

**Request for Proposal
Planning and Landscape Architecture Services**

**West Campus Green, South Campus Green & Continuous Waterfront Trail
Project Number: 207341**

Submittal Deadline: March 5, 2020 at 3:00 p.m.

The University of Washington is soliciting Proposals from experienced Planning & Landscape Architecture firms to provide design services for development of the Design and Implementation Plans for the West Campus Green and Continuous Waterfront Trail. This project will be managed by University of Washington Facilities, Project Delivery Group (formerly known as Capital Planning and Development).

1. BACKGROUND

UW's 2019 Seattle Campus Master Plan (CMP) represents the City's acceptance of the UW's physical development vision, a vision based on providing appropriate public realm qualities and specific open space features in combination with increased development capacity and building height.

To ensure the campus' significant open space features are designed in a manner that reinforces physical relationships, and are implemented as development occurs throughout the west and south campus, "Design and Implementation Plans" (DIPs) are required. The DIPs as part of the CMP, need to accompany City of Seattle permit submittals for development that occurs on specified parcels adjacent to significant open space features. These significant open spaces include the West Campus Green (WCG) and South Campus Green (SCG). With the DIPs, a Concept Plan for the Continuous Waterfront Trail will also be required for developing certain parcels in West, South, and East Campus.

The CMP requires construction of the significant open space features and waterfront trail improvements simultaneously with the completion of specified net square footage quantities in the campus area (West, South, and East) or the campus as a whole. The DIPs are documents that describe the UW's intended path to realizing key open space commitments outlined in the CMP, in concert with the Vision, Project Review, Design Guidelines, and Development Standards as part of the CMP.

2. SCOPE OF SERVICES

The services under the resultant Agreement will include the development of the Design and Implementation Plans (DIPs) for the West Campus Green (WCG), South Campus Green (SCG) and a Concept Plan for the Continuous Waterfront Trail (CWT). The work as part of this scope will result in a final deliverable of two separate PowerPoint slide decks with plans, images, and narratives to include, at a minimum, the following:

1. Project Goals and Design Principles
2. Landscape Character and Conditions Assessment

3. Infrastructure Requirements and Regulatory Requirements/Opportunities
4. Cost Benchmarking
5. Design Options and Alternatives for Specific Conditions
6. Phasing Opportunities & Challenges

The selected firm will work under the direction of PDG in an iterative process to jointly develop plans for review by UW and City of Seattle stakeholders.

3. SUBMITTAL REQUIREMENTS AND EVALUATION CRITERIA

The RFP must include, and will be evaluated, based on the following criteria. Each firm's RFP is limited to **10 page sides**, printed double-sided, and must include a Table of Contents (TOC) and be organized by discrete sections corresponding to the criteria and in the same order as listed below.

The TOC, cover letter, section tabs/dividers, and resumes, and licensing information are not included in the page side limit. The font used for the RFP, and any attachments must be no smaller than 10pt for text and 8pt for captions.

3.1 Cover Letter: (Not to exceed 2 page sides) A cover letter, on company letterhead, explaining your firm's interest in this project, addressing, at a minimum, the following:

- A. A high-level summary of your firm's relevant qualifications, including a summary of relevant expertise, experience, and practice. Briefly outline why your firm is the best for this work.
- B. Acknowledge that you accept the University's standard terms and the form of the contract, as well have reviewed any addenda issued to the RFP, as posted on the University's website - <https://facilities.uw.edu/projects/business-opportunities/solicitations>.
- C. Concisely outline your firm's availability, the size and organization of your firm and discuss your capability to successfully manage and complete a project of this size and scope, relative to your other workload.
- D. Identify the point of contact for this proposal and the project. Provide the name and contact information of the individual in your firm that the University should contact regarding questions about your RFP and scheduling a potential interview. The contact information should include the following: name of individual, title (Mr., Ms., etc.), telephone number, and e-mail address.

3.2 Relevant Experience of the Firm: Please describe your firm's specific expertise and experience with large-scale urban parks, shoreline development, interpretive signage integration, infrastructure planning, implementation planning, and cost benchmarking. Provide 3 project examples that speak to these capabilities.

3.3 Staff Experience and Availability:

- A. Propose a staffing plan that includes the necessary staff/team make-up to efficiently address the Scope of Services. Provide an organizational chart with roles, responsibilities, and

estimate of the percentage of time you see each providing for this Work and availability.

- B. Please provide copies of the appropriate current professional licensing information. Staff proposed to work on this project must have a current, active with no violations, a landscape architecture license issued by the State of Washington. Additionally, any civil engineer that may be used will also be required to have a current, active with no violations, a professional engineering license.
- C. Discuss relevant qualifications and expertise of the proposed staff. Describe work done on projects delivered in a similar collaborative environment. Include a copy of the resume for each staff member and include a paragraph on each resume showing specific experience relevant to this project and a paragraph explaining why the individual is proposed for this project.

3.4 Collaboration: Describe how your firm will collaborate with the University, and its various campus partners & consultants as well as the City of Seattle, during the development of the DIPs and Concept Plans. Outline your teams approach to identifying project milestones, both schedule and design. Provide specific recent examples of projects where the design duration was established, what tools your firm used to monitor progress against that schedule, and how issues were identified and managed.

3.5 Project Approach: Describe your firm's design approach and process for evaluating a range of potential strategies for the West Campus Green, South Campus Green & the Continuous Waterfront Trail. Identify your firm's relevant experience in utilizing a collaborative design approach, benchmarking, and other practices used to establish and meet design goals.

3.6 Permitting and Other Regulatory Knowledge: Discuss your knowledge of and experience with the approval and permit processes of the City of Seattle, the Army Corps of Engineers, state government agencies, other applicable regulatory agencies, as well as with the administrative review processes and requirements relevant to the future implementation of these plans.

3.7 Business Equity Inclusion:

- A. Past Performance of Inclusion.
Using the projects referenced in Section 3.2 above, describe any sub-consultant business equity inclusion achieved, and/or partnership, with diverse businesses. Indicate the sub-disciplines involved and how you worked as a team to create any opportunities for Business Equity Enterprises. For purposes of this response, sub- sub-consultants can also include suppliers, vendors, or similar that provided product, materials in support of your work. If no BEE inclusion was achieved please state.

Please see the Business Equity definitions near the end of this RFP for the definitions of BEE and note that the UW recognizes all forms and categories of diverse businesses, certified by the State or not, large and small.

3.8 References: Provide, three (3) project owner references for work completed by the firm. References should be selected from projects prominent in your RFP. Cited references should include project name, reference name, title, project role, and current contact telephone number and email address. Refer to the Selection Process section of this RFP for information about how reference checks will be used in the evaluation process.

Acceptance of University’s Standard Agreements: The University intends to utilize its standard Agreement for Professional Services (OA4) for this work. This Agreement is available for review on the Project Delivery Group website at: <https://facilities.uw.edu/projects/business-opportunities/contracts-forms>.

Each firm must affirm in their cover letter that the terms and conditions of these agreements are acceptable. If the firm takes exception to any of the proposed language in the agreements, you may reserve your right to negotiate during the award and execution phase by stating such in the cover letter. Any exceptions rights taken are not part of the evaluation process. The University makes no commitment that it will modify any of the terms of these standard agreements based on the firm’s exceptions. Firms should not comment on the terms of Attachment A to the Agreements that include compensation provisions.

4. EVALUATION CRITERIA WEIGHTING

The RFP will be evaluated based on the following points for each evaluation criterion:

	RFP Evaluation Criteria	Weighting (Maximum Points)
3.1	Cover Letter	No Points
3.2	Relevant Experience of the Firm	5
3.3	Staff Experience and Availability	15
3.4	Collaboration	30
3.5	Project Approach	35
3.6	Permitting and Other Regulatory Knowledge	10
3.7	Business Equity	5
3.8	References	No points
	Total Points:	100

4.1 SUBMITTAL REQUIREMENTS

One (1) unbound original and one (1) USB thumb/flash drive(s) in PDF format of the RFP containing the above-listed information must be received at the University Facilities Building no later than the submittal deadline stated on the first page of this RFP, or as modified by any subsequent addenda.

Submittals sent by mail or courier shall be sent to the address below (use box number for U.S. Postal Service (USPS) delivery only). Faxed or e-mailed submittals will not be accepted. Firms are responsible for ensuring receipt of the RFP at the University Facilities Building by the deadline stated above, and should take into account internal UW delivery times once USPS delivers a submittal to the box number indicated, and other delays that may occur when using a delivery service. Submittals received after the deadline will not be considered.

University of Washington
Project Delivery Group
Attention: Shane Ruegamer
University Facilities Building
Box 352205
Seattle, WA 98195-2205

Any addenda issued for this RFP will be published at the following website address: <https://cpd.uw.edu/project-delivery/current-solicitations/consultants>. Firms 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 at the end of this RFP.

4.2 SELECTION PROCESS

The RFPs will be reviewed by an evaluation committee and the highest ranked firms may be invited to an interview. This committee will be composed of the PDG project manager, University Landscape Architect, University Environmental and Land Use Planner, as well as other university stakeholders. The committee’s composition will be reviewed and approved by the PDG Director. The committee will use each firm’s RFP scores solely to determine a shortlist of the highest scoring firms. The scores from this evaluation will not carry through to the interview evaluation. Each shortlisted firm will be invited by letter to an interview.

In addition to presenting their qualifications, experience, and approach to the project, the firms will be expected to respond to questions from the evaluation committee regarding any elements of their presentation. The firms will be evaluated in the interview based on the following points for each interview evaluation criterion listed below:

	Interview Evaluation Criteria	Weighting (Maximum Points)
1	<u>Project Approach</u> : The firm’s understanding of, and approach to, the requirements of the project.	25
2	<u>Relevant Experience</u> : Experience and knowledge relevant to the project.	25
3	<u>Team Dynamic</u> : Interpersonal communication between team members and the committee.	15
4	<u>Inclusion Plan for Business Equity Enterprises (BEE)</u>	5

5	<u>Presentation and Questions:</u> Clarity of expression and thoroughness in the firm’s presentation, and in providing insightful answers to questions asked by the committee. Quality of questions asked by the firm.	30
	<u>Total Points</u>	100

A. BEE Inclusion Plan Format and Expectations
a. Inclusion Plan.

1. Propose a practicable BEE inclusion goal for this Work.
2. *Discuss your* approach to BEE Utilization for this Work. Be specific on which opportunity scopes their might be to include BEEs for this work **relative to the percentage** of the scope of services. (Note: your opportunities should outline the percentage goal stated.)

List possible partners, sub-consultants, or inclusion opportunities that may be feasible with this Work. If you have collaborated or included BEEs in the past, please be specific on how you may leverage those past experiences on this Work

The committee will select the shortlisted firm with the highest interview score as the most qualified firm to enter into negotiations with the University. If the University and the most highly qualified firm cannot agree on terms that are fair and reasonable, the University may enter into negotiations with the next most highly qualified firm.

Only the Planning and Landscape Architect firm will be selected at this time. Information from sub-consultants should not be included in the RFP. The University expects to work with the selected firm to finalize the sub-consultant team prior to consultant contract award.

The University reserves the right to conduct reference checks for the highest scoring firm(s) either after qualifications have been evaluated, and/or after interviews have been held. In the event that information obtained from the reference checks reveals concerns about the firm’s past performance or their ability to successfully perform the work of the agreement(s) to be executed based on this RFP, the University may, at its sole discretion, determine that the firm is not qualified to move forward in the selection process and/or to enter into negotiations with the University. In conducting reference checks, the University may include itself as a reference if the firm has performed work for the University, even if the firm did not identify the University as a reference. Likewise, the University reserves the right to check references for the firm from other owners and designers even if they were not identified by the firm as references in the RFP submitted.

Anticipated Consultant Selection Schedule

Issue Request for Proposals (RFP)	Jan 31, 2020
Project Information Meeting (Skype or in-person) (location to be provided in future Addenda)	1:00pm – 2:00pm Feb 10, 2020*

Deadline for submittal of Respondent Requests for Information (RFI)	Feb 12, 2020
RFP due at 3:00 p.m.	Mar 5, 2020
Selection and notification of Short-listed firms for interview	Mar 19, 2020
Interviews of selected firms	Mar 25-27, 2020
Announcement of highest-scoring firm	Mar 30, 2020
Negotiate Preliminary Scope and Execute Contract	Apr 10, 2020

*Project Information Meeting Conference:

<https://washington.zoom.us/j/289610196>

Meeting ID: 289 610 196

One tap mobile

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Dial by your location

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+1 646 876 9923 US (New York)

Meeting ID: 289 610 196

Find your local number: <https://washington.zoom.us/u/aKbFb0AtJ>

Join by SIP

289610196@zoomcrc.com

Meeting ID: 289 610 196

5 GENERAL INFORMATION

5.1 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).

5.2 Appropriate Contact During Solicitation Process: Proposers are cautioned that only the contact person listed at the end of this RFP 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.

5.3 Protest Procedure:

In order to be considered, protests of the selection decisions made pursuant to Section 4.2 must be received by the Owner no later than four (4) business days from the date of email notification to the proposers/Finalists, as appropriate, 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
FS Strategic Sourcing
Attention: Aleanna Kondelis
Phone: 206-221-4217
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 Project Delivery Group Director shall review the protest, consider all available facts, and issue via email a final protest decision. The Owner 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.

6 Business Equity Enterprises

The University of Washington is committed to offering the greatest practicable opportunity to diverse businesses in our community; such as 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 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 (OMWBE), Northwest Mountain Minority Supplier Diversity Council (NWMMSDC), or Women's Business Enterprise Council (WBEC)

Lesbian/Gay/Bisexual/Transgender Business Enterprise (LGBTBE): 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:

- 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)

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

Attachments: Please note the following additional information that is part of this RFP:

Attachment 1 – West Campus Green, South Campus Green & Continuous Waterfront Trail – Summary Details

Attachment 2 – Agreement for Professional Services (OA4)

Questions: All questions regarding this RFP should be addressed to Shane Ruegamer, Senior Project Manager, at (206) 616-5128, or by e-mail at ruegy@uw.edu.

Publication date(s) in the *Seattle Daily Journal of Commerce* January 31, 2020