



**REQUEST FOR QUALIFICATIONS  
FOR  
DESIGN-BUILD TEAMS**

**November 26, 2024**

For

**Washington State University  
WSU Pullman Campus Safety Enhancement**

By

Facilities Services, Capital

**Statement of Qualifications Deadline: January 7, 2025, 3:00 pm**

## TABLE OF CONTENTS

### REQUEST FOR QUALIFICATIONS

- I. Introduction
  - About the Project
  - Point of Contact
  - Selection Committee
  - Owner Consultants/Technical Support Not Eligible to Participate
  - About WSU Facilities Services
- II. Project Information
  - Description
  - Site Visits
  - Procurement and Project Milestone Schedule
  - Guaranteed Maximum Price (GMP)
- III. Statement of Qualification Requirements and Criteria
  - Statement of Qualifications Submittal
  - Statement of Qualifications Evaluation
  - Statement of Qualifications Submission and Deadline
  - Selection of RFP Shortlist
  - Protest Procedures
- IV. RFP Selection Process
  - RFP Response Period
  - Request for Proposal Evaluation
  - Honorarium
  - Contracting Process
- V. Supplemental Information
  - Contract Form
  - MWBE
  - Public Disclosure

### APPENDICES

#### INFORMATIONAL ITEMS

- 1. WSU Design Guidelines and Design & Construction Standards downloaded 11/26/2024  
<https://facilities.wsu.edu/facilities-services-capital/design-standards/>
- 2. Project Manual 11/24/2026
- 3. Sample Statement of Qualifications Template

## I. INTRODUCTION

### DESIGN-BUILD DELIVERY

Washington State University is soliciting written Statements of Qualifications (SOQ) from Design-Build Teams interested in providing design and construction services for the Washington State University WSU Pullman Campus Safety Enhancement Project. The University is utilizing the Design-Build alternative public works contracting procedures authorized under chapter 39.10 RCW.

- The Design-Build Method brings value to university projects, transforming the relationship between designers and builders into an alliance that fosters collaboration and teamwork.
- This delivery method provides the opportunity to assemble the ingenuity of the industry in proposing innovative solutions.
- Design-Build provides opportunities to realize efficiencies in the complete delivery of university projects.

Washington State University seeks collaborative partners who are committed to a progressive design-build process for the WSU Pullman Campus Safety Enhancement Project. This process shall be truly integrated (design and construction mutually informing the development of the project) and shall engage the university stakeholders in a process that will ensure a campus-specific solution. The project is being funded by the Department of Justice Office of Community Oriented Policing Services (COPS Office). The funding type is a Federal grant and award conditions shall apply.

In addition to the specific scoring criteria noted below, WSU would also like to emphasize the following concepts to be considered during the selection process:

- Local and diverse Design-Build teams are encouraged to consider this project due to the estimated GMP amount along with simplicity of the project scope. This project would be an excellent project for trade contractors to act as prime contractors to learn about Design-Build.
- Small business inclusion, expansion and development in public works and Design-Build.
- Design-Build Team's ability to work efficiently and effectively with WSU.
- Reducing and controlling the overall cost of construction. Challenging the assumptions of design and construction to create the most economical approach to the project.
- Experience with delivering a project that has Code of Federal Regulations requirements.

Team members selected and identified in the SOQ response should be those that will primarily be responsible for the delivery of the project; further selection of other subcontractors or team members will be in consult with the Owner.

### POINT OF CONTACT

All questions regarding this Design-Build Procurement shall be addressed to:

**Kevin Poitra, Project Manager**  
[kpoitra@wsu.edu](mailto:kpoitra@wsu.edu); [contracts@wsu.edu](mailto:contracts@wsu.edu)  
Phone: 509-335-4206

Design-Build Teams are cautioned that the 'Point of Contact' is the only person that shall be contacted throughout the Request for Qualifications (RFQ) and Request for Proposals (RFP) Phases. Any contact by Design-Build Team members with any other individuals, including those from the Selection Committee and their organizations and the Technical Consultants may result in the Team's SOQ and/or Proposal being declared non-responsive and not eligible for further consideration.

### SELECTION COMMITTEE

The Selection Committee for both the RFQ and RFP Phase may consist of representatives from Washington State University, Faculty, Staff, the Department of Facilities Services, Technical Consultants, outside Industry Partners, Community Members, or other applicable user groups. Currently 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. Owner reserves the right to add or remove representatives at any time without notice.

**Voting Participants**Kevin Poitra, Project Manager, Facilities Services, Capital

Kevin is a Project Manager/Construction Manager with Facilities Services and has worked at WSU since 2004. Kevin has been managing design-build projects for the last 14 years and is a DBIA Associate. During that time, he has become an expert in complex stakeholder driven projects. Kevin will serve as the Project Manager for this project.

Jason Harper, Construction Manager Lead, Facilities Services, Capital

Jason came to WSU in 2008 after 18 years in the mechanical and plumbing field, currently he is the lead construction manager for Facilities Services. Jason has been a team member of multiple design-build projects at WSU, with a focus on project safety, collaboration, small and diverse business inclusion. Currently, Jason acts as the JOC Program Manager. Jason will serve as the construction manager for this project.

Rick Hull Jr, Project Manager/Electrical Designer, Facilities Services, Capital

Rick has been with WSU for 11 years; he began his career at WSU as a Construction Electrician in 2013 and was promoted to his current role as Project Manager and Electrical Designer in 2020. Rick has 25 years of experience in the electrical field in addition to managing and designing a wide variety of construction projects. Rick will serve as a subject matter expert for this project.

Riley Gale, IT System Administration, Cougar Card Center

Riley has worked in the Security Industry for 25 years as a Locksmith, Access Control Technician, and System Administrator. Riley has been with WSU for 10 years and currently is the System Administrator for the Cougar Card Center handling the estimating, design, and implementation of all new access control deployments across the Pullman, Everett, and Vancouver Campuses, including configuration, programming, group administration, and scheduling for 4000 network readers across 156 buildings.

Den Bowker, Director, FAIS Washington State University

Den Bowker has worked in enterprise IT for more than 25 years with experience covering all aspects of data center operations, network and security, development, and system integration for Washington State University. He has extensive experience designing, installing, and managing various types of security camera projects and currently manages the university's security camera program.

**Non-Voting Participants**Kevin Riley IT Network & Communications Manager

Kevin has over 20 years of experience in the telecommunications industry, working as a Network Technician, Network Engineer, and Network & Telecommunications Manager. Currently, Kevin leads the teams responsible for designing, deploying, and maintaining network infrastructure on the Pullman campus.

**OWNER CONSULTANTS/TECHNICAL SUPPORT NOT ELIGIBLE TO PARTICIPATE**

There are no consultants or technical support prohibited from pursuing this Design-Build opportunity.

**ABOUT WSU FACILITIES SERVICES**

Facilities Services is a service organization that plans, designs, constructs, operates, and maintains the physical facilities and environments of the University at its Pullman, Vancouver, Tri-Cities, Everett, and Spokane campus locations, as well as research stations throughout the state. With a dedicated staff of 390 individuals, we also operate, maintain, and improve the Pullman Campus's buildings, grounds, utilities, and related services.

The integration of the people maintaining and constructing the University's facilities is at the heart of Facilities Services. The whole of Facilities strives for responsible stewardship, and future focused design and construction.

## II. PROJECT INFORMATION

### DESCRIPTION

Washington State University is seeking a design-build partner who is committed to developing a thoughtful, meaningful, functional, solution which maximizes program needs in collaboration with the University stakeholders for this project.

The Washington State University Police Department proposed the "WSU Pullman Campus Safety Enhancement Project" to create a safer campus environment and was awarded a federal grant from the Office of Technology and Equipment Program. The following award conditions shall apply; Award Monitoring Activities from the COPS Office include site visits, enhanced office-based grant reviews, alleged noncompliance reviews, financial and programmatic performance reporting (quarterly and semi-annually), and audit resolution. Additionally, Prohibition on certain telecommunications and video surveillance services or equipment and buy America preference are a condition of the Award. The Design-builder will help the University successfully meet the requirements of the grant.

The project will expand security camera coverage across the campus by adding additional cameras, which will increase security camera coverage on campus from approximately 10 percent to 50 percent. The cameras will be installed in public spaces, student Housing Complexes, and be prioritized by a security needs assessment. This project will include installing access control door management systems in a collection of priority buildings on the pullman campus.

### SITE VISITS

WSU will provide reasonable access to the Project Site for Proposers (Site visits need to be scheduled and coordinated with Project Manager.)

### PROCUREMENT AND PROJECT MILESTONE SCHEDULE

The anticipated schedule for procurement of the Project with construction completion date is indicated below:

- |                                                                                                                                                                                           |                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| <b>1. Issue Request for Qualifications (RFQ):</b>                                                                                                                                         | <b>November 26, 2024</b>          |
| a. RFQ Informational Meeting                                                                                                                                                              | December 11, 2024, 2:30 PM        |
| Join Zoom Meeting from PC, Mac, Linux, iOS, or Android:                                                                                                                                   |                                   |
| <a href="https://wsu.zoom.us/j/92812567517?pwd=8MubbbBzjPOafV8QDj9wX4flUeja2w.1&amp;from=addon">https://wsu.zoom.us/j/92812567517?pwd=8MubbbBzjPOafV8QDj9wX4flUeja2w.1&amp;from=addon</a> |                                   |
| Meeting ID: 928 1256 7517                                                                                                                                                                 |                                   |
| Passcode: 132220                                                                                                                                                                          |                                   |
| b. Deadline for Questions and Clarifications:                                                                                                                                             | December 20, 2024, 5:00 pm        |
| c. <u>Statements of Qualifications due:</u>                                                                                                                                               | <b>January 7, 2025, 3:00 pm</b>   |
| d. Announce Shortlisted Proposers:                                                                                                                                                        | January 13, 2025                  |
| <b>2. Issue Request for Proposals (RFP):</b>                                                                                                                                              | <b>January 21, 2025</b>           |
| a. RFP Informational Meeting:                                                                                                                                                             | January 22, 2025, 10:00 am        |
| b. Finalists Interviews:                                                                                                                                                                  | February 5-7, 2025                |
| c. <u>RFP Submittal deadline:</u>                                                                                                                                                         | <b>February 18, 2025, 3:00 pm</b> |
| d. Announce Final Team:                                                                                                                                                                   | February 25, 2025                 |
| <b>3. Execution of the Agreement:</b>                                                                                                                                                     | <b>March 20, 2025</b>             |
| <b>4. Construction Completion:</b>                                                                                                                                                        | <b>March 2026</b>                 |

## **GUARANTEED MAXIMUM PRICE (GMP)**

The Guaranteed Maximum Price (GMP) Design-Build budget for this Project will be \$2,200,000.00. The GMP shall include all design and construction costs, contingencies, indirect and reimbursable expenses, and fees to complete the Project. The GMP does not include Washington state sales tax, see Section 00 50 00 – Agreement between Owner and Design-Builder.

## **STATEMENT OF QUALIFICATIONS SUBMITTAL**

The SOQ submitted by responding Design-Build proposers shall include information documenting how the Design-Build Team meets the evaluation criteria below to achieve the collaborative nature of WSU progressive Design-Build process. SOQ elements will be evaluated using the weighted distribution identified below. Each Team's SOQ shall be in PDF format, with the page size set to 11 x 17 (A3) and limited to two pages (when printed) for all requested submittal information except for the Design-Build Team Resumes. Design-Build Team resumes shall be submitted on a single PDF page set to 11 X 17 (A3) (no other information may be included on this third page of the statement of qualifications). Font size to not be less than 10 point, no links within the content will be reviewed, and any pages beyond the three pages will not be reviewed. An optional use SOQ Template has been included with the Appendices, teams are welcome to use it and will not be penalized if they do not.

### **1. Design-Build Team Organization and Responsibilities**

- a. Title with project identification.
- b. Clearly identify Design-Build Point of Contact name and address, including email and phone number for correspondence throughout the procurement process.
- c. Describe the proposed Design-Build Team for both design and construction portions of the Project, including team members, the organization, and the responsibility of each team member. Include a visual element that shows the relationship within the Design-Build Team.
- d. Provide abbreviated resumes of the key individuals working as the Design-build Team. Resumes to focus on experience relevant to this project and why they are being proposed for this project. (See note above for specific page submission requirements of resumes).

### **2. Design-Build Team Experience**

- a. Provide the proposed Design-Build Team members' specialized experience and competence in managing a project that encompasses multiple sites.
- b. Highlight any experience the proposed project Team members have working with federal grant funded projects.
- c. Provide relevant past performance of Team members working on a highly collaborative integrated project team. Clearly identify which Team members were involved in these projects and their role.
- d. Demonstrate how the proposed members will work together to complement each other's strengths.

### **3. Project Approach**

- a. Describe your overall approach to delivering this project to meet the overall goals, engaging the stakeholders, and maximizing available resources.
- b. Approach to overall project management that includes preconstruction services, cost management, schedule adherence, team onboarding, risk management, and scope confirmation.
- c. Contracting approach with consultants and trade partners.
- d. Affirm that the terms and conditions of the Contract and General Conditions issued with the RFQ are acceptable, or if the Proposer takes exception to the documents the Proposer must specifically describe the reasons for the exceptions and provide alternative language for consideration by the University. The University makes no commitment that it will modify any of the terms of the Contract or General Conditions.

### **4. Business Equity and Diverse Business Inclusion History:**

- a. Summarize the core concepts of your company internal and external diversity and inclusion plans. Briefly identify any strategies, resource commitments, and steps you take to address access to opportunities, capital and training for OMWBE, WBE, MBE, SBE, and VBE within your firm, sub consultants, subcontractors, suppliers, etc.

- b. Provide summary level data demonstrating the team's past performance in utilization of business entities certified with the office of minority and women's business enterprises, including small businesses and business entities certified with the department of veterans affairs, to the extent permitted by law for a minimum of 3 years prior to this project.
- c. For the purposes of this RFQ the following definitions shall apply:
  - a. OMWBE: Businesses certified by the State of Washington Office of Minority and Women's Business Enterprises.
  - b. MBE: Minority Business Enterprise; at least 51% minority owned.
  - c. WBE: Women's Business Enterprise; at least 51% owned by one or more women.
  - d. SBE: Small Business Enterprise; 50 or fewer employees or gross revenue of less than seven million dollars annually as reported on its state and federal tax returns over the previous three consecutive years.
  - e. VBE: Veteran Business Enterprise; at least 51% veteran owned.

**5. Safety, Financial, Legal – Pass/Fail**

- a. Provide the safety and accident prevention record of the Design-Builder. Include other relevant information that documents their safety record, including TRIR and EMR ratings.
- b. Provide a list of all OSHA, WISHA, or other state safety agency citations and their dispositions for the past five (5) years.
- c. List the state of Washington design and construction licenses and registrations held by the Design-Build Team, the lead contractor, designer-of-record, and specialty sub-consultants.
- d. Provide evidence from a surety or insurance company (with a Best's Rating of A minus and VIII or better by A.M. Best Co.) stating that the Design-Builder can obtain separate performance and payment bonds in amounts not less than the GMP, which bonds will cover the Project and any warranty periods. If the Design-Builder is a limited liability company, joint venture or any form of partnership, specifically identify how bonds will be obtained and which member(s) and/or partner(s) will be providing such bonds. (Letter may be included as scaled down image, but may not be submitted separately from the SOQ.)
- e. Describe any project that Design-Builder, lead contractor or designer-of-record were involved in within the past five (5) years that resulted in: (a) the assessment of liquidated damages against one of such parties; (b) one of such parties having received a notice to cure a default due to the party's non-performance or poor performance of the underlying contract; or (c) one of such parties being terminated for cause.
- f. Disclose past or current bankruptcies, convictions, debarments, or suspensions involving Design-Builder, the lead contractor, and the designer-of-record.

**STATEMENT OF QUALIFICATIONS EVALUATION**

The University, through a Selection Committee, will review SOQs submitted in response to this RFQ based on the evaluation criteria and weighting identified herein. The University reserves the right to reject any or all SOQs and may also check references from prior clients, contractors, suppliers, subcontractor, and consultants not explicitly identified within the SOQ.

Statements of Qualifications will be evaluated in accordance with the following weighted distribution:

|                                                           |            |
|-----------------------------------------------------------|------------|
| 1. Design-Build Team Organization and Responsibilities    | 25 points  |
| 2. Team Experience                                        | 25 points  |
| 3. Project Approach                                       | 35 points  |
| 4. Business Equity and Diverse Business Inclusion History | 15 points  |
| 5. Safety, Financial, Legal                               | Pass/Fail  |
| Total                                                     | 100 points |

## STATEMENT OF QUALIFICATIONS SUBMISSION AND DEADLINE

Any addenda issued for this RFQ will be published at the following website address:

<https://facilities.wsu.edu/alt-pub-works/>

Respondents are responsible for checking the website prior to the submission of their SOQ for any addenda. If you are unable to download the addenda notify the Point of Contact. SOQs must be submitted via email in PDF Format no later than **3:00 PM on January 7, 2025**. SOQs are to be emailed to [contracts@wsu.edu](mailto:contracts@wsu.edu) and copied to [kpoitra@wsu.edu](mailto:kpoitra@wsu.edu). A confirmation of receipt will be sent to the submitting party, and a list of responding firms will be posted at the website above shortly after the submission time has passed. Respondents are responsible for ensuring and confirming receipt of the SOQ by the deadline stated above. SOQs received after the deadline will not be considered.

## SELECTION OF RFP SHORTLIST

The Selection Committee will select the three highest ranked finalist proposers after a thorough review. These candidates will be invited to proceed to the RFP phase of the selection process.

If clear determination of the shortlist is not possible based upon SOQ's, the University may, at its discretion, invite the highest ranked respondents (no more than five) to an interview where Design-Build proposers will be asked to present more detailed information about their capabilities and qualifications. The pre-finalists will be responsible for paying for all their expenses in preparing for and attending their interview.

## PROTEST PROCEDURES

Design-Builders shall provide written notification to the Vice President of Facilities Services, Capital of any protest within four (4) business days from the date the proposer was notified of the selection decision. Any protest received more than four (4) business days from the date notification was made shall not be considered.

### III. RFP SELECTION PROCESS

#### RFP RESPONSE PERIOD

The RFP will include a general description of the Project including programmatic, technical requirements and any special University standards; functional and operational elements; and target budget and schedule for design and construction of the Project. The RFP Response will place emphasis on the design-build teams' approach to the project including the following; design, contracting, cost control during design and construction, schedule management, quality control, along with subconsultant and trade partner selection.

An important element of the RFP stage of the selection will be an interview either via virtual platform or in person, at WSU's discretion. WSU looks forward to each team demonstrating the process and technology they will use in the virtual environment as it applies to the design and construction of this project. The goal of this interview is to understand the working relationship and the design process of a design-build team. The interview session is anticipated to be approximately two hours in length and attendees at the interview limited to 5 representatives from the Design-Build team in total. At a minimum WSU will attend the interview with the entire Selection Committee, potentially bringing key stakeholders, Technical Consultants, and Industry Partners as appropriate.

The design-build proposer will have limited time to prepare for the interview. This is intentional, as the University wishes to respect the investment made by proposers pursuing this project. The University believes that the dialogue and interaction at the interview should reflect how design-build team will engage the university team and facilitate a meaningful stakeholder-driven project process. The interview should also demonstrate the team's understanding of a project cost model, including opportunities within the model for meaningful alternatives and choices; critical issues and drivers that may influence the project. The University wishes to see how the design-build proposers frame issues and choices, how the stakeholder group is engaged, how priorities are established, and how the design process may truly be transparent and understood such that the university stakeholders feel invested in the design as it develops.

The finalist proposers will be responsible for paying all their own expenses associated with the Finalist Interview.

### REQUEST FOR PROPOSAL EVALUATION

Proposals will be evaluated in total to determine which, in the opinion of the WSU Selection Committee represents the best overall fit for the university based on the requirements of the RFQ, RFP and any addenda published by WSU.

Proposals submitted by finalists will be evaluated in accordance with the following weighted distribution:

|                                                     |                   |
|-----------------------------------------------------|-------------------|
| 1. Team Dynamic                                     | 40 points         |
| 2. Design Approach                                  | 30 points         |
| 3. Project Execution Plan                           | 35 points         |
| 4. Project Specific Diverse Business Inclusion Plan | 15 points         |
| 5. Project Schedule                                 | 10 points         |
| 6. Cost Analysis / Fee                              | 10 points         |
| 7. Proposal Requirements                            | 10 points         |
| <b>Total</b>                                        | <b>150 points</b> |

### HONORARIUM

Progressive Design-Build reduces the submittal efforts by the Design-Build team. The University acknowledges that there is a limited level of design required by the proposers to prepare for the Finalist Interview and would like to generate meaningful competition among proposers. Therefore, an honorarium in the amount of \$5,000 will be paid to each of the unsuccessful proposers upon award of the contract to the successful team.

### CONTRACTING PROCESS

The final Design-Build contract shall be awarded in accordance with the processes and requirements set forth in the RFP and based on the procedures outlined in RCW 39.10.330. The selected finalist team will be promptly awarded an agreement.

WSU's Design-Build Agreement is characterized by Design Review Packages authorizing Design-Builder to proceed with each phase of the Project:

- Agreement Execution (based upon Project Execution Plan)  
Requires payment and performance bonds, insurance, and retention option for the entirety of the GMP (inclusive of sales tax). Design-Builder shall begin design in collaboration with Owner.
- Design Review Package: Project Confirmation Milestone  
Milestone where the project intent, concept, program, goals, priorities, target value, and target schedule have been established to Owner's satisfaction. Project Manager authorized continuation to next phase of Design.
- Design Review Package: Design Documents Milestone  
Milestone where the design has been completed to Owner's satisfaction. The trade partners are onboard, cost, scope and schedule have been defined, and the Design-Builder is ready to complete the Construction Documents. Project Manager authorizes continuation into the remainder of design and construction for the project.

**IV. SUPPLEMENTAL INFORMATION**

**CONTRACTING FORM**

The University will use a Design-Build, Cost plus fee with a GMP which is included herein for Design-Builder's review.

**PUBLIC DISCLOSURE**

This procurement will follow the newly approved Design-Build legislation amending RCW 39.10.330 and 39.10.470 pertaining to public disclosure:

"Proposals submitted by Design-Build finalists are exempt from disclosure until the notification of the highest scoring finalist is made in accordance with RCW 39.10.330(5) or the selection process is terminated."

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END OF REQUEST FOR QUALIFICATIONS