REQUEST FOR QUALIFICATIONS
FOR
DESIGN-BUILD TEAMS

December 12, 2019

For
Washington State University
Bustad Hall Vivarium Renovation & Building Controls Replacement

By
Facilities Services, Capital

Statement of Qualifications Deadline: January 9, 2020, 2:00pm
TABLE OF CONTENTS

REQUEST FOR QUALIFICATIONS

I. Introduction
   About the Project
   Point of Contact
   Selection Committee
   Owner Consultants/Technical Support Not Eligible to Participate
   About WSU Facilities Services

II. Project Information
   Description
   Site Visits
   Procurement and Project Milestone Schedule
   Guaranteed Maximum Price (GMP)

III. Statement of Qualification Requirements and Criteria
   Statement of Qualifications Submittal
   Statement of Qualifications Evaluation
   Statement of Qualifications Submission and Deadline
   Selection of RFP Shortlist
   Protest Procedures

IV. RFP Selection Process
   RFP Response Period
   Request for Proposal Evaluation
   Honorarium
   Contracting Process

V. Supplemental Information
   Contract Form
   MWBE
   Public Disclosure

APPENDICES

INFORMATIONAL ITEMS

1. Predesign Analysis, dated December 6, 2020, CKA
2. WSU Design Guidelines downloaded December, 11, 2019 https://facilities.wsu.edu/facilities-services-capital/design-standards/
3. Project Manual including example contract dated December 11, 2019
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 Bustad Hall Vivarium Renovation and Building Controls Replacement. 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 for the Bustad Hall Vivarium Renovation and Building Controls Replacement. 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 the best value for the University.

POINT OF CONTACT

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

Kevin Poitra, Project Manager
kpoitra@wsu.edu
Phone: 509-335-4206

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

The Selection Committee for both the RFQ and RFP Phase may consist of representatives from Washington State University, Faculty, Staff, and the Department of Facilities Services, Technical Consultants, outside Industry Partners, Community Members or other applicable user groups. At this time 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

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Kevin Poitra</td>
<td>Project Manager, Facilities</td>
</tr>
<tr>
<td>Louise Sweeney</td>
<td>Project Manager Lead, Facilities</td>
</tr>
<tr>
<td>Mike LaVielle</td>
<td>Construction Manager Lead, Facilities</td>
</tr>
<tr>
<td>Michelle Martinez</td>
<td>Director of Administrative Services, College of Veterinary Medicine</td>
</tr>
<tr>
<td>Nina Woodward</td>
<td>Director of OFC of the Campus Veterinarian</td>
</tr>
<tr>
<td>Jan Luft</td>
<td>Animal Care Fac MGR, Vet Med ARU, OFC of the Campus Veterinarian</td>
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<tr>
<td>Galen Gorence</td>
<td>Animal Care Fac MGR, Molec Biosci, OFC of the Campus Veterinarian</td>
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12/12/2019  Page 2 of 10
Revision 12/11/2019
Non-voting Participants

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Greg Castellaw</td>
<td>Castellaw Kom Architects</td>
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<tr>
<td>Brent Beaudin</td>
<td>Castellaw Kom Architects</td>
</tr>
<tr>
<td>Ralph Webb</td>
<td>Facility Services Maintenance Manager</td>
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OWNER CONSULTANTS/TECHNICAL SUPPORT NOT ELIGIBLE TO PARTICIPATE

Due to their involvement in the preparation of the Predesign 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.

- Castellaw Kom Architects
- Coffman Engineers

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. WSU is not looking for a developed solution through the RFQ and RFP process, but rather a team with whom we can collaborate with and develop a most successful outcome.

The Project is located at Bustad Hall on the Washington State University Pullman campus.

The Project consists of two major components. The first priority is the needed improvements to the existing vivarium located on the ground floor. The upgrades are outlined in the attached program document with the intent of meeting current NIH’s “Guide for the Care and Use of Laboratory Animals” and passing all AAALAC requirements for such facilities.

The second priority is a complete analysis of the entire building’s existing control system and HVAC components and to develop an implementation strategy for replacing key components that restrict moving into the next generation of building controls. Current project funding is not expected to address all project needs, but the implementation plan should identify priorities and funds required for future funding cycles.

SITE VISITS

Bustad is a secured, occupied building.
WSU will provide access to the Project Site for Proposers on December 19th at 2:00pm. Meet in the parking lot behind Bustad. See map on next page.
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:** January 2, 2020
   - **Statements of Qualifications due:** January 9, 2020 2:00pm
   - **Announce Shortlisted Proposers:** January 14, 2020

2. **Pre-Meeting and Tour:**
   - **Pre-Meeting and Tour: December 19, 2019 at 2:00pm**

3. **Issue Request for Proposals (RFP):**
   - **RFP Informational Meeting:** January 23, 2020 10:00am
   - **Finalists Interviews:** January 30, 2020
   - **RFP Submittal deadline:** February 10, 2020 2:00pm
   - **Announce Final Team:** February 17, 2020

4. **Execution of the Agreement:**
   - **Programmatic Period duration to be proposed by DB**
   - **Design Development Period duration to be proposed by DB**

5. **Construction Completion:** December 2020
GUARANTEED MAXIMUM PRICE (GMP)

The Guaranteed Maximum Price (GMP) Design-Build budget for this Project will be $1,750,000.00. 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 8% and 12% 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’s 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 ½” 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
   a. 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.
   b. Provide Design-Build Point of Contact name and address, including email and phone number, for correspondence throughout the procurement process.
   c. 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.

2. Design-Build Team Organization and Responsibilities
   a. 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 experience working in active vivarium, and familiarity with AAALAC requirements for all animal housing rooms.
   b. Provide the proposed team members’ specialized experience with design of high-performance buildings, life cycle cost analysis, energy performance guarantees and Smart Building
Technologies.

c. 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. Describe your approach to working in a secured, and occupied building.
c. Elaborate on your 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.
d. 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.
e. Explain your approach to overall project management that promotes effective decision making, effective communications, risk management, and predictable outcomes.
f. Outline your contracting method with consultants and subcontractors.

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 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.
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:

1. Cover Letter 5 points
2. Design-Build Team Organization and Responsibilities 25 points
3. Team Experience 30 points
4. Project Approach 30 points
5. Diverse Business Inclusion Plan 10 points
6. Safety, Financial, Legal Pass/Fail

Total 100 points

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

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 02:00 PM on January 7th, 2020. SOQs should be emailed to contracts@wsu.edu and copied to kpoitra@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.

INTERVIEW

An important element of this RFP stage of the selection will be an interview held on the Pullman Campus. The goal of this interview is to understand the working relationship and the design process of a Design-Build Team. The interview session will be limited two hours in length and include a presentation by the Design-Build Team followed by questions and discussion. This includes the teams approach to the design schedule and proposed deliverables during the Programmatic and Design Development Period to establish the GMP.

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 8 representatives from the Design-Build Team. 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 ...... 10 points
5. Project Schedule ............................................... 15 points
6. Cost Analysis / Fee  
7. Proposal Requirements  

**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 in the amount of $2,500.00 will be paid to each of the unsuccessful 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 promptly awarded a preliminary agreement to begin the Programmatic Period. During the first 14 Days of the Programmatic Period the selected team will finalize the scope, schedule and payment for the Programmatic Period and Design Development Periods and bill for services rendered at the applicable hourly rate for an amount not to exceed $5,000.00 until the Programmatic Period Amendment is executed. After successfully completing the Programmatic Phase to WSU’s satisfaction the team will be asked to execute a contract amendment 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. SUPPLEMENTAL INFORMATION**

**CONTRACTING FORM**

The University will use a Design-Build, Cost plus fee with a GMP contract 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