CENTRAL WASHINGTON UNIVERSITY
REQUEST FOR QUALIFICATIONS
NOTICE TO ARCHITECTURAL FIRMS
CWU Contract No: 14880-03

Submittals Due: 3:00 pm, Thursday, September 2, 2021

Architectural Consultant Services are required for the North Academic Complex on the Central Washington University (CWU) campus in Ellensburg, Washington.

Scope of Work:

The CWU Capital Planning & Projects division requests statements of qualifications from architectural firms for design and construction administration consulting services for the new North Academic Complex. The design/bid/build (DBB) delivery method is being used for this project. The state legislature has appropriated funding for design of the new academic facility and the demolition of two existing academic buildings in the 2021-23 biennium. Funding is anticipated for the construction phase in future biennia. Only the prime architectural consultant firm will be selected at this time. CWU will work with the selected firm to determine the sub-consultants prior to awarding the prime consultant contract.

Project Description:

The project resolves two problems. First, it removes two old academic facilities in poor condition. Farrell Hall and the Language and Literature (L&L) Building were built in 1973 and 1971, respectively. Demolition of these failing facilities will reduce CWU’s deferred maintenance log and allow for the investment of minor works resources into more lasting and productive projects. A second issue the project addresses is the fragmentation of the Humanities and Social Sciences programs.

Project Goals:

- Build upon the Humanities & Social Sciences Complex Predesign Study, July 2020, to fine tune the spatial program and facility’s needs. For the design phase the project siting will be based on the Preferred Alternative in the Predesign Study.
- Ensure academic neighborhood coherence & coordination by analyzing larger opportunities for future development, modification and overall campus alignment
- Bring creativity and innovation to the design process by exploring alternatives and efficiencies in academic facility design and operations to deliver a world class facility for the new North Campus Academic Facility.
- Creating the symbolic gateway for the rest of student’s collegiate career as one of the primary freshman occupied facilities
- Ensuring the new complex serves as a welcoming and inclusive physical space that partially serves as a hub for academic and community gathering & conversation.
- Proactively coordinate multiple and simultaneous project activities with students and staff throughout the delivery process to maintain university operations with manageable impacts.
- Assist CWU stakeholders with sharing project information throughout the project.
- Design the project to be flexible and support integrated multidisciplinary programming.
- The project needs to incorporate highly energy efficient design, innovative sustainable construction, efficient long term operations, and incorporation into the campus utilities master plan.
• Work closely with Authorities Having Jurisdiction to define permitting requirements
• Leverage the design/bid/build delivery method to deliver a world-class project within established scope, schedule, and budget parameters.

**Selection Criteria Phase 1:**
Firms will be considered for interviews based upon the following weighted criteria, as well as submittal requirements, as indicated, for a total of 100%:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
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<tbody>
<tr>
<td><strong>Qualifications of Key Personnel</strong></td>
<td>20%</td>
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<tr>
<td>Identify specific individuals for key positions and show interrelationships and reporting hierarchy for your proposed team. Describe how each individual’s professional experiences are relevant and bring value to the project. Provide proposed percentage of time that the Owner intends to assign each individual to the Project.</td>
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<tr>
<td><strong>Relevant Experience</strong></td>
<td>30%</td>
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<tr>
<td>Discuss projects your firm has undertaken of similar scope, size and complexity within the past five to eight years. Describe experience with D/B/B. Describe attributes of past projects that have met goals similar to the Owner’s goals for this project. Identify delivery methods for each project. Provide original project budget and actual completed costs along with current contact information for reference checking. Describe designing higher education academic facilities, specifically phasing and/or coordinating construction on an occupied campus.</td>
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<tr>
<td><strong>Life Cycle Cost Analysis Experience</strong></td>
<td>20%</td>
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<tr>
<td>Describe the Proposer’s experience with utilizing the Office of Financial Management’s (OFM) ‘Life Cycle Cost Tool’ (or similar process) for project analysis and decision making during the predesign effort and as design progresses. More information on OFM LCC Model can be located at <a href="http://www.OFM.wa.gov/facilities">www.OFM.wa.gov/facilities</a>.</td>
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<tr>
<td><strong>Sustainable Design Experience</strong></td>
<td>20%</td>
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<tr>
<td>This project will achieve LEED gold certification. Explain your team philosophy and approach to sustainable design. Identify examples of strategies you will use to direct the project to achieve LEED Gold certification.</td>
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<tr>
<td><strong>Past Performance</strong></td>
<td>10%</td>
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<tr>
<td>Describe the approach the proposer might utilize to achieve and maintain project scope, schedule and budget. Describe and provide examples of how the proposer successfully developed similar project scope while staying within the proposed budget. Discuss tools and methods for scheduling projects for both design and construction. Show how the interrelationship of successful management of scope, schedule, and budget creates successful projects.</td>
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Selection Criteria Phase 2:

Phase 2 consists of oral presentations (approx. 20 minutes), interviews (approx. 30 minutes), and Diverse Business Inclusion Plans of short-listed firms.

<table>
<thead>
<tr>
<th>Organization:</th>
<th>(15%)</th>
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<tbody>
<tr>
<td>Management Plan</td>
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<tr>
<td>Team Member Qualifications</td>
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<td>Capacity/Production Capabilities</td>
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<tr>
<td>Project Management:</td>
<td>(20%)</td>
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<tr>
<td>Scope management</td>
<td></td>
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<td>Budgeting and Cost Control</td>
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<tr>
<td>Project Scheduling</td>
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<tr>
<td>Project Approach:</td>
<td>(20%)</td>
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<tr>
<td>Understanding of this project</td>
<td></td>
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<tr>
<td>Challenges &amp; Opportunities</td>
<td></td>
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<tr>
<td>Experience:</td>
<td>(10%)</td>
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<tr>
<td>Relevant Past Projects (firm)</td>
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<tr>
<td>Relevant Past Projects (key team members)</td>
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<tr>
<td>Life Cycle Cost Analysis Experience</td>
<td>(15%)</td>
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<tr>
<td>Sustainable Design Experience</td>
<td>(15%)</td>
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<tr>
<td>Diverse Business Inclusion Plan (written submittal)</td>
<td>(5%)</td>
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</tbody>
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Diverse Business Inclusion:

Phase 2 Submittal Requirements (Mandatory Requirement, Not Scored):
All shortlisted firms will be required to submit a Diverse Business Inclusion Plan. The Inclusion Plan should demonstrate specific strategies, approaches, and steps your firm will use to help meet or exceed the state’s aspirational diverse business participation goals. Refer to CWU Diverse Business Inclusion Plan Criteria, which can be found at: [https://www.cwu.edu/facility/RFQ-documents](https://www.cwu.edu/facility/RFQ-documents)

Aspirational Goals:

The Governor’s Office’s aspirational goals for diverse business inclusion are:
- **10%** Minority Owned Business certified by the Washington State Office of Minority and Women Business Enterprises
- **6%** Women Owned Business certified by the Washington State Office of Minority and Women Business Enterprises
- **5%** Veteran Owned Business certified by the Washington State Department of Veterans Affairs
- **5%** Washington Small Businesses self-identified in the Washington Electronic Business Solution

Evaluation and Scoring:

In evaluating each of the criteria, the Selection Panel will identify significant and minor strengths and weaknesses from the submissions. The Selection Panel will then use the following guidelines to evaluate the submissions for each Selection Criterion, based on the weighting assigned in the RFQ. After initial scoring, the selection team will come to a consensus ranking of the Firms.
1. **Definition of “strength” and “weakness”:**
   a. The term “strength” ultimately represents a benefit to the Project and is expected to increase the Firm’s ability to meet or exceed the Project Goals. A minor strength has a slight positive influence and a significant strength has a considerable positive influence on the Firm’s ability to exceed the Project Goals.
   b. The term “weakness” detracts from the Firm’s ability to meet the Project Goals and may result in inefficient or ineffective performance. A minor weakness has a slight negative influence and a significant weakness has a considerable negative influence on the Firm’s ability to exceed the Project Goals.

2. **Scoring:**
   a. **Excellent** (81-100 percent of points available): The Evaluative Criteria demonstrates an approach that is considered to exceed the Project Goals and the RFQ requirements and provide a consistently outstanding level of quality. *To be considered Excellent, it must be determined to have significant strengths and/or a number of minor strengths and few or no appreciable weaknesses.*
   
   b. **Good** (61-80 percent of available points): The Evaluative Criteria demonstrates an approach that is considered to meet the RFQ in a beneficial way (providing advantages, benefits, or added value to the Project) and offers quality. *To be considered Good, it must be determined to have strengths and few, if any, significant weaknesses. Minor weaknesses are offset by strengths.*
   
   c. **Fair** (41-60 percent of available points): The Evaluative Criteria demonstrates an approach that contains minor and/or significant weaknesses and limited appreciable strengths.
   
   d. **Deficient** (0-40 percent of available points): The Evaluative Criteria demonstrates an approach that contains significant weaknesses and no appreciable strengths.
   
   e. **Non-Responsive**: Does not meet the Minimum Qualifications required for evaluation. In addition, the Owner, at its sole discretion, may reject any Evaluative Criteria deemed non-responsive to any of the requirements.

**Submittal Requirements:**

Due to COVID-19 proclamations by the Governor, Statements of Qualifications will only be accepted electronically until 3:00 p.m., Thursday, September 2, 2021. Only PDF statements will be accepted. Each submittal should include:

- Cover Page with the project number and title
- Executive Summary
- Federal Form SF330 (Part II only)
- Any other pertinent data to address the selection criteria and assist the Selection Panel in evaluating your qualifications, including your Diverse Business Inclusion Plan.
- No more than twenty (20) total pages of content at 8 \( \frac{1}{2} \) x 11 size sheets
  - Note, 11”x 17” pages can be included, but count as two sheets
Covers, dividers, SF330, and tab sheets are not included in page count total

Content shall be presented no smaller than a 10-point font size

It is suggested you minimize the amount of photographic content in order to reduce file size

Maximum file size for email attachments is 25 Mb

To qualify for review, email submittals to Delano Palmer, Director Capital Planning & Projects, Delano.Palmer@cwu.edu

All email submittals must be received no later than 3:00 p.m., Thursday, September 2, 2021.

Refer to the CWU Facilities Management Department website for amendments to the published notice and/or RFQ Document referenced at (https://www.cwu.edu/facility/rfq-documents)

It is the responsibility of the Proposer to track and obtain the amendments.

For selection process and project related questions please contact Delano Palmer, Director Capital Planning & Projects, 509.963.2906, or Delano.Palmer@cwu.edu

**Next Steps:**

Following the Phase 1 evaluation of these submittals, the consultant Selection Panel will notify the top ranked short-listed firms deemed to be the most highly qualified for the required service. The ranking is based on the Selection Panel’s consensus evaluation.

The Phase 2 interview criteria will be provided to the short-listed firms. The top-ranking Phase 2 firm will be selected.

Phase 2 Interviews will likely be scheduled in September 2021 at date, time, and location to be determined on the CWU campus in Ellensburg, Washington.

Firms will be notified of the selection results within one week of the Phase 2 Interviews.

**Other RFQ Information:**

The following RFQ referenced documents are at (https://www.cwu.edu/facility/rfq-documents)

- Predesign Study for the North Academic Complex, July 2020, which was formerly named the Humanities & Social Sciences Complex.
- Diverse Business Inclusion Plan Criteria

A/E Consultant Services Agreement will be the CWU standard Architect and Engineer (A/E) Consultant Services Agreement and fees will be negotiated when applicable, on a current Architectural/Engineering Fee Schedule for Washington State Public Works Building Projects.

All submittals become the property of the State and are subject to public disclosure.