

**UNIVERSITY OF WASHINGTON**  
**Architect/Engineer Reference File**  
**2023 Annual Advertisement for Qualifications**

The University of Washington (University) uses the Department of Enterprise Services (DES) A/E Reference File (the "File") for selecting the most qualified consultants for selected projects where the total project cost (design, construction, and other costs) is \$5 million or less. Firms interested in working with the University on these projects must submit a 330 Form to DES for inclusion in the File or update their information already in the system to reflect the type of work for which the University will be selecting consultants.

Instructions for how to submit information to the File can be accessed through the following link:

<https://des.wa.gov/services/facilities-and-leasing-management/architecture-engineering-design-consultants/join-architectengineer-ae-reference-file>

Firms may submit a 330 Form to the File at any time during the year. Firms currently in the File need not re-apply; however, those firms should update their information if they are interested in being considered for work at the University.

**Firms interested in working on University projects should provide additional information in Part I, Section H of the 330 Form addressing the following topics:**

- **Project Manager Qualifications**
- **Personnel Qualifications**
- **The firm's approach to managing subconsultants, budgets and schedules;**
- **Permitting knowledge; and**
- **The firm's QA/QC program.**

**Firms that fail to provide the above additional information may not be considered for selection by the University.**

The University will use the File for projects such as renovations and remodels of classrooms, labs, office and administrative spaces, medical clinic and hospital spaces, student life buildings, and for infrastructure projects such as mechanical and electrical facilities upgrades and modifications. When completing or updating the 330 Form, firms should take care to include past experience completing small projects under \$5 million total cost, with emphasis on projects under \$3 million total cost.

**Firms that fail to provide information about projects valued at less than \$3 million may not be considered for selection by the University.**

For projects where the total project cost exceeds \$5 million, the University will solicit qualifications for the project in an advertisement in the Seattle Daily Journal of Commerce (DJC) and other selected media. Additionally, the University may solicit qualifications in an advertisement in the DJC and other selected media for certain projects where total project cost is less than \$5 million. Firms do not need to be included in the File of qualified consultants in order to respond to project specific advertisements for qualifications.

**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 (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.

Questions about the University's use of the File may be directed to Brianna Divine, Senior Procurement and Contracting Specialist, at [bdivine@uw.edu](mailto:bdivine@uw.edu)

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