University of Washington

Request for Qualifications
for On-Call Master Agreement

ON-CALL ARCHITECTURAL AND INTERIOR DESIGN SERVICES

Submittal Deadline: July 9, 2019 at 3:00 p.m.

The University of Washington is soliciting Statements of Qualifications (SOQ) from design firms to provide on-call professional and design services for new construction, remodeling and renovation projects for various programs, departments, and locations at the University of Washington, including, but not limited to, Harborview Medical Center and the University of Washington Medical Center as well as the UW Tacoma and UW Bothell campuses.

**Master Agreements:** The University intends to select one or more firms under an on-call Master Agreement that will have no specific scope of work or contract amount. As individual projects arise, the parties will negotiate the scope of work and fee and formalize it in a project authorization. Project authorizations under each Master Agreement must be executed prior to the expiration of the Master Agreement. Design Basic Services authorizations will be limited to those with a total project budget (including design, construction, contingency, and other costs) of less than $4 million. Over the life of each Master Agreement, the aggregated total project budgets for all authorized design basic services projects under the Master Agreement will be limited to $10 million. The initial term of the Master Agreement will be two (2) years with an option for the University, with the consultant’s concurrence, to extend the Agreement by amendment for an additional two (2) years (for a maximum of four (4) years). Hourly rates established for the Master Agreement will remain in effect for the initial two-year term of the Master Agreement. Upon request of the consultant, the hourly rates will be subject to renegotiation for the optional two-year term, and new rates, if approved, shall be authorized by an amendment to the Master Agreement.
**Scope of Services:** The services under the Master Agreement may include, but are not limited to the following: feasibility studies, cost estimates, pre-design reports, facility evaluations, programming, interior design, architectural design, and preparation of plans and specifications for public works construction projects, including services for permitting and construction administration.

The selected firm(s) may work under the direction of the UW Facilities Project Delivery Group and will work closely with the Capital Space Management, University Architect, Engineering Services, Maintenance and Construction, Environmental Health and Safety, the Office of UW Technology, and other campus entities, as appropriate.

**Submittal Requirements and Evaluation Criteria:** The SOQ must include and will be evaluated based on the following criteria. Each firm’s SOQ is limited to 20 sheets of paper, printed double-sided, and must include an index and be organized by discrete sections corresponding to the criteria and in the same order as listed below. Dividers and the index are not counted in the 20-sheet limit.

1) **Cover Letter:** A cover letter expressing interest, addressing, at a minimum, the following:

   A. A high-level summary of your firm’s relevant qualifications.
   B. Acknowledge that you have reviewed any addenda issued to the RFQ, as posted on the University’s website.
   C. Outline the size of your firm and discuss your firm’s capability to manage one or more projects of the indicated size, on an on-call basis.
   D. Discuss your firm’s historical workload.
   E. Discuss your firm’s financial and organizational stability.
   F. If the firm has multiple offices, identify the office that will manage and administer the projects, as well as the office that will develop the services requested.
   G. The name and contact information of the individual in your firm that the University should contact regarding questions about your SOQ and scheduling a potential interview. The contact information should include the following: name of individual, title, firm name, address (city, state, and zip code), telephone number, and e-mail address.
2) **Relevant Experience of the Firm:** Demonstrated expertise and experience on five projects, completed within the last five years, each with a budget less than four million dollars, and with a collective design and construction duration of approximately one to two years. In addition, the projects should demonstrate the firm’s expertise and experienced with the following project types and environments: new or remodeled facilities or structures, tenant improvements, historic renovations, higher education, hospital facilities, and laboratory science. As part of the qualifications submitted, include a completed Federal Government GSA Standard Form 330, Part II. The form is available online at: [https://www.gsa.gov/forms-library/architect-engineer-qualifications](https://www.gsa.gov/forms-library/architect-engineer-qualifications)

3) **Ability to Manage Schedule and Budget:** Experience and history of successful completion of related projects showing ability to manage schedule and budget throughout the project phases. Compare original feasibility baseline cost and schedules and final budget and schedules for the five (5) projects. Where a feasibility study was not prepared, compare the original design budget and schedule with the final budget and schedule duration.

4) **Programming and Concept Development Experience:** Demonstrated experience in the preparation of feasibility studies, programing and concept development for public works projects.

5) **Project Management Approach:** Demonstrated competence in the supervision, coordination, communication, quality assurance and control related to design documents and project administration of your own and your sub-consultants’ work.

6) **Permitting and Other Regulatory Knowledge:** Knowledge of and experience with the approval and permit processes of the City of Seattle or other city/county government agencies, other applicable regulatory agencies, and with the administrative review processes and requirements of public agencies.

7) **Sustainable Design Experience:** Demonstrated expertise and experience in sustainable design practices. Identify experience in utilizing an integrated design approach, life cycle
cost analysis, and other practices used by your firm in meeting sustainable design goals. Identify participating team members and appropriate experience.

8) **Staff Experience and Availability:** A description of the staff proposed for performing any work as outlined in this RFQ that may be assigned, that demonstrates relevant experience from other projects. Include a copy of the resume of the proposed principal-in-charge and any other key members of the firm, including at least two project managers who will be directly responsible for the oversight and execution of any work that may be assigned. Discuss your strategy for staffing various projects over a two to three year period, and the availability of specific team members being proposed.

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

10) **Past Performance in the Utilization of Business Equity Enterprises (BEE):**

A) Discuss your firm’s experience and utilization of BEEs over the last five (5) years. Be sure to include information where sub-contracting/sub-consulting opportunities were/are available, how you approached recruiting and including various diverse businesses in your work. For purposes of this response, sub-contractors or sub-consultants can also include suppliers, vendors, or similar that provided product, materials in support of your work. For each opportunity include:

1) The name of the project and Owner.
2) The Owner’s utilization goals for the project (if any).
3) The value of your contract.
4) The overall percentage and final value paid to BEEs.

B) Approach to BEE Utilization on this Project.

1) Propose a practicable BEE inclusion goal.
2) Discuss opportunities that may be available on this project, as sub-consulting scopes, supplies, materials, consumables, etc. and the relative percentage of your proposed work.
3) List strategies, resource commitments, and/or specific steps you will take to effectively reach out to and provide the maximum practicable opportunity for BEE inclusion.

See the Business Equity section near the end of this RFQ for the definitions of BEE.

11) Acceptance of the University’s Standard Agreements: The University intends to utilize its standard Master Agreement for Architectural Services for design services and its standard Master Agreement for Professional Services for other work. These Agreements are available for review on the Project Delivery Group website at: https://cpd.uw.edu/resources/contracts-forms. Select the ‘Master Agreement for Architectural Services OA3 and the Master Agreement for Professional Services OA4’. Each firm must affirm in this section of the SOQ that the terms and conditions of these agreements are acceptable, or if the firm takes exception to any of the proposed language in the agreements, the firm must specifically describe the reasons for the exceptions and propose in this section of the SOQ alternative language for review and consideration by the University. The University makes no commitment that it will modify any of the terms of these standard agreements based on the firm’s suggestions. Firms should not comment on the terms of Attachment A to the Agreements that include compensation provisions. Failure to respond to this item may result in the University eliminating the firm’s SOQ from consideration.

Weighting of Evaluation Criteria: The SOQ will be evaluated based on the following points for each evaluation criterion:

<table>
<thead>
<tr>
<th>SOQ Evaluation Criteria</th>
<th>Weighting (Maximum Points)</th>
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</thead>
<tbody>
<tr>
<td>1 Cover Letter</td>
<td>2</td>
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<tr>
<td>2 Relevant Experience of the Firm</td>
<td>23</td>
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<tr>
<td>3 Ability to Manage Schedule and Budget</td>
<td>5</td>
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<tr>
<td>4 Programming and Concept Development Experience</td>
<td>10</td>
</tr>
<tr>
<td>5 Project Management Approach</td>
<td>10</td>
</tr>
<tr>
<td>6 Permitting and Other Regulatory Knowledge</td>
<td>5</td>
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<tr>
<td>7 Sustainable Design Experience</td>
<td>5</td>
</tr>
<tr>
<td>8 Staff Experience and Availability</td>
<td>30</td>
</tr>
<tr>
<td>9 Past Utilization of BEE</td>
<td>10</td>
</tr>
</tbody>
</table>
### References

<table>
<thead>
<tr>
<th>References</th>
<th>No points</th>
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<td>10</td>
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<tr>
<th>Acceptance of the University’s Standard Contract(s)</th>
<th>No points</th>
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<td>11</td>
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**Total Points:** 100

**Submittal Deadline:** One (1) original, and one (1) USB thumb/flash drive containing a copy in PDF format of the Statement of Qualifications 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 RFQ, 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 SOQ 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: Steve Tatge  
University Facilities Building  
Box 352205  
Seattle, WA 98195-2205

Any addenda issued for this RFQ will be published at the following website address: [https://cpd.uw.edu/project-delivery/current-solicitations](https://cpd.uw.edu/project-delivery/current-solicitations), within the ‘Current business opportunities’ box. 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 RFQ.

**Selection Process:** The SOQs will be scored by an evaluation committee. The committee will use each firm’s SOQ 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. The firms will be evaluated in the interview based on the following points for each interview evaluation criterion listed below:
<table>
<thead>
<tr>
<th>Interview Evaluation Criteria</th>
<th>Weighting (Maximum Points)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Type of Work: The firm’s understanding of, and approach to, the requirements of the type of work included in the Master Agreement.</td>
<td>15</td>
</tr>
<tr>
<td>2 Personnel: Relevancy of experience and knowledge of the work of the Master Agreement.</td>
<td>30</td>
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<tr>
<td>3 Communication: Interpersonal communication between team members and with the interview committee.</td>
<td>25</td>
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<tr>
<td>4 Plan and approach to utilization of BEE</td>
<td>10</td>
</tr>
<tr>
<td>5 Presentation and Questions: Clarity of expression and thoroughness in the firm’s presentation, and in providing insightful answers to questions asked by the interview committee. Quality of questions asked by the firm.</td>
<td>20</td>
</tr>
<tr>
<td><strong>Total Points:</strong></td>
<td><strong>100</strong></td>
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The most highly qualified firm(s), based on the total points from the interviews, will be invited to enter into negotiations with the University. If the University and the most highly qualified firm(s) cannot agree on terms that are fair and reasonable, the University may enter into negotiations with the next most highly qualified firm(s).

The University intends to select one or more Architectural firm(s) at this time. Information from sub-consultants should not be included in the SOQ. The University expects to work with the selected firm(s) to finalize the sub-consultant team for each assigned project prior to authorization of work for each assigned project.

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 Master Agreement to be executed based on this RFQ, the University may, at its sole discretion, determine that the firm is not qualified to move forward in the selection process and/or 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 Statement of Qualifications submitted.

**Anticipated Consultant Selection Schedule**

- Issue Request for Qualifications: June 11, 2019 and June 13, 2019
- Statements of Qualifications due at 3:00 p.m.: July 9, 2019
- Selection and notification of firms to possibly be interviewed: July 30, 2019
- Possible Interviews of selected firms: August 12 - 16, 2019
- Announcement of highest-scoring firm: August 20, 2019
- Execute Master Term Agreement: August 30, 2019

**Business Equity Enterprises**

The University is committed to affording the maximum practicable opportunities for Business Equity Enterprises at all tiers. The University has an organizational Inclusion Goal of 20%, inclusive of 15% minority and women owned business, on all forms of procurements. This organizational goal does not necessarily represent goals on each project. Inclusion goals should reflect a culture that truly represents opportunities and authentic practice in any aspect of projects. 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.

**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:
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.

**Questions:** All questions regarding this RFQ should be addressed to Steve Tatge, Executive Director, Project Delivery Group, at (206) 221-4321, or by e-mail at statge@uw.edu.

Publication date(s) in the *Seattle Daily Journal of Commerce*: June 11, 2019 and June 13, 2019