REQUEST FOR QUALIFICATIONS
FOR
DESIGN-BUILD TEAMS

September 25th, 2018

For

Washington State University
Tri-Cities Academic Building

By

Facilities Services, Capital

Statement of Qualifications Deadline: October 11th, 2018, 3:00 pm
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I. INTRODUCTION

ABOUT THE PROJECT

Washington State University is soliciting written Statements of Qualifications (SOQ) from Design-Build Teams interested in providing design and construction services for the Washington State University Tri-Cities Academic Building. The University is utilizing the Design-Build alternative public works contracting procedures authorized under chapter 39.10 RCW.

- The Design-Build Method has proven to bring value to University projects, expediting design and construction.
- Provides the opportunity to assemble the creativity of the Pacific Northwest’s AEC industry in proposing innovative design solutions.
- Provides opportunity for greater innovation or efficiencies between the designer and the builder.

Washington State University seeks collaborative partners who are committed to a progressive design-build process on the new Tri-Cities Campus Academic Building. This process shall be truly integrated (design and construction mutually informing the development of the project) and shall engage the university stakeholders in a process that will ensure a site- and campus-specific solution. State funded projects require a minimum of LEED Silver Certification.

Team members selected and identified in response to the SOQ should be limited to the builder and the prime designer; further selection of sub-tier contractors and design professionals will occur after a finalist is selected and in consult with the Owner.

POINT OF CONTACT

All questions regarding this Design-Build Procurement shall be addressed to:

Jennifer Reynolds, Project Manager
jrahmani@wsu.edu
Phone: 509-335-1342

Design-Build Teams are cautioned that the ‘Point of Contact’ is the only person that shall be contacted throughout the Request for Qualifications (RFQ) and Request for Proposals (RFP) Phases. Any contact by Design-Build Team members with any other individuals, including those from the Selection Committee and their organizations and the Technical Consultants may result in the Team’s SOQ and/or Proposal being declared non-responsive and not eligible for further consideration.

SELECTION COMMITTEE

WSU has assembled the following individuals to serve on the selection committee to evaluate proposals. No contact with selection committee members other than the Point of Contact is permitted. Owner reserves the right to add or remove Representatives at any time without notice.

Voting Participants

- Kate McAteer, Assistant Vice Chancellor for Academic Affairs, WSUTC
- Jonah Firestone, College of Education Asst. Professor, Teaching and Learning, WSUTC
- Aaron Brumbaugh, Director of Campus Information Technology, WSUTC
- Jennifer Reynolds, Project Manager Facilities Services, WSU Pullman
- Louise Sweeney, Lead Project Manager Facilities Services, WSU Pullman

Note: Other participants may attend interviews as non-voting members
OWNER CONSULTANTS/TECHNICAL SUPPORT NOT ELIGIBLE TO PARTICIPATE

Due to their involvement in the preparation of the Pre-Design document the following consultants are not eligible to serve on a Design-Build Team; respondents are prohibited from contacting or communicating with any of the following consultants to solicit advice or information relating to the Project in any way, including but not limited to: technical, legal, financial, or contractual.

- HOK, Seattle, Washington and San Francisco, California
- Anderson Mason Dale Architects, Denver, Colorado

ABOUT WSU FACILITIES SERVICES

Facilities Services is a service organization that plans, designs, constructs, operates and maintains the physical facilities and environments of the University at its Pullman, Vancouver, Tri-Cities and Spokane campus locations, as well as research stations throughout the state. With a dedicated staff of over 400 individuals, they also operate, maintain and improve the University's buildings, grounds, utilities and related services.

II. PROJECT INFORMATION

DESCRIPTION

The University is seeking a design-build partner who is committed to collaboratively develop a unique and tailored solution with the University stakeholders. The University is seeking a team with whom a collaborative relationship exists and which can iteratively develop a thoughtful, meaningful, functional, beautiful solution which serves the program and strengthens the campus.

The nature of the WSU progressive design-build process is to work with a committed team of skilled designers and builders to develop this project. The design-build team must be sufficiently familiar with the project parameters such that they are able to commit to achieving the programmatic goals working with the university team. WSU is not seeking a developed solution through the RFQ and RFP process, but rather is seeking a team with whom we can collaborate and develop a most successful design. WSU is seeking teams who demonstrate a very clear understanding of the distinction between an immediate Design-Build solution versus a commitment to a process of exploration.

The Academic Building will facilitate future growth in STEM-focused high demand bachelor’s degrees in Biology, Chemistry, Engineering, Computer Science, and in Education with STEM content area endorsements by providing dedicated space for introductory and preparatory STEM coursework. The approximately 40,000 gsf new building will allow expansion of new degree offerings in other disciplines as existing classroom space becomes available.

Design will commence in January 2019 and Construction Completion in Spring 2021. The Academic Building site will be located approximately west of the CIC building on the WSU Tri-Cities campus.

SITE VISITS

Design-Build team members are permitted to visit the WSU Tri-Cities campus independently and at your own risk, all project related questions must be referred to the Project Manager. All information gathered at the site should be considered unofficial and not contractually binding.
PROCUREMENT AND PROJECT MILESTONE SCHEDULE

The anticipated schedule for procurement of the Project with construction completion date is indicated below:

1. **Issue Request for Qualifications (RFQ):**
   - Deadline for Questions and Clarifications: October 5, 2018 3pm
   - Statements of Qualifications due: October 11, 2018 3pm
   - Announce Shortlisted Proposers: October 18, 2018

2. **Issue Request for Proposals (RFP):**
   - RFP Informational Meeting: October 23, 2018
   - Finalists Interviews: November 7, 2018 – November 9, 2018
   - RFP Submittal deadline: December 3, 2018
   - Announce Final Team: December 14, 2018

3. **Programmatic Period:** January 2019 – March 2019
4. **Design Development Period:** March 2019 – October 2019
5. **Construction Completion:** May 2021
6. **TSO Transition to Sustainable Occupancy:** 2 years

GUARANTEED MAXIMUM PRICE (GMP)

The Guaranteed Maximum Price (GMP) Design-Build budget for this Project will be $23,300,000.00. The GMP shall include all design and construction costs, contingencies, indirect and reimbursable expenses, and fees to complete the Project. The GMP does not include Washington state sales tax, see Section 00 50 00 – Agreement between Owner and Design-Builder.

WSU anticipates that the Architectural/Engineering design fee required for a GMP of this magnitude will be between 7% and 10% of the MACC.

III. STATEMENT OF QUALIFICATION REQUIREMENTS AND CRITERIA

STATEMENT OF QUALIFICATIONS SUBMITTAL

The SOQ submitted by responding Design-Build proposers shall include information documenting how the Design-Build Team meets the evaluation criteria below to achieve the collaborative nature of WSU progressive Design-Build process. SOQ elements will be evaluated using the weighted distribution identified below. Each Team’s SOQ shall be in PDF format, with the page size set to 8 1/2 X 11” and limited to twenty-five (25) single sided pages (when printed). All pages within the PDF (spacer pages, cover pages, content pages, etc.) will be applied towards the total page count, and any pages beyond the first 25 will not be reviewed.

1. **Cover Letter**
   - The letter shall state the Project for which consideration is requested. The letter shall clearly identify the Design-Build Team and any joint venture or association arrangements. The letter may also include supplemental information the Design-Builder would like to make known.
   - Provide Design-Build Point of Contact name and address, including email and phone number, for correspondence throughout the procurement process.

2. **Design-Build Team Organization and Responsibilities**
   - Describe the proposed Design-Build Team for both design and construction portions of the Project, including team members, the organization, and the responsibility of each Team member. Include an organizational chart that shows the relationships between the key individuals of the Design-Build Team. At a minimum, identify the corporate executive dedicated to the Project, the
dedicated Design-Build manager or design manager and project manager, the superintendent, the safety professional and the Quality Control Manager.

b. Provide resumes of the key individuals working as the Design-Build Team along with three references for each individual.

c. Identify how your Team will be integrated into a cohesive Design-Build organization, including a description of management strategies, internal communication protocols, coordination tools, and planning efforts that you will employ to ensure a successful Project. Discuss the roles and responsibilities of key team members and how each will interact with WSU during the Programming Period, Design Development, Design Completion, Construction, Occupancy, and Project Closeout.

3. Design-Build Team Experience

a. Provide the proposed Design-Build Team members’ specialized experience and competence in higher education facilities, especially those with STEM teaching labs and various pedagogical design strategies.

b. Provide the proposed Team members’ specialized experience with design of high-performance buildings, life cycle cost analysis, and energy performance guarantees.

c. Provide relevant past performance of Team members in Design-Build projects. Include date, type of project, budget, issues addressed during design and construction, construction duration, and a contact name with telephone number who is familiar with the Project. Clearly identify which proposed Team members were involved in each project and their role.

d. Clearly identify projects the proposed team members have completed together. Elaborate on scope, budget and quality controls measures of the projects identified above. If costs exceeded the budget estimates, identify what steps were taken to bring the costs back within project requirements.

4. Project Approach

a. Describe your overall approach to delivering this Project in a way that maximizes the value of the Design-Build delivery and fosters a highly collaborative and effective project team.

b. Approach to meeting WSU’s goals for the Project within the target budget and overall Project schedule. Describe the tools, tactics and strategies that will be utilized in the approach.

c. Articulate how the Design-Build Team will deliver quality design management and coordination and how that effort will carry through to all aspects of construction management and coordination.

d. Approach to overall project management that promotes effective decision making, effective communications, risk management, and predictable outcomes.

e. Approach to the design of high-performance buildings that result in low life cycle costs.

f. Contracting method with consultants and sub-contractors.

g. Affirm that the terms and conditions of the Contract and General Conditions issued with the RFQ are acceptable, or if the Proposer takes exception to the documents the Proposer must specifically describe the reasons for the exceptions and provide alternative language for consideration by the University. The University makes no commitment that it will modify any of the terms of the Contract or General Conditions.

5. Diverse Business Inclusion Plan:

a. Washington State University is committed to the enhancement of opportunities for minority and women owned and controlled firms in public contracting. The use of, or solicitation of, minority and women’s business enterprise firms is expressly encouraged.

b. Summarize the core concepts of your internal and external diversity and inclusion plans. Briefly identify any strategies, resource commitments, and steps you take to include OMWBE, WBE, MBE, SBE, and VBE within your firm, sub consultants, subcontractors, suppliers, etc.

c. For the purposes of this RFQ the following definitions shall apply:

1) OMWBE: Businesses certified by the State of Washington Office of Minority and Women’s Business Enterprises.

2) MBE: Minority Business Enterprise; at least 51% minority owned.

3) WBE: Women’s Business Enterprise; at least 51% owned by one or more women.

4) SBE: Small Business Enterprise; 50 or fewer employees or gross revenue of less than
72 seven million dollars annually as reported on its state and federal tax returns over the previous three consecutive years.
5) VBE: Veteran Business Enterprise; at least 51% veteran owned.

6. Safety, Financial, Legal – Pass/Fail
   a. Provide the safety and accident prevention record of the Design-Builder. Include other relevant information that documents their safety record, including TRIR and EMR ratings.
   b. Provide a list of all OSHA, WISHA, or other state safety agency citations and their dispositions for the past five (5) years.
   c. Provide a summary of the Design-Builder’s accident prevention program.
   d. List the state of Washington design and construction licenses and registrations held by the Design-Build Team, the lead contractor, designer-of-record, and specialty sub-consultants.
   e. Provide evidence from a surety or insurance company (with a Best’s Rating of A minus and VIII or better by A.M. Best Co.) stating that the Design-Builder is capable of obtaining separate performance and payment bonds in amounts not less than the GMP, which bonds will cover the Project and any warranty periods. If the Design-Builder is a limited liability company, joint venture or any form of partnership, specifically identify how bonds will be obtained and which member(s) and/or partner(s) will be providing such bonds.
   f. Describe any project that Design-Builder, lead contractor or designer-of-record were involved in within the past five (5) years that resulted in: (a) the assessment of liquidated damages against one of such parties; (b) one of such parties having received a notice to cure a default due to the party’s non-performance or poor performance of the underlying contract; or (c) one of such parties being terminated for cause.
   g. Disclose past or current bankruptcies, convictions, debarments, or suspensions involving Design-Builder, the lead contractor and the designer-of-record.
   h. Bonding Capacity: Show the ability to provide a performance and payment bond for the Project with a minimum available capacity to meet the GMP.

STATEMENT OF QUALIFICATIONS EVALUATION

The University, through a Selection Committee, will review SOQs submitted in response to this RFQ based on the evaluation criteria and weighting identified herein. The University reserves the right to reject any or all SOQs and may also check references from others not identified in the SOQ.

Statements of Qualifications will be evaluated in accordance with the following weighted distribution:

<table>
<thead>
<tr>
<th>Category</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Cover Letter</td>
<td>5</td>
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<tr>
<td>2. Design-Build Team Organization and Responsibilities</td>
<td>30</td>
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<tr>
<td>3. Team Experience</td>
<td>25</td>
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<tr>
<td>4. Project Approach</td>
<td>25</td>
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<tr>
<td>5. Diverse Business Inclusion Plan</td>
<td>15</td>
</tr>
<tr>
<td>6. Safety, Financial, Legal</td>
<td>Pass/Fail</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
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STATEMENT OF QUALIFICATIONS SUBMISSION AND DEADLINE

Any addenda issued for this RFQ will be published at the following website address: [http://facilitiesservices.wsu.edu/consultants.aspx](http://facilitiesservices.wsu.edu/consultants.aspx)

Respondents are responsible for checking the website prior to the submission of their SOQ for any addenda. If you are unable to download the addenda notify the Point of Contact. SOQs must be submitted via email in PDF Format no later than **3:00 PM on October 11, 2018**. SOQs shall be emailed...
to contracts@wsu.edu and copied to jrahmani@wsu.edu. A confirmation of receipt will be sent to the submitting party, and a list of responding firms will be posted at the website above shortly after the submission time has passed. Respondents are responsible for ensuring and confirming receipt of the SOQ by the deadline stated above. SOQs received after the deadline will not be considered.

**SELECTION OF RFP SHORTLIST**

The Selection Committee will select the three highest ranked finalist proposers after a thorough review. These candidates will be invited to proceed to the RFP phase of the selection process.

If clear determination of the shortlist is not possible based upon SOQ’s, the University may, at its discretion, invite the highest ranked respondents (no more than five) to an interview where Design-Build proposers will be asked to present more detailed information about their capabilities and qualifications. The pre-finalists will be responsible for paying for all of their expenses in preparing for and attending their interview.

**PROTEST PROCEDURES**

Design-Builders shall provide written notification to the Vice President of Facilities Services, Capital of any protest within four (4) business days from the date the proposer was notified of the selection decision. Any protest received more than four (4) business days from the date notification was made shall not be considered.

**IV. RFP SELECTION PROCESS**

**RFP RESPONSE PERIOD**

The RFP will include a general description of the Project including programmatic, performance, technical requirements and University standards; functional and operational elements; and target budget and schedule for design and construction of the Project. The RFP Response will place emphasis on the design-build teams approach to the project including the following; design, contracting, cost control during design, schedule management, quality control, and trade buy-out.

An important element of this RFP stage of the selection will be an interview hosted by the shortlisted firm at the location of their choice (likely firm office or project site). The goal of this interview is to understand the working relationship and the design process of a design-build team. The interview session is anticipated to be approximately five to six hours in length and include a two to three hour design charrette.

Rendered images, sophisticated physical models, animations, or other forms of finely presented designs are specifically not to be a part of this charrette and are believed to be premature at this stage of the project. Rather, the University team wishes to understand the iterative, explorative nature of the design-build teams’ process and how the design-build teams are able to do so within the established goals of the project. Issues relevant to this work session are an understanding of the breadth of critical issues and drivers that may influence the core understanding of the project; an exploration of programmatic elements that are seen as critical and opportunities for enriching the project; or other aspects of the program/site/context which may influence the evolution of a solution. The design-build teams’ understanding of a project cost model, including opportunities within the model for meaningful alternatives and choices, is of great interest to the selection team. The design-build teams should be prepared to discuss cost and scope relationships during this exploratory process.

The design-build proposer will have limited time to prepare for this interview. This is intentional, as the University wishes to respect the investment made by proposers pursuing this project. The University believes that the dialogue and interaction at the interview should reflect the true iterative abilities and nature of the design-build proposer; to show a meaningful exploration of issues and ideas; to illustrate a process of establishing priorities through the consideration of choices and alternatives; and to
demonstrate how the design-build team will engage the university team and facilitate a meaningful stakeholder-driven design process. The University wishes to see how the design-build proposers frame issues and choices, how the client group is engaged, how priorities are established, and how the design process may truly be transparent and understood such that the university stakeholders feel invested in the design as it develops.

The University seeks to engage the specific individuals with whom we will be working during the design-build process. Consequently, design-build proposers shall limit attendees at the interview to those team members who will truly be involved in the development of the project, with no more than 4 representatives from the Design Firm (WSU anticipates the Principal architect, Lead Designer, and an Executive Principal), and 4 representatives from the Contractors’ Firm (WSU anticipates the Construction Executive, Project Manager and Superintendent). At a minimum WSU will attend the interview with the entire Selection Committee, potentially bringing key stakeholders, Technical Consultants and Industry Partners as appropriate.

The finalist proposers will be responsible for paying all of their own expenses associated with the Finalist Interview.

REQUEST FOR PROPOSAL EVALUATION

Proposals will be evaluated in total to determine which, in the opinion of the WSU Selection Committee represents the best overall value for the university based on the requirements of the RFQ, RFP and any addenda published by WSU.

Proposals submitted by finalists will be evaluated in accordance with the following weighted distribution:

1. Team Dynamic 40 points
2. Design Approach 30 points
3. Project Execution Plan 30 points
4. Project Specific Diverse Business Inclusion Plan 20 points
5. Project Schedule 10 points
6. Cost Analysis / Fee 10 points
7. Proposal Requirements 10 points

Total 150 points

HONORARIUM

Progressive Design-Build reduces the submittal efforts by the Design-Build team. The University acknowledges that there is a limited level of design required by the proposers to prepare for the Finalist Interview and would like to generate meaningful competition among proposers. Therefore an honorarium for the three finalists proposing for the project in the amount of $50,000.00 will be paid to each of the proposers upon award of the contract to the successful team.

CONTRACTING PROCESS

The final Design-Build contract shall be awarded in accordance with the processes and requirements set forth in the RFP and based on the procedures outlined in RCW 39.10.330. The selected finalist team will be awarded a preliminary agreement for the amount not to exceed $100,000.00 for the programmatic period. During this phase the selected team will finalize program requirements, and develop a schematic level design. After successfully completing the Programmatic Phase to WSU’s satisfaction team will be asked to execute a contract amendment for the amount not to exceed $200,000.00 for the Design Development Period. During the Design Development period the team will develop the Project to a level
so that at its conclusion the team is prepared to commit to the Project GMP and confirm all RFP prescribed criteria have been met. If these conditions are met to WSU's satisfaction, the team will be asked to execute the Post Design Development Period Amendment to include all guarantees made at the conclusion of the Design Development Period. After which a Notice to Proceed for the next phase of the contract for full design and construction shall be authorized.

V. SUPPLIMENTAL INFORMATION

CONTRACTING FORM

The University will use a Design-Build, Cost plus fee with a GMP which is included herein for Design-Builder’s review.

PUBLIC DISCLOSURE

This procurement will follow the newly approved Design-Build legislation amending RCW 39.10.330 and 39.10.470 pertaining to public disclosure:

“Proposals submitted by Design-Build finalists are exempt from disclosure until the notification of the highest scoring finalist is made in accordance with RCW 39.10.330(5) or the selection process is terminated.”

END OF REQUEST FOR QUALIFICATIONS