REQUEST FOR QUALIFICATIONS
for
Pullman Life & Physical Sciences Building
Pre-Design/Programming Services

July 23, 2021

For
Washington State University

By
Facilities Services, Capital

Statement of Qualifications Deadline: August 25, 2021, 3:00 pm
Introduction

Washington State University (WSU), Facilities Services is advertising to retain a professional planning and programming firm to provide services for a new, minimum 50,000 sf state-of-the-art life and physical sciences building. A new building dedicated to education and research in this field is a critical need for WSU and the State of Washington. Initial planning envisions the new building as replacing Heald Hall.

Selection of a firm for pre-design/programming consulting services will preclude said firm from participation with any Design-Build team. At the University’s option, the programming consultant may be retained to serve as an owner’s representative through the design and construction of the project.

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

Joanie Thomas  
Project Manager  
Facilities Services, Capital  
contracts@wsu.edu; thomasjl@wsu.edu  
Phone 509-335-9027

During preparation of the qualifications submittal, all communications with WSU regarding the submittal request shall be made with Joanie Thomas, Project Manager, 509-335-9027, thomasjl@wsu.edu. Firms are cautioned that this is the only person that shall be contacted throughout the procurement process. Any contact with other individuals, including the Selection Committee and their organizations may result in the Firm’s SOQ and/or Proposal being declared non-responsive and not eligible for further consideration.

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  8/25/2021 at 3:00 pm
2. Evaluate qualifications submittals  8/26/2021 - 9/01/2021
3. Notify finalists  9/07/2021
4. Interview finalists (if necessary)  9/16/2021
5. Final Selection Notification  9/20/2021
6. Notice to Proceed  10/04/2021
7. OFM Pre-Design Complete  6/15/2022
8. Basis of Design Complete  6/30/2023

B. Background

Growth in the WSU College of Arts & Sciences’ cutting-edge life and physical sciences research, as well as sustained increases in student enrollment, have stretched current facilities in these areas to the limit. Leading the College to now face significant restrictions on sustaining ongoing research and seizing opportunities to pursue more innovative, cross-cutting forms of inquiry
and teaching. In addition, buildings on the WSU Pullman campus housing these programs are in poor quality and, on average, more than 40 years old. Together these space inadequacies constrain the College’s and University’s ability to achieve their strategic goals and meet the state’s educational objectives.

This proposed new building will form the foundational centerpiece of a long-term vision for an updated “science corridor” responsive to the demands of the 21st century. Initial planning envisions the replacement of Heald Hall, a 58 year old building with original systems that has never experienced a major remodel. As a result, Heald Hall is currently in a managed decline state due to failing infrastructure, obsolete building systems, aged furnishings and an overall inadequate layout. A new building will not only provide flexible space to expand and enrich educational opportunities and research activities, but also support the College’s and University’s plans to stage renovations of aging facilities while continuing to fulfill our land-grant research and educational mission.

Life and physical science faculty at WSU contribute to a wide range of both discipline-specific, interdisciplinary research and educational programs. Those of relevance to the proposed building include, but are not limited to:

- Cell and Molecular Biology
- Ecology and Evolution
- Genetics
- Biochemistry and Biological Systems
- Organic and Inorganic Chemistry

Research in these and other areas are complemented by significant instructional investments at both the graduate and undergraduate level, the latter of which include both introductory and advanced coursework for students across the institution. In fact, nearly all undergraduate educational units will be positively impacted through the construction of this building due to the large number of students taking University Core Requirement (UCORE) science classes in these areas.

The total budget for pre-design is $500K.

This solicitation is seeking SOQs from a qualified Consultant to provide pre-design/programming services. The Consultant should be experienced in incorporating current and new technologies in support of academic research and teaching, as well as with how the physical design of a building can catalyze new modes of scientific interaction and activity. The Consultant shall be knowledgeable in scientific research, lab design, audio visual integrations, futuristic and flipped classrooms, team learning environments, and designing for higher education institutions. The latter should include institutions that have educational offerings in numerous locations, including on-premises, regional, national and international locations as well as online programs.
C. Scope of Services

The preliminary scope of work is as follows:

1. Conduct multiple planning discussion sessions with Campus user groups and the College of Arts & Sciences to identify the specific programmatic and facility needs to be incorporated into the project.
2. Analyze existing university space utilization and develop plan for implementation of new space within the campus. Plan shall also address the effective use of existing space currently occupied by the College of Arts and Sciences.
3. Define options to augment existing space on campus and consolidate programs temporarily and permanently relocated by the construction of this new facility.
4. Analyze appropriate building sites, or existing spaces, for consideration and selection by the University. The initial planned location for the new structure is on the current site of Heald Hall.
5. Creation of a preliminary program summary document for review and comment. Document shall analyze alternatives for development of the building, develop cost estimates and life cycle costs for the alternatives.
6. Evaluate existing utility infrastructure, parking, environmental and geotechnical impacts associated with the construction of the facility. Geotechnical evaluation and site characterization will be contracted separately by WSU.
7. Generate test fit diagrams for relevant program space and proposed facility with integration into the campus architecture.
8. Prepare appropriate renderings for potential building fundraising efforts.
9. Conduct final planning sessions to discuss review comments and revise program conclusions.
10. Develop a conceptual level construction cost estimate.
11. Programming services shall be completed in accordance with the OFM Pre-design Manual.
12. Consolidate the information in a pre-design document. Document will be submitted to the Washington State OFM.
13. Develop the Basis of Design document for use in a progressive Design Build procurement, including appropriate level of technical narratives by discipline (i.e. civil, structural, mechanical, electrical, etc.).
14. Conduct multiple planning sessions with user groups to identify the specific programmatic and facility needs to be incorporated into the project.

Owner Options:
15. Provide continued Owner representation services during the RFQ/RFP process (if required).
16. Provide third-party design review services (if required).
Project meetings will occur in Pullman WA, or via video conference technologies as appropriate. The actual extent of professional services undertaken will be subject to available funding and administrative decisions.

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 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. WSU is most interested in the firm’s specific experience with programming, planning, and design of similar academic and research facilities as outlined in the Background information above.
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 aspect of the services provided. 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. Again, WSU is most interested in the specific experience of the firm’s association with programming, planning, and design of similar academic and research facilities.

5. Programming Approach:

Describe your overall approach to programming in a way that maximizes and fosters a highly Interactive and collaborative team experience. Describe the tools, tactics and strategies that will be utilized in your approach. Explain how your programming approach will ensure that all voices are heard in the development and prioritization of project goals and objectives. Describe how your approach will align the project budget with the project priorities. Summarize the core concepts of your internal and external diversity and inclusion plans specific to this project. Identify any strategies, resource commitments, and steps you take to include OMWBE, WBE, MBE, SBE, and VBE within your firm, sub consultants, suppliers, etc.

6. Estimating and Budget:

For each related project listed under firm experience, provide the original and final construction budget. Describe in detail the roles of the predesign consultant as they relate to meeting the project budget.

7. 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 Selection Committee members.

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

- Cover Letter: 5 points
- Basic Information: Required
- Firm Experience: 30 points
- Proposed Personnel: 30 points
- Programming Approach: 20 points
Interviews may be conducted if the Selection Committee feels that interviews are needed. It is possible that up to three firms may be shortlisted for interviews. Notification of potential interviews will be per the schedule in Section A above.

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 and may be disclosed after award to selected firm(s).

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. Each firm’s response to this section shall not be scored nor used as a condition of consideration.

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 the next highest ranking firm. 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.

J. 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