



**REQUEST FOR QUALIFICATIONS
for
Athletics Arena Assessment**

June 20, 2022

For

Washington State University

By

Facilities Services, Capital

Statement of Qualifications Deadline: July 7th, 2022, 3:00 pm

Introduction

Washington State University (WSU), Facilities Services is advertising to retain a professional planning and programming firm to provide services to evaluate the programmatic need for a new or renovated indoor athletic venue. The selected firm will need to review the current condition and renovation options for existing facilities including Beasley Colosseum along with new facility options based on the programmatic need.

Selection of a firm for pre-design/programming consulting services will preclude said firms from participation with any Design-Build team when this becomes a project if it is directly connected to this study. 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:

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. 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.

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.

Anne McCoy, Deputy Director of Athletics/SWA

Anne currently oversees both Men's and Women's Basketball, along with Soccer, Volleyball and Rowing. Anne has served Washington State University since 2001 and was promoted from associate director to senior associate director of athletics in 2004. Her appointment to senior woman administrator came in the summer of 2007 and in 2013 she was named deputy director of athletics.

Shawn Deeds, Senior Associate Director of Athletics Capital Projects, Events & Facility Ops

Shawn's duties include day-to-day oversight and coordination for all athletic events, facility operations and postseason competition, as well as oversight and management of postseason competition for WSU's sports programs.

Mitch Straub, Deputy Director of Athletics / External Relations

Mitch also serves as the sport administrator for Track & Field, Cross Country, Men's Golf and Women's Golf. He joined Washington State University in 2018 after previously working at Ohio State University for eight years.

Cynthia Arbour, Project Manager, WSU Facilities Services Capital

Cyndi Arbour has worked for WSU since 2007 and a Project Manager for Facilities Services since 2012. Her background is in Landscape Architecture and Transportation Planning with experience at universities on the east and west coasts. Cyndi is currently managing multiple construction projects on the Pullman campus and is involved in many long-term planning projects at WSU.

Jason Baerlocher, Project Manager, Facilities Services Capital

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.

A. Selection Schedule

1. Submittal deadline	7/7/2022 at 3:00 pm
2. Evaluate qualifications submittals	7/11/2022 – 7/15/2022
3. Notify finalists	7/15/2022
4. Interview finalists (if necessary)	7/26/2022
5. Final Selection Notification	7/28/2022
6. Notice to Proceed	8/11/2022

B. Background

Beasley Coliseum was constructed in 1973 and no longer meets the current needs of the WSU men's and women's basketball programs, which are the primary users of this facility. Originally built as a multi-use space, the current configuration of 12,000+ seats lacks the intimacy of some of the top basketball experiences in the sport.

WSU would like to examine either renovating an existing facility or constructing a new facility to create the best home court advantage on the west coast. With one of the most active student populations in the Pac-12, there is an opportunity to create a truly raucous basketball atmosphere that radiates energy to both the men's and women's basketball teams. Both programs are currently an unprecedented trajectory thanks to two straight NCAA invitations for the women's basketball team and a top 50 RPI finish by the men's basketball team in 2021-22. Adding an electric in-venue experience to our coaching staffs' repertoire will not only improve recruiting, but also serve as a unique competitive advantage on game-days.

In addition, improved fan offerings should complement the experience for everyone in attendance. Facility amenities such as concessions, an expanded club room and in-arena technology could all be

improved with the future facility. With a high percentage of fans traveling over 75 miles to attend home basketball games, WSU wants to make sure that their in-venue entertainment rivals any other contemporary in the Pacific Northwest.

C. Scope of Services

The preliminary scope of work shall include the following:

- Conduct planning discussion sessions with Athletics and other potential user groups to identify the specific programmatic and facility need priorities.
- Analyzes existing facilities including Beasley Coliseum.
- Explore and define options to augment existing space within Beasley or other existing and proposed facilities to meet the programmatic needs identified.
- Analyze appropriate new building sites, for potential consideration by the University.
- Review Athletics facilities and strategic plan for potential program integration.
- Evaluate existing utility infrastructure, parking, environmental and geotechnical impacts associated with construction of a facility. Geotechnical evaluation and site characterization will be contracted separately by WSU, if needed.
- Explore program options that allow for year-round use of a renovated versus new facility.
- Explore Options for public/private partnerships.
- Develop a conceptual level construction cost estimate.

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 fifteen (15) 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 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 association with programming, planning, and design of similar 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 project listed under Firm Experience, provide the original and final construction budget. Describe in detail the roles of your consulting as it 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.

8. 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.

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:

Cover Letter	5 points
Basic Information	No Score
Firm Experience	30 points
Proposed Personnel	30 points
Programing Approach	20 points
Estimating and Budget	15 points
References	Pass/Fail
Acceptance of University Agreement	No Score
SOQ Total Possible Score	100 points
Interview (if required)	50 points
Maximum Possible Score	150 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 by emailing contracts@wsu.edu 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. 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.

H. 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.

I. 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