

**Request for Qualifications for Design-Build Services**

UWMC OPMC Rheumatology Clinic

UW Project No. 207529

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**University of Washington**

**REQUEST FOR QUALIFICATIONS FOR  
Design-Build Services  
for the**

**UWMC OPMC Rheumatology Clinic  
Project No. 207529**

**Submittal Deadline Date: No later than 3:00 PM, March 11, 2021**

**1.1 INTRODUCTION:** The University of Washington (University or UW) is soliciting Statements of Qualifications (SOQ) from qualified design-build teams (which may include joint ventures) to design and construct the UWMC OPMC Rheumatology Clinic. The project is the expansion and upgrade the Rheumatology Clinic UWMC NW Outpatient Medical Center to add licensed acute care hospital clinic space for exams and procedures.

In accordance with RCW 39.10.300, et seq., the 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.

The UW fully embraces the principles of collaboration and integrated project delivery that emphasize a cooperative approach to problem solving. Toward that end, the UW expects the design-build team, as part of the project team, to deliver this project by creating a culture of open and honest communication, utilizing Lean principles efficiently and effectively, and establishing a collaborative environment where the project team contributes its best efforts for the benefit of the project as a whole.

**1.2 BASIS FOR UTILIZATION OF THE DESIGN-BUILD PROCESS:** The University is utilizing the Design-Build alternative public works contracting procedure authorized under chapter 39.10 RCW. This project delivery method is appropriate for this project because it meets the following criteria listed in RCW 39.10.300:

- (a) The project provides opportunity for greater innovation or efficiencies between the designer and the builder; and
- (b) Significant savings in project delivery time would be realized.

**1.3 PROJECT DESCRIPTION:**

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- Renovate and expand a current community based ambulatory clinic to meet the physical requirements for a licensed acute care hospital and create a separate stand-alone infusion clinic. Total square footage is approximately 12,000 SF.
- Construction to be scheduled in discrete phases to maintain clinical operations and minimize disruption to patients, visitors and staff in the building. The plan would be to renovate adjacent space to the existing clinic, thereafter renovate existing clinic to meet same standards.
- The scope includes at a minimum 24 exam rooms, 2 procedure rooms, 12-16 infusion chairs, 35 office seats, restrooms, breakroom, and infrastructure upgrades to meet programmatic needs. Conference space is desired. Additional deferred maintenance may be addressed when synergy with the project scope aligns.

### **Goals**

The UW wants to engage with a design-builder in a robust goal-setting process at the beginning of the project. This early work is very critical, as all choices throughout the building process will be made on the basis of whether they further the realization of project goals.

Current Project Goals are as follows:

- Expand and upgrade the Rheumatology Clinic UWMC NW Outpatient Medical Center to add licensed acute care hospital clinic space for exams and procedures.
- Upgrade existing clinical space to meet the physical requirements for a licensed acute care hospital.
- Establish a separate, stand-alone infusion clinic.
- Minimize disruption to clinical operations and patients, staff and visitors in the building.
- Create a welcoming and safe environment for patients, staff and visitors.
- Design and construct the renovation with thought toward future flexibility for UWMC clinical needs.
- Look for opportunities to address deferred maintenance needs when synergy with the project scope align.

### **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**

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The UW, as an owner, intends to be active and collaborative participant and provide clear leadership and direction. We have established a project governance structure to ensure sound decisions are made in a timely fashion throughout the course of the project. Please see Attachment 1 of the RFQ for a complete description and organizational chart.

**Anticipated Project Schedule**

Phase	Start Date	End Date
Solicitation of Design-Builder	February 2021	April 2021
Design	May 2021	June 2022
Construction Work in Progress	March 2022	December 2022
Closeout	December 2022	July 2023

**Budget**

The project budget is \$7.0 million. The University’s target budget for all work to be provided by the Design-Builder under the design-build contract is \$5.4 million exclusive of Washington State sales tax.

**1.4 PRE-SUBMISSION MEETING:** A representative from each design-build firm that intends to submit a SOQ is strongly encouraged to attend and sign-in at the virtual pre-submission meeting scheduled as follows:

March 1, 2021 from 11am to 12pm

Join Zoom Meeting

<https://washington.zoom.us/j/92744293017>

Meeting ID: 927 4429 3017

One tap mobile

+12532158782,,92744293017# US (Tacoma)

+12063379723,,92744293017# US (Seattle)

**1.5 SOLICITATION PROCESS SCHEDULE:** The anticipated schedule for the solicitation process is indicated below:

1. Issue Request for Qualifications:	February 22
2. Second RFQ Advertisement	February 25
3. Pre-Submission Meeting	March 1
4. Last day for request for information	March 4

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5. Last Addendum Issued for RFQ	March 5
6. SOQ Due at 3:00 pm:	March 11
7. Firms' Professional References Contacted	March 11-18
8. Scoring of SOQ and Finalists Selection Completed	March 19
9. Notification to Firms of Finalists Selected	March 19
10. Issue Request for Proposals	March 23
11. Last Request for Information due from Finalists	April 1
12. Last Addendum Issued	April 2
13. Proposals Due at 3:00 pm	April 12
14. Virtual Interview via Zoom with the Evaluation Committee	April 15-16
15. Ranking of Proposals and Notification of Selection Decision	April 19
16. Negotiations begin with highest ranked Proposer	April 20
18. Execution of Preliminary Agreement	April 28

**1.6 SELECTION PROCESS:** Firms submitting a SOQ will be evaluated based on the criteria described in this Request for Qualifications (RFQ) by the Evaluation Committee, whose members include representation from the UWMC Facilities and Clinical Management and the Project Delivery Group (PDG). The University intends to select a maximum of three Finalists (the Finalists) to be short-listed. The Finalists will proceed to the second step of the selection process and receive a Request for Proposals (RFP). Finalists submitting a proposal will be evaluated by the Evaluation Committee, as described in this RFQ and in the RFP. The highest-ranking Finalist will be awarded the contract under authority delegated by the UW Board of Regents.

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 later in this document. Based on the SOQ evaluations, the University will identify a maximum of three Finalists to proceed to the next step in the selection process. 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, described later in this document.

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### C. Interaction with Finalists

After issuance of the RFP but before final ranking of the proposals, the evaluation committee will schedule with each Finalist an interview to be held virtually via Zoom. Each interview session will not be more than 1 hour in length in total. The project team proposed in the SOQ shall be in attendance. The Finalists may choose to present their qualifications and experience, but the focus should be on their proposed approach to delivering the project, the criteria set forth in Section 1.7B, below, and any additional questions provided in the notification letter to the Finalist. The Evaluation Committee will consider each interview session in conjunction with the submitted Proposals according to the criteria set forth in the RFP to develop its ranking of the Proposals.

### D. 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.

### E. General Information

1. Content of RFP: The RFP will include additional project information including, but not limited to: The Form of Contract and relevant Division 01 Sections.
2. Basis of Design-Build Award: The *Preliminary Agreement Between Owner and Design-Builder* and the potential follow-on agreement to complete the project shall be awarded based on the procedure outlined in RCW 39.10.330 (5) (a) and the criteria identified in this document. 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, and submittal of a Price Factor. Based on the required level of effort to prepare for the interview, a \$2,500.00 honorarium 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).

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- 5. Appropriate Contact During Solicitation Process: Proposers are cautioned that only the contact person listed at the end of this 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. Evaluation Committee(s): The evaluation committee for the RFQ and RFP phase will be the PEC as noted in 1.6 above.
  
- 7. References: The University may conduct reference checks for all firms and individuals during the selection process. In the event that information obtained from the reference checks reveals concerns about a firm’s or individual’s past performance or its 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.

**1.7 EVALUATION CRITERIA**

**A. RFQ Evaluation Criteria – 100 points:** The SOQ submitted by firms must include information documenting how the proposed team meets the evaluation criteria below, and will be evaluated based on these criteria and weighting. Each firm’s SOQ must include a Table of Contents and be organized by discrete sections corresponding to the criteria and in the same order shown below. Submittals will not be returned. Statutory evaluation factors from RCW 39.10.330 are listed in parentheses next to each criterion to which those factors are relevant. Statutory evaluation factors may also be addressed in other criteria at the discretion of the respondents.

<b>RFQ CRITERIA</b>	<b>EVALUATION</b>	<b>WEIGHTING (max. points)</b>
<b>1</b>	<b>How Your Team Will Be Organized (<i>Capacity to Perform</i>):</b> Describe your team’s availability to perform the work of this project. Identify how the resources of your team will be integrated into a cohesive Design-Build team, including a description of the management strategies, internal communication protocols, coordination tools, planning efforts and QA/QC plan that you will employ to ensure an effective project. Describe how your team will work with the University’s	<b>20</b>

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	<p>project governance structure, as described in Attachment 1. Describe how you facilitate leadership of the design-build team.</p> <p>Provide an organization chart showing how you propose to integrate design and construction team members into a high-performing unit.</p>	
<p><b>2</b></p>	<p><b>Who Your Team Members Are (Technical Qualifications):</b> Describe your key team members’ individual specialized experience and technical expertise in similar projects. <b>Work performed while team members were employed at other firms may be included, but should specifically be indicated as such.</b> Clearly state the team member’s role on all projects listed. Experience in the following areas is especially of interest: renovations of existing spaces to meet licensed acute care hospital clinical space standards, mitigating risks and disruption during construction within an operational medical clinic, working in a progressive design-build or similar project delivery culture, and utilization of Target Value Design and other Lean principles. Describe the strengths and innovative approach your team will bring to the project.</p> <p>At a minimum, the following key individuals shall be identified from the design-builder contracting entity:</p> <ul style="list-style-type: none"> <li>• Corporate executive dedicated to the project</li> <li>• Architecture Principal</li> <li>• Architect Design Lead</li> <li>• Preconstruction/design manager</li> <li>• Architect Project Manager</li> <li>• Medical Planner</li> <li>• Construction project manager</li> <li>• Superintendent</li> <li>• Cost estimator</li> <li>• VDC lead/manager (If team sees this as a value)</li> <li>• Safety officer</li> <li>• Business equity lead.</li> </ul> <p>No consultants or trade contractors should be included in the proposal; these team members will be selected in consultation with the University after the contract is awarded.</p>	<p><b>30</b></p>

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	<p>Include a copy of the resume of each key individual proposed to fill these positions on this project and why they were specifically chosen for this project. Each resume is limited to one page per person (i.e. two resumes per sheet, one on the front and one on the back). Each resume must indicate each key individual's specific roles and responsibilities for each past project listed, and include three professional references with phone and email contact information. Please alert professional references that a representative will be contacting them during the selection process.</p>	
<p><b>3</b></p>	<p><b>How Your Team Members Have Been Successful on Past Projects (<i>Technical Qualifications</i>):</b> Provide examples of how your team has worked within a progressive design-build or similar integrated project delivery model to achieve the project goals. Projects delivered within a public work design-build contract are valued but not required; relevant private sector work is welcome. Examples of reducing cost or duration and maximizing value while still achieving recognized design quality (including, but not limited to, awards or publication) should be provided. Discuss past projects that achieved excellence in similar facilities and increasing value through collaboration and eliminating waste, with a clear explanation of how those outcomes were realized, will be highly valued. Describe the role of the trade partners in helping to realize the successful examples you note.</p> <p>The role of key team members proposed for this project should be clearly indicated with each project shown. Inclusion of projects on which proposed key team members had little or no role is discouraged. For each project shown, please include the following:</p> <ol style="list-style-type: none"><li>1) a description of the project,</li><li>2) key issues addressed,</li><li>3) the date and duration of construction,</li><li>4) the final cost (clearly indicate whether construction cost or project cost),</li><li>5) an Owner's Reference with telephone number and email address, who is familiar with your proposed team's performance in completing the project. Please alert professional references that a University representative will be contacting them during the selection process.</li></ol>	<p><b>30</b></p>

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<p><b>4</b></p>	<p><b>Construction Site Safety:</b> Describe the safety and accident prevention record of the Construction members of your team. If the Construction member is a joint venture, submit the requirements of this section for each member firm of the joint venture.</p> <p>Complete the University of Washington’s <i>Safety and Health Qualification Statement</i> and submit it with your Proposal. A copy of the <i>Safety and Health Qualification Statement</i> is included in this RFQ as Attachment 3. If the firm is a joint venture, a Safety and Health Qualification Statement shall be submitted for each member of the joint venture.</p>	<p><b>10</b></p>
<p><b>5</b></p>	<p><b>Business Equity</b></p> <p>Past Performance and Inclusion of Diverse Businesses</p> <p>Please discuss your team’s past performance and utilization of BEEs (see definitions in Section 1.10 Business Equity) on projects of similar scope and size. Please use 3 demonstration projects from other section(s) of your SOQ to state your inclusion of diverse consultants, trade partners, or suppliers, etc. Regardless of delivery method, or if there were diverse inclusion goals for the project, please provide the following for each project, (if not included in previous sections):</p> <ul style="list-style-type: none"><li>• Name of project;</li><li>• Name of owner and contact person, including email and phone;</li><li>• Final contract value;</li><li>• Owner’s utilization goals (if any) and/or your goals for the project;</li><li>• The overall percentage of final contract value paid to BEEs and actual utilization (even if the project did not have inclusion goals);</li><li>• Distinct strategies you implemented to include diverse businesses.</li></ul> <p>Please discuss inclusion and strategies implemented to include diverse firms even if there were no goals on your demonstration projects and/or there was low percentages. Please discuss both the experience of the builder and the design teams. If the DB</p>	<p><b>10</b></p>

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	<p>team is diverse, please discuss but realize that UWF is most interested in your firm’s past performance in business diversity inclusion with sub-consultants and subcontractors on projects of similar scope and size. UWF is not necessarily interested in UW projects, we have firsthand accounts of such. Scopes and technical items that are most correlative to this project are most valuable. Please do not restate your commitment to BEE inclusion, your approach and commitment can be discussed during the proposal phase. Please feel free to combine with this information with other criteria.</p>	
<b>6</b>	<p><b>Bonding and Insurance (<i>ability to provide performance and payment bond</i>):</b> The proposal shall respond to the following criteria:</p> <p>(a) Ability to provide performance and payment bonds for the project for at least the amount of the target Design-Build budget (\$5.4 million) plus Washington State Sales Tax. The Proposer must submit a letter from its bonding company (surety) or its bonding agent indicating that the Proposer has the requisite bonding capacity in order to provide the required bonds.</p> <p>(b) Insurability: Statement from the Proposer’s insurance carrier indicating that the insurance requirements of the contract can be met by the Proposer.</p> <p>Failure to provide the letters required by items (a) and (b) may result in elimination of the Proposal from further consideration in the selection process.</p>	<b>Pass/Fail</b>
	<b>Maximum RFQ Points →</b>	<b>100 points</b>

**B. RFP Evaluation Criteria:** The University will approach evaluating the proposals based on which firm we believe to be the “best fit”, and therefore the most likely to deliver the highest quality of project. The qualification submitted by the Proposers must include information responding to the evaluation criteria below, and will be ranked based on those responses. Each criteria will note a priority order to aid in preparation of responses; priority 1 will signal the University’s highest priority.

Statutory evaluation factors from RCW 39.10.330 are listed in parentheses next to each criteria to which those factors are relevant.

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RFP CRITERIA A	EVALUATION
<p>Criteria 1 through 4 provide an opportunity for the Finalists to review in detail their approach to executing the project in each of several key phases. Throughout each criterion, address your approach to meeting schedule and budget requirements, how risks and opportunities are identified and addressed, how your team will form a cohesive unit with the University to effectively deliver this project, and how work in the various phases is optimized. Examples of how these approaches were used successfully on previous projects may be included.</p>	
No.	Criteria and Description
<p><b>1</b></p>	<p><b>Project Team Formation and Preliminary Agreement Services (<i>management plan to meet time and budget requirements</i>):</b></p> <ul style="list-style-type: none"> <li>• Using your Team Organizational structure submitted with your SOQ, present a management approach. Be sure to discuss how your team proposes to work with the University, and its various campus partners, to develop the project and to complete your Design-Build team, including the role of consultants vs. that of trade partners.</li> <li>• Describe the traits of your team members that foster an environment of trust. Discuss the methods and/or successful practices used to work together as a high-performing team, and establish and maintain a cohesive team culture.</li> <li>• Address your approach to developing a delivery program for the various project components and how that will support the definition of the project and establishment of a guaranteed maximum price. Discuss your approach to managing the design evolution, and how you communicate cost and benchmarking information to stakeholders who may have varying levels of experience with design or construction. Provide examples of how you have collaborated with out of area consultants to the team, as well as team members who may join the project later than others.</li> </ul> <p>Priority Ranking: 2</p> <p><i>Evaluation Consideration: Proposals may be ranked higher for those teams that clearly present a management plan that demonstrates how all stakeholders, partners, and University personnel, or similar, will be incorporated as a team member and given the direction/tools to be successful in defined roles and responsibilities and given space to meaningfully contribute to the project.</i></p>

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<p><b>2</b></p>	<p><b>Integrating Design and Construction (management plan to meet time and budget requirements)</b></p> <ul style="list-style-type: none"><li>• Describe how your team proposes to manage development of the design up to a point when the University and Design-Builder determines that the scope is defined well enough to establish a guaranteed maximum price . Provide examples of how this approach has been successful.</li><li>• Describe how your team will collaborate with the University as joint team members during this phase. Describe how your team performed in the past using this approach on similar projects.</li></ul> <p>Priority Ranking: 1</p> <p><i>Evaluation Consideration: Responses may be ranked higher if there is a clear connection, with a practical application, to the building blocks of integrated project delivery; also, succinctly describing past practices and how they will translate to this project, or how teams will take those past practices to the “next level.”</i></p>
<p><b>3</b></p>	<p><b>Approach to Commissioning and Transition to Occupancy (management plan to meet time and budget requirements):</b></p> <ul style="list-style-type: none"><li>• Describe how your team proposes to manage start up, and conduct commissioning and training of University staff.</li><li>• Explain what role the individuals tasked with commissioning will play in the design process, if any.</li><li>• How will the Design-Builder assure that the transition to occupancy is as seamless and effective as possible?</li><li>• Address how data generated during the design and construction process can be efficiently conveyed to the campuses facilities personnel for their use to optimize the life cycle costs of the facility and integrate into their current Computerized Maintenance Management System.</li></ul> <p>Priority Ranking: 2</p> <p><i>Evaluation Consideration: The Owner is in the process of integrating our facility operating and space management data process so that the way we operate and maintain will inform our life-cycle, keep operations costs down and predictable, etc. A higher-ranked team will present a holistic approach to design excellence and</i></p>

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	<i>operational efficiency, helping the University set up better ways to bring new buildings on-line, operate them efficiently and keep current on maintenance.</i>
<b>4</b>	<p><b>Construction Site Safety (summary of accident prevention program and overview of its implementation)</b></p> <p>Summarize the firm’s Accident Prevention Program and describe the firm’s philosophy on and approach to accident prevention.</p> <p><b>Safety at the Project Interface:</b> Describe your experience with past projects of similar scope, in an urban environment, and how your team addressed safety outside the fence and at project interfaces where adjacent space is occupied. Summarize your planning and controls, and how the responsibility was assigned among your team and how was it overseen? Topics may include maintaining ingress and emergency egress, emergency services access, security, falling objects, traffic control, wayfinding, shutdowns, hazard communication, regulated building materials (asbestos/lead) odor control/mitigation and business continuity (e.g. no false alarms in adjoining facilities).</p> <p><b>Operational Safety of Built Environment:</b> Describe how your team will address occupational hazards and risks to the eventual occupants and personnel who will service and maintain the building, and how your approach will minimize costly redesign and retrofitting. Summarize management systems and standards that will be implemented and used to reduce injuries and incidents during post development operations. Example topics include confined space, fall protection, safe access, loading, lifting, hazardous materials exposure, local ventilation systems (e.g., labs and shops), hazardous energy control, machinery safety, and the commissioning of safety related systems and equipment.</p> <p>Describe your philosophy and process during design and construction for design safety reviews and utilizing the knowledge, skills, experience, insight, and creativity of employees close to the hazards and risks.</p> <p>Priority Ranking: 1</p>
<b>5</b>	<p><b>Acceptance of Contract:</b> Compliance with proposed contract. Each Proposer must affirm that the terms and conditions of these documents are acceptable, or if the Proposer takes exception to the documents the Proposer must specifically describe the reasons for the exceptions and provide alternative language for consideration by the University. The University makes no commitment that it will modify any of the terms of the contract.</p> <p>Failure to respond will result in elimination of the Proposal from further consideration in the selection process.</p> <p>This Criteria is unranked.</p>

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<b>6</b>	<p><b>Price Factor:</b> Provide the home office overhead and profit of the firm (or joint venture) that would be the contracting entity as a percentage of all direct costs to be invoiced during the second contract period (i.e., during the Guaranteed Maximum Price Contract. A price factor proposal form will be issued with the RFP.</p> <p>The evaluation of this criterion will be based on the difference between the percentage proposed and the lowest conforming percentage received by the University. Scores will be based on how far above the lowest value any proposed value is. This difference will be expressed as a percentage according to the following formula and the result will be evaluated using the table below.</p> <p>Percent above low value = <math>[(\text{Proposed Value} - \text{Lowest Value}) / \text{Lowest Value}] \times 100</math></p> <p>Example: Let 0.5% = the lowest value, and let 0.65% = the proposed value. Then the percent above lowest value is:</p> <p><math>[(0.65 - 0.5)/0.5] \times 100 = \mathbf{30\%}</math> ; [then, according to the table below, <b>a low ranking</b>]</p> <p>Ranking for this criterion is as follows:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">Low conforming value</td> <td style="text-align: right;">Best</td> </tr> <tr> <td>Values within 10% of low conforming value</td> <td style="text-align: right;">Better</td> </tr> <tr> <td>Values within 20% of low conforming value</td> <td style="text-align: right;">Good</td> </tr> <tr> <td>All Others</td> <td style="text-align: right;">Low</td> </tr> </table> <p>Priority Ranking: 3</p> <p><i>Note: Design-Build is about best value; value to the University will come from the right team with the best approach and experience, with an acceptable price. The University, as a public agency, is required to consider pricing in evaluating teams.</i></p>	Low conforming value	Best	Values within 10% of low conforming value	Better	Values within 20% of low conforming value	Good	All Others	Low
Low conforming value	Best								
Values within 10% of low conforming value	Better								
Values within 20% of low conforming value	Good								
All Others	Low								
<b>7</b>	<p><b>Business Equity Inclusion Plan:</b></p> <p>Using your experience on past projects of similar scope and size, submit a proposal for including BEEs on the project that, at a minimum, addresses the following:</p> <p><b>A. Voluntary Goal:</b> State an overall BEE utilization goal you are proposing for this project and the rationale for that goal. Discuss why this meets, does not meet, or exceeds the project’s aspirational goal identified by the UW. Defend those goals.</p>								

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	<p><b>B.</b> Discuss your initial thinking for “packaging” or breaking down all work and the approximate percentage of the project value.</p> <p><b>C.</b> Discuss your initial thinking on “<b>design</b>” work scopes which are likely to be performed by sub-consultants, including those scopes you anticipate will offer substantial opportunity for BEE participation.</p> <p><b>D.</b> Discuss your initial thinking on “<b>construction</b>” work scopes which will likely be subcontracted to trade partners, including those scopes you anticipate will offer substantial opportunity for BEE participation.</p> <p><b>E.</b> Discuss your initial thinking on <b>services, supplies, and consumable</b> scopes that will likely be available for suppliers or service providers, including those that you anticipate will offer substantial opportunity for BEE participation.</p> <p><b>F.</b> Discuss any scope/industry specific strategies you intend to draw upon in finding new opportunities of the BEEs on the project. What “traditionally” underrepresented scopes will you be looking to grow?</p> <p><b>G.</b> Review any opportunities and/or challenges you have identified, including how you would optimize those opportunities and mitigate those challenges.</p> <p>Priority Ranking: 2</p> <p><i>Evaluation Consideration: Please focus on specific opportunities. The highest ranked Inclusion Plans should be specific to this project and intentional, relying upon meaningful, project relevant strategies that remove barriers to participation, support the engagement of BEE’s, and incorporate business processes and practices that optimize opportunities for success. Common business practices such as event attendance, community group involvement, or mass-marketing strategies will not be considered for project specific strategies. Goals that are restating the Owner’s general goals and not specific to the work of the project will be not be considered “best.”</i></p>
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**1.8 CONTRACTING PROCESS:** The UW will utilize 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 guaranteed maximum price contract to

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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.

### **1.9 FORM OF SUBMITTAL AND DEADLINE:**

The SOQ containing responses to the RFQ requirements shall be submitted electronically to the email address provided below.

The length of the SOQ is limited as follows:

- The SOQ are limited to ten (10) 8”x11” sheets. The 10 sheets may be printed on the front and back for a maximum of twenty (20) page sides, and a font of no less than 10 point shall be used.
- Covers, Table of Contents, and Tabs or other section dividers are not included the 10-sheet limit and must not contain significant content.
- 11x17 sheets (Z-folded) may be substituted for 8x11 sheets for figures, tables and/or similar content requiring them, but they may only be printed on one side and count as one (1) sheet.
- The bonding letter and insurance letter are not included in the 10-sheet limit.
- The Safety and Health Qualification Statement (Attachment 3) submitted in response to Section 1.7 A.4 (Safety criterion) is not included in the 10-sheet limit. However, other information submitted in response to this criterion *is* included in the 10-sheet limit.
- The resumes submitted in response to the criteria in Sections 1.7 A.2 are not included in the 10-sheet limit for the SOQ. Each resume is limited to one page side per person (i.e. two resumes per sheet, one on the front and one on the back).

One electronic file in PDF format of the SOQ containing the above-listed information must be received by UW Facilities – Project Delivery Group at [pdgbids@uw.edu](mailto:pdgbids@uw.edu) no later than the submittal deadline stated on the first page of this RFQ, or as modified by any subsequent addenda. Contractors are responsible for ensuring receipt of the SOQ by the deadline stated above. Submittals received after the deadline will not be considered.

Any addenda issued for this RFQ will be published on the PDG website. To access addenda, click the following link: <https://facilities.uw.edu/projects/business-opportunities/solicitations>. Contractors are responsible for checking the PDG website for any addenda prior to submission of qualifications and proposals. If you are unable to download the addenda, you may contact the individual noted at the end of this RFQ.

**1.10 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

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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:

- 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.

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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.

**1.11 APPRENTICESHIP UTILIZATION REQUIREMENTS:** Mandatory apprentice utilization of at least fifteen percent (15%) of the total labor hours worked on the Contract is required. 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.

**1.12 PROTEST PROCEDURE:**

In order to be considered, protests of the selection decisions made pursuant to Section 1.6 (A), (B) and (C) must be received by the University 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  
Facilities Operations  
Attention: John Chapman  
jchapman@uw.edu

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.

**1.13 ATTACHMENTS AND ADDITIONAL INFORMATION:** Please note the following additional information that is part of this RFQ:

Attachment 1 –Project Governance Structure

Attachment 2 –Campus Map and Floor Plan

Attachment 3 –University of Washington Safety and Health Qualification Statement

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Attachment 4 – Insurance Requirements

Attachment 5 – Preliminary Agreement Template

Attachment 6 – Cost Plus GMP Agreement Template

Attachment 7 – General Conditions Between Owner and Design-Builder

**COMMUNICATIONS:** All communications regarding this RFQ should be addressed to Jeannie Natta, Sr. Project Manager, University of Washington Project Delivery Group, (206) 724-5304 or [jnatta@uw.edu](mailto:jnatta@uw.edu).

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