GMP, general obligations, negotiated support services, self-performed work, subcontractor and supplier procurement potential incentives, and MACC contingency.
2. Contract Award: Provide recommendation to Owner on award of construction contract.

#### **F. Construction**

1. Preconstruction Meeting: Participate in preconstruction meeting with Owner, Architect, Architect Consultants, Construction Team and Subcontractors.
2. Construction Schedule: Review and provide feedback on preliminary and final critical path construction schedule.
3. Schedule of Values: Review and provide feedback.
4. Contractor Payments: Review and provide feedback on monthly pay applications, requests for MACC contingency expenditures and payment request records.
5. Construction Observations: Conduct periodic observation of the construction work and issue project observation reports.
6. Construction Progress Reports: prepare monthly reports.

#### **G. Close-Out**

1. Final Change Order: Advise and assist Owner in negotiating and preparing a Final Change Order.
2. Final Audit: Organize and oversee a final audit of costs and assist in resolving audit findings.

**End of Scope of Services**