



WASHINGTON STATE
UNIVERSITY

**REQUEST FOR QUALIFICATIONS
for
Cougar Energy Initiative - Decarbonization Plan**

August 30, 2023

For

Washington State University

By

Facilities Services, Capital

Statement of Qualifications Deadline: September 20, 2023, 4:00 pm

Introduction

Washington State University (WSU), Facilities Services is advertising to retain design services to develop a system-wide, comprehensive decarbonization and energy management plan necessary to eliminate fossil fuel consumption and achieve carbon neutrality by 2050.

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

Phil Johnson, Project Manager
Department of Facilities Services, Capital
contracts@wsu.edu with cc to philrjohnson@wsu.edu
Phone 509-335-9029

During preparation of the qualifications submittal, all communications with WSU regarding the submittal request shall be made with Phil Johnson, Facilities Project Manager, 509-335-9029, philrjohnson@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 seven calendar days prior to the submittal deadline to be included in an addendum.

A. Selection Schedule and Project Milestones

1.	Submittal deadline	September 20, 2023, 4:00 pm
2.	Notify Finalists or Selection Announcement	September 29, 2023
3.	Interview finalists (if necessary)	October 12 and 13, 2023
4.	Final Selection Notification	October 24, 2023
5.	Notice to Proceed	October 25, 2023

Decarbonization and Energy Management Plan – Critical Milestones:

1.	Tracking House Bill 1390 Rulemaking Process	TBD by Commerce
2.	Outline/Framework/Near-Term EEMs	December 2023
3.	30% Draft Report	March 2024
4.	60% Draft Report	September 2024
5.	90% Draft Report	February 2025
6.	Final Report	April 30, 2025

B. Background

Requirements and regulations associated with the Climate Commitment Act, Clean Building Performance Standard, House Bill 1390 and the latest Washington State Energy Code are all driving towards energy efficiency improvements and greenhouse gas emission reduction. As a result, WSU seeks to develop the "Cougar Energy Initiative", a comprehensive decarbonization and energy management plan necessary to eliminate fossil fuel consumption and achieve carbon neutrality by 2050. This system-wide initiative must include long-term solutions for every campus and Research Extension Center (REC) within WSU's portfolio.

The Cougar Energy Initiative guiding principles include:

- Concept:
 - District energy scale = nodal heat pump plants serving buildings with chilled water for cooling and low-temperature hot water for heating:
 - Install a series of heat pump plants, appropriate thermal storage, and a low temperature hot water distribution loop.
 - Utilize and expand existing district chiller water system (electrified).
 - Address standalone buildings with heat pump technology.
 - Solutions may vary at each campus/REC location.
- Decarbonization:
 - Achieve compliance with House Bill 1390 for all buildings connected to a district energy system that provides heating, cooling, or heating and cooling.
 - Achieve compliance with the Climate Commitment Act for all buildings at all campuses and RECs, including both, standalone buildings and buildings connected to a district energy system.
- Energy Efficiency:
 - Achieve compliance with Clean Building Performance Standard for all buildings at all campuses.
 - Develop sequencing that compliments the nodal decarbonization plan.

C. Scope of Services

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.

WSU is seeking a design consultant to provide the following scope of services:

- Develop a long-term (multiple funding cycles) decarbonization and energy management plan for each WSU campus and REC within WSU's portfolio.
- Coordinate with the appropriate Authority Having Jurisdiction (AHJ) as needed to ensure the plan is in compliance with all state requirements and regulations.
- Coordinate long-term plan with utility providers at each WSU campus/REC location.
- Perform energy engineering analysis, data analytics and energy auditing as needed throughout the plan development.
- Calculate Energy Use Intensity (EUI) and associated EUI targets (building level and/or campus level).
- Inventory existing metering infrastructure and recommend improvements as needed to ensure compliance with all state requirements and regulations.
- Develop a capital plan (including cost estimating) for all recommended Energy Efficiency Measures (EEMs) and decarbonization action items necessary to achieve carbon neutrality by 2050.

- Identify near-term EEMs for execution during the 23-25 biennium.
- Final Deliverables:
 - Near-term EEM execution plan – due December 2023
 - Comprehensive decarbonization and energy management plan – due April 2025

D. Qualifications Submittal

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 an A3 format (11 x 17) and limited to one sheet, front and back (when printed) and a font size not less than 10pt. Information embedded in links will not be reviewed.

1. Introduction:

Clearly identify the prime applicant name(s) and interest in pursuing this work. Include the RFQ title in the header.

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 (if any).

3. Firm Experience:

Provide a brief history of the firm outlining the firm's 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.

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. Address why the team proposed was chosen for this specific project.

5. Design Approach:

Describe your overall approach to designing/planning 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. Describe how your approach will ensure regulatory compliance and provide current and future EEM cost certainty.

6. Business Equity and Diverse Business Inclusion Plan:

Discuss 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 impact access to opportunities, capital and training for small businesses, OMWBE, WBE, MBE, SBE, and VBE within your firm, sub consultants, suppliers, etc.

7. Estimating and Budget:

For each project listed under Firm Experience, provide the original and final budget. Describe in detail how your consulting services resulted in innovative solutions and realistic/credible planning estimates.

8. References:

Provide complete contact information for references from at least three clients for which similar work has been performed.

9. Acceptance of Contract Terms:

Acknowledgement and acceptance of contract terms. If the firm takes any exception to any of the language in the agreement, specifically describe the reasons for the exceptions.

E. Selection Process

Each member of the selection committee will review the submittals received. Overall ranking will be based upon consensus scoring by the Committee members.

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

Introduction	5 points
Basic Information	5 points
Firm Experience	30 points
Proposed Personnel	30 points
Design Approach	20 points
Business Equity and Diverse Business Inclusion Plan	10 points
Estimating and Budget	20 points
References	Pass/Fail
Acceptance of Contract Terms	No Score
SOQ Total Possible Score	120 points
Interview (if required)	80 points
Maximum Possible Score	200 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, Capital and Operations, Facilities Services via 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. Form of Agreement

The consultant agreement to be utilized for this work is posted on the website at <https://facilities.wsu.edu/consultants/>. Each firm must affirm in their RFQ that the terms and conditions of this agreement are acceptable; or if the firm takes exception to any of the language in the agreement they must specifically describe the reasons for the exceptions. The university makes no commitment to any modifications based on the comments received. Each firm's response to this section shall not be scored nor used as a condition of consideration.

H. Consultant Fees

Actual fees will be negotiated with WSU Facilities Services, Capital and will be billed on a time and material, not to exceed basis. Hourly rate agreements will be based upon state fee guidelines and rate maximums. If the respondent and University cannot agree on a fee the University may cancel the negotiations and begin negotiations with the next highest ranking firm. Should the University choose to cancel the negotiations upon failure to arrive at a fee agreement, such cancellation will be effective upon receipt of written notification to the respondent. The respondent shall not be reimbursed for any costs associated with the fee negotiations.

I. Nondiscrimination

Washington State University is committed to the enhancement of opportunities for minority and women owned and controlled firms in public contracting. MWBE business enterprises will be afforded full opportunity to submit SOQ's in response to this Request for Qualifications and will not be discriminated against on the grounds of race, color, sex, religion, or national origin in consideration of an award.

J. Registration, Licensing and Insurance

Registration, licensing, and insurance coverage shall be as required by State of Washington Laws, as applicable to the professional services being provided.

End of Request for Qualifications