



WASHINGTON STATE
UNIVERSITY

**REQUEST FOR QUALIFICATIONS
for
Architectural Services
for the
Southside Dining Hall and Market Renovation**

March 20, 2024

For

Washington State University

By

Facilities Services, Capital

Statement of Qualifications Deadline: **April 16, 2024, 3:00 pm**

TABLE OF CONTENTS

Request for Qualifications

- I. Introduction
 - Point of Contact
 - Selection Committee
 - Selection Schedule
- II. Scope of Work
 - Background
 - Scope of Services
- III. Qualifications Requirements and Criteria
 - Qualifications Submittal
 - SOQ Evaluation & Selection Process
 - Protest Procedures
- IV. Supplemental Information
 - Form of Agreement
 - Consultant Fees
 - Registration, Licensing and Insurance

APPENDICES

- 1. Sample Form of Agreement
- 2. WSU Design & Construction Standards
- 3. Reference plans

I. Introduction

Washington State University (WSU), Facilities Services, Capital is soliciting written Statements of Qualification from architectural design firms interested in providing complete design services for the phased renovation of the Southside Dining Hall and Market on the Pullman campus.

Point of Contact

To be considered, all Statements of Qualifications (SOQ) should be submitted via email in PDF format electronic file to:

Louise Sweeney, Senior Project Manager
Department of Facilities Services, Capital
contracts@wsu.edu & cc'd to lasweeney@wsu.edu
Phone 509-335-4437

During preparation of the qualification's submittal, all communications with WSU regarding the submittal request shall be made with Louise Sweeney, Facilities Senior Project Manager, 509-335-4437, lasweeney@wsu.edu. Firms are cautioned that this is the only person that shall be contacted throughout the procurement process. Any contact with other individuals, including the Selection Committee and their organizations may result in the Firm's SOQ and/or Proposal being declared non-responsive and not eligible for further consideration.

All questions shall be received by e-mail and shall be received no later than five calendar days prior to the submittal deadline to be included in an addendum.

Selection Committee

WSU has assembled the following individuals to serve on the selection committee to evaluate proposals. No contact with selection committee members other than the Point of Contact is permitted. The Owner reserves the right to add or remove representatives at any time without notice.

Voting Participants:

Sean Greene – Associate Vice Chancellor, Student Affairs

Sean has worked at WSU for over 20 years in leadership roles in recreation, the CUB, dining and housing. He has been involved in six major capital projects at WSU including the Student Recreation Center, the CUB renovation, and the Elson S. Floyd Cultural Center.

Sarah Larson – Director, Dining Administration

Sarah has been with WSU Dining services in leadership roles since 2013. Prior to this she held leadership positions in hospitality and resorts in the private sector. She has been the operational lead for three new facilities and several remodels throughout her career.

Aaron Cunningham – Director, Student Affairs Facilities and Operations

Aaron has been with WSU for 13 years, serving as a maintenance supervisor, maintenance and operations coordinator, assistant maintenance and operations director and director of maintenance and custodial for housing, dining, and recreation facilities.

Jason Butcherite – Associate Director, Residential Dining

Jason has been with WSU for 9 years, serving leadership roles with progressive responsibility with WSU Dining Services and the School of Hospitality Business Management. He is a Certified Executive Chef and a proud alumnus of WSU School of Hospitality.

Cynthia Arbour – Project Manager, Facilities Services, Capital

Cyndi has been a Project Manager with Facilities Services since 2010, working on a wide range of renovation and new construction projects. Previously she served as a Campus Planner at WSU and at UMass Amherst. With her Planning background, she takes a large-scale view of campus issues.

Louise Sweeney - Senior Project Manager, Facilities Services, Capital

Louise has spent her 30+ year career as an Owner's Representative in Higher Education. Louise managed renovation projects with complex scheduling scenarios and new construction for student residence halls. Louise is DBIA certified and a registered architect.

Selection Schedule

1.	Request for Qualifications Published	March 20, 2024
2.	Last day for Questions	April 10, 2024
3.	SOQ Submittal deadline	April 16, 2024, 3:00 pm
4.	Notify finalists	April 26, 2024
5.	Interview finalists	May 16-17, 2024
6.	Final Selection Notification	May 24, 2024
7.	Award	May 31, 2024
8.	Construction phases	2024 - 2028

II. Scope of Work

Background

Washington State University, Dining Services is looking to renovate the Southside Dining Hall and Market which serves on average of 2,400 students each academic year. The 39,000sf facility, originally constructed in the 1960's and renovated almost 20 years ago, is showing its age and needs to respond to the current and future needs of the students. Housing and Dining facilities are a key criterion when prospective students are touring college campuses. We received input from students who are looking for a more inclusive environment and healthier options in dining choices.

Southside Dining Hall and the Market are housed in the same facility, and both experience functional and overall space limitations, proving to be a burden on the operations and maintenance of the facilities.

Because of the high volume of output the facility manages, closing the facility for an extended time to complete an overall renovation is not feasible. We are looking for a creative group of designers to evaluate the needs of and prepare phased documents for public procurement over the next five years.

Scope of Services

The selected design firm will begin with a study of the current facility and its existing conditions. Meetings with the management team, maintenance and operations, and student groups will be necessary to understand the goals for the project and plan for the phased approach.

Confirmation of the project's phased approach with the WSU executive group will then allow the design phase to begin. Design is to include all phases of the project with the expectation that phases may or may not be tied to one contractor, requiring phased construction document sets to be bid separately.

It is expected that a food service/market consultant would be necessary during the project. It is not necessary that you provide one in your qualification's proposal as we would prefer to be part of the selection of this subconsultant, as well as others.

III. Qualifications Requirements and Criteria

Qualifications Submittal

Interested firms shall have the following minimum qualifications:

- Be licensed to do business in the State of Washington.
- Commitment that personnel will not be changed during the life of the project without prior consent and notice to WSU.

The following information should be provided in the RFQ submittal. Note that WSU is most interested in specific information regarding the proposed team members and their specific related experience. The importance of completing the submittal with concise, pertinent, and descriptive responses is emphasized.

Each Firm's Statement of Qualifications shall be in PDF format, with the page size set to 8.5 x11" and limited to **eight single sided pages** for all submittal information with no exceptions. Font size to not be less than 10 point, no links within the content will be reviewed and any pages beyond the eight pages will not be reviewed.

1. Basic Information:

Name, Address, Phone numbers, email addresses, Year Established, Type of Ownership (Individual Proprietor, Partnership, Corporation, etc.), Type of firm, MWBE status of applicant firm, Washington Revenue Registration Number, Branch Office Addresses, Previous name of firm.

2. Firm Experience:

Provide a brief history of the firm outlining experience with occupied campus environments including higher education, high volume food service or markets, and phased construction projects. Provide project examples by select personnel that are proposed on the project. Material need not be elaborate or extensive but should depict scope and quality of respondent's work and the type of services provided.

3. Proposed Personnel:

List your Principals and Key Personnel assigned to support WSU under this solicitation and why they are selected to participate. Describe their proposed involvement in each aspect of the services to be provided and the relevant experience they gained on previous projects. Keep in mind that these are the same individuals who should be identified as having related experience in the projects listed previously.

4. Design Approach:

Describe your overall approach to design that fosters a highly interactive and collaborative team experience. Explain how your design approach will ensure that all voices are heard. Describe how your approach will align the project budget with the project priorities.

5. Environmental and Cultural Flexibility:

The advent of social media and its effect on mental health, as well as personal safety, identity issues and inclusivity concerns have played a major part on college campuses, especially since overcoming the pandemic. Describe how your firm keeps current with the evolution of the next generation's culture and expectations. Explain how the design of spaces can help define the personal and institutional identities.

6. Small and Diverse Business Inclusion Plan:

Summarize the core concepts of your internal and external diversity and inclusion plans specific to your firm. Identify any strategies, resource commitments, and steps you take to include, maintain, and sustain Small, OMWBE, WBE, MBE, and VBE success on the project and within your firm, sub consultants, etc. Specifically address your approach to access to opportunities, capital, and training.

7. References:

Provide complete contact information for references from at least three clients for which similar work has been performed.

SOQ Evaluation and Selection Process

Each member of the selection committee will review the submittals received. Overall ranking will be based on a consensus scoring exercise by the Committee members.

RFQ's will be evaluated in accordance with the following weighted distribution:

Basic Information	Required
Firm Experience	30 points
Proposed Personnel	30 points
Design Approach	15 points
Environmental and Cultural Flexibility	15 points
Small and Diverse Business Inclusion Plan	10 points
References	Pass/Fail
Acceptance of University Agreement	No Score
SOQ Total Possible Score	100 points
Interview	50 points
Maximum Possible Score	150 points

Interviews will be conducted with up to three firms shortlisted. Notification of interviews will be per the selection schedule above. Additional information will be available when notification is made.

WSU reserves the right, at its sole discretion, and based solely on its determination of the candidate firm's qualifications, to accept or reject any or all SOQ's, to postpone the selection process for its own convenience at any time, to waive any defects, informalities or irregularities in the SOQ's, and to re-advertise for this work and may also check references from prior clients, contractors, suppliers, subcontractor, and consultants not explicitly identified within the SOQ.

The candidate firms acknowledge and agree that in submitting a SOQ pursuant to this Request for Qualifications, the preparation of all materials for submittal and all presentation are at their sole cost and expense, and WSU shall not, under any circumstances, be responsible for any cost or expense incurred by the candidate firms in this regard. In addition, the candidate firms acknowledge and agree that all submitted SOQs shall remain the property of WSU and may be disclosed after award to selected firm(s).

Protest Procedures

Firms shall provide written notification to the Assistant Vice President, Capital & Operations, Facilities Services of any protest within four (4) business days from the date the proposer was notified of the selection decision by email to contracts@wsu.edu. Any protest received more than four (4) business days from the date notification was made shall not be considered.

IV. Supplemental Information

Form of Agreement

The consultant agreement to be utilized for this work is posted on the website at <https://facilities.wsu.edu/consultants/>. Each firm must affirm in their RFQ that the terms and conditions of this agreement are acceptable; or if the firm takes exception to any of the language in the agreement, they must specifically describe the reasons for the exceptions. The university makes no commitment to any modifications based on the comments received. Each firm's response to this section shall not be scored nor used as a condition of consideration.

Consultant Fees

Actual fees will be negotiated with the Project Manager and will be billed on a time and material, not to exceed basis. Hourly rate agreements will be based upon state fee guidelines and rate maximums. If the respondent and University cannot agree on a fee the University may cancel the negotiations and begin negotiations with the next highest-ranking firm. Should the University choose to cancel the negotiations upon failure to arrive at a fee agreement, such cancellation will be effective upon receipt of written notification to the respondent. The respondent shall not be reimbursed for any costs associated with the fee negotiations.

Registration, Licensing, and Insurance

Registration, licensing, and insurance coverage shall be as required by State of Washington Laws, as applicable to the professional services being provided.

End of Request for Qualifications