



**REQUEST FOR QUALIFICATIONS  
for  
Planning Services  
for the  
Student Facilities Improvement Plan**

**July 24, 2024**

For

**Washington State University**

By

Facilities Services, Capital

Statement of Qualifications Deadline: **August 8, 2024, 4:00 pm**

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## I. Introduction

Washington State University (WSU), Facilities Services, Capital is soliciting written Statements of Qualifications from architectural planning firms interested in providing planning services for student residence halls, dining halls, on-campus student apartment units, and student life facilities and spaces 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:

**Cynthia Arbour, Project Manager**  
Facilities Services, Capital  
[contracts@wsu.edu](mailto:contracts@wsu.edu) & cc'd to [carbours@wsu.edu](mailto:carbours@wsu.edu)  
Phone 509-335-7010

During preparation of the qualification's submittal, all communications with WSU regarding the submittal request shall be made with Cynthia Arbour, Project Manager, 509-335-7010, [carbours@wsu.edu](mailto:carbours@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:

##### Romando Nash – Vice Chancellor, Student Affairs

Romando is a proud first-gen student, attending Notre Dame de Namur University (formerly College of Notre Dame) for his undergraduate degree and Santa Clara University for his master's and juris doctorate degrees. He has served students at the University of Nevada, Reno (UNR), San Jose State University, the University of Southern California, Loyola University Chicago, Seattle University, and Santa Clara University. He is proud to serve in numerous roles within NASPA (the National Association for Student Affairs Professionals) and to have received the 2024 Pillars of the Profession Award.

##### Jenna Hyatt – Associate Vice Chancellor, Student Affairs and Dean of Students

Jenna has been in executive leadership roles in higher education for over 30 years. She has first-hand experience in equitable student success initiatives that increase community engagement and student belonging. She has extensive experience collaborating with facilities management, budget and finance and other campus stakeholders to develop short- and long-term capital investment plans.

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.

Meg Autrey –Director, Residential Life and Housing

Meg has been with WSU for 17 years serving in leadership roles with progressive responsibility in residence life, union operations, apartment and housing operations. She has been involved in multiple capital projects in housing and has a focus on the student experience.

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 | July 24, 2024              |
| 2. | Qualifications Submittal deadline    | August 8, 2024, at 4:00 pm |
| 3. | Notify finalists                     | August 23, 2024            |
| 4. | Interview finalists                  | Week of September 9, 2024  |
| 5. | Final Selection Notification         | September 16, 2024         |
| 6. | Award                                | September 30, 2024         |

## **II. Scope of Services**

### **Background**

Washington State University (University) is looking to develop a Student Facilities Implementation Plan to direct future design and construction efforts toward campus residence halls, dining centers, on-campus apartment units and student life facilities and spaces on the Pullman campus. This planning effort are hereinafter referred to, together, as the "Project".

The University expects that the Project will result in a Student Facilities Improvement Plan that will outline priorities for renovations or replacement student facilities throughout the Pullman campus, with a focus on determining the first five to seven major capital projects and recommendations of funding mechanisms for those projects. The Project will include numerous

sites throughout the Pullman campus of the University; however, it is anticipated that the initial concentration of projects will focus on the Southside of campus. This area of campus has not benefitted from significant recent investment, yet it accommodates the highest number of student residents including 80% of first year students. Improved facilities in this location will encourage on-campus student recruitment and retention and an improved on-campus experience. Through this solicitation process, the University intends to select a designer to undertake the following:

1. Develop an Improvement Plan that will raise the overall quality and amenities of the student living experience on campus. Plan will focus on the facilities on the Southside of campus but will address all student facilities in the WSU portfolio.
2. Incorporate upgrades to WSU infrastructure to meet upcoming changes in energy codes and Washington State regulations.
3. Address the pedestrian and vehicular circulation servicing the residence areas in the Southside area of campus.
4. Provide a comprehensive financial plan that includes sequencing of projects, use of reserve funds, new debt and needed rate increases for the Improvement Plan. Plan will also provide costing estimates for priority projects, including demolition of existing structures as needed.
5. Plan new construction or renovation of apartment units and replacement of some existing apartment units.
6. Engage a broad campus representation in development of the plan. Outreach with students, faculty, staff administration and the University community is expected.

### **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.

The Financial Plan will be a critical component of the overall Implementation Plan. If such expertise does not exist within the capabilities of the firm, the University expects the SOQ to discuss how such expertise will be solicited. If a specific partner firm is already determined, please include the partner firm's personnel and related experience as part of the SOQ.

Each Firm's Proposal 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 campus planning efforts including higher education student facilities. 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 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. Project Planning Approach:**

Describe your overall approach to planning that fosters a highly interactive and collaborative team experience. Explain how your approach will ensure that all voices are heard. Describe how your approach will develop project priorities.

**5. Financial Alignment Approach:**

Describe your overall approach to developing a financial plan that responds to various funding strategies and spending limitations. Explain how your approach will accommodate an uncertain financial environment over time. Illustrate how your approach will align with the comprehensive planning approach and help develop Project priorities.

**6. 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 student facilities can help define the personal and institutional identities.

**7. 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.

**8. 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.

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

|                                           |            |
|-------------------------------------------|------------|
| Basic Information                         | Required   |
| Firm Experience                           | 50 points  |
| Proposed Personnel                        | 50 points  |
| Project Planning Approach                 | 30 points  |
| Financial Alignment Approach              | 30 points  |
| Environmental and Cultural Flexibility    | 20 points  |
| Small and Diverse Business Inclusion Plan | 20 points  |
| References                                | Pass/Fail  |
| Acceptance of University Agreement        | No Score   |
| SOQ Total Possible Score                  | 200 points |
| Interview                                 | 100 points |
| Maximum Possible Score                    | 300 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](mailto: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.

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End of Request for Qualifications