Spokane Public Schools

CAPITAL PROJECTS AND PLANNING
2815 East Garland Ave., Spokane, WA 99207
(509) 354-5775
www.spokaneschools.org

Request for Proposal No. 17-2526

GC/CM Services for North Central High School Modernization

Step One Submittal Deadline:
March 19, 2026 at 2:00:00 p.m.

Table of Contents

1. Introduction

2. Project Description

3. Selection Process and Schedule

    Step One: Statement of Qualifications (SOQ) Submittal Requirements

    Step Two: Interviews

    Step Three: Contract Review and Submission of Pricing Proposals (BID)

4. Final Cumulative Score

5. Selection and Contracting Provisions

1. INTRODUCTION

1.1. Spokane Public Schools (SPS) seeks proposals for providing GC/CM Services for the North Central High School Modernization project. SPS is asking for Statements of Qualification based on this Request for Proposal. Firms will be short-listed for Interviews based on the submitted Statements of Qualification. The combined scoring for Interviews and Pricing of Proposals will be used to select the successful GC/CM firm.

1.2. The State of Washington's Capital Project Review Advisory Board has determined that SPS has met the criteria established in RCW 39.10 for public body GC/CM certification. With this authorization, SPS has made the determination to use the General Contractor/Construction Manager procedure of public works per Chapter 39.10 RCW in lieu of sealed bids for this project.

1.3. As a fully integrated member of SPS' project team, required GC/CM services for the pre-construction phase will include the following: involvement in team meetings; critical path method scheduling for buyout, construction, commissioning, close-out and move-in; conceptual estimating, preparation of detail estimates of developing designs and design alternates; regular systems analysis; value analysis, logistical, and constructability input to the developing design; early preparation of subcontract and supplier packaging plans; preparation of subcontract documents and selection process; identification of early award and long lead packages and early bidding and award if required; site investigations, testing and inspection services; and subcontract bidding and bid analysis. These and other services are described in more detail in the Contract Documents.

1.4. The GC/CM will become an integral part of SPS' project team which is comprised of:

- SPS: Mike Keenan, Operations Manager, Capital Projects and Planning.
- Architect: NAC Architecture (pending Board approval on March 4, 2026).

1.5. The GC/CM's construction phase services will include: holding weekly project team meetings; subcontract administration; CPM schedule maintenance and reporting; subcontract claims and impact analysis; change and issue management; time and cost control, including claims mitigation; quality control and assurance; safety management; the coordination and management of all construction activities; payment of all materials, labor and equipment; preparing all daily, weekly and monthly reports of progress, cost, quality issues, claims mitigation, commissioning and completion activities; and project records maintenance. These and other services shall be described in more detail in the Contract Documents.

1.6. The request for proposal describes the selection process and documentation required for submitting proposals for this project. Any firm failing to submit a proposal in accordance with the procedures set forth in this Request for Proposal may be considered non-responsive.

1.7. Proposing firms may attend a **Non-Mandatory Pre-Proposal Conference** at which the particulars of the project, schedule, and elements of the contract will be discussed. **Two (2) representatives from only prime GC/CM firms will be allowed to attend the Pre-Proposal Conference.**

Date: **March 10, 2026**
Time: **3:30 p.m.**
Where: **North Central High School, South Main Entry**
1600 N. Howard
Spokane, WA 99205

1.8. All information required by this selection process shall be submitted at the dates and times indicated herein to:

Spokane Public Schools
Michael Pflieger
Purchasing Lead, Purchasing Services
200 N Bernard, Spokane, WA 99201

1.9. Any questions or requests for clarification regarding this Request for Proposal during the submittal preparation period must be addressed to SPS' designated representative:

Mike Keenan
Operations Manager, Capital Projects and Planning
2815 E. Garland Avenue, Spokane, WA 99207
Email: mikek@spokaneschools.org

1.10. SPS will consider no telephone inquiries (with the exception of requests to view drawings and documents) regarding the Request for Proposal and will consider no in-person inquiries except as identified below.

1.11. Any firm that attempts to contact any official, employee, or representative of SPS and the Project Design Team in any manner contrary to the above requirements may be disqualified from further consideration. This prohibition does not apply to:

- Telephone calls to SPS to request copies of this proposal, to confirm attendance, or request directions relative to an interview notification received from SPS.
- Delivery of the firm's proposal.
- Discussion at the pre-proposal conference and interview.
- Delivery of written questions about the proposal.
- School site visits to better understand the project. **Visits MUST be coordinated with and attended by Capital Projects staff.**
- Review of selected drawings of existing structures at SPS offices. Proposers wishing to review such documents must make an appointment by telephone in advance. To make an appointment, please contact Mike Keenan, Operations Manager, at (509) 354-5775.

1.12. SPS intends to comply with the mandated apprenticeship goals of 15% for this project.

1.13. SPS intends to encourage and monitor the GC/CM's utilization of Minority-owned/Woman-owned/Disadvantaged/Small Business Enterprises for this project.

2. PROJECT DESCRIPTION

2.1. This request is for the North Central High School Modernization project. SPS intends to enter into a construction contract for this project including GC/CM MACC, Negotiated Support Services, Specified General Conditions, Fee and CM Contingency but excluding Preconstruction Services, Owner Contingencies, Washington State and local sales taxes.

2.2. The Preconstruction Services shall be performed under a separate contract in the amount of $200,000 for which the GC/CM shall bill against on a time spent basis.

2.3. More specific project information is as follows:

2.3.1. Partial modernization of an existing facility totaling approximately 100,000 s.f.
2.3.2. Site improvements including possible reconfiguration of fields and parking lots.
2.3.3. Construction will be completed in a minimum of two (2) phases.
2.3.4. Existing facility to remain fully operational during the project.
2.3.5. Approximate Maximum Allowable Construction Cost (MACC) value is $50,000,000.

2.4. The approximate project schedule is as follows:

2.4.1. Preconstruction Services – start after award.
2.4.2. Construction
2.4.2.1. Start – June 2027.
2.4.2.2. Phase 1 completion – August 2028.
2.4.2.3. Phase 2 completion – August 2029.

3. SELECTION PROCESS AND SCHEDULE

3.1. SPS is contracting for GC/CM services in accordance with the process authorized by Chapter 39.10 RCW.

3.2. Selection will be made through a three-step process. The process for selection and award of the contract will be as follows:

3.2.1. Step One (SOQ) – Firms to submit Statements of Qualification (100 points)

3.2.1.1. Selection of the most qualified firms after review of SOQ submissions and tabulation of scoring.

3.2.2. Step Two (Interview) – Firms to Interview (200 Points)

3.2.2.1. Selection of the most qualified firms after Interviews and tabulation of scoring.

3.2.3. Step Three (Bid) – Firms to submit Contract Comments and Priced Proposals (100 points)

3.2.3.1. Selection of the successful firm for contract execution after submission of Contract Comments and Priced Proposals followed by tabulation of final scoring.

3.2.4. Scoring:

3.2.4.1. Step One (SOQ) will account for 100 points and be scored to identify a short-list of firms who will proceed on to Step Two. **Scoring for Step One will NOT count towards the final cumulative score for the selection of the GC/CM.**

3.2.4.2. Step Two (Interview) will account for 200 points and be scored to identify a short-list of firms who will proceed on to Step Three. Scoring for Step Two will count towards the final cumulative score for the selection of the GC/CM.

3.2.4.3. Step Three (Bid) will account for 100 points and count towards the final cumulative score for the selection of the GC/CM.

3.2.4.4. The final cumulative score will be the sum of points obtained from Step Two (Interview) and Step Three (Bid).

3.2.4.5. The firm with the highest final cumulative score will be selected as the recommended firm for approval by the SPS Board.

3.2.5. Comments to the process described above must be received not later than 2:00:00 p.m. on March 13, 2026.

3.3. Schedule (Dates are approximations for the process steps and are subject to change):

Step	Date	Selection Process
One	March 2, 2026	Advertisement for Request for Proposals Published (First Notice).
	March 9, 2026	Advertisement for Request for Proposals Published (Second Notice).
	March 10, 2026	Non-Mandatory Pre-Proposal Conference at 3:30 p.m.
	March 13, 2026	Comments to the process due by 2:00:00 p.m.
	March 19, 2026	Step One submissions due at 2:00:00 p.m.
	March 23-26, 2026	Initial scoring and short-listing of firms for Step Two.
	March 27, 2026	Notification of firms short-listed for Step Two.
Two	April 14-16, 2026	Step Two interviews conducted along with scoring and short-listing of firms for Step Three. *(Actual interview date to be determined)*
	April 17, 2026	Notification of firms short-listed for Step Three. Step Three participants to received contract attachments.

Three	April 21, 2026	Short listed firms to submit contract comments by 4:00:00 p.m.
	April 28, 2026	Submit fully compliant priced proposals due at 2:00:00 p.m.
	May 4, 2026	Selected GC/CM to sign agreement for Pre-Construction Services
	May 6, 2026	SPS School Board's final approval anticipated (Board Meeting subject to change).

3.4. **STEP ONE – Statement of Qualifications (SOQ) Submittal Requirements**

3.4.1. General Information

3.4.1.1. SPS requires that all responses follow the format stated in this Request for Proposal. Failure to follow the format as described herein may result in disqualification of the respondent's proposal.

3.4.1.2. The proposing firm shall submit FIVE (5) copies of its SOQ.

3.4.1.3. The SOQ shall be submitted in A3 format (i.e. 11x17 sheet of paper) on **one (1) two-sided page**. **Supplemental attachments are NOT allowed** and will not be considered for SOQ scoring.

3.4.1.4. Each copy shall state the firm's name along with the Request for Proposal names and numbers on the top edge of the sheet as follows:

RFP No. 17-2526: North Central High School Modernization

3.4.1.5. In preparing the firm's Statement of Qualifications, the proposing firm shall clearly identify the firm's role on the project.

3.4.1.5.1. If the proposing firm represents an individual's experience while employed at another firm, the firm of record for the project and the individual's role shall be clearly identified.

3.4.1.5.2. If the proposing firm is representing its experience while part of a joint venture, the joint venture partners shall be listed and the role of the proposing firm and its employees shall be clearly identified.

3.4.2. Content – Total of one (1) two-sided page, **no supplemental attachments**.

3.4.2.1. Company Profile – List firm name, address, telephone number, Washington Contractor's license information, email address, date firm was established, bonding capacity and substantiated ability to bond this project, most recent annual volume, and a summary of safety statistics (i.e. EMR and Lost Time Accident Rate) for the last three (3) years.

3.4.2.2. Project Team – List the key individuals to be committed for the entire duration of this project including the following information for each individual:

3.4.2.2.1. Identify their role and availability to fulfill such role.

3.4.2.2.2. Describe their relevant qualifications.

3.4.2.2.3. Describe their experience on similar projects.

3.4.2.3. Past Projects – Identify two (2) recent projects and describe their relevancy to the project stated in this RFP.

3.4.2.4. Local Presence – Describe your firm's experience in completing Spokane-based projects and working with permitting authorities, subcontractors, suppliers, and weather conditions.

3.4.3. Review of Statement of Qualifications

3.4.3.1. All interested contractors will submit proposals in accordance with Sections 3.3.1 and 3.3.2 above.

3.4.3.2. Following review of the proposals, the SPS Evaluation Committee will assign a score to each firm. Scoring will be based on the evaluation criteria set forth below. The firms submitting proposals will be ranked, and the committee will then recommend a shortlist of not less than two (2) of the most highly qualified firms for continuation to Step Two. The shortlist will be provided in alphabetical order without any ranking whatsoever.

3.4.3.3. The following evaluation criteria will be the basis for Section 3.4 scoring and the recommended short-list:

Evaluation Criteria	Points
Company Profile	10 points
Project Team	35 points
Past Projects	40 points
Local Presence	15 points
Total	**100 points**

3.4.3.4. The Step One score will NOT count towards the final cumulative score for the selection of the GC/CM.

3.5. **STEP TWO: Interviews (125 points)**

3.5.1. Interviews with the short-listed firms will be conducted for the purpose of determining which of firms are the most qualified for the project; which firms have the project personnel best able to complete the scope of services; which firms most fully understand and are able to perform the role of GC/CM as envisioned by SPS.

3.5.2. Times for interviews will be selected by random lottery.

3.5.3. Interview day/time, format, presentation topics, and scoring criteria will be identified to the short-listed firms in a notification letter.

3.5.4. Following completion of the interviews, the committee will assign a score to each firm and select the most highly qualified firms for continuation to Step Three. The score will be kept confidential until prior to the public opening of the bid envelopes in Step Three (BID).

3.6. **STEP THREE: Contract Review and Submission of Priced Proposals (BID)**

3.6.1. Contract Review: All short-listed firms for Step Three will receive the Agreement (current SPS-modified AIA A133), General Conditions (current SPS-modified AIA A201), Special Conditions, General Requirements and related information in writing. Eligibility for the BID phase will be subject to short-listed firms' contract review, comments, proposed changes, and written response as described in below. If negotiation of contract terms is deemed not to be successful, the short-listed firm will not be advanced to the BID phase.

3.6.1.1. All short-listed firms will be required to provide any questions, comments or proposed changes regarding these Contract Documents in writing. SPS is under no obligation to incorporate any proposed change in the Contract Documents.

3.6.1.2. If the short-listed firm for Step Three has no questions, comments or other proposed changes, they shall confirm this in writing.

3.6.1.3. The lack of either response may be considered non-responsive and possibly resulting in the firm being disqualified from advancing to the BID phase.

3.6.1.4. SPS will consult with the selected firms regarding their proposed changes. If SPS finds any conditions or comments set-forth by the short-listed firm to be detrimental to a successful negotiation of the MACC and the Total Cost of Construction and cannot be expeditiously agreed upon, contract negotiation will be deemed un-successful, and the firm will be disqualified from moving on to the BID Phase.

3.6.1.5. SPS will issue any accepted revisions by Addendum to the Contract Documents.

3.6.2. Priced Proposals (BID) (100 points): The firms considered most highly qualified through Step Two (Interviews) will be asked to submit to SPS a fully compliant priced proposal for fixed Specified General Conditions and a Fee Percentage on a proposal form to be provided. The terms "Fee" and "Specified General Conditions" are specifically defined in the GC/CM contract forms. SPS reserves the right to modify the contract documents included in this Request for Proposal for the priced proposal submittal. In addition, the submitted proposal shall include:

3.6.2.1. A BID amount calculated by sum of the Specified General Conditions and Total Fee (i.e. the proposed Fee Percentage applied to the estimated MACC of $50,000,000).

3.6.2.2. A detailed breakdown of costs for Specified General Conditions.

3.6.2.3. A breakdown of staff hourly rates along with estimated hours and costs for Pre-Construction Services.

3.6.2.4. A bid guarantee in the form of a bid bond in a form acceptable to SPS: certified check, cashier's check payable to SPS or a bid bond acceptable to SPS and executed by a bonding company licensed in the state of Washington on a Public Works Bond or equivalent form, in the amount not less than five percent (5%) of the bid Specified General Conditions and the bid Fee percentage applied to the estimated MACC. SPS reserves the right to hold the bid guarantees of all proposers until the successful proposer has entered into the contract and furnished the required deliverables, or for a period of ninety (90) days, whichever occurs first.

3.6.2.5. Scoring criteria – Priced Proposals (BID) will be evaluated as follows:

3.6.2.5.1. Lowest conforming Priced Proposal (Low BID) = 100 points.

3.6.2.5.2. All others calculated by the following formula: Points = 100 – (BID minus Low BID, divided by $100,000).

3.6.2.5.3. SPS reserves the right to standardize unbalanced or inadequate pricing of Specified General Conditions.

4. FINAL CUMULATIVE SCORE

4.1. Upon receipt of the bid envelopes, the scoring for Step One (SOQ) and Step Two (Interview) will be provided to the firms prior to the public bid opening of the envelopes.

4.2. The final cumulative score shall be the sum of points earned in Step Two and Step Three. The firm with the highest final cumulative score will be selected as the recommended GC/CM.

4.3. In the event of a tie in final cumulative score, the firm with the lowest conforming Priced Proposal (BID) will be selected as the recommended GC/CM.

4.4. SPS reserves the right to reject any proposal which is unbalanced or which deviates from the mean of the proposals submitted by more than twenty percent (20%).

4.5. Final submissions will be reviewed by SPS and recommendations made to its Board of Directors. Subject to approval by the Board of Directors, SPS intends to enter into a contract with the recommended GC/CM.

4.6. SPS reserves its rights to enter into a Pre-Construction Services agreement prior to SPS Board of Directors approval of the recommended GC/CM for the project. In the event the SPS Board of Directors does not approve the recommended GC/CM, the pre-construction services agreement will be terminated and a new agreement will be entered into with the SPS Board of Directors approved GC/CM.

5. SELECTION AND CONTRACTING PROVISIONS

5.1. Notifications

5.1.1. SPS will provide timely notifications of the following actions to participating firms as noted below:

5.1.1.1. Step One respondents – selection of firms short-listed for Step Two.

5.1.1.2. Step Two participants – selection of firms short-listed for Step Three.

5.1.1.3. Step Three participants – selection of firm recommended for SPS Board of Directors approval.

5.2. Right to Reject

5.2.1. SPS reserves the right to reject any and all proposals and to re-advertise the project at any time prior to SPS Board of Directors approval of the recommended firm and the execution of the agreement. SPS reserves the right to terminate the contract of the selected GC/CM if a Total Construction Cost (TCC) is not negotiated as specified in the Contract Documents. All costs incurred in the preparation of the Request for Proposal process shall be borne by the proposing firm. Proposals submitted in response to this Request for Proposal shall become the property of SPS and be considered public documents under applicable Washington State laws.

5.2.2. If SPS and the selected firm cannot agree on the contract, the negotiations will be terminated, and SPS reserves the right, but is not obligated, to begin negotiations with the next highest ranked proposer.

5.3. Procedures Requirements

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

5.3.2. All costs incurred by firms choosing to participate in this Request for Proposal process shall be borne by the proposing firms.

5.4. Conflicts of Interest

5.4.1. To avoid conflicts of interest, any firm currently providing Project Management services on this project for SPS as a prime consultant or joint venture partner and any firms having common ownership with these firms shall be precluded from providing GC/CM services on the project addressed herein.

5.5. Protest Procedures

5.5.1. Any actual or prospective Proposer who is aggrieved in connection with the solicitation or award of this contract may protest to SPS in accordance with the procedures set forth herein.

5.5.2. Protests based on the terms in this Request for Proposal must be labeled on the envelope as a “Protest” and must be received within seven (7) calendar days prior to the submittal deadline.

5.5.3. Bid protests based on Step 3 – Submission of Priced Proposals (BID) must be labeled on the envelope as a “Protest” and must be received within two (2) working days from the time when bids are due.

5.5.4. Other protests (other than those listed above) shall be received within two (2) working days after the milestone has past that forms the basis of the protest.

5.5.5. In order to be considered, a protest shall be in writing and shall include: (1) the name and address of the aggrieved person; (2) the contract title under which the protest is submitted; (3) a detailed description of the specific grounds for protest and any supporting documentation; and (4) the specific ruling or relief requested. In addition, if the protesting party asserts "responsibility" as a ground for protest, it must address in detail each of the matters addressed in RCW 43.19.1911(9) in its written protest.

5.5.6. The written protest shall be labeled “Protest” and delivered to:

Cindy Coleman, Chief Finance and Business Services Officer
Spokane Public Schools
2815 Garland Avenue
Spokane, WA 99207-5889

5.5.7. Upon receipt of written protest, SPS shall promptly consider the protest. SPS may give notice of the protest and its basis to other persons, including Proposers involved in or affected by the protest; such other persons may be given an opportunity to submit their views and relevant information. If the protest is not resolved by a mutual agreement of the aggrieved party and SPS, SPS will promptly issue a final and binding decision in writing stating the reasons for the action taken. A copy of the decision shall be mailed by certified mail, return receipt requested, or otherwise promptly furnish to the aggrieved person and any other interested parties. If the protester receives no decision within six (6) working days, the protest shall be deemed rejected.

5.5.8. Strict compliance with the protest procedures set forth herein is essential in furtherance of the public interest. Any aggrieved party that fails to comply strictly with these protest procedures is deemed, by such failure, to have waived and relinquished forever any right or claim with respect to alleged irregularities in connection with the solicitation or award. Timely and proper compliance with and exhaustion of these protest procedures shall be a condition precedent to any otherwise permissible judicial consideration of a protest.

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

END OF REQUEST FOR PROPOSAL