



Town of Eatonville PAL Center - ITB-RFB -2025-10-001 Criteria ADDENDUM #1

Town of Eatonville – Qualifications and Scope / Solicitation for Construction Services

Project Title:

Construction Services for the Eatonville PAL Center (Approx. 2,400 SF)

Project Budget:

\$500,000

Performance Bond:

\$500,000 performance/construction bond

Project Overview:

The Town of Eatonville invites qualified and experienced General Contractors to submit proposals for the construction of a new 2,400-square-foot Police Substation. The Town seeks to engage a contractor capable of delivering a high-quality public facility within a compressed 90-day construction window from Notice to Proceed (NTP). The selected contractor will demonstrate exceptional experience in fast-track public projects, strong budget management, and a proven commitment to value engineering and small business inclusion, while maintaining the highest standards of quality, integrity, and professionalism.

I. Project Goals and Priorities

- Accelerated Schedule: Achieve substantial completion within 90 days of NTP.
- Budget Adherence: Deliver within the established project budget through proactive cost management and value engineering.
- Quality Construction: Maintain public-sector standards for durability, functionality, and aesthetics.
- Collaboration: Work seamlessly with the Town, design professionals, and permitting agencies.

II. Scope of Work

- Site preparation, foundations, structure, building envelope, interior finishes, and MEP systems.
- Bring utilities to 5 ft outside the building.
- Schedule development and monitoring for a 90-day completion.
- Value engineering reviews and recommendations for cost and schedule savings.

- Town of Eatonville will consider pre-fab construction.
- Compliance with Town of Eatonville procurement, safety, and quality standards.

III. Submission Requirements

- Cover Letter – Introduce the firm, project understanding, and commitment to schedule and quality.
- Firm Qualifications – Company profile, licenses, bonding capacity, and years in business.
- Relevant Project Experience – At least three comparable public-sector projects completed within the past five years, with schedule and budget data.
- Project Team – Identify key personnel (Project Manager, Superintendent, Estimator) and provide resumes with relevant experience.
- Project Approach & Schedule Plan – Describe methods for achieving completion within 90 days and ensuring quality control.
- Value Engineering Philosophy – Examples of cost-saving innovations without compromising design intent.
- References – Provide at least three references from recent clients (public preferred).
- Acknowledgement of Addenda
- Acknowledgement of Budget

IV. Evaluation and Selection Process

The Town will use a Qualifications-Based Selection (QBS) process. A Selection Committee will review and score submittals based on the criteria below.

Category	Evaluation Criteria	Max Points
Relevant Experience	Demonstrated experience constructing similar public buildings, including fast-track or CM@Risk projects.	20
Schedule & Delivery Approach	Proven ability to meet or exceed aggressive construction schedules (≤ 90 days).	30
Budget & Value Engineering Capability	Track record of maintaining budgets and identifying cost-saving measures.	15
Team Qualifications	Experience and strength of proposed Project Manager, Superintendent, and key staff.	15

Quality, Integrity, & Professionalism	References and demonstrated commitment to transparency, safety, and client satisfaction.	10
Project Understanding & Presentation	Clarity, organization, and responsiveness of the proposal.	10

Total Possible Points: 100

V. Selection and Contract Award

The Town reserves the right to conduct interviews with the top-ranked firms, negotiate scope, price, and contract terms with the highest-ranked firm, and reject any or all submissions in the best interest of the Town. The Town intends to select the most qualified, responsive, and responsible contractor whose proposal best demonstrates alignment with project goals, schedule, and budget constraints.

VI. Anticipated Schedule

Milestone	Date
RFQ Release	October 8, 2025
Questions Due	October 27, 2025
Proposals Due	October 29, 2025 2pm
Evaluation & Interviews	October 31, 2025
Council Meeting	November 4, 2025
Notice to Proceed	November 7, 2025
Substantial Completion	Within 90 Days of NTP

VII. Contact Information

All communications regarding this solicitation shall be directed to: Valerie Mundy, P.E.
(vmundy@townofeatonville.org)