

**CENTRAL WASHINGTON UNIVERSITY: STUDENT FIRST CENTER PRE-DESIGN**  
**CWU Contract No. 17831-01**

**SUBMITTAL DEADLINE AND INSTRUCTIONS**

**Response Date:** 3:00 PM PST, Ellensburg, WA local time, Wednesday, April 29th, 2026

Qualifications will be received by Central Washington University (CWU) from Architectural & Engineering (A/E) teams interested in providing Pre-design document services for the Student First Center. Services are expected to include discovery, program reassessment, site selection, design, cost estimating, construction ROM estimating, and other documentation as noted in OFM (Office of Financial Management) requirements for Pre-design submission. Project delivery is anticipated to be design-bid-build.

program rationale for this project is to:

- Accommodate development of existing and new student support functions.
- Address known facilities problems and provide sustainable, space, and energy efficient solutions.

**Building History:**

Existing Bouillon Hall was constructed in 1961 as a new library building. The building is named after Victor J. Bouillon who served as a trustee from 1932 to 1964. Designed by acclaimed Seattle architect Fred Bassetti in the Mid-Century Modern Style, the rectangular, two-story structure won the 1961 Honor Award from the Washington State American Institute of Architects. By 1965, library services had outgrown the building and planning began for a replacement building. In 1976, Brooks Library was completed and Bouillon Hall vacated and has served to house multiple academic and support functions including Math, Communication, Computer Science, the CWU TV station, DSS, HR, IS, Testing, and Student Services.

The 72,504 gsf building underwent ACM abatement and major renovation in 1994 followed by extensive upgrades in 2016.

**General Building Scope:**

This request will renovate and expand Bouillon Hall (preferably to the east) to establish a centralized, student-focused entry point that streamlines enrollment for prospective students and improves access to critical services that support retention and completion. By co-locating key functions in a cohesive and accessible space, the project will enhance operational excellence, reduce barriers, and advance student success. Key features should include collaboration spaces, flexible work areas, general presentation and on-boarding space such as a 120-seat lecture hall for group engagements.

The Capital Budget specifications of this project include:

- \$40-\$50M target budget for this renovation expansion
- Programming sufficient to meet the needs of the Student First Center

- Massive overhaul of curb appeal and welcoming entrance to the Parking lot side of the building
- Respectful consideration for the historic nature of the building
- This facility will not include any general classrooms.

We are seeking qualified A/E teams with an established record of excellence in programming, planning, design, construction documentation and cost estimating with a strong background in institutional university facilities, university welcome/collaboration/success facilities, sustainability, and employment of OMWBE certified sub-consultants.

At the discretion of the University, firms that are not physically located in the State of Washington will be required to affiliate with a qualified, in-state firm acceptable to the University.

Information regarding CWU's Design and Construction Standards (DACS) are available here:

[Design and Construction Standards \(DACS\) | Central Washington University](#)

For project information and required submittal information contact:

Delano Palmer, Director of Capital Planning &

Doug Ryder, Academic Planning Officer

Central Washington University

400 E. University Way

Ellensburg, WA 98926-7523

ph. (509) 963-2909

[doug.ryder@cwu.edu](mailto:doug.ryder@cwu.edu)

[delano.palmer@cwu.edu](mailto:delano.palmer@cwu.edu)

The University is requiring electronic submittals of the items listed below for this solicitation. Hard copy submittals will not be accepted. Submissions must be electronically delivered to [Doug.Ryder@cwu.edu](mailto:Doug.Ryder@cwu.edu) & [delano.palmer@cwu.edu](mailto:delano.palmer@cwu.edu) prior to 3:00 PST on the date scheduled. Since CWU limits incoming email to 7 Mb, submissions should be made via zip file, drop box, cloud download or similar means.

1. The electronic submittal shall use this subject line: "CWU Project No. 17831-01 Student First Center Predesign – Due April 29th, 2026, before 3:00 PM PST"
2. Please limit file size to 20MB.
3. The University will use the time stamp on the submittal upload to determine timeliness.
4. Proposers are responsible for ensuring timely delivery of submittals.
5. The University is not responsible for Finalists' technical difficulties in submitting electronically.
6. Late submittals will not be evaluated.
7. Submittal format requirements:
  - a. Formatted in a single searchable PDF.
  - b. Include searchable bookmarks for each section of the Qualification, corresponding to the section's outline in Selection Search Criteria.
  - c. Organized in accordance with the RFQ.
  - d. Submittals are encouraged to be under forty (40) pages, not including

appendices. A “page” is defined as, when printed, a one-sided single sheet of 8.5 x 11 paper, unless the instruction specifically allows a larger sheet of paper.

- e. The font should be no smaller than 10 point.

Any addenda issued for this RFQ will be published at the following website address:

<https://www.cwu.edu/facility/rfq-general-conditions>

Design teams are responsible for checking the website for any addenda prior to submission of Qualifications. If you are unable to download the addenda, you may contact the individual noted above.

## **SUBMITTAL REQUIREMENTS**

- Letter of interest
- Company profile/brochure illustrating the design and construction documentation capabilities of the A/E team necessary to complete the project
- List of up to six projects with similar size and scope that have been led by your firm or successfully completed by your firm, with client references. Please note your experience with renovations, brownfield sites and greenfield sites. References should include client names, titles, telephone numbers, and emails. Lists should include:
  - project name
  - project budget
  - project location
  - project start and completion dates
  - website (if applicable)
  - listing of project aspects similar to this project
- Qualifications of primary team members (including sub-consultants) that will perform duties on this project, anticipated responsibilities if selected, and up to two references per team member. References shall include firm, title, name, telephone number and email.

## **SELECTION CRITERIA**

- Qualifications and expertise of consultants relating to design and construction documentation for institutional projects of this type and complexity.
- A Diversity, Equity and Inclusion plan that minimally states the % planned for each OMWBE category that ensures minority and women-owned firms and veteran-owned firms are afforded the maximum practicable opportunity to participate in this project. The plan should also detail other ways the firm will enhance and encourage Diversity, Equity and Inclusion.
- Quality of consultant’s service received by previous clients including CWU.
- Key personnel experience relating to design and construction documentation for projects of this type and complexity.
- Proximity of the consultants to the project site.

- Ability to meet schedules.
- Cost estimating skills related to similar projects, including historical accuracy of firm with conceptual cost estimates through design and construction.

### **SELECTION SCHEDULE**

April 15th, 2026,	Advertise RFQ
April 29th, 2026,	Qualifications due
April 29th- May 1st, 2026,	Selection committee evaluation (& shortlist if necessary)
May 4 & 5 <sup>th</sup> , 2026	Shortlist Interviews (only if necessary)
May 5 <sup>th</sup> -8 <sup>th</sup>	Final selection & contract negotiations
May 15 <sup>th</sup>	Anticipated Notice to Proceed
June 24 <sup>th</sup>	Target Date for draft pre-design
June 30 <sup>th</sup>	Final Pre-design is due.