

## GUIDANCE DOCUMENT FOR SUBMITTING YOUR A3 SOQ

**INTRODUCTION:** This guide is a supplemental document to the Request for Qualifications (RFQ) and provides general information and instructions on how to prepare and submit your A3 SOQ.

In accordance with RCW 39.10.300, et seq., the University of Washington (University or UW) will utilize a progressive design-build approach for the procurement and delivery of the project, meaning that the Design-Builder will be selected primarily on the basis of qualifications. This approach does not require design or a complete project price proposal during the selection process. The selected Design-Builder will work collaboratively with the UW in the complete development and delivery of the project. No consultants or trade contractors should be included in the proposal unless specifically noted; these team members will be selected in consultation with the University after the contract is awarded.

**RFQ DOCUMENTS:** All documents associated with the RFQ, including the Safety Questionnaire and the form of Contract specified in the RFQ can be obtained from the PDG website <https://facilities.uw.edu/projects/business-opportunities/contracts-forms>.

### BUILDING INFORMATION MODELING

To the extent that it will serve the project, it is the Owner's intent to use Building Information Modeling (BIM) to reduce errors within design documents as well as conflicts between trades. The Owner will work with the Design-Builder during the preliminary agreement phase to determine the extent of BIM modeling required and establish a BIM execution plan. Any developed BIM model(s) will be updated at the end of construction to reflect the actual, "as-built" conditions.

### PROJECT GOVERNANCE

The UW intends to be an active and collaborative participant providing clear leadership and direction. The University's project governance structure is intended to ensure sound decisions are made in a timely fashion throughout the course of the project. Attachment 1 of the RFQ contains a complete description and organizational chart. Governance structure includes:

- **Project Executive Committee (PEC)**

The PEC is a small, high-level committee representing broad University perspectives as well as Project-specific views. All major Project decisions related to reductions in scope, increases to the maximum contract amount, or increases in the contract time will be presented to the PEC.

- **Senior Management Team (SMT)**

The SMT is comprised of senior leaders from the UW, Contractor, and Architect. All major Project decisions, recommendations, and trade-offs within the established parameters of the Project (site, budget, schedule, financing) will be made by the SMT. The SMT will also resolve contract issues, as well as personnel or team performance issues.

- **Project Management Team (PMT)**

The day to day work of design and construction is planned and driven by this core group of project managers from the UW, Contractor, and Architect. This includes managing the work of the Project Working Teams and ensuring the Senior Management Team is informed and able to make key decisions.

- **Project Working Teams (PWT)**

These integrated teams of consultants, trade partners, and University staff collaborate on a variety of scopes of work to maximize efficiency, value, and design outcomes.

**INCENTIVE PAYMENTS:** Should the University intend to provide incentive payments to the Design-Builder for early completion, cost savings, or other goals these will be identified in the RFP.

**SELECTION PROCESS AND EVALUATION COMMITTEE:** Firms submitting a SOQ will be evaluated based on the criteria described in the RFQ by the evaluation committee whose members include the UW Facilities' Project Delivery Group (PDG), campus stakeholders and the client. A minimum of three but no more than four Finalists (the Finalists) will be short-listed. The Finalists will proceed to the second step of the selection process and receive a Request for Proposals (RFP)

The steps involved in selecting the Design-Builder for this project are set forth in greater detail below:

A. Request for Qualifications

The evaluation will be based on weighted criteria identified in the RFQ. Points from the SOQ evaluation will be considered only for the purpose of determining which firms will be named as Finalists and will not carry forward beyond the RFQ stage.

B. Request for Proposals (RFP)

Each Finalist will be invited to respond to the RFP. The submitted proposals will be evaluated based on weighted criteria, summarized in the RFQ and more fully described in the RFP.

C. Contract Award Determination

The Finalist with the highest-ranking proposal will be selected to enter into contract negotiations with the University. If the University and the highest ranked Finalist cannot agree on terms, the University may enter into negotiations with the next highest ranked Finalist.

D. General Information

1. Content of RFP: The RFP will include additional project information including, but not limited to: the relevant Division 01 Sections.
2. Basis of Design-Build Award: The form of contract between the University and the Design-Builder to design and construction the project shall be awarded based on the procedure outlined in RCW 39.10.330 (5) and the criteria identified in the RFP. Each Finalist submitting a proposal in response to the RFP must be in compliance with RCW 39.04.350 and Chapter 18.27 RCW at the time of submittal.
3. Honorarium and Rights: The selection process is based on qualifications supplemented with descriptions of the approaches that will be taken on various aspects of project delivery, demonstrating this project can be completed within the allowable budget and participation in an interview or office tour and meeting, and submittal of a Price Factor. Based on the required level of effort to prepare for the interview/office tour and meeting, an honorarium in the amount specified in the RFP will be paid to each unsuccessful Finalist.

4. Rejection of Proposals: The University reserves the right to reject any and all proposals at any time for any reason. In the event the University does so, it shall provide its reasons for rejection in accordance with RCW 39.10.330(2).
5. Appropriate Contact During Solicitation Process: Proposers are cautioned that only the contact person listed in the RFQ shall be contacted regarding this project. Any contact by Proposers with any other individual(s), including, but not limited to individuals from any of the organizations represented on the evaluation committee, could result in the Proposer's elimination from this selection process.
6. References: The University requires two Design-Builder project manager references. The references shall be submitted in the form of a reference letter to be included in the SOQ appendix, and one reference must be for at least one of the project examples cited, and must include a current phone number and email address. In the event that information obtained from the reference checks reveals concerns about the project manager's past performance or ability to successfully perform the work to be executed the University may, at its sole discretion, determine that the firm or individual is not qualified to perform the work and deem the proposer not eligible for further consideration. The University also reserves the right to check references from projects and/or organizations not identified by the firm. Reference information will be shared with the evaluation committee and will be considered in the scoring.

**CONTRACTING PROCESS:**

The UW will utilize either an integrated or progressive form of contract, and the proposed contract will be identified in the RFQ.

**Integrated:** a single design-build contract between the University and the Design-Builder which will be amended at various stages to develop the base program, complete design and conduct preconstruction activities, and construct the project. The contract will provide for incentive payments to the design-build team. The Design-Builder will be compensated for chargeable costs (as defined in the contract documents) and, subject to success, the design-build team will be paid a percentage of the Incentive Compensation Layer, which includes the fee as proposed by the Design-Builder and as defined in the contract. The contract will incorporate the best practices of integrated project delivery, including incentives and shared risk and reward.

**Progressive:** a preliminary agreement between the University and the Design-Builder for the establishment of final project criteria and development of design to a mutually agreed upon point at which time the Design-Builder will provide a cost proposal for the completion of the project; and a second lump sum or guaranteed maximum price contract to complete design and construct the project. The form of compensation for work under the preliminary agreement will be by "time-and-materials" based on a work plan to be negotiated between Design-Builders and UW. If, at any time during the term of the preliminary agreement, the University and Design-Builder are unable to agree on a price to complete the project, the University, at its sole discretion, may terminate the agreement and not proceed to execute the follow-on contract with the Design-Builder.

**FORM OF SUBMITTAL AND DEADLINE:**

The SOQ containing responses to the RFQ requirements shall be submitted electronically in PDF format via Workday Strategic Sourcing. The SOQ shall be received no later than the submittal deadline stated in

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the RFQ, or as modified by any subsequent addenda. Design-Builder is responsible for ensuring receipt of the SOQ by the deadline stated above. Submittals received after the deadline will not be considered.

The content and the length of the SOQ is limited as follows:

- A one-page cover letter that contains contact information for the firm;
- The SOQ submitted in A3 format, which shall not exceed one (1) double-sided 11x17 sheet when the UW is selecting a builder only with the RFQ; or three (3) single-sided 11x17 sheets when the UW is selecting a builder and a designer with the RFQ, and a font size no less than 9 point shall be used;
- Table of Contents, tabs or other section dividers are allowed but must not contain significant content;
- A SOQ Appendix, which can be any paper size and does not have a page limit, containing only the following:
  - The bonding letter;
  - The insurance letter;
  - The Safety and Health Qualification Statement;
  - The resumes submitted in response to the Proposed Team. Each resume is limited to one-page per person (i.e. two resumes per sheet, one on the front and one on the back);
  - Two Design-Builder project manager reference letters.

**ADDENDA:** Any addenda issued for this RFQ will be published [in](#) Workday Strategic Sourcing. Contractors are responsible for checking the Workday Strategic Sourcing solicitation event for any addenda prior to submission of qualifications.

**BUSINESS EQUITY ENTERPRISES:** The University is committed to affording the maximum practicable opportunities for Business Equity Enterprises of all types at all tiers. The University has an organizational Inclusion Goal of 20%, inclusive of 15% minority and women owned business, on all forms of procurement. This organizational goal does not necessarily represent goals on each project. Project specific inclusion goals should reflect an inclusive culture that truly represents opportunities, goes beyond standard efforts, and is authentic practice in any aspect of the project.

For firms proposing, or submitting responses, please indicate if you, or any of your subcontractors, suppliers, vendors, etc. identify as a small businesses, minority-owned businesses, women-owned businesses, and other historically marginalized businesses, herein referred to as Business Equity Enterprises (BEE). BEE include any entity licensed, regardless of size or certification, to do business in the State of Washington, including a corporation, partnership, sole proprietorship, or other legal entity that meets any of the following:

**Certified Business Enterprise (CBE):** Any business enterprise certified with the Washington State Office of Minority and Women's Business Enterprises, Great Seattle Business Association, Northwest Minority Supplier Development Council, or the Women's Business Enterprise Council.

**Lesbian/Gay/Bisexual/Transgender Business Enterprise (LGBTE):** More than 50% owned and controlled by at least one person who is a member of the LGBT community.

**Minority Business Enterprise (MBE):** More than 50% owned and controlled by at least one person who is a member of one or more of the following minority groups:

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- Asian Pacific American
- Black American
- Hispanic American
- Native American
- Subcontinent Asian American

Minority Women's Business Enterprise (MWBE): More than 50% owned and controlled by at least one woman who is a member of one or more of the above minority groups.

Small Business Enterprise (SBE): A business entity that:  
Can attest that it is owned and operated independently from all other businesses and;  
Conforms to the U.S. Small Business Administration Size Standards of the North American Industry Classification System (NAICS) Codes in which it is to be engaged at the UW; or is certified with the OMWBE

Veteran's Business Enterprise (VBE): Certified with the Washington State Department of Veteran's Affairs (DVA), or a certified Disabled Veteran Business Enterprise.

Women's Business Enterprise (WBE): More than 50% owned and controlled by one or more women.

Prior to the execution of the contract, the Design-Builder will finalize the Inclusion Plan and submit it to the Owner for review and final approval.

**APPRENTICESHIP UTILIZATION REQUIREMENTS:** Mandatory apprentice utilization of at least fifteen percent (15%) of the total labor hours worked on the Contract is required. The Owner will indicate in the RFP the monetary incentive and monetary penalty for not meeting the goals. Apprentices must be registered as apprentices with the State Apprenticeship and Training Council. Design-Builder shall comply with the requirements of the Contract Documents related to apprenticeship. Proposers may contact the Department of Labor & Industries, Apprenticeship Program at 360-902-5320 to obtain information on apprenticeship programs.

### **PROTEST PROCEDURE:**

In order to be considered, protests of the selection decisions must be received by the University no later than four (4) business days from the date of email notification to the proposers/Finalists of the selection decision as set forth in RCW 39.10.330(3) and (6). Protests must be in writing, and addressed to:

University of Washington  
Facilities Operations  
Attention: Steve Tatge  
University Facilities Building  
Box 352205  
Seattle, WA 98195-2205

Protests shall include the name, email address, and phone number of the protestor's authorized representative, the specific grounds for the protest, all supporting documentation, and the specific relief requested.

Upon receipt of a timely written protest, the Owner shall review the protest, consider all available facts, and issue via email a final protest decision. The University may not advance to the next phase of selection and may not execute a contract with the selected firm until two (2) business days after the final protest decision is transmitted to the protestor.

**COMMUNICATIONS: Do not submit questions through Workday Strategic Sourcing.** All communications regarding the RFQ, addenda, or this guidance document should be addressed to the contact listed in the RFQ.