

**Request for Qualifications (RFQ)  
for  
On-Call Architectural and Professional Services**

Submittal Deadline: May 31, 2021 at 3:00 p.m.

University of Washington Facilities (UWF) is soliciting Statements of Qualifications (SOQ) from experienced firms to provide on-call *architectural and professional services* for renovation, repair, and new construction projects managed by UWF at various University of Washington locations, including Seattle, Tacoma and Bothell campuses. Examples of projects and facility types for general architectural and professional services include classrooms, laboratories and research facilities, housing and dining areas, administrative offices, commercial spaces, and other areas typical of a major university campus.

Additionally, UWF is seeking specialized services for UW Intercollegiate Athletics (ICA), UW Recreation, and other athletic and recreational programs and facilities at the University of Washington. Examples of projects and facility types for athletics and recreation include stadium improvements, field entrance gates, seating upgrades, team championship display spaces, lounges, locker rooms, training facilities, fitness center, coach and staff office renovations, historic renovations, and outdoor facility improvements.

Services may be needed during multiple project phases, including planning, design, or construction. Projects are expected to range between \$10,000 and \$5M, including construction costs.

For the purposes of this selection and subsequent A/E and Professional Services Agreements, 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 and Planning and Maintenance and Construction. Throughout this request "UWF" will mean all groups inside UWF unless PDG is specifically mentioned.

**Master Agreements**

The University intends to select four, or more, firms under an on-call Master Agreement that will have no specific contract amount. As individual projects are identified that require the services described in this RFQ and any resulting Agreement, the parties will negotiate a specific scope of services and fee that will be formalized and authorized through a work-specific authorization. The Master Agreements awarded may be issued for general architecture and professional services; specialized (athletic) services; or may contain both general and specialized (athletic) services, depending on the qualifications and interest of the responding firm.

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 four (4) years with an option for the University, with the consultant's concurrence, to extend the Agreement by amendment for an additional (1) year (for a maximum of five years).

Hourly rates established for the Master Agreement will remain in effect for the initial two-year term of the Master Agreement. Upon request of the consultant(s) the hourly rates will be subject to renegotiation for the remaining two years of the original Agreement and the optional one-year renewal term. The 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**

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

- Feasibility Studies
- Cost Estimates
- Pre-Design Reports
- Facility Condition Evaluations
- Interior Design, including Programming;
- Schematic Design;
- Design Development;
- Construction Documents, including Bid Documents;
- Permitting Assistance/coordination;
- Review of equipment and product specifications;
- Maintenance and Repair Projects;
- Construction administration, including, but not limited to, sufficient quality and quantity of inspections to certify the Project, review of shop drawings and other submittals, and a CADD/electronic file Record Set of Final As-Built Drawings.

### **General Requirements**

1. A contract will be awarded only to a responsible design firm, qualified by experience and in a financial position to perform the Scope of Service for the terms of the Agreement.
2. Firm must have a minimum of five (5) years of relevant experience and continuous licensure in the State of Washington, or the ability to obtain Washington state licensure if awarded a contract.
3. Evidence of insurance coverage meeting UWF requirements.
4. Background Checks and Controlled Access: The UW may conduct background checks on all employees of the consultant and all subconsultants proposed to perform work prior to award of any contract. Also, some of the athletic facilities may have controlled access protocol; and it is recommended that consultants become familiar with these protocols.

### **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 organized by discrete sections corresponding to the criteria and in the order listed below. Cover Letter, dividers,

Table of Contents, and resumes are not counted in the page limit.

1) **Cover Letter (no points)**

Please provide a brief (maximum 1 pages) cover letter explaining your firm's interest, addressing, at a minimum, the following:

- A. 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.
- B. The name and contact information of the individual in your firm that the University should contact regarding questions about your SOQ.
- C. Indicate whether your firm is presenting qualifications for 1) general architectural and professional services, or 2) services for athletic/recreational facilities, or 3) both.
- D. Summary statement of your firm's historical workload.
- E. Confirmation of your firm's financial and organizational stability.
- F. If the firm has multiple offices, identify the office that will manage and administer the projects, as well as the office that will develop the services requested.

2) **Experience and Past Performance (30 points)**

- A. **Relevant Projects:** Please provide examples of four (4) projects completed in the last five (5) years where your firm provided design services for new construction or renovation of campus and/or an athletic facilities. Each project presented should be of a budget of less than five million dollars, with a project duration of 1-2 years. Include the name and type of facility for each. Please highlight experience with collegiate sports, if presenting qualifications for the athletic facility specialization.
- B. **Programming and Concept Development Experience:** Provide an example of at least one (1) project that demonstrates your firm's experience in the preparation of feasibility studies, programing, concept development, or other pre-design services for campus and/or athletic facilities.
- C. **Ability to Manage Schedule and Budget:** Compare original feasibility baseline cost or original design budget with the final budget and schedule duration for the four (2) projects in your response to 2.A. Briefly discuss success factors and lessons learned.

For each project provide the name, description, size and value; as well as the lead consultant and methodology(ies) used. Project details and owner contact information should be included in the *References* section. The University reserves the right to consider past performance on UW projects in its evaluation of this criterion.

3) **Staff Experience and Key Personnel (20 points)**

- A. Please specify the staff members who will be assigned to this contract, if awarded, and qualifications and experience of each. Provide an organizational chart with roles and responsibilities, including naming the lead representative who would be assigned to the UW account. *For purposes of this RFQ, the UW is only seeking qualifications from your firm's staff members (not subconsultants).*
- B. For each of your proposed staff members, provide a resume that highlights relevant experience. (Resumes and certifications can be placed in an appendix and will not count toward any page counts.)

**4) Approach and Methodology (40 points)**

- A. **Industry Trends:** Describe your firm's understanding and management of trends affecting design and development of university campuses and/or athletic facility projects (i.e., engagement, wellness, mixed-use projects, technology, branding, etc.). List factors of particular importance to new trends in education and research and/or collegiate athletics.
- B. **Planning and Programming:** Discuss your firm's approach to programming and planning. Provide detail on how your firm incorporates your client's programs, activities, staffing, space requirements, equipment needs, and infrastructure support into its planning methodology.
- C. **Facility Design:** Please discuss an example of how your approach to design enhances learning, research, student life, alumni engagement, and (if applicable), the athletic experience for athletes, fans, benefactors, and others in the community. Include considerations such as sound, lighting, accessibility, aesthetics, or other based on your experience.
- D. **Project Delivery:** Offer examples that exemplify your firm's approach to successful collaboration(s) with Owner stakeholders, engineering design firms, general contractors, subconsultants, and Authorities Having Jurisdiction. Describe how you execute scheduling, logistics, and continuity of operations. List strategies for providing best value to the Owner for both construction and long-term operations.
- E. **Quality Control/Quality Assurance:** Explain how you will approach QC/QA, preferably citing/relying on experience from the projects cited in *Criteria 2, Past Experience of the Firm*. Note any differences in QC/QA approach for different project delivery methods (ex., Job Order Contracting, Design-Bid-Build vs. Design-Build).
- F. **Risk Management:** Explain your approach to project risk management. Examples should include, but are not limited to, agile response to design changes, permitting challenges, factors affecting project schedule, change orders, and general financial risks.

**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:

	<b>SOQ Evaluation Criteria</b>	<b>Weighting (Maximum Points)</b>
1	Cover Letter	No Points
2	Experience and Past Performance of the Firm	30
3	Staff Experience and Key Personnel	20
4	Approach and Methodology	40
5	Inclusion of BEEs	10
	<b>Total Points</b>	<b>100</b>

**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](mailto: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	May 10, 2021
Deadline for Questions	May 17, 2021
Statements of Qualifications due at 3:00 p.m.	May 31, 2021
Selection and notification of firms to possibly be interviewed	Week of June 7, 2021
Possible Interviews of selected firms	Week of June 14, 2021
Announcement of highest-scoring firm(s)	June 21, 2021
Execute Master Term Agreement	Week of June 28, 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, Assistant Director, UWF Procurement & Sourcing by e-mail at [uwfbuy@uw.edu](mailto:uwfbuy@uw.edu).

Publication date(s) in the *Seattle Daily Journal of Commerce*: May 11-13, 2021

**-END OF REQUEST-**