



**REQUEST FOR QUALIFICATIONS
for
Planning Services for the
Voiland College of Engineering and Architecture**

February 13, 2018

For

Washington State University

By

Facilities Services, Capital

Statement of Qualifications Deadline: February 26, 2018, 3:00 pm

Introduction

Washington State University (WSU), Facilities Services is advertising to retain consultant services to support our new dean of the Voiland College of Engineering and Architecture (VCEA) in the development of various planning tools (academic plans, master planning, development and implementation strategies, etc.) as she embarks on documenting the vision of the future growth of the college.

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

Kelly Keane, PE, LEED AP
Department of Facilities Services, Capital
contracts@wsu.edu
Phone 509-335-8153

During preparation of the qualifications submittal, all communications with WSU regarding the submittal request shall be made with Kelly Keane, Facilities Project Manager, 509-335-8153, kelly.keane@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 email and shall be received no later than five calendar days prior to the submittal deadline to be included in an addendum.

A. Selection Schedule

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|---------------------------------------|-----------------------------------|
| 1. Submittal deadline | February 26, 2018, 3:00PM |
| 2. Evaluate qualifications submittals | No Later Than (NLT) March 2, 2018 |
| 3. Notify finalists | NLT March 2, 2018 |
| 4. Interview finalists | March 15, 2018 (In Pullman) |
| 5. Final Selection Notification | NLT March 23, 2018 |
| 6. Notice to Proceed | NLT April 6, 2018 |

B. Background

The services envisioned in the course of this project involve supporting VCEA in the process of developing and implementing a master plan for the future growth of this important college under its new dean. Our dean comes with an emerging vision in her mind, quite a bit of existing data to support the development of an academic plan, and a vision for future development of the VCEA operation that diverges from existing campus planning efforts. WSU envisions that the relationship with our selected consultant will occur over time as both the College and University are able to define and leverage deliverables as part of our overall processes.

C. Scope of Services

For all envisioned deliverables, the process to get there is similar, and is arguably more important than the end deliverable. The quality of the deliverables will be dependent on the effectiveness of process. For each item we imagine needing, the selected consultant will review existing materials or conditions, and then facilitate updates, revisions, or the creation of new materials jointly with our dean and her important stakeholders. Discrete deliverables might include:

- Academic planning
- Facility utilization data interpretation, compared to state and industry benchmarks
- Test fits for future college operations against existing facilities, including high-level infrastructure gap analysis
- A traditional master plan for the college, that integrates with the broader WSU community. ← Challenge!
- Project identification and implementation strategies
- Collateral development for use in fundraising campaigns

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 twenty (20) 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.

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. Please ensure the firm experience and proposed personnel experience relate.

5. References:

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

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	10 points
Basic Information	10 points
Firm Experience	40 points
Proposed Personnel	40 points
References	Pass/Fail
Acceptance of University Agreement	No Score
SOQ Total Possible Score	<u>100 points</u>
Interview (if required)	<u>50 points</u>
Maximum Possible Score	<u>150 points</u>

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 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 <http://facilitieservices.wsu.edu/consultants.aspx>. 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 another firm on the master agreement. 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. While neither required nor a part of applicant responsiveness, the use or solicitation of minority and women's business enterprise firms is expressly encouraged.

J. Schedule

The schedule noted herein is tentative.

WSU envisions issuing additional services periodically over 24-36 months. The dean has immediate needs, and also recognizes that the work before her involves organizational change. We will work with the selected consultant to define mutually beneficial delivery dates, always pivoting around availability of faculty (who may or may not be available year round).

K. 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