The University of Washington is soliciting Statements of Qualifications (SOQ) from Planning & Landscape Architecture firms to provide design services for development of the Design and Implementation Plans for the West Campus Green and Continuous Waterfront Trail.

**Background:** UW’s 2019 Seattle Campus Master Plan (CMP) represents the City’s acceptance of the UW’s physical development vision, a vision based on providing appropriate public realm qualities and specific open space features in combination with increased development capacity and building height.

To ensure the campus’ significant open space features are designed in a manner that reinforces physical relationships and are implemented as development occurs throughout the west and south campus, “Design and Implementation Plans” (DIPs) are required per the CMP to accompany City of Seattle permit submittals for development that occurs on specified parcels adjacent to significant open space features in the CMP. These significant open spaces include the West Campus Green (WCG) and South Campus Green (SCG). Similarly, a Concept Plan for the Continuous Waterfront Trail (CWT) is triggered by plans for developing certain parcels in West, South, and East Campus.

The CMP requires construction of the significant open space features and waterfront trail improvements simultaneously with the completion of specified net square footage quantities in the campus area (West, South, and East) or the campus as a whole. The DIPs are documents that describe the UW’s intended path to realizing key open space
commitments outlined in the CMP, in concert with the Vision, Project Review, Design Guidelines, and Development Standard also found in the CMP.

**Scope of Services:** The development of the Design and Implementation Plans for the West Campus Green and Continuous Waterfront Trail. The work as part of this scope will result in a final deliverable of two separate PowerPoint slide decks with plans, images, and narratives to include, at a minimum, the following:

1. Refined Project Goals
2. Design Principles
3. Existing Conditions Assessment
4. Programmatic Requirements & Key Issues
5. Infrastructure Planning
6. Regulatory Requirements
7. Concept Plan(s) and Costs
8. Typical Alternatives/Options for Specific Conditions
9. Phasing Opportunities & Challenges
10. Funding Strategies

The selected firm will work under the direction of UW Facilities | Project Delivery Group and will work closely with appropriate University stakeholders.

**Submittal Requirements and Evaluation Criteria:** A. The SOQ must include and will be evaluated based on the following criteria. The SOQ must include a Table of Contents (TOC) and be organized by discrete sections corresponding to the criteria and in the same order as listed below. The SOQ shall not exceed thirty (30) page sides, except that the TOC, cover letter, section tabs/dividers, resumes, the Approach to BEE Utilization and the response to Paragraph B of this section regarding acceptance of the University’s standard agreements, are not included in this page limit. The Approach to BEE Utilization
shall not exceed six (6) page sides. The font used for the SOQ, resumes, and BEE Utilization must be no smaller than 10 pt for text and 8 pt for captions.

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 at [https://cpd.uw.edu/project-delivery/current-solicitations/consultants](https://cpd.uw.edu/project-delivery/current-solicitations/consultants).
   
   C. Outline the size and organization of your firm and discuss your capability to successfully manage and complete a project of this size and scope within the identified schedule and budget, relative to your expertise and other workload.
   
   D. Identify the office location(s) that will manage and administer this project.
   
   E. 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:** Demonstrated expertise and experience of the firm in large-scale urban parks, shoreline development, interpretive signage integration, infrastructure planning, implementation planning, and cost estimating. 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: [http://www.gsa.gov/portal/forms/download/116486](http://www.gsa.gov/portal/forms/download/116486).

3) **Ability to Manage a Team:** Describe how your firm will collaborate with the University, and its various campus partners & consultants, during the development of the Design
and Implementation Plans. Define the methods used to work together as a high-performing team, and establish and maintain a cohesive team culture.

4) **Project Approach:** Describe your firm’s design approach and process for evaluating a range of potential paths for the West Campus Green & the Continuous Waterfront Trail. Identify your firm’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.

5) **Staff Experience and Availability:** 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 resume for each staff member and include a paragraph on each resume showing specific experience relevant to this project and a paragraph explaining why the individual was selected for this project. Discuss the availability for this project of the proposed staff members, their role and their dedicated time commitment.

6) **Past Performance and Utilization of Business Equity Enterprises (BEE):** 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, 3) the overall percentage and final value paid to BEEs

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

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 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.

7) Permitting and Other Regulatory Knowledge: Knowledge of and experience with
Seattle, Corps of Engineers, and state government agencies, other applicable
regulatory agencies, and with the administrative review processes and requirements
relevant to the future implementation of these plans.

8) References: At least three (3) project owner references for work completed by the
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.

B. Acceptance of University’s Standard Agreements: The University intends to utilize its
standard Agreement for Architectural/Engineering Services for design services and its
standard Agreement for Professional Services for pre-design work. These Agreements
are available for review on the UW Facilities Project Delivery Group website at:
https://cpd.uw.edu/resources/contracts-forms. Select the ‘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:

<table>
<thead>
<tr>
<th>SOQ Evaluation Criteria</th>
<th>Weighting (Maximum Points)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Cover Letter</td>
<td>No points</td>
</tr>
<tr>
<td>2 Relevant Experience of the Firm</td>
<td>20</td>
</tr>
<tr>
<td>3 Ability to Manage a Team</td>
<td>10</td>
</tr>
<tr>
<td>4 Project Approach</td>
<td>30</td>
</tr>
<tr>
<td>5 Staff Experience and Availability</td>
<td>30</td>
</tr>
<tr>
<td>6 Past Performance and Utilization of BEE; Approach to BEE Utilization on this Project</td>
<td>5</td>
</tr>
<tr>
<td>7 Permitting and Other Regulatory Knowledge</td>
<td>10</td>
</tr>
<tr>
<td>8 References</td>
<td>No points</td>
</tr>
</tbody>
</table>

**Total Points:** 105

**Submittal Deadline:** One (1) unbound original, and One (1) USB thumb/flash drive(s) containing a copy in PDF format of the SOQ 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
UW Facilities | Project Delivery Group
Attention: Shane Ruegamer – Senior Project Manager
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 scored by an evaluation committee. This committee will be composed of the PDG project manager and PDG director, University Landscape Architect, University Environmental and Land Use Planner, and a representative(s) from the College of Built Environments. The committee’s composition will be reviewed and approved by the PDG Director. 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.

In addition to presenting their qualifications, experience, and approach to the project, the firms will be expected to respond to questions from the evaluation committee regarding any elements of their presentation. The firms will be evaluated in the interview based on the following points for each interview evaluation criterion listed below:
### Interview Evaluation Criteria

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Weighting (Maximum Points)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project: The firm’s understanding of, and approach to, the requirements of the project.</td>
<td>30</td>
</tr>
<tr>
<td>Personnel: Experience and knowledge relevant to the project.</td>
<td>30</td>
</tr>
<tr>
<td>Communication: Interpersonal communication between team members and the committee.</td>
<td>20</td>
</tr>
<tr>
<td>Approach to BEE Utilization on this Project</td>
<td>5</td>
</tr>
<tr>
<td>Presentation and Questions: 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.</td>
<td>20</td>
</tr>
</tbody>
</table>

| Total Interview Points | 105 |

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.

### Anticipated Project Schedule:

- **Distribution of RFQ**: June 04, 2019
- **Deadline for submittal of Respondent Requests for Information (RFI)**: June 12, 2019
- **University of Washington answers to RFI’s**: June 14, 2019
- **SOQ’s due at 3:00pm**: June 28, 2019
- **Shortlist**: July 8-12, 2019
- **Interviews with Shortlisted Firms**: July 15-19, 2019

Only the Landscape Architect 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.

**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 (LGBT): 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.

Please make sure to have any firm you use to complete or support your work complete a BEE Declaration Form.
Attachments: Please note the following additional information that is part of this RFQ:

Attachment 1 – West Campus Green & Continuous Waterfront Trail – Summary Details

Questions: All questions regarding this RFQ should be addressed to Shane Ruegamer, Senior Project Manager, at (206) 616-5128, or by e-mail at ruegy@uw.edu.

Publication date(s) in the Seattle Daily Journal of Commerce: June 4, 2019