REQUEST FOR QUALIFICATIONS FOR DESIGN-BUILD TEAMS

July 30, 2021

For

Washington State University
Building Automation System Network and Panel Upgrades

By

Facilities Services, Capital

Statement of Qualifications Deadline: August 17, 2021, 2:00 pm
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1. Washington State University BAS Network Description Summary and Project Goals.
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3. Project Manual July 30, 2021
4. WSU IT Standards (Included with the WSU Design and Construction Standards)
5. WSU Design and Construction Standards downloaded July 30, 2021
   https://facilities.wsu.edu/facilities-services-capital/design-standards/
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 Building Automation System, Network and Panel Upgrade. 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.
- Some of the facilities included in this project are highly specialized lab facilities and the design build approach will be highly beneficial in developing the project methodology.

Washington State University seeks collaborative partners who are committed to a progressive design-build process on the Building Automation System, Network and Panel Upgrade project. 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 building and campus-specific solution.

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:

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>Roy Senter</td>
<td>WSU Facilities Services Energy Engineer</td>
</tr>
<tr>
<td>Brian Funke</td>
<td>WSU Facilities Services Construction Manager</td>
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<tr>
<td>Mark Bailey</td>
<td>WSU Facilities Services IT Manager</td>
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<tr>
<td>Jason Baerlocher</td>
<td>WSU Facilities Services Project Manager</td>
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<tr>
<td>Kevin Poitra</td>
<td>WSU Facilities Services Project Manager</td>
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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, and cost effective 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.

Washington State University's Building Automation System and Panels are mostly antiquated and need upgrading. The University has prioritized the Pullman Campus Neill Hall, Plant Growth Center, Owen Science Library, Abelson Hall, Shock Physics, and Prosser's Hamilton Hall to receive a Building Automation System Network and Panel Upgrade. The project will assess WSU's private BAS network and Panel upgrades, and explore implementing Smart Building Technologies. Work to include pre-commissioning and commissioning of the BAS control system and the HVAC system. Replacement of BAS control system and or modify as needed, install or connect to existing Chilled Water, Domestic Water, and Electrical metering. Work will require integration of several BAS network systems (Desigo, Compass), MIS systems (Skyspark, AIM), to facilitate energy management and utility billing processes, including establishing and maintaining a unified and coordinated operational structure and process that appropriately integrates all critical University Stakeholders.

SITE VISITS

WSU will provide reasonable access to the each building for Proposers (Site visits should be coordinated with Project Manager with (4) days’ advance notice and prior to the Statement of Qualifications deadline.

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):**
   a. Deadline for Questions and Clarifications: **August 11, 2021 5pm**
   b. **Statements of Qualifications due:** **August 17, 2021 3 pm**
   c. Announce Shortlisted Proposers: **August 24, 2021**

2. **Issue Request for Proposals (RFP):**
   a. RFP Informational Meeting: **September 2, 2021 3pm**
   b. Finalists Interviews: **September 13 - 17, 2021**

   **Issue Request for Qualifications (RFQ):**
   - July 29, 2021
   - August 17, 2021 3 pm
   - August 24, 2021

   **Issue Request for Proposals (RFP):**
   - August 31, 2021
   - September 2, 2021 3pm
   - September 13 - 17, 2021
c. RFP Submittal deadline: September 30, 2021
d. Announce Final Team: October 11, 2021

3. Execution of the Agreement: October 18, 2021
   a. Programmatic Period duration to be proposed by DB
   b. Design Development Period duration to be proposed by DB

4. Construction Completion: June 2022

GUARANTEED MAXIMUM PRICE (GMP)

The Guaranteed Maximum Price (GMP) Design-Build budget for this Project will be $1,450,000.00. 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 Engineering design fee required for a GMP of this magnitude will be between 8% 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
   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.

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, and Project Closeout.

Design-Build Team Experience
   a. Provide the proposed Design-Build Team members’ specialized experience and competence in higher education facilities, especially those with mechanical/electrical/control system engineering capability, designing, operating and installing DDC control systems, including managing data acquisition systems.
b. Provide the proposed Team members’ specialized experience with design of high-performance buildings, life cycle cost analysis, building automation system networks, smart building technologies, installing, maintaining, repairing and commissioning mechanical/electrical/control systems.

c. Provide relevant past performance of Team members in Design-Build or similar 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. 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.

3. 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 assessment of a Building Automation System Network and Panel Upgrade, including implementing Smart Building Technologies.

f. Contracting methodology 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.

4. 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 company 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. Provide summary level data demonstrating the teams past performance in utilization of small business entities and office of minority and women’s business enterprises certified business, to the extent permitted by law.

d. 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.

5. 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 and designer-of-record.

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-Build 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-Build 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-Build, 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/or the designer-of-record.

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 .................................. 25 points
5. Diverse Business Inclusion Plan .................................. 15 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 3:00 PM on August 17th, 2021. 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.

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. The goal of this interview is to understand the working relationship and the design process of a design-build team. The Finalist interview will be scheduled individually with each short-listed Proposer to allow each finalist to highlight their ideas and qualifications via a virtual platform of their choice, and engage in a question and answer period with the selection committee. 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  45 points
2. Design Approach  30 points
3. Project Execution Plan  35 points
4. Project Specific Diverse Business Inclusion Plan  15 points
5. Project Schedule  10 points
6. Cost Analysis / Fee  10 points
7. Proposal Requirements  5 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 in the amount of $5,000.00 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 21 Days of the Programmatic Period the selected team will finalize the scope, schedule and payment for the Programmatic Period and Design-Development Period and bill for services rendered at the applicable hourly rate for the amount not to exceed $5,000.00 until the Programmatic Period Amendment is executed memorializing the updated terms. 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 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