

ALDERWOOD WATER & WASTEWATER DISTRICT
W2307 CLEARVIEW WATER SUPPLY IMPROVEMENTS PROJECT
REQUEST FOR QUALIFICATIONS

I. INTRODUCTION

A. This Request for Qualifications ("RFQ") outlines the information necessary to understand the consultant selection process and the required documentation a Proposer must submit. After reviewing this RFQ, any firm that determines whether it has the necessary expertise and experience and can successfully perform the required services may offer its Submittal, addressing the items set forth herein. A general overview of the selection process is as follows:

1. Proposers shall email the Submittal to the Alderwood Water & Wastewater District (District) no later than 2:00pm **on July 14th, 2026**, after which time they will be reviewed and evaluated. The Submittal shall be emailed to Tina Holmes at tholmes@awwd.com.
2. The District may, at its option, contact a Proposer to ask clarifying questions concerning the Proposer's Submittal.
3. The District will conduct interviews with Proposers qualifying as finalists.

B. The purpose of this RFQ is to select a qualified consultant team to assist the District in achieving its project objectives through professional services. The W2307 Clearview Water Supply Improvements Project will deliver critical asset replacements and capacity upgrades to the Clearview Water Supply Agency (CWSA) infrastructure, including the Clearview pump station and reservoir. The Agency has elected to pursue the General Contractor/Construction Manager (GC/CM) delivery method authorized under RCW 39.10 to support preconstruction risk mitigation, collaborative constructability reviews, and cost-control management. This delivery approach will also leverage early contractor involvement for long-lead electrical and mechanical equipment procurement, shutdown sequencing, and planning for testing, commissioning, and the return to normal operations.

The qualified consultant shall possess a proven track record of successfully guiding public agencies through the statutory approval process to secure GC/CM authority. This includes preparing applications, providing technical presentation support, and helping secure formal approval before the CPARB Project Review Committee (PRC).

Experience supporting public utility clients through both initial GC/CM project approval and subsequent preconstruction administration phases for complex municipal water and wastewater capital construction projects is strongly preferred.

The project is organized into three distinct phases. Phases 1 and 2 are included in the initial contract scope of work, with the District having the option of adding Phase 3 through an amendment to the Agreement. The consultant's responsibilities and level of involvement will be tailored to each phase to ensure alignment with project needs and GC/CM requirements. The defined project phases are as follows:

- **Phase 1** – PRC Approval Support and GC/CM Preconstruction Onboarding
- **Phase 2** – Preconstruction Oversight, Statutory Compliance, and GC/CM Contract Negotiation Support
- **Phase 3** – Construction Management, Quality Assurance (QA) Inspection, and Project Closeout Services

II. PROJECT BACKGROUND

A. General Background

Alderwood Water & Wastewater District is a special purpose district, which is responsible for providing sanitary sewer and water service to areas within southwestern Snohomish County. The District is bound on the north by the City of Everett, on the west by Puget Sound, on the south by the King/Snohomish County line, and on the east by an irregular boundary line extending from Woodinville to Mill Creek. The District provides sewer services to portions of the Cities of Mill Creek, Lynnwood, Mukilteo and Bothell, and areas of unincorporated Snohomish County. The Cities of Brier, Lynnwood, Mountlake Terrace and Edmonds maintain their own respective water and sewer collection and treatment facilities. The District will be the lead agency and contracting entity, representing CWSA for all participating agencies.

Cross Valley Water District (Cross Valley) is a special purpose district serving approximately 40 square miles of southern Snohomish County. Cross Valley is bound on the northeast by the City of Snohomish, on the east by unincorporated Snohomish County property, to the west by Silver Lake and Alderwood, and on the south by the King/Snohomish County line.

Silver Lake Water and Sewer District (Silver Lake) is a special purpose district in the southwest region of Snohomish County serving an area of 13.1 square miles west of Washington State Route 9, East of I-5, and south of Everett. Silver Lake is bound by the City of Everett to the north, Alderwood to the west and southwest, and Cross Valley to the east and southeast.

The CWSA is an agency owned and operated by Silver Lake, Cross Valley, and Alderwood collectively referred to as the Clearview Districts. The CWSA was formed through an interlocal joint operating agreement among the three Clearview Districts. In 1996, negotiations began among the three districts to start the Clearview project to meet the increasing water demand due to population growth in Snohomish County. The objective of the Clearview project was to deliver reliable water service to the three districts in an energy efficient and sustainable manner. The principal Clearview system facilities include a 33.5 million gallon per day (MGD) booster pump station, a 12-million-gallon (MG) reservoir, and pipelines (39 to 42-inch diameter) from the City of Everett (Everett) transmission line 5 to the pump station and from the pump station to the reservoir for distribution to the three Clearview Districts.

B. Project Overview

The Clearview Pump Station has been in operation for nearly 25 years, and the majority of its major electrical and mechanical equipment is approaching the end of its useful service life. The Long-Range Facility Plan (LRFP), supplemented by input from District Maintenance and Operations (M&O) staff, identified the capital improvements needed to address these aging infrastructure conditions. These improvements involve systems associated strictly with

the Clearview pump station, and reservoir; however, pipeline improvements are outside the scope of this RFQ. A copy of the LRFP will be provided upon request.

The project includes comprehensive replacement of critical electrical components nearing the end of their service life, including the Automatic Transfer Switch (ATS), switchgear, Variable Frequency Drives (VFDs), Motor Control Center (MCC), and the generator set (genset). The scope also includes converting the existing variable-speed pumps from low-voltage to a medium-voltage architecture, installing a new medium-voltage variable-speed pump, and replacing obsolete valve actuators.

Due to the high operational risk, complexity and interdependence of these improvements, the District requires that the work be completed during a compressed and carefully sequenced winter shutdown window when pumping demand is at its lowest. All facility upgrade activities—including equipment installation, startup, testing, and system commissioning—must be completed within this shutdown window, and the facility must be fully restored to normal operation at its conclusion. The required duration of the shutdown will be determined during design development and finalized during preconstruction collaboration with the GC/CM.

C. Project Phases

Phase 1 – PRC Approval Support and GC/CM Preconstruction Onboarding

In this phase, the consultant will support the District in securing PRC approval for the GC/CM delivery method and establishing the procurement framework for preconstruction services. Work includes preparing the PRC application and presentation materials, evaluating the statutory and operational feasibility of utilizing the Electrical Contractor/Construction Manager (EC/CM) procurement method, conducting market research, developing solicitation documents, facilitating the GC/CM selection process, analyzing pricing and fee proposals, and supporting negotiation of the Preconstruction Services Agreement.

The consultant shall ensure that all Phase 1 activities remain strictly compliant with RCW 39.10 and are structured to maximize the value and benefits of the GC/CM delivery method.

Phase 2 - Preconstruction Oversight, Statutory Compliance, and GC/CM Contract Negotiation Support

During Phase 2, the consultant will provide oversight of GC/CM preconstruction activities to optimize cost control, schedule management, and risk mitigation. Work includes monitoring long-lead procurement activities, supporting design-phase coordination and facilitating collaborative constructability reviews. The consultant shall validate cost updates, track critical-path schedules, manage project risks, and lead cost estimate reconciliations. Additionally, the consultant will oversee subcontractor procurement compliance, evaluate the final MACC proposal, and support negotiation of the GC/CM Construction Contract amendment.

Phase 3 - Construction Management, Quality Assurance (QA) Inspection, and Project Closeout Services

At the District's sole discretion to add Phase 3 to the consultant's scope of work, the consultant will provide construction management, quality assurance inspection, and project closeout support to ensure the project is executed in accordance with contract requirements and District standards. Work includes managing project documentation, coordinating construction activities, providing on-site QA inspection, monitoring cost and schedule performance, supporting facility testing, commissioning, and transition to normal operations,

assisting with community outreach, overseeing high-risk shutdown-window operations, and managing project closeout and punchlist completion.

III. PROCUREMENT PROCESS

A. General Information

1. Compliance with Legal Requirements.
 - a. The procurement of these consultant services will be in accordance with applicable District, federal, state and local laws, regulations and procedures. The District reserves the right to reject any and all Submittals received. Any Proposer failing to submit information in accordance with the procedures set forth herein may not be considered responsive and may therefore be subject to disqualification by the District.
 - b. In accordance with the provisions of this RFQ, the District will evaluate the Submittals. The final selection, if any, will be that Consultant Team which, in the opinion of the District, best meets the requirements set forth in the RFQ and is determined to be the most highly qualified for the services requested.
2. Clear & Concise Submittal. Proposers are discouraged from submitting lengthy Submittals. The District requests that Submittals be concise and clearly written containing only essential information.
3. Costs borne by Proposers. All costs incurred in the preparation of a Submittal and participation in this RFQ and negotiation process shall be borne by the proposing firms.
4. Public Disclosure. Once in the District's possession, Submittals shall become property of the District and considered public documents under applicable Washington State laws. All documentation that is provided to the District may be subject to disclosure in accordance with Washington State public disclosure laws.

B. Protests

1. Time to File a Protest.
 - a. Any prospective Proposer may file a protest challenging the requirements identified in the RFQ, provided such protest is received no later than **ten** (10) calendar days prior to the date established for responding to this solicitation.
 - b. A financially interested Proposer may file a protest based on evaluation of Submittals provided such protest is received no later than **five** (5) calendar days after the protesting party knows or should have known of the facts and circumstances upon which the protest is based.
 - c. In no event shall a protest be considered if all Submittals are rejected or after execution of this contract.
2. Form of Protest. A protest shall be in writing and addressed to: Alderwood Water & Wastewater District, 3626 156th Street SW, Lynnwood, Washington 98087, Attention: Capital Program Manager (CPM). The protest shall include the following:
 - a. The name, address, and telephone number of the party protesting or their representative;

- b. The RFQ number and contract title under which the protest is submitted;
 - c. A detailed description of the specific grounds for protest and any supporting documentation; and
 - d. The specific ruling or relief requested.
3. Determination of Protest. Upon receipt of a timely written protest, the CPM shall investigate the protest and shall, prior to execution of the contract, respond in writing to the protest. The CPM's decision shall be considered the final action by the District.
 4. Compliance with Protest Process. Failure to comply with these protest procedures will render a protest untimely and inadequate and may result in rejection thereof by the District.
 5. Exhaustion of Administrative Remedies: As a mandatory condition precedent to initiating a lawsuit against the District, a prospective Proposer or a Proposer shall comply with the Protest Procedures defined herein.
 6. Venue: By responding to this RFQ and for the convenience of the parties, the prospective Proposer or a Proposer acknowledges and agrees that a lawsuit or action related to or arising out of this procurement shall be brought in the Superior Court of Snohomish County, Washington.

C. Schedule

1. Anticipated Schedule. The selection process is anticipated to proceed as outlined below and is subject to change:

<u>Date</u>	<u>Selection Process</u>
June 16 th , 2026	Advertisement of RFQ
July 14 th , 2026	Submittals Due
July 28 th , 2026	Shortlist Finalists for Interviews
August 10-14 th , 2026	Interviews
September 8 th , 2026	Notice of Selection – Board Approved
October 19 th , 2026	Contract Execution – Board Approved

2. Notification. The District will notify the appropriate firms of changes in the RFQ and Notice of Selection.
3. Addenda. In the event it becomes necessary to revise any part of the RFQ, addenda will be provided to all firms still under consideration at the time the addendum is issued and posted on the District website. If any firm has reason to doubt whether the District is aware of the firm's interest, it is the responsibility of the firm to notify the District to be sure that addenda are received. Mail, call, or e-mail such notice to Tina Holmes at Alderwood Water & Wastewater District, 3626 156th Street SW, Lynnwood, Washington 98087, 425-743-4605, or tholmes@awwd.com

D. Negotiations

1. At the completion of the selection process, the selected Proposer will enter contract negotiations with the District. Negotiation of a contract will be in conformance with applicable federal, state and local laws, regulations and procedures. The negotiated cost and pricing data, once agreed to by the District and the Consultant, shall form the basis for a billing/payment provision.
2. At the beginning of negotiations, the selected Proposer and District shall meet to establish a Negotiation Schedule. Negotiations shall begin with the Scope of Work (SOW) as described in the Project Approach and Work Plan/LOE submitted by the selected Proposer. A Project Schedule shall accompany all revisions to the SOW and LOE. The SOW, LOE and Project Schedule should be interrelated and identify tasks and subtasks by the same numbers.
3. If the District and selected Proposer cannot come to terms on LOE and SOW after three (3) revisions to the SOW and LOE, the District may discontinue negotiations and go to the next highest ranked Proposer. Failure to reach agreement after three (3) revisions demonstrates an inability to reach agreement within a reasonable timeframe.
4. The District anticipates entering into a contract for Phases 1 and 2 identified in this RFQ. Additional phases, including Phase 3, may be added to this contract through a contract amendment. The District reserves the right to issue a new RFQ for future phases at its discretion.

E. Contract Terms and Conditions

1. A copy of the draft agreement for A/E professional services is included in **Attachment 2**. By submitting a proposal, the Consultant represents that it has carefully read the terms and conditions of the agreement and agrees to be bound by them.

F. Cost and Pricing Data

1. The selected consultant shall provide the following information within **five (5) business days** after Notice of Selection has been received. Failure to provide such information in a timely manner may result in the District determining to discontinue negotiations with the selected Proposer and begin negotiations with the next highest ranked Proposer.
 - a. **Direct Salaries.** Selected consultant and its subconsultants shall submit the following information:
 - (1) List of employees, in alphabetical order (last name first), with job classification, rate of pay, and salary review date.
 - b. **Overhead Rates.** Selected consultant and its subconsultants shall provide the following information:
 - (1) Provide current audited overhead schedule, audit report, and cost detail by general ledger account.
 - (2) Provide a listing of all personnel who will perform work on this Project whose salaries, in full or in part, are included in overhead for the current

and previous year. For each person, identify his or her title, classification, position in company, and salary rate.

c. **Billing Rates.** Submit only for certain qualifying small firms.

- (1) Small firms that do not have an accounting system in place, which identifies direct and indirect costs separately, generally use billing rates. Fully burdened billing rates, which include labor, overhead costs, and profit, are allowed on a case-by-case basis for those firms that typically use this method for billing purposes.

d. **Other Direct Cost(s).**

- (1) Identify all Other Direct Cost(s) (ODC) for this project and the rationale used as a basis for this cost.
- (2) For each ODC, provide the unit prices and/or rates with supporting rationale, historical data and estimating methodology used to validate these rates.
- (3) Failure to identify ODC results is a presumption that there are no ODC.

e. **Profit.** Selected consultant and its subconsultants shall provide the following:

- (1) Proposed profit;
- (2) Rationale and justification for the proposed profit rate.

f. **Markup on Subconsultant Costs and ODC.** Selected consultant and its subconsultants shall provide the following:

- (1) Proposed markup on subconsultant costs and ODC;
- (2) Rationale and justification for the proposed markups.

IV. INSURANCE REQUIREMENTS

- A. Prior to execution of the Agreement, the Selected Consultant shall file with the District certificates of insurance and endorsements from the insurer(s) certifying to the coverage of all insurance required in accordance with the District's standard agreement. All evidences of insurance must be certified by a properly authorized officer, agent, general agent or qualified representative of the insurer(s) and shall certify the name of the insured, the type and amount of insurance, the location and operations to which the insurance applies, the expiration date, and provides that the District receives notice at least **thirty (30)** calendar days prior to the effective date of any policy limit or cancellation of required coverages. The Consultant shall notify the District at least thirty (30) calendar days prior to the effective date of any cancellation or reduction in coverage in the policy. The Consultant shall maintain during the entire Contract period, insurance coverage at least as broad as the limits and coverage outlined in the District's standard agreement. The Consultant shall, upon demand of the District, make available to the District at Consultant's local office in all such policies of insurance and the receipts of payment of premiums thereon. Failure to provide such policies of insurance within a time acceptable to the District shall entitle the District to suspend or terminate the Consultant's work hereunder. Suspension or termination of the Consultant Agreement shall not relieve the Consultant from its insurance obligation hereunder.

- B. The Consultant shall obtain and maintain at a minimum the limits of insurance set forth in the Consultant Agreement. By requiring such minimum insurance, the District shall not be deemed or construed to have assessed the risks that may be applicable to the Consultant under the Agreement. The Consultant shall assess its own risks and, if it deems appropriate and/or prudent, maintain greater limits and/or broader coverage.
- C. Each insurance policy shall be written on an "occurrence" form; excepting that insurance for professional liability, errors and omissions when required, is acceptable on a "claims made" form.
- D. If coverage is approved and purchased on a "claims made" basis, the Consultant shall continue coverage either through (1) policy renewals for not less than three years from the date of completion of the work which is the subject of this Agreement or (2) the purchase of an extended discovery period for not less than three years from the date of completion of the work which is the subject of this Agreement, if such extended coverage is available.
- E. If, in order to meet the insurance requirements, the Consultant must rely on the insurance to be provided by one or more subconsultant, then such subconsultant(s) shall be required to meet all of the requirements herein applicable to the insurance they are providing and shall include District and Consultant as additional insureds on all liability policies except Professional Liability/Errors & Omissions and Workers Compensation. The District will not make any payments on work performed by subconsultants until all insurance documentation from such subconsultants have been received and accepted by the District.
- F. Provided the affected insurance policies permit the following waiver, without voiding coverage, Consultant and District waive all rights against each other to subrogation for damages covered by property insurance.

V. EVALUATION AND SELECTION PROCESS

- A. All Submittals will be evaluated by a Consultant Selection Panel ("Panel"), which will be responsible for scoring and ranking the Submittals. Written Submittals will be evaluated using the criteria described in Section VII for a maximum of **100 points**. Each evaluator will score and rank the Proposers individually. This ranking will then be totaled. The combined ranking will determine which Proposers advance to the interview phase.
- B. Interviews will have a maximum of **100 points** and will be combined with the written proposal score (maximum 100 points) for a **total possible score of 200 points**. The number of Proposers invited to interviews will be determined by the District based on the recommendation of the evaluation. The District may choose to use different criteria for the interview, in which case the finalists will be notified in writing prior to the interview date. The interview process may or may not include a Consultant presentation, and the Consultants will not be given questions to prepare for in advance of the interview.

VI. DOCUMENTATION

- A. The prime Proposer shall submit one PDF copy of the Submittal.
- B. Submittals shall be 20 pages or fewer (front and back), excluding any resumes and cover letter. Font type and minimum size preferred is Arial 10 for main body, excluding

resumes.

C. The Submittal shall consist of the following parts:

1. **Letter of Interest.** The Letter of Interest shall contain the following information:

- RFQ Title,
- Proposer's name, mailing address, contact person, telephone number and email address,
- Complete list of proposed subconsultants.

2. **Qualifications Statement.** The submittal shall include:

- Description of the project manager's and other key personnel's relevant experience and expertise,
- Description of projects completed by the consultant team members and their relevance to this project,
- **A Lessons Learned** for each project cited,
- Demonstration of expertise in successfully guiding public agencies through the CPARB Project Review Committee (PRC) application and presentation process to secure statutory GC/CM approval,
- Demonstration of expertise in preconstruction oversight for complex municipal water/wastewater facility upgrades, specifically regarding critical shutdowns, mechanical/electrical long-lead procurement, and commissioning coordination.

3. **Project Approach.** The submittal shall include:

- Statement of understanding of the scope of services,
- Statement describing the team composition and key personnel selection,
- Overall approach to the project,
- Detailed work plan and estimated level of effort for Phase 1 (PRC Approval Support and GC/CM Preconstruction Onboarding) and for Phase 2 (Preconstruction Oversight, Statutory Compliance, and Contract Negotiation Support)
- Typical schedule for these activities.

D. The submittal shall be presented in a clear, comprehensive, and concise manner and shall be submitted in a complete package by the prime Proposer.

VII. EVALUATION CRITERIA

The District will evaluate proposals based on the criteria outlined below. Written proposals will be scored out of a maximum of **100 points**. Each evaluator will then rank the Proposers based on these scores, and the combined ranking will be used to establish a shortlist of Finalists. Finalists will then be evaluated during an interview phase scored out of a maximum of **100 points**. The final selection will be based on the combined written and interview scores (**maximum 200 points**).

A. Team Qualifications and Record of Past Performance

50 Points

The District will evaluate the written proposal showcasing the experience and technical competence of the Proposer's project team. The evaluation will include a review of the project team's record of performance on previous projects, with

consideration given to quality of work, ability to meet schedules and budgets, cooperation, responsiveness, and other managerial considerations.

B. Project Approach

50 Points

The District will evaluate the written proposal with the proposed Work Plan/Level of Effort (LOE) to determine the Proposer's understanding of the project, allocation of skilled personnel to specified tasks, appropriate utilization of subconsultants, and overall project approach. The Work Plan/LOE is an opportunity for the Proposer to propose ideas for the Project and highlight the value of their approach.

C. Interviews

100 Points

The District will conduct interviews with the finalists. Proposers will be notified in writing of the request and provided the date, place, and time of the interview. The interview process may or may not include a Consultant presentation, and the Consultants may not be given questions to prepare for in advance of the interview. The District may choose to use different criteria for the interview, in which case the Finalists will be notified in writing prior to the interview date. Failure to participate in the interview process shall result in a Proposer's disqualification from further consideration. Interview scores will be added to written proposal scores for a **combined maximum score of 200 points.**

Attachment 1

Draft Consultant Scope of Services W2307 Clearview Water Supply Improvements Project

For purposes of the Request for Proposals, the scope of services shall be generally organized following the outline below. Consultants may modify and elaborate upon the consultant scope of services by adding or subtracting tasks as necessary to clarify the project approach.

PHASE 1 – PRC APPROVAL SUPPORT AND GC/CM PRECONSTRUCTION ONBOARDING

Task 100 – Project Management

The Consultant shall organize, manage, and coordinate the disciplines required to accomplish the services required for this project. The Consultant shall coordinate its work with efforts performed by District staff. The Consultant shall provide project management and contract administration services to ensure project goals, budgets and schedules are met.

Approach, Deliverables and Assumptions:

- Project management plan
- Monthly invoices and progress reports
- Project status meetings and action item logs

Task 110 – PRC Application & Approval Support

The Consultant shall prepare the District's PRC application for alternative public works contracting and support the District throughout the approval process, including delivery-method

justification, risk analysis, documentation development, presentation coaching, and mock interview preparation.

Approach, Deliverables, and Assumptions:

- PRC application draft and final packages
- Presentation deck
- Risk matrix
- Mock interview feedback and prep notes

Task 120 – Alternative Subcontractor Selection Evaluation (EC/CM)

The Consultant shall evaluate the feasibility and benefits of using the EC/CM procurement method under RCW 39.10 and, if recommended, support the required public hearing and Board authorization process.

Approach, Deliverables, and Assumptions:

- EC/CM feasibility memo
- Statutory determination of best interest draft
- Public hearing materials and legal notices

Task 130 – Market Research

The Consultant shall conduct regional market research to identify qualified GC/CM and electrical firms with relevant experience in critical utility infrastructure and complex shutdown work to promote competitive bidding.

Approach, Deliverables, and Assumptions:

- Market availability report
- Contractor qualification matrix

Task 140 – Solicitation Development (RFQ/RFP)

The Consultant shall prepare the RFQ and RFP documents for GC/CM (and EC/CM, if applicable) preconstruction services in compliance with RCW 39.10 and District procurement standards.

Approach, Deliverables, and Assumptions:

- Draft and final RFQ/RFP packages

Task 150 – Selection Process Support & Evaluation Framework

The Consultant shall develop the evaluation framework and facilitate the selection process in compliance with RCW 39.10 procurement requirements.

Approach, Deliverables, and Assumptions:

- Evaluation criteria
- Scoring matrices

Task 160 – RFP Proposal & Pricing Structure Analysis

The Consultant shall analyze the proposals submitted by shortlisted firms, focusing on preconstruction budgets, GC/CM fees, and general conditions.

Approach, Deliverables, and Assumptions:

- Pricing analysis report
- Comparative cost matrix and fee evaluation

Task 170 – Preconstruction Contracting & Negotiation Support

The Consultant shall support development of the GC/CM Preconstruction Services Agreement and assist the District in negotiating scope and commercial terms.

Approach, Deliverables, and Assumptions:

- Preconstruction contract template
- Scope of work exhibit

PHASE 2 – PRECONSTRUCTION OVERSIGHT, STATUTORY COMPLIANCE, AND GC/CM CONTRACT NEGOTIATION SUPPORT

Task 200 – Project Management

The Consultant shall organize, manage, and coordinate the disciplines required to accomplish the services required for this project. The Consultant shall coordinate its work with efforts performed by District staff. The Consultant shall provide project management and contract administration services to ensure project goals, budgets and schedules are met.

Approach, Deliverables and Assumptions:

- Project management plan
- Monthly invoices and progress reports
- Project status meetings and action item logs

Task 210 – RCW 39.10 Compliance Assurance

The Consultant shall support the District in maintaining compliance with RCW 39.10 throughout all preconstruction activities.

Approach, Deliverables, and Assumptions:

- RCW 39.10 compliance checklist

Task 220 – Long-Lead Procurement Oversight

The Consultant shall support the District in implementing the long-lead procurement strategy and validate that the GC/CM (and EC/CM, if applicable) competitively procures equipment in compliance with RCW 39.10, with appropriate tracking and delivery planning to meet the planned winter shutdown timeline.

Approach, Deliverables, and Assumptions:

- Long-lead procurement plan review
- Procurement compliance checklist

Task 230 – Design Phase Integration & Constructability Support

The Consultant shall support the District, EOR, and GC/CM during design development by applying GC/CM best practices, including constructability reviews, shutdown sequencing analysis, value engineering, and risk mitigation. The EOR shall maintain professional responsibility for the design, while the District retains authority over facility performance criteria, quality standards, and operational reliability requirements.

Approach, Deliverables, and Assumptions:

- Constructability review report and tracking log
- Sequencing & winter shutdown phasing recommendations
- Value engineering and cost-savings log

Task 240 – Cost & Schedule Validation

The Consultant shall validate ongoing and milestone GC/CM cost estimates and schedule updates to ensure accuracy, transparency, and alignment with the project's critical path.

Approach, Deliverables, and Assumptions:

- Cost validation and reconciliation summary
- Schedule reviews and critical path analysis
- Variance log and cost-driver tracking

Task 250 – Risk Management & Early Work Strategy

The Consultant shall facilitate risk workshops, maintain the project risk register, and support development of early work packages and phased permitting strategies to protect the winter shutdown schedule. The Consultant shall support the District in preparing advance community notification materials for any early work, access changes, or shutdown-related impacts identified during preconstruction.

Approach, Deliverables, and Assumptions:

- Updated risk register
- Risk workshop notes and mitigation actions
- Early work package recommendations
- Draft advance community notification materials

Task 260 – Subcontractor Procurement Oversight

The Consultant shall monitor the GC/CM's subcontractor bidding process to ensure transparency, competition, and compliance with statutory requirements per RCW 39.10.

Approach, Deliverables, and Assumptions:

- Subcontractor procurement compliance report
- Bid package review
- Bid opening summary and verification

Task 270 – MACC Proposal Evaluation & Negotiation Support

The Consultant shall review, audit, and validate the GC/CM's Maximum Allowable Construction Cost (MACC) proposal, identify cost drivers and risk allocations, and support the District in MACC negotiations.

Approach, Deliverables, and Assumptions:

- MACC evaluation report
- Cost driver analysis

Task 280 – Construction Contract Development & Negotiation Support

The Consultant shall support development of the GC/CM Construction Contract Agreement and assist the District in defining scope and negotiating commercial terms.

Approach, Deliverables, and Assumptions:

- Draft construction contract agreement
- Contract scope exhibit

PHASE 3 – CONSTRUCTION MANAGEMENT, QUALITY ASSURANCE (QA) INSPECTION, AND PROJECT CLOSEOUT SERVICES

Task 300 – Project Management

The Consultant shall organize, manage, and coordinate the disciplines required to accomplish the services required for this project. The Consultant shall coordinate its work with efforts performed by District staff. The Consultant shall provide project management and contract administration services to ensure project goals, budgets and schedules are met.

Approach, Deliverables and Assumptions:

- Project management plan
- Monthly invoices and progress reports
- Project status meetings and action item logs

Task 310 – Information Management & Project Administration

The Consultant shall establish and maintain a structured document control system to manage submittals, RFIs, technical correspondence, meeting minutes, and construction records. The system shall support timely distribution, tracking, and archiving to ensure transparency, accountability, and audit readiness.

Approach, Deliverables, and Assumptions:

- Document control
- Submittal & RFI tracking logs
- Meeting minutes & action item logs

Task 320 – Construction Oversight & Stakeholder Coordination

The Consultant shall lead weekly construction progress meetings with the District, GC/CM, EOR, and stakeholders; track action items; monitor progress against the critical path; and coordinate resolution of issues related to RFIs, submittals, pay applications, safety, and quality.

The Consultant shall facilitate timely decision-making and maintain effective communication among project participants.

Approach, Deliverables, and Assumptions:

- Weekly progress meeting minutes
- Action item tracking log

Task 330 – Shutdown Window Planning & Execution Oversight

The Consultant shall support the District and GC/CM in executing all work associated with the critical winter shutdown window. The Consultant shall confirm all prerequisites are satisfied, monitor progress during the shutdown, and ensure work is completed within the approved duration to protect system reliability and operational continuity. The Consultant shall verify that all shutdown-related testing and documentation are completed and submitted prior to facility restart.

Approach, Deliverables, and Assumptions:

- Shutdown readiness checklist
- Shutdown progress monitoring reports

Task 340 – Field Construction Management & Inspection Services

The Consultant shall provide on-site construction management and QA inspection services to verify that work is performed in accordance with contract documents, codes, safety requirements, and District standards. Inspection personnel shall have demonstrated expertise in complex mechanical and electrical systems and be capable of validating installation quality, completeness, and compliance.

Approach, Deliverables, and Assumptions:

- Daily inspection reports
- Installation quality verification checklists
- Non-conformance & corrective action logs

Task 350 – Cost, Schedule, and Change Management

The Consultant shall monitor GC/CM cost performance, schedule adherence, and construction sequencing; validate pay applications; evaluate change order pricing and entitlement; and ensure the District receives accurate, defensible, and timely cost information. The Consultant shall identify potential schedule impacts early and support mitigation planning.

Approach, Deliverables, and Assumptions:

- Pay application review summaries
- Cost & schedule status reports
- Change order review and cost validation/entitlement packages
- Change order log

Task 360 – Commissioning Coordination & System Turnover

The Consultant shall support the District, GC/CM, EOR, and commissioning agents in planning and executing system testing, functional performance verification, and equipment startup. The

Consultant shall validate that commissioning activities meet contract requirements and District operational standards.

Approach, Deliverables, and Assumptions:

- Commissioning and functional testing coordination plan
- Testing & verification tracking log
- System turnover plan

Task 370 – Community Relations & Construction Impact Mitigation

The Consultant shall assist the District in communicating construction impacts to nearby residents, businesses, and stakeholders. The Consultant shall support development of informational materials and coordinate with the GC/CM to minimize disruptions related to traffic, noise, outages, and site access.

Approach, Deliverables, and Assumptions:

- Construction impact mitigation log
- Community notification materials

Task 380 – Punchlist Development & Completion Verification

The Consultant shall coordinate with the District, EOR, and GC/CM to develop a comprehensive punchlist, track corrective actions, verify completion, and ensure the facility meets contract requirements prior to substantial and final completion.

Approach, Deliverables, and Assumptions:

- Punchlist log
- Corrective action tracking

Task 390 – Project Closeout

The Consultant shall support the District in achieving a complete and timely project closeout, verifying delivery of all contract-required documentation, including as-builts, O&M manuals, Factory Acceptance Testing (FAT) reports, commissioning reports, test results, warranties, permit closeout documents, inspection records, and training materials.

Approach, Deliverables, and Assumptions:

- Closeout documentation checklist
- As-Built & O&M log
- Final closeout summary

Attachment 2- Draft Agreement

STANDARD AGREEMENT FOR A/E PROFESSIONAL SERVICES