



**WASHINGTON STATE**  
UNIVERSITY

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

April 7, 2023

For

**Washington State University  
Champions Center**

By

Facilities Services, Capital

**Statement of Qualifications Deadline: April 25, 2023, 3:00 pm**

## 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
  - Site Visits
  - 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. WSU Design Guidelines and Design & Construction Standards downloaded 4/7/2023  
<https://facilities.wsu.edu/facilities-services-capital/design-standards/>
  - 1.1. Project Deviation Log (provided upon award).
2. Project Manual 4/7/2023
3. Washington State Clean Buildings Performance Standard: <https://www.commerce.wa.gov/growing-the-economy/energy/buildings/>

## 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 Name of Project. The University is utilizing the Design-Build alternative public works contracting procedures authorized under chapter 39.10 RCW.

- The Design-Build Method brings value to university projects, transforming the relationship between designers and builders into an alliance that fosters collaboration and teamwork.
- This delivery method provides the opportunity to assemble the ingenuity of the industry in proposing innovative solutions.
- Design-Build provides opportunities to realize efficiencies in the complete delivery of university projects.
- The Champions Center pulls together multiple student well-being resources in one shared space and the design-build approach will provide opportunity for greater innovation or efficiencies between the designer and the builder.

Washington State University seeks collaborative partners who are committed to a progressive design-build process on the Champions Center. 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 the SOQ response 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:

**Jason Baerlocher, Senior Project Manager**

[Jason.baerlocher@wsu.edu](mailto:Jason.baerlocher@wsu.edu)

Phone: 509-335-9012

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, 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 \_\_\_\_\_

### **Brad Corbin, Senior Associate Director of Athletics, Chief Compliance Officer**

Brad has been at Washington State University since February 2021. He currently oversees Athletics Compliance, Academic Services, and Student-Athlete Development. Additionally, Brad serves as the sport administrator for the Track & Field/Cross Country and Women's Swimming programs.

### ~~Shawn Deeds, Senior Associate Director of Athletics, 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. Shawn first came to WSU in 1991 as a student-athlete and has had a lasting impact on football operations and Athletics through his successful management of WSU's largest events.~~

### **Mitch Straub, Deputy Director of Athletics**

Mitch oversees Capital Planning, Development and External Relations. These areas include unit oversight of communications, concessions, creative video, design and branding, marketing, ticket operations, ticket sales, and social media. Mitch also serves as the sport administrator for Cross Country, Baseball, Men's Golf and Women's Golf. He joined Washington State University in 2018 after previously working at Ohio State University for eight years.

### **Heather Erwin, Associate Director of Athletics, Academic Services**

Heather Erwin joined Washington State Athletics in 2010 and serves as Associate Athletic Director for Academic Services, overseeing all aspects of academic services for WSU student athletes, including a strong focus on professional development and mental health units. Heather's leadership also includes service on the Athletic Department's DEI Council, CARE Team, Women's Leaders, and the National Athletic Academic Advisors Association.

### **Jason Baerlocher, Project Manager, Facilities Services, Capital**

Jason is currently a project manager for WSU, a position he has held for the past 10 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 many 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 helping create the culture necessary for a successful project.

### **Adam Ferry, Construction Manager, Facilities Services, Capital**

Adam started at Washington State University as a Drafting Technician 15 years ago. Over time he has transitioned to a designer's position and from there took on more of a project management role as well as part timing as a construction manager. He has managed many internal WSU construction projects and ventured into traditional public work projects over the last few years. He recently entered the design-build arena as a construction manager for an interior laboratory remodel.

## Non-voting Participant

### **Shawn Deeds, Senior Associate Director of Athletics, 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. Shawn first came to WSU in 1991 as a student-athlete and has had a lasting impact on football operations and Athletics through his successful management of WSU's largest events.

## OWNER CONSULTANTS/TECHNICAL SUPPORT NOT ELIGIBLE TO PARTICIPATE

Due to their involvement in the preparation of the Pre-Design document the following consultants are not eligible to serve on a Design-Build Team; respondents are prohibited from contacting or communicating with any of the following consultants to solicit advice or information relating to the Project in any way, including but not limited to: technical, legal, financial, or contractual.

- Mahlum Architects Inc.
- AECOM

## 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 Pullman Campus's buildings, grounds, utilities, and related services.

The integration of the people maintaining and constructing the University's facilities is at the heart of Facilities Services. The whole of facilities strives for responsible stewardship, and future focused design and construction.

## II. PROJECT INFORMATION

### DESCRIPTION

Washington State 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 which can develop a thoughtful, meaningful, functional, solution which serves all the program needs and strengthens the campus.

The nature of the WSU progressive design-build process is to collaborate 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 the most successful building solution that meets the needs of the program. WSU is seeking teams who demonstrate a truly clear understanding of the distinction between an immediate Design-Build solution versus a commitment to a process of exploration.

WSU Athletics is committed to providing students the tools needed to unlock untapped strengths. The department's mission is to unleash WSU student-athletes' passion on the field and in the classroom, and the Champions Center will have a profound impact on achieving this mission.

The challenges students face now and in the future are daunting. Providing services that meet student-athletes' holistic needs serves as a point of trust for them to help embrace these challenges. The four areas of focus include academics, mental health, nutrition, and professional development. Facilities dedicated solely to student-athlete academic growth and personal well-being are becoming commonplace and expected for NCAA institutions throughout the nation.

The Champions Center will centralize the staff and resources into one building as well as provide more space, which is critical to student-athletes' growing needs for community service and professional development event initiatives. In addition, the Champions Center will enable WSU student-athletes to maximize their time and provide a home to receive a world-class educational experience, as well as deliver tools to develop the holistic growth of both current and future student-athletes at WSU.

Based on the preliminary program needs WSU Athletics should have over 12,000 sq. feet of dedicated well-being resources space, which is almost four times what is currently provided. This will allow WSU Athletics to meet the demands of this growing need, as well as bringing staff and student-athletes together into one centralized location.

WSU has explored multiple locations on the Pullman campus for the Champions Center, potentially in existing renovated space and/or newly constructed space on campus. We look forward to looking closer at these locations and potentially other options with a Design-Build Partner.

### SITE VISITS

WSU will provide reasonable access to the potential Project Sites for Proposers. Site visits should be coordinated with Project Manager.

### PROCUREMENT AND PROJECT MILESTONE SCHEDULE

The anticipated schedule for procurement of the Project with construction completion date is indicated below:

- |                                                   |                                        |
|---------------------------------------------------|----------------------------------------|
| <b>1. Issue Request for Qualifications (RFQ):</b> | <b>April 7, 2023</b>                   |
| a. Deadline for Questions and Clarifications:     | <b>April 20, 2023</b>                  |
| b. <u>Statements of Qualifications due:</u>       | <b>April 25, 2023 – 3:00PM</b>         |
| c. Announce Shortlisted Proposers:                | <b>April 28, 2023</b>                  |
| <b>2. Issue Request for Proposals (RFP):</b>      | <b>May 3, 2023</b>                     |
| a. RFP Informational Meeting:                     | May 4, 2023 – 2:00pm                   |
| Finalists Interviews:                             | <del>May 15, 2023 – May 19, 2023</del> |
|                                                   | <del>May 8, 2023 – May 11, 2023</del>  |
| b. <u>RFP Submittal deadline:</u>                 | <b>May 30, 2023</b>                    |
| c. Announce Final Team:                           | June 6, 2023                           |
| <b>3. Execution of the Agreement:</b>             | <b>June 13, 2023</b>                   |
| <b>4. Construction Completion:</b>                | <b>December 2024</b>                   |

### GUARANTEED MAXIMUM PRICE (GMP)

The Guaranteed Maximum Price (GMP) Design-Build budget for this Project will be \$6,000,000 - \$7,000,000. 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.

## 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 (20) 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 20 will not be reviewed. WSU values the ability of a proposer to be concise and to the point, so proposals under the 20-page limit are welcomed.

#### 1. Cover Letter

- 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.
- 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 a visual element that shows the relationships within the Design-Build Team.
- b. Provide abbreviated resumes of the key individuals working as the Design-Build Team along with three references for each individual. At a minimum, identify the corporate executive dedicated to the Project, the dedicated Design-Build manager, design manager, project manager, superintendent, and the cost estimator.

**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 that supported multi-disciplined student well-being programs.
- b. Provide the proposed Team members' specialized experience with balancing design of high-performance buildings, life cycle cost, and long-term maintainability.
- c. Provide relevant past performance of Team members working on a highly collaborative integrated project team. Include type of project, budget, issues addressed during design and construction, construction duration, and what made this a highly functioning team. Clearly identify which proposed Team members were involved in these projects and their role.
- d. Demonstrate how the proposed members will work together to complement each other's strengths.

**4. Project Approach**

- a. Describe your overall approach to delivering this Project in a way that maximizes the value of the delivery model 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 forward into the construction phase, turnover, and operation of the facility.
- 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 buildings that result in low life cycle costs.
- f. Selection and contracting method with consultants and sub-contractors for this project.
- g. Approach to meeting energy goals, operations, and maintenance performance, including compliance with the Washington State Clean Buildings Performance Standard.
- 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. 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.
- b. Provide the following summary level data demonstrating the DB team's past performance in utilization of small business entities and office of minority and women's business enterprises certified business for a minimum of three examples:
  - a. Project Data:
    - i. Total Project Cost (aka GMP, amount contracted to the project owner inclusive of DBs Work)
    - ii. Value of Work by Certified firms
    - iii. Value of Work by Qualified Firms (those firms who meet the definition but are not certified in the State of Washington).
  - b. Small and Diverse Business that makes up the values noted above:
    - i. Firm Name

- ii. Subcontracted Tier
  - iii. Type of Work Performed
  - iv. Certification Type
  - v. Contract Value
  - vi. Length of time in business at the time of the project.
  - vii. How many times have you contracted with them previously and or since this project?
  - viii. What did you do to make them successful? Or not?
- c. 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. List the state of Washington design and construction licenses and registrations held by the Design-Build Team, the lead contractor, designer-of-record, and specialty sub-consultants.
- d. 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.
- e. 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.
- f. 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 prior clients, contractors, suppliers, subcontractor, and consultants not explicitly identified within 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 | 25 points |
| 3. Team Experience                                     | 25 points |
| 4. Project Approach                                    | 30 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 **3:00 PM on April 25, 2023**. SOQs are to be emailed to [contracts@wsu.edu](mailto:contracts@wsu.edu) and copied to PM email address. 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 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, 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 and construction, schedule management, quality control, along with subconsultant and trade partner selection.

An important element of this RFP stage of the selection will be the interviews. For this project the interview will be hosted in an available location on the WSU Pullman Campus selected by the shortlisted firm. The goal of this interview is to understand the working relationship and the design process of the design-build team. The interview session is anticipated to be approximately five to six hours in length and include a two to three hour design charrette. We will potentially be exploring multiple sites on the pullman campus for the Champions Center, and some may be renovations so hosting the interview on the Pullman campus will allow shortlisted firms to explore these sites before or during the interview process.

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 to the design deliverables during the design progression to show the progress of the team's ability to deliver within the established 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 stakeholder 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 with 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 total representatives from the Design Firm and the Contractors' Firm. 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 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 fit 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 and Engineering Approach	30 points
3. Execution Plan	35 points
4. Project Specific Diverse Business Inclusion Plan	15 points
5. Schedule	15 points
6. Cost Analysis / Fee	10 points
7. Proposal Requirements	5 points
<b>Total</b>	<b>150 points</b>

### 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 \$15,000 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 an agreement.

WSU's Design-Build Agreement is characterized by Design Review Packages authorizing Design-Builder to proceed with each phase of the Project:

- Agreement Execution (based upon Project Approach)  
Requires payment and performance bonds, insurance, and retention option for the entirety of the GMP (inclusive of sales tax). Design-Builder shall begin design in collaboration with Owner.
- Design Review Package: Project Confirmation Milestone  
Milestone where the project intent, concept, program, goals, priorities, target value, and target schedule have been established to Owner's satisfaction. Project Manager authorized continuation to next phase of Design.
- Design Review Package: Design Documents Milestone  
Milestone where the design has been completed to Owner's satisfaction. The trade partners are onboard, cost, scope and schedule have been defined, and the Design-Builder is ready to complete the Construction Documents. Project Manager authorizes continuation into the remainder of design and construction for 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."

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END OF REQUEST FOR QUALIFICATIONS