



**REQUEST FOR QUALIFICATIONS
FOR
DESIGN-BUILD TEAMS**

October 15, 2021

For

Washington State University
New Campus Fire Protection and Domestic Water
Reservoir

By

Facilities Services, Capital

Statement of Qualifications Deadline: November 8, 2021, 3:00pm

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
 - 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. 2015 WSU Water System Plan Report
- 2. Project Manual 10/15/2021
- 3. WSU Design and Construction Standards, WSU Design Guidelines, and WSU IT Standards downloaded 10/15/2021 <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 New Campus Fire Protection and Domestic Water Reservoir. 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 reservoir is a requirement to support the University's Development Plan, its long-term planning and strategic missions, and ongoing academic and research programs; a reliable water supply for both domestic and fire protection uses is essential to WSU's ability to function 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 New Campus Fire Protection and Domestic Water Reservoir 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.

Selection Committee Voting Participants

Name, Position _____

Jeff Lannigan, WSU Associate Director, Utilities and Energy

Jeff Lannigan is the Associate Director of Utilities and Energy with WSU Facilities Services. Jeff is a registered mechanical engineer and has 25 years of experience with the design, construction, and operation of industrial and institutional facilities. He oversees the operation and maintenance of the Pullman Campus Domestic Water System.

Tim Leachman, WSU Facilities Maintenance Specialist

Tim is currently the water distribution manager for WSU. He was the water distribution specialist for WSU starting in 2004, in this role he operated and maintained 4 production water wells, associated reservoirs, pumping stations, and distribution piping. Tim was also directly responsible for emergency repairs of wells and piping, as well as bacteria testing for new water line installs and various contracted work. Tim is directly involved in all water distribution projects including well inspections, rebuilds, and bringing new buildings on line.

Jason Baerlocher, WSU Facilities 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.

Jason Harper, WSU Facilities Construction Manager Lead

Jason came to WSU in 2008 after 18 years in the mechanical and plumbing field, currently he is the lead construction manager for Facilities Services. Jason has been a team member of multiple Design-Build projects with WSU with a focus on project safety, collaboration and successful project completion.

Kevin Poitra, WSU Facilities 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.

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 solution which serves the infrastructure need 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 the best solution for this project. 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 in Pullman has four reservoirs dating from 1948 to 1973. In 2018 the oldest reservoir was decommissioned, as the necessary repairs were a greater cost than a wholesale replacement. Although WSU's water system is compliant with Department of Health regulations for storage capacity, the system currently operates without redundancy. Regular preventive and corrective maintenance must be performed to the remaining reservoirs to assure system reliability, but all three must remain in operation to meet fire flow and reserve capacity requirements, despite their advanced age and a long list of deferred maintenance needs. Lacking the redundancy, allowing a reservoir to be taken out of service means that necessary work cannot occur and the likelihood of significant outages affecting campus personnel and functions increases greatly. Constructing a new reservoir will return much-needed redundancy to the domestic and fire protection water system, assure Washington Administrative Code (WAC) and Department of Health compliance, and will address a long list of maintenance requirements that have been deferred due to the inability to perform the work.

The goal of this project is to construct a new two-million gallon reservoir, provide the corresponding site improvements and access road, upsize and install new required piping to link the new reservoir to the existing distribution network. WSU would also like to explore demolition of the existing Observation Hill East Reservoir and High Tank as part of this project.

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 15 , 2021 |
| a. Deadline for Questions and Clarifications: | October 28, 2021 5pm |
| b. <u>Statements of Qualifications due:</u> | November 8 , 2021 3pm |
| c. Announce Shortlisted Proposers: | November 15 , 2021 |
|
 | |
| 2. Issue Request for Proposals (RFP): | November 19, 2021 |
| a. RFP Informational Meeting: | November 23, 2021 2pm |
| b. Finalists Interviews: | December 7-9 ,2021 |
| c. <u>RFP Submittal deadline:</u> | December 28, 2021 3PM |
| d. Announce Final Team: | January 10 , 2022 |
| 3. Execution of the Agreement: | January 14 , 2022 |
| a. Initial Design Period | Duration to be proposed by DB |
| 4. Construction Completion: | June 2023 |

GUARANTEED MAXIMUM PRICE (GMP)

The Guaranteed Maximum Price (GMP) Design-Build budget for this Project will be \$6,683,000.00. 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), Lead Designer, the Construction Firm's Project Manager, the Superintendent, the safety professional and the Quality Control Manager. Provide resumes of the key individuals working as the Design-Build Team along with three references for each individual.
- b. 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 Design 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 infrastructure, especially designing safe, reliable, and sustainable water 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.

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 the design of high-performance reservoir that result in low life cycle costs.
- 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. 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	<u>100 points</u>

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 8, 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 via a virtual platform 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 Initial Design Period to establish the final scope that can be achieved within the GMP. The interview session is anticipated to be approximately three to four hours in length and include 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 the Initial Design Period to establish the scope that can be achieved within 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 4 representatives from the Design Firm (WSU anticipates the Design Principal, 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 | 40 points |
| 2. Design Approach | 30 points |
| 3. Project Execution Plan | 30 points |
| 4. Project Specific Diverse Business Inclusion Plan | 15 points |

5. Project Schedule	10 points
6. Cost Analysis / Fee	10 points
7. Initial Design Period Exhibit	15 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 phase 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 are incorporated into 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. 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