



Request for Qualifications Progressive Design-Build Services

Republic Childcare Facility, Library & Community Center

Release: June 16, 2026

**Submittal Deadline
July 9, 2026, 3:00 PM Pacific Time**

1.0 INTRODUCTION

1.1 **Project Overview:**

The City of Republic (the “City”) is utilizing the Progressive Design-Build (PDB) alternative public works contracting procedures, as authorized under RCW 39.10, to solicit Proposers that can demonstrate their ability to foster a highly collaborative, integrated project delivery approach. The City seeks a Design-Build team capable of driving innovation, improving efficiencies between design and construction, and delivering the Project within established budget and schedule parameters while optimizing overall program value.

The Project was approved for Progressive Design-Build delivery by the Washington State Project Review Committee (PRC) on May 29, 2026.

The Republic Childcare Facility, Library, and Community Center (the “Project”) consists of the development of a new, approximately 14,000 square-foot multi-use civic building located near the southern end of the City, just north of State Route 20 and adjacent to the local K–12 school campus. The Project will co-locate a modern public library, a licensed early learning and childcare center, and flexible community and gathering spaces (final scope to be confirmed in collaboration with the selected Design-Build Team).

The facility is intended to replace the City’s existing library, which is outdated and constrained, and to serve as a central hub for education, family services, and community activities within Ferry County, a rural and economically distressed region. The Project will deliver a community-based facility that fully incorporates the needs of local residents while prioritizing fiscal and environmental responsibility. The community center will support a wide range of community and civic events, as well as functions of the Colville Tribes within this geographic area. Additionally, the design will seek opportunities to respectfully honor and represent the region’s Indigenous heritage and reflect current tribal customs. The Project will provide expanded library collections, technology-rich learning environments, private meeting spaces, improved accessibility consistent with ADA standards, and dedicated early learning facilities, while incorporating shared infrastructure and systems that maximize operational efficiency and long-term value.

The City is seeking a collaborative partner with demonstrated experience delivering civic, educational, and/or community-focused facilities who can contribute to an integrated team environment, adapt to evolving community priorities, and support the successful realization of a durable, multi-generational public asset. With these goals established, the City is accepting Statements of Qualifications (SOQs) from qualified Design-Build Teams to:

- Embrace an integrated project team approach, working collaboratively with the City, stakeholders, user groups, and third-party consultants to ensure the Project reflects community needs and delivers long-term value. The selected Design-Builder will actively participate in stakeholder engagement, design coordination, and shared decision-making processes.
- Provide comprehensive Phase One Design and Preconstruction services, including but not limited to program validation, site evaluation, scheduling, phasing and logistics planning, cost estimating and budget management, constructability reviews, identification of cost-saving opportunities, coordination of permitting and environmental considerations, and support in selecting design elements, materials, and building systems that align with Project goals.

- Deliver high-quality Phase Two Construction services, ensuring safe, efficient construction of a facility that meets or exceeds performance expectations, remains within the established budget, and achieves timely completion. The Design-Builder will be responsible for managing subcontractors, maintaining quality control, and delivering a project that supports long-term community use and resilience.

The City intends to award a Progressive Design-Build contract (“Design-Build Contract”) to the most highly qualified proposer based on a qualifications-based, multi-step selection process. Additional requirements for this solicitation are outlined herein.

1.2 Design-Build Delivery Goals and Objectives

The City is utilizing PDB to improve project outcomes, accelerate delivery, and foster a highly collaborative project environment. The City expects the selected Design-Build Team to demonstrate the following:

Team Integration and Collaboration

- Maintain a consistent, committed team throughout design and construction.
- Embrace a fully integrated, transparent, and collaborative approach with the City, Turner & Townsend Heery (TTH), and all project stakeholders.

Cost, Schedule, and Decision Support

- Provide reliable, transparent cost estimating and forecasting to inform scope, budget, and decision-making.
- Actively manage scope, schedule, and cost through all phases to support on-time and on-budget delivery.

Design and Preconstruction Excellence

- Deliver coordinated, constructible, and permit-ready design solutions aligned with project goals and constraints.
- Provide proactive preconstruction services including phasing, constructability analysis, and risk identification and mitigation.
- Incorporate innovation and technology to improve efficiency, reduce waste, and minimize rework.

Construction Delivery and Safety

- Execute construction with a strong focus on safety, targeting zero recordable incidents.
- Implement robust quality control and assurance processes to ensure a high-quality finished product.

Procurement and Inclusion

- Develop and implement effective subcontractor procurement strategies that promote competition, cost efficiency, and quality.
- Prioritize the engagement of local contractors, subcontractors, and workforce to the greatest extent practicable, supporting economic development within the region.
- Actively support meaningful participation by local, small, minority-owned, and disadvantaged businesses. Project-specific MWBE participation goals will be developed in collaboration with the selected Design-Builder during the Project Validation Phase.

Project Systems and Closeout

- Utilize efficient project management systems and tools to support communication, document control, and workflow transparency.
- Plan and execute a comprehensive project closeout process, including:
 - Successful commissioning with minimal operational disruption
 - Clear documentation of operations and maintenance requirements
 - Training to ensure City staff are fully prepared to operate and maintain the facility

1.3 Pre-Proposal Meeting:

There will be a virtual, **non-mandatory pre-proposal meeting** for this project on **Thursday, June 25, at 9:00 a.m.** The meeting will be held on Teams, access using the details listed below.

<https://teams.microsoft.com/meet/334816656332092?p=VX19T4EJ1PgRN7yBv3>

Meeting ID: 334 816 656 332 092

Passcode: dB3UT9nD

Solicitation procedures and project details will be shared in this meeting. Questions are encouraged during the meeting, though verbal responses will not be binding. If clarifications made to the solicitation are deemed material by the City, an addendum will be issued formalizing such clarifications.

1.4 Expenses of Proposer and Payment of Honorarium:

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, The City will pay an honorarium in the amount of two thousand dollars (\$2,000) to the short-listed Finalists who participate in the Request for Proposal (RFP) stage of this solicitation and who submit a responsive Proposal, but are not awarded the Design-Build contract.

1.5 Owner Team

The City of Republic will serve as the Owner and contracting agency for this project and will hold the Design-Build contract. The City will retain responsibility for overall project governance, decision-making, and long-term ownership of the completed facility.

Turner & Townsend Heery will serve as the City's Owner Advisor and lead Project Manager, supporting procurement, project management, and coordination throughout design and construction.

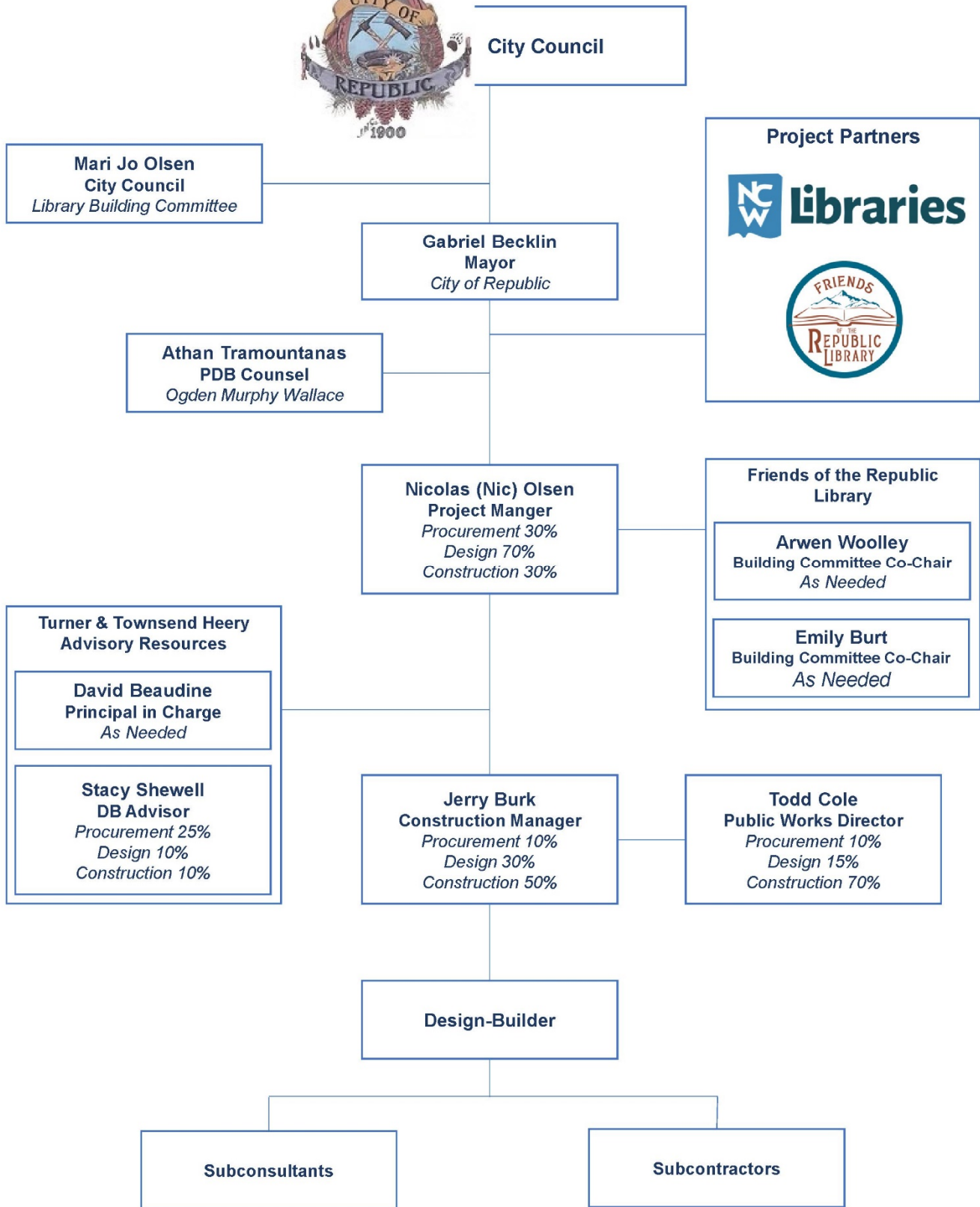
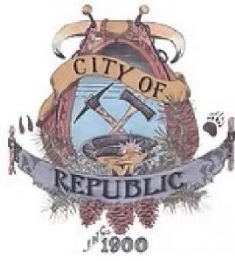
This project represents a significant partnership among several key community organizations that will play an active role in shaping and supporting the project. The Friends of the Republic Library have been instrumental in advancing the project through fundraising efforts and community engagement, helping to establish project vision and local support. The Republic Library operates as part of the North Central Libraries system, which will be a key operational partner and stakeholder in defining programmatic and functional requirements for the library component of the facility.

North Central Libraries has retained a library design subject matter expert as part of the Owner Team. Andrea Gifford with Group 4 Architecture will serve in this role, providing specialized expertise to support development of the library program, design, and functionality throughout the Project.

The childcare component is anticipated to be operated by an independent provider to be determined at a later date, and may not be fully defined during the Project Validation Phase.

The City anticipates that identified project partners will be actively engaged throughout the Project Validation Phase to ensure that the final design reflects community priorities, operational requirements, and long-term success. This collaborative, multi-partner structure is a defining characteristic of the Project and will require a Design-Build Team that is highly skilled in stakeholder engagement, facilitation, and integrated project delivery.

The Owner team organization is illustrated in the chart below.



2.0 PROJECT DESCRIPTION

2.1 Project Scope:

The Project includes the design and construction of a new approximately 14,000 square-foot multi-use civic facility that will co-locate a public library, early learning and childcare center, and flexible community and gathering spaces. Final program, layout, and scope will be validated and refined in collaboration with the selected Design-Build Team during the project definition phase.

The facility program is anticipated to include the following core components:

- **Childcare Facility:** Designed to accommodate an initial capacity of approximately 40 childcare slots, with the ability to expand to up to 75 slots over time. The facility shall comply with all applicable Washington State childcare licensing and regulatory requirements. The current conceptual program includes approximately 5,200 square feet dedicated to childcare functions.
- **Library:** A modern public library space of approximately 5,000 square feet, supporting collections, technology access, and flexible learning environments.
- **Community Hall / Flexible Use Space:** A multi-purpose space of approximately 3,200 square feet designed to support shared use by the library and childcare functions, as well as independent community events, meetings, and civic gatherings. The design should consider the optional inclusion of a performance stage, subject to budget availability.

The Project will include site development, building construction, utility connections, and all supporting infrastructure necessary to deliver a fully operational facility. Key elements include library spaces, early learning facilities, community-use areas, and shared building systems designed to support efficient operations across multiple users.

The project site is located adjacent to the local K–12 school campus, and the scope will require careful coordination of site access, grading, utilities, and building systems appropriate to the project location and community context.

The Design-Build Team will be responsible for validating project scope, budget, and schedule; advancing design; supporting permitting; and delivering a complete and functional facility in accordance with Owner requirements.

2.2 Project Goals:

- Deliver a safe, high-quality facility that meets the needs of the City, project partners, and the broader community.
- Develop a highly efficient, multi-use facility that integrates library, childcare, and community functions within a shared building.
- Maximize the effective use of space through shared-use strategies, flexible layouts, and efficient adjacencies.
- Balance program needs with available funding to deliver a right-sized, sustainable facility.

- Provide a welcoming, accessible, and inclusive environment that improves access to education, early learning, technology, and community services.
- Enhance accessibility, safety, and usability through a fully ADA-compliant and code-compliant design.
- Create a warm, inviting, and unique community hub that avoids a “government facility” feel and reflects the character of the region.
- Incorporate architectural features and design motifs inspired by local history, particularly the area’s “train depot” heritage, while supporting modern library, childcare, and community center functionality.
- Deliver a durable, maintainable facility designed for long-term performance and ease of operations in a rural community.
- Ensure the facility is adaptable and capable of supporting evolving community needs over time, functioning as a thriving and sustainable long-term asset.
- Design and construct the facility to achieve a minimum of LEED Silver certification, incorporating sustainable strategies that improve energy efficiency and long-term building performance.
- The Design-Build Team shall evaluate and recommend HVAC systems that optimize first cost, lifecycle cost, energy efficiency, maintainability, occupant comfort, and long-term operational reliability
- Create a centralized community asset that supports long-term public benefit, community engagement, and quality of life in Ferry County.
- Provide sufficient and well-designed parking to accommodate daily use as well as larger community events.
- Deliver a facility that is operationally ready at completion, including successful commissioning and transition to use by all partners, to include fundamental commissioning, independent commissioning authority, and seasonal testing. Additionally, provide operator training and transition to use by all partners.

2.3 Project Budget & Estimated GMP Value

The City has established a total project budget of approximately **\$16,000,000** to support delivery of the Republic Childcare Facility, Library, and Community Center.

The Project includes federal funding and is therefore subject to applicable federal requirements, including the Build America, Buy America Act (BABA). The selected Design-Build Team will be responsible for full compliance with all federal requirements, including domestic material sourcing, certification, documentation, and reporting obligations. Additional details and specific requirements will be provided in the RFP and Contract Documents.

The estimated **Design-Build Guaranteed Maximum Price (GMP)** for the Project is **\$11,700,000**, which includes design and construction services, as well as associated design and construction contingencies. This value is based on a preliminary project definition and will be validated and refined in collaboration with the selected Design-Build Team during the project definition (validation) phase.

In addition to the Design-Build GMP, the total project budget includes Owner costs such

as equipment and furnishings, contract administration, Owner contingency, land acquisition and site preparation, and applicable taxes. These costs are summarized at a program level to provide transparency regarding overall project funding and constraints. The City does not have access to additional funds beyond the identified total project budget. Accordingly, the selected Design-Build Team will be expected to work collaboratively with the City and project partners to align scope, budget, and schedule, and to deliver the Project within the available funding.

The City anticipates establishing a Guaranteed Maximum Price (GMP) during the design and preconstruction phase, following completion of the Project Validation Phase and at a point when the project scope, design, and construction approach have been sufficiently developed and mutually agreed upon. The Design-Build Team will be expected to provide ongoing cost estimating and budget validation throughout design development to support informed decision-making and alignment of scope with available funding prior to establishment of the GMP.

This project is partially funded through the Washington State Community Development Block Grant (CDBG) program with federal funds from the U.S. Department of Housing and Urban Development (HUD). All work performed on this Project will be subject to the higher of the applicable federal or Washington State prevailing wage rates.

2.4 Project Schedule

The following schedule represents the City’s anticipated timeline for project delivery and will be refined in collaboration with the selected Design-Build Team:

Activity	Duration
Project Validation:	October 2026 – December 2026
Design Completion:	January 2027 – June 2027
Construction:	May 2027 – August 2028
Closeout:	August 2028 – October 2028

The selected Design-Build Team is expected to evaluate and optimize this schedule during the validation phase to support efficient project delivery.

3.0 SCOPE OF PROGRESSIVE DESIGN-BUILD SERVICES

The City is seeking a highly qualified Design-Build Team with strong leadership skills that will engage as critical, integrated team members throughout validation, design, and construction.

These and other services are described in more detail in the Contract Documents and shall include, at a minimum, the following:

3.1 Project Validation Phase Services

During the Project Validation Phase, the Design-Build team will work collaboratively with the City and project stakeholders to confirm and align project scope, budget, and schedule:

- Facilitation of and participation in regular project team coordination meetings.
- Development and execution of the project validation plan and schedule.
- Validation and refinement of project scope, program, budget, and schedule.

- Coordination with City partners and stakeholders to align facility design with operational requirements for library, childcare, and community uses.
- Conceptual design development to support decision-making and scope confirmation.
- Conceptual cost estimating and budget validation, including identification of cost drivers and opportunities for alignment with available funding.
- Identification, evaluation, and management of project risks to inform contingency planning and decision-making.
- Development of procurement and phasing strategies, including identification of early work packages and long-lead items.

3.2 Design and Preconstruction Phase Services

Following completion of Validation, the Design-Build team shall advance the design and prepare for construction:

- Continued facilitation of and participation in regular project team coordination meetings.
- Design services, including planning and programming; development of coordinated, comprehensive design solutions responsive to City and stakeholder requirements; and preparation of construction and record documents.
- Preparation of permit drawings and coordination of the permitting process.
- Conceptual and detailed cost estimating, including target value design, budget management, and continuous cost monitoring.
- Development and maintenance of an integrated project schedule covering all project phases.
- Analysis of alternative design solutions, including value analysis, life-cycle cost analysis, and constructability review.
- Evaluation of labor conditions, construction methods, and strategies for phasing and sequencing the work.
- Development of subcontracting and procurement strategies, including preparation of bid packages and support of competitive procurement processes.
- Coordination of and/or participation in site investigations as required, including collaboration with Owner-retained consultants.
- Planning and execution of early procurement and early work packages, as appropriate.
- Development of plans to support safe site access and coordination with adjacent uses.

3.3 Construction Phase Services

During the Construction phase, the Design-Build services shall include, at a minimum, the following:

- Facilitation of and participation in regular project team meetings.
- Administration of design services during construction.
- Subcontract administration and coordination.

- Development, maintenance, and reporting of the Critical Path Method (CPM) schedule.
- Subcontractor claims management and impact analysis.
- Ongoing time and cost control, including proactive claims mitigation.
- Implementation of quality control and quality assurance processes.
- Maintenance of cost transparency and financial reporting.
- Ongoing risk management.
- Implementation and enforcement of project safety programs.
- Coordination and management of all construction activities.
- Procurement and payment of all materials, labor, and equipment.
- Preparation of project documentation and reporting, including daily, weekly, and monthly reports covering progress, cost, quality, risk, and schedule status.
- Maintenance of complete project records through completion.

4.0 SELECTION AND AWARD PROCESS

The City will procure Progressive Design-Build (PDB) services in accordance with Chapter 39.10 RCW utilizing a two-step, qualifications-based selection process to identify the Design-Builder with the most qualified team and best overall approach to the Project.

Selection will be based on a combination of Qualifications (SOQ), Interactive Meetings, Management Plan, and Design-Builder's Fee Proposal, as more fully described in this RFQ and the subsequent RFP. The final selection will be based on the combined scoring of the RFQ and RFP stages.

The procurement process will be as follows:

4.1 Request for Qualifications (RFQ) – Step 1

The RFQ stage invites Design-Build Teams to submit a Statement of Qualifications (SOQ) in accordance with the requirements outlined in this RFQ.

SOQs will be evaluated by the Selection Committee using the criteria identified herein. Based on this evaluation, the City will shortlist the most highly qualified firms. The City anticipates shortlisting a minimum of two (2) and a maximum of four (4) firms to advance to the RFP stage.

4.2 Request for Proposals (RFP) – Step 2

Shortlisted firms will be invited to participate in the Request for Proposals (RFP) stage. The RFP will include detailed requirements and evaluation criteria for the following components:

- Interactive Meeting - Interactive Meetings will be conducted with each shortlisted firm prior to proposal submittal. The purpose of the Interactive Meetings is to:
 - Provide an opportunity for shortlisted firms to gain clarity regarding project requirements
 - Inform development of the Management Plan

- Allow the City to become acquainted with the proposed team and key personnel
- Management Plan - The Management Plan will demonstrate the proposed Design-Build team's approach to delivering Progressive Design-Build services in alignment with the Project's budget, schedule, and goals. The Management Plan is expected to address key elements including, but not limited to:
 - Approach to Project Validation
 - Cost estimating and budget management
 - Team integration and project coordination
 - Inclusion of small, disadvantaged, and local businesses
- Design-Builder's Fee Proposal - The Fee Proposal will consist of the Design-Builder's Fee Percentage applied to the Cost of the Work, as defined in the Design-Build Contract.

Detailed requirements and evaluation criteria for all components of the RFP will be set forth in the RFP, including the use of a normalized scoring methodology for evaluation of fee proposals.

4.3 Selection

The City intends to select the Design-Build team that represents the best value to the City, based on evaluation of qualifications, proposal components, and fee. The highest-scoring proposer is expected to represent the best value; however, the City reserves the right to consider other factors as permitted under RCW 39.10.

If the City is unable to successfully negotiate a contract with the highest-ranked proposer, the City may suspend negotiations and proceed to negotiate with the next highest-ranked proposer. This process may continue until a contract is executed or the procurement is terminated.

Final contract award will be subject to approval by the City in accordance with applicable requirements.

4.4 Post-Award and Contract Structure

The City anticipates executing the Design-Build Contract, to be implemented in phases beginning with an initial Project Validation Phase, followed by design, preconstruction, and construction services.

Following successful completion and City acceptance of the Validation Phase Deliverables, authorization will be granted to proceed into design development and Guaranteed Maximum Price (GMP) negotiation. At that time, the Design-Build Contract will be amended to include full design and construction services, including establishment of the GMP as the project scope becomes sufficiently defined.

Following Validation, the Design-Build Contract will be amended to include design and construction services, including establishment of a Guaranteed Maximum Price (GMP) as the project scope becomes sufficiently defined.

If the City and the Design-Builder are unable to reach agreement on a GMP that the City determines to be acceptable and within the available project budget, the City reserves the right to terminate negotiations and pursue alternative project delivery options. The City may use design and other work product developed during Phase 1 in accordance with the terms of the Design-Build Contract.

5.0 **SOLICITATION SCHEDULE**

Activity	Date
RFQ Advertisement #1	June 16, 2026
RFQ Advertisement #2	June 23, 2026
Non-Mandatory Pre-Proposal Meeting, 9:00AM	June 25, 2026
Last day for RFQ Question; Due by 5:00PM	June 29, 2026
Statement of Qualifications due at 3:00PM	July 9, 2026
Shortlist announced	July 20, 2026
RFP Distributed to Shortlisted Firms	July 24, 2026
Interactive Meetings	August 3-4, 2026
Last day RFP Questions & Contract Comments; Due by 5:00PM	August 7, 2026
Management Plan and Fee Proposals Due at 3:00PM	August 13, 2026
Highest Scored Finalist Announced	August 21, 2026
Notice to Proceed	September 2026

**Dates are approximate and subject to change.*

6.0 **EVALUATION CRITERIA**

All SOQs and Proposals received will be evaluated by the Selection Committee assembled by the City in accordance with the criteria and scoring defined below:

Statement of Qualifications

Proposed Team	40 points
Relevant Project Experience	35 points
<u>Past Performance MWBE/Small Business</u>	5 points
Subtotal SOQ Points Possible:	80 Points

RFP Response

Management Plan	40 points
Interactive Meetings	45 points
<u>Design-Builder Fee Proposal</u>	15 points
Subtotal RFP Points Possible:	100 Points

Total Points Possible (SOQ + RFP Response): 180 Points

6.1 Selection Committee

Anticipated members of the Selection Committee are:

- Nicolas Olsen, Project Manager, City of Republic
- Mari Jo Olsen, City Council Member, City of Republic
- Todd Cole, Public Works Director, City of Republic
- Emily Burt, Friends of the Republic Library
- Amanda Lawson, North Central Washington Libraries

7.0 **STATEMENT OF QUALIFICATIONS (SOQ) REQUIREMENTS**

Respond to each of the items set forth below in a clear and concise manner, utilizing one voice as the Design-Build Team. Submittals shall be organized to enable the Selection Committee to efficiently evaluate the qualifications of the proposed team.

The City is not requesting and does not wish to receive conceptual design solutions or renderings as part of the SOQ. Submission of design concepts, graphics, or other design-related materials beyond what is specifically requested may be considered non-responsive and may negatively impact scoring.

All costs incurred in preparation of SOQs shall be the responsibility of the Proposer.

7.1 Proposed Team

Provide a clear description of the proposed Design-Build Team, including organization, key personnel, and approach to staffing the Project and their ability to successfully deliver the Project.

Include the following:

- Organization and Structure - An organization chart identifying firms, key personnel, reporting relationships, and roles for all phases of the Project.
- Key Personnel - Identify individuals responsible for:
 - Overall Design-Build project management
 - Design leadership and design management
 - Preconstruction and construction management
 - Cost estimating and budget management
 - Scheduling and field operations

Clearly identify the primary day-to-day point of contact.
- Team Integration and Staffing Approach - Describe how the team is structured to deliver PDB, including:
 - Experience working together (if applicable)
 - Approach to collaboration and integration
 - Staffing approach across project phases
- Staff Availability and Commitment - Provide a summary of anticipated staff involvement across project phases.

- Self-Performed Work and Current Workload - Provide a brief summary of:
 - The scope of work the Design-Builder proposes to self-perform and the team's capability to perform that work, including how self-performed work will support project value
 - The firm's recent, current, and anticipated workload and capacity to successfully deliver the Project
- Key Personnel Qualifications - Provide resumes for key personnel, including relevant project experience. (Maximum 2 pages per resume)

7.2 Relevant Project Experience

Demonstrate the Design-Build Team's experience and past performance delivering projects of similar scope, scale, and complexity. Responses should clearly illustrate the relevance of the team's experience and the outcomes achieved on comparable projects.

- Project Examples - Provide up to four (4) representative project examples demonstrating the team's experience and performance on similar projects. For each project, include:
 - Project description and scope
 - Delivery method
 - Construction value
 - Schedule (start and completion)
 - Role of proposed team members
 - Owner reference (name, organization, contact information)

Clearly identify the role of the proposing firm and the proposed team members on each referenced project. If experience is from an individual's work while employed at another firm, identify the firm of record and the individual's role on the project.

- Experience and Performance - Through the project examples, demonstrate:
 - Experience with integrated or multi-use facilities
 - Experience delivering projects with multiple stakeholders or partners
 - Collaborative development of scope, budget, and schedule
 - Delivery under alternative or integrated delivery methods (PDB, DB, GC/CM, or similar)
 - Ability to deliver projects within established budget and schedule
 - Quality of completed work
 - Effective coordination with owners, stakeholders, and project teams

Projects that demonstrate efficient use of space, shared-use strategies, and alignment of program needs with available funding are particularly relevant to this project.

- Challenges and Lessons Learned - Describe significant challenges encountered on the projects presented and how the team addressed and resolved those challenges. Include lessons learned and how that experience will inform delivery of this Project.
- Reference Checks - The City may contact project references and other prior project owners to verify past performance. Feedback obtained during reference checks may be considered in the evaluation and scoring of SOQs.

7.3 MWBE / Small Business Utilization

Provide information demonstrating the Design-Build Team's past performance in the utilization of minority-, women-, and small-owned businesses on relevant projects.

- Past Performance - Describe the team's track record of utilizing MWBE and small business firms, including:
 - Participation goals and actual participation achieved (if available)
 - Types of work performed by MWBE and small business firms
 - Experience working with local or regional subcontractors and suppliers*Responses should be concise and focused on demonstrated outcomes.*
- Project Examples (if applicable) - Reference relevant projects that demonstrate successful MWBE and small business participation. Information may be included within project examples provided in Section 7.2 and does not need to be repeated in detail.

8.0 SUBMITTAL REQUIREMENTS

8.1 Format and Length

- SOQs shall be submitted in searchable PDF format.
- The SOQ shall be limited to two (2) pages total, formatted for 11" x 17" (A3) paper.
- Resumes shall be limited to a maximum of two (2) pages per individual, formatted for 8.5" x 11" paper, and are excluded from the SOQ page limit.
- A minimum font size of 10-point shall be used.

8.2 Organization

SOQs shall be organized in the order presented in **Section 7.0** and shall clearly identify each section.

8.3 Submission Instructions

SOQs shall be submitted electronically via email to:

Nic Olsen: cityclerk@republicwa.org

8.4 Due Date and Time

SOQs must be received no later than:

July 9, 2026 at 3:00 PM PT

Late submittals will not be accepted.

8.5 Contractor Verification

Firms shall complete Exhibit A, "Contractor Verification," and include it with the SOQ submittal.

9.0 ADMINISTRATIVE REQUIREMENTS AND INFORMATION

9.1 Addenda

If the City modifies, revises, clarifies, or otherwise changes this RFQ, a written addendum will be issued. Addenda will be posted on the same website and location where the RFQ is made available.

Proposers are responsible for periodically checking the website for addenda and for ensuring that all addenda are reviewed. All addenda must be acknowledged in the Proposer's SOQ.

9.2 Costs

All costs incurred in the preparation of SOQs shall be the responsibility of the Proposer.

9.3 Questions and Interpretation of the RFQ

All questions regarding this RFQ and subsequent RFP shall be directed to the individual identified below by the deadlines listed in the Procurement Schedule herein.

Nic Olsen: cityclerk@republicwa.org

9.4 Rights of the City

The City reserves the following rights, which may be exercised at its sole discretion, with respect to this solicitation process:

- To cancel the solicitation process and reject any or all SOQs or Proposals;
- To waive minor informalities or irregularities in any submittal or in the procurement process;
- To revise the solicitation documents, Selection Committee, or schedule by addendum;
- To reject any Proposer that submits an incomplete, non-responsive, or otherwise inadequate submittal;
- To request clarification of, or additional information regarding, any SOQ or Proposal and to require additional evidence of qualifications;
- To conduct discussions or request clarifications with one or more Proposers at any time;
- To contact references, including those not identified by the Proposer, and to investigate any statements or qualifications submitted;
- To consider claims history and other performance-related information in the evaluation of Proposers;
- To utilize information from any source in evaluating Proposers and Finalists;
- To approve or disapprove the use of identified consultants, subconsultants, subcontractors, Team Members, or Key Team Members, including any substitutions or changes, such approval not to be unreasonably withheld;

- To take any action affecting the procurement process or the Project that is determined to be in the best interest of the City; and
- To pursue alternative procurement methods as permitted by law.

9.5 Public Disclosure

All materials submitted to the City in response to this RFQ may be considered public records and may be subject to disclosure in accordance with the Washington Public Records Act (Chapter 42.56 RCW).

Proposers acknowledge that the City will not be responsible or liable for any loss or disclosure of materials submitted as part of a response to this RFQ.

Any material the Proposer considers confidential, proprietary, or exempt from disclosure must be clearly identified and readily separable from the remainder of the submittal. Such designation shall not be conclusive, and the Proposer may be required to justify why such material should not be disclosed under applicable law.

To the extent permitted by law, the City will endeavor to provide notice of a public records request for materials submitted in response to this RFQ. Proposers shall respond in writing with any objection to disclosure within two (2) business days of receipt of such notice.

9.6 Contractor's Registration

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

9.7 DBE/MWBE Outreach

The City encourages participation by small, minority, and women-owned business enterprises, including as prime proposers, subcontractors, and suppliers on the Project..

10.0 PROTEST PROCEDURES

Firms that submit qualifications and are not selected to advance may file a protest with the City. Protests must be submitted within four (4) business days of notification.

10.1 Time for Protest

In accordance with RCW 39.10.330, following selection of the apparent successful Design-Builder, all proposers will be notified in writing. Firms not selected may submit a protest within four (4) business days of such notification.

The City will not execute a contract with the selected Design-Builder until two (2) business days after the final decision on any protest has been transmitted to the protestor.

10.2 Form of Protest

Protests must be submitted in writing to the City contact identified in this RFQ and shall include:

- Name, address, and contact information of the protesting firm or authorized representative

- Identification of the project
- A detailed description of the grounds for the protest, including supporting documentation
- The specific ruling or relief requested

It is the responsibility of the protesting firm to provide all supporting information prior to a decision.

10.3 Determination of Protest

Upon receipt of a timely protest, the City will review and evaluate the protest and issue a written determination.

The City will not execute a contract until two (2) business days after notification of the protest determination. The decision of the City shall be final.

11.0 ATTACHMENTS

EXHIBIT A – Contractor Verification

EXHIBIT B – Design-Build Contract – Via Addendum

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