

## Request for Qualifications

### On-Call Electrical Engineering Services

Submittal Deadline: August 7, 2019 at 3:00 p.m.

The University of Washington is soliciting Statements of Qualifications (SOQ) from Electrical Engineering firms to provide on-call professional and design services for electrical engineering projects managed by the University of Washington (UW) Facilities Campus Utility Operations, Engineering Services, and the Project Delivery Group (formerly known as Capital Planning and Development) at various University of Washington locations including Seattle, Tacoma and Bothell campuses, and Harborview Medical Center and for other programs, departments, and locations at the UW.

**Master Agreements:** The University intends to select a pool of 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, and will be limited to those with a *total project budget* (including design, construction, contingency, and other costs) of less than \$5 million. Over the life of each Agreement with an individual firm, the aggregated total project budgets for all work 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 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: predesign/feasibility studies, design, construction cost budgeting, preparation of bid documents and construction administration for electrical infrastructure upgrades such as energy metering, temperature controls, uninterruptable power source system replacement, electrical distribution modifications, emergency power upgrades, fire alarm, electrical panel upgrades, transformer, switch and cabling replacements and power plant upgrades, or similar. Possible projects sizes are from \$100,000 to less than \$5 Million.

The selected firm will work under the direction of the UW Facilities Project Delivery Group and will work closely with the Engineering Services, Campus Utility Operations, 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 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.
  - B. Acknowledge that you have reviewed any addenda issued to the RFQ, as posted on the University's website.

- C. Outline the size and organization of your firm and discuss your capability to successfully manage and complete 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 your 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 (Mr., Ms., etc.), firm name, address (city, state, zip code), telephone number, and e-mail address.
- 2) Relevant Experience of the Firm: Discuss your firm's expertise and experience with "on-call" contracting and completing similar size projects and completed over the last five years. Sample projects should demonstrate your firm's expertise and experience on large campus infrastructure and power plant maintenance and upgrade.

As part of the qualifications submitted, include a copy of the completed Federal Government GSA Standard Form 330, Part II. The form is available online at: <https://www.gsa.gov/forms-library/architect-engineer-qualifications>

- 3) Ability to Manage Schedule and Budget: Discuss your firm's ability and approach to schedule and budget management. The UWF is interested in service with a history of successful completion of related projects showing the ability of the staff proposed to perform the work on this project(s) to manage schedule and budget throughout the project phases, without loss of quality in design outcomes. Include examples of projects describing how Target Value Design (or a comparable cost management technique) was used to ensure the design remained within budget, and describe how challenges were overcome. 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. Provide examples of design schedules (may be include in the appendix) developed by your firm which show an established baseline, the progress measured against that baseline, and any adjustments made to maintain schedule. Describe how the bid and construction schedules were affected by this design scheduling process. Use of tables listing project initial and final costs is discouraged.

- 4) Programming/ Concept Development/Design Expertise Experience: Explain your firm's experience in the preparation of programming, including building and site programs, concept development, and design services for relevant public works projects. Provide examples from past projects where the staff, proposed to perform the work on this project, developed and implemented creative solutions to challenging programming, concept development, and design goals, or in some way added additional value to the project.
- 5) Project Management Approach: Discuss your firm's approach in the following project management functions: supervision, coordination, collaboration, communication/consensus building, and quality assurance and control related to design documents and project administration. If applicable, UWF would be interested in recent examples of how the staff proposed to work on this project collaborated in an integrated project delivery/team environment, including with contractors and trade contractors.
- 6) Integrated Design Experience: Please discuss any expertise and experience of your staff, proposed to perform the work on this project(s), in integrated design practices. Identify each staff member's relevant experience in utilizing an integrated design approach, life-cycle cost analysis, and other practices used to establish and meet design goals. Identify participating team members with appropriate experience.

- 7) Staff Experience and Availability: Please provide a description of the relevant qualifications and expertise of the proposed staff. Describe work done on projects delivered in a similar collaborative environment. Include a copy of the work-specific resume for each staff member and include a paragraph on each resume discussing the staff members experience with on-call work, or similar skills; include an explanation as to why the individual was selected for this project. Discuss the availability for this project of the proposed staff members.
- 8) 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.*
- 9) Permitting and Other Regulatory Knowledge: Discuss your 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 relevant to this project.

10) **References:** Provide a minimum of three (3) project owner references for work completed by the project manager and lead designer. References should be selected from projects submitted 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.

11. **Acceptance of University's Standard Agreements:** The University intends to utilize its standard Master Agreement for Engineering Services for design services and its standard Master Agreement for Professional Services for pre-design work. These Agreements are available for review on the Capital Planning & Development website at: <https://cpd.uw.edu/resources/contracts-forms>. Select the 'Master Agreement for Engineering Services OA3' and the 'Master Agreement for Professional Services – Miscellaneous 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. Firms' responses to this section will facilitate negotiations with the most highly qualified firm(s) and will not be considered in 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.

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

	<b>SOQ Evaluation Criteria</b>	<b>Weighting (Maximum Points)</b>
1	Cover Letter	2
2	Relevant Experience of the Firm	23
3	Ability to Manage Schedule and Budget	5
4	Programming and Concept Development Experience	10
5	Project Management Approach	10
6	Integrated Design Experience	5
7	Staff Experience and Availability	30
8	Past Performance in Utilization of BEE	10
9	Permitting and Other Regulatory Knowledge	5
10	References	No points
	<b>Total Points:</b>	100

**Submittal Deadline:** One (1) unbound original, organized in removable, recyclable cover, and One (1) USB thumb/flash drive(s) 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/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 RFQ.

**Selection Process:** The SOQs will be reviewed by an evaluation committee and the highest ranked firms may be invited to an interview. Interviewed firms will be asked to prepare a presentation summarizing their capabilities and relevant work experience, including why they believe they are the best option for the UW. The firms will be evaluated in the interviewed based on the following:

	<b>Interview Evaluation Criteria</b>	<b>Weighting (Maximum Points)</b>
1	<u>Project:</u> The firm's understanding of, and approach to, the requirements of the project.	20
2	<u>Personnel:</u> Experience and knowledge relevant to the project.	20
3	<u>Communication:</u> Interpersonal communication between team members and the committee.	20
4	<u>Inclusion Plan for Business Equity Enterprises (BEE)</u>	10
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

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 an Engineering firm will be selected at this time. Information from sub-consultants should not be included in the SOQ. 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 RFQ, 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 SOQs submitted.

### **Anticipated Consultant Selection Schedule**

Issue Request for Qualifications	July 18, 2109
Statements of Qualifications due at 3:00 p.m.	August 7, 2019
Selection and notification of firms to possibly be interviewed	August 21, 2019
Possible Interviews of selected firms	Week of September 9, 2019
Announcement of highest-scoring firm	September 16, 2019
Execute Master Term Agreement	September 30, 2019

### **Business Equity Enterprises**

Please indicate if you 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 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](mailto:statge@uw.edu).

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