

**Request for Qualifications (RFQ)
and Proposed Approach
for
On-Call Accessibility Consulting Services**

Submittal Deadline: October 29, 2020 at 3:00 p.m.

University of Washington Facilities (UWF) is soliciting Statements of Qualifications (SOQ) from experienced firms to provide on-call *accessibility consulting services* for new construction projects and alterations in existing facilities. Services may be needed during multiple project phases, including planning, design, or construction. The work, in general, will include design consultation and verification of document compliance with American Disabilities Act (ADA), Architectural Barriers Act (ABA), Section 504 of the Rehabilitation Act, [RCW 35.68](#), and other relevant accessibility requirements. Services will be used for projects managed by UWF at various University of Washington locations including Seattle, Tacoma and Bothell campuses, UW Medicine, Friday Harbor Laboratories, Pack Forest, and others. Types of properties include classrooms, laboratories and research facilities, housing and dining areas, athletic facilities, administrative offices, commercial spaces, outdoor gathering spaces, paths of travel, and other areas typical of a major university campus.

For the purposes of this selection and subsequent Professional Services Agreement (PSA), UWF is represented by the Project Delivery Group (PDG), however, other units inside UWF that may use services under this Agreement include, but not limited to, Campus Architecture + Planning, Capital Planning and Portfolio Management, and Maintenance & Construction. Throughout this request “UWF” will mean all groups inside UWF unless PDG is specifically mentioned.

Master Agreements

The University intends to select two, or more, firms under an on-call Master Agreement that will have no specific contract amount. As individual projects are identified that need Accessibility Consulting, the parties will negotiate a specific scope of services and fee that will be formalized and authorized through a work-specific authorization.

Project authorizations under each Master Agreement must be executed prior to the expiration of the Master Agreement. The initial term of the Master Agreement will be three (3) 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 five years).

Hourly rates established for the Master Agreement will remain in effect for the initial three-year term of the Master Agreement. Upon request of the consultant(s) 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. This RFQ does not obligate the UW or the state of Washington to contract for services. UW reserves the right to reject any and all proposals received without penalty and not to issue a contract as a result of this solicitation.

Scope of Services

Accessibility consulting services may be requested during design phase or in-progress construction (e.g. review concrete forms before a pour). Projects requiring review may be in campus exteriors or interior area.

The services under the Master Agreement may include, but are not limited to:

A. Category 1: Design Support

1. New Construction

- Provide guidance and technical assistance during project site selection and/or design phase to clarify access requirements and identify potential accessibility deficiencies that may impact compliance
- Prepare building site options analyses to evaluate feasibility of paths of travel, accessibility concerns and cost considerations with options
- Review design and specifications at various phases (e.g. design documents, construction documents); provide feedback and any recommends around accessibility requirements
- Deliver design consulting and support for accessible architectural details
- Offer detailed review of product specifications for accessibility concerns

2. Alterations/Existing Facilities

- Perform assessments of existing facilities relevant to accessibility standards to the building construction and/or modifications
- Provide recommendations regarding corrective actions, barrier removal and their prioritization
- Recommend options for remediation or renovation during the design phase for facilities to be in compliance with current ADA and other accessibility standards

B. Category 2: Construction Support

- Perform Quality Control/Quality Assurance during construction of various University projects to assess improvements for ADA requirements, including but not limited to:
 - Exteriors: concrete sidewalks, pathways, and crosswalks; curb ramps; stairs and railings; parking lots; bus stops; exterior doors, thresholds and landings
 - Interiors: fixtures and facilities such as counter heights, bathroom fixtures, doors, drinking fountains, protruding objects, etc.
- Conduct on-site in progress construction observation reviews
- Perform plan review of submittal documents; provide written feedback and recommendations to ensure installation of improvements per ADA requirements (interior or exterior)
- Provide services through completion of University projects, assuring the final product meets necessary standards
- Review of types of ingress and egress such as ramps, elevators, stairways to ensure proper options and identification that support emergency access as well as daily use
- Perform assessment(s) and develop recommendations for exterior areas

C. Category 3: General Consulting Services

- Support documentation of conformance, deviation, or maximum extent feasible to current Title II ADA Standards, Barrier Removal Schedule, UW Accessibility Guidelines <https://facilities.uw.edu/files/media/university-of-washington-accessibility-guidelines-v1-20191211.pdf>, or other relevant standards for rework and record keeping.
- Prepare surveys, reports, and assessments of UW properties, including the ability to meet the standards defined by Americans with Disabilities Act (ADA), Uniform Federal Accessibility Standard (UFAS).
- Prepare survey, reports, and assessments to use industry standards, such as ACI, for standard construction tolerances.
- Develop general ADA program assessment and development features/needs for specific facilities.
- Other technical assistance that UW may need to support on-going ADA compliance efforts.

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 10 sheets of paper, printed double-sided (20 sides), 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 page limit.

1) Cover Letter (no points)

Please provide a brief (maximum 2 pages) cover letter explaining your firm's interest, addressing, at a minimum, the following:

- A. Introduction summarizing your firm's interest and qualifications. Please state the category(ies) from the *Scope of Services* section for which your firm is proposing services, or specify that your firm has demonstrated capabilities for all of the desired services.
- B. Acknowledge that you will accept the Terms and Conditions AND have reviewed any addenda issued to the RFQ, as posted on the University's website.
- C. 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) Past Experience of the Firm (30 points)

Please provide examples of five (5) projects, preferably in a range of sizes and construction types, completed in the last three (3) years that exemplify the following capabilities:

- A. Please describe your experience with responding to complaint responses and/or or corrective action related to Title II of the Americans with Disabilities Act (ADA).
- B. Two (2) Project(s) where your firm conducted plan/construction document review for ADA compliance in new construction; reviewed submittal documents and provided written feedback and recommendations to support adherence of Title II ADA requirements.
- C. At least one (1) project that involved evaluation of physical barriers to accessibility in existing facilities and preparing findings and recommendations for alterations.

- D. Two (2) examples of where your team periodically performed accessibility compliance reviews for similar clients, which include remediation options analyses, project prioritization, and cost estimates for barrier removal.
- E. One (1) example of a project your firm managed on a site with various elevation gains and losses. Discuss how knowledge of concrete flatness, measuring techniques, standards and documentation were used for accessibility review.
- F. Other relevant case studies which may include facility accessibility surveys, on-site construction progress reviews, implementation of ADA transition plans, or similar. Firms are encouraged to include case studies that highlight proficiency in the 2010 ADA Standards (or subsequent version)

For each project provide the name, description, size and value; as well as the lead consultant and methodology(ies) used. Demonstration projects can include multiple of each service category. Discuss the success factors and lessons learned with each. Sample reports, reviews, corrective recommendations are encouraged to be included with your submission in the Appendix.

3) Staff Experience (20 points)

- A. Please discuss how you might staff this work if awarded. Please note each team member's qualifications and experience that would be leveraged in the approach to Scope of Services or Categories you may serve. Provide an organizational chart with roles and responsibilities, including naming the lead representative who would be assigned to the UW account. Discuss how work assignments and scheduling would be managed.
- B. For each of your proposed staff/consultants, provide a resume that highlights experience in accessibility compliance and support to public owners (Title II). Please include a paragraph that speaks to their *overall capabilities and subject areas of expertise as applicable*. Be sure to include any relevant professional certifications. (Resumes and certifications can be placed in an appendix and will not count toward any page counts.)

4) Approach and Methodology (40 points)

- A. Describe your firm's approach to, and the methods and techniques used, to assess Title II ADA conformance, perform accessibility reviews, and approach to addressing corrective measures for compliance with public owners. Be sure to provide discussion around balancing all relevant and applicable codes. Feel free to introduce solutions that you have found effective in your experience. We would be interested in techniques by project type(s) or problem being addressed (e.g. parking lot improvements, interior renovations, new construction).
- B. Please discuss a project that exemplifies your team's successful collaborations with architect(s) and/or engineer(s) in problem solving, understanding design drawings, and providing articulate solutions through graphic, written and verbal formats. Please provide details of the project and owner contact information.
- C. Explain how you will approach Quality Control/Quality Assurance, preferably citing/relying on experience from the projects or case studies cited in *Criteria 2, Relevant Experience of the Firm*.

- D. Discuss how you will support the University in documenting Maximum Extent Feasible (MEF), or similar, for ADA Compliance. Please include discussion around services/approach you can provide to aid the University in appropriately documenting and defending improvements that may be scrutinized or challenged. Specific conversations around campus environments is encouraged.

5) Business Equity Enterprises (BEE) (10 points)

- A. The University is committed to providing the most practicable opportunity for Business Equity Enterprises (BEE). Discuss three (3) past projects of similar service scopes where your firm has provided opportunity for sub-consultants and BEEs to be included. For each demonstration project please include the name, description, the size, and the specific opportunity that was afforded. Discuss the scope of work performed by the diverse business partner and any lessons learned.
- B. For this Agreement, discuss potential opportunity for BEE inclusion. Be sure to include thoughts around size, scope, and similar factors that would present the highest practicable opportunity for BEE firms in this work.

If your firm is a BEE please indicate. Even if your firm is a BEE, UWF is still interested in any opportunities to partner and sub-consult with BEE firms so please discuss any opportunities available. *See the Business Equity section near the end of this RFQ for the definitions of BEE.*

6) References (Pass/Fail)

Provide a minimum of three (3) project owner references for work completed by your firm. 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. Owners and contact information provided in previous criteria can count, we are not asking for additional references.

Acceptance of University's Standard Agreements

The University intends to utilize its standard Master Agreement for Professional Services for the work. The Agreement is available for review on the UW Facilities website at: <https://facilities.uw.edu/projects/business-opportunities/contracts-forms>. Select the 'Master Agreement for Professional Services – Miscellaneous OA4'.

Even if requesting in your cover letter that you reserve your right to negotiate terms and conditions, the University makes no commitment that it will modify any of the terms of these standard agreement based on the firm's exceptions.

Firms should not comment on the terms of Attachment A to the Agreement that include compensation provisions.

Weighting of Evaluation Criteria

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

	SOQ Evaluation Criteria	Weighting (Maximum Points)
1	Cover Letter	No Points
2	Experience and Past Performance	30
3	Staffing	20
4	Approach to the Work	40
5	Inclusion of BEEs	10
	Total Points	100

Submittal Deadline

One electronic file in PDF format of the Statement of Qualifications containing the above-listed information must be received by UW Facilities – Procurement & Sourcing at uwfbuy@uw.edu no later than the submittal deadline stated on the first page of this RFQ, or as modified by any subsequent addenda. Firms 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 at the following website address: <https://facilities.uw.edu/projects/business-opportunities/solicitations>. 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 will be invited to enter into negotiations with the UW. As an option, the UW may decide to invite the highest ranked firms to an interview in order to appropriately size a roster of firms. Interviewed firms will be asked to prepare a presentation summarizing their statement of qualifications, capabilities and relevant work experience, including why they believe they are the best option for the UW.

The highest ranked firm(s), based on the total points from the evaluation of the SOQs and interviews, will be invited to enter into negotiations with the University. If the University and the highest ranked cannot agree on terms that are fair and reasonable, the University may enter into negotiations with the next ranked firm(s).

The University reserves the right to conduct reference checks for the highest scoring firm(s) either after submissions 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	October 8, 2020
Deadline for Questions	October 22, 2020
Statements of Qualifications due at 3:00 p.m.	October 29, 2020
Selection and notification of firms to possibly be interviewed	Week of November 9, 2020
Possible Interviews of selected firms	Week of November 16, 2020
Announcement of highest-scoring firm(s)	December 1, 2020
Execute Master Term Agreement	December 7, 2020

Business Equity Enterprises

The University's Business Diversity and Equity Program recognizes all forms of certified and self-identified diverse firms. 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:

1. **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.
2. **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.
3. **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
4. **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.

5. **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
6. **Veteran's Business Enterprise (VBE):** Certified with the Washington State Department of Veteran's Affairs (DVA), or a certified Disabled Veteran Business Enterprise.
7. **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 Monica Acevedo-Soto, Sr. Procurement and Sourcing Specialist, UW-Facilities Procurement & Sourcing by e-mail at uwfbuy@uw.edu.

Publication date(s) in the *Seattle Daily Journal of Commerce*: October 12 - 14, 2020

-END OF REQUEST-