REQUEST FOR QUALIFICATIONS
for
Master Agreement for Capital Construction Auditor Services
WSU Pullman and Extension Facilities

July 9th, 2021

For

Washington State University

By

Facilities Services, Capital

Statement of Qualifications Deadline: July 28th, 2021, 3:00 pm
Introduction

Washington State University (WSU), Facilities Services intends to retain one Auditor firm on a Master Agreement basis to support WSU with audits of Capital Construction projects on all Campus and Extension Facilities. A contract Master Agreement will be established for these services for a period of two years with an option to extend the agreement for up to two additional two-year periods at the sole discretion of the University.

To be considered, all Statements of Qualifications (SOQ) should be submitted via email in PDF format electronic file to:

Project Manager Jason Baerlocher  
Department of Facilities Services, Capital  
contracts@wsu.edu  
Phone 509-335-9012

During preparation of the qualifications submittal, all communications with WSU regarding the submittal request shall be made with Jason Baerlocher, Facilities Project Manager, 509-335-9012, Jason.baerlocher@wsu.edu.

All questions shall be received by e-mail and shall be received no later than five calendar days prior to the submittal deadline to be included in an addendum.

A. Selection Schedule

1. Submittal deadline       July 28th, 2021, 3:00 pm
2. Evaluate qualifications submittals    July 28th, 2021– August 4th, 2021
3. Notify finalists         August 4th, 2021
4. Interview finalists (if necessary)   August 10th, 2021
5. Final Selection Notification August 12th, 2021
6. Notice to Proceed        August 26th, 2021

B. Background

WSU Facilities Services is responsible for the planning, design and construction of all Capital Projects at the Pullman campus as well as campuses at Spokane, Vancouver, Richland, Everett, and various research and extension stations throughout the state.

The Project and Construction Managers for Facilities Services are responsible to review the Contractor's invoices, and maintain management of the project budget. Facilities Services recognizes the need for proactive control of the construction budget and expenses. To ensure this control, an auditor will be hired to review contract costs for select Capital projects.

This solicitation is seeking Statements of Qualification from qualified accounting firms experienced in performing audits on Capital construction contracts in the state of Washington and particularly higher education projects. This service will be administered by WSU Facilities Services.
C. Scope of Services

The preliminary scope of work is as follows:

Provide a three phase service for auditing:

1. Conduct a pre-construction audit conference with Contractor and WSU to set the foundation for the audit process.
   i. Review of the executed construction contract, specifically the Cost of Work as it relates to Costs to be Reimbursed, and Costs not to be Reimbursed.
   ii. Initial review of contractor’s Schedule of Values at the start of construction.
   iii. The initial conference shall facilitate smooth and timely information transfer between Contractor and Auditor.

2. Perform an interim audit of Contractor's construction costs at the midpoint of construction.
   i. Audit of billings to date.
   ii. This audit should identify items within the billing that the Contractor may need to address with future billings prior to the final audit.
   iii. Provide preliminary report based on the interim audit at midpoint of construction. Include recommendations regarding reconciliation of billed amounts and recorded costs.

3. Perform final audit of Contractor’s construction costs at final completion of construction and prior to Contractor’s Final Payment.
   i. Final audit shall be completed within 30 Days of delivery of Contractor’s records/final billing. Owner’s release of final payment is contingent upon a completed audit.
   ii. Final written report to be submitted at the time of completion of the audit.
   iii. Reports to include recommendations regarding reconciliation of billed amounts and recorded costs.

The Consultant may be asked to provide additional related duties and services not specifically identified above on an as-need basis when requested.

D. Qualifications Submittal

Interested firms shall have the following minimum qualifications:

- Licensed to do business in the State of Washington.
- 10 years’ experience in the State of Washington
- Commitment that qualified personnel will be available for timely execution of contracted services.
- Commitment that personnel will not be changed during the life of each project without prior consent and notice to WSU.

The following information should be provided in the RFQ submittal. Note that WSU is most interested in specific information regarding the proposed team members and their specific related...
experience. The importance of completing the submittal with concise, pertinent, and descriptive responses is emphasized. Demonstrate your ability to meet project commitments within the prescribed time criteria. Demonstrate experience with collaboration and communication.

Each Team’s SOQ shall be in PDF format, with the page size set to 8 1/2 X 11” and limited to twenty (20) single sided pages (when printed). Information on pages beyond this limit will not be reviewed.

1. Cover Letter:

A cover letter on letterhead stationery shall be a required part of the submittal. The letter shall state the master agreement for which consideration is requested. The letter shall clearly identify the prime applicant name(s). The letter may also include supplemental information the applicant would like to make known regarding interest in providing the required services.

2. Basic Information:

Name, Address, Phone numbers, email addresses, Year Established, Type of Ownership (Individual Proprietor, Partnership, Corporation, etc.), Type of firm, MWBE status of applicant firm, Washington Revenue Registration Number, Branch Office Addresses, Previous name of firm.

3. Firm Experience:

Provide a brief history of the firm outlining the firms experience and qualifications to meet the requirements of the RFQ. Material need not be elaborate or extensive but should depict, in the manner chosen by the respondent: scope and quality of respondent’s work and the type of services provided.

4. Proposed Personnel:

List your Principals and Key Personnel that will be assigned to support WSU with the services you will provide under this solicitation. Describe their availability, assignment, and involvement in each stage of the Audit Process. Relevant work experience of person should be described. Keep in mind that these are the same individuals who should be identified as having similar and related experience in the projects listed previously.

5. Commitment to Master Agreement:

Continuity of the consultant team is important to the success of each individual project under this Master Agreement. Provide your plan to assure WSU that the proposed team will be available to support WSU during the life of the agreement.

6. References:

Provide complete contact information for references from at least three clients for which similar work has been performed.
E. Selection Process

Each member of the selection committee will review and score the submittals received. Overall ranking will be based upon average of scores given by the Committee members.

RFQ's will be evaluated in accordance with the following weighted distribution:

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cover Letter</td>
<td>10</td>
</tr>
<tr>
<td>Basic Information</td>
<td>10</td>
</tr>
<tr>
<td>Firm Experience</td>
<td>30</td>
</tr>
<tr>
<td>Proposed Personnel</td>
<td>30</td>
</tr>
<tr>
<td>Commitment to Master Agreement</td>
<td>20</td>
</tr>
<tr>
<td>References</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td>Acceptance of University Agreement</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
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A short list of firms may be selected for interviews through a virtual platform. The successful firm may be selected based solely upon the SOQ and the interviews waived. Or WSU may elect to select after the interviews take place, based upon the information provided during the process.

WSU reserves the right, at its sole discretion, and based solely on its determination of the candidate firm's qualifications, to accept or reject any or all SOQ's, to postpone the selection process for its own convenience at any time, to waive any defects, informalities or irregularities in the SOQ's, and to re-advertise for this work.

The candidate firms acknowledge and agree that in submitting a SOQ pursuant to this Request for Qualifications, the preparation of all materials for submittal and all presentation are at their sole cost and expense, and WSU shall not, under any circumstances, be responsible for any cost or expense incurred by the candidate firms in this regard. In addition, the candidate firms acknowledge and agree that all submitted SOQ's shall remain the property of WSU.

F. Protest Procedures

Firms shall provide written notification to the Assistant Vice President, 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.

G. Form of Agreement

The consultant agreement to be utilized for this work is posted on the website at https://facilities.wsu.edu/consultants/. Each firm must affirm in their RFQ that the terms and conditions of this agreement are acceptable or if the firm takes exception to any of the language in the agreement they must specifically describe the reasons for the exceptions. The university makes no commitment to any modifications based on the comments received.
H. Consultant Fees

Actual fees will be negotiated with WSU Facilities Services, Capital and will be billed on a time and material, not to exceed basis. Hourly rate agreements will be based upon state fee guidelines and rate maximums. If the respondent and University cannot agree on a fee the University may cancel the negotiations and begin negotiations with another firm on the master agreement. Should the University choose to cancel the negotiations upon failure to arrive at a fee agreement, such cancellation will be effective upon receipt of written notification to the respondent. The respondent shall not be reimbursed for any costs associated with the fee negotiations.

I. Nondiscrimination

Washington State University is committed to the enhancement of opportunities for minority and women owned and controlled firms in public contracting. MWBE business enterprises will be afforded full opportunity to submit SOQ’s in response to this Request for Qualifications and will not be discriminated against on the grounds of race, color, sex, religion, or national origin in consideration of an award. While neither required nor a part of applicant responsiveness, the use or solicitation of minority and women’s business enterprise firms is expressly encouraged.

J. Schedule

The Master Agreement is intended to be a 2 year based agreement, with 2 optional 2 year extensions for a maximum allowable contract time of 6 years. The schedule noted herein is tentative:

- Base Master Agreement: August 2021 – August 2023
- Option Year 3: August 2023 – August 2025
- Option Year 4: August 2025 – August 2027

K. Registration, Licensing and Insurance

Registration, licensing, and insurance coverage shall be as required by State of Washington Laws, as applicable to the professional services being provided.

End of Request for Qualifications