



# REQUEST FOR QUALIFICATIONS

## Progressive Design-Build Services

### Liberty Lake and MeadowWood Golf Course Maintenance Facility Project 26-10352

**DUE: July 15, 2026, no later than 3:00:00 p.m.**

Spokane County  
Doug Chase – Director of Parks and Recreation  
404 N. Havana  
Spokane, WA 99202

\*Upload SOQ's to: <https://www.publicpurchase.com/gems/browse/home>

*\*SOQ's not uploaded to the County's web page noted above will not be considered*

**RELEASE DATE: June 22, 2026**

#### **SPOKANE COUNTY CONTACTS:**

**Any attempt to communicate with Spokane County personnel, could result in your firm's SOQ being removed from consideration.**

## **Progressive Design-Build Services**

### **1.0 INTRODUCTION**

#### **1.1 Project Overview:**

Spokane County (SC) is utilizing the Progressive Design-Build alternative public works contracting procedures, authorized under RCW 39.10, to solicit Proposers who will demonstrate their capacity to enhance innovation and efficiencies between the designer and constructor, while also realizing significant savings in the project's schedule and budget and optimizing the scope of the Project within the established budget and schedule. With these established project goals, SC is accepting Statements of Qualifications (SOQs) from Progressive Design-Builders to:

- Embrace an integrated project team model, including SC, Turner & Townsend Heery, stakeholders, specialty consultants, and key trade partners to focus solely on the best interest of the project and the Spokane County community, to exceed the Project Goals and demonstrate exemplary design and project management. SC will assist the Progressive-Design-Builder in the selection of any design consultants, and any key trade partners. Proposing teams shall not propose any consultants or any key trade partners as part of their PDB team as this will be jointly selected with SC.
- Provide high quality and robust Phase One services including but not limited to validation, scheduling, phasing logistics, collaboration with the design consultants, management and estimation of design and construction budgets including design contingency solutions, coordinate environmental and archeological investigation services and plans, direct construction best practices, organize design investigative work and provide assistance in the selection of materials and building systems, and solicit and manage subcontractor bid packages and supplier bidding.
- Provide high-quality Phase Two construction services to safely deliver a project that meets or exceeds the technical and performance requirements including the full scope of program needs set by SC, while also being on time and under budget.

SC intends to award a contract for Design-Builder ("DB Contract") to procure the most highly qualified design-builder with the strongest management team at a fair and competitive fee structure. Qualifications will be evaluated based on the written statement of qualifications (SOQ). SOQ components are described in Section 6 of this RFQ and evaluated in accordance with the criteria set forth in Section 11. The highest ranked firms submitting SOQ's will be shortlisted to the Request for Proposal (RFP) stage.

Based on the evaluations of the SOQ's, the most highly qualified teams will be issued the RFP, which will consist of interactive meetings, a management proposal, inclusion plan for disadvantaged business, fee percentage proposal, proposed hourly rates, and other factors. The RFP shall be in strict accordance with RCW 39.10.330. The number of short-listed firms invited to submit a proposal will be at the discretion of the SC. Fee percentage proposals will not be publicly opened.

#### **1.2 Non-Mandatory Pre-Proposal Conference:**

There will be a **non-mandatory pre-proposal conference** for this project on **July 7<sup>th</sup>, 2026 at 10:00 a.m.** The conference will be held the current maintenance facility located at 23920 E. Valleyway Ave, Liberty Lake WA, 99019. The particulars of the project, the selection process, schedule, and the elements of the contract will be discussed.

#### **1.3 Expenses of Proposer and Payment of Honorarium:**

**RFQ PDB Services – Spokane County Parks, Recreation and Golf  
Liberty Lake and MeadowWood Golf Course Maintenance Facility 26-10352**

**Page 3 of 16**

All costs incurred by firms choosing to participate in this first-step of the competitive solicitation process shall be the responsibility of the proposing firms. In accordance with RCW 39.10.330, SC will pay an honorarium in the amount of (\$2,000) to the short-listed, responsible, Finalists selected to participate in the Proposal stage and who submit a responsive Management Proposal, but who are not awarded the Design-Build contract.

## **2.0 PROJECT DESCRIPTION**

### **2.1 Project Scope:**

Liberty Lake and MeadowWood Golf Courses share a maintenance facility which is undersized for the need and has several compliancy concerns. This project would consist of constructing a new maintenance and operations facility and supporting infrastructure to be shared by both golf courses. A feasibility study, completed in the summer of 2025 recommends a new building, which would support both administrative office space as well as maintenance repair space.

The future building is anticipated to be approximately 30'x125' and approximately 4,600 square feet. The main floor would include a chemical bay, a mechanical bay, a locker room, multiple restrooms, a break room and a conference room. The second floor would include offices, an open meeting space and a parts storage space. The project would evaluate utility extension to the new building and other site considerations such as additional paving, upgrading the improvements to meet current stormwater requirements, and security fencing. Per the study, the existing maintenance and operations building should be demolished and replaced with a new 6,000 square foot storage building better suited to the needs of both courses following construction of the new administrative building. Additional funds may become available to supplement the current project budget in making a final determination whether the project will be completed in 1 or 2 phases.

### **2.2 Project Budget:**

The current total project budget is \$4.0 million dollars (hard and soft costs). The final scope of work for the successful Design-Builder and associated budget for construction activities is expected to be finalized in the Pre-Construction phase of the project. While the current GMP is budgeted at \$4M, the final GMP may increase as additional funding becomes available, and/or priorities are shifted. Should the final negotiated GMP increase by more than 10% from the published GMP budget, SC reserves the right to renegotiate the fee percentage to a smaller fee percentage.

<b>Estimated Project Budget</b>	
<b>Estimated Guaranteed Maximum Price (GMP):</b> <i><u>Including:</u></i> Preconstruction Services (including design), all Construction Costs, Contractor Contingency, and Contractor Fee	\$3,000,000
<b>Project Development (Soft) Costs</b> FF&E, Owner/PM/CM, Owner Contingencies, Specialty Consultants and Other Professional Services, Utility Fees, Permitting, Sales Tax, Other	\$1,000,000
<b>Total Estimated Project Budget</b>	<b>\$4,000,000</b>

**RFQ PDB Services – Spokane County Parks, Recreation and Golf  
Liberty Lake and MeadowWood Golf Course Maintenance Facility 26-10352**

**Page 4 of 16**

### **2.3 Funding Status:**

The County currently has \$4M in hand through a limited Tax General Obligation Bond (LTGO). Spokane County may have the ability to utilize the existing golf fund to increase the budget, pending Validation pricing exercises.

### **3.0 SELECTION PROCESS**

SC is contracting for Progressive Design-Build services in accordance with the process authorized by Chapter 39.10 RCW.

Selection will be made based on a combination of Qualifications, Interactive Meetings, Management Plan, and fee percentage. Qualifications will be evaluated and scored in accordance with the criteria listed in Section 11 of this RFQ. SC anticipates short-listing a minimum of two and a maximum of four progressive design-build teams to the proposal stage. Comments or questions to the process must be received through Spokane County's Public Purchase page, no later than **July 8, 2026 by 5:00 p.m.** The process for selection and award of the contract will be as follows:

- Step 1: SOQ submittals as set forth in Section 6.
- Step 2: The most qualified firms from the SOQ's will receive the Request for Proposals. The RFP process will consist of Interactive Proprietary Meetings, submission of a management plan to meet time and budget requirements, a description of the Finalists' inclusion plan for small and disadvantaged business, Design-Builder's Fee Percentage proposal, and other factors.

### **3.1 Selection Schedule of Design-Builder**

The following is the projected schedule for completion of the project. Dates are approximations for the process steps and are subject to change.

#### **Anticipated Progressive Design-Build Procurement Schedule**

<b>Date</b>	<b>Selection Process</b>
June 23, 2026	1st RFQ Advertisement
June 29, 2026	2nd RFQ Advertisement
July 7, 2026	Non-Mandatory Pre-Proposal Meeting at 10:00 a.m.
July 8, 2026	Last day for proposers to submit written questions on the RFQ by 5:00 p.m.
<b>July 15, 2026</b>	<b>Statement of Qualifications due at 3:00:00 p.m.</b>
July 21, 2026	Shortlist announced
July 23, 2026	RFP Distributed to Shortlisted Firms
<b>August 11, 2026</b>	<b>Interactive Proprietary Meetings</b>
<b>August 26, 2026</b>	<b>Management Plan and Fee Due</b>
<b>September 1, 2026</b>	<b>Highest Scored Finalist announced</b>

**RFQ PDB Services – Spokane County Parks, Recreation and Golf  
Liberty Lake and MeadowWood Golf Course Maintenance Facility 26-10352**

**Page 5 of 16**

**3.2 SC reserves the right to modify the Selection Committee at any point during the selection process. Anticipated key project team members of Selection Committee:**

- Doug Chase, Director of Parks, Recreation and Golf, Spokane County
- Brandi Colyar, Capital Program Administrator and Project Manager, Spokane County
- Kyle Twohig, Senior Director of Public Works and Interim Oversight of Parks Dept.
- Christa Riley, Project Manager, Spokane County
- Mitch McPhilomy, MeadowWood Golf Superintendent
- Todd Harper, Liberty Lake Golf Superintendent
- Jonathan Miller, Turner & Townsend Heery (Facilitator and Non-Voting)

**3.3 Estimated Design and Construction Schedule with multiple phases (PDB Team will help build mutually agreed upon schedule)**

Validation and Programming	September 2026 – October 2026
Design (Multiple Phases)	October 2026 – March 2027
GMP Amendment #1	October 2026 (PEMB initial order)
GMP Amendment #2	TBD with Team

**4.0 SCOPE OF DESIGN-BUILDER SERVICES**

SC is seeking a highly qualified Progressive Design-Builder led by a strong Design-Build Manager, Project Manager and Superintendent to participate, as integrated team members, throughout design and construction.

Required services for the Progressive Design-Builder will include, as a fully integrated member of SC' project team: involvement in team meetings; validating scope, schedule, budget and site conditions, critical-path method scheduling for buyout, construction, close-out and move-in; manage design and design-team; preparation of detailed estimates of developing designs, design alternates and construction documents, value engineering/analysis cost estimates; analyzing alternative designs; regular systems analysis; performing value-engineering and life-cycle cost studies, and constructability input to the developing design; managing and reporting on design solutions that impact design and Owner contingencies; studying labor conditions; assist the Owner with AHJ issues resolution, understanding construction methods and techniques; phasing and sequencing of work; early preparation of subcontract and supplier bid packaging plans; preparation of sub-contract documents and selection process; scheduling and conducting site and existing building investigations; identification of early award and long-lead packages and early bidding and award if required; collaboration with archeological, environmental site and building investigations, testing and inspection services; and subcontract bidding and bid analysis. The Design-Builder must be familiar with the local labor and subcontracting market and be capable of working with subcontractors to generate viable pricing alternatives. These and other services are described in more detail in the Contract Documents.

During the Construction phase, the Design-Builder services shall include: holding weekly project team meetings; sub-contract administration; CPM schedule development, maintenance and reporting; sub-contract 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, and completion activities; and project records maintenance. These and other services shall be described in more detail in the Contract Documents.

This Request for Qualifications 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

**RFQ PDB Services – Spokane County Parks, Recreation and Golf  
Liberty Lake and MeadowWood Golf Course Maintenance Facility 26-10352**

**Page 6 of 16**

in this Request for Qualifications may be considered non-responsive.

**5.0 SELECTION AND AWARD PROCESS**

SC will be contracting for Design-Build services based on a combination of qualifications and fees as described below:

- Step 1: Statement of Qualifications: 55 points
- Step 2: RFP Process:
  - Interactive Meeting 45 points
  - Management Plan 35 points
  - Fee Percentage Proposal 15 points

Maximum possible points for shortlisted firms 150 points

- 5.1** All firms submitting Statements of Qualifications will be ranked based on the evaluation criteria set forth in Section 11 of these instructions. The highest ranked firms will be shortlisted, and will receive the RFP. SC anticipates inviting two to four firms to respond to the RFP. SC reserves the right to further shortlist teams after the Interactive Meetings.
- 5.2** The Design-Builder earning the highest combined Qualifications, Interactive Meeting, Management Plan and Fee score will be selected for contract negotiation.
- 5.3** After award, the successful Design-Builder will provide services pursuant to the Design-Build Contract. SC anticipates that GMP negotiations will occur pursuant to the Design-Build Contract when the scope of the project is adequately defined, and the Design Documents are at least fifty percent (50%) complete, as mutually determined by the Design-Builder and SC, but no later than the completion of the Construction Documents. At the time a GMP is successfully negotiated, the parties will execute the GMP amendment to the Design-Build Contract. A GMP for Early Work may also be negotiated prior to the finalization of the project GMP, as mutually agreed to by SC and the Design Builder.

**6.0 STATEMENT OF QUALIFICATIONS SUBMITTAL FORMAT  
(55 points possible)**

- a. The proposing firm shall submit and upload one copy of their SOQ <https://www.publicpurchase.com/gems/browse/home>. It is the responsibility of the proposing firms to verify that their SOQ has been properly uploaded.
- b. The SOQ shall be submitted on A3 paper size. SOQ's shall be limited to one piece of A3 paper. Both sides of the A3 may be utilized for content (front and back is acceptable). Font size shall be a minimum of Size 10.
- c. Graphics and photos **are** included in the page limits. Submittals exceeding the page limit may be considered non-responsive.
- d. Please Note: In preparing the firm's Statement of Qualifications, the proposing firm shall clearly identify the firm's role on each referenced project. If the proposing firm is representing 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.

**RFQ PDB Services – Spokane County Parks, Recreation and Golf  
Liberty Lake and MeadowWood Golf Course Maintenance Facility 26-10352**

**Page 7 of 16**

- e. SC requires that SOQ respondents follow the format as identified in the RFQ. Failure to follow the format as described herein may result in disqualification of the respondent's proposal.

Respond to each of the following items in a clear and concise manner. Responses must be in the same order as listed, clearly separated by headers and labeled by response. Pay attention to specific requests for information. The submittals shall be organized in a manner that will enable the Design-Build selection committee to quickly assess pertinent information.

Any questions regarding the RFQ (no later than 7/8/26 @ 5:00 p.m.) should be directed to:

<https://www.publicpurchase.com/gems/browse/home>

**6.1 Company Profile and Proximity: (5 points)**

List name, address, phone number, Washington Contractor license information, and bonding capacity. Include most recent annual volume and a summary of safety statistics (EMR and Lost Time Accident Rate) for the last three (3) years.

**6.2 Progressive Design-Build Team and Staff Qualifications: (20 points)**

**6.2.1** List the Key Team Members to be committed for the entire duration of the project. Identify each individual's role, qualifications and experience on similar projects. Highlight Progressive Design-Build experience of team members under RCW 39.10.

**6.2.2** Supplemental resumes are acceptable for Key Team Members in order to expand on their personal experience. Resumes should indicate the current and projected workload for each Key Team Member. The page limit for the supplemental resumes is 2 pages per resume.

**6.3 Firm Past Performance on Projects of Similar Scope and Complexity: (15 points)**

**6.3.1** Describe the Proposer's team's experience with Projects of Similar Scope and Complexity, addressing each element of the definition provided in Section 6.7 of the RFQ.

**6.3.2** In addition to the narrative above, highlight two (2) to three (3) projects within the last ten (10) years and provide the following information:

**6.3.2.1** Demonstrate the project's relevance to the maintenance facility, and how the Proposer's experience with these projects will assist SC in achieving its project goals.

**6.3.2.2** Identify Key Team Members involved in the listed projects, and their role on the project. Do not list projects that did not have any proposed Key Team Members on the project.

**6.3.2.3** Specifically identify any projects that were delivered using the Progressive Design-Build delivery model pursuant to RCW 39.10.

**6.4 Self-performed Work, and Current Workload: (10 points)**

**6.4.1** Briefly describe the scope of work the firm proposes to self-perform and the ability to perform the work. How will the self-performed work help with the project?

**6.4.2** Briefly describe the recent, current, and projected workload for the company and proposed staff members. Resume's may include current and projected workload for individual team members.

**RFQ PDB Services – Spokane County Parks, Recreation and Golf  
Liberty Lake and MeadowWood Golf Course Maintenance Facility 26-10352**

**Page 8 of 16**

**6.5 Past Performance in Utilization of Disadvantaged Enterprises and Small Business Entities: (5 points)**

- 6.5.1** Provide your firm’s past performance in utilization of disadvantaged business enterprises. See section 6.7 for definition.
- 6.5.2** Provide your firm’s past performance in the utilization of small business entities. See section 6.7 for definition.

**6.6 Exhibit A Contractor Verification: (Pass/Fail)**

- 6.6.1** Contractor Verification is an SOQ submittal requirement and must be completely filled out. It does not count towards the page count.

**6.7 Definitions:**

- 6.7.1 Similar scope and complexity definition:** Any pre-engineered metal building, maintenance facility, or occupied site, or any other project with similar construction type, materials or methodology.

**6.7.1.1** Projects do not need to meet all of the aspects of the definition of “similar scope and complexity.” Proposers need to demonstrate that the projects discussed are relevant to the maintenance facility project and that the experience with those projects will benefit SC and help achieve the Project Goals. SC reserves the right to determine the relevance of the projects submitted and to score projects that have more of the identified elements higher.

- 6.7.2 Disadvantaged business definition:** any business entity certified with the Office of Minority and Women’s Business Enterprises under chapter 39.19 RCW.

- 6.7.3 Small business definition:** a small business as defined in RCW 39.26.010

**7.0 REQUEST FOR PROPOSAL (RFP): (95 points)**

The most highly ranked firms submitting SOQ’s will be invited to participate in the RFP process. The RFP requirements will be in strict accordance with RCW 39.10.330. The RFP process will include:

**7.1 Interactive Meeting: (45 points)**

- 7.1.1** The purpose of the Interactive Meeting is for Finalist teams to gather information to inform the development of their Management Plan and to provide an opportunity for SC to become acquainted with the key team members proposed to support the project. Interactive meetings will be scored in accordance with the criteria outlined in the RFP. Firms may bring up to five (5) team members to the interactive meeting. The Interactive Meeting may also be used as an opportunity to demonstrate preliminary proposed solutions, schedules, and ideas to execute the project and the meet the project goals.
- 7.1.2** Prior to the Interactive Meeting, shortlisted firms must email a copy of the proposed Teaming Agreement.
- 7.1.3** SC reserves the right to further shortlist after Interactive Meetings.

**7.2 Management Plan: (35 points)**

- 7.2.1** The purpose of the Management plan is for the Progressive Design-Builder to demonstrate their approach to delivering PDB services to meet the budget, schedule, and other goals of

**RFQ PDB Services – Spokane County Parks, Recreation and Golf  
Liberty Lake and MeadowWood Golf Course Maintenance Facility 26-10352**

**Page 9 of 16**

the project. It will also include criteria such as, but not limited to, validation approach, inclusion plan for small business entities and disadvantaged business enterprises, and technical approach.

- 7.2.2** In addition to the material requested herein, and any information which may be requested by the committee, the short-listed firms shall be prepared to demonstrate the firm's approach to the management of the project based on their understanding of the contract for Design-Build Services; the firm's ability to perform the services within a fully integrated professional team; and the firm's past performance of similar services in similar team situations.

**7.3 Price Proposal: (15 points)**

- 7.3.1** Price Proposals shall include the Design-Builder's Fee Percentage as a percentage of the Cost of the Work as defined in the Design-Build Contract.
- 7.3.2** Price Proposals must be submitted on the forms furnished by the SC or on copies of those forms and signed.
- 7.3.3** SC will also request, but not score, Key Team Member hourly rates. Hourly rates are subject to negotiation.
- 7.3.4** No other entries, modifications, or qualifications should be made to the proposal. SC reserves the right to reject any or all proposals, and to waive informalities or non-material irregularities in the proposals received.

**8.0 CONTRACTOR'S REGISTRATION**

All Proposers must be registered by the Washington State Department of Labor and Industries in accordance with RCW 18.27.020.

**9.0 DBE/MWBE OUTREACH**

SC encourages proposals from disadvantaged and women and minority business enterprises and outreach to these organizations as part of subcontractor bid packages on this project.

**RFQ PDB Services – Spokane County Parks, Recreation and Golf  
Liberty Lake and MeadowWood Golf Course Maintenance Facility 26-10352**

**Page 10 of 16**

**10.0 EVALUATION CRITERIA**

All proposals received will be reviewed by an evaluation committee. Each evaluation criterion has been assigned points based on its relative value to the Design-Build Contract as a whole. The criteria and their associated points are on the following page:

**10.1 Statement of Qualifications (SOQ): (55 points)**

<b>10.1.1</b>	Company Profile and Proximity	5 points
<b>10.1.2</b>	Team and Staff Qualifications	20 points
<b>10.1.3</b>	Firm Past Performance on Relevant Projects	15 points
<b>10.1.4</b>	Self-performed Work, Current Workload	10 points
<b>10.1.5</b>	Past Perf. Disadvantaged and Small Businesses	5 points
<b>10.1.6</b>	<u>Exhibit A Contractor Verification</u>	<u>Pass/Fail</u>
<b>Subtotal (maximum):</b>		<b>55 Points</b>

**10.2 Request for Proposal (RFP): (95 points)**

The teams the selection committee believes to be most qualified, based upon the SOQ's, will be requested to participate in the Request for Proposal. The RFP is made up of three components:

- Interactive Meetings 45 points
- Management Plan and other factors 35 points
- Fee Percentage Proposal 15 points
  - **Evaluation for Fee Percentage:** The finalist with the lowest Fee Percentage will receive all fifteen (15) points. All other fee proposals shall be evaluated as follows:
    - Low conforming fee / fee submitted x 15 points.
    - Low conforming fee = DB fee based on the estimated Cost of the Work; conforming fee is defined as a fee that conforms to the requirements of the forthcoming RFP.

The firm with the highest combined number of total points, out of a possible 150 points will be determined to be the Highest Scored Finalist. At the Owner's discretion, it will initiate negotiations with the Highest Scored Finalist. The Owner may also negotiate with other Finalists at its discretion if it is unable to reach agreement with the Highest Scored Finalist. The Owner will continue in accordance with this procedure until a contract agreement is reached or the selection process is terminated. Negotiations are at the Owner's sole discretion. By submitting a Proposal pursuant to the RFP, the Finalist represents and warrants that it will enter into the contract provided by the Owner subject to the terms set forth in its Proposal.

SC reserves the right to waive any informalities or irregularities in any submittal, and to reject all submittals and pursue competitive bidding under RCW 28A.335.190.

**RFQ PDB Services – Spokane County Parks, Recreation and Golf  
Liberty Lake and MeadowWood Golf Course Maintenance Facility 26-10352**

**Page 11 of 16**

**11.0 PROTEST PROCEDURES**

Firms that submitted qualifications who are not short-listed for further consideration may file a protest with SC. Protests must be filed within four (4) business days from the date of notification, and include the following:

**11.1 Time for Protest**

Per RCW 39.10.330 upon selection of the winning Design-Build team, all finalists will be notified in writing. The Design-Build teams not selected shall have four (4) business days from notification to submit a protest. Pursuant to statutory requirements, SC will not execute the contract with the winning team until two (2) business days after the final protest decision is transmitted to the protestor.

**11.2 Form of Protest**

A protest submittal will be delivered to the Spokane County Purchasing Department, 1026 W Broadway Ave., Suite 103 Spokane, WA 99260, phone (509) 477-2301, with the words “Bid Protest” prominently and clearly displayed on any outer cover containing the protest notice as well as on the notice itself. The following minimum information should be included in the written protest notice: 1) The name, address, and phone number (including area code) of the bidder; and 2) the bidder contact person’s name and telephone number (including area code); and 3) a statement(s) describing the nature of the protest; and 4) the County bid number and title.

**11.3 Determination of Protest**

Upon receipt of a timely written protest, SC shall take appropriate measures to investigate the protest and shall respond in writing to the protestor. Per the RCW, contracts cannot be executed for a period of two (2) business days following notification of the determination of the protest. The decision of SC shall be final.

**12.0 PUBLIC DISCLOSURE**

All documentation provided to the Owner may be considered public documents under applicable Washington State laws and may be subject to disclosure in accordance with Washington State Public Records. Proposers recognize and agree that the Owner will not be responsible or liable in any way for any losses that the Proposer may suffer from the disclosure of information or materials to third parties.

Any material requested to be treated as confidential, proprietary information or trade secrets must be clearly identified and readily separable from the balance of the proposal. Such designations will not necessarily be conclusive, and Proposers may be required to justify why such material should not, upon written request, be disclosed by the Owner under the Washington Public Records Act. The Owner will endeavor to provide at least two (2) business days’ notice of a public records request for material submitted pursuant to this solicitation. Proposers must respond to the notice in writing with any objection to the production of the documents within two (2) business days of receipt of the notice.

**13.0 OWNER RIGHTS AND SOLICITATION CONDITIONS**

The Owner reserves without limitation, and may exercise at its sole discretion, the following rights and conditions with regard to this solicitation process:

- To cancel the solicitation process and reject any and all proposals;

**RFQ PDB Services – Spokane County Parks, Recreation and Golf  
Liberty Lake and MeadowWood Golf Course Maintenance Facility 26-10352**

**Page 12 of 16**

- To waive any immaterial informality or irregularity;
- To revise the solicitation documents, selection committee and schedule via an addendum;
- To reject any Proposer that submits an incomplete or inadequate response or is not responsive to the requirements of this RFQ;
- To require confirmation of information furnished by a Proposer, require additional information from a Proposer concerning its SOQ or Proposal and require additional evidence of qualifications to perform the work described in this RFQ or a subsequent RFP;
- To provide clarifications or conduct discussions, at any time, with one or more Proposers;
- To contact references that are not listed in the Proposer's SOQs and investigate statements on the SOQs and/or qualification of the Proposer and any firms or individuals identified in the SOQ;
- To consider the claims history of any Proposer as part of the evaluation of the Proposer;
- To utilize information from any source, including but not limited to references and individuals who are not identified by the Proposer and/or Finalist, to evaluate Proposers and Finalists;
- Approve or disapprove of the use of particular consultants, subconsultants, subcontractors, Team Members, or Key Team Members and/or substitutions and/or changes to consultants, subconsultants, subcontractors, Team Members, or Key Team Members from those identified in the SOQ or Proposal, such approval or disapproval shall not be unreasonably exercised; and
- To take any action affecting the RFQ process, the RFP process, or the Project that is determined to be in the Owner's best interests.

EXHIBIT A – CONTRACTOR VERIFICATION  
EXHIBIT B – MASTER PLAN RENDERINGS

END OF SECTION

## EXHIBIT A CONTRACTOR VERIFICATION

The party who submits the statement of qualification and to whom the contract may be awarded is, and notice of acceptance should be mailed or delivered to:

NAME: \_\_\_\_\_  
Legal name of person, firm or corporation submitting bid/proposal/qualifications

Corporation (☐)      Individual (☐) Partnership (☐)      Sole Proprietor (☐)

\_\_\_\_\_  
State of Washington, UBI Number

\_\_\_\_\_  
Data Universal Numbering System, DUNS Number

ADDRESS: \_\_\_\_\_  
Street Address  
\_\_\_\_\_  
City, State and Zip Code

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

\_\_\_\_\_  
(Initial) Not disqualified from proposing on any public works contract under RCW 39.306.010 or 39.12.065(3) and Common Rule 68 FR 66533.

\_\_\_\_\_  
(Initial) Can provide proof of Industrial Insurance (worker's compensation) coverage for firm's employees working in Washington per RCW Title 51.

\_\_\_\_\_  
(Initial) Can provide current Washington certification of registration as a contractor in compliance with RCW 18.27.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Name Printed or Typed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Contractor Registration Number

END OF DOCUMENT

EXHIBIT B – MASTER PLAN RENDERINGS





