

**Request for Qualifications (RFQ)
and Proposed Approach
for
LEED Certification and Sustainability Consulting Services**

Submittal Deadline: January 6, 2021 at 3:00 p.m.

University of Washington Facilities (UWF) is soliciting Statements of Qualifications (SOQ) from experienced firms to provide on-call *LEED certification and sustainability consulting services*. "LEED" refers to the "Leadership in Energy and Environmental Design" rating systems created by the U.S. Green Building Council (USGBC).

"LEED Certification Consulting" in this RFP refers to providing expert assistance to UWF in various aspects of the process of registering building construction projects (or existing facilities) with the Green Building Certification Institute (GBCI) and documenting those projects' satisfactory compliance with one of the USGBC's + LEED Rating Systems, to achieve LEED Certification. The current expectation of UWF is that all new construction projects will be certified under the "LEED for [Schools]" criteria of Building Design & Construction Rating system at the Silver level, or higher. Services may also include more generalized sustainability consulting, such as advising UWF on the University's Green Building Standards.

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 are 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 one, or more, firms under an on-call Master Agreement that will have no specific contract amount. As individual projects are identified that need Sustainability 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. UWF reserves the right to award a Master Agreement(s) for the full scope of

services listed in this RFQ, or for specific categories of service. UWF also 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:

A. Category 1: Project Delivery Support

1) General LEED Certification and Sustainability Consulting

LEED Certification and Sustainability Consulting will be the primary focus of this RFQ. This includes coordinating the entire process of registering the project with GBCI, organizing the uploading of all credit information, and coordinating completion of all certification requirements. It includes facilitating LEED design charrettes and preconstruction LEED meetings. The consultant will procure and/or provide specifications materials for LEED compliance during construction, review proposed construction materials, and provide the design team and construction contractors with research assistance, forms, templates and other resources to facilitate the LEED process. The LEED Certification and Sustainability Consultant has ultimate responsibility for submitting a given project's LEED application, including follow-through for any clarifications or appeals to GBCI.

B. Category 2: Operations and Maintenance Support

2) LEED Energy Modeling

This includes constructing energy simulations of proposed building designs (along with comparative baseline cases) using computer software and methods that meet the various LEED rating systems' requirements for the LEED credits related to "Energy Performance"(EA Prerequisite 2 and EA Credit 1). The consultant will advise the design architects and engineers on choices and options to improve energy performance, and will use the energy simulation to test those options. When Measurement and Verification is pursued, the LEED Energy Modeling Consultant may also be contracted to calibrate the model after one year of occupancy to comply with LEED EA Credit 5.

3) LEED Daylight & Artificial Light Modeling

This includes constructing daylight and artificial lighting simulations of proposed building designs using computer software and methods that meet the various LEED rating systems' requirements for the LEED credits related to "Daylight and Views"(IEQ Credits 8.1 and 8.2). The consultant will advise the design architects and engineers on choices and options to improve interior daylight levels and to control glare and reflections. The consultant will also use the daylight simulations to test those options. The Lighting model must be coordinated with the project's Energy model, as lighting choices always impact energy demand/consumption.

4) LEED Building Acoustical Analysis

This includes analyzing the acoustical properties of the proposed construction of the building envelope, interior walls, and interior surfaces to ensure compliance with the targeted "LEED for Schools" Acoustical Performance Credits (IEQ Prerequisite 3 and IEQ Credit 9). This consultant will verify compliance with the LEED-specified version of ANSI Standard S12.60 regarding reverberation times, STC (Sound Transmission Class) ratings, and maximum background noise level (45 dBA for primary learning

spaces). The consultant will also verify compliance with any State-or locally-mandated standards, if different from LEED. The acoustical consultant will identify areas of concern regarding noise generated by HVAC systems and assist the mechanical engineers in evaluating their own acoustical calculations of the proposed systems.

5) LEED Acoustical Testing

This includes physical testing (using industry approved testing instruments) of reverberation, sound transmission, and background noise levels in completed building projects, and of ambient noise levels at proposed project sites prior to design.

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 a table of contents and be organized by discrete sections corresponding to the criteria and in the same order as listed below. Dividers, resumes/staff biographies, and the table of contents 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.
- D. Certify that your firm has no personal or financial interests and no present employment with the University, or other activity which would be present a Conflict of Interest incompatible with your participation with this RFQ or any subsequent contract award.

2) Experience and Past Performance (30 points)

LEED Project Consulting

Provide a listing of the most recent projects for which the firm has provided LEED-related consulting services (or non-LEED consulting that employed the same computer models, tools and skills required by LEED), up to a maximum total of 30 projects. Please list the most recent project first, continuing in reverse chronology and including every project.

For each project, list the following:

(1) project name; (2) project location; (3) owner; (4) architect of record; (5) contact name and phone number for consulting services client, (6) approximate construction cost; (7) completion date (month/year) or estimated completion; (8) current phase of project; (9) level and type of LEED certification and date achieved (month/year) or anticipated; (10) types of LEED consulting provided by

your firm on this project (i.e. General LEED Consulting, Energy Modeling, Daylight & Artificial Light Modeling, Building Acoustical Analysis and/or Acoustical Testing, as defined in above in Scope of Work.)

Please do not provide photographs of projects as part of this section. This section will be used by UWF to evaluate your firm's "past record of performance on contracts with government agencies or private industry with respect to control of costs, quality of work and ability to meet schedules."

Strategic Policy Consulting for Organizations

Discuss in detail up to three (3) property owning organizations for which you have provided either:

- 1) strategic sustainability consulting for an entire portfolio of projects or properties, addressing policy issues that affect construction projects, as well as addressing operational issues (such as "green cleaning products purchasing" or "alternative fuels for fleets"); or
- 2) LEED consulting on multiple projects for one institutional owner, the net effect of which has been a positive policy impact for the owner organization and efficiencies in the LEED certification process. Please include a reference contact name for each owner-organization, including phone number and email address, as noted in *Item 6, "References."* Please note if any of these relationships involved a formal "on-demand" contract between your firm and the owner organization.

3) Key Personnel and Staffing (20 points)

Please provide responses to the following questions in your submittal:

- A. Indicate for which one (or more) of the five subcategories of LEED consulting your firm is to be considered:
 1. General LEED Certification Consulting,
 2. General Sustainability Consulting
 3. LEED Energy Modeling,
 4. LEED Daylight and Artificial Light Modeling,
 5. LEED Building Acoustical Analysis, and/or
 6. LEED Acoustical Testing.
- B. Are LEED and sustainability consulting services the primary focus of your business? If not, how is this particular discipline represented within the firm?
- C. Please also submit a list of the employees that will be assigned to UWF, their titles, degrees, LEED or other credentials, and a brief biography of each. (Resumes/biographies can be placed in an appendix and will not count toward any page counts.)
- D. If you are asking to be considered for energy modeling, daylight modeling, acoustical analysis, or acoustical testing, indicate the computer simulation software your firm owns and uses, and/or the testing equipment your firm owns and uses.
- E. Identify any services that will not be performed by your team.

4) Specialized Design and Technical Competence (40 points)

Discuss in detail three (3) projects, (all of which shall have been completed and occupied within the past four years), and which illustrate your firm's LEED consulting capabilities. In choosing these projects, please give priority to educational projects, public projects, and commercial projects.

Include in your discussion: (1) a minimum of one exterior and one interior photograph; (2) a brief description of the project; (3) a description of the LEED consulting work your firm provided; (4) beginning date of design, and date of substantial completion of construction (actual or anticipated); (5) LEED certification type achieved or targeted, and date achieved (month/year) or anticipated. This section will be used by UWF to evaluate your firm's "specialized design and technical competence regarding the type of services required."

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 email and 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	Key Personnel and Staffing	20
4	Specialized Design and Technical Competence	40
5	Inclusion of BEEs	10
6	References	Pass/Fail
	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	December 16, 2020
Deadline for Questions	December 30, 2020
Statements of Qualifications due at 3:00 p.m.	January 6, 2021
Announcement of highest-scoring firm(s)	Week of January 18, 2021
Execute Master Term Agreement	January 25, 2021

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*: December 17, 2020

-END OF REQUEST-