REQUEST FOR QUALIFICATIONS
FOR
DESIGN-BUILD TEAMS

October 12, 2021

For

Washington State University
Bustad HVAC Service Equipment Elements and Controls Upgrade

By

Facilities Services, Capital

Statement of Qualifications Deadline: November 2, 2021, 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 Bustad HVAC Service Equipment Elements and Controls Upgrade Project. 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.
- This facility is a highly specialized facility and the design-build approach will be highly beneficial in developing the project methodology and allow us to develop the best solution.

Washington State University seeks collaborative partners who are committed to a progressive design-build process on the Bustad HVAC Service Equipment Elements and Control 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 site- 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

Name	Position

Roy Senter **WSU Facilities Services Energy Engineer**
Roy Senter is currently a project manager and Energy and Plant Engineer for WSU, a position he has held for the past 5 years. Prior to his time at WSU, he spent 5 years as a Project Manager, Engineer and Commissioning Engineer for McKinstry. Before that he worked for WSU and Siemens Corporation in different roles as Engineering Specialist, Project Manager, Engineering Technician Supervisor,

Maintenance and Construction Coordinator, Engineering Technician and Control/HVAC Technician. Roy has managed multiple projects at WSU and elsewhere. Roy will be involved throughout the project providing scope related decisions and will help the guide success of project.

Brian Funke WSU Facilities Services Construction Manager
Brian is a Construction Manager for Facilities Services, and provides Electrical Support for WSU Electrical infrastructure and campus electrical improvements, for all of his 16 years at WSU. Prior to his time at WSU, he spent 14 years as a Journeyman/Forman Electrician for Commercial Projects in the State of Washing some on WSU campus and within the state of Idaho. Brian has provided Construction Management for both GCCM & Design-Build Projects and worked as PM for WSU Electrical Projects. Brian will be involved throughout the project in providing experience and guidance from start to finish, that ensures a successful project.

Jason Baerlocher WSU Facilities Services Project Manager
Jason is currently a project manager for WSU, a position he has held for the past 9 years. Prior to his time at WSU, he spent 14 years as a Project Manager for a commercial contractor focused mainly on negotiated, private sector projects. Jason has managed multiple Design Build projects at WSU and is very involved in improving the way projects are procured, managed, and implemented at WSU. Jason will be involved throughout the project providing experienced leadership and help create the culture necessary for a successful project.

Kevin Poitra WSU Facilities Services Project Manager
Kevin is currently an employee of WSU in the Facilities Services, Capital Division. He has been with WSU for 17 years as a Project Manager/Construction Manager managing a variety of remodel projects. During his time at WSU, Kevin has experienced various procurement processes such as GCCM, Design-Bid-Build, JOC, Traditional and Progressive Design-Build. Kevin is the Project Manager responsible for this project.

Mark Bailey WSU Facilities Services IT Manager
Mark Bailey is currently the Information Technology Manager for Facilities Services and has been in that position for 18 months. Prior to that he was the Information Technology Manager for Whitcom Regional 911 Communications Center for 5 years, and the Information Technology Manager for the City of Pullman for 15 years. Mark has decades of experience with network/server administration and IT project management.

Rex Riggs WSU Facilities Services Controls Shop, Refrigeration Shop & FOMS Supervisor
Rex Riggs is the supervisor for the Controls Shop, Refrigeration Shop and FOMS crews. Prior to his time at WSU, he spent 15 years with Siemens Industries as a Controls Contractor including positions such as Engineering Specialist, Service Specialist and Project Manager. Rex worked and managed projects throughout those years including WSU Design-Build projects. Rex left Siemens in 2015 and became a member of the WSU team working in the Control Shop eventually becoming a Building Automation Specialist Group Lead and then taking over as the Supervisor. Rex's experience and knowledge can help with the culture necessary for a successful project.

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, Everett 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 developing 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 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 primary goal of this project is to improve the operations, maintenance and energy savings by improving the control systems in Bustad. WSU anticipates that the Design-Builder may need to replace pneumatic actuators, pneumatic valves, and to add or revise control for some processes from the pneumatic final elements to electronic final elements such as electronic valves, actuators and variable frequency drives.

Bustad contains many systems that use pneumatic controls and pneumatic actuators through electronic to pneumatic transducers. Prior to Washington State University Facilities making desired revisions to floor level zone controls, air terminals and valves, it is deemed necessary to make certain the final elements on air handlers, heat exchangers and other building source service equipment are functional.

Washington State University Facilities Services had difficulty in the past insuring the pneumatic systems supplied clean dry air. The system was originally equipped with predominately Robertshaw valves and actuators which are for the most part obsolete and the valves and actuators have been exposed to contaminants. In addition, some isolation valves are not functional, third floor chiller has at least one chilled water valve that has failed and motor starters are beyond their useful life spans and need replacement.

Bustad's main DDC controllers are serving the Siemens Desigo system. These controllers are readily capable of expansion for additional needs. WSU is interested in improving the operations, maintenance, and energy savings by implementing smart building strategies. Options like improved equipment notification methods and even additional maintenance measurement equipment may be a consideration to be explored.

The Departments will occupy Bustad during normal work hours. This will likely require the work to be coordinated with the Departments. A process cooling system is also present in Bustad and will require extra work with the Departments that use it along with other shutdown notices.

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):** **October 12, 2021**
   a. Deadline for Questions and Clarifications: October 25, 2021 5:00 PM
   b. Statements of Qualifications due: **November 2, 2021 3pm**
   c. Announce Shortlisted Proposers: November 9,2021

2. **Issue Request for Proposals (RFP):** **November 15 , 2021**
   a. RFP Informational Meeting: November 17, 2021 3pm

b. Finalists Interviews:	December 1 – December 3 , 2021
c. RFP Submittal deadline:	**December 15, 2021**
d. Announce Final Team:	January 3, 2022
3. **Execution of the Agreement:**	**January 10, 2022**
a. Initial Design Period	Duration to be proposed by DB
4. Construction Completion:	**December 2022**

GUARANTEED MAXIMUM PRICE (GMP)

The Guaranteed Maximum Price (GMP) Design-Build budget for this Project will be $1,000,000.00. 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 Design-Builder will include reasonable and fair Architectural/Engineering design fees within the GMP. The OFM Architect/Engineer Fee Guidelines for Public Works Building Projects effective July 1, 2015 may be used as a reference tool in determining appropriate Design Fees based upon the anticipated cost of the work.

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 Executive Principal of the Design Firm, The Construction Executive of the Contractors Firm, the dedicated Design-Build manager or design manager(if there is one), Principal Engineer, Lead Designer, the Construction Firm's 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, how each will interact with WSU during the Initial Design Period, 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 or equivalent facilities, especially those with mechanical/electrical/control system engineering capability, designing, operating and installing DDC control systems, including managing data acquisition systems. 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.
b. 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.
c. 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.

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 assessment of HVAC service equipment components and controls upgrades.
f. Approach to meeting energy, operations and maintenance performance.
g. Contracting methodology with consultants and sub-contractors.
h. 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 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.

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 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-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.

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	30 points
3.	Team Experience	25 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:
https://facilities.wsu.edu/alt-pub-works/
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 **03:00 PM on November 2, 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 via a virtual platform of the shortlisted firms choice. WSU looks forward to each team demonstrating the process and technology they will use in the virtual environment as it applies to the design and construction of this project. 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 two to four hours in length and include a one to two 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. This includes the teams approach the design deliverables during Initial Design Period.

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 Firm (WSU anticipates the Principal Engineer, Lead Designer, Design-Build Design Manager (if there is one) and an Executive Principal), and 4 representatives from the Contractors' Firm (WSU anticipates the Construction Executive, Design-Build Manager (if there is one), 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	45 points
2.	Design Approach	30 points
3.	Project Execution Plan	30 points
4.	Project Specific Diverse Business Inclusion Plan	10 points
5.	Project Schedule	10 points
6.	Cost Analysis / Fee	10 points
7.	Initial Design Period Exhibit	10 points
8.	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.

WSU's Design-Build Agreement is characterized by two phases made up of two contractual steps:

- Agreement Execution
  The Initial Design Period begins immediately following selection of the Design-Builder and is the first phase of the contract. The duration, cost and deliverables of which are proposed by the Design-Builder in the Initial Design Period Exhibit during the RFP Phase, and negotiated with Owner prior to award of the contract.

- Amendment No. 1: Contract Continuation Amendment
  At the completion of the Initial Design Period the team will have developed the Project to a level so that it is prepared to commit to the Project GMP and confirm all previously prescribed criteria

have been met. The amendment provides Notice to Proceed of the GMP and authorizes full design and construction of the project.

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